

**6.3.1: The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/ progression.**

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**PRINCIPAL**  
GOVT. COLLEGE OF ENGG.,  
SALEM-636 011

# **Confidential Report**

## FORMAT OF ANNUAL CONFIDENTIAL REPORT ON

**GROUP A&B OFFICERS FOR THE PERIOD FROM .....TO.....**

- 1) a) Name of the officer reported upon :  
b) Designation :
- 2) Date of appointment to the present post :
- 3) Length of service under the reporting Officer ( from.....to.....)
- 4) Details of leave, trainings attended during the period under report. (i) Leave:-  
(ii) Training:-
- 5) a) Whether the above officer filed the Property return as per Tamil Nadu Government Servants' Conduct Rules,1973 :  
b) Whether self assessment report furnished by the officer :
- 6) Physical capacity :

|   |   |   |   |                                |
|---|---|---|---|--------------------------------|
| <b>7. Assessment of "Work output":</b> (weightage to this section would be 40%)         | : | Reporting Officer (Refer guidelines 4.1 to 4.11 in Annexure II) | Reviewing Officer (Refer Guidelines 5.1 to 5.2) | Initial of reviewing authority |
| (i) Accomplishment of planned work / subjects allotted                                  | : |   |   |                                |
| (ii) Quality of output  | : |   |   |                                |
| (iii) Analytical ability  | : |   |   |                                |
| iv) Accomplishment of exceptional work/unforeseen tasks performed                       | : |   |   |                                |
| Overall Grading on "Work Output" (Average value of (i) to (iv))                         | : |   |   |                                |
| <b>8. Assessment of "Personal Attributes":</b> (weightage to this section would be 30%) | : | Reporting Officer (Refer guidelines 4.1 to 4.11                 | Reviewing Officer (Refer guidelines 5.1 to 5.2) | Initial of reviewing authority |
| (i) Attitude to work  | : |   |   |                                |
| (ii) Sense of responsibility  | : |   |   |                                |
| (iii) Maintenance of Discipline   | : |   |   |                                |
| (iv) Communication skills   | : |   |   |                                |
| (v) Leadership qualities  | : |   |   |                                |

|  |   |   |  |                                |
|--|---|---|--|--------------------------------|
| (vi) Capacity to work in team spirit   | : |   |  |                                |
| (vii) Capacity to work in time limit   | : |   |  |                                |
| (viii) inter-personal relations  | : |   |  |                                |
| Overall grading on "Personal Attribute" (Average value of (i) to (viii) )                                    | : |   |  |                                |
| <b>9. Assessment of Functional Competency</b> :(weightage to this section would be 30%)                      | : | Reporting Officer (Refer guidelines 4.1 to 4.11 | Reviewing Officer (Refer guidelines 8.1 & 8.2) | Initial of reviewing authority |
| (i) Knowledge of Rules / Regulations/Procedures in the area of function and ability to apply them correctly. | : |   |  |                                |
| (ii) Strategic planning ability  | : |   |  |                                |
| (iii) Decision making ability  | : |   |  |                                |
| (iv) Coordination ability  | : |   |  |                                |
| (v) Ability to motivate and develop subordinates   | : |   |  |                                |
| Overall grading on "Functional Competency" (Average value of (i) to (v))                                     | : |   |  |                                |

10. Integrity :  
(Please comment on the integrity of the officer)

11. Pen picture by reporting Authority :  
(Please comment on the overall qualities of the Officer including areas of strengths and lesser strengths and his attitude towards weaker sections)

12. Overall grading :  
(Average value of Columns 7,8 & 9)

Signature of the Reporting Authority

Name in Block Letters :

Designation :

Date :

### REMARKS OF ACCEPTING AUTHORITY

1. Length of service under the Accepting :  
Authority

2. State clearly whether the Accepting :  
Authority fully agrees with the remarks  
of the Reporting/ Reviewing Authority.  
If any modification is made by him on the  
remarks of the Reporting Authority, the  
reasons for such modification shall be  
indicated.

**Signature of the Accepting Authority:**

Name in Block Letters:

Designation:

Date:

**Acknowledgement by the officer concerned for having seen the report for  
the period from.....to.....**

I have perused the report in full. I am satisfied with the report/  
propose to make representation against the grading awarded /adverse remarks.  
(strike off the sentence which is not relevant)

Signature:

Name in Block Letters:

Designation:

Date:

## REMARKS OF REVIEWING AUTHORITY

- 1) Length of service under the Reviewing :  
Authority
- 2) State clearly whether the Reviewing :  
Authority fully agrees with the remarks  
of the Reporting Authority. If any  
modification is made by him on the  
remarks of the Reporting Authority, the  
reasons for such modification shall be  
indicated.
- 3) Comments if any, on the pen picture :  
written by the Reporting Authority.

**Signature of the Reviewing Authority :**

Name in Block Letters:

Designation:

Date:

## தன் மதிப்பீட்டுப்படிவம்

திரு./டாக்டர். அ. ப. சத்தியஞானம், உதவிப்  
பபராசிரியர் / இணைப் பபராசிரியர் /  
இயந்திரவியல் Fணை 01.01.2023 முதல் 31.12.2023

நாளுடன் முடியும் கால அளவு

அறிக்ணகயின் 1 பகுதி ததாடர்பான தகவல்  
(அறிக்ணக எவர் பைறித் தயாரிக்கப்படுகிபைதா, அவர்  
தகாடுக்க பைவ் டிய தகவல்)

### 1. (அ) ததர்வுமுடிவுகள்:

| ததொ<br>டர்<br>எண்                         | கற்றுக்<br>தகொடு<br>த்த<br>பொடங்<br>கள் | வொரத்தி<br>ற்கு<br>விரிவுர<br>ர<br>ஆற்றி<br>ய மணி<br>தேரம் | அப்பொடத்திட்<br>டத்தில் பல்<br>கரலக் கழகம்<br>ேடத்திய<br>அல்லஈ<br>ததர்வுக்கு<br>மு<br>ேடத்திய<br>ததர்வு<br>எழுதிய<br>மொணவர்<br>களின்<br>எண்<br>ணிக்ரக | ததறியவர்களின்<br>விழுக்கொடு<br>குறிப்புரர்கள்<br>எரவதயனுமிரு<br>ப்பின் அரவ<br>இப்பொட்த்திட்<br>டத்தில் முழு<br>ேரலச்<br>சரொசரி |
|---|---|--|---|--|
| சனவரி2023 – டிசம்பர்2023                  |   |  |   |  |
|   |   |  |   |  |
|   |   |  |   |  |
|   |   |  |   |  |
| பிறபொடங்களுக்குஉதவியொளரொகபணிபுரிே்தவிவரம் |   |  |   |  |
|   |   |  |   |  |
|   |   |  |   |  |

(பாடத்திட்டம் குறித்ஈ ஏட்டளவில் தகாடுத்த விரிவுணர்கள்  
ததாடர்பான மைபநரங் கள் மட்டுபம தகாடுக்கப்படபைவ்  
டும்)

|   |   |  |
|---|---|--|
| ஆ) அறிக்ரகயின் இனம் 1<br>பகுதி 1<br>தொடர்பொனஏரனய<br>தகவல்           | : |  |
|   |   |  |
| 2.கீழ்க்குறிப்பிட்டுள்ளரவபற்றிஇக்கொலஅளவில் உங்கள்<br>சொதரனகள் யொரவ? |   |  |
|   |   |  |
| அ)ஆய்வுக்கூடம் அல்ல<br>தொழில் பட்டரறயின்<br>வளர்ச்சி                | : |  |
|   |   |  |



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| ஆ) தசய்முரற<br>விளக்கமொதிரிகள்<br>தயொரித்தல், தசய்முரற<br>விளக்கச்<br>சொதனங்கள்<br>கற்பிப்பதற்கொன<br>ஏரனய சொதனங்கள்  | : |  |
| இ) பொடமுரற அரமப்பு<br>பொட<br>தபொதரனதரம்<br>முதலியரவ  | : |  |
| 3.அ) ேீங்கள் அடிப்பரட<br>ஆரொய்ச்சிப் பணியில்<br>அல்லஈ<br>தசய்முரற ஆரொய்ச்சிப்<br>பணியில் ஈடுப்பட்டுள்<br>ளீர்களொ? ஆம் எனில்,<br>இக்கொல அளவில் ேீங்<br>கள் தசய்த பணி<br>குறித்த விவரங்கரளச்<br>சுருக்கமொக எழுதவும். | : |  |
| ஆ) இக்கொல அளவில் ேீங்<br>கள்<br>ஆரொய்ச்சிக்<br>கட்டுரரகள் எரவதயனும்<br>தவளியிட்டீர்களொ?<br>அரவ ளேதப்<br>பத்திரிக்ரகயில்<br>தவளியிடப்பட்ட<br>ன? ரகவசம்<br>இருப்பின்<br>அவற்றின் படிகரன<br>இரணக்கவும்.               | : | இக்கொல அளவில் , ஆறு(6 nos) ஆரொய்<br>ச்சிக்<br>கட்டுரரகரள சர்வததச<br>பத்திரிக்ரககளில் தவளியிட்டுள்<br>தளன். அதன் விவரம் கீதழ<br>தகொடுக்கப்பட்டுள்ளஈ,<br><br>இக்கொல அளவில் தவளியிடப்பட்ட<br>ஆரொய்ச்சிக் கட்டுரரகளின் ேகல்<br>கள் இப்படிவத்ஈடன்<br>இரணக்கப்பட்டுள்ளஈ. |
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| <p>இ) பகுதி 1 இனம் 3<br/>ததொடர்பொக</p> <p>ேீங்கள் தவறு ஏததனும்<br/>ததரிவிக்க விரும்<br/>புகிறீர்களோ? ஆக்கப்<br/>பணி</p> <p>அல்ல வளர்ச்சிப்<br/>பணி ஏததனும் ஆற்<br/>றியிருே்தொல் அ<br/>பற்றிக் குறிப்பிடவும்.</p> | : | இல்ரல |
|  |   |       |
| <p>4.அ) அறிக்ரகக்குரிய<br/>கொலத்தில்</p> <p>ேீங்கள் தவறு ஏததனும்<br/>கல்வித் தகுதிகள்<br/>தபற்றீர்களோ?<br/>விவரங்கள் எழுதவும்.</p>   | : | இல்ரல |
|  |   |       |

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| <p>ஆ) அறிக்ரகக்குரிய கொலத்தில்</p> <p>ேீங்கள் ஏததனும் நூல் தவளியிட்டுள்ளீர்களோ?</p> <p>அல்லஈ நூல் ,</p> <p>வழிக்கொட்டி நூல் எழுதி வருகிறீர்களோ? ஆம் எனில், விவரங்கள் எழுதவும்.</p>   | : | இல்ரல |
|  |   |       |
| <p>இ) அறிக்ரகக்குரிய கொலத்தில்</p> <p>தங்கள் ததொழில்</p> <p>ததொடர்பொகத் தொங்</p> <p>கள் ளேத்தேத்தக்</p> <p>குழுக்களில்</p> <p>பணிபுரிேஈள் ளீர்கள் ?</p>  | : |       |
|  |   |       |
| <p>ஈ) அறிக்ரகக்குரிய கொலத்தில்</p> <p>ேீங்கள் பங்கு</p> <p>தகொண்ட</p> <p>மொேொடுகள்</p> <p>அல்லஈ கருத்தரங்</p> <p>குகள் பற்றிய</p> <p>விவரங்கரள</p> <p>தகொடுக்கவும்.</p> <p>தொங்கள் ஆற்றிய</p> <p>பங்கின் தன்ரம</p> <p>யொஈ?</p> | : | இல்ரல |
|  |   |       |
| <p>உ) ஆதலொசரன அளிக்கும் பணி</p> <p>எதிதலனும் தொங்கள்</p> <p>ஈடுப்பட்டுள்ளீர்களோ? ஆம் எனில்,</p> <p>அஈததொடர்பொன</p> <p>விவரங்கரள எழுதவும்.</p>  | : |       |
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| <p>ஊ) இஃத அறிக்ரகயின் பகுதி 1</p> <p>இனம் ததொடர்பொகத் தொங்கள் ஆற்றியபணி ஏததனும் உள்ளதொ?</p> <p>அஃபற்றியவிவரங்கரள எழுதவும்.</p> | : |  |
|--|---|--|

ஃத அலுவலர் பற்றிய அறிக்ரக

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ொ  
ள்:  
இட  
ம்:

எழுதப்படுகிறததொதேத  
அலுவலரின்  
ரகதயொப்பமும்  
தபயரும், பதவிப்தபயரும்  
ததளிவொன  
எழுத்க்களில்  
எழுதப்படதவண்  
டும்

# **Career Assessment Scheme**



## தொழில் நுட்பக் கல்வித் துறை

அனுப்புநர்  
ஆணையர்  
தொழில் நுட்பக் கல்வி இயக்ககம்  
சென்னை 600 025.

பெறுநர்  
முதல்வர்கள்  
அனைத்து அரசு பொறியியற் கல்லூரிகள் மற்றும்  
அனைத்து அரசு நிதிஉதவி பெறும் பொறியியற்  
கல்லூரிகள்

**கடித எண்: 45425 /அ3 /2011-1, நாள்: 18.05.2018**

ஐயா,

பொருள்: நிர்வாகம் - தொழில் நுட்பக் கல்வித் துறை - அரசு மற்றும் அரசு  
நிதிஉதவி பெறும் பொறியியற் கல்லூரிகள் - ஆசிரியர்களுக்கான பணி  
முன்னடைவுத் திட்டம் (Career Advancement Scheme)  
அமல்படுத்துதல் - வழிகாட்டுதல்கள் வழங்குதல்.

- பார்வை: 1. அகில இந்திய தொழில் நுட்ப குழுமத்தின் நெறிமுறைகள் 2010,  
நாள் 05.03.2010.  
2. அரசாணை நிலை எண்.95, உயர்கல்வித்துறை(சி2) நாள் 05.05.2010  
3. அகில இந்திய தொழில் நுட்ப குழுமத்தின் நெறிமுறைகள் 2012,  
நாள் 08.11.2012  
4. அகில இந்திய தொழில் நுட்ப குழுமத்தின் விளக்கங்கள் மற்றும்  
தெளிவுரைகள் 2016, நாள் 04.01.2016  
5. அரசாணை நிலை எண்.62, உயர்கல்வித்துறை(சி2) நாள் 02.04.2018

பார்வை (1) -ல் காணும் அகில இந்திய தொழில் நுட்ப குழுமத்தின் பரிந்துரைப்படி, அரசு மற்றும்  
அரசு நிதிஉதவி பெறும் பொறியியற் கல்லூரிகளில் பணிபுரியும் ஆசிரியர்களுக்கும், நூலகர்களுக்கும்,  
உடற்கல்வி இயக்குநர்களுக்கும், திருத்திய ஊதியமும், பணிமுன்னடைவுத் திட்டமும் அமல்படுத்தப்பட  
முடிவெடுக்கப்பட்டு, பார்வை (2)-ல் காணும் அரசாணை வாயிலாக அதற்கான ஆணைகள்  
வெளியிடப்பட்டன.

அதனைத் தொடர்ந்து அகில இந்திய தொழில் நுட்ப குழுமம் வெளியிட்ட, பார்வை (3)-ல் காணும்  
2012 நெறிமுறைகளுக்கான அறிவிப்பாணை மற்றும் பார்வை (4)-ல் காணும், 2016-ல் முழுமையாக  
வெளியிடப்பட்ட பல்வேறு தெளிவுரைகள் ஆகியவற்றின் அடிப்படையில், தற்போது அப்பணி முன்னடைவுத்  
திட்டத்தை அமல்படுத்துவதற்கான ஆணைகளை, பார்வை (5)-ல் காணும் அரசாணை வாயிலாக அரசு  
வழங்கியுள்ளது.



பார்வை (5)-ல் காணும் அரசாணை மற்றும் பார்வை (3) மற்றும் (4)-ல் காணும் அகில இந்திய தொழில் நுட்ப குழுமத்தின் நெறிமுறைகள் மற்றும் தெளிவுரைகள் ஆகியவற்றின் அடிப்படையில், இத்திட்டத்தை செம்மையாக அமல்படுத்துவதற்கான வழிமுறைகள் மற்றும் அது தொடர்பான அட்டவணைகள் மற்றும் படிவங்கள் இத்துடன் இணைக்கப்பட்டுள்ளன.

அவற்றை முழுமையாக பின்பற்றி, அத்திட்டத்திற்கான பயன்களை ஆசிரியர்களுக்கு வழங்க ஏதுவாக உரிய படிவத்தில் தகவல்கள் அளிக்கப்பட வேண்டும். ஒரு தரஊதிய நிலையிலிருந்து அடுத்த தர ஊதிய நிலைக்கு நகர்த்தும்போது, நிறைவு செய்ய வேண்டிய கல்வித்தகுதி, பயிற்சிகள் மற்றும் நிபந்தனைகள் அட்டவணையில் வழங்கப்பட்டுள்ளன. அவற்றை முழுமையாக பின்பற்றி, தர ஊதிய நகர்த்தலை வழங்க, துறைத் தலைவர், முதல்வர் பரிந்துரைக்க வேண்டும். இதில் தவறுகள் ஏற்படின் அதற்கு அவர்களே பொறுப்பாவார்கள் என்ற விவரம் தெரிவித்துக் கொள்ளப்படுகிறது.

அதன்படி தரஊதிய நகர்த்தலுக்கு தகுதியான ஆசிரியர்களுக்கு, இணைக்கப்பட்டுள்ள படிவங்களை அளித்து, பூர்த்தி செய்யக்கோரி, அதனை சம்மந்தப்பட்ட துறைத்தலைவர் சரிபார்த்து கையொப்பமிட்டு, அதன்பின், முதல்வரும், அலுவலக பணியாளரும், பணிப்பதிவேடு உட்பட்ட அலுவலக ஆவணங்களுடன் அதனைச் சரிபார்த்திடவேண்டும். முதல்வரும் அப்படிவத்தில் கையொப்பமிட்ட பின்னர், படிவமும் அதற்கான இணைப்பு ஆவணங்களும் பணிப்பதிவேட்டுடன் 15.06.2018-க்குள் தயார் நிலையில் வைத்திருக்கப்பட வேண்டும். ஒவ்வொரு தரஊதிய நிலை நகர்த்தலுக்கும் தகுதிபெற்ற ஆசிரியர்களின் எண்ணிக்கையை, முதல்வர், இயக்ககத்திற்கு தெரிவிக்க வேண்டும் என கேட்டுக்கொள்ளப்படுகிறது. அதனடிப்படையில் தொழில் நுட்பக் கல்வி ஆணையரால் அமைக்கப்படும் குழு (Screening Committee / Selection Committee) மேற்காணும் ஆவணங்களை சரிபார்த்து, நேர்முகத்தேர்வு நடத்தி, தரஊதிய நகர்த்தலை ஆணையருக்கு பரிந்துரைக்கும். அதன்பின் ஆணையர் அதற்கான ஆணைகளை பிறப்பிப்பார். முதல்வர்களிடமிருந்து தரஊதிய நகர்த்தலுக்கு தகுதிபெற்ற ஆசிரியர்களின் எண்ணிக்கை வரப்பெற்றபின், மேற்காணும் குழு குறித்த விவரம் மற்றும் நேர்முகத்தேர்வு நடைபெறும் நாள், இடம் ஆகிய விவரங்கள் தெரிவிக்கப்படும்.

10-ஆய்/21/5/18

தொழில் நுட்பக் கல்வி ஆணையருக்காக

21/5/18

## DIRECTORATE OF TECHNICAL EDUCATION

### IMPLEMENTATION OF CAREER ADVANCEMENT SCHEME (GOVERNMENT AND GOVERNMENT AIDED ENGINEERING COLLEGES)

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*The revised pay bands plus grade pays with notional effect from 01.01.2006 and with monetary effect from 01.01.2007, were already effected vide G.O.(Ms.)No:95 Higher Education (C2) Department dated 05.05.2010. Accordingly, the faculty who have already achieved the Career Advancement Scheme norms as specified in the AICTE Regulations 2010 dated 05.03.2010 and G.O.(Ms.)No: 95 Higher Education (C2) Department dated 05.05.2010 subject to the fulfillment of the norms for conditions if any prescribed therein from time to time, before the issue of AICTE Regulations on 08.11.2012, be given the Academic Grade Pay progression and monetary benefits from the date of attaining eligibility, since that Government order has already been implemented and given effect to. Pursuant to the above and as per the provisions contained in G.O.Ms.No:62 Higher Education (C2) Dept dated 02.04.2018, CAS shall be implemented by strictly following the guidelines mentioned below. Any violations and deviations in this regard will be viewed seriously.*

#### **1) CAS during the period from 05.03.2010 to 07.11.2012:**

For those Teachers and other Academic Staff who are eligible for Career Advancement from 05.03.2010 to 07.11.2012, CAS shall be implemented on the date of attaining eligibility, subject to the fulfillment of the requirements as per the AICTE Regulations 2010 dated 05.03.2010 and G.O.(Ms.)No: **95 Higher Education (C2) Department dated 05.05.2010** Monetary benefits shall be given from the date of attaining eligibility.

#### **2) CAS during the period from 08.11.2012 to 07.11.2015.**

For those Teachers and Other Academic Staff who are eligible for career advancement from 08.11.2012 to 07.11.2015, CAS shall be implemented, with relaxation of API score till 07.11.2015, as per the guidelines given in the AICTE Regulations 2012 AND G.O.(MS) No:**62 Higher Education (C2) Dept dated 02.04.2018. Notional fixation** shall be given from the date of attaining eligibility, subject to the fulfillment of the requirements and **monetary benefit shall be given from 02.04.2018**, i.e., the date of issue of G.O. (Ms) No: **62 Higher Education (C2) Dept dated 02.04.2018.**



### 3) CAS during the period from 08.11.2015 onwards:

For those Teachers and Other Academic Staff who are eligible for career advancement on or after 08.11.2015, CAS shall be implemented with API score based on the guidelines given in the AICTE Regulations 2012, on the date of attaining eligibility subject to the fulfillment of requirements. **Notional fixation** shall be given from the date of attaining eligibility and **monetary benefits shall be given from 02.04.2018. i.e., the date of issue of G.O.(MS) No:62 Higher Education (C2) Department dated 02.04.2018.**

### 4) Career Advancement Stages:

Career advancement shall be effected from one stage to the next stage, with the corresponding designations in the current pay structure as given below:

Stage 1: Assistant Professor with AGP Rs 6,000  
Stage 2: Assistant Professor with AGP Rs 7,000  
Stage 3: Assistant Professor with AGP Rs 8,000  
Stage 4: Associate Professor with AGP Rs 9,000  
Stage 5: Professor with AGP Rs 10,000

Stage 1: Asst. Librarian / Asst. Director of Physical Education with AGP Rs 6,000  
Stage 2: Asst. Librarian (Senior Scale)/ Asst. DPE (Senior Scale) with AGP Rs 7,000

Stage 3: Asst. Librarian (Selection Grade) / Asst. DPE (Selection Grade) with AGP Rs 8,000  
Stage 4: Asst. Librarian (Selection Grade) / Asst. DPE (Selection Grade) with AGP Rs 9,000  
Stage 5: Asst. Librarian (Selection Grade) / Asst. DPE (Selection Grade) with AGP Rs 10,000 **(In Our department Librarian and Physical Directors)**

### 5) Period of service required for movement from existing stage to next stage:

| Stage movement     | Period of service required in the existing stage   |
|--------------------|--|
| Stage 1 to Stage 2 | 4 years for PhD holders<br>5 years for those with PG degree in Engineering or MPhil degree in Science / Humanities / Library Science / Physical Education<br>6 years for those with UG degree in Engineering or PG degree in Science / Humanities / Library Science / Physical Education |
| Stage 2 to Stage 3 | 4 years for PhD degree holders (Note 2)<br>5 years in stage 2 for others   |
| Stage 3 to Stage 4 | 3 years (Note3)  |
| Stage 4 to Stage 5 | 3 years  |



Note 1 In case of PhD holders, the effective date of implementation of CAS is from the date of acquiring PhD degree **(as per Clarification Sl. No. 34 of AICTE Notification No. F. No. 27/RIFD/Pay Scale/01/2013-14 dt 4<sup>th</sup> January 2016).**

Note 2: The benefit of reduced service of 4 years for PhD holders, for movement from Stage 2 to Stage 3, shall be extended to only those teachers who have not availed such relaxation during movement from stage 1 to stage 2 **(Clarification Sl. No. 58 of AICTE Notification F. No. 27/RIFD/Pay Scale/01/2013-14 dt 4<sup>th</sup> January 2016).**

Note 3: Those joining the service after 5<sup>th</sup> March 2010 shall have also earned Ph.D, in the relevant discipline to move from stage 3 to stage 4**(Refer AICTE notification Dated 08.11.2012, serial No. 3.8, Page No. 44)**

Note 4: Candidates who do not fulfill the minimum score requirements under the API scoring system proposed in AICTE 2012 Regulations as per Table II(B) of Appendix I or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he/she is successfully re- assessed **(Sl.No. 2.3 of AICTE 2012 notification).**

Note 5 For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification are Assistant Professors in Stage 2, the existing requirement of Ph.D or equivalent publications will continue to apply. In case , some teachers do not also meet this criteria, the selection committee may give due weightage to criteria mentioned in AICTE 2012 regulations of Appendix I categories I and II. For all others who enter Stage 2, subsequent to this notification, the requirement of three publications, as defined in these Regulations will be applicable **(Page No. 63 of AICTE 2012 notification).**

Note 6**Equivalent Publications means** Equivalence for Ph.D. is based on publication of 5 International Journal papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the authors' area of specialization **(Page No. 33 of G. O. Ms. No. 95, Dated: 05.05.2010).**

Note 7

**Counting of Past Service under CAS (as per Page No. 49 of AICTE Regulations 2012) :**

Previous regular service, whether national or international, as Assistant Professor, Associate Professor, or Professor or equivalent in a University College, National Laboratories or other scientific/professional Organizations such as the CSIR, ICAR,

DRDO, UGC, ICSSR, ICMR, DBT, etc. should be

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counted for promotion under CAS of a teacher as Assistant Professor, Associate Professor, or Professor any other nomenclature these posts are described as per AICTE 2012 regulations of Appendix-I– Table No-II provided that:

- a) The essential qualifications of the post held were not lower than the qualifications prescribed by the AICTE for as Assistant Professor, Associate Professor, or Professor as the case may be.
- b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer), Associate Professor (Reader) and Professor.
- c) The candidate for direct recruitment has applied through proper channel only.
- d) The concerned as Assistant Professor, Associate Professor, or Professor should possess the same minimum qualifications as prescribed by the AICTE for appointment to the post of as Assistant Professor, Associate Professor, or Professor as the case may be.
- e) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government/Concerned Institution, for such appointments.
- f) The previous appointment was not as guest lecture for any duration, or an ad-hoc or in a leave vacancy of less than one year duration. Ad- hoc or temporary service of more than one year duration can be counted provided that:
  - (i) the period of service was of more than one year duration;
  - (ii) the incumbent was appointed on the recommendation of duly constituted Selection Committee; and .
  - (iii) the incumbent was selected to the permanent post in continuation to the ad-hoc or temporary service, without any break.





- (iv) Artificial break in service shall not be used to the prejudice of employee, appointed on permanent basis. The person appointed on permanent basis shall be given the benefit of entire service rendered by him with effect from the date of initial appointment (temporary/ contract/ ad-hoc) notwithstanding the artificial break/breaks in service.
- g) No distinction should be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), was considered for counting past service under this clause.

**The following clarification was given by AICTE on counting of past service: (Pg. No.26, S. No. 33 of AICTE clarification 2016)**

- a) Past services to be counted for CAS, subject to the endorsement of complete Service Record by the appropriate approving authority (i.e. University/ State Department of Technical Education) in accordance with GOI / Government of Tamil Nadu Rules. Stepping up shall be in accordance with FR &SR of GOI / GOTN, as admissible.
- b) Based on the recommendation of Selection Committee, the Central/ State/ UT Govt. may decide as per their norms/ terms and conditions at the time of appointment.

**The following clarification was given by AICTE Clarifications 2016 Sl.N 45 on counting of past service**

The period specified in the AICTE regulations 2010 for upward movement of lecturer from AGP of Rs. 7000 to AGP of Rs. 8000 shall be counted from the date of placement of lecturer **in the corresponding pre revised pay scale Rs. 10000-325-15200 only.**

## SERVICE REQUIREMENT AND ELIGIBILITY CONDITION FOR CAS SCHEME

The service requirement for the movement from one stage to another stage are given in Column 3 of Table-1.

### (a) Eligible criteria for Teachers qualifying from 01-01-2006 to 07-11-2012

The qualification requirements for the teachers who qualify from **01-01-2006 to 07-11-2012 for promotion** for various stages are given in Column 4 of Table-1.

### (b) Eligible criteria for Teachers qualifying from 08-11-2012 to 07-11-2015

Teachers who qualify from **08-11-2012 to 07-11-2015** for any of the stages mentioned in **Table-1** are **exempted from API** and the qualifications required for the movement from one stage to another stage are given in Column 5 of Table-1.

### (c) Eligible criteria for Teachers qualifying on or after 08-11-2015

Teachers who **qualify on or after 8-11-2015** for any of the stages mentioned in Column 6 of **Table-1** will be **assessed with API (Table-2)** in addition to the qualifications required for the movement from one stage to another stage are given in Column 6 of **Table-1**.

- (i) *If a teacher qualifies on or after 8-11-2015 and the date of qualification is less than one year, the API will be assessed for one full year prior to the date of qualification in addition to the other requirements as given in Column 6 of **Table-1**.*
- (ii) *If a teacher qualifies on or after 8-11-2015 and the date of qualification is less than two/three/four/five years, the API will be assessed for full two/three/four/five years as the case may be prior to the date of qualification in addition to the other requirements as given in Column 6 of **Table-1** (Sl. No. 3.2 (Pg. No. 43) of AICTE 2012 notification).*

#### NOTE:

- (i) The courses / publications shown in one stage should not be carried over for any other subsequent stages.
- (ii) Publication listed in the minimum eligibility should not be shown for API.
- (iii) The teachers who are appointed in other bodies (deputation) should refer AICTE notification dated 04.01.2016, Serial No. 50 of page 29.

***The teachers are requested to fill up the application form and submit a hardcopy of the application along with all supporting documents.***

***"Only the teachers, who have become eligible for promotion under CAS, may apply".***

**The eligible teachers are requested to submit "separate application" for the upward movement of "each stage".**

**The *Notification, Important Instructions and Eligibility Conditions* for**

***Teachers who become eligible for promotion under CAS*** are available on the AICTE webpage.

The teachers are requested to download and read the entire document before applying for the promotion under CAS.

**TABLE – 1**

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION UNDER CAREER  
ADVANCEMENT SCHEME – APPLICABLE FOR THE TEACHERS OF GOVT& GOVT. AIDED ENGINEERING  
COLLEGES.**

| 1              | 2   | 3  | 4  | 5   | 6   |
|----------------|---|--|--|---|---|
|                |   |  |  | <b>Minimum Academic Performance</b>   | Minimum Academic Performance  |
| <b>Sl. No.</b> | <b>Promotion of Teachers through CAS</b>  | <b>Service Requirement</b>   | <b>Requirements and Screening / Selection Criteria Faculty who qualify from 01-01-2006 to 07-11-2012</b>   | <b>Requirements and Screening / Selection Criteria Faculty who qualify from 08-11-2012 to 07-11-2015</b>  | <b>Requirements and Screening / Selection Criteria Faculty who qualify from 8-11-2015 onwards</b>   |
| 1              | Assistant Professor / equivalent cadres from Stage 1 to Stage 2<br><b>AGPRs.6000 to Rs.7000</b> | (i) Assistant Professor in Stage 1 and completed four years of service with Ph.D. in the relevant branch/discipline or (ii) Five years of service who are with M.Phil in Science/ humanities/Library science/Physical education./ PG Degree in Professional Courses such as M.E/ M.Tech. or (iii) Six years of service who are without Ph.D. / M.Phil.in science/humanities/Library Science / Physical | (i) Two AICTE approved refresher programs of not less than two weeks duration each and two one week each TEQIP/ AICTE / UGC / MHRD / DST / Central / State Govt. Universities / Institutes programs. | (i) One Orientation and one Refresher/ Research Methodology Course of 2/3 weeks duration approved or conducted by AICTE / Central Govt. / State Govt. / TEQIP / CIILP/ ISTE/NITTTR / IIT / DTE / SBTE / University, etc.<br><br>(ii) Screening cum verification process for recommending promotion. | (i) Minimum API scores using PBAS scoring proforma developed by the AICTE as per the norms provided in <b>Table-2</b> .<br>(ii) One Orientation and one Refresher/Research Methodology Course of 2/3 weeks duration approved or conducted by AICTE / Central Govt. / State Govt. / TEQIP / CIILP/ISTE/ NITTTR / IIT / DTE / SBTE / University, etc.<br>(iii) Screening cum verification process for recommending promotion. |

|  |  |   |  |  |  |
|--|--|---|--|--|--|
|  |  | Education/ and PG Degree<br>(M.E/M.Tech)<br>in Professional Courses |  |  |  |
|--|--|---|--|--|--|

|   |  |   |  |   |   |
|---|--|---|--|---|---|
| 2 | Assistant Professor / equivalent cadres from Stage 2 to Stage 3<br><b>AGPRs. 7000 to Rs.8000</b> | Assistant Professor with completed service of five years in Stage 2.<br>Or<br>Those who completed Ph.D in stage 2 will move stage 3 with 4 years.<br>The benefit of 4 years shall be extended to those teachers who have not been availed such relaxation during movement from AGP of 6000 to 7000. | (i) Two AICTE approved refresher programs of not less than two weeks duration each and two one week each TEQIP/ AICTE / UGC / MHRD / DST / Central / State Govt. Universities / Institutes programs. | One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration approved or conducted by AICTE / Central Govt. / State Govt. / TEQIP / CIILP / ISTE/ NITTTR / IIT / DTE/SBTE / University, etc.<br><br>(ii) Screening cum verification process for recommending promotion. | (i) Minimum API scores using the PBAS scoring proforma developed by the AICTE as per the norms provided in <b>Table-2</b> .<br><br>(ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration approved or conducted by AICTE / Central Govt. / State Govt. / TEQIP / CIILP / ISTE/ NITTTR / IIT / DTE/ SBTE / University, etc.<br><br>(iii) Screening cum verification process for recommending promotion. |
|---|--|---|--|---|---|

|   |   |  |   |   |  |
|---|---|--|---|---|--|
| 3 | <p>Assistant Professor (Stage 3) to Associate Professor (Stage 4)</p> <p><b>AGPRs.8000 to Rs.9000</b></p> | <p>(i) Assistant Professor with 3 years of completed service in Stage 3.</p> <p>(ii) Those joining the service after 5<sup>th</sup> March 2010 shall have also earned Ph.D, in the relevant discipline to move to the stage 4. (Refer <b>AICTE notification Dated 08.11.2012, serial No. 3.8, Page No. 44</b>)</p> | <p>(i) Two AICTE approved refresher programs of not less than two weeks duration each and two one week each TEQIP/ AICTE / UGC / MHRD / DST / Central / State Govt. Universities / Institutes programs.</p> | <p>(i) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication will be given to M.Phil. holders and an exemption of two publications will be given to Ph.D. holders.</p> <p>(ii) One course / programme from among the categories of methodology workshops, Training, Teaching- Learning- Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration approved or conducted by AICTE/ Central Govt./ State Govt./ TEQIP / CIILP/ ISTE/ NITTTR / IIT / DTE / SBTE / University, etc.</p> <p>(iii) A selection committee process as stipulated in this regulation and in <b>Table-2 without API.</b></p> | <p>(i) Minimum API scores using the PBAS scoring proforma developed by the AICTE as per the norms provided in <b>Table-2.</b></p> <p>(ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication will be given to M.Phil holders and an exemption of two publications will be given to Ph.D. holders.</p> <p>(iii) One course / programme from among the categories of methodology workshops, Training, Teaching- Learning- Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration approved or conducted by AICTE/ Central Govt. / State Govt./ TEQIP / CIILP/ ISTE/ NITTTR / IIT / DTE / SBTE / University, etc.</p> <p>(iv) A selection committee process as stipulated in this Regulation and in <b>Table-2.</b></p> |
|---|---|--|---|---|--|



|   |  |  |  |   |   |
|---|--|--|--|---|---|
| 4 | Associate Professor (Stage 4) to Professor/equivalent cadres (Stage 5)<br><br><b>AGP</b><br><b>Rs.9000 to</b><br><b>Rs.10000</b> | (i)Associate Professor with three years of completed service in Stage 4 with Ph.D in relevant discipline | (i) Two AICTE approved refresher programs of not less than two weeks duration each and two one week each TEQIP/ AICTE / UGC /MHRD /DST / Central / State Govt. Universities / Institutes programs. | (i) A minimum of five publications since the period that the teacher is placed in Stage 3<br><br>(ii) A selection committee process as stipulated in this regulation and in <b>Table-2</b> without API. | (i)Minimum yearly / cumulative API scores using the PBAS scoring proforma developed by the AICTE as per the norms provided in <b>Table-2</b> . Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.<br><br>(ii) A minimum of five publications since the period that the teacher is placed in Stage 3.<br><br>(iii) A selection committee process as stipulated in this Regulation and in <b>Table-2</b> . |
|---|--|--|--|---|---|

**TABLE-2****MINIMUM APIs REQUIRED**

**TO BE APPLIED FOR THE PROMOTION OF TEACHERS, IN COLLEGES (UG AND PG) UNDER CAREER ADVANCEMENT SCHEME (CAS) AND WEIGHTAGES FOR EXPERT ASSESSMENTS**

| Sl. No.                         | Activity   | Assistant Professor / equivalent cadres (Stage 1 to Stage 2) | Assistant Professor / equivalent cadres (Stage 2 to Stage 3) | Assistant Professor (Stage 3) to Associate Professor (Stage 4)   | Associate Professor (Stage 4) to Professor (Stage 5)   |
|---------------------------------|--|--|--|--|--|
| I                               | Teaching-learning Evaluation Related Activities (Category-I)   | 75 / year  | 75 / year  | 75 / year  | 75 / year  |
| II                              | Co-curricular Extension and Profession related activities (Category-II)  | 15 / year  | 15 / year  | 15 / year  | 15 / year  |
| III                             | Minimum total average annual score under Categories I and II*  | 100 / year   | 100 / year   | 100 / year   | 100 / year   |
| IV                              | Research and Academic Contribution (Category III)  | 5 / year<br>(20 / assessment period)                         | 10 / year<br>(50 / assessment period)                        | 15 / year<br>(45 / assessment period)  | 20 / year<br>(60 / assessment period)  |
| <b>Expert Assessment system</b> |  | <b>Screening committee</b>                                   | <b>Screening committee</b>                                   | <b>Selection committee</b>   | <b>Selection committee</b>   |
| V                               | Percentage distribution of weightage points in the expert assessment (Total weightage = 100. Minimum required for promotion is 50) | No separate points. Screening Committee to verify API Scores | No separate points. Screening Committee to verify API Scores | 20% contribution to research, 60% Assessment of domain knowledge and Teaching practices, 20% interview performance | 30% contribution to research, 50% Assessment of domain knowledge and Teaching practices, 20% interview performance |

**\*Teachers may score the balance of 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.**



## DIRECTORATE OF TECHNICAL EDUCATION

**Application form for promotion under career Advancement Scheme (CAS) for teachers in Government and Government Aided Engineering colleges as per AICTE**

### **PART – A** **GENERAL INFORMATION AND ACADEMIC PROFILE**

|  |
|--|
| Application for promotion from Stage _____ to Stage _____  |
| Period of Assessment for the CAS promotion: _____ to _____ |

**College :** \_\_\_\_\_

**Department:** \_\_\_\_\_

1. Name (in Block Letters) : \_\_\_\_\_
2. Father's Name (in Block Letters) : \_\_\_\_\_
3. Mother's Name (in Block Letters) : \_\_\_\_\_
4. Spouse's Name (in Block Letters) : \_\_\_\_\_
5. Date of Birth : \_\_\_\_\_
6. Current Designation & Grade Pay : \_\_\_\_\_
7. Date of Last CAS Promotion (Position and Stage) : \_\_\_\_\_
8. Date of eligibility for promotion : \_\_\_\_\_
9. Category (SC/ST/OBC/General) : \_\_\_\_\_
10. Address for correspondence (with Pin Code) : \_\_\_\_\_
11. Permanent Address (with Pin Code) : \_\_\_\_\_
12. Telephone Number : R \_\_\_\_\_ M \_\_\_\_\_
13. E-Mail : \_\_\_\_\_

14. Academic Qualifications :

| Degree                     | Discipline/<br>Specialization | Institute | Month<br>&<br>year<br>of<br>passing | University | Percentage<br>of<br>marks/<br>Class |
|----------------------------|-------------------------------|-----------|-------------------------------------|------------|-------------------------------------|
| Under Graduate Degree (UG) |                               |           |                                     |            |                                     |
| B.E/B.Tech/B.Sc/B.A        |                               |           |                                     |            |                                     |
| Post Graduate Degree (PG)  |                               |           |                                     |            |                                     |
| M.E/M.Tech/M.Sc/M.A        |                               |           |                                     |            |                                     |
| Post Graduate Degree (PG)  |                               |           |                                     |            |                                     |
| M.Phil                     |                               |           |                                     |            |                                     |
| Ph.D. (Viva-voce date)     |                               |           |                                     |            |                                     |
| Others                     |                               |           |                                     |            |                                     |

15. Details of CAS promotion already obtained from Date of joining as permanent faculty in DOTE Government service

| Stage     | Designation | Duration             |                    | Experience |       |
|-----------|-------------|----------------------|--------------------|------------|-------|
|           |             | From<br>(dd/mm/yyyy) | To<br>(dd/mm/yyyy) | Year       | Month |
| Stage I   |             |                      |                    |            |       |
| Stage II  |             |                      |                    |            |       |
| Stage III |             |                      |                    |            |       |
| Stage IV  |             |                      |                    |            |       |
| Stage V   |             |                      |                    |            |       |

16. Leave particulars for the assessment period

| S. No | Nature of leave                 | Duration             |                    | No. of days |
|-------|---------------------------------|----------------------|--------------------|-------------|
|       |                                 | From<br>(dd/mm/yyyy) | To<br>(dd/mm/yyyy) |             |
| 1     | Earn leave                      |                      |                    |             |
| 2     | Medical leave                   |                      |                    |             |
| 3     | Leave on loss of pay            |                      |                    |             |
| 4     | Other leave except casual leave |                      |                    |             |

17. Orientation/Refresher Course/Summer School / Winter School/Workshops attended:

| S. No | Name of Course | Place | Duration | Programme Sponsoring Agency |
|-------|----------------|-------|----------|-----------------------------|
| 01    |                |       |          |                             |
| 02    |                |       |          |                             |
| 03    |                |       |          |                             |
| 04    |                |       |          |                             |

18. List of Publications (for the purpose of evaluation):

| S. No. | Title of paper | Name of the journal          | Publication details           | ISSN / ISBN Number |
|--------|----------------|------------------------------|-------------------------------|--------------------|
|        |                | Month and year of acceptance | Vol. No., Pg. No, Month, Year |                    |
| 01     |                |                              |                               |                    |
| 02     |                |                              |                               |                    |
| 03     |                |                              |                               |                    |
| 04     |                |                              |                               |                    |
| 05     |                |                              |                               |                    |

**PART B****ACADEMIC PERFORMANCE INDICATORS (API) (CATEGORY: I)****(Please see detailed instructions/guidelines for filling PBAS Proforma before filling this section)****Also refer AICTE regulation 2012 dated 8<sup>th</sup> November 2012****TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

| S. No.  | Particulars  | Max<br>·<br>Score<br><br>Per<br>Year | API score obtained for each academic year of the period under assessment |                         |                         |                      |                      |
|---|--|--------------------------------------|--|-------------------------|-------------------------|----------------------|----------------------|
|   |  |                                      | 1 <sup>st</sup><br>year  | 2 <sup>nd</sup><br>year | 3 <sup>rd</sup><br>year | 4 <sup>th</sup> year | 5 <sup>th</sup> year |
| <b>Part 1</b>                                 | Lectures/seminars/tutorials/practical/contact classes should be based on verifiable records. Classes taken (max 50 for 100% performance & proportionate score upto 80% performance, below which no score may be given) | <b>50</b>                            |  |                         |                         |                      |                      |
| <b>Part2</b>                                  | Teaching load in excess of the AICTE norms for which no remuneration is charged.<br>If teacher has taken classes exceeding AICTE norm , then two point to be assigned for each extra hour of classes                   | <b>10</b>                            |  |                         |                         |                      |                      |
| <b>Part3</b>                                  | Imparting of knowledge / instruction via-a-vis with the prescribed material(Text book/manual etc.) and methodology of curriculum<br><b>(100% compliance = 20 points)</b>   | <b>20</b>                            |  |                         |                         |                      |                      |
| <b>Part4</b>                                  | Use of participatory and innovative teaching- learning methodologies; updating of subject content, course improvement etc.   | <b>20</b>                            |  |                         |                         |                      |                      |
| <b>Part5</b>                                  | Examination duties (invigilation, question paper setting, evaluation, / assessment of answer scripts) as per allotment.  | <b>25</b>                            |  |                         |                         |                      |                      |
| <b>Total Score Obtained</b>                   |  | <b>125</b>                           |  |                         |                         |                      |                      |
| <b>Minimum API score required per year 75</b> |  |                                      |  |                         |                         |                      |                      |



## Details of Teaching, Learning and Evaluation Related Activities

**Details of Part 1 and 2:** Lectures, Seminars, Tutorials, Practical, Contact Hours and duties in excess of the AICTE norms

| S. No | Assessment period    | Class<br>(B. Tech/M. Tech) | Course / Paper / Subject Taught |                              |                    | Mode of Teaching* | No. of classes / subject/week | Total No. of classes conducted in | % of Classes / practical taken as per documented record | API Score (Max 50) | Teaching Hours per week |   | Teaching Hours in Excess of AICTE norms for which no additional remuneration charged (Maximum 10 points) | API Score (Max 10) |
|-------|----------------------|----------------------------|---------------------------------|------------------------------|--------------------|-------------------|-------------------------------|-----------------------------------|---|--------------------|-------------------------|---|--|--------------------|
|       |                      |                            | Semester I, III, V and VII      | Semester II, IV, VI and VIII | Subject Code/Title |                   |                               |                                   |   |                    | As per AICTE norms      | Allotted Effective Hours of teaching per week |  |                    |
| 1.    | 1 <sup>st</sup> year |                            |                                 |                              |                    |                   |                               |                                   |   |                    |                         |   |  |                    |
| 2.    | 2 <sup>nd</sup> year |                            |                                 |                              |                    |                   |                               |                                   |   |                    |                         |   |  |                    |
| 3.    | 3 <sup>rd</sup> year |                            |                                 |                              |                    |                   |                               |                                   |   |                    |                         |   |  |                    |
| 4.    | 4 <sup>th</sup> year |                            |                                 |                              |                    |                   |                               |                                   |   |                    |                         |   |  |                    |
| 5.    | 5 <sup>th</sup> year |                            |                                 |                              |                    |                   |                               |                                   |   |                    |                         |   |  |                    |

**Details of Part 3: Reading/Instructional material consulted and additional knowledge resources provided to students**

| Sr. No. | Assessment period    | Class | Course/Subject | Material Consulted | Material Prescribed | Additional Knowledge Resource provided to students | API score (Max: 20) |
|---------|----------------------|-------|----------------|--------------------|---------------------|--|---------------------|
| 1.      | 1 <sup>st</sup> year |       |                |                    |                     |  |                     |
| 2.      | 2 <sup>nd</sup> year |       |                |                    |                     |  |                     |
| 3.      | 3 <sup>rd</sup> year |       |                |                    |                     |  |                     |
| 4.      | 4 <sup>th</sup> year |       |                |                    |                     |  |                     |
| 5.      | 5 <sup>th</sup> year |       |                |                    |                     |  |                     |



**Details of Part 4: Use of Participatory and innovative Teaching-Learning (T-L) Methodologies, Updating of subject content, Course Improvement etc. (Give details of activities performed in detail table below)**

| S. No. | Particulars  | Max. Score per Year | API score obtained for each academic year of the period under assessment |                      |                      |                      |                      |
|--------|--|---------------------|--|----------------------|----------------------|----------------------|----------------------|
|        |  |                     | 1 <sup>st</sup> year   | 2 <sup>nd</sup> Year | 3 <sup>rd</sup> Year | 4 <sup>th</sup> Year | 5 <sup>th</sup> Year |
| 1.     | Updating of Courses, design of curriculum, (5 per single course)   | 10                  |  |                      |                      |                      |                      |
| 2.     | Preparation of resource material, fresh reading material, laboratory manuals etc.  | 10                  |  |                      |                      |                      |                      |
| 3.     | Use of Innovative T-methodologies, use of ICT in updating subject content and course improvement<br>a) ICT based teaching material/use of computer aided methods like power-point/Multimedia/Simulation/Software etc : 10 points/each<br>b) Interactive course : 5 points/each<br>c) Participatory learning modules: 5 points/each | 10                  |  |                      |                      |                      |                      |
| 4.     | Developing and imparting Remedial/Bridge Courses and counseling modules (each activity: 5 points)  | 10                  |  |                      |                      |                      |                      |
| 5.     | Developing and imparting soft skills/communications skills/personality development courses/modules ( each activity 5 points)   | 10                  |  |                      |                      |                      |                      |
| 6.     | Developing and imparting specialized teaching- learning programmes in Physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas ( each activity: 5 points)   | 10                  |  |                      |                      |                      |                      |
| 7.     | Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students<br>a) Workshop/Training course : 10 points each b) Popularization programmes: 5 points each  | 10                  |  |                      |                      |                      |                      |
|        | <b>Total Score (Max. Score per Year 20)</b>  | <b>20</b>           |  |                      |                      |                      |                      |

**Details of the above table**

| S. No. | Year                 | Short Description of Participatory and innovative Teaching-Learning (T-L) Methodology, Updating of subject content, Course Improvement(course-wise) etc. | API Score |
|--------|----------------------|--|-----------|
| 1      | 1 <sup>st</sup> year |  |           |
| 2      | 2 <sup>nd</sup> year |  |           |

|          |                      |  |  |
|----------|----------------------|--|--|
| <b>3</b> | 3 <sup>rd</sup> year |  |  |
| <b>4</b> | 4 <sup>th</sup> year |  |  |
| <b>5</b> | 5 <sup>th</sup> year |  |  |

**Details of Part 5: Examination Duties Assigned and Performed (Give details of activities performed in detail table below)**

| S. No. | Particulars   | Maximum Score per | API score obtained for each academic* year of the period under assessment |                      |                      |                      |                      |
|--------|---|-------------------|---|----------------------|----------------------|----------------------|----------------------|
|        |   |                   | 1 <sup>st</sup> Year  | 2 <sup>nd</sup> Year | 3 <sup>rd</sup> Year | 4 <sup>th</sup> Year | 5 <sup>th</sup> Year |
| 1.     | College/University end semester/Annual Examination work as per duties, allotted. (invigilation – max 10 points; 2 points for each invigilation duty) Evaluation of answer scripts – 5 points; Question paper setting – 5 points) ( <b>100% compliance = 20 points</b> ) | 20                |   |                      |                      |                      |                      |
| 2.     | College/University examination/Evaluation responsibilities for internal/ continuous assessment work as allotted ( <b>100% compliance = 10 points</b> )  | 10                |   |                      |                      |                      |                      |
| 3.     | Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) ( <b>100% compliance = 10 points</b> )   | 10                |   |                      |                      |                      |                      |
|        | <b>Total Score ( Max. 25 per Year)</b>  | <b>25</b>         |   |                      |                      |                      |                      |

**Details of above table**

| S. No. | Year                 | Type of Examination duties | Duties assigned | Extent to which carried out (%) | API Score |
|--------|----------------------|----------------------------|-----------------|---------------------------------|-----------|
| 1.     | 1 <sup>st</sup> year |                            |                 |                                 |           |
| 2.     | 2 <sup>nd</sup> year |                            |                 |                                 |           |
| 3.     | 3 <sup>rd</sup> year |                            |                 |                                 |           |
| 4.     | 4 <sup>th</sup> year |                            |                 |                                 |           |
| 5.     | 5 <sup>th</sup> year |                            |                 |                                 |           |



## ACADEMIC PERFORMANCE INDICATORS (API) – CATEGORY- II

**Co-Curricular, Extension, Professional Development Related Activities(Provide details of activities in the below mentioned table)**

| S No.   | Type of Activity  |           | API Score            |                      |                      |                      |                      |
|---|---|-----------|----------------------|----------------------|----------------------|----------------------|----------------------|
|   |   |           | 1 <sup>st</sup> Year | 2 <sup>nd</sup> Year | 3 <sup>rd</sup> Year | 4 <sup>th</sup> Year | 5 <sup>th</sup> Year |
| (i) Extension, Co-curricular & Field based activities.                |   |           |                      |                      |                      |                      |                      |
| 1   | Institutional Co-curricular activities for students such as field studies / educational tours, industry –imparting training and placement activity (5 point each)   | 10        |                      |                      |                      |                      |                      |
| 2   | Positions held / Leadership role played in organization linked with Extension Work and National Service Scheme (NSS), NCC or any other similar activity (each activity 10 points)                               | 10        |                      |                      |                      |                      |                      |
| 3   | Student and staff related Socio-Cultural and sports programs, campus publications (departmental level 2 points, institutional level 5 points)   | 10        |                      |                      |                      |                      |                      |
| 4   | Community work such as values of National Integration, Environment,secularism, democracy, socialism, Human Rights, peace, scientific temper; flood or, drought relief, small family norms etc. ( 5 points each) | 10        |                      |                      |                      |                      |                      |
|   | <b>Total (Max. aggregate limit: 20)</b>   | <b>20</b> |                      |                      |                      |                      |                      |
| (ii) Contribution to Corporate Life and Management of the Institution |   |           |                      |                      |                      |                      |                      |
| 1   | Contribution to Corporate life in colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes ( 2 point each)                                      | 10        |                      |                      |                      |                      |                      |
| 2   | Institutional Governance responsibilities like, Vice- Principal, Dean, Director, Chief warden,Warden, Bursar, HOD’s,School/Centre Chairperson, IQAC Coordinator etc. (10 points each)                           | 10        |                      |                      |                      |                      |                      |
| 3   | Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee ( 5 points each)                           | 10        |                      |                      |                      |                      |                      |
| 4   | Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline ( 5 points each)   | 10        |                      |                      |                      |                      |                      |

|   |   |           |  |  |  |  |  |
|---|---|-----------|--|--|--|--|--|
| 5 | Organization of Conference / Training<br>(a) International (10 points)<br>(b) National/regional ( 5 points) | 10        |  |  |  |  |  |
|   | <b>Total (Max aggregate limit: 15)</b>  | <b>15</b> |  |  |  |  |  |

| <b>(iii) Professional Development Activities</b>  |  |           |  |  |  |  |  |
|---|--|-----------|--|--|--|--|--|
| 1   | Membership in profession related committees at state and national level<br>a) At national level : 3 points each<br>b) At state level: 2 points each  | 10        |  |  |  |  |  |
| 2   | Participation in subject associations, conferences, seminars without paper presentation ( each activity : 2 points)  | 10        |  |  |  |  |  |
| 3   | Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance ( each activity: 5 points) | 10        |  |  |  |  |  |
| 4   | Membership/participation in State/Central Bodies/Committees on Education, Research and National Development ( 5 points each)   | 10        |  |  |  |  |  |
| 5   | Publication of articles in newspapers, magazines or other publications ( not covered in category 3); radio talks etc., ( 1 point each)   | 10        |  |  |  |  |  |
| 6   | <b>Total (Max aggregate limit: 15)</b>   | <b>15</b> |  |  |  |  |  |
| Total Score Acquired of ( i to iii )<br><br><b>(Min. API Score required is 15/year)</b><br><br><b>Maximum score: 50</b> |  |           |  |  |  |  |  |

**DETAILS OF ABOVE CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**

Please mention your contribution (year wise) to any of the following:

| Year                 | Sl. No. | Type of Activity  | Average Hrs/week                      | API Score | Total Score<br>(i+ii+iii)<br>(Max : 50) |
|----------------------|---------|---|---------------------------------------|-----------|---|
| 1 <sup>st</sup> year |         | (i) Extension, Co-curricular & field based activities                 |                                       |           |   |
|                      |         |   |                                       |           |   |
|                      |         |   |                                       |           |   |
|                      |         | Total (Max: 20)   |                                       |           |   |
|                      |         | (ii) Contribution to Corporate Life and Management of the Institution | Yearly/Semester wise responsibilities |           |   |
|                      |         |   |                                       |           |   |
|                      |         |   |                                       |           |   |
|                      |         | Total (Max: 15)   |                                       |           |   |
|                      |         | (iii) Professional Development Activities                             |                                       |           |   |
|                      |         |   |                                       |           |   |
|                      |         |   |                                       |           |   |
|                      |         | Total (Max: 15)   |                                       |           |   |
| 2 <sup>nd</sup> year |         | (i) Extension, Co-curricular & field based                            |                                       |           |   |
|                      |         |   |                                       |           |   |
|                      |         |   |                                       |           |   |
|                      |         | Total (Max: 20)   |                                       |           |   |
|                      |         | (ii) Contribution to Corporate Life and Management of the Institution | Yearly/Semester wise responsibilities |           |   |
|                      |         |   |                                       |           |   |
|                      |         |   |                                       |           |   |
|                      |         | Total (Max: 15)   |                                       |           |   |
|                      |         | (iii) Professional Development Activities                             |                                       |           |   |
|                      |         |   |                                       |           |   |
|                      |         |   |                                       |           |   |
|                      |         | Total (Max: 15)   |                                       |           |   |
| 3 <sup>rd</sup> year |         | (i) Extension, Co-curricular & field based                            |                                       |           |   |
|                      |         |   |                                       |           |   |
|                      |         |   |                                       |           |   |
|                      |         | Total (Max: 20)   |                                       |           |   |
|                      |         | (ii) Contribution to Corporate Life and Management of the Institution | Yearly/Semester wise responsibilities |           |   |
|                      |         |   |                                       |           |   |
|                      |         |   |                                       |           |   |
|                      |         | Total (Max: 15)   |                                       |           |   |
|                      |         | (iii) Professional Development Activities                             |                                       |           |   |
|                      |         |   |                                       |           |   |
|                      |         |   |                                       |           |   |
|                      |         | Total (Max: 15)   |                                       |           |   |





|                         |  |   |                                       |  |  |
|-------------------------|--|---|---------------------------------------|--|--|
| 4 <sup>th</sup><br>year |  | (i) Extension, Co-curricular & field based                            |                                       |  |  |
|                         |  |   |                                       |  |  |
|                         |  |   |                                       |  |  |
|                         |  | Total (Max: 20)   |                                       |  |  |
|                         |  | (ii) Contribution to Corporate Life and Management of the Institution | Yearly/Semester wise responsibilities |  |  |
|                         |  |   |                                       |  |  |
|                         |  |   |                                       |  |  |
|                         |  | Total (Max: 15)   |                                       |  |  |
|                         |  | (iii) Professional Development Activities                             |                                       |  |  |
|                         |  |   |                                       |  |  |
|                         |  | Total (Max: 15)   |                                       |  |  |
| 5 <sup>th</sup><br>year |  | (i) Extension, Co-curricular & field based                            |                                       |  |  |
|                         |  |   |                                       |  |  |
|                         |  |   |                                       |  |  |
|                         |  | Total (Max: 20)   |                                       |  |  |
|                         |  | (ii) Contribution to Corporate Life and Management of the Institution | Yearly/Semester wise responsibilities |  |  |
|                         |  |   |                                       |  |  |
|                         |  |   |                                       |  |  |
|                         |  | Total (Max: 15)   |                                       |  |  |
|                         |  | (iii) Professional Development Activities                             |                                       |  |  |
|                         |  |   |                                       |  |  |
|                         |  | Total (Max: 15)   |                                       |  |  |

### CATEGORY III

#### **RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

(This is to be filled as per the AICTE Regulations 2012, whenever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided)

**(A) Published Papers in Journals (Refer the instructions/guidelines for filling up PBAS Proforma, Category III)**

- (i) **Referred journal: 15/publication**
- (ii) **Non-referred but recognized and reputable journals and periodicals, having ISBN/ISSN number: 10/Publication**

**Note 1: The API score for paper in referred journal would be augmented as follows : (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact paper between 5 and 10 by 25 points.**

**Note 2: The API for joint publications will have to be calculated in the following manner. Of the total score for the relevant category for publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally total score, if the number of authors are more, then the first two authors would share equally 60% of the total points and the remaining authors would share equally 40% of the points.**

| Year                 | S.No. | Title | Journal with Vol. Year & Page No. | ISSN / ISBN No. | Whether peer reviewed. Impact factor, if any | No. of Co-authors | Whether you are the main author or Guide/mentor | API Score | Total API score for each year |
|----------------------|-------|-------|-----------------------------------|-----------------|--|-------------------|---|-----------|-------------------------------|
| 1 <sup>st</sup> year | 1     |       |                                   |                 |  |                   |   |           |                               |
|                      | 2     |       |                                   |                 |  |                   |   |           |                               |
|                      | 3     |       |                                   |                 |  |                   |   |           |                               |
|                      | 4     |       |                                   |                 |  |                   |   |           |                               |
| 2 <sup>nd</sup> year | 1     |       |                                   |                 |  |                   |   |           |                               |
|                      | 2     |       |                                   |                 |  |                   |   |           |                               |
|                      | 3     |       |                                   |                 |  |                   |   |           |                               |
|                      | 4     |       |                                   |                 |  |                   |   |           |                               |
| 3 <sup>rd</sup> year | 1     |       |                                   |                 |  |                   |   |           |                               |
|                      | 2     |       |                                   |                 |  |                   |   |           |                               |
|                      | 3     |       |                                   |                 |  |                   |   |           |                               |

|   |   |  |  |  |  |  |  |  |  |
|---|---|--|--|--|--|--|--|--|--|
| r | 4 |  |  |  |  |  |  |  |  |
|---|---|--|--|--|--|--|--|--|--|

|                         |   |  |  |  |  |  |  |  |  |
|-------------------------|---|--|--|--|--|--|--|--|--|
|                         |   |  |  |  |  |  |  |  |  |
| 4 <sup>th</sup><br>year | 1 |  |  |  |  |  |  |  |  |
|                         | 2 |  |  |  |  |  |  |  |  |
|                         | 3 |  |  |  |  |  |  |  |  |
|                         | 4 |  |  |  |  |  |  |  |  |
| 5 <sup>th</sup><br>year | 1 |  |  |  |  |  |  |  |  |
|                         | 2 |  |  |  |  |  |  |  |  |
|                         | 3 |  |  |  |  |  |  |  |  |
|                         | 4 |  |  |  |  |  |  |  |  |

### B (i) Articles/ Chapters published in Books

#### Note:

(i) Chapters contributed to edited knowledge based volumes published by International publishers: 10/chapter

(ii) Chapters contributed to edited knowledge based volumes published by international publishers. (For Engineering faculty only). Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories. (For faculties of Engineering/languages of humanities only): 5/chapter

| Year                    | S.No. | Title with page no. | Book Title, editor & publisher | ISSN / ISBN No. | Whether peer reviewed. | No. of Co-authors and Date of Publication | Whether you are the main author | API Score | Total API score for each year |
|-------------------------|-------|---------------------|--------------------------------|-----------------|------------------------|---|---------------------------------|-----------|-------------------------------|
| 1 <sup>st</sup><br>Year | 1     |                     |                                |                 |                        |   |                                 |           |                               |
|                         | 2     |                     |                                |                 |                        |   |                                 |           |                               |
|                         | 3     |                     |                                |                 |                        |   |                                 |           |                               |
|                         | 4     |                     |                                |                 |                        |   |                                 |           |                               |
| 2 <sup>nd</sup><br>year | 1     |                     |                                |                 |                        |   |                                 |           |                               |
|                         | 2     |                     |                                |                 |                        |   |                                 |           |                               |
|                         | 3     |                     |                                |                 |                        |   |                                 |           |                               |
|                         | 4     |                     |                                |                 |                        |   |                                 |           |                               |
| 3 <sup>rd</sup><br>year | 1     |                     |                                |                 |                        |   |                                 |           |                               |
|                         | 2     |                     |                                |                 |                        |   |                                 |           |                               |

|                         |   |  |  |  |  |  |  |  |  |
|-------------------------|---|--|--|--|--|--|--|--|--|
|                         | 3 |  |  |  |  |  |  |  |  |
|                         | 4 |  |  |  |  |  |  |  |  |
| 4 <sup>th</sup><br>year | 1 |  |  |  |  |  |  |  |  |
|                         | 2 |  |  |  |  |  |  |  |  |
|                         | 3 |  |  |  |  |  |  |  |  |
|                         | 4 |  |  |  |  |  |  |  |  |
| 5 <sup>th</sup><br>year | 1 |  |  |  |  |  |  |  |  |
|                         | 2 |  |  |  |  |  |  |  |  |
|                         | 3 |  |  |  |  |  |  |  |  |
|                         | 4 |  |  |  |  |  |  |  |  |

**B(ii) Full papers in Conference Proceedings (Only published but not presented in conference)**

**Seminar / conference proceedings as full papers etc., (abstracts not to be included): International: 10/Publication and National : 05/Publication**

| Year                    | S. No. | Title with Page No. | Details of conference Publication | ISSN/ISBN No. | No. of Co-authors | Whether you are the main author | API Score | Total API score for each year |
|-------------------------|--------|---------------------|-----------------------------------|---------------|-------------------|---------------------------------|-----------|-------------------------------|
| 1 <sup>st</sup><br>Year | 1      |                     |                                   |               |                   |                                 |           |                               |
|                         | 2      |                     |                                   |               |                   |                                 |           |                               |
|                         | 3      |                     |                                   |               |                   |                                 |           |                               |
|                         | 4      |                     |                                   |               |                   |                                 |           |                               |
| 2 <sup>nd</sup><br>year | 1      |                     |                                   |               |                   |                                 |           |                               |
|                         | 2      |                     |                                   |               |                   |                                 |           |                               |
|                         | 3      |                     |                                   |               |                   |                                 |           |                               |
|                         | 4      |                     |                                   |               |                   |                                 |           |                               |
| 3 <sup>rd</sup><br>year | 1      |                     |                                   |               |                   |                                 |           |                               |
|                         | 2      |                     |                                   |               |                   |                                 |           |                               |
|                         | 3      |                     |                                   |               |                   |                                 |           |                               |
|                         | 4      |                     |                                   |               |                   |                                 |           |                               |

|                         |   |  |  |  |  |  |  |  |
|-------------------------|---|--|--|--|--|--|--|--|
| 4 <sup>th</sup><br>year | 1 |  |  |  |  |  |  |  |
|                         | 2 |  |  |  |  |  |  |  |
|                         | 3 |  |  |  |  |  |  |  |
|                         | 4 |  |  |  |  |  |  |  |
| 5 <sup>th</sup><br>year | 1 |  |  |  |  |  |  |  |
|                         | 2 |  |  |  |  |  |  |  |
|                         | 3 |  |  |  |  |  |  |  |
|                         | 4 |  |  |  |  |  |  |  |

**B (iii) Books published as single author or as editor**

- (i) **Text or reference books published by international publishers with an established peer review system: 50/sole author; 10/chapter in an edited book**  
(ii) **Subject books by national level publishers/State and central Govt.Publications with ISBN/ISSN numbers: 25/sole author and 5/chapter in edited books**  
(iii) **Subject books by other local publishers with ISBN/ISSN numbers: 15/sole author and 3/chapter in edited books**

| Year                    | S.No. | Titl<br>e<br>wit<br>h<br>pag<br>e<br>no. | Type of<br>Book &<br>Authorship | Publish<br>er &<br>ISSN/<br>ISBN<br>No. | Whethe<br>r Peer<br>Reviewe<br>d | No. of Co-<br>author &<br>Date of<br>Publication | Whether<br>you are<br>the main<br>author | API<br>Score | Tota<br>l<br>API<br>score<br>for<br>each<br>year |
|-------------------------|-------|--|---------------------------------|---|----------------------------------|--|--|--------------|--|
| 1 <sup>st</sup><br>Year | 1     |  |                                 |   |                                  |  |  |              |  |
|                         | 2     |  |                                 |   |                                  |  |  |              |  |
|                         | 3     |  |                                 |   |                                  |  |  |              |  |
|                         | 4     |  |                                 |   |                                  |  |  |              |  |
| 2 <sup>nd</sup><br>year | 1     |  |                                 |   |                                  |  |  |              |  |
|                         | 2     |  |                                 |   |                                  |  |  |              |  |
|                         | 3     |  |                                 |   |                                  |  |  |              |  |
|                         | 4     |  |                                 |   |                                  |  |  |              |  |
| 3 <sup>rd</sup><br>year | 1     |  |                                 |   |                                  |  |  |              |  |
|                         | 2     |  |                                 |   |                                  |  |  |              |  |
|                         | 3     |  |                                 |   |                                  |  |  |              |  |
|                         | 4     |  |                                 |   |                                  |  |  |              |  |





|                         |   |  |  |  |  |  |  |  |  |
|-------------------------|---|--|--|--|--|--|--|--|--|
| 4 <sup>th</sup><br>year | 1 |  |  |  |  |  |  |  |  |
|                         | 2 |  |  |  |  |  |  |  |  |
|                         | 3 |  |  |  |  |  |  |  |  |
|                         | 4 |  |  |  |  |  |  |  |  |
| 5 <sup>th</sup><br>year | 1 |  |  |  |  |  |  |  |  |
|                         | 2 |  |  |  |  |  |  |  |  |
|                         | 3 |  |  |  |  |  |  |  |  |
|                         | 4 |  |  |  |  |  |  |  |  |

**(C) Ongoing and completed research projects and consultancies:**

**C(i& ii). Ongoing Research Projects**

**/Consultancies Note:**

**(a) Major projects amount mobilized with grants above Rs. 30.0 lakh for engineering faculty and above Rs. 5.0 lakh for faculties of language humanities: 20/each project**

**(b) Major projects amount mobilized with grants above Rs. 5.0 lakh upto Rs. 30.0 lakh for engineering faculty and with minimum of Rs. 3.0 lakh upto 5.0 lakh for faculties of language humanities: 15/each project**

**(c) Minor projects (Amount mobilized with grants above Rs. 50000/- up to Rs. 5 lakh for engineering faculty and above Rs. 25000/- upto Rs. 3 lakh for faculties of language humanities: 10/each project**

| Year                    | S.No. | Title | Agency | Period | Grant/<br>Amount<br>Mobilized<br>(Rs Lakhs) | API Score | Total<br>API<br>score<br>for<br>Each<br>year |
|-------------------------|-------|-------|--------|--------|---|-----------|--|
| 1 <sup>st</sup><br>Year | 1     |       |        |        |   |           |  |
|                         | 2     |       |        |        |   |           |  |
|                         | 3     |       |        |        |   |           |  |
| 2 <sup>nd</sup><br>year | 1     |       |        |        |   |           |  |
|                         | 2     |       |        |        |   |           |  |
|                         | 3     |       |        |        |   |           |  |
| 3 <sup>rd</sup><br>year | 1     |       |        |        |   |           |  |
|                         | 2     |       |        |        |   |           |  |
|                         | 3     |       |        |        |   |           |  |



|                         |   |  |  |  |  |  |  |
|-------------------------|---|--|--|--|--|--|--|
| 4 <sup>th</sup><br>year | 1 |  |  |  |  |  |  |
|                         | 2 |  |  |  |  |  |  |
|                         | 3 |  |  |  |  |  |  |
| 5 <sup>th</sup><br>year | 1 |  |  |  |  |  |  |
|                         | 2 |  |  |  |  |  |  |
|                         | 3 |  |  |  |  |  |  |

### C (iii &iv) Completed Projects /

#### Consultancies Note:

- (a) Amount mobilized with minimum of Rs. 3.0 lakh for Engineering faculty and Rs. 1 lakh for faculties of language Humanities: 10 per every consultancy projects carried out/ongoing
- (b) Completed project report (acceptance from funding agency): 20/each major project and 10/each minor project
- (c) Project outcome outputs :  
Major policy document of Govt. bodies at central and state level and patent technology transfer/ product process: 30/each national level output or patent and 50/each international level output or patent

| Year                    | S.No. | Title | Agency | Period | Grant/<br>Amount<br>Mobilized<br>(Rs.<br>Lakhs) | Whether Policy<br>Documents/Pa<br>tent as<br>outcome | API<br>Score | Total<br>API<br>score for<br>each<br>year |
|-------------------------|-------|-------|--------|--------|---|--|--------------|---|
| 1 <sup>st</sup><br>Year | 1     |       |        |        |   |  |              |   |
|                         | 2     |       |        |        |   |  |              |   |
| 2 <sup>nd</sup><br>year | 1     |       |        |        |   |  |              |   |
|                         | 2     |       |        |        |   |  |              |   |
| 3 <sup>rd</sup><br>year | 1     |       |        |        |   |  |              |   |
|                         | 2     |       |        |        |   |  |              |   |
| 4 <sup>th</sup><br>year | 1     |       |        |        |   |  |              |   |
|                         | 2     |       |        |        |   |  |              |   |
| 5 <sup>th</sup><br>year | 1     |       |        |        |   |  |              |   |
|                         | 2     |       |        |        |   |  |              |   |

**(D) Research Guidance****Note:****M.Phil /M.E/ M.Tech degree awarded : 3 / each****candidate Ph.D degree awarded : 10 / each  
candidate****Thesis submitted: 7 / each candidate**

| Year                 | Particulars  | Number<br>Enrolled | Thesis<br>Submitted<br>with month<br>and year | Degree<br>Awarded with<br>month and<br>year | API<br>Score | Total<br>API<br>score<br>for<br>each<br>year |
|----------------------|--|--------------------|---|---|--------------|--|
| 1 <sup>st</sup> Year | M.Phil/M.E. / M.<br>Tech. or Masters in<br>appropriate field<br>Equivalent |                    |   |   |              |  |
|                      | Ph.D. or Equivalent  |                    |   |   |              |  |
| 2 <sup>nd</sup> year | M.Phil/M.E. / M.<br>Tech. or Masters in<br>appropriate field<br>Equivalent |                    |   |   |              |  |
|                      | Ph.D. or Equivalent  |                    |   |   |              |  |
| 3 <sup>rd</sup> year | M.Phil/M.E. / M.<br>Tech. or Masters in<br>appropriate field<br>Equivalent |                    |   |   |              |  |
|                      | Ph.D. or Equivalent  |                    |   |   |              |  |
| 4 <sup>th</sup> year | M.Phil/M.E. / M.<br>Tech. or Masters in<br>appropriate field<br>Equivalent |                    |   |   |              |  |
|                      | Ph.D. or Equivalent  |                    |   |   |              |  |
| 5 <sup>th</sup> year | M.Phil/M.E. / M.<br>Tech. or Masters in<br>appropriate field<br>Equivalent |                    |   |   |              |  |
|                      | Ph.D. or Equivalent  |                    |   |   |              |  |



**E(i) Training Courses, Teaching-Learning-Evaluation Technology Programs,  
Faculty development Programmes (Maximum: 30 points)**

**Note:**

(i) Not less than two weeks duration: 20 / each

(ii) One week duration: 10 / each

| Year                 | S.No. | Programme | Duration | Organized by | API Score | Total API score each year |
|----------------------|-------|-----------|----------|--------------|-----------|---------------------------|
| 1 <sup>st</sup> Year |       |           |          |              |           |                           |
|                      |       |           |          |              |           |                           |
|                      |       |           |          |              |           |                           |
| 2 <sup>nd</sup> year |       |           |          |              |           |                           |
|                      |       |           |          |              |           |                           |
|                      |       |           |          |              |           |                           |
| 3 <sup>rd</sup> year |       |           |          |              |           |                           |
|                      |       |           |          |              |           |                           |
|                      |       |           |          |              |           |                           |
| 4 <sup>th</sup> year |       |           |          |              |           |                           |
|                      |       |           |          |              |           |                           |
|                      |       |           |          |              |           |                           |
| 5 <sup>th</sup> year |       |           |          |              |           |                           |
|                      |       |           |          |              |           |                           |
|                      |       |           |          |              |           |                           |

**E (ii) Papers presented in Conferences, Seminars, Workshops, Symposia**  
**Note:** If a paper presented in conference / seminar is published in the form of proceedings, the points would accrue for the publication (III (a)) and not under presentation (III(E) ii)

- (a) **Participation and presentation of research papers (oral/poster) in International conference: 15/each**  
(b) **Participation and presentation of research papers (oral/poster) in national conference: 10/each**  
(c) **Participation and presentation of research papers (oral/poster) in regional or state level: 5/each**  
(d) **Participation and presentation of research papers (oral/poster) in Local University or college level: 3/each**

| Year                 | S. No | Title of the paper presented | Title of Conference/Seminar | Date(s) of the event | Organized by | Whether International / National/State /Regional/University or College Level | API Score | Total API score for each year |
|----------------------|-------|------------------------------|-----------------------------|----------------------|--------------|--|-----------|-------------------------------|
| 1 <sup>st</sup> Year |       |                              |                             |                      |              |  |           |                               |
|                      |       |                              |                             |                      |              |  |           |                               |
|                      |       |                              |                             |                      |              |  |           |                               |
|                      |       |                              |                             |                      |              |  |           |                               |
| 2 <sup>nd</sup> year |       |                              |                             |                      |              |  |           |                               |
|                      |       |                              |                             |                      |              |  |           |                               |
|                      |       |                              |                             |                      |              |  |           |                               |
|                      |       |                              |                             |                      |              |  |           |                               |
| 3 <sup>rd</sup> year |       |                              |                             |                      |              |  |           |                               |
|                      |       |                              |                             |                      |              |  |           |                               |
|                      |       |                              |                             |                      |              |  |           |                               |
|                      |       |                              |                             |                      |              |  |           |                               |
| 4 <sup>th</sup> year |       |                              |                             |                      |              |  |           |                               |
|                      |       |                              |                             |                      |              |  |           |                               |
|                      |       |                              |                             |                      |              |  |           |                               |
|                      |       |                              |                             |                      |              |  |           |                               |
| 5 <sup>th</sup> year |       |                              |                             |                      |              |  |           |                               |
|                      |       |                              |                             |                      |              |  |           |                               |
|                      |       |                              |                             |                      |              |  |           |                               |
|                      |       |                              |                             |                      |              |  |           |                               |

**E(iii) Invited Lectures and Chairmanships at National or International****Conference/ Seminars Note:****(a) International level: 10/each****(b) National level: 5/each**

| Year                 | S.No. | Title of Lecture/<br>Academic Session | Title of Conference/<br>Seminar with date (s)etc | Organized by | Whether International/<br>National | API Score | Total API score for each year |
|----------------------|-------|---------------------------------------|--|--------------|------------------------------------|-----------|-------------------------------|
| 1 <sup>st</sup> Year |       |                                       |  |              |                                    |           |                               |
|                      |       |                                       |  |              |                                    |           |                               |
|                      |       |                                       |  |              |                                    |           |                               |
|                      |       |                                       |  |              |                                    |           |                               |
| 2 <sup>nd</sup> year |       |                                       |  |              |                                    |           |                               |
|                      |       |                                       |  |              |                                    |           |                               |
|                      |       |                                       |  |              |                                    |           |                               |
|                      |       |                                       |  |              |                                    |           |                               |
| 3 <sup>rd</sup> year |       |                                       |  |              |                                    |           |                               |
|                      |       |                                       |  |              |                                    |           |                               |
|                      |       |                                       |  |              |                                    |           |                               |
|                      |       |                                       |  |              |                                    |           |                               |
| 4 <sup>th</sup> year |       |                                       |  |              |                                    |           |                               |
|                      |       |                                       |  |              |                                    |           |                               |
|                      |       |                                       |  |              |                                    |           |                               |
|                      |       |                                       |  |              |                                    |           |                               |
| 5 <sup>th</sup> year |       |                                       |  |              |                                    |           |                               |
|                      |       |                                       |  |              |                                    |           |                               |
|                      |       |                                       |  |              |                                    |           |                               |
|                      |       |                                       |  |              |                                    |           |                               |



### SUMMARY OF CATEGORY III

| S.No   | Particulars  | API score            |                      |                      |                      |                      |
|--|--|----------------------|----------------------|----------------------|----------------------|----------------------|
|  |  | 1 <sup>st</sup> year | 2 <sup>nd</sup> year | 3 <sup>rd</sup> year | 4 <sup>th</sup> year | 5 <sup>th</sup> year |
| 1  | Published Papers in Journals   |                      |                      |                      |                      |                      |
| 2  | Articles/ Chapters published in Books  |                      |                      |                      |                      |                      |
| 3  | Full papers in Conference Proceedings  |                      |                      |                      |                      |                      |
| 4  | Books published as single author or as editor  |                      |                      |                      |                      |                      |
| 5  | Ongoing Research Projects / Consultancies  |                      |                      |                      |                      |                      |
| 6  | Completed Projects / Consultancies   |                      |                      |                      |                      |                      |
| 7  | Research Guidance  |                      |                      |                      |                      |                      |
| 8  | Training Courses   |                      |                      |                      |                      |                      |
| 9  | Papers presented in Conferences, Seminars, Workshops, Symposia                       |                      |                      |                      |                      |                      |
| 10   | Invited Lectures and Chairmanships at National or International Conference/ Seminars |                      |                      |                      |                      |                      |
| <b>Total API SCORE FOR EACH YEAR</b>         |  |                      |                      |                      |                      |                      |
| <b>TOTAL API SCORE FOR ASSESSMENT PERIOD</b> |  |                      |                      |                      |                      |                      |



#### IV SUMMARY OF API SCORES

| S.No. | Criteria  | API SCORE            |                      |                      |                      |                      | Total-API Score for Assessment Period | Annual Av. API Score for Assessment Period |
|-------|---|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------------|--|
|       |   | 1 <sup>st</sup> Year | 2 <sup>nd</sup> Year | 3 <sup>rd</sup> Year | 4 <sup>th</sup> Year | 5 <sup>th</sup> Year |                                       |  |
| I     | Teaching Learning and Evaluation related activities     |                      |                      |                      |                      |                      |                                       |  |
| II    | Co-curricular, Extension, Professional Development etc. |                      |                      |                      |                      |                      |                                       |  |
|       | Total (I+II)  |                      |                      |                      |                      |                      |                                       |  |
| III   | Research and Academic Contribution                      |                      |                      |                      |                      |                      |                                       |  |

#### PART C: OTHER RELEVANT INFORMATION

**Please give details of any other credential, significant contributions, awards received, etc. not mentioned earlier**

| S.No. | Details (Mention year, value, etc. where relevant) |
|-------|--|
|       |  |
|       |  |

**LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers, etc. wherever necessary)**

| S.No. | Details of Enclosure |
|-------|----------------------|
| 1     |                      |
| 2     |                      |
| 3.    |                      |

### **Declaration**

I certify that the information provided is correct as per record available with the College and/or documents enclosed along with the duly filed PBAS Proforma.

**Date** \_\_\_\_\_  
**Place** \_\_\_\_\_

**Signature of the Candidate**  
**Designation**

**The documents submitted by \_\_\_\_\_ are verified.**

**Signature of Head of Department**

**SIGNATURE OF PRINCIPAL**

# Facilities

### *Medical Facilities within the campus*



*Cooperative store in the campus*





*The Network room provides Wi-Fi facility to the campus*





# **Leave Travel Concession**

Payable at.....

**T. N. T. C. Form No. 52-A.**  
[See Subsidiary Rule 3(d) and 16A under T. R. 16.]

Bill Register No.  
Government Servant

Travelling Allowance Bill of the  
Office of the

(For use in Treasury / P. A. O.)

Name of the Treasury / P. A. O.

Token No.

Date

Computer Input Data. (To be filled in by Treasury)

Treasury   
P. A. O.

2 Month and Year

3 Voucher No.

4 S.A. No.

| Object of Expenditure.   | Code No. |   |   | Amount. |  |
|--------------------------|----------|---|---|---------|--|
| Leave Travel Concession. | 0        | 1 | 7 |         |  |
| Travel Expenses          | 0        | 4 | 0 |         |  |
|                          |          |   |   |         |  |

Drawing Offices Code. 

D.P. Code.

Head Chargeable.

Major Head :

Minor Head :

Sub-Major Head :

Minor Head :

Sub-Head :

For use in A. G.'s Office.

Admitted for Rs.

Claimed for Rs.  
Reasons for Objection

Number

S.O.

(Under Rupees.....)

1. Certified that the amount claimed in the bill was not drawn before.
2. Certified that the claim made by me is in accordance with all Government Rules and Orders pertinent hereto and that all the facts stated in this claim are true to the best of my knowledge and belief. I am aware that I am fully responsible for any error in respect of facts, rules Government Orders there of as applicable to this Claim.

Countersigned for Rs.  
(Rupees)

MEMORANDUM.

Rs.

Dated 19

Incorporated in the District Accounts on

Balance ..

To be filled when payable from a Sub-treasury.

(Signature.)

1. Total of Column 19  
Rs.  
2. Amount remitted in Chalan No.  
Rs.  
Total  
Rs.  
DEDUCT :  
1. Advance of T.A. on transfer  
Rs.  
2. Tour advance  
Rs.  
Net claim  
Rs.  
Rupees  
Please pay to  
in cash.  
(Score this entry if Payment is not endorsed to a Bank or messenger.)



Signature of the claimant.

Drawing Officer.

Controlling Officer

Examined and entered.  
Accountant

Assistant Pay and Accounts Officer.  
Assistant / Sub-Treasury Officer,  
Sub-Treasury.

Pay Rupees (in words and figures)

Pay Order.

## Travelling Allowance Bill of.....

Name : ..... Designation : .....

[illegible]

*Note :—*In the Remarks Column, the details of Casual Leave, other leave, absence, out of Camp should be

.....Government Servants for the Month of .....

Pay Rs..... Head quarters.....

[illegible]

furnished for calculation of Daily allowance.

# **Maternity Leave**





## **ABSTRACT**

Tamil Nadu Fundamental Rules – Maternity Leave – Enhancement of Maternity Leave from 9 months (270 days) to 12 months (365 days) – Orders – Issued.

### **HUMAN RESOURCES MANAGEMENT (FR-III) DEPARTMENT**

G.O. (Ms.) No.84

Dated: 23.08.2021

பிலவ வருடம் ஆவணி - 7,  
திருவள்ளூர் ஆண்டு 2052.

Read:

1. G.O. (Ms) No.105, Personnel and Administrative Reforms (FR-III) Department, dated 07.11.2016.
2. G.O. (Ms) No.154, Personnel and Administrative Reforms (FR-II) Department, dated 05.12.2017.

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### **ORDER:**

In the Government order first read above, orders were issued enhancing the Maternity Leave from 180 days to 270 days to married women Government servants, with less than two surviving children, which may be spread over from the pre-confinement rest to post-confinement recuperation, with full pay at the option of the women Government servants. Accordingly, in the Government Order second read above, Rule 101(a) of the Fundamental Rules was also amended.

2. In the revised Budget for the year 2021-2022 presented in the Legislative Assembly on 13<sup>th</sup> August 2021, an announcement has been made by the Hon'ble Minister for Finance and Human Resources Management, for enhancing the period of maternity leave from 9 months to 12 months for women Government employees with less than two surviving children with effect from 01.07.2021.

3. The Government, after careful consideration order that the Maternity Leave admissible to married women Government servants with less than two surviving children, which is 9 months (270 days) at present, be enhanced to 12 months (365 days), with effect from 01.07.2021, with full pay, which may be spread over from the pre-confinement rest to post-confinement recuperation, at the option of the married women Government servants. The women Government servants who proceeded on maternity leave prior to 1<sup>st</sup> July 2021 and continue to be on that leave on or after that date shall also be eligible for maternity leave for a period not exceeding 365 days in total.

4. Necessary amendments to the Fundamental Rules will be issued, separately.

(BY ORDER OF THE GOVERNOR)

**V. IRAI ANBU**  
**CHIEF SECRETARY TO GOVERNMENT**

To  
All Secretaries to Government, Chennai – 600 009.  
All Departments of Secretariat, Chennai – 600 009.

(P.T.O)



All Heads of Departments including District Collector / District Judges / District Magistrates.  
The Secretary, Tamil Nadu Public Service Commission,  
Chennai – 600 003.  
The Registrar General, High Court of Madras, Chennai – 600 104.  
The Registrar, Madurai Bench, High Court of Madras, Madurai.  
All Constitutional / Statutory bodies including  
all State Corporations, Local Bodies, Boards, Universities,  
Commissions, Companies, Institutions, Societies, etc.  
The Resident Audit Officer, Chennai – 600 009.  
The Accountant General, Chennai – 600 018.  
The Commissioner of Treasuries and Accounts, Chennai – 600 035.  
All Pay & Accounts Officers / Treasury Officers.

**Copy to :**

The Principal Secretary-III to Hon'ble Chief Minister, Chennai – 600 009.  
The Special Personal Assistant to Hon'ble Minister (Finance & Human Resources Management Department), Chennai – 600 009.  
The Principal Private Secretary to Chief Secretary to Government,  
Chennai – 600 009.  
The Principal Private Secretary to Secretary to Government,  
Human Resources Management Department, Chennai – 600 009.  
The Senior Private Secretary to Secretary to Government,  
Law Department, Chennai – 600 009.  
All Sections / All Officers in Human Resources Management Department,  
Chennai – 600 009.  
The Human Resources Management (AR-II) Department, Chennai – 600 009.  
(to Publish in the Government web site [www.tn.gov.in](http://www.tn.gov.in) / intranet)  
The Human Resources Management (FR-II) Department, Chennai – 600 009.  
(for issue of necessary amendment to Rule 101(a) of the Fundamental Rules).  
Stock File / Spare Copy.

/Forwarded/By Order/

*B. Jayaraman*  
23/8/2021  
SECTION OFFICER.  
*Yothi.M*  
23/8/2021

# **Rules and Regulation**

FOR OFFICE USE ONLY



# **TAMIL NADU GOVERNMENT SERVANTS (CONDITIONS OF SERVICE) ACT, 2016.**

**TAMIL NADU ACT NO. 14 OF 2016**

**[As Published in Part IV-Section 2 of the Tamil Nadu Government Gazette  
Extraordinary dated the 15th September 2016 (Issue No. 207)]**

**PERSONNEL AND ADMINISTRATIVE REFORMS(S)  
DEPARTMENT SECRETARIAT, CHENNAI-600 009.**



THE TAMIL NADU GOVERNMENT SERVANTS

(CONDITIONS OF SERVICE) ACT, 2016.

ARRANGEMENT OF SECTIONS.

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XII

The following Act of the Tamil Nadu Legislative Assembly received the assent of the Governor on the 14th September 2016 and is hereby published for general information:—

ACT No. 14 OF 2016

***An Act to regulate the Service conditions of the Tamil Nadu Government Servants.***

BE it enacted by the Legislative Assembly of the State of Tamil Nadu in the Sixty-seventh Year of the Republic of India as follows:—

Short title  
and  
Commence-  
ment.

1. (1) This Act may be called the Tamil Nadu Government Servants (Conditions of Service) Act, 2016.

(2) Sub-section (1) of section 40 shall be deemed to have come into force on the 1st January 1955 and all the remaining provisions of this Act shall come into force at once.

Application

2. This Act shall apply to the holders of all posts, whether temporary or permanent, in all State and Subordinate Services except to the extent otherwise expressly provided—

(a) by or under any law for the time being in force; or

(b) in respect of any member of such service by a contract or agreement subsisting between such member and the Government.

Definitions.

3. In this Act, unless the context otherwise requires,—

(a) “appointed by transfer” means appointment of a member of a service from one category to another category in the same service carrying identical scale of pay or pay band;

(b) “appointed to a service” means when a person appointed in accordance with this Act or in accordance with the rules applicable at the time, as the case may be, discharges, for the first time the duties of a post borne on the cadre of such service or commences the probation, instruction or training prescribed for members thereof.

**Explanation.**— The appointment of a person holding a post borne on the cadre of one service to hold additional charge of a higher post in the same service or a post borne on the cadre of another service or to discharge the current duties thereof does not amount to appointment to the latter service;

(c) “approved candidate” means a candidate whose name appears in an authoritative list of candidates approved for appointment to any service, class or category;

(d) “approved probationer” means member of a service, class or category, who has satisfactorily completed his probation and awaits appointment as a full member of such service, class or category;

(e) “Arunthathiyars” means the castes, Arunthathiyar, Chakkiliyan, Madari, Madiga, Pagadai, Thoti and Adi Andhra within the list of 76 Scheduled Castes notified by the President of India under Article 341 of the Constitution by the Constitution (Scheduled Castes) Order, 1950;

(f) “Backward Classes” means the communities specified as Backward Classes, Backward Class Muslims, Most Backward Classes and Denotified Communities in Parts A, B, C and D respectively, of Schedule-I.

**Explanation.**— Persons who belong to the State of Tamil Nadu alone, who belong to one of the communities specified in Schedule-I, shall be treated as persons who belong to one of such communities;

(g) “Commission” means the Tamil Nadu Public Service Commission;

(h) “committee on appeals” means the committee specified in section 67;

(i) “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;

(j) “ex-servicemen” means,—

(i) any person, who had served in any rank (whether as combatant or not) in the Armed Forces of the Union and has been released therefrom on or before the 30th June 1968 otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or

(ii) any person, who had served in any rank (whether as combatant or not) in the Armed Forces of the Union for a continuous period of not less than six months after attestation and released therefrom between 1st July 1968 and 30th June 1979 (both days inclusive) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or

(iii) any person, who had served in any rank (whether as combatant or not) in the Armed Forces of the Union for a continuous period of not less than six months after attestation, if released between 1st July 1979 and 30th June 1987 (both days inclusive),—

(a) for reasons other than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency; or

(b) at his own request after serving for a period of not less than five years; or

(iv) any person, who had served in any rank (whether as combatant or not) in the Armed Forces of the Union, and had retired or had been released on or after 1st July 1987 from such service,—

(a) at his own request after earning his pension; or

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

(c) otherwise than at his own request after earning his pension, as a result of reduction in establishment; or

(d) after completing specific period of engagement, 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;

(v) any person of the Territorial Army of the following categories, namely, pension holder for continuous embodied service, person with disability attributable to military service and gallantry award winner retired on or after 15<sup>th</sup> November 1986; or

(vi) any person of the Army Postal Service who retired on or after 19th July 1989 directly from the said service without reversion to Postal and Telegraph Department with pension or who has been released on or after 19th July 1989 from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or

(vii) any person discharged on or after July 1987 under Army Rule 13(3) III (V) for the reason that his service is no longer required and in receipt of pension:

Provided that in all cases, an ex-serviceman once recruited to a post in any service or class or category, cannot claim the concession of being called an ex- serviceman for his further recruitment:

Provided further that a person discharged before July 1987 under Army Rule 13 (3) III (V) for the reason that his service is no longer required is not an ex-serviceman;

(k) “full member” means a member whose service has been confirmed in the service in which he has been first appointed;

(l) “Government” means the State Government;

(m) “member of a service” means a person who has been appointed to that service and who has not retired or resigned, been removed or dismissed, been substantively transferred or reduced to another service or been discharged otherwise than for want of vacancy. He may be a probationer, an approved probationer or a full member of that service;

(n) “military duty” means,—

(i) duty of any kind (including a course of training) involving subjection to Naval, Military or Air Force Law; or

(ii) duty (including a course of training), with a liability to serve overseas or in any operational area in Naval, Military or Air Force unit or formation or under Military, Munitions or Stores authorities or in factories; or

(iii) whole time duty in—

(a) the Civil Pioneer Force, the Madras Civil Labour Units or the Madras Labour Units for Ceylon; or

(b) the Armed Reserve Police or any other Civil Defence Organisation specified by the Central Government; or

(c) any post created for the efficient prosecution of the war of 1939-1946 or associated with the training of war technicians, if duty in such post is declared by the Central Government to be military duty.

**Explanation.**— No duty shall be treated as military duty unless either of the following condition is satisfied:—

(i) It must have been rendered within the period commencing on the 3rd September 1939 and ending with the 21st November 1948:

Provided that if it commenced on or after the 2nd April 1946, it shall not be reckoned as military duty; or

(ii) It must have been rendered within the period commencing on the 26th October 1952 and ending with the 10th January 1968;

(o) “on duty” means a person as a member of a service,—

(i) when he is performing the duties of a post borne on the cadre of such service or is undergoing the probation, instruction or training prescribed for such service;

(ii) when he is on joining time; or

(iii) when he is absent from duty during vacation or on authorised holidays or on casual leave taken in accordance with the instructions regulating such leave issued by the Government having been on duty immediately before and immediately after such absence;

(iv) when he has compulsorily to wait for orders of posting on return from leave;

(p) “probationer in a service” means a member of that service who has been placed on probation as prescribed in the special rules applicable to him and not completed his probation;

(q) “promotion” means the appointment of a member of any category or grade of service or class of service to a higher category or grade of such service or class;

(r) “recruited direct to a service” means when a candidate, in case his first appointment to a service, class or category 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 purpose 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 his 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, Schedules Tribes or Backward Classes;

(s) “recruited by transfer to a service” means,-

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

(ii) 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.

**Explanation.**— Where the special rules for a service provide for recruitment to that service or to any class or category thereof by transfer from any specified service, class or category, a candidate need not, for the purpose of such recruitment, be a full member or an approved probationer in the service, class or category so specified, provided he is a full member or an approved probationer in any other service, class or category;

(t) “recruitment agency” means the Tamil Nadu Public Service Commission, the Teachers Recruitment Board, the Tamil Nadu Uniformed Service Recruitment Board, the Tamil Nadu Medical Services Recruitment Board and such other bodies constituted by the Government for selection of candidates for appointment to any service;

(u) “reserve list” means a list which is prepared so as to contain not less than twenty five per cent of the candidates of each reservation group

including General Turn in the regular list and shall be in force until the regular list is drawn up subsequently;



(v) “Schedule” means the Schedule appended to this Act;

(w) “Scheduled Castes” means the communities mentioned in Part-A of Schedule-II.

**Explanation.**— No person who professes a religion different from Hinduism or Sikhism or Buddhism shall be deemed to be a member of a Scheduled Caste:

Provided that nothing contained in this Explanation shall adversely affect the notifications issued and selections or appointments made during the period on and from the 3rd June 1990 to the 1st August 2008;

(x) “Scheduled Tribes” means the communities mentioned in Part-B of Schedule-II;

(y) “service” means a group of persons classified by the Government as a State Service or Subordinate Service, as the case may be.

**Explanation.**— Where the context so requires, “service” means the period during which a person holds a post or a lien on a post or is a member of a service as above defined;

(z) “Special Rules” means the rules in Part-III of the Tamil Nadu State and Subordinate Service Rules applicable to each service or class of service;

(za) “war service” means—

(i) service of any kind in a unit or formation liable for service overseas or in any operational area or in the Indian National Army (I.N.A);

(ii) service in India under military, munitions or stores authorities or in factories with a liability to serve overseas or in any operational area;

(iii) all other service involving subjection to Naval, Military or Air Force Law;

(iv) a period of training with a Military unit or formation involving liability to serve overseas or in any operational area;

(v) valuable service rendered to the fighting forces in otherways, e.g., by way of recruiting;

(vi) service in Armed Reserve Police or any other civil defence organisation specified in this behalf by the Central Government or any Government;

(vii) any service connected with the prosecution of the war which a person was required to undertake by a competent authority under the provisions of any law for the time being in force;

(viii) service in any of the following:—

(a) National war front organisation;

(b) Camouflage organization;

(c) Special organisation for the production of war supplies through small scale industries;

(d) any post associated with the training of war technicians if duty, in such post is declared by the Central Government to be, Military duty;

(e) post of Special Constable on coastal patrol duty; and

(f) survey of India if the service was temporary and involved liability for service overseas.

**Explanation.**— (1) Only whole time service of any of the kinds specified above will be recognised as war service.

(2) Service in the Civil Pioneer Force, Madras Civil Labour Units and Madras Labour Units for Ceylon will be deemed to fall within the scope of sub-clause (iii).

(3) Persons whose service of any of the kinds specified above has been characterized in their discharge certificate or other documents as 'indifferent' or 'bad' shall not be eligible for the concessions allowed by this Act.

(4) Persons who have been discharged from the Army, Navy or Air Force or from any other kind of war service for any reasons other than those specified below shall not be eligible for the concessions allowed by this Act,—

- (i) medical invalidations;
  - (ii) demobilization;
  - (iii) completion of engagement;
  - (iv) unlikely to become an efficient soldier or airman, etc;
  - (v) services no longer required;
  - (vi) character not tested;
  - (vii) compassionate grounds;
  - (viii) unfit for service;
  - (ix) below standard;
- (5) The service shall be in connection with the war of 1939-1946.

4. Persons holding posts under the Government shall be classified into following groups, namely:—

- Group A** Employees in posts drawing Grade Pay of Rs.6,600/- and b above;
- Group B** Employees in posts drawing Grade Pay of Rs.4,400/- and above, but below Rs.6,600/-;
- Group C** Employees in posts drawing Grade Pay of Rs.1,400/- and above, but below Rs.4,400/-;
- Group D** Employees in posts drawing Grade Pay of Rs.1,300/-.

5. The Tamil Nadu Civil Services (Discipline and Appeal) Rules, the rules regulating the pay of the services, the Tamil Nadu Government Servants' Conduct Rules, 1973, the Fundamental Rules, the Tamil Nadu Leave Rules, 1933 and the Tamil Nadu Pension Rules, 1978, shall in so far as they may be applicable and except to the extent expressly provided in this Act, govern members of every service in the matter of their pay, allowance, leave, leave salary, pension and other conditions of service:

Provided that save as otherwise expressly provided in the special rules nothing contained in this Act shall affect the operation of the provisions of rule 16 of the Tamil Nadu Pension Rules, 1978 relating to the fixation of pay of a member of a service who is in receipt of a military pension:

Provided further that a person appointed in a department, performing agency functions on behalf of the Central Government in pursuance of the provisions of clause (1) of Article 258 of the Constitution shall be governed

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by the Central Government in that behalf:

*Classification*

Pay,  
allowances,  
leave, leave  
salary,  
pension  
and other  
conditions  
of service.

Provided also that the said rules shall, in their application to the members of the Secretariat staff of the Governor, be construed as if the functions of the Government under those rules were the functions of the Governor.

Cadre.

6. The permanent cadre of each service, class, category and grade shall be determined by the Government.

Approved  
candidates.

7. (1) All first appointments to any class or category or grade in any State Service or Subordinate Service, whether by direct recruitment or by recruitment by transfer or by promotion, shall be made by the appointing authority from a list of approved candidates. All appointments made by transfer, from one class to another class and from one category to another category, in the same service carrying identical scale of pay shall be made by the appointing authority from a list of approved candidates. Such list shall be prepared in the manner as specified in Schedule-XI by the appointing authority or any other authority empowered in the special rules in that behalf and shall be displayed in the notice board in the office of the appointing authority. The list shall also be communicated to all persons concerned by registered post whose names are found in the list as well as to persons senior to the junior most person included in the list whose names have not been included in the list. Where the candidates in such list are arranged in their order of preference, appointments to the service shall be made in such order:

Provided that the list of approved candidates for appointment by promotion and by recruitment by transfer to all the categories of posts in the State and Subordinate Services shall be prepared annually against the estimated number of vacancies expected to arise during the course of a year. The estimate of vacancies shall be prepared taking into account the total number of permanent post in a category; the number of temporary posts in existence; the anticipated sanction of new posts in the next year; the recruitment post of leave reserves; the anticipated vacancies due to retirement and promotion, etc., in the course of the year and the number of candidates already in position in that category. The list of approved candidates, so prepared, shall be in force for a period of one year only and shall lapse at the end of the year. The candidates whose names were included in the previous list, but were not appointed, shall be considered, if eligible for inclusion in the list of next year along with their seniors, if any, whose names were not included in the previous list either because they were found not suitable or because they were not technically qualified when the previous list was drawn up:

Provided further that, for preparing such lists to fill up vacancies, the names of the qualified candidates in the seniority list in a class, category or service shall be considered in the following proportions (rounding off fractions to the next whole number):—

Number of      Number of qualified candidates to be  
considered.      vacancies.

|                      |  |
|----------------------|--|
| 1-20                 | 200% of the actual number of estimated vacancies;                              |
| 21-80                | 175% of the actual number of estimated vacancies, subject to a minimum of 40;  |
| 81 and<br>to a above | 150% of the actual number of estimated vacancies, subject to a minimum of 140: |

Provided also that if the qualified candidates, after consideration of their claims, are found not suitable for the post, the names of the next qualified candidates, to the extent necessary, shall be considered:

P e filled up by the candidate belonging to the Backward Class, Backward Class Muslims or the Most Backward Class and Denotified Community or the Scheduled Caste or the Scheduled

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Tribe, the names of the first two qualified candidates belonging to the Backward Classes, Backward Class Muslims or Most Backward Classes and Denotified Communities or the Scheduled Castes and Scheduled Tribes, as the case may be, shall be considered, subject to their availability and if the first two qualified candidates belonging to the Backward Classes, Backward Class Muslims or Most Backward Classes and Denotified Communities or the Scheduled Castes and Scheduled Tribes, as the case may be, are found not suitable for the post, the claims of the next two qualified candidates belonging to that reserved category shall be considered. No reserved vacancy shall be left unfilled, except when no qualified candidates in the seniority list in a class, category or service belonging to that reserved category are available for consideration. In respect of a vacancy to be filled up by General Turn, the names of the qualified candidates including those belonging to the Backward Classes, Backward Class Muslims, the Most Backward Classes and Denotified Communities, the Scheduled Castes and the Scheduled Tribes in the seniority in a class, category or service shall also be considered:

Provided also that in respect of filling up vacancies in the post of Head of Department, the number of names of qualified candidates to be considered shall be fixed as twice the number of vacancies plus three in the seniority list in a class, category or service.

**Explanation I.**—The period of one year validity for the list of approved candidates shall be reckoned from the date of approval of the panel by the competent authority.

**Explanation II.**—In respect of appointment to the posts, which are under the purview of the Commission, temporary list may be drawn and published as aforesaid with reference to the qualification on the date fixed for the regular lists to meet out the exigencies of service and to avoid administrative delay. Once a qualified candidate is included in the temporary list with reference to the qualification on the crucial date fixed for regular list, his rights for temporary appointment should be protected and he should not be overlooked in preference to a person, who was not included in the temporary list as he was not qualified on the crucial date, but subsequently qualified. The temporary list shall be adopted for giving temporary appointments till the regular list is approved and regular appointments are made with reference to the regular list.

**Explanation III.**—No temporary list shall be prepared in respect of the posts for which the consultation of the Commission is not required and the list of names prepared, if any, shall be a regular one:

Provided also that wherever, advancement to Higher temporary posts, under the scheme of “Flexible complementing” has been provided, a panel of persons who will be completing ten years of satisfactory service during the period from 1<sup>st</sup> June of a year to 31st May of the next year and are suitable for advancement to the next higher post, shall be kept ready every year so that the advancement may be sanctioned on completion of ten years of satisfactory service. Leave other than extraordinary leave without allowances should be taken into account while computing the ten years period. The period of ten years in the lower post will be reckoned from the date of regular appointment to that post, but will exclude the periods of reversion. The panel so prepared shall be utilised for promotion to higher posts in the regular line, except in respect of posts, for which consultation with the Commission is necessary for preparing the panel for appointment to higher posts in the regular line.

**Explanation.**— The scheme of “Flexible complementing” provides for advancement to the next higher posts, on completion of ten years of

satisfactory service in the lower post.

(2) Where a candidate's name has been included in the list of approved candidates for more than one service, the appointing authority who proposes to appoint such a



candidate first shall require him to elect the service to which he wishes to be appointed. On such election, the candidate's name shall be removed from the list or lists of approved candidates for the service or services to which he does not wish to be appointed.

(3) An approved candidate for any service or for any class or category thereof who joins the Armed Forces in connection with the National Emergency before he is appointed to the service, class or category for which he has been selected or a person who while on such military duty is selected for a civil post and included in the list of approved candidates for appointment to a service or class or category thereof shall be appointed to such service, class or category on his due turn with effect from the date on which he would have been so appointed, but for his absence on military duty. With effect from the date on which he is so appointed, he shall be entitled to count the period of his military duty towards probation on his civil post. He shall be deemed to have entered the time scale or pay band applicable to the civil post with effect from the same date. The military duty shall count for increments to which he shall be eligible in the time scale or pay band in the same manner in which they would have been admissible, if he had not taken up the military duty. On discharge from military duty, he shall, within a period of six months from the date of such discharge, take up his civil post and thereafter undergo such portion of the period of probation as remains after counting the period of military duty under this sub-section. He shall also undergo such training and pass such tests as may have been prescribed in the Special Rules for the said post, within a period equal to the prescribed period of probation or such other period as may have been prescribed in the said Special Rules from the date of joining the civil post after discharge from military duty:

Provided that the time limit of six months referred in this sub-section shall not apply to a person who is wounded while on military duty or as a result of such duty is otherwise rendered unfit to take up his civil post within that time. He may take up his civil post after he is declared on medical examination to be fit for duty, within a period of two years or such further period as may be granted by the appointing authority from the date of his discharge from military duty.

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

(5) If an approved candidate selected by the Commission for appointment by direct recruitment fails to join duty ordinarily within three months from the date of receipt of the order directing him to join duty or within an earlier date, if so specified by the appointing authority in special circumstances, he shall forfeit his right for appointment to the post and his name shall be removed from the approved list:

Provided that in special circumstances, the appointing authority may extend the time limit referred to in this sub-section upto six months for valid reasons:

Provided further that in exceptional circumstances, if any candidate is allowed to join duty beyond the time limit of six months, his seniority in that post shall be fixed below the junior most candidate appointed to that post in that service on the date of his joining duty.

8. Every candidate for appointment to any service, who, in response to a notification issued by the Commission, makes an application, shall remit the fee that may be prescribed by the Government, from time to time:

Provided that this section shall not apply to a candidate belonging to

Application  
fee for  
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r may be the post or service with reference to which the application is made:

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

Provided also that this section shall not apply to candidates who have rendered war service:

Provided also that this section shall not apply to the members of the Operation Subordinate Service and work-charged establishment of the Electricity Department who apply for the posts reserved for such members only:

Provided also that this section shall not apply to the members of the work- charged establishment under the Electrical Engineer (General) who apply for recruitment to the posts of Supervisors (Electrical), II Grade, in the Tamil Nadu Electrical Subordinate Service:

Provided also that the concession under the first proviso shall be restricted to three free chances in the case of candidates belonging to any of the Backward Classes.

**Explanation.**— The examination for each group will be a combined one for the purpose of filling vacancies in the services included in that Group A candidate may apply to be admitted to all or any of the services in each group if he wishes to be admitted as a candidate for more than one service in the same group, he shall send only one application. But, if he wishes to be admitted as a candidate for services in more than one group, he shall send one application for each group. He will be required to pay the fees mentioned in this section one for each group and will not be required to pay separate fees for each service in a group for which he applies. If, however, he applies for more than one group, he will be required to pay separate fees for each group:

Provided also that this section shall not apply to Ex-servicemen as defined in clause (j) of section 3. But, the exemption herein granted shall be restricted to two free chances:

Provided also that this section shall not apply to a Differently abled candidate: Provided also that this section shall not apply to destitute widows defined in Explanation I under sub-section (8) of section 20.

9. Notwithstanding anything contained in the Special Rules for various State and Subordinate Services, where the normal method of recruitment to any service, class or category is neither solely by direct recruitment nor solely by recruitment by transfer but is both by direct recruitment and by recruitment by transfer,—

(a) the proportion or order in which the special rules concerned may require vacancies to be filled by direct recruitment and by recruitment by transfer shall be applicable only to vacancies in the permanent cadre;

(b) a person shall be recruited direct only against vacancy in such permanent cadre, and only if the vacancy is one which should be filled by a direct recruit under the special rules referred to in clause (a); and

(c) recruitment to all other vacancies shall be made by recruitment by transfer: Provided that any temporary post, which is in existence for more than five years, shall be treated as a permanent post for the purpose of this section.

ancy which shall be filled by direct recruitment under the special rules referred to in clause (a) of section 9 shall not be filled by the appointment of a person who has not yet commenced his probation in such service, class or category when an approved probationer or a probationer therein is available for such appointment.

Method of  
recruitment.

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11.(1) Probationers, approved probationers and full members shall be discharged for want of vacancies in the order of juniority.

(2) Full members, approved probationers and probationers who have been discharged for want of vacancies shall be reappointed in vacancies which arise in the order of seniority.

Members  
absent  
from duty.

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

(a) for re - appointment to a substantive or officiating vacancy in the class, category, grade or post in which he may be a probationer or an approved probationer;

(b) for promotion to a higher category in such service;

(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, promotion and appointment as full member which he would have enjoyed, but for his absence, subject to his completing satisfactorily the period of probation on his return;

(d) for appointment to any substantive or officiating vacancy in another service, if according to the provisions governing appointment to such other service—

(i) he is entitled to such appointment; and

(ii) the normal method of recruitment to such other service is by transfer from the service of which he is a member or any class or category thereof:

Right to be  
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services.

Provided that a member of a service who is appointed to another service outside his regular line and is continuing in that service beyond five years shall not be considered for promotion or for appointment by recruitment by transfer to a higher post in his regular line even though he is otherwise qualified for such promotion or appointment, unless he returns to the former service and puts in a fresh service for a period of not less than one year in the former service.

Service right  
in former  
service.

13. A member of a service, who has been appointed to another service and is a probationer or approved probationer in the latter service, shall not be appointed to any other service for which he may be an approved candidate, unless he relinquishes his right in the latter service.

14. A member of a service, whenever selected by direct recruitment for appointment in any other service of the Government or in other State Governments, Central Government, Universities, or any other quasi-government organisations, shall hold the service right in the former service for a period not exceeding one year only from the date of relief from the former service:

Provided that the persons appointed to the services of other State

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r Local Bodies, Corporations, Universities or any other quasi-government organisations, shall hold such service right in their former services only if the pay, leave salary and pensionary contributions for the said period of one year are paid by such other State Governments, Central Government, Public Sector Undertakings, Local Bodies, Corporations, Universities or any other quasi-government organisations or by the individual concerned.

15. Notwithstanding anything contained in the Special Rules for various State and Subordinate Services regarding the maximum age limit for appointment by direct recruitment, in the case of appointment on compassionate grounds, the maximum age limit shall be thirty five years of age in respect of the sons or the unmarried daughters and fifty years of age in respect of wife or husband of the Government servant, who died in harness while in service, or retired from service on medical invalidation before attaining the age of fifty three years, as the case may be.

**Explanation I.**— For the purpose of considering the maximum age limit, the date of death of the Government servant or the date of retirement on medical invalidation before he attains the age of fifty three years, as the case may be, shall be taken into account.

**Explanation II.**— The expression ‘sons and daughters’ in this section shall includes a widowed daughter, divorced daughter, or a married daughter deserted by her husband and living with the family of the deceased Government servant, a legally adopted son or a legally adopted daughter, whose adoption was made during the life time of the deceased Government servant:

Provided that in respect of legally adopted son, it shall be with effect on and from the 11<sup>th</sup> March 1982; in respect of legally adopted unmarried daughter, it shall be with effect on and from the 26th October 1983; in respect of a widowed daughter or a divorced daughter, it shall be with effect on and from the 17th June 1991; and in respect of a married daughter deserted by her husband and living with the family of the deceased Government servant, it shall be with effect on and from 16th July 1993:

Provided further that the widowed daughter or divorced daughter or a married daughter deserted by her husband and living with the family of the deceased Government servant shall not be eligible to avail the concession of appointment on compassionate grounds, unless they are nominated in writing by the widow or widower of the deceased Government servant.

16. Notwithstanding anything contained in this Act or in the special rules for various State and Subordinate Services, other things being equal, preference shall be given to the Outstanding Scouts for appointment to any post by direct recruitment.

**Explanation.**— For the purpose of this section, “Outstanding Scout” means a Scout who has received the award of the President of India.

17.(1) 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 a service, class or category and there would be undue delay in making such appointment in accordance with the provisions of this Act and the special rules, the appointing authority may temporarily appoint a person, who possesses the qualifications prescribed for the post otherwise than in accordance with this Act and the said rules:

Provided that no appointment by direct recruitment under this section shall be made of any person other than the one sponsored by the Commission from its regular or reserve list of successful candidates to any of the posts within the purview of the Commission:

Provided further that appointment by direct recruitment under this section in respect of posts within the purview of the Commission shall be made, only where new posts with new qualifications are created temporarily and where the Commission does not have a regular or reserve list of successful candidates for sponsoring.

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borne on the cadre of service, class or category and the appointment of the person who is entitled to such appointment under this Act and the special rules, would involve excessive expenditure on travelling allowance or exceptional administrative inconvenience, the appointing authority may appoint any other person who possess the qualifications, if any prescribed for the said service, class or category.

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(3) A person appointed under sub-section (1) shall be replaced as soon as possible by a member of a service or an approved candidate qualified to hold the post under this Act, and in any case, he shall not be continued for a period of more than one year from the date of his temporary appointment.

(4) Where it is necessary to appoint an officer against whom an enquiry into allegations of corruption or misconduct is pending, but no charge sheet has been filed in the criminal case or where no charge under sub-rule (b) of rule 17 of the Tamil Nadu Civil Services (Discipline and Appeal) Rules have been framed or no proceedings before the Tribunal for Disciplinary Proceedings is pending, the appointing authority may appoint him temporarily pending enquiry into the allegations against him.

(5) A person appointed under sub-sections (1), (2) or (4) shall not be regarded as a probationer in such service, class or category or be entitled by reason only of such appointment to any preferential claim to future appointment to such service, class or category. The services of a person appointed under sub-sections (1), (2) or

(4) shall be liable to be terminated by the appointing authority at any time without notice and without any reason being assigned.

(6) A person appointed to any part-time post created in lieu of a whole time post borne on the cadre of a service, class or category shall not be regarded as a probationer in such service nor shall be entitled by reason only of such appointment to any preferential claim to future appointment to such service, class or category.

(7) Notwithstanding anything contained in this Act, if and when a temporary post is created as addition to the cadre of any service, class or category and the holder thereof is required by the Government to possess any special qualification, knowledge or experience, any person who possesses such qualification, knowledge or experience and is considered to be best fitted to discharge the duties of such post may, irrespective of other considerations, be appointed to that post by the appointing authority, but the person so appointed shall not, by reason only of such appointment, be regarded as a probationer in such service, class or category nor shall he acquire any preferential right to future appointment to such service, class or category.

Recruitment to posts, which are outside the purview of the Commission.

**18.(1)** Where the posts are outside the purview of the Commission, recruitment shall be made by calling for names of eligible candidates from the employment exchange besides inviting applications by giving advertisements in two prominent dailies (one in vernacular language):

Provided that this sub-section shall not apply in the case of appointments of dependants of Government servants who die in harness or the Government servants who retire from service on medical invalidation before attaining the age of fifty three years.

(2) The candidates to be appointed shall be selected on the basis of merit by the appointing authority or by an officer designated by the appointing authority or by a Committee of Officers not exceeding three duly constituted by the appointing authority, subject to the rule of reservation of posts wherever applicable after subjecting the candidates to an oral interview and, if necessary, a short written test which can be evaluated in a short time.

Appointment by agreement.

**19.(1)** When in the opinion of the Government, special provisions inconsistent with any of the provisions of this Act or of any other rules made under the proviso to Article 309 of the Constitution or continuing by Article 313 of that Constitution (hereinafter referred to in this section as

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ice, pay and allowances, pension, discipline and conduct with reference to any particular post, or any of them, it shall be open to the Government to make an appointment to such post otherwise than in accordance with this Act or the said rules and to provide by agreement with the person so appointed for any of

the matters in respect of which in the opinion of the Government special provisions are required to be made and to the extent to which such provisions are made in the agreement, nothing in this Act or the said rules shall apply to any person so appointed in respect of any matter for which provision is made in the agreement:

Provided that in every agreement made in exercise of the powers conferred by this section, it shall further be provided that in respect of any matter in respect of which no provision has been made in the agreement, the provisions of this Act or of the said rules shall apply.

(2) A person appointed under sub-section (1) shall not be regarded as a member of the service in which the post to which he is appointed is included and shall not be entitled by reason only of such appointment to any preferential claim to any other appointment in that service or any other service.

Qualifications.

**20.**(1) The minimum general educational qualification wherever referred to in the special rules shall mean the qualification specified in Schedule-III.

(2) Where the special rules for any service prescribe the possession of the minimum general educational qualification referred to in sub-section (1) as a qualification for appointment as full member in such service or in any class or category thereof or for promotion to any other class or category in such service or for appointment by transfer to any other service, a person who is already a member of a service who does not possess the minimum general educational qualification, but who is certified by the head of the department concerned to be otherwise deserving of appointment as full member or promotion or transfer, as the case may be, shall be deemed to possess the minimum general educational qualification, if he appears for the examination of the S.S.L.C. Standard conducted by the Commission and obtains the minimum percentage of marks specified below:—

| Subject for the Examination | Minimum percentage of marks |
|-----------------------------|-----------------------------|
| (1) English                 | 35                          |
| (2) General knowledge       | 35                          |

Provided that persons in service without adequate knowledge of Tamil or whose knowledge of Tamil is not of such standard as to write the examinations referred to in this sub-section in Tamil may write them in any one of the languages, namely, Telugu, Malayalam, Kannada, Urdu or Hindi and they need not pass the language test in Tamil on their appointment to higher post by transfer or promotion.

(3) The rule relating to possession of minimum general educational Qualification will not be relaxed in any case of appointment to a higher post from a lower post.

(4) No person shall be eligible for appointment to any 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;

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

(iii) that such a person satisfies the age prescribed in the special

rules on the first July of the year ~~in~~<sup>17</sup> which the vacancy is notified; and

(iv) that, notwithstanding anything contained in the special rules, such a person also possesses the qualifications including experience prescribed for a post, on the date of notification of the vacancy:

Provided that the candidates who have written the final year degree examination shall be admitted to the preliminary examination for recruitment to the posts included in Group I Service conducted by the Commission, subject to the condition that such candidates shall produce proof of having passed the degree examination, with their application for the main written examination, failing which they will not be admitted to the main written examination.

(5) No person shall be eligible for appointment to any 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 the Commission:

Provided that Differently abled 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 relating to the job which they seek.

(6) (a) No person shall be eligible for appointment to any service by direct recruitment, unless he has completed eighteen years of age on the first July of the year in which the vacancy is notified.

(b) No person shall be eligible for appointment to any service on compassionate grounds, unless he has completed eighteen years of age on the date of submission of application, to the appropriate authority within the period of three years from the date of death of the Government servant.

(7) A candidate for appointment to a post under the State shall be,—

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or

(d) a person of Indian origin who has migrated from Pakistan, Myanmar, Sri Lanka, or East African Countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India:

Provided that a candidate specified in clauses (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been given by the Government:

Provided further that a candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or other recruiting authority and he may also provisionally be appointed subject to the necessary certificate being given to him by the Government.

(8) The maximum age limit prescribed in the special rules shall not apply—

(i) to the appointment of a candidate belonging to any of the Scheduled Castes, Scheduled Tribes, Backward Class Muslims, Backward Classes, Most Backward Class or Denotified Communities or of destitute widows of all castes to a post included in a service for which the special rules prescribe a qualification lower than a degree of any University recognized by the University Grants Commission, if such candidate possesses a general educational qualification which is higher than that referred to in sub-section (1) and he is otherwise qualified for appointment; or

(ii) to the appointment to a post included in a service of a candidate belonging to any of the Scheduled Castes, Scheduled Tribes, Backward

Class Muslims, Backward Classes, Most Backward Classes and Denotified Communities or of destitute widows of all castes who holds a degree of any University recognized by the University Grants Commission, if the degree he holds is not lower than the

degree prescribed in the special rules for appointment to such post and if he is otherwise qualified for appointment:

Provided that, for direct recruitment to a post included in a service for which the minimum qualification required is not higher than the minimum general educational qualification, the age limit prescribed shall be increased by five years in respect of candidates belonging to Scheduled Castes or Scheduled Tribes or in respect of destitute widows of all castes, who do not possess a general educational qualification, which is higher than the minimum general educational qualification:

Provided further that for direct recruitment to a post included in a service for which the minimum qualification required is not higher than the minimum general educational qualification, the age limit prescribed shall be increased by two years in respect of candidates belonging to Backward Class Muslims, Backward Classes, Most Backward Classes or Denotified Communities, who do not possess a general educational qualification, which is higher than the minimum general educational qualification.

**Explanation-I.**—(i) For the purpose of this section, “destitute widow” shall mean a widow whose total monthly income from all sources shall not be more than Rs.4,000/- (Rupees four thousand only) including any family pension or other receipts including income from private practice in the case of professionals, but shall not include a divorcee.

(ii) A “destitute widow” shall include a candidate born outside the State of Tamil Nadu and became a widow after her marriage to a person belonging to the State of Tamil Nadu and residing permanently in the State of Tamil Nadu and shall also include a candidate born in the State of Tamil Nadu and became a widow after her marriage to a person belonging to any other State and settled permanently in the State of Tamil Nadu, but shall not include a candidate belonging to other State not covered under the above said categories.

(iii) Every candidate claiming to be a “destitute widow” shall produce a certificate in the Form specified in Schedule-X, from the Revenue Divisional Officer or the Assistant Collector or the Sub-Collector concerned.

**Explanation-II.**— (i) For the purpose of clause (i) of sub-section (8), a pass in the Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognised by the Government or any other State Government or the Central Government shall be deemed to be a qualification higher than that referred to in sub-section (1).

(ii) To the appointment, in special circumstances to be recorded in writing, of a person selected for appointment to one service or a class or category thereof to another service or a class or category thereof, the qualifications prescribed for appointment to which are identical with those prescribed for appointment to the former service, class or category.

(9) (i) In the case of a candidate who has rendered war service, the period of his war service shall be excluded in computing his age for appointment;

(ii) A candidate who is appointed temporarily under sub-section (1) of section 17 and takes up military duty shall, on discharge from such military duty, be entitled to deduct the period of his military duty for the purpose of computing his age for appointment; and

(iii) A candidate who is appointed temporarily under sub-section (1) of

section 17 and takes up duty in General Reserve Engineer Force under the Border Roads Development Board of the Central Government shall, on discharge from such service on completion of their tenure as stipulated by the Central Government, be entitled



to deduct the period of his service, in the General Reserve Engineer Force for the purpose of computing his age for appointment, provided they had put in at least six months service in the General Reserve Engineer Force.

(10) In the case of extra temporary employees already discharged or facing retrenchment from the Census Organisation in the State, a period of three years shall be excluded in computing their age for appointment, provided they have rendered temporary service of not less than six months in the Census Organisation in the State:

Provided that persons availing themselves of the concession under this sub-section shall be eligible for only one chance to appear for the competitive examination conducted by the Commission.

Linguistic  
qualification.

**21.**(1) No person shall be eligible for appointment to any service by direct recruitment unless he has an adequate knowledge of the official language of the State, namely, Tamil:

Provided that a person, 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.

**Explanation.**—For the purpose of this section, a person shall be deemed to have an adequate knowledge of Tamil, if—

(i) in the case of a post for which the educational qualification prescribed is the minimum general educational qualification and above, he has passed the S.S.L.C. Examination or its equivalent examination with Tamil as one of the languages; or Studied the High School Course in Tamil medium and passed the S.S.L.C. Examination or its equivalent examination in Tamil medium; or passed the Second Class Language Test in Tamil conducted by the Commission;

(ii) in the case of a post for which the educational qualification prescribed is VIII Standard and above, but below S.S.L.C., he has studied in Tamil medium in those standards or passed the Language Test in Tamil referred to in sub-section (1) of section 22; and

(iii) in the case of a post for which the educational qualification prescribed is below VIII Standard, he has studied in Tamil medium in those standards or passed the oral test in Tamil referred to in sub-section (2) of section 22.

(2) Every such candidate as is referred to in the proviso to sub-section (1) shall, if selected and appointed on or after the 9<sup>th</sup> February 1996, pass the Second Class Language Test in Tamil conducted by the Commission, or pass the language Test in Tamil referred to in sub-section (1) of section 22 conducted by the appointing authority or pass the oral test referred to in sub-section (2) of section 22 conducted by the appointing authority, as the case may be, within a period of two years from the date of his appointment. If he fails to pass the said Language Test within the said period of two years, he shall be discharged from service.

(3) The syllabus for the Second Class Language Test in Tamil referred to in this section shall be as specified in Schedule-IV.

**22.**(1) A language test of the standard for VIII Standard, shall be conducted by the appointing authority for those whose educational qualification is VIII Standard and above, but below S.S.L.C. and for those who do not possess an adequate knowledge of Tamil, as specified below:—

| <i>Item of Syllabus</i>                        | <i>Maximum marks</i> | <i>Minimum marks for a pass</i> | <i>Aggregate marks for a pass</i> | <i>Duration of test.</i> |
|--|----------------------|---------------------------------|-----------------------------------|--------------------------|
| <i>(1)</i>                                     | <i>(2)</i>           | <i>(3)</i>                      | <i>(4)</i>                        | <i>(5)</i>               |
| Part I – Dictation of half a page typed matter | 60                   | 24                              |                                   | 10 minutes               |
| Part II–Reading                                | 40                   | 16                              | 50                                |                          |

(2) An oral test of the standard for IV Standard shall be conducted by the appointing authority for those, whose educational qualification is below VIII Standard and for those who do not possess an adequate knowledge of Tamil to find out whether a person is able to converse freely and fluently in Tamil.

**23.** Where the special rules for a service prescribe any of the degree specified in column (1) of the Table below as a special qualification for appointment to any post included therein, a person who holds the degree specified in the corresponding entry in column (2) thereof, shall, except where a contrary intention appears from the said special rules, be deemed to possess the said special qualification.

**THE TABLE**

| <i>(1)</i>   | <i>(2)</i>   |
|--|--|
| (1) B.A. (Hons.) or B.Sc. (Hons.) or M.A. or M.Sc. degree. | B.Com. (Hons) or M.Com. of any University recognized by the University Grants Commission.  |
| (2) B.A. or B.Sc., degree. University                      | (i) B.Com., degree of any recognized by the University Grants Commission.<br>(ii) B.O.L. of Annamalai University.<br>(iii) B.B.A. of Madurai-Kamaraj University.<br>(iv) B.Litt. of Madras University. |
| (3) B.A., B.Sc., or B.Com. degree. University.             | (i) B.O.L. of Annamalai University.<br>(ii) B.B.A. of Madurai-Kamaraj University.<br>(iii) B. Litt. of Madras University<br>(iv) B.B.M. and B.Litt. of Bharathiar University.                          |

**24.** Where a probationer has, before he commenced his probation, already acquired any special qualification or passed any special test prescribed by the special rules, or has acquired such other qualification as

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thority with the approval of the Government to be equivalent to the said special qualification or special test, he shall not be required to acquire such special qualification or to pass such special test again after the commencement of his probation.

Language test.

Special  
provisions  
relating to  
certain  
degrees.

Exemption  
from  
special  
qualificatio  
n to be  
acquired  
or special  
test to be  
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during  
probation.

Special  
qualifications

**25.** No person shall be eligible for appointment to any service, class, category or grade or any post borne on the cadre thereof unless he,—

(a) possesses such special qualifications and has passed such special tests as may be prescribed in that behalf in the special rules; or

(b) possesses such other qualifications as have been declared to be higher than or equivalent to the said special qualifications or special tests—

(i) by the Government in consultation with the Committee constituted under the Chairmanship of the Chairman, Tamil Nadu Public Service Commission for the purpose, in cases where the appointment has to be made in consultation with the Commission; and

(ii) by the Government or by the appointing authority with the approval of the Government in other cases.

**Explanation-I.**—In cases where the special rules prescribe a diploma or a degree or a post-graduate degree as a qualification for appointment, then,—

(a) a diploma obtained, after completion of S.S.L.C. or Higher Secondary Course [10+3 (3 Years Diploma)] or [10+2+2 (Lateral Entry)]; or

(b) a degree obtained, after completion of S.S.L.C. and Higher Secondary Course (10+2+3 or more); or

(c) a post-graduate degree obtained, after completion of S.S.L.C., Higher Secondary Course and a degree (10+2+3+2 or 3) from any University or Institution, recognized by the University Grants Commission shall be recognized as the qualification.

**Explanation-II.**—In cases where the special rules prescribe a diploma in a particular subject as qualification, then, a degree in that subject shall be deemed to be a higher qualification.

**Explanation-III.**—In cases where the special rules prescribe a period of practical or other experience in addition to educational or technical qualification, for an appointment, such a period of practical or other experience, as the case may be, should have been acquired after obtaining the educational or technical qualification prescribed for such appointment unless otherwise specified in the special rules.

Appointment  
of women.

**26.**(1) Women alone shall be appointed to a post in any institution or establishment specially provided for them:

Provided that men may be appointed, if suitable and qualified women are not available for such appointment.

(2) A minimum of thirty per cent of all vacancies which are to be filled through direct recruitment shall be set apart for women candidates irrespective of the fact whether the rule of reservation of appointment applies to the posts or not. In respect of the posts to which the rule of reservation of appointment applies, thirty per cent of vacancies shall be set apart for female candidates following the reservation for Scheduled Castes and Scheduled Tribes, Backward Class Muslims, Backward Classes, Most Backward Classes or Denotified communities and General Turn. Women candidates shall also be entitled to compete for the remaining seventy per cent of vacancies along with male candidates:

Provided that in the case of direct recruitment to the posts with Grade Pay which does not exceed rupees two thousand and eight hundred, ten

es set apart for women shall be set apart for destitute widows and the first  
 vacancy in every ten vacancies set apart for destitute widows and the first  
 vacancy in every ten vacancies set apart for women

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in each category, namely, the General Turn, Backward Class Muslims, Backward Classes, Most Backward Classes or Denotified Communities, Scheduled Castes or Scheduled Tribes shall be set apart for destitute widows. If no qualified and suitable destitute widow is available, then, the turn so set apart for destitute widow shall go to the women (other than destitute widow) belonging to the respective category.

**Explanation.**— In this section, “destitute widow” shall have the same meaning as in Explanation-I under sub-section (8) of section 20.

(3) Every candidate claiming to be a “destitute widow” shall produce a certificate in the form specified in Schedule-X from the Revenue Divisional Officer or the Assistant Collector or the Sub-Collector concerned.

(4) Selection for appointment under this section shall be made in the order of rotation specified in Schedule-VIII.

(5) If a qualified and suitable woman candidate belonging to Scheduled Castes, Scheduled Tribes, Backward Class Muslims, Backward Classes, Most Backward Classes or Denotified Communities or General Turn is not available for selection for appointment in the turn allotted for women in the cycle, then, the turn so allotted shall go to a male candidate within the respective category. In respect of the posts to which the rule of reservation of appointments does not apply, then, the turn so allotted shall go to the next male candidate.

Reservation  
of  
appointment  
s.

**27.** Where the special rules lay down that the principle of reservation of appointments shall apply to any service, class or category, selection for appointment thereto shall be made on the following basis:—

(a) The unit of selection for appointment, for the purpose of this section, shall be two hundred, of which thirty six shall be reserved for the Scheduled Castes including six offered to Arunthathiyars on preferential basis amongst the Scheduled Castes, two for the Scheduled Tribes, fifty three for the Backward Classes (other than Backward Class Muslims, Most Backward Classes and Denotified Communities), seven for the Backward Class Muslims, forty for the Most Backward Classes and the Denotified Communities and sixty two shall be filled on the basis of merit:

Provided that if even after filling up of the required appointments or posts reserved for Arunthathiyars amongst the Scheduled Castes in Schedule-V, if more number of qualified Arunthathiyars are available, such excess number of candidates of Arunthathiyars shall be entitled to compete with the other Scheduled Castes in the inter-se-merit among them and if any appointment or post reserved for Arunthathiyars remain unfilled for want of adequate number of qualified candidates, it shall be filled up by Scheduled Castes other than Arunthathiyars.

(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, one per cent in each such category shall be separately reserved for the blind, deaf and orthopaedically challenged candidates and the appointment shall be made in the turn and in the order of rotation specified in Schedule-VI:

Provided that the appointment of Differently abled candidates, against the reserved turns shall be subject to availability of such candidates:

Provided further that if no qualified and suitable candidate is

d, namely, the blind, the deaf or the orthopaedically challenged, the vacancy shall be filled up by candidates belonging to any of the other two categories. This shall, however, be subject to the third proviso to this clause:

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Provided also that in the teaching posts of School Education Department, Adi Dravidar and Tribal Welfare Department, Social Welfare Department and Backward Classes and Most Backward Classes Department, besides orthopaedically challenged, the reservation for the blind shall be two per cent, and there shall be no reservation for the deaf. In the non-teaching posts in the above Departments, besides orthopaedically challenged, the reservation for the deaf shall be two per cent, and there shall be no reservation for the blind:

Provided also that if no qualified and suitable differently abled candidate belonging to Scheduled Caste or Scheduled Tribe or Most Backward Class/Denotified Community is available for selection for appointment against the reserved turn, such turn shall be filled up by a candidate other than differently abled belonging to that category and if no such candidate is available in that category for selection for appointment against the reserved turn, then, such turn shall be carried forward as provided in clause (d):

Provided also that in the case of appointment of candidates belonging to Backward Classes (other than Most Backward Classes/Denotified Communities), Backward Class Muslims or in the case of appointment of candidates on the basis of merit, if no qualified and suitable differently abled candidate is available for selection for appointment against the reserved turn, such turn shall be filled up by a candidate other than Differently abled 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 for Differently abled candidates shall be made applicable in respect of suitable posts in Groups 'A' and 'B' as identified in the list approved by the Government and to all posts in Groups 'C' and 'D', subject to the condition that the Differently abled candidate shall, before appointment, produce a certificate of physical fitness from the Medical Board to the effect that his handicap will not affect the performance of the job to which he has been selected:

Provided also that if the vacancies notified are identified suitable for only any two of the three categories of the differently abled, namely, blind and deaf or deaf and orthopaedically challenged or blind and orthopaedically challenged and if the total number of vacancies meant for the ineligible category of the differently abled is even, it shall be distributed equally between the other two eligible categories, or if the said total number of vacancies is odd, the extra vacancy shall be allotted to either of the two eligible category of differently abled, which has higher population as per the latest census:

Provided also that if the vacancies notified or identified suitable for only one category of Differently abled, then, the entire three per cent vacancy shall be allotted to that particular category of differently abled.

(c) 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 to Group 'C' posts, five per cent in each such category shall be reserved for Ex-servicemen and subject to availability of such candidates, the appointment shall be made in turn and in the order of rotation as specified in Schedule-VII:

Provided that if no qualified and suitable Ex-serviceman belonging to a particular category is available for selection for appointment against the reserved turn, such turn shall be filled up by a candidate other than an Ex-serviceman but belonging to the particular category and if no such candidates is available even in that category for selection for appointment against the reserved turn, such turn shall be carried forward as provided in



clause (d).

(d) The claims of members of the Scheduled Castes, the Scheduled Tribes, the Backward Classes (other than Most Backward Classes/Denotified Communities), Backward Class Muslims and the Most Backward Classes/Denotified Communities shall also be considered for the thirty one appointments, which shall be filled on the

basis of merit and where a candidate belonging to a Scheduled Caste, Scheduled Tribe, Backward Class (Other than Most Backward Class/Denotified Community) Backward Class Muslims or Most Backward Class/Denotified Community is selected on the basis of merit, the number of posts reserved for the Scheduled Castes, the Scheduled Tribes, the Backward Classes (other than Most Backward Classes/ Denotified Communities), Backward Class Muslims or the Most Backward Classes/ Denotified Communities, as the case may be, shall not in any way be affected.

(e) Selection for appointment under this section shall be made in the order of rotation specified in Schedule-V.

**Explanation.**—The vacancies arising on and from the 29<sup>th</sup> April 2009 shall be filled up as per Schedule-V and all selections for appointment shall be started afresh from serial number one in the said Schedule-V with effect on and from the said date.

(f) If qualified and suitable candidates belonging to any of the Backward Classes, Backward Class Muslims including the Most Backward Classes and Denotified Communities are not available for selection for appointment by recruitment by transfer or by promotion in the turns allotted to them, the turns so allotted shall lapse and the selection for appointment for the vacancies shall be made by the next turn in the order of rotation:

Provided that if qualified and suitable candidates belonging to any of the Scheduled Castes and Scheduled Tribes are not available for selection for appointment by recruitment by transfer or by promotion in the turns allotted to them in the cycle, the turns so allotted to them shall not lapse and the number of candidates to be selected in that recruitment shall be reduced by the number of candidates belonging to Scheduled Castes and Scheduled Tribes not available for selection against the turn allotted to them. The unfilled vacancies reserved for the Scheduled Castes and Scheduled Tribes to be filled by recruitment by transfer or by promotion shall be carried over to four consecutive recruitment years, namely, year of recruitment plus three subsequent recruitment years. The selection for appointment to the vacancies in the next recruitment shall be made first for the carried over turns and then the normal rotation shall be followed. If qualified and suitable candidates belonging to any of the Scheduled Castes and Scheduled Tribes are not available for selection for appointment by recruitment by transfer or by promotion even thereafter, the vacancies reserved for those categories shall first be dereserved by obtaining the orders of the Government before filling them by candidates in the next turn in the order of rotation:

Provided further that the normal number of vacancies reserved for the candidates belonging to the Scheduled Castes and Scheduled Tribes and the carried forward vacancies as specified in the first proviso shall not exceed fifty per cent of the total number of vacancies for a particular recruitment. If there be two vacancies only, one of them shall be treated as a reserved vacancy. If there be one vacancy only, it shall be treated as unreserved. The surplus of the fifty per cent shall be carried forward to the subsequent recruitment, subject to the condition that the vacancies carried forward do not become time barred due to their continued existence for more than three years. Selection for appointment to the earliest carried forward vacancies shall be made first:

Provided also that in the case of selection for appointment by direct recruitment, with effect on and from the 1<sup>st</sup> April 1989, there shall be a ban on dereservation of vacancies reserved for the candidates belonging to any of the Scheduled Castes and Scheduled Tribes, Most

Backward Classes and Denotified Communities to be appointed by direct recruitment. But, the above ban on dereservation of vacancies shall not be applicable to the vacancies reserved for the Backward Classes (other than Most Backward Classes and Denotified Communities), Backward Class Muslims and, therefore, if qualified and suitable candidates belonging

to any of the Backward Classes (other than Most Backward Classes and Denotified Communities), Backward Class Muslims are not available for appointment, the turn so allotted to them shall lapse and the vacancy shall be filled by the next turn in the order of rotation. If sufficient number of qualified and suitable candidates belonging to any of the Scheduled Castes and Scheduled Tribes, Most Backward Classes and Denotified Communities are not available for selection for appointment for the vacancies reserved for them by direct recruitment in the first attempt of recruitment, then, a second attempt shall be made for selection of the candidates belonging to the respective communities by direct recruitment in the same recruitment year or as early as possible before the next direct recruitment for selection of candidates against such vacancies. If the required number of candidates belonging to such communities are not available even then, the vacancies for which selection could not be made shall remain unfilled until the next recruitment year treating them as "backlog" vacancies. In the subsequent year, when direct recruitment is made for the vacancies of that year, namely, the current vacancies, the "backlog" vacancies shall also be announced for direct recruitment, keeping the vacancies of the particular recruitment year, namely, the current year vacancies and the "backlog" vacancies as two distinct groups as illustrated in Schedule-IX. The selection for appointment for the next direct recruitment shall be made first for the "backlog" vacancies and then the normal rotation shall be followed:

Provided also that, in exceptional cases, for posts in Groups A and B for which suitable candidates belonging to the Scheduled Castes, Scheduled Tribes, Most Backward Classes or Denotified Communities are not available against the respective reserved vacancies and the non-filling up of posts causes hardship for running the administration, the Government may grant exemption from carrying forward of such vacancies and the procedure therefor shall be as specified in Schedule-IX:

Provided also that when a candidate selected for appointment against a vacancy for Scheduled Castes, Scheduled Tribes, Most Backward Classes / Denotified Communities, Backward Classes, Backward Class Muslims or General Turn, does not join duty in the post for which he is appointed or his provisional selection for that post is cancelled for any reason, a candidate in his place shall be appointed from the respective category and in accordance with the ranking from the reserve list:

Provided also that the candidates appointed from the reserve list shall be placed below all the candidates appointed from the regular list in the same order in which the vacancies have arisen:

Provided also that the reserve list shall be operated even against the vacancies caused due to the fact that the candidates have joined duty, but left thereafter while the reserve list is in force.

(g) Notwithstanding anything contained in this section and in the Special Rules for various State and Subordinate Services, the rule of reservation shall not apply to the appointments on compassionate grounds.

(h) Notwithstanding anything contained in this section, in order to restore the representation of Scheduled Castes and Scheduled Tribes in a service, where their representation is less than eighteen per cent and one per cent, respectively, each department shall furnish such vacancies treating them as shortfall vacancies of Scheduled Castes and Scheduled Tribes in the lowest level of posts in each of the Groups A,B,C and D, besides the posts of Junior Assistants, Typist and Steno-Typist Grade III in the Tamil Nadu Ministerial Service and the Tamil Nadu Judicial Ministerial Service, to the Government and the Government, in turn, shall

inform the same to the recruiting agencies for notifying the vacancies for direct recruitment as a one time measure:

Provided that reservation for Women, Differently abled person and Ex-servicemen shall not apply to the said recruitment.

28. (1) If a person appointed temporarily either under sub-section (1) or sub-section (2) of section 17 to fill a vacancy in any service, class or category otherwise than in accordance with the provisions governing the appointment thereto, such vacancy being a vacancy which may be filled by direct recruitment, is subsequently appointed to the service, class or category, he shall commence his probation, if any, in such category either from the date of his first temporary appointment or from such subsequent date, as the appointing authority may determine. If the post is one to which appointment may be made by transfer, and the person who had been appointed thereto either under sub-section (1) or sub-section (4) of section 17 is subsequently recruited thereto by transfer and included in the list of approved candidates, the appointing authority may, in his discretion, allow such person to commence his probation, if any, from the date of his first temporary appointment or from such subsequent date, as the appointing authority may determine:

Provided that the date so determined by the appointing authority to commence probation in this section, shall not be earlier than the date of commencement of probation of the junior most person already in service:

Provided further that on the date so determined by the appointing authority to commence probation in this section, the person shall not only possess all the qualifications prescribed for appointment to the service, but also be fit for inclusion in the list of approved candidates drawn up by the Commission or the appointing authority, as the case may be.

(2) A person who commences probation under sub-section (1) shall also be eligible to draw increments in the time scale of pay or pay band applicable to him from the date of commencement of his probation. Where commencement of probation is ordered from a date earlier than the date of the order and if this had not been enabled by relaxation of any rule, he shall draw increments, including arrears, in the time scale of pay or pay band applicable to him from such earlier date. The appointing authority shall include a provision to this effect while issuing orders in all such cases.

29. (1) A probationer in a service or a class or category of service shall be eligible to count for probation, his service, if any, performed otherwise than in a substantive capacity on regular appointment to another service in accordance with the rules if the normal method of recruitment to the latter service is, according to the rules, by transfer from the former service or the class or category thereof, as the case may be.

(2) A probationer in any category of a service or class of a service shall be eligible to count for probation, his service, if any, performed otherwise than in substantive capacity on regular appointment to a higher category of the same service or class of service, as the case may be:

Provided that nothing contained in this sub-section shall be construed as authorising the promotion of a probationer in a category to a higher category in contravention of section 41.

(3) A probationer in one service who is appointed temporarily to another service, under sub-section (1) or sub-section (4) of section 17 shall be entitled to count towards his probation in the former service the period of duty performed by him in the latter service during which he would have held a post in the former service but for such temporary appointment.

(4) A probationer in any category of a service who is promoted

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category in the same service shall be entitled to count towards his probation, if any, in the former category the period

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of duty performed by him in the latter category during which he would have held a post in the former category but for such temporary promotion.

(5) The period of military duty of a probationer shall count towards his probation in the post held by him prior to his joining military duty; it shall also count towards his probation in the post to which he may be appointed under section 12.

(6) A probationer in a category or class of a service who is or has been deputed to foreign service shall be entitled to count towards his probation in that particular category or class of the former service, the period of duty performed by him under foreign service during which he would have held a post in the former service:

Provided that the scale of pay or pay band applicable to the post in foreign service is either equal or higher than that applicable to the post in the parent department and that the duties and responsibilities of the posts are comparable.

Completion of  
probation  
and drawal  
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increment.

30. A probationer shall be eligible for sanction of increments on normal dates irrespective of declaration of satisfactory completion of probation, subject to the provisions in section 33 so far as it relates to extension of probation on the grounds of unsuitability. In cases where the probationer is to acquire any special qualification or to pass any prescribed test within the period of probation, or within the extended period of probation referred to in section 33, the first increment, in case where the period of probation is one year and the second increment, in case where the period of probation is two years, shall be sanctioned only after acquiring the qualification or passing the test.

Termination  
or extension  
of  
probation.

31.(1) Where the special rules of any service prescribe a period of probation for appointment as a full member of the service, or where such period of probation has been extended under section 33, the appointing authority may, at any time before the expiry of the prescribed period of probation or the extended period of probation, as the case may be—

(i) discharge a probationer from the service for want of a vacancy; or

(ii) at its discretion, by order, either extend the period of probation of the probationer in case the probation has not been extended under section 33 or terminate his probation and discharge him from service after giving him a reasonable opportunity of showing cause against the proposed termination of probation:

Provided that where a probationer has been given reasonable opportunity of showing cause against the imposition on him of any of the penalties specified in clauses (iv), (vi), (vii) and (viii) of rule 8 of the Tamil Nadu Civil Services (Discipline and Appeal) Rules and at the conclusion of the disciplinary proceedings a tentative conclusion is arrived as to terminate his probation, a further opportunity of showing cause specifically against termination of his probation need not be given to him.

(2) If within the period of probation, a probationer fails to acquire the special qualification or to pass the special test if any, prescribed in the special rules or to acquire such other qualification as may be declared by the Government or by the appointing authority with the approval of the Government to be equivalent to the said special qualification or special test, the appointing authority shall, by order, discharge him from the service unless the period of probation is extended under section 33.

(3) If within the period of probation prescribed in the special rules for the service or within the extended period of probation, as the case may be, a



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tion in connection with the acquisition of any such qualification and the result of the test or examination for which he has so appeared are not known before the expiry of such period, he shall continue to be on probation until the publication of the result of the test or examination for which he has appeared or the first of them in which he fails to pass, as the case

may be. In case the probationer fails to pass any of the test or examination for which he has so appeared, the appointing authority shall, by order, discharge him from the service.

(4) The maximum period upto which the probation of a Government servant shall be extended so as to enable him to acquire the test qualification, be fixed as five years. If he does not acquire the test qualification even within the maximum period of five years, he shall be reverted and the qualified and the eligible junior shall be considered for promotion. If such a person is appointed by direct recruitment and has not acquired the test qualification even within the maximum period of five years, his probation shall be terminated.

(5) Any delay in the issue of an order discharging a probationer under sub-section (2) or sub-section (3) shall not entitle him to be deemed to have satisfactorily completed his probation.

32.(1) At the end of the prescribed or 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 for which he was selected.

(2) If the appointing authority decides that a probationer is suitable for such membership, it shall, as soon as possible, issue an order declaring the probationer to have satisfactorily completed his probation. If no such order is issued within six months from the date on which he is eligible for such declaration, the probationer shall be deemed to have satisfactorily completed his probation on the date of expiry of the prescribed or extended period of probation. A formal order declaring the completion of probation shall, however, be issued by the competent authority. In all cases in which serious charges are pending, and therefore, probation cannot be declared, an order to the effect that the question of declaration of probation cannot be considered till the charges are disposed of shall be issued by the competent authority within six months from the due date for completion of probation and the final order on probation shall be passed as early as possible and in any case within one month after the disposal of the charges or six months after the due date for completion of probation, whichever is later.

**Explanation.**— For the purpose of calculating the period of probation of a probationer, complete calendar months, irrespective of the number of days in each month, shall first be calculated and then the odd number of days calculated subsequently. Period of leave, if any, taken during the period of probation shall be excluded while calculating the period of probation.

(3) If the appointing authority decides that the probationer is not suitable for such membership, it shall, unless the period of probation is extended under section 33, by order, discharge him from the service after giving him a reasonable opportunity of showing cause against the action proposed to be taken in regard to him:

Provided that where a probationer has been given a reasonable opportunity of showing cause against the imposition on him of any of the penalties specified in clauses (iv), (vi), (vii) and (viii) of rule 8 of the Tamil Nadu Civil Services (Discipline and Appeal) Rules and at the conclusion of the disciplinary proceeding, a tentative conclusion is arrived as to discharge him from the service, a further opportunity of showing cause specifically against such discharge need not be given to him.

**Explanation I.**— The decision of the appointing authority that the probationer is not suitable for full membership may be based also on his work and conduct till the date of the decision, inclusive of the period

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**Explanation II.** — Where the competent authority proposes to terminate the probation of a member of a service for general unsatisfactory work or incapacity without the need for enquiry into specific charges, he shall do so under section 31

Probationer's  
suitability  
for full  
membership  
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or under this section, as the case may be. In cases where he proposes to terminate the probationer of such member for specific charges in addition to, or distinct from, general inefficiency or incapacity, he shall frame specific charges and follow the procedure laid down in rule 17 (b) of the Tamil Nadu Civil Services (Discipline and Appeal) Rules, as such termination of probation by way of penalty will attract the provisions of Article 311(2) of the Constitution.

Extension of probation.

33.(1) In the case of any probationer falling under section 31 or 32, the appointing authority may extend his probation to enable him to acquire the special qualifications or pass the prescribed tests, or, as the case may be, to enable the appointing authority to decide whether the probationer is suitable for full membership or not.

(2) The period of probation as extended under section 31 or 32 or in a case where a probationer is reverted due to want of vacancy during the extended period shall terminate at the latest when the probationer has, after the date of expiry of the period of probation prescribed for the service, class or category in which he is on probation, completed three years on duty in such service, class or category. The period of probation as extended under section 31 shall terminate at the latest when the probationer, has, after the date of expiry of the period of probation prescribed for the service, class or category in which he is on probation, completed three years of duty in such service, class or category.

(3) In cases where the probation of probationer is extended, a condition shall, unless there are special reason 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 examinations or after he is declared to have satisfactorily completed his probation.

Exercise of certain powers of appointing authority by higher authorities.

34. The powers conferred on the appointing authority, other than the Government, may be exercised also by any higher authority to whom the appointing authority is administratively subordinate whether directly or indirectly, in the following cases:—

(a) Termination of probation of a probationer under clause (ii) of sub-section (1) of section 31;

(b) Discharge of probationer under sub-section (3) of section 32; and

(c) Extension of probation under clause (ii) of sub-section (1) of section 31 or under this section.

Exercise of certain powers of appointing authority by lower authorities.

35. The powers conferred on the appointing authority or the competent authority, as the case may be, to declare the satisfactory completion of probation under section 32 or to extend the period of probation under section 31 or section 33 shall also be exercised by an authority competent to withhold the increment of a Government servant:

Appeal against discharge.

Provided that the Head of an office shall also exercise the powers conferred on the appointing authority to declare the satisfactory completion of probation under section 32 of Government servants in Group 'D'.

36. (1) A probationer who is discharged under clause (ii) of sub-section (1) of section 31 or under sub-section (3) of section 32 shall be entitled to appeal against the order of discharge passed by the competent authority to

within which an appeal would lie against an order of dismissal passed by the competent authority against a full member of his service, class or category, as the case may be:

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Provided that in the case of a probationer in a State Service who is discharged from service by an authority subordinate to the Government, an appeal shall lie to the Government.

(2) The authority competent to entertain an appeal under sub-section (1) may, either of its own motion or otherwise, revise any order discharging a probationer under any of the provisions referred to in the said sub-section within one year of the date of such order.

(3) (i) When an order discharging a probationer is set aside on appeal under sub-section (1) or on revision under sub-section (2) 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 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. Such probationer may, during the period on and from the date of his discharge to the date of his restoration, be paid such 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 sub-section (1) or (2) may, with the previous sanction of the Government, determine.

37. Subject to the provisions of section 12 and sub-section (1) of section 40, an approved probationer shall be considered for confirmation of service immediately after the declaration of his probation. Such confirmation of service shall be made in the entry level post to which he was first appointed. A specific order of confirmation of service shall be issued.

38. In regard to person appointed to any class or category of a service by promotion, in respect of whom the special rules of the service do not prescribe a period of probation in the class or a category to which they have been promoted, sections 10, 11 and 37 shall be construed as if 'probation' and 'probationer' or 'approved probationer' meant 'officiating service' and 'person officiating' respectively.

39. Where the special rules prescribe stoppage of increments as a penalty for failure to pass a special test or acquire a special qualification prescribed in those rules, such failure shall, in the case of member who has reached the maximum of the time scale of pay applicable to him, render him liable to the penalty of reduction to the next lower stage in his time scale.

40. (1) The seniority of a person in a service, class, category or grade shall, unless he has been reduced to a lower rank as a punishment, be determined in the order of his placement in the list prepared by the recruitment agency or appointing authority, as the case may be, in accordance with the rule of reservation and the order of rotation specified in Schedule-V, where it applies. The date of commencement of his probation shall be the date on which he joins duty irrespective of his seniority.

(2) The seniority of a person in a service, class, category or grade shall, where the normal method of recruitment to that service, class, category or grade is by more than one method of recruitment, unless the individual has been reduced to a lower rank as a punishment, be determined with reference to the date on which he is appointed to the services, class, category or grade:

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thod of recruitment happens to be appointed to a service, class, category or grade, earlier than the senior appointed by the same method of recruitment, the senior shall be deemed

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to have been appointed to the service, class, category or grade on the same day on which the junior was so appointed:

Provided further that the benefit of the above proviso shall be available to the senior only for the purpose of fixing inter-se-seniority:

Provided also that where persons appointed by more than one method of recruitment are appointed or deemed to have been appointed to the service, class, category or grade on the same day, their inter-se-seniority shall be decided with reference to their age.

(3) The transfer of a person from one class or category of a service to another class or category carrying the same scale of pay or pay band shall not be treated as first appointment to the latter for purpose of seniority and the seniority of a person so transferred shall be determined with reference to the rank in the class or category from which he was transferred; where any difficulty or doubt arises in applying this provision, seniority shall be determined by the appointing authority.

(4) Where a member of any service, class, category or grade is reduced to a lower service, class, category or grade he shall be placed at the top of the latter unless the authority ordering such reduction directs that he shall take rank in such lower service, class, category or grade, next below any specified member thereof.

(5) The seniority of any person in a service or post of the merged territory of Pudukkottai, who is absolutely in a service or post under the Government of Tamil Nadu shall be determined as follows:—

(i) If he is absorbed in a post similar to that which he was formerly holding in the service of the merged territory of Pudukkottai, his seniority shall be determined by the date from which he was holding the former post continuously.

(ii) If he is absorbed in a post of a higher cadre carrying a higher scale of pay than that which he was formerly holding in the service of the merged territory of Pudukkottai his seniority shall be determined by the date on which he joined the post under the Government of Tamil Nadu.

(iii) If he is absorbed in a post other than those specified in clauses (i) and (ii), which does not improve his cadre and scale of pay in the service of the merged territory of Pudukkottai, his seniority shall be determined on the basis of merit.

(6) Application for the revision of seniority of a person in a service, class, category or grade shall be submitted to the appointing authority within a period of three years from the date of appointment to such service, class, category or grade or within a period of three years from the date of order fixing the seniority, as the case may be. Any application received after the said period of three years shall be summarily rejected. This shall not, however, be applicable to cases of rectifying orders, resulting from mistake of facts.

41.(1) No member of a service or class of a service shall be eligible for promotion from the category in which he was appointed to the service unless he has satisfactorily completed his probation in that category:

Provided that a member of a service or class of a service who, having satisfactorily completed his probation in the category in which he was appointed to the service, has been promoted to the next higher category shall, notwithstanding that he has not been declared to have satisfactorily completed his probation in such higher category be eligible for promotion from such higher category :

Provided further that if the scale of pay or pay band of posts in the

Promotion



arrying a higher scale of pay or pay band in the feeder category shall be considered first and that, if no qualified and suitable persons holding post in that feeder category are available, the persons holding post carrying the next higher scale of pay or pay band in descending order in other feeder categories shall be considered.

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(2) Promotions in a service or class to a selection category or to a selection grade shall be made on grounds of merit and ability, seniority, being considered only where merit and ability are approximately equal. The inter-se-seniority among the persons found suitable for such promotion shall be with reference to the inter-se- seniority of such persons in the lower post.

(3) Promotions made other than to a selection category or a selection grade shall be made in accordance with seniority unless—

- (i) the promotion of a member has been withheld as a penalty, or
- (ii) a member is given special promotion for conspicuous merit and ability.

42. Notwithstanding anything contained in sections 41 and 43, a member of a service who had been on leave for a period of three years continuously for any reason except higher studies or for a period of four years continuously for higher studies, shall not be considered for appointment to a higher category either by promotion or by recruitment by transfer unless he has completed service for a period of one year from the date on which he joins duty on return from leave.

Appointment to higher category not to be considered if he had been on leave for three or four years or more continuously.

43. Appointments by recruitment by transfer to a class or category in a State Service from among the holders of posts in a Subordinate Service shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

Appointment by recruitment by transfer.

44. No member of a service, who is on extension of service after superannuation, shall be considered for appointment either by promotion or by recruitment by transfer to a higher category, during the period of extension of service.

Promotion or recruitment by transfer during extension of service.

45. The list of approved candidates for appointment by promotion or by recruitment by transfer may be revised by an authority to which an appeal or review would lie against an order of dismissal passed on a full member of the service, class, category or grade, as the case may be. Such revision may be made by the appellate authority or the reviewing authority, as the case may be, aforesaid after consulting the Commission where such consultation is necessary in respect of posts which are within the Commission's purview either *suo motu* at any time, or on a petition submitted by an aggrieved member within two months in the case of State Services and within three months in the case of Subordinate Services, from the date on which the list is displayed in the Notice Board in the office of the appointing authority. If no representation is received within the said period, the list communicated shall be deemed to be final:

Revision of list approved candidates for appointment by promotion or by recruitment by transfer.

Provided that the above said period may be extended by the appellate authority or the reviewing authority, as the case may be, if sufficient cause is shown for the delay in the submission of the petition.

Annulment or modification of list of approved candidates for appointment or

46. Notwithstanding anything contained in this Act or in the special rules, the Government shall have power to annul, modify a list of approved candidates for appointment or promotion to any category, class or service prepared by the head of a department or any other lower authority.

promotion by Government.

Temporary  
promotion.

47.(1) 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 a higher category in a service or class by promotion from lower category and there would be undue delay in making such promotion in accordance with the provisions of the Act, the appointing authority may temporarily promote a person, who possesses the qualifications prescribed for the post, otherwise than in accordance with the provisions of this Act.

(2) Where it is necessary to fill a short vacancy in a post borne on the cadre of a higher category in service or class by promotion from lower category and the appointment of the person who is entitled to such promotion under the provisions of the Act would involve excessive expenditure on travelling allowance or exceptional administrative inconvenience, the appointing authority may promote any other person who possesses the qualification, if any, prescribed for the higher category.

(3) A person temporarily promoted under sub-section (1) shall be replaced as soon as possible by the member of the service, who is entitled to promotion under the Act.

(4) Where it is necessary to promote an officer against whom an enquiry into allegations of corruption or misconduct is pending, but no charge sheet has been filed in the criminal case or where no charge under sub-rule (b) of rule 17 of the Tamil Nadu Civil Services (Discipline and Appeal) Rules have been framed or no proceedings before the Tribunal for Disciplinary Proceedings is pending, the appointing authority may promote him temporarily pending enquiry into the allegations against him.

(5) A person promoted under sub-section (1), (2) or (4) shall not be regarded as a probationer in the higher category or be entitled by reason only of such promotion to any preferential claim to future promotion to such higher category. The services of a person promoted under sub-section (1), (2) or (4) shall be liable to be terminated by the appointing authority at any time without notice and without any reason being assigned.

(6) (i) A person promoted under sub-section (1), (2) or (4) shall commence his probation, if any, in such category either from the date of his temporary promotion or from such subsequent date as the appointing authority may determine:

Provided that on the date so determined, the person possesses all the qualifications prescribed for promotion to the service, class or category, as the case may be.

(ii) He shall also be eligible to draw increments in the time scale of pay or pay band applicable to him from the date of commencement of his probation. Where commencement of probation is ordered from a date earlier than the date of the order and if this has not been enabled by relaxation of any provisions of the Act, he shall draw increments, including arrears, in the time scale of pay or pay band applicable to him from such earlier date. The appointing authority shall include a provision to this effect while issuing order in all such cases.

(7) A person promoted under the Act to hold a post borne on the cadre of a service, class or category, who has rendered continuous temporary service shall be eligible to draw annual increments in the scale of pay or pay band for the post, subject to the condition that this Act do not prescribe any special qualification to be acquired or test to be passed as a condition precedent to the drawal of such increment or increment is not denied as a measure of penalty.

48. (1) A member of a service or class of service may be required to serve in any post borne on the cadre of such service or class for which he is qualified.

(2) All postings and transfers shall be made by the appointing authority:

Provided that where the appointing authority is not the Government, any authority to whom the appointing authority is administratively subordinate shall, in respect of any post within the jurisdiction of the appointing authority also be competent to effect postings and transfers to a post within their jurisdiction aforesaid:

Provided further that where leave not involving extra cost to the Government is granted to an officer by virtue of the delegation under Fundamental Rule 66, the Head of Department or the subordinate authority concerned may re-post the officer on return from leave granted by it to the same place.

(3) Notwithstanding anything contained in this Act or in any special rules or adhoc rules, the Government may transfer any Government servant from one revenue district to another revenue district within the State, on administrative grounds.

49. A member of a 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. The re-appointment of such person to any service shall be treated in the same way as a first appointment to such service by direct recruitment and all the provisions governing such appointment shall apply and on such re-appointment, he shall not be entitled to count any portion of his previous service for any benefit or concession admissible under this Act:

Provided that nothing contained in this section shall affect the operation of the proviso to rule 23 or of rule 25 of the Tamil Nadu Liberalised Pension Rules, 1978:

Provided further that a member of a service, who has resigned his appointment and contested in the General Election to Parliament or State Legislature or in the elections to local bodies either as a party candidate or as an independent candidate shall not be eligible for re-appointment to any service.

50.(1) A Government servant may resign his appointment by giving notice of not less than three months in writing direct to the appointing authority with a copy marked to his immediate superior officer. The period of three months notice shall be reckoned from the date of receipt of such notice by the appointing authority.

(2) The Government servant may withdraw the notice of his resignation before its acceptance and withdrawal of resignation shall not be permitted after its acceptance by the appointing authority.

(3) The appointing authority shall issue orders on the notice of resignation before the date of expiry of notice, either accepting the resignation from a date not later than the date of expiry of the notice or rejecting the same, giving the reasons therefor. If no such order is passed, the resignation shall be deemed to have been accepted on the expiry of the period of notice.

(4) Notice of resignation given by the Government servant shall be accepted by the appointing authority, subject to the conditions—

(i) that no disciplinary proceeding is contemplated or pending

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of rule 17 of the Tamil Nadu Civil Services (Discipline and Appeal) Rules;

(ii) that a report from the Director of Vigilance and Anti-Corruption has been obtained to the effect that no enquiry is contemplated or pending against the Government servant concerned;

Posting and  
transfer.

Consequence  
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(iii) that no dues are pending to be recovered by the Government from the Government servant concerned; and

(iv) that there is no contractual obligation of any kind including contractual obligation to serve the Government during the period in which the Government servant concerned seeks to resign.

(5) Notwithstanding anything contained in clauses (i) and (ii) of sub-section (4), where a Government servant, under suspension or against whom disciplinary or criminal action or vigilance enquiry is pending, seeks to resign, the appointing authority shall examine the nature and gravity of the case and may accept the resignation, if the case is not such as would warrant rejection of the notice of resignation.

Military duty  
to count  
for pension.

51.(1) Notwithstanding anything contained in this Act or any special rules or the Fundamental Rules or the Tamil Nadu Pension Rules, 1978, the member of a service who was deputed for military duty shall be entitled to count the period spent on military duty for the purpose of pension if he would have counted for that purpose his service in the civil department, but for his deputation for military duty.

**Explanation I.**— This sub-section shall in its application to a member who was called to or employed in service paid for from Defence Services Estimates, be subject to the conditions specified in the letter of the Government of India, War Department (Army Branch) to the Accountant General in India, No.11008/A.G.13(a), dated the 11th June 1944, recorded in G.O.No.465, Finance, dated the 6<sup>th</sup> September 1944.

**Explanation II.**— (a) Nothing contained in this sub-section shall be deemed to authorize a person who held any post in any of the temporary services mentioned in the Madras Armed Reserve Police Service Rules, 1941, who had not already been a member of any of the State or Subordinate Services to count his service in such post towards pension.

(b) A member of a officers shall, in respect of the Regulations for Army in service who is serving in the Army in India Reserve of such service be governed by the rules in Appendix 'A' to India Reserve of Officers, 1939.

Reversion  
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52.A full member shall be liable to be reverted to the lower post from which he has been promoted at any time, if the number of persons so entitled for reversion is more than the number of posts available in the higher category.

**Explanation.**— If a person who is confirmed or whose probation in a higher category has been declared as having been completed or one who is holding a post in a higher category on a regular basis, for which there is no probation, reverts from deputation or foreign service and if there is no vacancy in that category to accommodate him, the junior most person in the category appointed to the post shall be reverted. If, however, the person reverted from deputation or foreign service himself is the junior most, he shall be reverted to the next lower category from which he was earlier promoted.

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53. Where a person has been dismissed, removed, compulsorily retired or substantively reduced from any service, class, category or grade, no vacancy caused thereby or arising subsequently in such service, class, category or grade, shall be substantively filled to the prejudice of such person until the expiry of a period of one year from the date of such dismissal, removal, compulsory retirement or reduction in rank or until the appeal, if any, preferred by him against such dismissal, removal,

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54.(1) Unless a contrary intention is expressly indicated therein, nothing contained in this Act shall adversely affect any person who was a member of any service on the date of coming into force of the provisions of this Act.

Savings.

(2) Unless a contrary intention is expressly indicated therein, nothing contained in any special rules governing a service shall adversely affect any person who was a member of such service on the date of coming into force of the provisions of this Act.

(3) Subject to the provision of sub-section (4), where this Act or the special rules would adversely affect in respect of any matter a person who was a member of any service before the date of coming into force thereof, he shall, in respect of such matter, be governed by the rules and orders, if any, which were applicable to him immediately prior to such date.

(4) A person who before the issue of the special rules for a service had officiated in a post which was subsequently included in the service or a class or category thereof, but who is not entitled to be regarded as a probationer or as an approved probationer under sub-section (5) shall, if he is again appointed to such post after the issue of the special rules without contravening any orders of the Government, be entitled to count his previous service in such post towards the prescribed period of probation:

Provided that such previous service shall not count towards probation if there was an interval of a continuous period of two years or more during which he was not holding a post in the same or higher category.

**Explanation.**—The re-appointment of a person under this sub-section shall not, for the purpose of regulating recruitment, be regarded as first appointment to the service, class or category concerned.

(5) If before the issue of the special rules, a person had been exempted under the orders then in force from the possession of any qualification or the passing of any test and the possession of such qualification or the passing of such test is prescribed by such special rules, they shall not apply to such person to the extent and in respect of the category, grade or post, specially covered by the order of exemption.

55. Nothing in the Act or the special rules shall be construed to limit or abridge the powers of the Government and of subordinate authorities to re-employ persons who have retired on a civil pension or gratuity or who while in service were subscribers to a Contributory Provident Fund, in any service in accordance with the provisions contained in the Tamil Nadu Pension Rules, 1978. The re-employment of such a person in any service shall not be regarded as a first appointment to that service.

56. Notwithstanding anything contained in the Act or the special rules, an officiating or permanent officer of an All India Service may be appointed to any State service or class or category thereof, such officer shall not, by reason of such appointment, cease to be a member of an All India Service:

Provided that no member of the Indian Administrative Service or the Indian Police Service shall be appointed to a post in any State Service, or class or category thereof, unless such post is declared by the Government to be equivalent in status and responsibility to a post specified in Schedule III to the Indian Administrative Service (Pay) Rules, 1954, or as the case may be, in Schedule III to the Indian

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Appointment  
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Relinquishment of rights by members.

57. (1) Any person may, in writing, relinquish any right or privilege to which he may be entitled under this Act or the special rules if, in the opinion of the appointing authority, such relinquishment is not opposed to public interest; and nothing contained in this Act or the special rules shall be deemed to require the recognition of any right or privilege to the extent to which it has been so relinquished.

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

Power to deal with certain cases.

58. Notwithstanding anything contained in this Act or in the special rules, the Governor shall have power to deal with the case of any person or class of persons serving in a civil capacity under the Government or of any person who has or of any class of persons who have served as aforesaid or any candidate or class of candidates for appointment to a service in such manner as may appear to him to be just and equitable:

Provided that, where any provision of this Act or the special rules is applicable to the case of any person or class of persons, the case shall not be dealt with in any manner less favourable to him or them than that provided by that rule.

Alteration of date of birth.

59. (1) If, at the time of appointment, a candidate claims that his date of birth is different from that entered in his S.S.L.C. or Matriculation Register or school records, he shall make an application to the Commission in cases where the appointment is made in consultation with the Commission and, in other cases, to the appointing authority stating the evidence on which he relies and explaining how the mistake occurred. The application shall be forwarded to the Commissioner of Revenue Administration for report after investigation by an officer not below the rank of a Deputy Collector and, on receipt of the report, the Commission or the appointing authority, as the case may be, shall decide whether the alteration of date of birth may be permitted or the application may be rejected:

Provided that in case of a candidate who was born outside the State of Tamil Nadu, the investigation through the Commissioner of Revenue Administration shall be dispensed with and the Commission or the appointing authority, as the case may be, shall examine and scrutinize the records that may be produced by the candidate and shall decide whether the alteration of date of birth may be permitted or the application may be rejected.

(2) After a person has entered service, an application to alter the date of his birth as entered in the official records shall be entertained only if such an application is made within five years of such entry into service. Such an application shall be made to the authority competent to make an appointment to the post held by the applicant at the time of his application and shall be disposed of in accordance with the procedure laid down in sub-section (1).

(3) Any application received after five years after entry into service or any application, which is not supported by entries in

iversity records, birth extract from records of local bodies or military discharge certificates, shall be summarily rejected.

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(4) In considering the question of permitting an alteration of the date of birth as entered in the official records even when such entry is proved to have been due to a bona fide mistake, the Government or the appointing authority shall take into consideration the circumstance whether the applicant would normally be eligible for appointment to the post at the time of entry into service had his age been correctly stated and what would have been its effect on his service and the service conditions of other officers in the service and may permit the alteration, subject to such condition as they or it may deem fit to impose:

Provided that the Commission shall be consulted in the case of an applicant who has been initially recruited through the Commission, if it is proposed to accept his request for alteration of date of birth.

(5) The procedure laid down in sub-section (1) shall be followed in all cases where alteration of date of birth is proposed *suo motu* by the Head of Office on the basis of medical opinion, in the absence of any other authoritative records.

**Explanation.**—For the purpose of this sub-section, “authoritative records” are the Secondary School Leaving Certificate or University, college, or school records or Discharge Certificate of Army.

(6) The decision of the Commission, the appointing authority or the Government, as the case may be, shall be final.

60. (1) After a person has entered service, if it is found that his date of birth entered in his Service Register is different from that entered in the Secondary School Leaving Certificate or Military Discharge Certificate, which may be due to some clerical error or otherwise wrong entries, application for correction of such clerical error or wrong entries, shall be made to the appointing authority. Such corrections in the Service Register shall be made straightway by the appointing authority. If the date of birth in the Service Register was entered on the basis of the Secondary School Leaving Certificate, correction of clerical error or wrong entries shall be made only with reference to Secondary School Leaving Certificate and if the date of birth in the Service Register was entered on the basis of the Military Discharge Certificate, correction of clerical error or wrong entries shall be made only with reference to the Military Discharge Certificate. Where the Secondary School Leaving Certificate and the Military Discharge Certificate contain different dates of birth, the date of birth entered in the Secondary School Leaving Certificate shall be accepted. But, the date of birth entered in the Military Discharge Certificate shall be accepted in the absence of the Secondary School Leaving Certificate.

(2) Where the date of birth of a person, whose qualification is less than the minimum general educational qualification, is entered in the Service Register on the basis of the medical certificate or the transfer certificate obtained from the school in which he studied or an affidavit sworn before a Magistrate and if there is any error in the entry so made, the appointing authority may, on application, make necessary correction only with reference to the original record on the basis of which an entry relating to the date of birth is made in the Service Register.

61. Notwithstanding anything contained in the Act or in the special rules for the various State and Subordinate Services, in the case of discharged Government employee or a temporary Government employee who has not completed forty years of age, the actual period of his service under the Government, whether continuous or non-continuous shall be

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Correction of  
date of  
birth.

Age conces-  
sion for  
discharged  
Government  
employees  
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temporary  
Government  
employees.

**Explanation.—** For the purpose of this section, a discharged Government employee is a person who was in the employment of the State and was discharged because of reduction in establishment or for any other reason but not as disciplinary measure.

Application of  
ad hoc  
rules.

62. Where a temporary post is made permanent and, if for any reason, no special rules governing such post are made, the *ad hoc* rules applicable to the said post shall continue to apply to the said post, until special rules are made for the said post.

Concession  
for Ex-  
servicemen.

63.(1) Notwithstanding anything contained in the Act or in the special rules for the various State and Subordinate Services, an ex-serviceman who has not completed forty eight years of age, if he does not belong to Scheduled Caste, Scheduled Tribe or Backward Class and fifty three years, if he belongs to Scheduled Caste, Scheduled Tribe or Backward Class on 1<sup>st</sup> July of the year in which the selection for appointment is made, but is otherwise qualified and whose name is suggested by a local Employment Exchange for appointment to a vacancy under the Government notified to it shall be eligible for such appointment.

(2) Persons serving in the Armed Forces shall be eligible to apply for posts under the Government if they are due to complete the specified term of their engagement in the Armed Forces within one year from the last date prescribed by the appropriate authority for receipt of the application in respect of a particular recruitment. All such candidates while making their applications shall submit a self undertaking and a form of certificate from their Commanding Officer in the format given in Schedule-XII.

Age conces-  
sion for  
Differently  
abled.

64. Notwithstanding anything contained in the Act or in the special rules for the various State and Subordinate Services, a Differently abled person shall be eligible for age concession upto ten years over and above the age limits prescribed for the appointment to the post by direct recruitment only, provided the applicant is otherwise fully suitable and the handicap is not such as would render his incapable of efficiently discharging the duties of the post for which he is selected.

Age conces-  
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65. Notwithstanding anything contained in the special rules for the various State and Subordinate Services or in any *ad hoc* rules applicable to any temporary post in the case of a person who has been affected due to the ban on direct recruitment that was imposed on the 29th November 2001, the upper age limit shall be raised to a maximum period of five years reckoned on and from the 17<sup>th</sup> July 2006, ending with the 16<sup>th</sup> July 2011, in computing his age for appointment to any post under the Government, except the categories of posts of Teachers, Doctors and Police Constabulary and shall be applicable in respect of notifications issued or selections made by the recruitment agencies or appointments made by the appointing authorities during the aforesaid period.

Appeal  
or  
review  
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66. (1) Where no specific provision for appeal or review is made in this Act, or in the special rules against any order passed under the said rules for redressal of grievances, an appeal or review, as the case may be, shall lie to the authority to which an appeal or review petition would lie against an order of dismissal.

(2) An appeal or review under sub-section (1) shall be preferred within two months from the date of receipt of the orders by the appellant on the review petitioner, as the case may be.

(3) Every appeal or review under sub-section (1) shall be

of the appeal or review petition.

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(4) The appellate or reviewing authority may issue interim directions as it deems fit, pending final decision thereon in order to avoid any irreparable loss to the appellant or review petitioner or to avoid administrative inconvenience.

67. (1) The Committee on appeals shall consist of,—

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| Vigilance Commissioner and Commissioner                | .. | Chairperson. for |
| Administrative Reforms.                                |    |                  |
| Secretary to Government,                               | .. | Convenor.        |
| Personnel and Administrative Reforms Department.       |    |                  |
| Secretary to Government of the                         | .. | Member.          |
| administrative department concerned.                   |    |                  |
| Secretary to Government,                               | .. | Member. Law      |
| Department.  |    |                  |
| Secretary to Government,                               | .. | Member.          |
| Finance Department or his nominee (Financial matters). |    |                  |
| Secretary, Tamil Nadu Public Service                   | .. |                  |
| Member. Commission                                     |    | (Special         |
| invitee, in cases where,                               |    |                  |
| the views of the Commission is required).              |    |                  |

(2) Notwithstanding anything contained in this Act or in the special rules subject to the period of limitation specified in this regard, an application for revision of seniority under sub-section (6) of section 40, a petition for revision of list of approved candidates under section 45, or an appeal or review under section 66, in which the Government are the appointing, appellate, revisionary or reviewing authority, as the case may be, shall be disposed of as hereinafter provided.

(3) An application or petition referred to in sub-section (2), shall be referred to the Committee on Appeals by the administrative department concerned apprising the full facts of the case for its advice. The Committee on Appeals shall consider the same and tender its advice on the matters so referred to the Committee, for getting orders from the Government. The administrative department concerned shall, thereafter without again referring the matter to the advisory departments such as Personnel and Administrative Reforms, Law and Finance referred to in sub-section (1), subject to consultation with the Commission, where such consultation is necessary as per the Constitution and the Tamil Nadu Public Service Commission Regulations, 1954, pass order on the application or petition, as the case may be, which shall be final.

68. If any provision of this Act is inconsistent with any provision of the special rules applicable to any particular service, the special rules shall, in respect of that service, prevail over the provisions of this Act.

69. Any rule continued by Article 313 of the Constitution or made under the proviso to Article 309 of the Constitution in respect of any service, class or category thereof shall be applicable to all persons

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e, class or category on the date on which such rule was made:

Committee on  
appeals.

Overriding  
effect of  
special  
rules.

Application  
of certain  
rules.

Provided that nothing in any such rule shall, unless a contrary intention is expressly indicated therein, operate to deprive any such person of any right or privilege to which he is entitled by or under any rule or applicable to him prior to the making of such rule:

Provided further that no such rule shall be applicable to candidates who had been approved for appointment to any such service, class or category by the Commission or by any other authority competent in that behalf prior to the making of such rule or who had applied for such approval in response to any advertisement inviting applications, published by the Commission or any other authority competent in that behalf prior to the making of such rule.

Validation.

70. Notwithstanding anything contained in any judgment, decree or order of Court or other authority, the seniority of the candidates selected for appointment to a service, class or category determined on the basis of the roster specified in Schedule-III under clause (c) of General Rule 22 of the Tamil Nadu State and Subordinate Services Rules and anything done or any action taken on the basis of such seniority, during the period commencing on the 1<sup>st</sup> day of January 1955 and ending with the date of publication of this Act in the *Tamil Nadu Government Gazette* shall, for all purposes, be deemed to be, and to have always been, validly determined, done or taken in accordance with law, as if this Act had been in force at all material times when such determination of seniority has been made and such thing done or action taken.

Special provisions.

71. All acts done or proceedings taken under the Tamil Nadu State and Subordinate Services Rules during the period commencing on the 1<sup>st</sup> day of January 1955 and ending with the date of publication of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 in the *Tamil Nadu Government Gazette* shall, for all purpose, be deemed to be, and to have always been, validly done or taken in accordance with the corresponding provisions of this Act, as if the provisions of this Act had been in force at the relevant point of time.

Power to remove difficulties.

72. If any difficulty arises in giving effect to the provisions of this Act, the Government may, by an order publish in the *Tamil Nadu Government Gazette*, make such provisions not inconsistent with the provisions of this Act as appear to them to be necessary or expedient for removing the difficulty:

Provided that no such order shall be made after the expiry of three years from the date of publication of this Act in the *Tamil Nadu Government Gazette*.

Power to amend Schedules.

73. (1) The Government may, by notification, alter, add to or cancel any of the Schedules

(2) Every notification or order issued under this Act shall, as soon as possible, after it is issued, be placed on the Table of the Legislative Assembly, and if, before the expiry of the session in which it is so placed or the next session, the Assembly makes any modification in any notification or order, or the Assembly decides that the notification or order should not be issued the notification or order shall thereafter have effect only in such modified form or be of no effect, as the case may be, so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that notification or order.

**SCHEDULE-I**

[ See clause (f) of section 3 ]

**PART - A**

BACKWARD CLASSES (Other than Backward Class Muslims, Most Backward Classes and Denotified Communities)

1. Agamudayar including Thozhu or Thuluva Vellala
2. Agaram Vellan Chettiar
3. Alwar, Azhavar and Alavar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District.)
4. Servai (except Tiruchirapalli, Karur, Perambalur and Pudukottai Districts).
5. Nulayar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
6. Archakarai Vellala
7. Aryavathi (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
8. Ayira Vaisyar
9. Badagar
10. Billava
11. Bondil
12. Boyas (except Tiruchirapalli, Karur, Perambalur, Pudukottai, The Nilgiris, Salem, Namakkal, Dharmapuri and Krishnagiri Districts).  
 Pedda Boyar (except Tiruchirapalli, Karur, Perambalur and Pudukottai Districts)  
 Oddars (except Thanjavur, Nagapattinam, Tiruvarur, Tiruchirapalli, Karur, Perambalur, Pudukottai, Madurai, Theni and Dindigul Districts)  
 Kaloddars (except Kancheepuram, Tiruvallur, Ramanathapuram, Sivaganga, Virudhunagar, Madurai, Theni, Dindigul, Pudukottai, Tiruchirapalli, Karur, Perambalur, Tirunelveli, Thoothukudi, Salem and Namakkal Districts)  
 Nellorepet Oddars (except Vellore and Tiruvannamalai Districts)  
 Sooramari Oddars (except Salem and Namakkal Districts)
13. Chakkala (except Sivaganga, Virudhunagar, Ramanathapuram, Thanjavur, Nagapattinam, Tiruvarur, Pudukottai, Tiruchirapalli, Karur, Perambalur, Madurai, Theni, Dindigul and The Nilgiris Districts)
14. Chavalakarar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
15. Chettu or Chetty (including Kottar Chetty, Elur Chetty, Pathira Chetty, Valayal Chetty, Pudukadai Chetty) (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
16. Chowdry

17. Converts to Christianity from Scheduled Castes irrespective of the generation of conversion (except the Paravar converts Christianity of Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
18. C.S.I formerly S.I.U.C (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
19. Donga Dasaris (except Kancheepuram, Tiruvallur, Tiruchirapalli, Karur, Perambalur, Pudukottai, Chennai, Salem and Namakkal Districts)
20. Devangar, Sedar
21. Dombs (except Pudukottai, Tiruchirapalli, Karur and Perambalur Districts) Dommars (except Thanjavur, Nagapattinam, Tiruvarur, Pudukottai, Vellore and Thiruvannamalai Districts)
22. Enadi
23. Ezhavathy (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
24. Ezhuthachar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
25. Ezhuva (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
26. Gangavar
27. Gavarai, Gavara and Vadugar (Vaduvar) (other than Kamma, Kapu, Balija and Reddi)
28. Gounder
29. Gowda (including Gammala, Kalali and Anuppa Gounder)
30. Hegde
31. Idiga
32. Illathu Pillaimar, Illuvar, Ezhuvar and Illathar
33. Jhetty
34. Jogis (Except Kancheepuram, Tiruvallur, Madurai, Theni, Dindigul, Cuddalore, Villupuram, Vellore and Tiruvannamalai Districts)
35. Kabbera
36. Kaikolar, Sengunthar
37. Kaladi (except Sivaganga, Virudhunagar, Ramanathapuram, Madurai, Theni, Dindigul, Thanjavur, Nagapattinam, Tiruvarur, Pudukottai, Tiruchirapalli, Karur and Perambalur Districts)
38. Kalari Kurup including Kalari Panicker (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
39. Kalingi
40. Kallar, Easanattu kallar  
Gandharva Kottai Kallars- (except Thanjavur, Nagapattinam, Tiruvarur and Pudukottai Districts)  
Kootappal Kallars- (except Pudukottai, Tiruchirapalli, Karur and

Perambalur Districts)

Piramalai Kallars-(except Sivaganga, Virudhunagar, Ramanathapuram. Madurai, Theni, Dindigul, Pudukottai, Thanjavur, Nagapattinam and Tiruvarur Districts)

Periyasooriyur Kallars-(except Tiruchirapalli, Karur, Perambalur and Pudukottai Districts)

41. Kallar Kula Thondaman
42. Kalveli Gounder
43. Kambar
44. Kammalar or Viswakarma, Viswakarmala (including Thattar, Porkollar, Kannar, Karumar, Kollar, Thacher, Kal Thacher, Kamsala and Viswa Brahmin).
45. Kani, Kanisu, Kaniyar Panicker
46. Kaniyala Vellalar
47. Kannada Saineeagar, Kannadiyar (Throughout the State) and Dasapalanjika (Coimbatore, Erode and the Nilgiris Districts)
48. Kannadiya Naidu
49. Karpooora Chettiar
50. Karuneegar (Seer Karuneegar, Sri Karuneegar, Sarattu Karuneegar, Kaikatti Karuneegar, Mathuvazhi Kanakkar, Sozhi Kanakkar and Sunnambu Karuneegar)
51. Kasukkara Chettiar
52. Katesar, Pattamkatti
53. Kavuthiyar
54. Kerala Mudali
55. Kharvi
56. Khatri
57. Kongu Vaishnava
58. Kongu Vellalars (including Vellala Gounder, Nattu Gounder, Narambukkatti Gounder, Tirumudi Vellalar, Thondu Vellalar, Pala Gounder, Poosari Gounder, Anuppa Vellala Gounder, Padaithalai Gounder, Chendalai Gounder, Pavalankatti Vellala Gounder, Palavellala Gounder, Sanku Vellala Gounder and Rathinagiri Gounder).
59. KoppalaVelama
60. Koteyar
61. Krishnanvaka (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
62. Kudikara Vellalar
63. Kudumbi (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
64. Kuga Vellalar
65. Kunchidigar

66. Latin Catholics except Latin Catholic Vannar in Kanniyakumari District
67. Latin Catholics in Shencottah Taluk of Tirunelveli District.
68. Lambadi
69. Lingayat (Jangama)
70. Mahratta (Non-Brahmin) (including Namdev Mahratta)
71. Malayar
72. Male
73. Maniagar
74. Maravars (except Thanjavur, Nagapattinum, Tiruvarur, Pudukottai, Ramanathapuram, Sivaganga, Virudhunagar, Tirunelveli and Thoothukudi Districts)  
Karumaravars  
Appanad Kondayam kottai Maravar-(except Sivaganga, Virudhunagar, Ramanathapuram, Madurai, Theni and Dindigul Districts.)  
Sembanad Maravars- (except Sivaganga, Virudhunagar, and Ramanathapuram Districts)
75. Moondrumandai Enbathunalu (84) Ur. Sozhia Vellalar
76. Mooppan
77. Muthuraja, Muthuracha, Muttiriyar, Mutharaiyar
78. Nadar, Shanar and Gramani (including Christian Nadar, Christian Shanar and Christian Gramani).
79. Nagaram
80. Naikkar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
81. Nangudi Vellalar
82. Nanjil Mudali (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
83. Odar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
84. Odiya
85. Oottruvalanattu Vellalar
86. O.P.S. Vellalar
87. Ovachar
88. Paiyur Kotta Vellalar
89. Pamulu
90. Panar (except in Kanniyakumari District and Shencottah Taluk of Tirunelveli District where the community is a Scheduled Caste)
91. Pandiya Vellalar
92. Kathikarar in Kanniyakumari District



93. Pannirandam Chettiar or Uthama Chettiar
94. Parkavakulam (including Surithimar, Nathamar, Malayamar, Moopanmar and Nainar)
95. Perike (including Perike Baliya)
96. Perumkollar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
97. Podikara Vellalar
98. Pooluva Gounder
99. Poraya
100. Pulavar (in Coimbatore and Erode Districts)
101. Pulluvar or Pooluvar
102. Pusala
103. Reddy (Ganjam)
104. Sadhu Chetty (including Telugu Chetty, Twenty four Manai Telugu Chetty)
105. Sakkaravar or Kavathi (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District )
106. Salivagana
107. Saliyar, Padmasaliyar, Pattusaliyar, Pattariyar and Adhaviyar
108. Savalakkarar
109. Senaithalaivar, Senaikudiyar and Illaivanianar
110. Serakula Vellalar
111. Sourashtra (Patnulkarar)
112. Sozhiavellalar (including Sozha Vellalar, Vetrilaikarar, Kodikalkarar and Keeraikarar)
113. Srisayar
114. Sundaram Chetty
115. Thogatta Veerakshatriya
116. Tholkollar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
117. Tholuva Naicker and Vetakara Naicker
118. Thoriyar
119. Ukkirakula Kshatriya Naicker
120. Uppara, Uppillia and Sagara
121. Urali Gounder (except Tiruchirapalli, Karur , Perambalur and Pudukottai District) and Orudaya Gounder or Oorudaya Gounder (in Madurai, Theni, Dindigul, Coimbatore, Erode, Tiruchirapalli, Karur , Perambalur, Pudukottai, Salem and Namakkal Districts)
122. Urikkara Nayakkar

123. Virakodi Vellala
124. Vallambar
125. Vallanattu Chettiar
126. Valmiki
127. Vaniyar, Vania Chettiar (including Gandla, Ganika, Telikula and Chekkalar)
128. Veduvar and Vedar (except in Kanniyakumari District and Shencottah Taluk of Tirunelveli District where the community is a Scheduled Caste)
129. Veerasaiva (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District )
130. Velar
131. Vellan Chettiar
132. Veluthodathu Nair (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
133. Vokkaligar (including Vakkaligar, Okkaligar, Kappiliyar, Kappiliya, Okkaliga Gowda, Okkaliya-Gowda, Okkaliya- Gowder, Okkaliya Gowda)
134. Wynad Chetty (The Nilgiris District)
135. Yadhava (including Idaiyar, Telugu Speaking Idaiyar known as Vaduga Ayar or Vaduga Idaiyar or Golla and Asthanthra Golla)
136. Yavana
137. Yerukula
138. Converts to Christianity from any Hindu Backward Class Community or Most Backward Class Community (except the converts to Christianity from Meenavar, Parvatharajakulam, Pattanavar, Sembadavar, Mukkuvar or Mukayar and Paravar) or Denotified Communities.
139. Orphans and destitute children who have lost their parents before reaching the age of ten and are destitutes; and who have nobody else to take care of them either by law or custom; and also who are admitted into any of the schools or orphanages run by the Government or recognized by the Government.

## **PART - B**

### **BACKWARD CLASS MUSLIMS**

1. Ansar
2. Dekkani Muslims
3. Dudekula
4. Labbais including Rowthar and Marakayar (whether their spoken language is Tamil or Urdu)
5. Mapilla
6. Sheik
7. Syed

**PART – C****MOST BACKWARD CLASSES**

1. Ambalakarar
2. Andipandaram
3. Arayar (in Kanniyakumari District)
4. Bestha, Siviari
5. Bhatraju (other than Kshatriya Raju)
6. Boyar, Oddar
7. Dasari
8. Dommara
9. Eravallar (except in Kanniyakumari District and Shencottah Taluk of Tirunelveli District where the community is a Scheduled Tribe)
10. Isaivellalar
11. Jambuvanodai
12. Jangam
13. Jogi
14. Kongu Chettiar (in Coimbatore and Erode Districts only)
15. Koracha
16. Kulala (including Kuyavar and Kumbarar)
17. Kunnuvar Mannadi
18. Kurumba, Kurumba Gounder
19. Kuruhini Chetty
20. Latin Catholic Christian Vannar (in Kanniyakumari District)
21. Maruthuvar, Navithar, Mangala, Velakattalavar, Velakatalanair and Pronopakari
22. Mond Golla
23. Moundadan Chetty
24. Mahendra, Medara
25. Mutlakampatti
26. Narikoravar (Kuruvikars)
27. Nokkar
28. Panisaivan/Panisivan
29. Vanniakula Kshatriya (including Vanniyar, Vanniya, Vannia Gounder, Gounder or Kander, Padayachi, Palli and Agnikula Kshatriya)
30. Paravar (except in Kanniyakumari District and Shencottah Taluk of Tirunelveli District where the Community is a Scheduled Caste)
31. Paravar converts to Christianity including the Paravar converts to

Christianity of Kanniyakumari District and Shencottah Taluk in  
Tirunelveli District

32. Meenavar (Parvatharajakulam, Pattanavar, Sembadavar) (including converts to Christianity)
33. Mukkuvar or Mukayar (including converts to Christianity)
34. Punnan Vettuva Gounder
35. Pannayar (other than Kathikarar in Kanniyakumari District)
36. Sathatha Srivaishnava (including Sathani, Chattadi and Chattada Srivaishnava)
37. Sozhia Chetty
38. Telugupatty Chetty
39. Thottia Naicker (including Rajakambalam, Gollavar, Sillavar, Thockalavar, Thozhuva Naicker and Erragollar)
40. Thondaman
41. Thoraiyar (Nilgiris)
42. Thoraiyar (Plains)
43. Transgender or Eunuch (Thirunangai or Aravani)
44. Valaiyar (including Chettinad Valayars)
45. Vannar (Salavai Thozhilalar) (including Agasa, Madivala, Ekali, Rajakula, Veluthadar and Rajaka) (except in Kanniyakumari District and Shencottah Taluk of Tirunelveli District where the community is a Scheduled Caste)
46. Vettaikarar
47. Vettuva Gounder
48. Yogeeswarar

#### **PART - D**

##### **DENOTIFIED COMMUNITIES**

1. Attur Kilnad Koravars (Salem, Namakkal, Cuddalore, Villupuram, Ramanathapuram, Sivaganga and Virudhunagar Districts)
2. Attur Melnad Koravars (Salem and Namakkal District)
3. Appanad Kondayam kottai Maravar (Sivaganga, Virudhunagar, Ramanathapuram, Madurai, Theni and Dindigul Districts)
4. Ambalakarar (Thanjavur, Nagapattinam, Tiruvarur, Tiruchirapalli, Karur, Perambalur and Pudukottai Districts)
5. Ambalakkarar ( Suriyanur, Tiruchirapalli District)
6. Boyas (Tiruchirapalli, Karur, Perambalur, Pudukottai, The Nilgiris, Salem, Namakkal, Dharmapuri and Krishnagiri Districts)
7. Battu Turkas
8. C.K. Koravars (Cuddalore and Villupuram Districts)
9. Chakkala (Sivaganga, Virudhunagar, Ramanathapuram, Thanjavur, Nagapattinam, Tiruvarur, Pudukottai Tiruchirapalli, Karur, Perambalur, Madurai, Theni, Dindigul and The Nilgiris Districts)

10. Changyampudi Koravars (Vellore and Tiruvannamalai Districts)
11. Chettinad Valayars (Sivaganga, Virudhunagar and Ramanathapuram Districts)
12. Dombs (Pudukottai,Tiruchirapalli, Karur and Perambalur Districts)
13. Dobba Koravars (Salem and Namakkal Districts)
14. Dommars (Thanjavur, Nagapattinam,Tiruvarur, Pudukottai, Vellore and Tiruvannamalai Districts)
15. Donga Boya
16. Donga Ur.Korachas
17. Devagudi Talayaris
18. Dobbai Korachas (Tiruchirapalli, Karur, Perambalur and Pudukottai Districts)
19. Dabi Koravars (Thanjavur, Nagapattinam, Tiruvarur, Tiruchirapalli, Karur, Perambalur, Pudukottai, Vellore and Tiruvannamalai Districts)
20. Donga Dasaris (Kancheepuram, Tiruvallur, Tiruchirapalli, Karur, Perambalur, Pudukottai, Chennai, Salem and Namakkal Districts)
21. Gorrela Dodda Boya
22. Gudu Dasaris
23. Gandarvakottai Koravars ( Thanjavur, Nagapattinam,Tiruvarur, Tiruchirapalli, Karur,Perambalur, Pudukottai, Cuddalore and Villupuram Districts)
24. Gandarvakottai Kallars (Thanjavur, Nagapattinam,Tiruvarur & Pudukottai Districts)
25. Inji Koravars (Thanjavur, Nagapattinam, Tiruvarur, Tiruchirapalli, Karur, Perambalur and Pudukottai Districts)
26. Jogis (Kancheepuram,Tiruvallur, Chennai, Cuddalore, Villupuram, Vellore and Tiruvannamalai Districts)
27. Jambavanodai
28. Kaladis (Sivaganga, Virudhunagar, Ramanathapuram, Madurai,Theni, Dindigul, Thanjavur, Nagapattinam,Tiruvarur, Pudukottai,Tiruchirapalli, Karur and Perambalur Districts)
29. Kal Oddars (Kancheepuram, Tiruvallur, Ramanathapuram, Sivaganga, Virudhunagar, Madurai, Theni, Dindigul,Pudukottai, Thanjavur, Nagapattinam,Tiruvarur, Tiruchirapalli, Karur,Perambalur, Tirunelveli, Thoothukudi, Salem and Namakkal Districts)
30. Koravars (Kancheepuram, Tiruvallur, Ramanathapuram, Sivaganga, Virudhunagar, Pudukottai,Thanjavur, Nagapattinam, Thiruvarur, Tiruchirapalli, Karur, Perambalur, Tirunelveli, Thoothukudi, Chennai,Madurai, Theni, Dindigul and The Nilgiris Districts)
31. Kalinji Dabikoravars (Thanjavur, Nagapattinam, Tiruvarur and Pudukottai Districts )
32. Kootappal Kallars (Tiruchirapalli, Karur, Perambalur and

Pudukottai Districts)

- 33 Kala Koravars (Thanjavur, Nagapattinam, Tiruvarur, Tiruchirapalli, Karur, Perambalur and Pudukottai Districts)
- 34 Kalavathila Boyas
- 35 Kepmaris (Kancheepuram, Tiruvallur, Pudukottai, Tiruchirapalli, Karur and Perambalur Districts )
- 36 Maravars (Thanjavur, Nagapattinam, Tiruvarur, Pudukottai, Ramanathapuram, Sivaganga, Virudhunagar, Tirunelveli and Thoothukudi Districts )
- 37 Monda Koravars
- 38 Monda Golla (Salem and Namakkal Districts)
- 39 Mutlakampatti (Tiruchirapalli, Karur, Perambalur and Pudukottai Districts)
- 40 Nokkars (Tiruchirapalli, Karur, Perambalur and Pudukottai Districts)
- 41 Nellorepet Oddars (Vellore and Tiruvannamalai Districts)
- 42 Oddars (Thanjavur, Nagapattinam, Tiruvarur, Tiruchirapalli, Karur, Perambalur, Pudukottai, Madurai, Theni and Dindigul Districts)
- 43 Pedda Boyas (Tiruchirapalli, Karur, Perambalur and Pudukottai Districts)
- 44 Ponnai Koravars (Vellore and Tiruvannamalai Districts)
- 45 Piramalai Kallars ( Sivaganga, Virudhunagar, Ramanathapuram, Madurai, Theni, Dindigul, Pudukottai, Thanjavur, Nagapattinam and Tiruvarur Districts)
- 46 Peria Suriyur Kallars (Tiruchirapalli, Karur, Perambalur and Pudukottai Districts)
- 47 Padayachi (Vellayan Kuppam in Cuddalore District and Tennore in Tiruchirapalli District)
- 48 Punnan Vettuva Gounder (Tiruchirapalli, Karur, Perambalur and Pudukottai Districts)
- 49 Servai (Tiruchirapalli, Karur, Perambalur and Pudukottai Districts)
- 50 Salem Melnad Koravars (Madurai, Theni, Dindigul, Coimbatore, Erode, Pudukottai, Tiruchirapalli, Karur, Perambalur, Salem, Namakkal, Vellore and Tiruvannamalai Districts)
- 51 Salem Uppu Koravars (Salem and Namakkal Districts)
- 52 Sakkaraitthamadaik Koravars (Vellore and Tiruvannamalai Districts)
- 53 Saranga Palli Koravars
- 54 Sooramari Oddars (Salem and Namakkal Districts)
- 55 Sembanad Maravars (Sivaganga, Virudunagar and Ramanathapuram Districts)
- 56 Thalli Koravars (Salem and Namakkal Districts)
- 57 Telungapattti Chettis (Tiruchirapalli, Karur, Perambalur and Pudukottai Districts)
- 58 Thottia Naickers (Sivaganga, Virudunagar, Ramanathapuram, Kancheepuram, Tiruvallur, Thanjavur, Nagapattinam, Tiruvarur, Tiruchirapalli, Karur, Perambalur, Pudukottai, Tirunelveli, Thoothukudi, Salem, Namakkal, Vellore,



Tiruvannamalai, Coimbatore and Erode Districts)

- 59 Thogamalai Koravars or Kepmaris (Tiruchirapalli, Karur, Perambalur and Pudukottai Districts)
- 60 Uppukoravars or Settipalli Koravars (Thanjavur, Nagapattinam, Tiruvarur, Pudukottai, Madurai, Theni, Dindigul, Vellore and Tiruvannamalai Districts)
- 61 Urali Gounders (Tiruchirapalli, Karur, Perambalur and Pudukottai Districts)
- 62 Wayalpad or Nawalpeta Korachas
- 63 Vaduvarpatti Koravars (Madurai, Theni, Dindigul, Ramanathapuram, Sivaganga, Virudunagar, Tirunelveli, Thoothukudi, Tiruchirapalli, Karur, Perambalur and Pudukottai Districts)
- 64 Valayars (Madurai, Theni, Dindigul, Tiruchirapalli, Karur, Perambalur, Pudukottai, Erode and Coimbatore Districts)
- 65 Vettaikarar (Thanjavur, Nagapattinam, Tiruvarur and Pudukottai Districts)
- 66 Vetta Koravars (Salem and Namakkal Districts)
- 67 Varaganeri Koravars ( Tiruchirapalli, Karur, Perambalur and Pudukottai Districts)
- 68 Vettuva Gounder (Tiruchirapalli, Karur, Perambalur and Pudukottai Districts)

**SCHEDULE-II****PART A****SCHEDULED CASTES.**

[ See clause (w) in section 3 ]

1. Adi Andhra.
2. Adi Dravida.
3. Adi Karnataka.
4. Ajila.
5. Arunthathiyar.
6. Ayyanavar (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
7. Baira.
8. Bakuda.
9. Bandi.
10. Bellara.
11. Bharatar (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
12. Chakkiliyan.
13. Chalavadi.
14. Chamar, Muchi.
15. Chandala.
16. Cheruman.
17. Devendrakulathan.
18. Dom, Dombara, Paidi, Pane.
19. Domban.
20. Godagali.
21. Godda.
22. Gosangi.
23. Holey.
24. Jaggali.
25. Jambuvulu.
26. Kadaiyan.
27. Kakkalan (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
28. Kalladi.
29. Kanakkan, Padanna (in The Nilgiris District).
30. Karimpalan.

31. Kavara (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
32. Koliyan.
33. Koosa.
34. Kootan, Koodan (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
35. Kudumban.
36. Kuravan Sidhanar.
37. Madari.
38. Madiga.
39. Maila.
40. Mala.
41. Mannan (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
42. Mavilan.
43. Moger.
44. Mundala.
45. Nalakeyava.
46. Nayadi.
47. Padannan (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
48. Pagadai.
49. Pallan.
50. Palluvan.
51. Pambada.
52. Panan (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
53. Panchama.
54. Pannadi.
55. Panniandi.
56. Paraiyan, Parayan, Sambavar.
57. Paravan (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
58. Pathiyan (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
59. Pulayan, Cheramar.
60. Puthirai Vannan.
61. Raneyar.
62. Samagara.

63. Samban.
64. Sapari.
65. Semman.
66. Thandan (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
67. Thoti.
68. Tiruvalluvar.
69. Vallon.
70. Valluvan.
71. Vannan (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
72. Vathiriyar.
73. Velen.
74. Vetan (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
75. Vettiyan.
76. Vettuvan (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).

## **PART B**

### **SCHEDULED TRIBES.**

*(See clause (x) in section 3)*

1. Adiyar.
2. Aranadan.
3. Eravallan.
4. Irular.
5. Kadar.
6. Kammara (excluding Kanyakumari district and Shenkottah taluk of Tirunelveli district).
7. Kanikaran, Kanikkar (in Kanyakumari district and Shenkottah and Ambasamudram taluks of Tirunelveli district).
8. Kaniyan, Kanyan.
9. Kattunayakan.
10. Kochu Velan.
11. Konda Kapus.
12. Kondareddis.
13. Koraga.
14. Kota (excluding Kanyakumari district and Shenkottah taluk of Tirunelveli district).
15. Kudiya, Melakudi.

16. Kurichchan.
17. Kurumbas (in The Nilgiris District).
18. Kurumans.
19. Maha Malasar.
20. Malai Arayan.
21. Malai Pandaram.
22. Malai Vedan.
23. Malakkuravan.
24. Malasar.
25. Malayali (in Dharmapuri, Krishnagiri, Vellore, Thiruvannamali, Pudukottai, Salem, Namakkal, Villuppuram, Cuddalore, Tiruchirappalli, Karur, Ariyalur and Perambalur Districts).
26. Malayekandi.
27. Mannan.
28. Mudugar, Muduvan.
29. Muthuvan.
30. Palleyan.
31. Palliyan.
32. Palliyar.
33. Paniyan.
34. Sholaga.
35. Toda (excluding Kanyakumari district and Shenkottah taluk of Tirunelveli district).
36. Uraly.

**SCHEDULE-III**

[See section 20 (1)]

**MINIMUM GENERAL EDUCATIONAL QUALIFICATION**

(1) A pass in the Secondary School Leaving Certificate Examination with eligibility for admission to College Course of studies in the Universities in this State; or

(2) A pass in the Secondary School Leaving Certificate Examination of this State.

*Explanation—(i)* A person who had appeared for 11 year S.S.L.C. Public Examination and obtained 35% marks in each subject either in one sitting or compartmentally, shall be deemed to have passed the S.S.L.C. Public Examination.

*Explanation—(ii)* A person who had appeared for 11 year S.S.L.C. Public Examination and had failed to obtain 35% marks in one or more subjects, but who has appeared and obtained 35% marks in the corresponding subject or subjects in 10 year S.S.L.C. Public Examination, shall be deemed to have passed the S.S.L.C. Public Examination.

*Explanation—(iii)* A person who had studied optional subjects in 11 year S.S.L.C. and failed in the optional subjects but had obtained 35% marks in all other subjects except the optional subjects in 11 year S.S.L.C. Public Examination shall be deemed to have passed the S.S.L.C. Public Examination.

*Explanation—(iv)* A person who had appeared and passed the X standard Government Examination conducted by the Board of Open School, Tamil Nadu shall be deemed to have passed S.S.L.C. Public Examination.

**SCHEDULE-IV**  
**SECOND CLASS LANGUAGE TEST**

( See section 21 )

| Item of Syllabus of Test  | Marks | Duration | Maximum | Number of Minimum |         |
|---|-------|----------|---------|-------------------|---------|
| (1)   | (2)   | (3)      | (4)     |                   |         |
| <b>WRITTEN — PART A</b>   |       |          |         |                   |         |
| <b>Translation:—</b>  |       |          |         |                   |         |
| This passage shall have 20 to 30 sentences of which 10 to 15 sentences shall be in simple   |       |          |         |                   |         |
| and another 10 to 15 sentences in complex sentences. The expressions used in these sentences shall be on common subjects and not be related to any technical subject like engineering, medicine or mathematics. | 100   |          |         | 50                | 3 hours |
|   |       |          |         | (Single Paper)    |         |

**Composition:—**

|   |     |  |  |       |                |
|---|-----|--|--|-------|----------------|
| Writing composition on any three topics on the following subjects in not exceeding 15 sentences each. | 100 |  |  | 50    | 3              |
|   |     |  |  | hours | (Single Paper) |
| (1) Glory of Tamil Language   |     |  |  |       |                |
| (2) Population Growth   |     |  |  |       |                |
| (3) Environment   |     |  |  |       |                |
| (4) Mass Education  |     |  |  |       |                |
| (5) Patriotism  |     |  |  |       |                |
| (6) Greatness of Virtues  |     |  |  |       |                |
| (7) Rural Development   |     |  |  |       |                |
| (8) Co-operation  |     |  |  |       |                |
| (9) Women's Development   |     |  |  |       |                |
| (10) Public Services  |     |  |  |       |                |
| (11) Need for Scientific knowledge  |     |  |  |       |                |

(The standard of the written test shall be in accordance with the syllabus prescribed for Tamil Paper for the X Std. S.S.L.C. Public Examination.)

**VIVA VOCE - PART B**

- |   |   |
|---|---|
| (i) Conversing with accuracy and fluency in Tamil | delivering a short address on a given subject in Tamil. |
| (ii) Dictating an order or                        |   |



|     |    |    |
|-----|----|----|
| 100 | 60 | 59 |
| 50  | 25 |    |

**PART C**

|   |    |    |
|---|----|----|
| Taking down in English<br>evidence given in Tamil<br>and asking questions in<br>Tamil | 50 | 25 |
|---|----|----|

**PART D**

|   |     |    |
|---|-----|----|
| Reading with fluency and<br>translating correctly<br>three petitions in Tamil<br>or other official<br>manuscripts written in a<br>plain running hand. | 100 | 50 |
|---|-----|----|

Explanation—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 other parts at the same time.

**SCHEDULE-V***( See sections 27(e) and 40 (1))*

1. General Turn
2. Scheduled Castes (Arunthathiyars on preferential basis)
3. Most Backward Classes and Denotified Communities
4. Backward Classes (Other than Backward Class Muslims)
5. General Turn
6. Scheduled Castes
7. Most Backward Classes and Denotified Communities
8. Backward Classes (Other than Backward Class Muslims)
9. General Turn
10. Backward Classes (Other than Backward Class Muslims)
11. General Turn
12. Scheduled Castes
13. Most Backward Classes and Denotified Communities
14. Backward Classes (Other than Backward Class Muslims)
15. Backward Class Muslims
16. Scheduled Castes
17. Most Backward Classes and Denotified Communities
18. Backward Classes (Other than Backward Class Muslims)
19. General Turn
20. Backward Classes (Other than Backward Class Muslims)
21. General Turn
22. Scheduled Castes
23. Most Backward Classes and Denotified Communities
24. Backward Classes (Other than Backward Class Muslims)
25. General Turn
26. Scheduled Castes
27. General Turn
28. Most Backward Classes and Denotified Communities
29. General Turn
30. Backward Classes (Other than Backward Class Muslims)
31. General Turn
32. Scheduled Castes (Arunthathiyars on preferential basis)
33. Most Backward Classes and Denotified Communities

34. Backward Classes (Other than Backward Class Muslims)
35. General Turn
36. Scheduled Castes
37. Most Backward Classes and Denotified Communities
38. Backward Classes (Other than Backward Class Muslims)
39. General Turn
40. Backward Class Muslims
41. General Turn
42. Scheduled Castes
43. Most Backward Classes and Denotified Communities
44. Backward Classes (Other than Backward Class Muslims)
45. General Turn
46. Most Backward Classes and Denotified Communities
47. Backward Classes (Other than Backward Class Muslims)
48. General Turn
49. Backward Classes (Other than Backward Class Muslims)
50. Scheduled Tribes
51. General Turn
52. Scheduled Castes
53. Most Backward Classes and Denotified Communities
54. Backward Classes (Other than Backward Class Muslims)
55. General Turn
56. Scheduled Castes
57. Most Backward Classes and Denotified Communities
58. Backward Classes (Other than Backward Class Muslims)
59. General Turn
60. Backward Classes (Other than Backward Class Muslims)
61. General Turn
62. Scheduled Castes
63. Most Backward Classes and Denotified Communities
64. Backward Classes (Other than Backward Class Muslims)
65. General Turn
66. Scheduled Castes (Arunthathiyars on preferential basis)
67. Most Backward Classes and Denotified Communities
68. Backward Classes (Other than Backward Class Muslims)

69. General Turn
70. Backward Classes (Other than Backward Class Muslims)
71. General Turn
72. Scheduled Castes
73. Most Backward Classes and Denotified Communities
74. Backward Classes (Other than Backward Class Muslims)
75. General Turn
76. Scheduled Castes
77. Most Backward Classes and Denotified Communities
78. Backward Class Muslims
79. General Turn
80. Backward Classes (Other than Backward Class Muslims)
81. General Turn
82. Scheduled Castes
83. Most Backward Classes and Denotified Communities
84. Backward Classes (Other than Backward Class Muslims)
85. General Turn
86. Scheduled Castes
87. Most Backward Classes and Denotified Communities
88. Backward Classes (Other than Backward Class Muslims)
89. General Turn
90. Backward Classes ( Other than Backward Class Muslims)
91. General Turn
92. Scheduled Castes
93. Most Backward Classes and Denotified Communities
94. Backward Classes (Other than Backward Class Muslims)
95. General Turn
96. Most Backward Classes and Denotified Communities
97. Backward Classes (Other than Backward Class Muslims)
98. General Turn
99. Backward Class Muslims
100. General Turn.
101. Most Backward Classes and Denotified Communities
102. Scheduled Castes (Arunthathiyars on preferential basis)
103. General Turn

104. Backward Classes (Other than Backward Class Muslims)
105. General Turn
106. Scheduled Castes
107. Most Backward Classes and Denotified Communities
108. Backward Classes (Other than Backward Class Muslims)
109. General Turn
110. Backward Classes (Other than Backward Class Muslims)
111. General Turn
112. Scheduled Castes
113. Most Backward Classes and Denotified Communities
114. Backward Classes (Other than Backward Class Muslims)
115. General Turn
116. Scheduled Castes
117. Most Backward Classes and Denotified Communities
118. Backward Classes (Other than Backward Class Muslims)
119. General Turn
120. Backward Classes (Other than Backward Class Muslims)
121. General Turn
122. Scheduled Castes
123. Most Backward Classes and Denotified Communities
124. Backward Classes (Other than Backward Class Muslims)
125. General Turn
126. Scheduled Castes
127. Most Backward Classes and Denotified Communities
128. Backward Classes (Other than Backward Class Muslims)
129. General Turn
130. Backward Class Muslims
131. General Turn
132. Scheduled Castes (Arunthathiyars on preferential basis)
133. Most Backward Classes and Denotified Communities
134. Backward Classes (Other than Backward Class Muslims)
135. General Turn
136. Scheduled Castes
137. Most Backward Classes and Denotified Communities
138. Backward Classes (Other than Backward Class Muslims)

139. General Turn
140. Backward Classes (Other than Backward Class Muslims)
141. General Turn
142. Scheduled Castes
143. Most Backward Classes and Denotified Communities
144. Backward Classes (Other than Backward Class Muslims)
145. General Turn
146. Most Backward Classes and Denotified Communities
147. Backward Classes (Other than Backward Class Muslims)
148. General Turn
149. Backward Classes (Other than Backward Class Muslims)
150. Scheduled Tribes
151. General Turn
152. Scheduled Castes
153. Most Backward Classes and Denotified Communities
154. Backward Classes (Other than Backward Class Muslims)
155. General Turn
156. Scheduled Castes
157. Most Backward Classes and Denotified Communities
158. Backward Class Muslims
159. General Turn
160. Backward Classes (Other than Backward Class Muslims)
161. General Turn
162. Scheduled Castes
163. Most Backward Classes and Denotified Communities
164. Backward Classes (Other than Backward Class Muslims)
165. General Turn
166. Scheduled Castes (Arunthathiyars on preferential basis)
167. Most Backward Classes and Denotified Communities
168. Backward Classes (Other than Backward Class Muslims)
169. General Turn
170. Backward Classes (Other than Backward Class Muslims)
171. General Turn
172. Scheduled Castes
173. Most Backward Classes and Denotified Communities

174. Backward Classes (Other than Backward Class Muslims)
175. General Turn
176. Scheduled Castes
177. Most Backward Classes and Denotified Communities
178. Backward Classes (Other than Backward Class Muslims)
179. General Turn
180. Backward Classes (Other than Backward Class Muslims)
181. General Turn
182. Scheduled Castes
183. Most Backward Classes and Denotified Communities
184. Backward Classes (Other than Backward Class Muslims)
185. General Turn
186. Scheduled Castes
187. Most Backward Classes and Denotified Communities
188. Backward Class Muslims
189. General Turn
190. Backward Classes (Other than Backward Class Muslims)
191. General Turn
192. Scheduled Castes
193. Most Backward Classes and Denotified Communities
194. Backward Classes (Other than Backward Class Muslims)
195. General Turn
196. Most Backward Classes and Denotified Communities
197. Backward Classes (Other than Backward Class Muslims)
198. General Turn
199. Backward Classes (Other than Backward Class Muslims)
200. General Turn.



**SCHEDULE-VI***[ See section 27 (b) ]***RESERVATION FOR BLIND, DEAF AND ORTHOPAEDICALLY  
CHALLENGED PERSONS**

The following turns indicated against the rotation shall be reserved for the particular Differently abled person:—

**BLIND****General Turn**

| <i>Rotation</i> | <i>Turn</i> | <i>Rotation</i> | <i>Turn</i> |
|-----------------|-------------|-----------------|-------------|
| 1               | 100         | 45,86           | 89          |
| 7,48            | 15          | 50              | 39          |
| 9               | 45          | 55,96           | 55          |
| 11              | 69          | 60              | 5           |
| 16,57           | 85          | 65              | 21          |
| 19              | 11          | 69              | 75          |
| 21              | 35          | 74              | 91          |
| 26,67           | 51          | 79              | 41          |
| 28              | 81          | 84              | 59          |
| 31              | 1           | 89              | 9           |
| 36,77           | 19          | 94              | 25          |
| 38              | 48          | 98              | 79          |
| 40              | 71          |                 |             |

**Backward Classes**

| <i>Rotation</i>              | <i>Turn</i> |
|------------------------------|-------------|
| 5,15,25,35,45,55,65,75,85,95 | 8           |
| 7,17,27,37,47,57,67,77,87,97 | 47          |
| 9,19,29,39,49,59,69,79,89,99 | 88          |

**Most Backward Classes and Denotified Communities**

| <i>Rotation</i>      | <i>Turn</i> |
|----------------------|-------------|
| 5,20,35,50, 65,80,95 | 57          |
| 9,24,39,54,69,84,99  | 27          |
| 11,26,41,56,71,86    | 83          |

**Scheduled Castes**

| <i>Rotation</i> | <i>Turn</i> |
|-----------------|-------------|
| 2,52            | 76          |
| 11,61           | 92          |
| 15,65           | 52          |
| 19,69           | 42          |
| 28,78           | 62          |
| 32,82           | 16          |
| 36,86           | 12          |
| 45,95           | 26          |
| 48,98           | 82          |

**Scheduled Tribes**

| <i>Rotation</i> | <i>Turn</i> |
|-----------------|-------------|
| 33              | 50          |

**DEAF****General Turn**

| <i>Rotation</i> | <i>Turn</i> | <i>Rotation</i> | <i>Turn</i> |
|-----------------|-------------|-----------------|-------------|
| 2               | 100         | 43              | 95          |
| 5               | 21          | 49,90           | 9           |
| 10,51           | 39          | 53              | 61          |
| 12              | 69          | 58,99           | 79          |
| 14              | 91          | 63              | 29          |
| 20,61           | 5           | 68              | 45          |
| 22              | 35          | 72              | 98          |
| 24              | 59          | 78              | 11          |
| 29,70           | 75          | 82              | 65          |
| 32              | 1           | 87              | 81          |
| 34              | 25          | 92              | 31          |
| 39,80           | 41          | 97              | 48          |
| 41              | 71          |                 |             |

**BACKWARD CLASSES**

| <i>Rotation</i>                | <i>Turn</i> |
|--------------------------------|-------------|
| 3,13,23,33,43,53,63,73,83,93   | 20          |
| 8,18,28,38,48,58,68,78,88,98   | 40          |
| 10,20,30,40,50,60,70,80,90,100 | 80          |

**Most Backward Classes and Denotified Communities**

| <i>Rotation</i>       | <i>Turn</i> |
|-----------------------|-------------|
| 1,16,31,46,61,76,91   | 83          |
| 10,25,40,55,70,85,100 | 57          |
| 14,29,44,59,74,89     | 27          |

**Scheduled Castes**

| <i>Rotation</i> | <i>Turn</i> |
|-----------------|-------------|
| 4,54            | 36          |
| 8,58            | 32          |
| 17,67           | 52          |
| 21,71           | 6           |
| 25,75           | 2           |
| 34,84           | 16          |
| 37,87           | 72          |
| 41,91           | 66          |
| 50,100          | 82          |

**Scheduled Tribes**

| <i>Rotation</i> | <i>Turn</i> |
|-----------------|-------------|
| 62              | 50          |

**ORTHOPAEDICALLY CHALLENGED**

**General Turn**

| <i>Rotation</i> | <i>Turn</i> | <i>Rotation</i> | <i>Turn</i> |
|-----------------|-------------|-----------------|-------------|
| 3,44            | 95          | 47              | 15          |
| 6               | 21          | 52,93           | 31          |
| 8               | 45          | 56              | 85          |
| 13,54           | 61          | 61              | 100         |
| 15              | 91          | 66              | 51          |
| 18              | 11          | 71              | 69          |
| 23,64           | 29          | 76              | 19          |
| 25              | 59          | 81              | 35          |
| 27              | 81          | 85              | 89          |
| 32,73           | 98          | 91              | 1           |
| 35              | 25          | 95              | 55          |
| 37              | 48          | 100             | 71          |
| 42,83           | 65          |                 |             |

**BACKWARD CLASSES**

| <i>Rotation</i>              | <i>Turn</i> |
|------------------------------|-------------|
| 1,11,21,31,41,51,61,71,81,91 | 74          |
| 4,14,24,34,44,54,64,74,84,94 | 14          |
| 6,16,26,36,46,56,66,76,86,96 | 54          |

**Most Backward Classes and Denotified Communities**

| <i>Rotation</i>     | <i>Turn</i> |
|---------------------|-------------|
| 4,19,34,49,64,79,94 | 27          |
| 6,21,36,51,66,81,96 | 83          |
| 15,30,45,60,75,90   | 57          |

**Scheduled Castes**

| <i>Rotation</i> | <i>Turn</i> |
|-----------------|-------------|
| 6,56            | 36          |
| 9,59            | 92          |
| 13,63           | 86          |
| 23,73           | 6           |
| 26,76           | 62          |
| 30,80           | 56          |
| 39,89           | 72          |
| 43,93           | 26          |
| 47,97           | 22          |

**Scheduled Tribes**

| <i>Rotation</i> | <i>Turn</i> |
|-----------------|-------------|
| 98              | 50          |

**SCHEDULE-VII***(See section 27(c) )***RESERVATION FOR EX-SERVICEMEN IN GROUP 'C' POSTS**

The following turns indicated against the rotation shall be reserved for the Ex-servicemen:-

**GENERAL TURN - EXSERVICEMEN**

| <i>Sl.No.</i> | <i>ROTATION</i>                | <i>TURN</i>        |
|---------------|--------------------------------|--------------------|
| (1)           | 1,11,21,31,41,51,61,71,81,91   | 31, 98,161         |
| (2)           | 2,12,22,32,42,52,62,72,82,92   | 27, 91,155         |
| (3)           | 3,13,23,33,43,53,63,73,83,93   | 21, 85,148         |
| (4)           | 4,14,24,34,44,54,64,74,84,94   | 11, 79, 141        |
| (5)           | 5,15,25,35,45,55,65,75,85,95   | 5, 71, 135,<br>200 |
| (6)           | 6,16,26,36,46,56,66,76,86,96   | 65, 129, 195       |
| (7)           | 7,17,27,37,47,57,67,77,87,97   | 59, 121, 189       |
| (8)           | 8,18,28,38,48,58,68,78,88,98   | 51, 115, 181       |
| (9)           | 9,19,29,39,49,59,69,79,89,99   | 45, 109, 175       |
| (10)          | 10,20,30,40,50,60,70,80,90,100 | 39, 103, 169       |

**BACKWARD CLASSES (OTHER THAN BACKWARD CLASS MUSLIMS) - EX-SERVICEMEN**

| <i>Sl.No.</i> | <i>ROTATION</i>   | <i>TURN</i>     |
|---------------|-------------------|-----------------|
| (1)           | 1, 21, 41, 61, 81 | 38, 114,<br>190 |
| (2)           | 2, 22, 42, 62, 82 | 64, 140         |
| (3)           | 3, 23, 43, 63, 83 | 14, 90, 168     |
| (4)           | 4, 24, 44, 64, 84 | 44, 118,<br>194 |
| (5)           | 5, 25, 45, 65, 85 | 68, 144         |
| (6)           | 6, 26, 46, 66, 86 | 18, 94, 170     |
| (7)           | 7, 27, 47, 67, 87 | 47, 120,<br>197 |
| (8)           | 8, 28, 48, 68, 88 | 70, 147         |
| (9)           | 9, 29, 49, 69, 89 | 20, 97, 174     |
| (10)          | 10 30, 50, 70, 90 | 49, 124,<br>199 |
| (11)          | 11 31, 51, 71, 91 | 74, 149         |
| (12)          | 12 32, 52, 72, 92 | 24, 104,<br>178 |
| (13)          | 13 33, 53, 73, 93 | 54, 128         |
| (14)          | 14 34, 54, 74, 94 | 4, 80, 154      |
| (15)          | 15 35, 55, 75, 95 | 30, 108,<br>180 |
| (16)          | 16 36, 56, 76, 96 | 58, 134         |

|      |                    |             |
|------|--------------------|-------------|
| (17) | 17 37, 57, 77, 97  | 8, 84, 160  |
|      | ,                  |             |
| (18) | 18 38, 58, 78, 98  | 34, 110,    |
|      | ,                  | 184         |
| (19) | 19 39, 59, 79, 99  | 60, 138     |
|      | ,                  |             |
| (20) | 20 40, 60, 80, 100 | 10, 88, 164 |
|      | ,                  |             |

**BACKWARD CLASS MUSLIMS - EXSERVICEMEN**

| <i>Sl.No.</i> | <i>ROTATION</i>    | <i>TURN</i> |
|---------------|--------------------|-------------|
| (1)           | 2, 22, 42, 62, 82  | 78          |
| (2)           | 5, 25, 45, 65, 85  | 40          |
| (3)           | 8, 28, 48, 68, 88  | 15          |
| (4)           | 10, 30, 50, 70, 90 | 188         |
| (5)           | 13, 33, 53, 73, 93 | 158         |
| (6)           | 16, 36, 56, 76, 96 | 130         |
| (7)           | 19, 39, 59, 79, 99 | 99          |

**MOST BACKWARD CLASSES AND DENOTIFIED COMMUNITIES - EXSERVICEMEN**

| <i>ROTATION</i>   | <i>TURN</i> |
|-------------------|-------------|
| In every rotation | 46,146      |

**SCHEDULED CASTE - EXSERVICEMEN**

|   |        |
|---|--------|
| 1,3,5,7,9,11,13,15,17,19,21,23,25,27,29,31,33,35,37,39,41,43,45,47,49,51,53,55,57,59,61,63,65,67,69,71,73,75,77,79,81,83,85,87, 89,91,93,95,97,99   | 62,192 |
| 2,4,6,8,10,12,14,16,18,20,22,24,26,28,30,32,34,36,38,40,42,44,46,48,50,52,54,56,58,60,62,64,66,68,70,72,74,76,78,80,82,84,86, 88,90,92,94,96,98,100 | 126    |

**SCHEDULED CASTE - (ARUNTHATHIYARS ON PREFERENTIAL BASIS) - EXSERVICEMEN**

| <i>ROTATION</i>                       | <i>TURN</i> |
|---------------------------------------|-------------|
| 2, 12, 22, 32, 42, 52, 62, 72, 82, 92 | 102         |
| 5, 15, 25, 35, 45, 55, 65, 75, 85, 95 | 166         |
| 9, 19, 29, 39, 49, 59, 69, 79, 89, 99 | 32          |

**SCHEDULED TRIBES - EXSERVICEMEN**

| <i>ROTATION</i>                       | <i>TURN</i> |
|---------------------------------------|-------------|
| 5, 15, 25, 35, 45, 55, 65, 75, 85, 95 | 150         |

**SCHEDULE-VIII***[See section 26(4)]*

(i) In respect of posts to which the rule of reservation of appointment applies, with reference to the roster of rotation specified in SCHEDULE-V, all the turns noted against each of the rotation as specified below shall be set apart for women.

**GENERAL TURN - WOMEN**

| <i>ROTATION</i>   | <i>TURN</i>  |
|---|--|
| 1) 1,6,11,16,21,26,31,36,41,46,<br>51,56,61,66,71,76,81,86,91,96  | 5,19,29,39,48,61,71,81,95,103,111<br>125,135,145,159,169,179,191,200 |
| 2) 2,7,12,17,22,27,32,37,42,47,52<br>57,62,67,72,77,82,87,92,97   | 9,25,31,41,55,65,75,89,98,105,119<br>129,139,151,161,171,185,195     |
| 3) 3,8,13,18,23,28,33,38,43,48,53<br>58,63,68,73,78,83,88,93,98   | 1,19,27,35,48,59,69,81,91,100,111<br>121,131,145,155,165,179,189,198 |
| 4) 4,9,14,19,24,29,34,39,44,49,54<br>59,64,69,74,79,84,89,94,99   | 9,21,29,41,51,61,75,85,95,105,115<br>125,139,148,159,171,181,191     |
| 5) 5,10,15,20,25,30,35,40,45,50,55<br>60,65,70,75,80,85,90,95,100 | 1,11,25,35,45,55,69,79,89,100,109<br>119,131,141,151,165,175,185,198 |

**BACKWARD CLASSES (OTHER THAN BACKWARD CLASS MUSLIMS) - WOMEN**

| <i>Sl. No.</i> | <i>ROTATION</i>                   | <i>TURN</i>  |
|----------------|-----------------------------------|--|
| (1)            | 1, 11, 31, 41, 51, 61, 71, 81, 91 | 8,18,30,47,58,68,84,94,108,120, 134,144,160,170,180,197      |
| (2)            | 2, 12, 32, 42, 52, 62, 72, 82, 92 | 8,18,34,47,58,70,84,94,110,120, 134,147,160, 170, 184,197    |
| (3)            | 3, 13, 33, 43, 53, 63, 73, 83, 93 | 8,20,34,47,60,70,84,97,110,120, 138, 147, 160, 174, 184, 197 |
| (4)            | 4, 14, 34, 44, 54, 64, 74, 84, 94 | 10,20,34,49,60,70,88,97,110,124, 138,147,164,174,184,199     |
| (5)            | 5, 15, 35, 45, 55, 65, 75, 85, 95 | 10,20,38,49,60,74,88,97,114, 124,138, 149,164,174,190,199    |
| (6)            | 6, 16, 36, 46, 56, 66, 76, 86, 96 | 10,24,38,49,64,74,88,104,114,124, 140,149,164, 178,190,199   |
| (7)            | 7, 17, 37, 47, 57, 67, 77, 87, 97 | 14,24,38,54,64,74,90,104,114,128, 140,149, 168,178,190       |



|      |  |                     |   |
|------|--|---------------------|---|
| (8)  | 8, 18, 28, 88, 98                      | 38, 48, 58, 68, 78, | 4,14,24,44,54,64,80,90,104,118,<br>128,140,154,168,178,194  |
| (9)  | 9, 19, 29, 89, 99                      | 39, 49, 59, 69, 79, | 4,14,30,44,54,68,80,90,108,<br>118,128,144,154, 168,180,194 |
| (10) | 10, 20, 30, 40, 50, 60,70, 80, 90, 100 |                     | 4,18,30,44,58,68,80,94,108,118,<br>134,144, 154,170,180,194 |

**BACKWARD CLASS MUSLIMS – WOMEN**

|     | <i>ROTATION</i>  | <i>TURN</i>   |
|-----|--|---------------|
| (1) | 1,10,11,20,21,30,31,40,41,50,<br>51,60, 61,70,71,80,81,90,91,100 | 40, 130       |
| (2) | 2,12,22,32,42,52,62,72,82,92                                     | 15, 130       |
| (3) | 3,13,23,33,43,53,63,73,83,93                                     | 15, 99        |
| (4) | 4,14,24,34,44,54,64,74,84,94                                     | 15,99,18<br>8 |
| (5) | 5,15,25,35,45,55,65,75,85,95                                     | 99, 188       |
| (6) | 6,16,26,36,46,56,66,76,86,96                                     | 78, 188       |
| (7) | 7, 8, 17,18 ,27,28,37,38,47,48,<br>57,58,67,68,77,78,87,88,97,98 | 78, 158       |
| (8) | 9,19,29,39,49,59,69,79,89,99                                     | 40, 158       |

**MOST BACKWARD CLASSES AND  
DENOTIFIED COMMUNITIES –  
WOMEN**

| <i>ROTATION</i>   | <i>TURN</i>                              |
|-------------------|--|
| In every rotation | 7,23,43,57,73,93,107,123,143,157,173,193 |

**SCHEDULED CASTE – WOMEN**

| <i>ROTATION</i>   | <i>TURN</i>                    |
|-------------------|--------------------------------|
| In every rotation | 12,26,52,76,92,116,142,162,182 |

**SCHEDULED CASTE (ARUNTHATHIYARS ON PREFERENTIAL BASIS)-WOMEN**

| <i>ROTATION</i>   | <i>TURN</i> |
|---|-------------|
| (1) 1,6,11,16,21,26,31,36,41,46,51,56,61,66,71,76,81,86,91,96   | 2, 102      |
| (2) 2,7,12,17,22,27,32,37,42,47,52,57,62,67,72,77,82,87,92,97   | 2, 132      |
| (3) 3,8,13,18,23,28,33,38,43,48,53,58,63,68,73,78,83,88,93,98   | 32, 132     |
| (4) 4,9,14,19,24,29,34,39,44,49,54,59,64,69,74,79,84,89,94,99   | 66, 166     |
| (5) 5,10,15,20,25,30,35,40,45,50,55,60,65,70,75,80,85,90,95,100 | 66          |

**SCHEDULED TRIBES – WOMEN**

| <i>ROTATION</i>   | <i>TURN</i> |
|---|-------------|
| (1) 2,5,7,10,12,15,17,20,22,25,27,30, 32,35,<br>37,40,42,45,47,50,52,55,57, 60,62,65,67,<br>70,72,75,77,80,82,85,87,90,92,95,97,100 | 50          |
| (2) 3,8,13,18,23,28,33,38,43,48,53,58,63,68,73,78,150<br>83,88,93,98  |             |

(ii) 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 follows:-

- |            |             |
|------------|-------------|
| 1. General | 6. Women    |
| 2. General | 7. General  |
| 3. Women   | 8. General  |
| 4. General | 9. Women    |
| 5. General | 10. General |

(iii) In respect of posts to which the rule of reservation of appointment applies, with reference to the existing roster of rotation specified in SCHEDULE-V, all the turns noted under each category against each of the rotation as specified below shall be set apart for destitute widow:-

**GENERAL TURN - DESTITUTE WIDOWS**

| <i>Sl.No.</i> | <i>ROTATION</i> | <i>TURN</i> |
|---------------|-----------------|-------------|
| (1)           | 1, 51           | 5, 111      |
| (2)           | 2, 52           | 25, 129     |
| (3)           | 3, 53           | 35, 145     |
| (4)           | 4, 54           | 51, 159     |
| (5)           | 5, 55           | 69, 175     |
| (6)           | 6, 56           | 81, 191     |
| v7)           | 7, 57           | 98          |
| (8)           | 8, 58           | 1, 111      |
| (9)           | 9, 59           | 21, 125     |
| (10)          | 10, 60          | 35, 141     |
| (11)          | 11, 61          | 48, 159     |
| (12)          | 12, 62          | 65, 171     |
| (13)          | 13, 63          | 81, 189     |
| (14)          | 14, 64          | 95          |
| (15)          | 15, 65          | 1, 109      |
| (16)          | 16, 66          | 19, 125     |
| (17)          | 17, 67          | 31, 139     |
| (18)          | 18, 68          | 48, 155     |
| (19)          | 19, 69          | 61, 171     |
| (20)          | 20, 70          | 79, 185     |
| (21)          | 21, 71          | 95, 200     |
| (22)          | 22, 72          | 105         |
| (23)          | 23, 73          | 19, 121     |
| (24)          | 24, 74          | 29, 139     |
| (25)          | 25, 75          | 45, 151     |
| (26)          | 26, 76          | 61, 169     |
| (27)          | 27, 77          | 75, 185     |
| (28)          | 28, 78          | 91, 198     |
| (29)          | 29, 79          | 105         |
| (30)          | 30, 80          | 11, 119     |
| (31)          | 31, 81          | 29, 135     |
| (32)          | 32, 82          | 41, 151     |
| (33)          | 33, 83          | 59, 165     |

|      |     |     |     |     |
|------|-----|-----|-----|-----|
| (34) | 34, | 84  | 75, | 181 |
| (35) | 35, | 85  | 89, | 198 |
| (36) | 36, | 86  | 103 |     |
| (37) | 37, | 87  | 9,  | 119 |
| (38) | 38, | 88  | 27, | 131 |
| (39) | 39, | 89  | 41, | 148 |
| (40) | 40, | 90  | 55, | 165 |
| (41) | 41, | 91  | 71, | 179 |
| (42) | 42, | 92  | 89, | 195 |
| (43) | 43, | 93  | 100 |     |
| (44) | 44, | 94  | 9,  | 115 |
| (45) | 45, | 95  | 25, | 131 |
| (46) | 46, | 96  | 39, | 145 |
| (47) | 47, | 97  | 55, | 161 |
| (48) | 48, | 98  | 69, | 179 |
| (49) | 49, | 99  | 85, | 191 |
| (50) | 50, | 100 | 100 |     |

**BACKWARD CLASSES (OTHER THAN BACKWARD CLASS MUSLIMS)  
- DESTITUTE WIDOWS**

| <i>Sl.No.</i> | <i>ROTATION</i> | <i>TURN</i> |
|---------------|-----------------|-------------|
| (1)           | 1, 62           | 8,134       |
| (2)           | 2               | 58, 184     |
| (3)           | 3,42, 64        | 110         |
| (4)           | 4               | 34, 164     |
| (5)           | 5, 44, 66       | 88          |
| (6)           | 6               | 10, 140     |
| (7)           | 7, 46           | 64, 190     |
| (8)           | 8, 30, 69       | 118         |
| (9)           | 9, 48           | 44, 168     |
| (10)          | 10, 32, 71      | 94          |
| (11)          | 11, 50          | 18, 144     |
| (12)          | 12, 73          | 70, 197     |
| (13)          | 13, 52, 91      | 120         |
| (14)          | 14, 75          | 49, 174     |
| (15)          | 15, 54, 93      | 97          |
| (16)          | 16, 77          | 24, 149     |
| (17)          | 17              | 74          |
| (18)          | 18, 79          | 4, 128      |
| (19)          | 19              | 54, 180     |
| (20)          | 20, 59, 81      | 108         |

|      |             |         |
|------|-------------|---------|
| (21) | 21          | 30, 160 |
| (22) | 22, 61, 83  | 84      |
| (23) | 23          | 8, 138  |
| (24) | 24,63       | 60, 184 |
| (25) | 25, 47, 86  | 114     |
| (26) | 26, 65      | 38, 164 |
| (27) | 27,49, 88   | 90      |
| (28) | 28, 67      | 14, 140 |
| (29) | 29, 90      | 68, 194 |
| (30) | 31, 92      | 47, 170 |
| (31) | 33, 94      | 20, 147 |
| (32) | 34          | 70, 199 |
| (33) | 35, 74,96   | 124     |
| (34) | 36          | 49, 178 |
| (35) | 37, 76,98   | 104     |
| (36) | 38          | 24, 154 |
| (37) | 39, 78, 100 | 80      |
| (38) | 40          | 4, 134  |
| (39) | 41, 80      | 58, 180 |
| (40) | 43, 82      | 34, 160 |
| (41) | 45, 84      | 10, 138 |
| (42) | 51          | 68, 197 |
| (43) | 53          | 47, 174 |
| (44) | 55          | 20, 149 |
| (45) | 56, 95      | 74, 199 |
| (46) | 57          | 128     |
| (47) | 58, 97      | 54, 178 |
| (48) | 60, 99      | 30, 154 |
| (49) | 68          | 64, 194 |
| (50) | 70          | 44, 170 |
| (51) | 72          | 18, 147 |
| (52) | 85          | 60, 190 |
| (53) | 87          | 38, 168 |
| (54) | 89          | 14, 144 |

**BACKWARD CLASS MUSLIMS - DESTITUTE WIDOWS**

| <i>Sl. No.</i> | <i>ROTATION</i> | <i>TURN</i> |
|----------------|-----------------|-------------|
| (1)            | 1, 20, 39       | 40          |
| (2)            | 5, 24, 86       | 188         |
| (3)            | 10, 72, 91      | 130         |
| (4)            | 15, 34, 53      | 99          |

|     |            |     |
|-----|------------|-----|
| (5) | 29, 48, 67 | 158 |
| (6) | 44, 63, 82 | 15  |
| (7) | 58, 77, 96 | 78  |

**MOST BACKWARD CLASSES AND DENOTIFIED COMMUNITIES –  
DESTITUTE WIDOWS**

| <i>Sl. No.</i> | <i>ROTATION</i>   | <i>TURN</i> |
|----------------|---|-------------|
| (1)            | 1,6,11,16,21,26,31,36,41,46,51,<br>56,61,66,71,76,81,86,91,96   | 7,173       |
| (2)            | 2,7,12,17,22,27,32,37,42,47,52,<br>57,62,67,72,77,82,87,92,97   | 143         |
| (3)            | 3,8,13,18,23,28,33,38,43,48,53,<br>58,63,68,73,78,83,88,93,98   | 107         |
| (4)            | 4,9,14,19,24,29,34,39,44,49,54,<br>59,64,69,74,79,84,89,94,99   | 73          |
| (5)            | 5,10,15,20,25,30,35,40,45,50,55,<br>60,65,70,75,80,85,90,95,100 | 43          |

**SCHEDULED CASTE - DESTITUTE WIDOWS**

| <i>Sl. No.</i> | <i>ROTATION</i>              | <i>TURN</i> |
|----------------|------------------------------|-------------|
| (1)            | 1,11,21,31,41,51,61,71,81,91 | 12          |
| (2)            | 2,12,22,32,42,52,62,72,82,92 | 26          |
| (3)            | 3,13,23,33,43,53,63,73,83,93 | 52          |
| (4)            | 4,14,24,34,44,54,64,74,84,94 | 76          |
| (5)            | 5,15,25,35,45,55,65,75,85,95 | 92          |
| (6)            | 6,16,26,36,46,56,66,76,86,96 | 116         |
| (7)            | 7,17,27,37,47,57,67,77,87,97 | 142         |
| (8)            | 8,18,28,38,48,58,68,78,88,98 | 162         |
| (9)            | 9,19,29,39,49,59,69,79,89,99 | 182         |

**SCHEDULED CASTE (ARUNTHATHIYARS ON PREFERENTIAL  
BASIS  
) - DESTITUTE WIDOWS**

| <i>Sl. No.</i> | <i>ROTATION</i> | <i>TURN</i> |
|----------------|-----------------|-------------|
| (1)            | 1, 12, 51, 62   | 2           |
| (2)            | 6, 56           | 102         |
| (3)            | 17, 28, 67, 78  | 132         |
| (4)            | 23, 73          | 32          |
| (5)            | 34, 45 ,84 ,95  | 66          |
| (6)            | 39, 89          | 166         |

**SCHEDULED TRIBES – DESTITUTE WIDOWS**

| <i>Sl. No.</i> | <i>ROTATION</i> | <i>TURN</i> |
|----------------|-----------------|-------------|
| (1)            | 2, 35 ,52, 85   | 50          |
| (2)            | 18, 68          | 150         |

**SCHEDULE-IX**

( See section 27 )

The method of carrying forward of vacancies reserved for the Scheduled Castes and Scheduled Tribes candidates by direct recruitment is illustrated below:—

If five vacancies reserved for the candidates belonging to Scheduled Castes and Scheduled Tribes remain unfilled in earlier years and they are carried forward as “backlog” vacancies and fifty new vacancies arise in the year of recruitment of which nine vacancies are to be reserved for the Scheduled Castes and Scheduled Tribes fifteen vacancies for the Backward Classes, ten vacancies for the Most Backward Classes and Denotified Communities and sixteen vacancies for open competition following the existing instructions on reservation, the number of vacancies to be announced shall be as follows:—

| <b>Current Vacancies</b> |                         |  |                         |   | <b>Backlog vacancies</b>                     |
|--------------------------|-------------------------|--|-------------------------|---|--|
|                          | <b>Open competition</b> | <b>Scheduled Castes and Scheduled Tribes</b> | <b>Backward Classes</b> | <b>Most Backward Classes and Denotified Communities</b> | <b>Scheduled Castes and Scheduled Tribes</b> |
| <b>Number of posts</b>   | <b>16</b>               | <b>9</b>                                     | <b>15</b>               | <b>10</b>   | <b>5</b>                                     |

It may be seen from the above that while the vacancies reserved for the Scheduled Castes and Scheduled Tribes which remain unfilled shall be carried forward to the next year of recruitment as “backlog” vacancies, the carried forward reservation for the Scheduled Castes and Scheduled Tribes on the 1st April 1989 as a result of the filling up of the relevant vacancies after dereservation, shall continue to be operated against “current” vacancies. If such reserved vacancies are still not filled up, they shall be carried forward as “back log” vacancies.

While the ban on dereservation comes into effect on the 1st April 1989 in respect of direct recruitment to Group A, B, C & D in case of vacancies in Groups A and B Services, there may be rare and exceptional cases where after the non-availability of suitable candidates belonging to the Scheduled Castes and Scheduled Tribes posts cannot be allowed to remain vacant in public interest. In such situations, the Administrative Department under which the recruitment is being made shall make a proposal for dereservation giving full justification for such action, and consult the Director of Adi Dravidar and Tribal Welfare and the Secretary to Government, Adi Dravidar and Tribal Welfare and obtain the comments on each proposal. After obtaining the comments of the Director of Adi Dravidar and Tribal Welfare and the Secretary, Adi Dravidar and Tribal Welfare Department, the administrative department shall then place the proposal for dereservation along with the comments of the Director of Adi Dravidar and Tribal Welfare before a committee comprising the Secretary to Government, Adi Dravidar and Tribal Welfare Department, the Secretary to Government, Personnel and Administrative Reforms Department and the Secretary to Government in charge of the Department to which the recruitment is being made for consideration and recommendation. The recommendation of this

committee shall be placed before the Minister in charge of the Personnel and Administrative Reforms Department and the Minister for Adi Dravidar and Tribal Welfare, for a final decision.



In case of such vacancies reserved for Most Backward Classes and Denotified Communities, the administrative department in which the recruitment is being made shall make a proposal for dereservation giving full justification for such action, and consult the Director of Most Backward Classes and Denotified Communities and obtain the comments on each proposal. After obtaining the comments of the Director of Most Backward Classes and Denotified Communities and the Secretary to Government in charge of the department for the welfare of the Most Backward Classes and Denotified Communities, the Administrative Department shall then place the proposal for dereservation along with the comments of the Director of Most Backward Classes and Denotified Communities before a committee comprising the Secretary to Government in charge of the Department for the welfare of the Most Backward Classes and Denotified Communities, the Secretary to Government, Personnel and Administrative Reforms Department and the Secretary to Government in charge of the Department in which the recruitment is being made for consideration and recommendation. The recommendation of this Committee shall be placed before the Minister in charge of the Personnel and Administrative Reforms Department and the Minister for Backward Classes, Most Backward Classes and Denotified Communities Welfare for a final decision.

**SCHEDULE-X***[See section 20 (8) and 26 (3)]*

- (1) Name of the individual :
- (2) Full Postal Address :
- (3) Details of job held, if any :
- (4) Particulars of her children,  
if any :
- (5) Name and last occupation  
of her late husband :
- (6) Date of demise of her  
husband :
- (7) Monetary benefits received  
after her husband's death by  
way of family pension,  
insurance, etc., if any :
- (8) Details of Properties if any  
immovable and movable :  
left behind by him
- (9) Present monthly income.—
  - (a) From salaries/wages :
  - (b) From family pension :
  - (c) From private properties :
  - (d) Rents received
  - (e) From private practice :
  - (f) Other sources, if any :
  - (g) Total :
10. Whether living alone or living  
with her husband's parents/in-  
laws/ parents/brother (s) :
11. Whether she satisfies the definition :  
of the term "Destitute Widow"  
as defined in section 20(8) and  
26 of this Act

Certified that I have verified the particulars furnished by the individual and satisfied myself as to the correctness of her claim with reference to the definition of the term "Destitute Widow" in section 20(8) and 26 of this Act

|                            |             |   |
|----------------------------|-------------|---|
| Certificate Reference No.: | Signature   | : |
| Place:                     | Name        | : |
| Date:                      | Designation | : |

*Revenue Divisional Officer/  
Assistant Collector/Sub-  
Collector.*

*Explanation-* The above certificate should be issued only by the  
Revenue Divisional Officer or the Assistant Collector or the Sub-

Collector concerned.

**SCHEDULE-XI***[See section 7 (1)]***PART-A****I. Procedure for preparation of approved list:-**

(1) Based on the estimate of vacancies arrived, promotion or appointment to a post shall be made from a list of approved candidates prepared on the basis of merit, ability and seniority and other qualifications as prescribed in the Special Rule for the post. The seniority of a member of service shall be determined by the rank obtained by him in the list of approved candidates drawn up by the Tamil Nadu Public Service Commission or the Appointing Authority, as the case may be, subject to the rule of reservation where it applies. The merit, ability and other aspects shall be assessed over a period of five years as per Annual Confidential Reports and punishments, if any, imposed.

(2) The proposal for preparation of approved list shall be submitted to the appointing authority as per the proforma prescribed in Part-B of this Schedule and the seniority list and other particulars shall be furnished as per Part-C of this Schedule.

(3) Particulars about members of service to be considered for inclusion in the approved lists shall be examined in seriatim in the proforma, as prescribed in Part-D of this Schedule.

**II. Consideration of members for inclusion in the approved lists:-**

(1) In cases where enquiry (except Tribunal for Disciplinary Proceedings enquiry) including preliminary or detailed enquiry by the appropriate Investigating Authority is pending against a member of service and no specific charges have been framed, promotion or appointment of such member of service shall be considered on the basis of the merit revealed through Annual Confidential Reports, Record Sheets and Punishments imposed. In cases where specific charges have been framed or charge sheet has been filed in criminal case against a member of service, promotion or appointment of such member of service shall be deferred till such proceedings are concluded. On exoneration or acquittal from the charges, a member of service shall be considered for promotion or appointment with retrospective effect from the date on which his immediate junior was promoted, if he is otherwise qualified for such promotion.

(2) If the disciplinary proceedings under rule 17(b) of the Tamil Nadu Civil Services (Discipline and Appeal) Rules pending against a member of service are merely stayed by a Court, his case shall be deferred till the judicial proceedings are concluded, unless a contrary order is passed by the Court and it is decided not to challenge the same. If the Court quashes the charge memo, then the name of the member of service concerned shall be considered for inclusion in the approved list for promotion or for appointment, if he is otherwise qualified.

(3) The name of a member of service shall not be considered for inclusion in the approved list, if any enquiry is pending against him in the Tribunal for Disciplinary Proceedings.

(4) Issuance of a show cause notice or charges framed under rule 17(a) of the Tamil Nadu Civil Services (Discipline and Appeal) Rules against a member of service shall not be a bar for inclusion of his name in the approved list.

(5) Mere filing of cases in Courts by the appropriate Investigating Authority against a member of service, shall not be a bar for inclusion of his name in the approved list. If specific charges are framed or charge sheet has been filed in the criminal case on the crucial date his name shall not be considered for inclusion in the approved list.

(6) The name of a member of service shall not be considered for inclusion in the approved list if he is arrested for an offence under the Prevention of Corruption Act, 1988.

(7) The remittal orders issued by the Government directing the appropriate authority to initiate disciplinary action against a member of service shall not be a bar for inclusion of his name in the approved list. If charges are framed under rule 17(b) of the Tamil Nadu Civil Services (Discipline and Appeal) Rules as a result of such remittal orders, the name of the member of service shall not be considered for inclusion in the approved list.

(8) Pendency of charges framed under rule 17(b) of the Tamil Nadu Civil Services (Discipline and Appeal) Rules against a member of a service shall be a bar for inclusion of his name in the approved list.

(9) If the disciplinary proceedings under rule 17(b) of the Tamil Nadu Civil Services (Discipline and Appeal) Rules pending against a member of the service are merely stayed by a Court, his case shall be deferred till the judicial proceedings are concluded, unless a contrary order is passed by the Court and it is decided not to challenge the same. If the Court quashes the charge memo, then the name of the member of service concerned shall be considered for inclusion in the approved list for promotion or for appointment, if he is otherwise qualified.

(10) The name of a member of service placed under suspension on the crucial date or on the date of consideration for actual promotion shall not be considered for inclusion in the approved list or for actual promotion, as the case may be and his name shall be deferred till finalisation of disciplinary proceedings.

(11) Any punishment (other than 'Censure') imposed on a member of service within a period of five years prior to the crucial date and a punishment of 'Censure' imposed within a period of one year prior to the crucial date shall be held against the member of service and his name shall not be considered for inclusion in the approved list. Any punishment, including 'Censure' imposed on a member of service after the crucial date, but before actual promotion or appointment shall be held against the member of service and he shall not be given promotion or appointment.

(12) A member of service whose name has not been included in the approved list for a punishment shall not be overlooked in the subsequent years' list for the same punishment or punishments, provided the member of service is not undergoing any punishment on the crucial date for preparation of approved list.

(13) If a member of service is imposed with punishment for irregularities or delinquencies that were committed five years prior to the crucial date, his name shall be considered for promotion or appointment to a post, if the member of service is not undergoing such punishment on the crucial date or on the date of consideration for actual promotion.

(14) The punishment of 'Censure' imposed on a member of service within a period of one year preceeding the crucial date shall not be held against

a member of service, if the delinquency in respect of which such punishment is imposed had occurred prior to five years preceeding the crucial date. In such cases the name of the member of service shall be considered for inclusion in the approved list.

(15) No member of service shall be promoted or appointed to a post, if the member is undergoing any punishment imposed under rule 8 of the Tamil Nadu Civil Services (Discipline and Appeal) Rules, either on the crucial date or on the date of consideration for actual promotion.

(16) In cases where recovery to make good the monetary loss caused to the Government is ordered against a member of service, his name shall not be considered for inclusion in the approved list during the period of such recovery, subject to a maximum period of 24 months from the date of issue of order irrespective of the fact whether it is recovered in full or not.

(17) Any punishment imposed on a member of service under rule 8 of the Tamil Nadu Civil Services (Discipline and Appeal) Rules shall take effect from the date on which the said punishment order is served to the member of service concerned and the name of such member of service shall not be considered for inclusion in the approved list until the said punishment is over.

(18) The performance of a member of service for promotion or appointment shall be assessed on the basis of the Annual Confidential Report or Record Sheet written for a period of five years prior to the crucial date. If any adverse remarks are recorded against a member of service in the Annual Confidential Report or Record Sheet within a period of five years prior to the crucial date, his name shall not be considered for inclusion in the approved list. Any adverse remarks relating to a period of five years prior to the crucial date which have not been shown to and acknowledged by the member of service shall be ignored and his name shall be considered for inclusion in the approved list.

(19) The case of a member of service whose promotion or appointment has been deferred on account of any pending charges, shall be reopened after disposal of the charges and appropriate orders shall be passed on merits, either giving him promotion or appointment if he is exonerated or acquitted of the charges and if there is no other adverse factor to be reckoned or denying him promotion or appointment or giving promotion or appointment from a later date, depending upon the nature of punishment and other factors to be reckoned in other cases. In all such cases, the appointing authority shall take *suo moto* action within fifteen days from the date of issue of final orders in the departmental disciplinary case or criminal case.

(20) Whenever a temporary post is newly created and 'ad hoc' rules are not framed for the post, appointment to such post shall be made on 'ad hoc' basis. In case of posts governed by rules, promotion or appointment shall not be made with reference to the proposed amendment to rules but shall be made only with reference to the existing rules. No promotion or appointment shall be made on the basis of the executive orders seeking to modify the rules. While selecting candidates for appointment or promotion, the claim of contesting candidate shall be weighed with reference to the rules in force and not with reference to executive orders or contemplated changes in rules.

(21) The appointing authority shall take into account the provisions

of section 12 and 42 of this Act, while preparing approved list for promotion or appointment.



**PART-B****PARTICULARS / DOCUMENTS REQUIRED FOR PREPARATION OF  
APPROVED LISTS:-**

Particulars / Documents to be submitted to the Appointing authority for preparation of approved list.

- (1) Grade of post to which appointment by promotion or by recruitment by transfer is to be made.
- (2) Whether the post is a selection category post or not and the scale of pay attached to the post.
- (3) Year of the approved list.
- (4) Crucial date for preparation of the approved list.
- (5) The estimate of vacancies for the post under reference.
- (6) Whether the posts are within the purview of the Tamil Nadu Public Service Commission.
- (7) Whether the last approved list has been exhausted and the persons, if any, not promoted are considered for this approved list, if not, the reason therefor.
- (8) Whether all the persons overlooked in the previous approved list are being considered in this approved list.
- (9) (i) Whether all the persons on other duty have been considered for inclusion in this approved list.  
(ii) Details of the persons who are outside the regular line for over five years.
- (10) Whether all the eligible persons in all the feeder categories for the post have been considered for this approved list.
- (11) If there is more than one feeder category, indicate the scale of pay of each category.
- (12) Whether rule of reservation is applicable to the post and, if so, to state whether it has been followed.
- (13) Original of the order approving the previous approved list.
- (14) Updated copy of the Special/Adhoc Rules governing the post (copy to be furnished).
- (15) The seniority list covering all the feeder categories for the post should be furnished. If there is more than one feeder category, enclose separate seniority list for each category together with the combined seniority list.
- (16) Copies of orders of punishments imposed on a member of service, in the zone of consideration to be added to Sectional Notes.
- (17) (a) Where Personal Files could not be written for short periods, a certificate of the Heads of Departments that the persons concerned has not come to adverse notice during the relevant period and that no punishment has been awarded, should be furnished.  
(b) A similar certificate to be given by the Department of Secretariat, whether charges under rule 17(b) of the Tamil Nadu Civil Services (Discipline and Appeal) Rules are pending as on date.

**PART-C****Seniority List**

(1) The seniority list should be a printed or cyclostyled one, published and communicated to all the persons concerned. (With number and date of reference in which the list was communicated)

(2) While furnishing the seniority list in the approved list files, the following particulars should also be typed against the name of each individuals:-

- (i) Date of birth :
- (ii) Date of superannuation :
- (iii) Whether he is now in service  
or whether he has  
voluntarily retired, resigned,  
dismissed or removed from  
service after  
publication of the list :
- (iv) The post now held by him :
- (v) If the member of service has relinquished  
his right for appointment to the post, state  
whether the relinquishment was  
temporary or permanent. (Number and  
date of order of acceptance to be  
indicated). In case of temporary  
relinquishment, the date on which the  
temporary relinquishment would expire  
should be indicated.

(3.) Typed seniority list which has not been published / communicated should not be sent or accepted.

**PART-D****Brief Particulars about the Members to be Considered for  
Inclusion in the Approved List**

- (1) (a) Name and designation of  
the member and the scale  
of pay attached to the  
post now held. :
- (b) Classification of community  
(S.C./ S.T./B.C./M.B.C./D.N.C./O.C.) :
- (c) Name of the Community as specified  
in this Act (except OC)(columns (b)  
and  
(c) are applicable only for the posts  
for which rule of reservation is followed  
for recruitment by transfer/ promotion to  
higher posts) :
- (2) Age and date of birth :
- (3) Date of retirement :

(4) Educational qualifications, Special qualifications, if any :

- (5) Training undergone
- (6) Date of regular appointment, date of completion of probation and total service in the post presently held. If, on O.D., period from which he is on O.D.
- (7) Whether the member of service has acquired all the qualifications prescribed in the Special or Ad-hoc Rules for higher posts including previous experience, teaching experience, special training, etc., on the crucial date.

| <i>Crucial<br/>Date</i> | <i>Qualifications /<br/>Tests, experience<br/>qualification/ etc.</i> | <i>Date of acquiring<br/>the<br/>prescribed<br/>experience etc.<br/>and date of passing<br/>the test</i> |
|-------------------------|---|--|
| <i>(1)</i>              | <i>(2)</i>  | <i>(3)</i>   |

- (8) Whether any charges are pending against the member of service, and if so, indicate the period to which charges relate, nature of charges and date from which pending, the present stage. Reasons for delay in finalizing the disciplinary proceedings. Whether any appeals are pending and if so, the present stage.
- (a) Extract of charges pending under rule 17(b) of the Tamil Nadu Civil Services (Discipline and Appeal) Rules (i)  
(ii)  
(iii)
- (b) Extract of lapses for which disciplinary action under rule 17(a) of the Tamil Nadu Civil Services (Discipline and Appeal) Rules have been instituted.
- (9) (a) Whether any vigilance or other enquires are pending against the member of service and, if so, indicate the details thereof, nature of irregularities, lapses for which he is proceeded against; period to which lapses relate.
- (b) Present stage of disciplinary

proceedings.

- (10) (a) Whether any criminal case is pending against the member of service in the official capacity and if so, indicate the details thereof; nature of crime for which he is proceeded against :
- (b) Whether charge sheet has been filed :
- (c) Present stage of the criminal case :
- (11)(a) Whether any criminal case is pending against the member of service in the personal capacity / private in nature and if so, indicate the details thereof, nature of crime for which he is proceeded against :
- (b) Whether charge sheet has been filed :
- (c) Present stage of the criminal case :
- (12)(a) Whether charges have been framed by the Tribunal for Disciplinary Proceedings and the enquiry by the Tribunal for Disciplinary Proceedings is pending :
- (b) Whether the case was referred to the Tribunal for Disciplinary Proceedings by the Government themselves or on recommendation of the Vigilance Commission :
- (c) Present stage of the enquiry by the Tribunal for Disciplinary Proceedings. :
- (13) Whether any penalties have been imposed on the member of service and, if so, the nature of lapses and penalties imposed and date of imposition of the punishment. Copies of orders imposing punishment should be attached. :
- (a) Whether the penalties have been given effect to, if not, the reasons therefor. :
- (b) Whether on suspension or undergoing punishment at the time of consideration. :
- (14)(i) Whether there are any adverse remarks in his personal file and, if so, indicate the details therefor and whether they have

been  
communicated to the individual. :

- (ii) Resume of Personal File for the last  
5 years :

| <i>From</i> | <i>To</i>  | <i>Rating</i> | <i>Adverse remarks, if any; If there are no Adverse remarks put 'nil'.(if) no case, it should be left blank)</i> |
|-------------|------------|---------------|--|
| <i>(1)</i>  | <i>(2)</i> | <i>(3)</i>    | <i>(4)</i>   |

(15) Whether the individual has been considered earlier in the last approved list, and passed over. If so, the reasons therefor may be indicated.

(16) Specific recommendation of the Head of the Department

(17) Special remarks of the Secretary to Government of the Administrative Department.

**NOTE.-** (a) Particulars in respect of persons retired and those whose relinquishment of right for promotion has been accepted and final orders accepting such relinquishment have been issued by Government, need not be furnished.

(b) Proforma particulars in respect of persons who have relinquished but whose relinquishment has not been accepted and orders issued by Government should be furnished.

(c) The terminologies viz. Fit / Not Fit / Deferred / Not eligible /Not qualified/ Relinquished / Over aged / Retired should be used by the appointing authorities while offering their remarks.



**SCHEDULE-XII**

[ See section 63(2) ]

**UNDERTAKING TO BE GIVEN BY THE CANDIDATE**

I hereby accept that, if selected on the basis of the recruitment / examination to which this application relates, I will produce documentary evidence to the satisfaction of the appointing authority that I have been duly released / retired / discharged from the Armed Forces and I am entitled to the benefits admissible to Ex-servicemen given under section 63 of this Act.

Place:

*Signature of the candidate.***FORM OF CERTIFICATE FOR SERVING PERSONNEL**

I hereby certify that, according to the information available with me (No) (Rank) (Name) is due to complete the specified term of his engagement with the Armed Forces on the (date)

Place :

Date :

*Signature of the Commanding Officer.*



## Abstract

Higher Education – Technical Universities, Government and Government Aided Engineering Colleges – Revision of pay and other conditions to the teachers and other academic staff in degree level Engineering Colleges and other degree level technical institutions including Architecture, Town Planning, Pharmacy and Applied Arts and Crafts Institutions etc., governed by All India Council for Technical Education – Orders – Issued.

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### Higher Education (C2) Department

G.O. (Ms) No.19

Dated : 14.01.2020

ஏஹ் துலு, கஹ்ஃப – 29

ஆத்யஸ்தி மஃல – 2050

Read :-

1. From the Advisor-I AICTE Letter No.F.No.61-1/RIFD/7<sup>th</sup> CPC/2016-17, dated 8.3.2019. (AICTE Notification dated. 1.3.2019).
2. From the Director of Technical Education Letter No. 8713/A3/2019, dated 29.3.2019, 22.8.2019 and 14.11.2019.
3. From the Registrar (i/c), Anna University, Letter dated 23.1.2019, 26.2.2019, 3.4.2019 and 7.6.2019.

Read also :-

4. G.O. (Ms) No.303, Finance (Pay Cell) department, dated 11.10.2017.

\* \* \* \* \*

### Order:

All India Council for Technical Education has notified the All India Council for Technical Education Regulations on Pay Scales, service conditions and minimum qualifications for the appointment of Teachers and other Academic staff such as Library, Physical Education and Training and Placement Personnel in Technical Institutions and measures for the maintenance of standards in Technical Education – (Degree) Regulation, 2019 on 1.3.2019 vide the Notification 1<sup>st</sup> read above.

2. The Director of Technical Education and the Registrar, Anna University have submitted their remarks on the above Notification vide letters 2<sup>nd</sup> and 3<sup>rd</sup> read above.

3. After careful examination, the Government have decided to implement the 7<sup>th</sup> Central Pay Commission notified by the All India Council for Technical Education Regulations on Pay Scales, Service Conditions and Minimum Qualifications for the Appointment of Teachers and other Academic staff such as Library, Physical Education and Training & Placement Personnel in Technical Institutions and measures for the maintenance of standards in Technical Education – (Degree) Regulation, 2019 to the Government / Government Aided Engineering Colleges and Anna University and its Constituent colleges in toto with minor modifications. Accordingly, the Government pass the following orders:-

#### 1. General

All India Council for Technical Education Regulations on Pay Scales, Service Conditions and Minimum Qualifications for the appointment of Teachers and other Academic staff such as Library, Physical Education and Training & Placement Personnel in Technical Institutions and measures for the maintenance of standards in Technical Education – (Degree) Regulation–2019, shall be applicable to Teachers and other Academic staff such as Library, Physical Education and Training and Placement Personnel of Government / Government Aided Engineering Colleges and Anna University and its Constituent Colleges.

#### 2. Date of effect

The revised pay scales shall take notional effect from 1.1.2016 and with monetary benefit from 1.10.2017. Other allowances as per State Government rules in force.

#### 3. Effective date of application of Service conditions

- a) All other service conditions including Qualifications, Experience, Recruitment, Promotions, publications, training and course requirements etc. shall come into force with effect from 1.3.2019.
- b) The Qualifications, Experience, Recruitment and Promotions etc. during 01-01-2016 till the issue of AICTE Notification dated 1.3.2019, shall be governed by All India Council for Technical Education Pay Scales, Service Conditions and Qualifications for the Teachers and other Academic Staff in Technical Institutions (Degree) Regulation, 2010 dated 5th March 2010 and subsequent notifications issued from time to time.
- c) Those who are eligible for promotions on or after the date of 01.03.2019 shall have to meet the necessary conditions such as additional qualification, undergoing industrial training, pedagogical training, faculty induction program, publishing research papers etc. as per 7<sup>th</sup> pay CPC and subsequent notifications issued by AICTE thereof from time to time.

However, these requirements shall be permitted to be fulfilled till 31<sup>st</sup> July, 2022 so as to enable faculty members in equipping them for requisite mandatory requirements and to avail promotions with

- (i) Notional fixation of pay from the date of actual eligibility and
  - (ii) Monetary benefit from the date of acquiring additional qualification on or before 31.07.2022.
- d) The incumbent faculty members who are eligible from 01.01.2006 to 28.02.2019, shall have to meet the necessary conditions such as additional qualification, undergoing industrial training, pedagogical training, faculty induction program, publishing research papers etc. as per 6<sup>th</sup> pay CPC Gazette notification published on 08.11.2012 and G.O. (Ms) No.62, Higher Education (C2) department, dated 2.4.2018. G.O. (Ms) No.119, Higher Education (C2) department, dated 12.5.2017.

However, these requirements shall be permitted to be fulfilled till 31<sup>st</sup> July, 2022 so as to enable faculty members in equipping them for requisite mandatory requirements and to avail promotions with

- (i) Notional fixation of pay from the date of actual eligibility and
  - (ii) Monetary benefit from the date of acquiring additional qualification on or before 31.07.2022.
- e) It may be noted that, no further extension would be given beyond 31st July, 2022 and those who do not meet the essential criteria despite the above grace period, shall lose an opportunity for getting promotion retrospectively. However, they will be eligible for promotion from the date they meet these criteria thereafter.
- f) In cases, wherein interviews are already conducted either for direct recruitment or for promotions but candidates did not join, such candidates may be allowed to join. Their further up-gradation will be governed by AICTE notification dated 1.3.2019.
- g) In cases, where advertisement was published, applications invited but interviews have not been conducted till publication of this notification, the institutes / employers are required to publish corrigendum and processing of applications must be done in accordance with the provisions given in the AICTE notification dated 1.3.2019.
4. Revised Designations and Mode of Appointments  
There shall be only three designations in respect of teachers in degree level technical institutions as far as cadre structure is concerned, namely

Assistant Professor, Associate Professor and Professor as given below in Table 1. Also there shall be no change in the present designations in respect of Library, Physical Education and Training & Placement Personnel at various levels.

Following mode of appointment shall henceforth be used:

Table 1: Cadre Structure and Mode of Appointment

| Sl. No. | Designations of Teaching Faculty      | Entry Pay | Level | Mode of Appointment            |
|---------|---------------------------------------|-----------|-------|--------------------------------|
| 1       | Assistant Professor                   | 57700     | 10    | Direct Recruitment             |
| 2       | Assistant Professor (Senior Scale)    | 68900     | 11    | Promotion                      |
| 3       | Assistant Professor (Selection Grade) | 79800     | 12    | Promotion                      |
| 4       | Associate Professor                   | 131400    | 13A1  | Promotion / Direct Recruitment |
| 5       | Professor                             | 144200    | 14    | Promotion / Direct Recruitment |
| 6       | Senior Professor                      | 182200    | 15    | Promotion                      |
| 7       | Principal / Director                  | 144200    | 14    | Promotion / Direct Recruitment |

#### 5. New Pay Structure

The new pay structure shall involve a pay matrix with an ascending series of levels and ascending cells in each level. The new pay matrix shall subsume the pay band and grade pay in one simple chart as given in Annexure – I. The pay matrix shall comprise of two dimensions – a horizontal range of levels starting from the lowest level in the hierarchy and ascending to the highest level, with the levels being numbered from 10 to 15 covering the entire gamut of Teachers and other Academic Staff. Within each level, the salary increases as one goes down vertically, with each progression of going down represented by a “Cell”. Each Cell within that level represents the steps of annual financial progression of 3%. On recruitment / promotion, an employee shall join at a particular level and progress within the level as per the vertical range. The movement shall be

based on annual increments till the time of his /her next promotion. When the employee will receive a promotion, he/she will progress to the next level in the horizontal range till it exhausts.

6. Levels and Cells

The method followed by the 7th CPC shall be adopted in the academic pay structure also, moving from the concept of Pay Band and Academic Grade Pay to that of Levels and Cells. The changes will appear only due to the existing difference between the two streams in terms of Academic Grade Pay vis-à-vis the corresponding Grade Pay. The levels for academic pay shall be numbered as per the corresponding non-academic level. Thus, the levels are numbered as 10, 11, 12, 13A1, 14, &15 corresponding to the present AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively.

7. Pay Matrix and Fixation of Revised Pay

For Fixation of pay of an Employee in the Pay Matrix as on 1st January 2016, the existing pay (Pay in Pay Band plus Academic Grade Pay) in the pre-revised structure as on 31st December, 2015 shall be multiplied by a factor of 2.57, rounded off to the nearest Rupee, and the figure so arrived at, will be located in that level in the Pay Matrix and if such an identical figure corresponds to any cell in the applicable level of the Pay Matrix, the same shall be the pay, and if no such cell is available in the applicable level, the pay shall be fixed at the immediate next higher cell in that applicable level of the Pay Matrix. If the figure arrived at in this manner is less than the first cell in that level, then the pay shall be fixed at the first cell of that level of Pay Matrix.

If more than two stages are bunched together, one additional increment equal to 3% may be given for every two stages bunched, and pay fixed in the subsequent cell in the pay matrix.

8. Pay Bands with AGP and IOR (Index of Rationalization)

Based on the above, the various levels of pay with its Academic Grade Pay (AGP) are as per Annexure-I.

9. Entry Pay

The Entry Pay for Academic Pay Structures and Levels shall be as per Table 1.

10. Pay Fixation in case of Direct Recruitment / Promotion

The pay of employees appointed by direct recruitment on or after 1st day of January 2016 shall be fixed at the minimum pay or the first cell in the level, applicable to the post to which such employee is appointed. In case

of promotion, candidate would be given a notional increment in his existing Level of Pay, by moving him/her to the next higher cell at that level. The pay shown in this cell would now be located in the new level corresponding to the post to which candidate has been promoted. If a cell identical with that pay is available in the new level, that cell shall be the new pay; otherwise the next higher cell at that level shall be the new pay of the employee. If the pay arrived at in this manner is less than the first cell in the new level, then the pay shall be fixed at the first cell of that level.

#### 11. Date of Increment

- (i) Annual increment is given in the Pay Matrix at 3%, with each cell being higher by 3% over the previous cell in the same level, rounded off to nearest 100. Annual increments to each employee would move up in the same academic level, with an employee moving from the existing cell in the academic level to the immediate next cell in the same academic level.
- (ii) The date of increment in the revised pay structure will be on par with State Government Employees i.e. on “Quarterly basis”.

#### 12. Annual Process of Promotion

Every University / College / DTE shall ensure that the selection process for direct recruitment for various positions is carried out annually so as to maintain required faculty numbers and cadre ratio as per AICTE norms so that no loss is caused to students. Interviews for the promotions of the faculty members shall be carried out at a regular span annually to avoid any stagnation in career growth of faculty members.

Candidates who do not fulfill the minimum requirement proposed in the Regulation, will have to be re-assessed after a period of one year. The date of promotion shall be the date on which he / she satisfies all the minimum requirements and successfully reassessed.

The constitution of the selection committee as applicable to these appointments / promotions of the Assistant Professor to Associate Professor and Associate Professor to Professor or Professor to Senior Professor is enumerated in Annexure-II. Various stages of promotions/ direct recruitment and mode of selection are given in Table 2 below.

A teacher who wishes to be considered for promotion may submit in writing in the prescribed proforma as evolved by the concerned University  
/ College duly supported by all credentials to the Principal / Director of the College, within three months in advance of the due date, that he / she fulfils all requisite qualifications

The entry level and consecutive stages of promotions are shown in Table 2.

**Table 2: Stages of Promotion/ Direct Recruitment and mode of selection**

| Stage                | Designation                              |
|----------------------|--|
| Entry Level, Stage-I | Assistant Professor                      |
| Stage-II             | Assistant Professor<br>(Senior Scale)    |
| Stage-III            | Assistant Professor<br>(Selection Grade) |
| Stage-IV             | Associate Professor                      |
| Stage-V              | Professor                                |
| Stage-VI             | Senior Professor                         |

13. Research Promotion Grant

The thrust has to be given for improving quality of research and development in the Universities / Institutions, therefore, all the AICTE recognized Institutions shall create a separate budget and provide financial assistance to their faculty members for strengthening research activities.

14. Age of Superannuation

The present system of retirement age shall be continued ie. 58 years for college teachers and 60 years for University teachers and re-employment shall also be continued with present system till the completion of Academic year i.e. May of every year.

15. Health Insurance Scheme

As per the State Government Rules inforce.

16. Pension, Gratuity, Family Pension, GPF, Leave Encashment and Other Pensionary Benefits

As per the State Government Rules inforce.



17. Industrial Training

Since a requirement of industrial training has been stipulated for vertical movement of faculty members, the AICTE, State / UT Government/ DTEs, in consultation with the Confederation of Indian Industries (CII), FICCI, NASSCOM and other such industry bodies, devise a suitable mechanism for facilitating all faculty members to undergo industrial training.

18. Teaching Engagement

The faculty members working in technical institutions under the purview of AICTE shall have an engagement of not less than 40 hours per week including teaching contact hours and other activities. The work of tutorial / project / research / administration may be distributed among the faculty members as per the need and availability of staff. The laboratory engagement will also be counted towards teaching hours. The minimum teaching contact hours for various positions shall be as given in Table 3 below:-

Table 3: Teaching Engagement of Faculty Members in Degree Level Institutions

| Designation                  | (Teaching / Laboratory hours)<br>/ week |
|------------------------------|---|
| Assistant Professor          | 16                                      |
| Associate Professor          | 14                                      |
| Professor / Senior Professor | 14                                      |
| Director / Principal         | 6                                       |

Relaxation of 2 hours per week in teaching contact hours shall be granted to faculty members handling additional responsibilities like HOD / Dean.

19. Incentives for New Entrants

New entrants as well as existing faculty members of degree level institutions should be provided with a desktop computer / laptop / office furniture and a printer with internet connectivity in their office so as to make a faculty member computer savvy and to enable them to have access to the latest technology.

20. Grant for Professional Development

All teachers may be given a grant upto Rs.75,000/- per year on a reimbursement basis, which may be permitted to be accumulated upto 3 years towards acquiring the membership of Professional Societies and for participating in national / international conferences/workshops etc.

## 21. Consultancy

- (i) Consultancy work may be undertaken by members of the faculty to generate resources, either for institutions or for themselves.
- (ii) Not only the faculty members should be encouraged to undertake consultancy work, but also an appropriate environment be created by the state governments / managements of institutions to facilitate faculty members to undertake such work.
- (iii) Suitable parameters for sharing the generated resources between the institution and individual faculty member may be evolved and adopted by the universities and institutions where consultancy work is undertaken by faculty members.
- (iv) The faculty members engaged in consultancy / industry interaction / research / start-up activities / community services may be allowed some adjustment in teaching time table without compromising their teaching engagement hours.

## 22. Sabbatical Leave for faculty

To encourage interface between technical education and industry, the faculty members shall be entitled to sabbatical leave of six months for working in industry / professional development, subject to the condition that the faculty has a teaching experience of minimum five years. Such leave, however, shall be available to a teacher only twice in his / her teaching career.

## 23. Start-up

Presently, the institutions are ranked based on academic performance and placement of students. In future, it may also be based on a number of start-ups and entrepreneurs created by the institute. Therefore, technology incubation centres shall be established and frequent interactions between entrepreneurs / industrialists / alumni and students shall be arranged for motivating students to initiate start-up.

## 24. Incentives for Ph. D. and other Higher Qualification

- (i) Five non-compounded advance increments shall be admissible at the entry level of a recruit as an Assistant Professor possessing a Ph.D. awarded in a relevant discipline by the recognized University following the due process of admission test, course work and external evaluation as prescribed by the UGC or the admission process adopted by the institutes established under the Act of Parliament or students having valid GATE / GPAT score for admission to Ph.D. or students selected for Ph.D. program under National Doctoral Fellowship program of AICTE / Prime Minister's Research Fellowship program.

- (ii) There shall be no incentive for those possessing Post-graduate degree in M.Tech. / M. Arch. / M. Plan. / M.E./ M.Pharm. / M.Des. / M.S. etc. because their entry level qualification itself is Post graduate.
- (ii) Teachers who complete their Ph.D. degree while in service as Assistant Professor shall be entitled to three non-compounded increments fixed at increment applicable at entry level as Assistant Professor only if such Ph.D. is in a relevant discipline of the discipline of employment and has been awarded by a recognized University following the due process of admission test, course work and external evaluation as prescribed by the UGC or the admission process adopted by the institutes established under the Act of Parliament or students having valid GATE / GPAT score for admission to Ph.D. or students selected for Ph.D. program under Quality Improvement Program (QIP) / Teacher Research Fellowship (TRF).

25. Statutory Reservation

The statutory reservation policy for recruitment of candidates must be adhered to as per the existing Tamil Nadu Government Rules.

26. Counting of Past Service for Direct Recruitment and Promotion  
Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific / professional organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT or state PSUs etc., should be counted for direct recruitment as an Assistant Professor / Associate Professor / Professor provided that:

- a) The qualifications for the post held are not lower than the qualifications prescribed by the AICTE for Assistant Professor, Associate Professor and Professor as the case may be.
- b) The post is / was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor / Associate Professor / Reader and Professor.
- c) The candidate for direct recruitment has applied through proper channel.
- d) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the AICTE for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.

- e) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University / State Government / Central Government / concerned institutions, for such appointments.
- f) The previous appointment was not as guest faculty for any duration or ad-hoc or in a leave vacancy of less than one year duration. Ad- hoc or temporary service of more than one year duration can be counted provided that:
  - (i) The period of service was of more than one year.
  - (ii) The incumbent was appointed on the recommendation of the duly constituted Selection Committee.
  - (iii) The incumbent was selected for the permanent post in continuation to the ad-hoc or temporary service;
  - (iv) An artificial break in service shall not be used to the prejudice of employee, appointed on permanent basis. The person appointed on a permanent basis shall be given the benefit of the entire service rendered by him with effect from the date of initial appointment (temporary/contract/ad-hoc) notwithstanding the artificial break / breaks in service.
  - (v) The incumbent was drawing total gross emoluments not less than the monthly gross salary at the initial stage of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and
  - (vi) At the time of selection, the negotiated terms and conditions clearly mention the period of experience, nature of experience and same has been consented by the employer.
- g) No distinction should be made with reference to the nature of the management (Private /Local Body/ Government) of the institution where previous services were rendered while counting past services under this clause.

27. Equivalence of Experience of Diploma Level Institutions and Degree Level Institutions

Experience at Diploma Level Polytechnic shall be considered equivalent to experience in the degree level institutions at appropriate level, as applicable provided, scale of pay, qualifications, experience and research contribution are same for the post under consideration as per the present notification.

## 28. Cadre Structure

### a. Minimum Cadre Ratio

- (i) The minimum 1 : 2 : 6 of cadre ratio be maintained for Professor : Associate Professor: Assistant Professor respectively.
- (ii) Minimum number of faculty requirements for an approved institute shall be calculated on the basis of faculty : student ratio prescribed by AICTE.
- (iii) Faculty: student ratio would be applicable as per the approval process handbook published by AICTE from time to time.
- (iv) For the purposes of this cadre ratio, Assistant Professor, Assistant Professor (Senior Scale), Assistant Professor (Selection Grade) shall be grouped together and be termed as Assistant Professors.
- (v) Similarly, Professors and Senior Professors will be grouped together and be termed as Professors.
- (vi) Principal / Director shall be outside the purview of cadre ratio.

### b. Flexible Cadre Structure

While promoting the incumbent, flexible cadre structure be followed as below:

- (i) Incumbent faculty members be upgraded to higher positions, after being eligible, through a process of promotion to be held annually, irrespective of availability of vacancy in that cadre.
- (ii) The incumbent so upgraded to a higher position shall be re-designated as Assistant Professor (Senior Scale) / Assistant Professors (Selection Grade) / Associate Professor / Professor as the case may be.
- (iii) With this cadre structure, more faculty members may become Professors / Associate Professors at some point of time as a result of which, cadre ratio as an example may become skewed such as 9:0:0 or 8:1:0 or 5:1:3 etc. but in any case it should not be 0:0:9 or 0:1:8 or 0:2:7.
- (iv) The total numbers of minimum faculty positions remain the same as calculated from faculty : student ratio, though the cadre ratio is improving with these promotions.
- (v) The lower post can be treated vacant once the incumbent moves on higher post through promotions or through direct selection by keeping total sanctioned posts of all cadres put together as fixed.
- (vi) This vacant post will be filled by suitable eligible incumbent possessing required qualifications.
- (vii) If a suitable candidate is not available, the post shall be filled by open selection.

- (viii) The open selection / promotion shall be made by a committee constituted as per norms published in this gazette.
- (ix) The candidate shall be promoted from lower cadre to higher cadre as and when they complete eligibility criteria for the higher cadre, irrespective of availability of post in that cadre.
- c. Inter-se seniority between the directly recruited teachers and promoted

The inter-se seniority of a directly recruited teacher shall be determined with reference to the date of joining and for the teachers promoted with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the respective Central / State Government/ UT Government shall apply for all other matters of seniority. Similar issues of seniority between directly selected and under CAS in the past, if any, be fixed on the same basis. The seniority list thus prepared be posted on the institute website.

d. Position of Principal / Director

- (i) Principal / Director of AICTE approved institution has to be a full time faculty selected in accordance with the State Government rules.
- (ii) Principal / Director of AICTE approved institution shall continue to be as per seniority as per norms hitherto be followed.

29. Mandatory Teacher Trainings

- (i) Every teacher appointed / promoted to any position here onwards with effect from 1.3.2019 i.e. the publication of AICTE gazette shall have to mandatorily undergo 8 online modules of MOOCs in SWAYAM as per the AICTE teacher training policy preferably within first year of service.
- (ii) No newly appointed faculty member shall be completing the probation without getting the certification of completion of these 8 modules. The teacher training policy document may be downloaded from AICTE website.
- (iii) The requirement of completing these modules as envisioned in AICTE gazette dated 1.3.2019 is applicable to all the incumbent teachers also while applying for promotion / selection to next higher cadre only once in the career.
- (iv) Those who are eligible for promotions after the date of publication of AICTE gazette dated 1.3.2019 shall have to meet the necessary conditions such as additional qualification, undergoing industrial

training, pedagogical training, faculty induction program, publishing research papers etc. However, these requirements shall be permitted to be fulfilled till 31st July, 2022 so as to enable faculty members in equipping them for requisite mandatory requirements of this gazette to avail the benefit of promotion retrospectively from the date of eligibility.

30. **Minimum Qualification for Recruitments**  
Minimum Qualification, experience, research contribution, feedback and requisite training requirements for different levels for direct recruitment and promotions for the faculty members are as follows:-
31. **Minimum Qualifications for direct recruitment as an Assistant Professor (Level – 10, Entry Pay 57700/-)**
  - (a) **Engineering / Technology**  
B.E. / B. Tech. / B. S. and M. E. / M. Tech. / M. S. or Integrated M.Tech. in relevant branch with first class or equivalent in any one of the degrees.
  - (b) **Management**  
Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C.A. / ICWA/ M. Com. with First Class or equivalent and two years of professional experience after acquiring the degree of Master's degree.
  - (c) **Pharmacy**  
B. Pharm. and M. Pharm. in the relevant specialization with First Class or equivalent in any one of the two degrees.
  - (d) **MCA**  
B.E. / B.Tech. / B.S. and M.E. / M.Tech. / M.S. or Integrated M.Tech. in relevant branch with First Class or equivalent in any one of the degrees.

OR

B.E., B.Tech. and MCA with First Class or equivalent in any one of the two degrees.

OR

Graduation of three years' duration with Mathematics as a compulsory subject and MCA with First Class or equivalent with 2 years of relevant experience after acquiring degree of MCA.

## (e) Hotel Management and Catering Technology

Minimum 4 years Bachelor's Degree in HMCT and Master's Degree in HMCT or in relevant disciplines with First Class or equivalent in any one of the two degrees.

OR

Minimum 4 years Bachelor's Degree in HMCT with First Class or equivalent and minimum of 5 years of relevant experience at a managerial level not less than Assistant Manager in a 4 - star Hotel or in a similar position in the hospitality industry / tourism industry.

## (f) Architecture

B. Arch. and M. Arch. or equivalent Master's degree in an allied field with First Class in any one of the two degrees, and minimum 2 years experience in the Architecture profession.

OR

B. Arch. with First class or equivalent and minimum of 5 years' experience in the Architecture profession.

## (g) Town Planning

Bachelor's degree in Architecture / Planning / Civil Engineering or Master's degree in Geography / Economics / Sociology or equivalent AND Master of Planning or equivalent with First class or equivalent in either in Master of Planning or any above degrees with 2 years of relevant experience.

## (h) Design

Bachelor's Degree or minimum 4 year Diploma in any one of the streams of Design, Fine Arts, Applied Arts and Architecture or Bachelor's degree in Engineering with First class or equivalent

AND

Master's degree or equivalent Post Graduate Diploma in relevant disciplines with First Class or equivalent in a concerned / relevant

/allied subject of Industrial Design / Visual Communication / Fine Arts

/ Applied Arts / Architecture / Interaction Design / New Media Studies / Design Management / Ergonomics / Human Factors Engineering / Indian Craft Studies and related fields of Engineering or Design.

AND

Minimum 2 years of professional design experience in Industry / research organization / Design studios.



## (i) Fine Arts

Bachelor's and Master's degree in the relevant branch with First Class or equivalent in any one of the two degrees and minimum 2 years of relevant professional experience.

## (j) Qualifications for Faculties in Science and Humanities:

The qualifications for recruitment and promotions for faculty in the disciplines of Basic Sciences, Social Science and Humanities shall be as per the UGC Notification No. F.1-2/2017(EC/PS) Dated 18th July, 2018 and UGC guidelines issued from time to time.

Note: Candidates who have done Ph.D. after the Bachelor's Degree from institution of National importance with GATE/ GPAT/ CEED shall be eligible for the post of Assistant Professor.

## 32. Minimum Qualification Norms for Direct Recruitments / Promotions for Stage –II to Stage –VI

## (a) Qualification for Assistant Professor (Senior Scale, Level – 11, Entry Pay 68900/-) For Promotion of Incumbents

## a. Qualifications prescribed for the post of Assistant Professor

AND

## b. Should have completed minimum training requirements as per Annexure - III.

AND

## c. Should have satisfied any one of the below mentioned set of requirements.

| Set No. | Additional Qualification | To have acquired in the cadre of Assistant Professor |   |                                      |
|---------|--------------------------|--|---|--------------------------------------|
|         |                          | Experience (Years)                                   | Research publications in SCI journals /UGC /AICTE approved list of journals | Avg. 360° feedback score (out of 10) |
| 1       | -                        | 4  | 2   | 8 to 10                              |
| 2       | -                        | 5  | 1   | 8 to 10                              |
| 3       | -                        | 5  | 2   | 5 to < 8                             |

- (b) Qualifications for Assistant Professor (Selection Grade, Level – 12, Entry Pay 79800/-)

For Promotion of Incumbents

- a. Qualifications as prescribed for the post of Assistant Professor (Senior Scale)

AND

- b. Should have completed minimum training requirements as per Annexure - III.

AND

- c. Should have satisfied any one of the below mentioned set of requirements.

| Set No. | To have acquired in the cadre of Assistant Professor (Senior Scale) |                    |  |  |
|---------|---|--------------------|--|--|
|         | Additional Qualification  | Experience (Years) | Research publications in SCI journals /UGC / AICTE approved list of journals | Avg. 360 <sup>o</sup> feedback score (out of 10) |
| 1       | -   | 4                  | 1  | 8 to 10  |
| 2       | -   | 4                  | 2  | 5 to < 8   |

- (c) Qualifications for Associate Professor (Level 13A1, Entry Pay – 131400/-)

- i. For Direct Recruitment

- a. Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch

AND

- b. At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals.

AND

- c. Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

Note: In case of HMCT, 8 years of industry experience at a managerial level not below the position of Head of Department handling a team of 20 persons or more in a 4 star hotel or above category or in a similar position in the hospitality industry / tourism industry.

ii For Promotion of Incumbents

- a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- b. Should have completed minimum training requirements as per Annexure – III.

AND

- c. Should have satisfied any one of the below mentioned set of requirements.

| Set No. | To have acquired in the cadre of Assistant Professor (Selection Grade). |   |  |
|---------|---|---|--|
|         | Experience (Years)  | Research publications in SCI journals UGC AICTE approved list of journals | Avg. 360 <sup>o</sup> feedback score (out of 10) |
| 1       | 3   | 2   | 5 to < 8   |
| 2       | 3   | 1   | 8 to 10  |

(d) Qualifications for Professor (Level – 14, Entry Pay 144200/-)

(i) Direct Recruitment

- a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- b. Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

AND

- c. At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co- supervisor till the date of eligibility of promotion.

OR

At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion.

## (ii) For Promotion of the Incumbents

- a. Ph. D. degree in relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- b. Should have satisfied any one of the below mentioned set of requirements.

| Set No. | Ph.D. guided | Total Experience (Years) | To have acquired in the cadre of Associate Professor. |   |                                      |
|---------|--------------|--------------------------|---|---|--------------------------------------|
|         |              |                          | Experience (Years)                                    | Research publications in SCI journals / UGC / AICTE approved list of journals | Avg. 360° feedback score (out of 10) |
| 1       | 1            | 15                       | 3   | 6   | 8 to 10                              |
| 2       | 2            | 15                       | 3   | 6   | 5 to < 8                             |
| 3       | -            | 16                       | 3   | 4   | 8 to 10                              |

Note: 360° Feedback

- The feedback obtained every year, till the date of eligibility of next stage, shall be taken as an average of all the preceding years added together required for promotions.
  - In case the candidate fails to achieve the maximum feedback score, the subsequent year's may be taken into consideration while dropping the lowest feedback score in any one of the year.
- (e) Qualifications for Promotion to Senior Professor (Level –15, Entry Pay 182200/-)

- a. Ph. D. degree in the relevant field

AND

- b. Minimum ten years of experience in the cadre of Professor

AND

- c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have at least 2 successful Ph.D. guided as Supervisor / Co-Supervisor as a Professor.

OR

- c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided academic leadership as institution head at least for 3 years at the level of Professor.

OR

- c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided educational leadership at state / national level at least for 3 years at the level of Professor.

AND

- d. At least one patent awarded

OR

- d. Development of one MOOC course applicable at national platform

Notes:

1. The selection of Senior Professor shall also be based on academic achievements, favourable review of academic, research and administrative work from three eminent subject experts not below the post of Senior Professor or a Professor of at least ten years of experience.
  2. The selection shall be based on ten best publications and award of Ph. D. degrees to at least two candidates under his / her supervision during the last 10 years and interaction with the Selection Committee constituted as per this regulation.
- (f) Qualifications for Direct Recruitment of Principal / Director (Level – 14, Entry Pay 144200/- with the special allowance of Rs. 6750/- per month)
- a. Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch
  - b. At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI journals / UGC / AICTE approved list of journals.
  - c. Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor.

## Notes:

1. This position shall be of contractual in nature for 5 years and can be extended for one more term depending upon the performance.
  2. Performance assessment shall be carried out through a committee appointed by the affiliating university.
  3. After completing the final term, the incumbent shall join back his / her parent organization in the previous designation from where he / she has proceeded with the designation as Professor / Senior Professor as the case may be.
33. Minimum Qualifications for Direct Recruitment and promotion of other staff
34. Workshop Superintendent

Initial recruitment of Workshop Superintendent shall be at par with Assistant Professor with the qualification as prescribed for the Assistant Professor in Mechanical/ Production Engineering.

Upward movement and designations shall be as per stage I to stage V of the present notification indicated in Table 3.

Table 3: Stages of Promotion and Designations for Workshop Superintendent

| Stage                | Designation                               |
|----------------------|---|
| Entry Level, Stage-I | Workshop Superintendent                   |
| Stage-II             | Workshop Superintendent (Senior Scale)    |
| Stage-III            | Workshop Superintendent (Selection Grade) |
| Stage-IV             | Associate Professor (Workshop)            |
| Stage-V              | Professor (Workshop)                      |

35. Qualifications for Training and Placement Officer
- a. Qualifications, service conditions and Pay scales of Training and Placement Officer shall be same as Professor in Engineering & Technology or concerned Technical Program.
  - b. One of the Professors in the Institute shall be entrusted with additional responsibility of Training and Placement Officer on rotation basis.
  - c. If Professor is not available, Associate Professor / Assistant Professor may be identified for this post.

36. Minimum Qualifications for direct recruitment of Assistant Librarian (Level – 10, Entry Pay 57700/-)

- a. Master's Degree in Library Science/Information Science/ Documentation Science or an Equivalent Professional Degree with at least First Class or equivalent and a consistently good academic record with knowledge of computerization of library.
- b. Qualifying in the National Level Test conducted for the purpose by UGC or other equivalent test as approved by the UGC.

37. Minimum Qualifications for direct recruitment of Assistant Director-Physical Education (Level – 10, Entry Pay 57700/-)

- a. Master's Degree in Physical Education or Master's Degree in Sports Science or equivalent degree with at least First Class or its equivalent with good academic record from a recognized University/ Institute.
- b. Record of having represented the University / College at the inter- University / Inter-collegiate competitions or the state and / or national championships;
- c. Qualifying in the National-Level Test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations.
- d. Record of strong involvement and proven track record of participation in sports, drama, music, films, painting, photography, journalism event management or other student / event management activities during college / University studies.
- e. Record of organizing such events as student's convener or in later part of life.

38. Methodology of Promotion for Assistant Librarians and Assistant Director-Physical Education

The qualifications for promotions for Assistant Librarians and Assistant Director-Physical Education shall be as per the UGC Notification No. F.1-2/2017(EC/PS) Dated 18th July, 2018.

39. Additional Requirements

a. Research Publications

In order to ensure quality of publications for promotions, a minimum standard would be ensured through the following.

- i. For the purpose of promotions, candidates must have published research papers in SCI journals OR UGC approved Journals OR AICTE approved list of journals OR jointly approved by AICTE with respective councils / institute such as Council of Architecture / Pharmacy Council of India / Institute of Town Planners, India.

- ii. In case of HMCT, 1 live case study or 1 live industry project as research / consultancy having credential of very high standing would be recognized as equivalent to 1 publication.
- iii. In case of Design, Architecture and Town Planning, 1 live case study, 1 live industry project as research / consultancy or 1 exceptional design having credential of very high standing / obtained high level recognition would be recognized as equivalent to 1 publication.

b. Equivalence for Ph.D.

Equivalence for PhD is based on publication of 5 International Journal papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the authors' area of specialization. Alternatively, the person should have obtained at least two patents or contributed to the increased productivity in the place of work recognized at state or national level or elected as a Fellow of any of the national academies. However, the procedure of providing equivalence shall be devised by concerned affiliating university.

40. Eligibility of direct Ph.D. after B.E./ B.Tech  
The qualification of Ph.D acquired for the various level of posts directly after B.E/ B.Tech. is applicable in Technical Institutions, provided degree of Ph. D awarded is in relevant discipline by a recognised University following the process of registration, course work and evaluation etc. as prescribed by UGC or has been awarded by the Institutes of national importance (i.e. IITs/IISc/ NITs etc.), duly recognized by the MHRD. Further, candidate should have obtained at least first class at Bachelor's level in Engineering / Technology.
41. Class / Division  
If a class / division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class / division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below.

| Grade Point | Equivalent Percentage |
|-------------|-----------------------|
| 6.25        | 55 %                  |
| 6.75        | 60 %                  |
| 7.25        | 65 %                  |
| 7.75        | 70 %                  |
| 8.25        | 75 %                  |



a. Nomenclature of relevant degrees

The qualifications for various faculty posts specify that the degree shall be in the appropriate / relevant branch of specialization. Many IITs, NITs, Central Universities start interdisciplinary programs of new nomenclatures. In view of the increasing importance of interdisciplinary nature of engineering, the inter-disciplinary courses for both UG and PG specializations may be considered. The selection committee may take a final decision in this regard depending on the requirement of the program of study and institution. AICTE has already clarified this issue vide Government of India Gazette F.No.27/RIFD/ Pay/01/2017-18 dated 28.04.2017. If any specialization is not available in the AICTE basket, the Board / University shall decide the equivalence based on the curriculum of the program. Hence, incumbent faculty recruited in the past based on their qualifications / specializations acquired will continue to be eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfillment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.

- b. Incumbent faculty Members with previous qualifications  
Existing incumbents recruited as a  
Faculty with the basic minimum qualifications  
such as M.Sc. (Mathematics), M.Sc. (Biotechnology),  
M.Sc. (Electronics), M.Sc. (Computer Science & allied  
subjects), M.Sc. (Physics), M.Sc. (Chemistry),  
MCA, PGDM, AMIE / M.Com and any other similar  
qualifications which were considered eligible at the time  
of recruitment or taken admission in such courses  
before publication of the AICTE Gazette dated 13th  
March 2010 are to be considered as eligible for  
promotion as well as direct recruitment in the same or  
other institutions, subject to fulfilment of other  
eligibility criteria and higher qualifications as  
prescribed, if any, for various teaching posts.

c. Faculty Members on deputation

Any Faculty Member on deputation to some Government Organization / Autonomous Bodies such as DTE / AICTE / UGC / MHRD / DST etc. on academic / administrative positions shall be deemed to have experience of academics and academic administration and be exempted from the requirement of FDP, Industrial Training and 360° feedback. If the faculty has secured at least Very Good rating, it shall be considered equivalent to 8 points on a 10 point scale of 360° feedback in reference to this notification for the period of deputation.

4. The Director of Technical Education and the Registrar, Anna University are directed to issue necessary instructions to all the Drawing and Disbursing Officers under their control to fix the pay of the teachers and equivalent cadres in the revised scales of pay and make payment in the manner as ordered above and based on the options exercised by the individuals in writing in the form as given in the Annexure V within three months from the date of issue of order.

5. The Director of Technical Education and the Registrar, Anna University are also directed to issue necessary instruction to all the Drawing and Disbursing Officers under their control to obtain an undertaking from every beneficiary under this Scheme to the effect that any excess payment made on account of incorrect fixation of pay in the revised Pay Level or grant of inappropriate Pay Level and Pay Cells or any other excess payment made shall be adjusted against the future payments due or otherwise to the beneficiary. A specimen form of undertaking in this regard is at Annexure-VI to this order.

6. The Government will take the financial liabilities only for the approved posts and not for the posts created from University funds.

7. The expenditure shall be debited to the appropriate heads of accounts.

8. This order issues with the concurrence of Finance Department vide its  
U.O. No.02/DS (AR)/Edn – I/2020, dated 13.01.2020. .

(BY ORDER OF THE GOVERNOR)

MANGAT RAM SHARMA  
PRINCIPAL SECRETARY TO GOVERNMENT

To

The Director of Technical Education, Chennai –  
25. The Registrar, Anna University, Chennai-25,  
The Registrar, Annamalai University,  
Chidambaram. The Director of Legal Studies,  
Chennai – 35.

The Director of Treasuries and Accounts, Chennai –  
15. The Director of Local Fund Audit, Chennai –  
35.

The Principals of all Engineering Colleges  
(Government / Government Aided) in Tamil  
Nadu through the Director of Technical  
Education.

The Accountant General (A&E)., Chennai – 18.  
The Principal Accountant General (Audit. I), Chennai –  
18. The Accountant General (Audit II), Chennai – 18.  
The Accountant General (CAB), Chennai – 9 /  
Madurai. The Director of Pension, DMS Complex,  
Chennai – 6. The Pension Pay Officer, Chennai – 6.

The Secretary, Ministry of Human Resources Development, Department of Education,  
Government of India, New Delhi

The Secretary, All India Council for Technical Education, New Delhi.

The Chairman,

All India Council for Technical Education, Southern Regional Committee, Chennai.

The Pay and Accounts Officer, Secretariat, Chennai – 9.

The Pay and Accounts Officer, (North/South/East), Chennai – 1/35/5.

The Pay and Accounts Officer, Madurai – 625 001.

All Treasury Officers in Tamilnadu

All Recognised Service Associations

Copy to

The Principal Secretary II to Chief Minister, Chennai – 9.

The Principal Secretary to Deputy Chief Minister, Chennai – 9.

The Senior Personal Assistant to Minister, Finance, Chennai – 9.

The Special Personal Assistant to Minister, Higher Education, Chennai – 9.

All Sections in Higher Education Department.

The Senior Research Officer, Pay Research Unit, Ministry of Finance  
(Department of Expenditure) Room No.261, North Block, New Delhi.

The Private Secretary to Additional Chief Secretary to Government,  
Finance Department, Chennai – 9.

The Personal Assistant to Principal Secretary to Government,  
Higher Education Department, Chennai – 9.

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// Forwarded / By Order //

*J. S. S. S. S.*  
Section Officer. 14/1/20

## Annexure-I

## Pay Matrix Table for Degree Level Technical Institutions

| (All figures are in Rupees) |       |                     |        |        |                     |           |                  |
|-----------------------------|-------|---------------------|--------|--------|---------------------|-----------|------------------|
| Pay Band in VI CPC          |       | 15600 – 39100       |        |        | 37400 - 67000       |           | 67000-79000      |
| Cadre Title                 |       | Assistant Professor |        |        | Associate Professor | Professor | Senior Professor |
| Grade Pay in VI CPC         |       | 6000                | 7000   | 8000   | 9000                | 10000     | 0                |
| Index of Rationalisation    |       | 2.67                | 2.67   | 2.67   | 2.67                | 2.72      | 2.72             |
| Entry Pay                   |       | 21600               | 25790  | 29900  | 49200               | 53000     | 67000            |
| Cell No.                    | Level | 10                  | 11     | 12     | 13A1                | 14        | 15               |
| 1                           |       | 57700               | 68900  | 79800  | 131400              | 144200    | 182200           |
| 2                           |       | 59400               | 71000  | 82200  | 135300              | 148500    | 187700           |
| 3                           |       | 61200               | 73100  | 84700  | 139400              | 153000    | 193300           |
| 4                           |       | 63000               | 75300  | 87200  | 143600              | 157600    | 199100           |
| 5                           |       | 64900               | 77600  | 89800  | 147900              | 162300    | 205100           |
| 6                           |       | 66800               | 79900  | 92500  | 152300              | 167200    | 211300           |
| 7                           |       | 68800               | 82300  | 95300  | 156900              | 172200    | 217600           |
| 8                           |       | 70900               | 84800  | 98200  | 161600              | 177400    | 224100           |
| 9                           |       | 73000               | 87300  | 101100 | 166400              | 182700    |                  |
| 10                          |       | 75200               | 89900  | 104100 | 171400              | 188200    |                  |
| 11                          |       | 77500               | 92600  | 107200 | 176500              | 193800    |                  |
| 12                          |       | 79800               | 95400  | 110400 | 181800              | 199600    |                  |
| 13                          |       | 82200               | 98300  | 113700 | 187300              | 205600    |                  |
| 14                          |       | 84700               | 101200 | 117100 | 192900              | 211800    |                  |
| 15                          |       | 87200               | 104200 | 120600 | 198700              | 218200    |                  |
| 16                          |       | 89800               | 107300 | 124200 | 204700              |           |                  |
| 17                          |       | 92500               | 110500 | 127900 | 210800              |           |                  |

|    |        |        |        |        |  |  |
|----|--------|--------|--------|--------|--|--|
| 18 | 95300  | 113800 | 131700 | 217100 |  |  |
| 19 | 98200  | 117200 | 135700 |        |  |  |
| 20 | 101100 | 120700 | 139800 |        |  |  |
| 21 | 104100 | 124300 | 144000 |        |  |  |
| 22 | 107200 | 128000 | 148300 |        |  |  |
| 23 | 110400 | 131800 | 152700 |        |  |  |
| 24 | 113700 | 135800 | 157300 |        |  |  |
| 25 | 117100 | 139900 | 162000 |        |  |  |
| 26 | 120600 | 144100 | 166900 |        |  |  |
| 27 | 124200 | 148400 | 171900 |        |  |  |
| 28 | 127900 | 152900 | 177100 |        |  |  |
| 29 | 131700 | 157500 | 182400 |        |  |  |
| 30 | 135700 | 162200 | 187900 |        |  |  |
| 31 | 139800 | 167100 | 193500 |        |  |  |
| 32 | 144000 | 172100 | 199300 |        |  |  |
| 33 | 148300 | 177300 | 205300 |        |  |  |
| 34 | 152700 | 182600 | 211500 |        |  |  |
| 35 | 157300 | 188100 |        |        |  |  |
| 36 | 162000 | 193700 |        |        |  |  |
| 37 | 166900 | 199500 |        |        |  |  |
| 38 | 171900 | 205500 |        |        |  |  |
| 39 | 177100 |        |        |        |  |  |
| 40 | 182400 |        |        |        |  |  |

**Note:** The end-points of any column do not signify the end points of the pay received at that level. As was the case in the earlier provision of traditional pay scales, the last point does not represent the maximum pay of that level for calculation purposes. The end-points of the column should not be treated as the maximum and minimum of a pay scale to calculate the average pay for any level.

MANGAT RAM SHARMA  
PRINCIPAL SECRETARY TO GOVERNMENT

// True copy //

*Dr. Arjun*  
Section Officer. 14/1/20

## Annexure –II

## Constitution of Screening cum Evaluation / Selection Committee

The AICTE has evolved following guidelines on:

- (a) Constitution of Selection Committees for selection of Assistant Professor, Associate Professor, Professor for direct recruitment and for promotions.
- (b) Specified selection procedures for direct recruitment and promotions for Teachers in Universities and Colleges.

Selection Proceedings:

All the selection procedures of the selection committee shall be completed immediately after the selection committee meeting itself, wherein, minutes are recorded along with the scoring Proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates / Panel of names in order of merit, duly signed by all members of the selection committee.

Selection Committee Composition for Assistant Professor, Associate Professor and Professor both for Direct Recruitment and Promotion:

I. For University Faculty Members:

- (a) The Selection Committee for the post of Assistant Professor in the University shall have the following composition:
  - (i) The Vice Chancellor or Acting Vice-Chancellor to be the Chairperson of the Selection Committee.
  - (ii) Three experts in the concerned subject nominated by the Vice Chancellor or Acting Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
  - (iii) Dean of the concerned Faculty, wherever applicable.
  - (iv) Head / Chairperson of the Department/School
  - (v) An academican nominated by the Visitor / Chancellor, wherever applicable.
  - (vi) A nominee from Government.
  - (vii) An academican representing SC / ST / OBC / Minority / Women / Differently-abled categories to be nominated by the Vice Chancellor or Acting Vice-Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee does not belong to that category.
- (b) To constitute the quorum for the meeting, five minimum members out of which at least two must be from the total three subject-experts.

## II. For Faculty Members in Technical Institutions:

- (a) The Selection Committee for the post of Assistant Professor /Associate Professor and Professor in Colleges, including Private Colleges shall have the following composition:
  - (i) Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
  - (ii) The Principal/ Director of the College.
  - (iii) Head of the Department of the concerned subject in the College.
  - (iv) Two nominees of the Vice-Chancellor or Acting Vice Chancellor of the affiliating university of whom one should be a subject-expert. In case of colleges notified / declared as a minority educational institution, two nominees of the Chairperson of the college from out of a panel of five names, preferably from the minority communities, recommended by the Vice-Chancellor or Acting Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject-expert.
  - (v) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the College out of a panel of five names recommended by the Vice Chancellor or Acting Vice Chancellor from the list of subject experts approved by the relevant statutory body of the University concerned.
  - (vi) An academicians representing SC / ST / OBC / Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor or Acting Vice Chancellor, if any of the above members of the selection committee does not belong to that category.
- (b) To constitute the quorum for the meeting, five of which at least two must be from out of the three subject experts shall be present.
- (c) For all levels of teaching positions for Government / Government Aided Colleges / Government Autonomous Colleges, the State Public Services Commission / Teacher Recruitment Boards wherever applicable must invite three subject experts, for which the concerned University be involved in the selection process, by respective appointing authority. The states, where selection in autonomous institutes have been authorized to respective Board of Governors, shall continue but constitution of committee shall be same as directed by AICTE.

### III. Senior Professor

- (a) The Selection Committee for the post of Senior Professor shall consist of the following persons:
  - (i) Vice Chancellor who shall be the Chairperson of the Committee.
  - (ii) An academician not below the rank of Senior Professor/Professor with minimum ten years experience who is the nominee of the Visitor/Chancellor, wherever applicable.
  - (iii) Three experts not below the rank of a Senior Professor/Professor with a minimum of ten years' experience in the subject/field concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university.
  - (iv) Dean (not below the rank of Senior Professor/Professor with minimum ten years experience) of the faculty, wherever applicable.
  - (v) Head/Chairperson (not below the rank of Senior Professor/Professor with minimum ten years experience) or Senior-most Professor (not below the rank of Senior Professor/Professor, with a minimum of ten years' experience) of the Department/School, in case Head/Chairperson does not fulfil the above requirement, if any.
  - (vi) An academician (not below the rank of a Senior Professor/Professor with minimum ten years experience) representing SC/ST/OBC/Minority / Women / Differently-abled categories, if any of candidates representing these categories as the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
- (b) Four members, including two outside subject experts, shall constitute the quorum.

### IV. Technical Institution Principal / Director

- (a) The Selection Committee for the post of College Principal shall have the following composition:
  - i) Chairperson of the Governing Body as Chairperson.
  - ii) Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
  - iii) One nominee of the Vice-Chancellor who shall be an expert in Management of Higher Education.



- iv) Three experts consisting of the Principal/ Director of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the College) out of a panel of six experts approved by the relevant statutory body of the affiliating University concerned.
  - v) An academican representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor of the affiliating University.
- (b) To constitute the quorum for the meeting, five of which at least two must be from out of the three subject-experts shall be present.

MANGAT RAM SHARMA  
PRINCIPAL SECRETARY TO GOVERNMENT

// True copy //

  
Section Officer. 14/11/20

## Annexure-III

Training Requirements for Promotions of Teachers from all the Disciplines  
For Assistant Professor (Senior Scale): Completion of following training requirements at the level of Assistant Professor.

---

Two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

---

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training.

For Assistant Professor (Selection Grade): Completion of following training requirements at the level of Assistant Professor (Senior Scale)

---



---

Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

---

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training



**For Associate Professor:** Completion of following training requirements at the level of Assistant Professor (Selection Grade)

---

Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

---

AND

Completed minimum two weeks of relevant Industrial Training/Professional Training.

MANGAT RAM SHARMA  
PRINCIPAL SECRETARY TO GOVERNMENT

// True copy //

*Shri. Mangat Ram Sharma*  
Section Officer. 14/1/20

## Annexure – IV

CALCULATION OF 360<sup>0</sup> FEEDBACK SCORE

The 360 Degree Score shall be determined on the basis of following parameters.

- a. Teaching Process (Maximum Point 25)
- b. Students' Feedback (Maximum Point 25)
- c. Departmental Activities (Maximum Point 20)
- d. Institute Activity (Maximum Point 10)
- e. ACR (Maximum Point 10)
- f. Contribution to Society (Maximum Point 10)

The candidate shall submit calculation sheet for each academic year to be considered and a summary sheet exhibiting his score on a 10 point scale

- a. Teaching - Process (Maximum Points 25)

The calculation shall be presented in a table as presented in this Annexure. The table will have the details of courses taught in the academic year in consideration, like Semester, course Code / Name, No. of scheduled classes, actually held classes. The total shall be reduced on 25 point scale.

- b. Students' Feedback (Maximum Points 25)

The candidate shall submit average score for each course taught during academic year under consideration on a scale of 25. The average of total of all such score shall be used.

- c. Departmental Activities (Maximum Points 20)

This section summarizes all the responsibilities assigned by Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, Time Table I/C, NBA - AICTE work, sponsored projects, departmental newsletter etc. The candidate will earn 3 points per semester for each activity up to a maximum of 20.

- d. Institute Activity (Maximum Points 10)

This section summaries all the responsibilities assigned by Head of the institute to the candidate during academic year under consideration through a proper office order. This may include responsibilities like Head of Department, Coordinator, Warden, Training and Placement officer, Estate Officer etc. The candidate will earn 5 points per semester for each activity up to a maximum of 10.

## e. ACR (Maximum points 10)

ACR maintained at institute level shall have 10 points based on grading.

## f. Contribution to Society (Maximum Points 10)

The candidate involved in different initiatives by AICTE. The candidate will earn 5 points per semester for each activity. The claim should be supported by an office order/ official communication from Head of Institute.

The grand total of points for all academic years shall be converted to a 10 points scale.

Note: The activities mentioned in above criterion are indicative. Principal / Director / HoD may add or remove some of the activities at department and institute level as per the requirements of the institute. Weightage of 10 Marks may be given for ACRs maintained at institute level out of 20 Marks as per following grading.

## Calculation of Credit Points

(Sample Calculations Page-1)

|                  |  |
|------------------|--|
| Name             |  |
| Present Position |  |
| Academic Year    |  |
| Teaching Process |  |

## A. Teaching Process (Max Point 25)

| S. No. | Semester   | Course Code / Name | No. of Scheduled Classes | No. of actually held classes | Points earned | Enclosure No. |
|--------|------------|--------------------|--------------------------|------------------------------|---------------|---------------|
| 1      | 1/ 2018-19 | CET-100            | 42                       | 39                           |               |               |
| 2      | 1/ 2018-19 | CET-200            | 39                       | 38                           |               |               |
| 3      | 2/ 2018-19 | MED-100            | 41                       | 39                           |               |               |
| 4      | 2/ 2018-19 | BSE-100            | 42                       | 41                           |               |               |
|        |            | Total              | 164                      | 157                          | 23.93         |               |

## B. Students' feedback (Max Point 25)

| S. No. | Semester   | Course Code/ Name | Average Student feedback on the scale of 25 | Enclosure No. |
|--------|------------|-------------------|---|---------------|
| 1      | 1/ 2018-19 | CET-100           | 22.3  |               |
| 2      | 1/ 2018-19 | CET-200           | 21.8  |               |
| 3      | 2/ 2018-19 | MED-100           | 19.6  |               |
| 4      | 2/ 2018-19 | BSE-100           | 22.8  |               |
|        |            | Total             | 86.5  |               |

## C. Departmental Activities (Max credit 20)

| S. No. | Semester   | Activity      | Credit Point | Criteria          | Enclosure No. |
|--------|------------|---------------|--------------|-------------------|---------------|
| 1      | 1/ 2018-19 | Lab I/C       | 3            | 3 Point/ semester |               |
| 2      | 1/ 2018-19 | Consultancy   | 3            | 3 Point/ semester |               |
| 3      | 1/ 2018-19 | Timetable I/C | 3            | 3 Point/ semester |               |
| 4      | 2/ 2018-19 | Timetable I/C | 3            | 3 Point/ semester |               |
| 5      | 2/ 2018-19 | NBA work      | 3            | 3 Point/ event    |               |
| 6      | 2/ 2018-19 | Lab I/C       | 3            | 3 Point/ event    |               |
| 7      | 2/ 2018-19 | Consultancy   | 3            | 3 Point/ semester |               |
|        |            | Total         | 21           |                   |               |

### Calculation of Credit Points

(Sample Calculations Page-2)

#### D. Institute Activities (Max Credit 10)

| S. No | Semester   | Activity                                   | Credit Point | Criteria  | Enclosure No. |
|-------|------------|--|--------------|---|---------------|
| 1     | 1/ 2018-19 | HoD /Dean                                  | 4            | 4 Point/semester  |               |
| 2     | 2/ 2018-19 | Coordinator appointed by Head of Institute | 2            | 2 Point/semester  |               |
| 3     | 2/ 2018-19 | Organized Conference                       | 2            | 2 Point/event   |               |
| 4     | 2/ 2018-19 | FDP/Conference                             | 2            | 1 point /event, to be divided between all co-coordinators |               |

#### E. ACR maintained at institute level (Max Credit 10)

| Extraordinary | Excellent | Very Good | Good | Satisfactory |
|---------------|-----------|-----------|------|--------------|
| 10            | 9         | 8         | 7    | 5            |

| S.No.   | Year    | Activity | Credit Point | Criteria      | Enclosure No. |
|---------|---------|----------|--------------|---------------|---------------|
| 1       | 2018-19 | ACR      | 10           | Extraordinary |               |
| 2       |         | ACR      | 8            | Very Good     |               |
| 3       |         | ACR      | 9            | Excellent     |               |
| 4       |         | ACR      | 10           | Extraordinary |               |
| Average |         |          | 37/4=9.25    |               |               |



## F. Contribution to Society (Max Credit 10)

| S. No. | Semester | Activity             | Credit Point | Criteria | Enclosure No. |
|--------|----------|----------------------|--------------|----------|---------------|
| 1      |          | Induction Program    | 5            |          |               |
| 2      |          | Unnat Bharat Abhiyan | 5            |          |               |
| 3      |          | Yoga Classes         | 5            |          |               |
| 4      |          | Blood Donation       | 5            |          |               |

Calculation of Credit Points  
(Blank Format)

|                   |  |
|-------------------|--|
| Name              |  |
| Present Position  |  |
| Academic Year     |  |
| Teaching- Process |  |

## A. Teaching Process (Max Points 25)

| S. No. | Semester | Course Code/ Name | No. of Scheduled Classes | No. of actually held classes | Point | Enclosure No. |
|--------|----------|-------------------|--------------------------|------------------------------|-------|---------------|
| 1      |          |                   |                          |                              |       |               |
| 2      |          |                   |                          |                              |       |               |

## B. Students' feedback (Max Points 25)

| S. No. | Semester | Course Code/ Name | Average Student feedback on the scale of 25 | Enclosure No. |
|--------|----------|-------------------|---|---------------|
| 1      |          |                   |   |               |
| 2      |          |                   |   |               |

## c. Departmental Activities (Max Points 20)

| S. No. | Semester | Activity | Credit Point | Criteria | Enclosure No. |
|--------|----------|----------|--------------|----------|---------------|
| 1      |          |          |              |          |               |
| 2      |          |          |              |          |               |

## d. Institute Activities (Max Points 10)

| S. No. | Semester | Activity | Credit Point | Criteria | Enclosure No. |
|--------|----------|----------|--------------|----------|---------------|
| 1      |          |          |              |          |               |
| 2      |          |          |              |          |               |

## E. ACR maintained at institute level (Maximum Points 10)

| S. No. | Year | Activity | Credit Point | Criteria | Enclosure No. |
|--------|------|----------|--------------|----------|---------------|
| 1      |      |          |              |          |               |
| 2      |      |          |              |          |               |

## F. Contribution to Society ( Maximum Points 10)

| S. No. | Semester | Activity | Credit Point | Criteria | Enclosure No. |
|--------|----------|----------|--------------|----------|---------------|
| 1      |          |          |              |          |               |
| 2      |          |          |              |          |               |

## Summary

| Summary                                    | Academic Year | Academic Year | Academic Year |
|--|---------------|---------------|---------------|
|  | 1             | 2             | 3             |
| A. Teaching Process (Max Points 25)        |               |               |               |
| B. Students' feedback (Max Points 25)      |               |               |               |
| C. Departmental Activities (Max Points 20) |               |               |               |
| D. Institute Activities (Max Points 10)    |               |               |               |
| E. ACR (Max Points 10)                     |               |               |               |
| F. Contribution to Society (Max Points 10) |               |               |               |
| Total (Max Points 100)                     |               |               |               |
| Total on 10 Point scale                    |               |               |               |

**STUDENT'S FEEDBACK FORM***(To be used by institutions)*

|                |  |                      |  |
|----------------|--|----------------------|--|
| Academic Year: |  | Name of the Faculty  |  |
| Course         |  | Semester             |  |
|                |  | Date of the feedback |  |

**For getting filled in through student**

| S. No. | Description  | Very Poor | Poor | Good | Very Good | Excellent |
|--------|--|-----------|------|------|-----------|-----------|
|        |  | (1)       | (2)  | (3)  | (4)       | (5)       |
| 1      | Has the Teacher covered entire Syllabus as prescribed by University/ College/ Board? |           |      |      |           |           |
| 2      | Has the Teacher covered relevant topics beyond syllabus                              |           |      |      |           |           |
| 3      | Effectiveness of Teacher in terms of:  |           |      |      |           |           |
|        | (a) Technical content/course content   |           |      |      |           |           |
|        | (b) Communication skills   |           |      |      |           |           |
|        | (c) Use of teaching aids   |           |      |      |           |           |
| 4      | Pace on which contents were covered  |           |      |      |           |           |
| 5      | Motivation and inspiration for students to learn                                     |           |      |      |           |           |
| 6      | Support for the development of Students' skill                                       |           |      |      |           |           |
|        | (i) Practical demonstration  |           |      |      |           |           |
|        | (ii) Hands on training   |           |      |      |           |           |
| 7      | Clarity of expectations of students  |           |      |      |           |           |
| 8      | Feedback provided on Students'   |           |      |      |           |           |
| 9      | Willingness to offer help and advice to students.                                    |           |      |      |           |           |
|        | <b>Total</b>   |           |      |      |           |           |

MANGAT RAM SHARMA  
PRINCIPAL SECRETARY TO GOVERNMENT

// True copy //

*Dr. Ajay Kumar*  
Section Officer. 14/1/20

**Annexure - V****FORM FOR EXERCISING OPTION TO COME OVER TO THE REVISED AICTE  
SCALES OF PAY**

I, ..... holding the post of ..... in the scale of pay of Rs. .... do hereby elect \* to come under the revised scale of pay before / after earning increment in the existing scale of pay with effect from 1<sup>ST</sup> January, 2016 / to retain the existing scale of pay and rate of dearness allowance for the period upto ..... and come under the revised scale with effect from .....

2. The option hereby exercised is final and will not be modified at any subsequent date.

3. I hereby also undertake that any excess payment that may be found to have been made as a result of incorrect fixation of pay or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the Government either by adjustment against future payments due to me or otherwise without insisting for any prior notice.

Dated: .....

Signature:

Signed before me

Signature  
(with date)

Head of the Office  
(in the case of Non-self drawing Officers)

Accounts Officer  
(in the case of Self drawing Officers)

Received the above declaration.

Dated : .....

Signature.

Assistant Accountant – General /  
Pay and Accounts Officer,  
Head of Office.

\* Strike out whichever is not applicable.

MANGAT RAM SHARMA  
PRINCIPAL SECRETARY TO GOVERNMENT

// True copy //

*M. S. Sharma*  
Section Officer. 14/1/16

Annexure – VIUNDERTAKING

I hereby undertake that any excess payment made that may be found to have been made as a result of incorrect fixation of pay in the revised scales or grant of inappropriate pay level or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the institute either by adjustment against future payments due to me or otherwise.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

MANGAT RAM SHARMA  
PRINCIPAL SECRETARY TO GOVERNMENT

// True copy //

  
Section Officer. 14/1/12

# Staff Quarters



## Staff Quarters





