

THE GREATER CHENNAI CORPORATION CLASS III & IV
SUBORDINATE SERVICES BYE-LAWS, 2009

PART – I

Preliminary – For Class III

I. SHORT TITLE

- a. The Bye-laws shall be called as The Greater Chennai Corporation Subordinate Services Bye-laws 2009.
- b. They shall come into force on the date specified by the Government.

II. DEFINITIONS : In these bye-laws unless there is anything repugnant in the subject or context –

- 1) **Act** means the Chennai City Municipal Corporation Act, 1919.
- 2) **Appointed to a Service** -- A person is said to be “appointed to a service” when in accordance with these bye-laws or in accordance with the bye-laws applicable at the time as the case may be, he discharges for the first time the duties of a post borne on the cadre of such service or commences the probation, instruction or training, if any, prescribed for members thereof.
- 3) **Approved Candidate** -- A person is said to be an “approved candidate” for a Corporation Service if his name appears in the authoritative list of candidates selected for appointment to any service or category.
- 4) **Approved Probationer** -- “Approved probationer” in a service, or category means a member of that service or category who has satisfactorily completed his probation.
- 5) **Backward Classes** —“Backward Classes” means the communities mentioned in Part-A to Schedule I to this Part; and such other communities included from time to time in Part-A Schedule I of Part I of the General Rules for the Tamil Nadu State and Subordinate Service Rules.

- 6) **Class III Service**—“Class III Service” shall include all persons holding posts in a service other than Class I, I-A, Class I-B Class II and Class IV under Chennai Municipal Corporation Services.
- 7) **“Commissioner”** means the Commissioner, Greater Chennai Corporation.
- 8) **“Council”** means the Council of the Greater Chennai Corporation.
- 9) **Discharge of a member of a service**—“Discharge of a member of a Service” means dispensing with his service for want of a vacancy by the appointing authority in the order of juniority.
- 10) **Duty** – A person is said to be “on duty as a member of Greater Chennai Corporation service”.
- a) When he is performing the duties of a post borne on the cadre of such service or he is undergoing the probation, instruction or training, if any, prescribed for such service;
 - b) When he is on joining time; or
 - c) When he is absent from duty during vacation or on authorized holidays or on casual leave taken in accordance with the instructions regulating such leave issued by the authority competent, having been on duty immediately before and immediately after such absence.”
- 11) **General Bye-laws** – “General Bye-laws” shall mean the bye-laws in part II of these by-laws.
- 12) **Member of Greater Chennai Corporation Subordinate Services** means a candidate who has been appointed to that service and who has not retired or resigned, been removed or dismissed, or been discharged otherwise than for want of a vacancy. He may be a probationer, an approved probationer or a full member of that service.

13) Military Duty – “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 A.R.P. 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 conditions 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 commenced on any date on or after the 26th October 1962.

14 Probationer - “Probationer” in a service means a member of the General Subordinate services of the Greater Chennai Corporation who has not completed his period of probation as stipulated in the Bye-laws.

15) Promotion – “Promotion” means the appointment of a member of any category of service to a higher category of a service in Class III of General Subordinate Services of the Greater Chennai Corporation.

16) Recruited direct – A person is said to be recruited direct when he is not already a member of the Greater Chennai Corporation General Subordinate Services, to which the direct recruitment is made.

17) Reversion – “Reversion” shall mean the reversion of a member of a category of above such services to a lower category of that services in the Corporation, for reasons mentioned in the order of reversion issued.

18) Scheduled Castes – “Schedule Castes” means the communities mentioned in Part-A of Schedule II to this Part and such other communities included from time to time in Part A of Schedule II of Part I of the General Rules for the Tamil Nadu State and Subordinate Services.

Explanation – No person who possesses a religion different from Hinduism shall be deemed to be a member of a Scheduled Caste.

19) Schedules Tribes – “Schedules Tribes” means the communities mentioned in Part B of Schedule II to this Part and such other communities included from time to time in Part B of Schedule II of Part I of the General Rules for the Tamil Nadu State and Subordinate services Rules.

20) Service – “Service” shall mean any one of the Greater Chennai Corporation Services included in the Bye-laws framed under Sec.86(1)(ii) of the Madras City Municipal Corporation Act.

21) Special Bye-laws – “Special bye-laws” shall mean the bye-laws applicable to each services.

22) Transfer – “Transfer” shall mean the posting of a person holding one post to another identical post in the administration of Chennai Municipal Corporation.

23) War Service – “War Service” means –

- a) 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.),
- b) Service in India under Military, Munitions or Stores authorities or in factories with a liability to service overseas or, in any operational area;
- c) All other service involving subjection to Naval, Military or Air Force Law;

- d) A period of training with a Military Unit or formation involving liability to serve overseas or in any operational area;
- e) Valuable service rendered to the fighting forces in other ways, (e.g.) by way of recruiting,
- f) Service in A.R.P. or any other Civil Defence Organisation specified in this behalf by the Central or State Government; and
- g) (1) any service connected with the prosecution of the war which a person was required to undertake by a competent authority under the provision of any law for the time being in force.
(2) Service in any of the following –
 - i) National War Front Organisation
 - ii) Camouflage Organisation
 - iii) Special Organisation for the production of war supplies through small scale industries.
 - iv) Any post associated with the training of war technicians, if duty in such post is declared by the Central Government to the “Military duty”.
 - v) Post of Special Constable on coastal patrol duty.
 - vi) Survey of India if the service was temporary and involved liability for service overseas.

Words importing either gender shall be taken to include those of the other gender if circumstances so require.

SCHEDULE – I

(See Clause (4) of Rule 2)

(TAMIL NADU STATE AND SUBORDINATE SERVICES RULES)

Part – A

BACKWARD CLASSES (Other than 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 Thiruchirappalli, Karur, Perambalur and Pudukottai Ditrect).
5. Nulavar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
6. Arachakarai Vellala.

7. Aryavathi (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
8. Ayira Vaisyar.
9. Badagar.
10. Billava.
11. Bondil.
12. Boyas (except Tiruchirappalli, Karur, Perambalur, Pudukottai, The Nilgiris, Salem, Namakkal, Dharmapuri and Krishnagiri Districts).

Pedda Boyar (except Thiruchirappalli Karur, Perambalur and Pudukottai District) Oddars (except Thanjavur, Nagapattinam, Thiruvarur, Thiruchirappalli, Karur, Perambalur, Pudukottai and Madurai, Theni, Dindigul Districts).

Kaloddars (except Kancheepuram, Tiruvallur, Ramanathapuram, Sivaganga, Viudhunagar, Madurai, Theni, Dindigul, Pudukottai, Tiruchirappalli, Karur, Perambalur, Tirunelveli, Thoothukudi, Salem and Namakkal Districts).

Nellorepet Oddars (except Vellore and Tiruvannamalai District).

Sooramari Oddars (except Salem and Namakkal Districts).

13. Chakkala (except Sivaganga, Virudhunagar, Ramanathapuram, Thanjavur, Nagapattinam, Thiruvarur, Pudukottai, Tiruchirappalli, Karur, Perambalur, Madurai, Theni, Dindigul and The Nilgiris Districts).
14. Chavalakara (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
15. Chettu or Chetty (including Kottar Chetty, Elur Chetty, Pathira Chetty, Valayal Chetty, Pudukkadai Chetty) (in Kanniyakumari District and Shencottah Taluk of Tirunelveli Districts).
- 16) Chowdry.
- 17) Converts to Christianity from Schedule Castes irrespective of the generation of conversion (except the Paravar converts to Chiristianity of Kanyakumari District and Shencottah Taluk of Tirunelveli Ditricts).
- 18) C.S.I. formerly S.I.U.C. (in Kanniyakumari District and Shencottah Taluk of Tirunelveli Ditricts).
- 19) Donga Dasaries (except Kancheepuram, Tiruvallur, Tiruchirappalli, Karur, Perambalur, Pudukottai, Chennai, Salem and Namakkal Districts).
- 20) Devangar,Sedar.

- 21) Dombs (except Pudukottai and Tiruchirappalli, Karur, Perambalur Districts).
Dommas(except Thanjavur, Nagapattinam, Thiruvarur, Pudukottai, Vellore and Tiruvannamalai Districts).
- 22) Enadi.
- 23) Ezhavathy (in Kanniyakumari District and Shencottah Taluk of Tirunelveli Districts).
- 24) Ezhuthachar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli Districts).
- 25) Ezhuva(in Kanniyakumari District and Shencottah Taluk of Tirunelveli Districts).
- 26) Gangavar.
- 27) Gavara, Gavarai and Vadugar (Vaduvar) (Other than Kamma, Kapur, 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, Thiruvallur, Madurai, Theni, Dindigul, Cuddalore, Villupuram, Vellore and Tiruvannamalai Districts).
- 35) Kabbera.
- 36) Kaikolar, Sengunthar.
- 37) Kaladi (except Sivaganga, Virudunagar, Ramanathapuram, Madurai, Theni, Dindigul Thanjavur, Nagapattinam, Tiruvarur, Pudukottai, Tiruchirappalli, Karur, Perambalur Districts).
- 38) Kalari Kurup including Kalari Panicker (in Kanniyakumari District and Shencottah Taluk of Tirunelveli Districts).
- 39) Kalingi.
- 40) *Kallar(including Easanattu Kallar, Gandarvakottai Kallars).
(except Thanjavur, Nagapattinam, Tiruvarur, and Pudukottai Districts).
Kootappal Kallars (except Pudukottai,Tiruchirappalli, Karur, and Perambalur District).
Piramalai Kallars (except Sivaganga, Virudhunagar, Ramanathapuram, Madurai, Theni, Dindigul, Pudukottai,Thanjavur, Nagapattinam and Thiruvarur Districts).
Periyasooriyur Kallars (except Tiruchirappalli, Karur, Perambalur and Pudukottai Districts).
- 41) Kallar kula Thondaman.
- 42) Kalveli Gounder.
- 43) Kambar.

- 44) Kammalar or Viswakarma (including Thattar, Porkollar, Kannar, Karumar, Kollar, Thacher. Kal Thacher, Kamsala and Viswabrahmin).
- 45) Kani, Kanisu, Kaniyar Panikkar.
- 46) Kaniyala Vellalar.
- 47) Kannada Saineegar, Kannadiyar (Throughout the State) and Dasapalinjika (Coimbatore, Erode and The Nilgiris Districts).
- 48) Kannadiya Naidu.
- 49) Karpoora Chettiar.
- 50) Karuneegar (Seer Karuneegar, Sri Karuneegar, Sarattu Karuneegar, KaikattiKaruneegar, 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, Kurumba Gounder, Padaithalai Gounder, Chendalai Gounder, Pavalankatti Vellala Gounder, Sanku Vellala Gounder and Rathinagiri Gounder).
- 59) Koppala Velama.
- 60) Koteyar.
- 61) Krishnanvaka (in Kanniyakumari District and Shencottah Taluk of Tirunelveli Districts).
- 62) Kudikara Vellalar.
- 63) Kudumbi (in Kanniyakumari District and Shencottah Taluk of Tirunelveli Districts).
- 64) Kuga Vellalar.
- 65) Kunchidigar.
- 66) Labbais including Rowthar and Marakayar (Whether their spoken language is Tamil or Urdu).
- 67) Lambadi.
- 68) Latin Catholics except Latin Catholic Vannar in Kanniyakumari District. Latin Catholics in Shencottah Taluk of Tirunelveli Districts
- 69) Lingayat (Jangama).
- 70) Mahratta (Non-Brahmin) (including Namdev Mahratta).
- 71) Malayar.

- 72) Male.
- 73) Maniagar.
- 74) Mapilla.
- 75) Maravars (except Thanjavur, Nagapattinam, Thiruvarur, Pudukottai, Ramanathapuram, Sivaganga, Virudhunagar, Tirunelveli and Toothukudi Districts).
- Karumaravars, Appanad Kondayamkottai Maravars (except Sivaganga, Virudhunagar, Ramanathapuram, Madurai, Theni and Dindigul Districts).
- Sembanad Maravars - (except Sivaganga, Virudhunagar and Ramanathapuram Districts).
- 76) Moondrumandai Enbathunalu (84), Ur. Sozhia Vellalar.
- 77) Mooppan.
- 78) Muthuraja, Muthuracha, Muttiriyar, Muthiriyar, Mutharaiyar.
- 79) Nadar, Shanar and Gramani (including Christian Nadar, Christian Shanar and Christian Gramani).
- 80) Nagaram.
- 81) Naikkar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli Districts).
- 82) Nangudi Vellalar.
- 83) Nanjil Mudali (in Kanniyakumari District and Shencottah Taluk of Tirunelveli Districts).
- 84) Odar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli Districts).
- 85) Odiya.
- 86) Oottruvalanattu Vellalar.
- 87) O.P.S. Vellalar.
- 88) Ovachar.
- 89) Paiyur kotta Vellalar.
- 90) Pamulu.
- 91) Panar (except in Kanniyakumari District and Shencottah Taluk of Tirunelveli District where the community is a Scheduled Caste).
- 92) Panisaivan (including Virakodi Vellala).
- 93) Kathikarar in Kanniyakumari District.
- 94) Pannirandam Chettiar or Uthama Chettiar.
- 95) Parkavakulam (including Surithimar, Nathamar, Malayamar, Mooppanar and Nainar).
- 96) Perike (including Perike Balija).
- 97) Perumkollar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
- 98) Podikara Vellalar.
- 99) Pooluva Gounder.
- 100) Poraya.

- 101) Pulavar (in Coimbatore and Erode Districts).
- 102) Pulluvar or Pooluvar.
- 103) Pusala.
- 104) Reddy (Ganjam).
- 105) Sadhu Chetty (including Telugu Chetty, Twenty four Manai Telugu Chetty).
- 106) Sakkaravar or Kavathi (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
- 107) Salivagana.
- 108) Saliyar, Padmasaliyan, Pattusaliyar, Pattariyar and Adhaviyar.
- 109) Savalakkarakar.
- 110) Senaithalaivar, Senaikudiyar and Illaivaniar.
- 111) Sheik.
- 112) Sourashtra (Patnulkarakar)
- 113) Sozhiavellalar (including Sozha Vellalar, Vetrilaikarakar, Kodikalkarakar and Keeraikarakar).
- 114) Srisayar.
- 115) Sundaram Chetty.
- 116) Syed.
- 117) Thogatta Veerakshatriya.
- 118) Tholkollar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
- 119) Tholuva Naicker and Vetalakara Naicker.
- 120) Thoraiyar.
- 121) Thoriyar
- 122) Ukkirakula Kshatriya Naicker.
- 123) Uppara, Uppillia and Sagara.
- 124) Urali Gounder (except Tiruchirappalli, Karur, Perambalur, and Pudukottai Districts).
and Orudaya Gounder or Oorudaya Gounder (in Madurai, Theni, Dindigul, Coimbatore, Erode, Tiruchirappalli, Karur, Perambalur, Pudukottai, Salem and Namakkal Districts).
- 125) Urikkara Nayakkarakar.
- 126) Vallambar.
- 127) Valmiki.
- 128) Vaniyar, Vania Chettiar (including Gandla, Ganika, Telikula and Chekkalar).
- 129) Veduvar and Vedar (except in Kanniyakumari District and Shencottah Taluk of Tirunelveli District where the community is a Scheduled Caste).
- 130) Veerasaiva (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
- 131) Velar.
- 132) Vellan Chettiar.

- 133) Veluthodathu Nair (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
- 134) Vokkaligar (including Vakkaligar, Okkaligar, Kappiliyar, Kappoliya, Okkaliga Gowda, Okkaliya, Gowda, Okkaliya Gowder, Okkaliya Gowda).
- 135) Wynad Chetty (The Nilgiris District).
- 136) Yadhava (including Idaiyar, Telugu Speaking Idaiyar known as Vaduga Ayar or Vaduga Idaiyar or Golla and Asthanthra Golla).
- 137) Yavana.
- 138) Yerukula.
- 139) Converts to Christianity from any Hindu Backward Classes Community or Most Backward Classes Community (except the converts to Christianity from Meenavar, Parvatharajakulam, Pattanavar, Sembadavar, Mukkuvar or Mukayar and Paravar) or Denotified Communities.
- 140) 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

Most Backward Classes

1. Ambalakarar.
2. Andipandaram. Arayar (in Kanyakumari District)
3. Bestha, Siviari.
4. Bhatraju (Other than Kshatriya Raju).
5. Boyar, Oddar.
6. Dasari.
7. Dommara.
8. Eravallar (except in Kanniyakumari District and Shencottah Taluk of Tirunelveli District where the Community is a Scheduled Tribe).
9. Isaivellalar.
10. Jambuvanodai.
11. Jangam.
12. Jogi.
13. Kongu Chettiar (in Coimbatore and Erode Districts only).
14. Koracha.
15. Kulala (including Kuyavar and Kumbarar).
16. Kunnuvar Mannadi.
17. Kurumba.

18. Kuruhini Chetty.
Latin Catholic Christian Vannar (in Kanniyakumari District)
19. Maruthuvar, Navithar, Mangala, Velakattalavar, Velakatalanair and Pronopakari.
20. Mond Golla,
21. Moundadan Chetty.
22. Mahendra, Medara.
23. Mutlakampatti.
24. Narikoravar.
25. Nokkar.
26. Vanniakula Kshatriya (including Vanniyar, Vanniya, Vannia Gounder, Gounder or Kander, Padayachi, Palli and Agnikula Kshatriya).
27. Paravar (except in Kanniyakumari District and Shencottah Taluk of Tirunelveli District where the community is a Scheduled Caste) (including converts to Christianity).
28. Meenavar (Parvatharajakulam, Pattanavar, Sembadavar) (including converts to Christianity).
29. Mukkuvar or Mukayar (including converts to Christianity).
30. Punnan Vettuva Gounder.
31. Pannayar (other than Kathikarar in Kanniyakumari District).
32. Sathatha Srivaishnava (including Sathani, Chattadi and Chattada Srivaishnava).
33. Sozhia Chetty.
34. Telugupatty Chetty.
35. Thottia Naicker (including Rajakambalam, Gollavar, Sillavar, Thockalavar and Thozhuva Naicker).
36. Thondaman.
Thoraiyar (Nilgiris), Thoraiyar (Plains)
Transgender or Eunch (Thirunangai or Aravani)
37. Valaiyar (including Chettinad Valaiyars).
38. Vannar (Salaivai 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).
39. Vettaikarar.
40. Vettuva Gounder.
41. Yogeewarar.

PART - C
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 Kondayamkottai Maravar (Sivaganga, Virudhunagar,, Ramanathapuram, Madurai, Theni and Dindigul Districts).
4. Ambalakarar (Thanjavur, Nagapattinam, Tiruvarur, Tiruchirappalli, Karur, Perambalur and Pudukottai Districts).
5. Ambalakarar (Suriyanur, Tiruchirappalli District).
6. Boyas (Tiruchirappalli, Karur, Perambalur, Pudukottai, The Nilgiris, Namakkal, Salem, Dharmapuri and Krishnagiri Districts).
7. Battu Turkas.
8. C.K.Koravars (Cuddalore and Villupuram Districts).
9. Chakkala (Sivaganga, Virudhunagar, Ramanathapuram, Thanjavur, Nagapattinam, Tiruvarur, Pudukottai, Tiruchirappalli, Karur, Perambalur, Maurai, Dindigul and The Nilgiris Districts).
10. Changayampudi Koravars (Vellore and Tiruvannamalai Districts).
11. Chettinad Valayars (Sivaganga, Virudhunagar,, Ramanathapuram Districts).
12. Dombs (Pudukottai, Tiruchirappalli Karur and Perambalur Districts).
13. Dobba Koravars (Salem and Namakkal District).
14. Dommars (Thanjavur, Nagapattinam, Tiruvarur, Pudukottai, Vellore and Tiruvannamalai Districts).
15. Donga Boya.
16. Donga Ur. Korachas.
17. Devagudi Talayaris.
18. Dobbai Korachas (Tiruchirappalli, Karur and Perambalur and Pudukottai Districts).
19. Dabi Koravars (Thanjavur, Nagapattinam, Tiruvarur, Tiruchirappalli, Karur and Perambalur, Pudukottai, Vellore and Tiruvannamalai Districts).
20. Donga Dasaris (Kancheepuram, Tiruvallur, Tiruchirappalli, Karur and Perambalur Pudukottai, Chennai, Salem and Namakkal Districts).
21. Gorella Dodda Boya.
22. Gudu Dasaris.
23. Gandarvakottai Koravars (Thanjavur, Nagapattinam, Tiruvarur, Tiruchirappalli, Karur, Perambalur, Pudukottai, Cuddalore and Villupuram Districts).
24. Gandarvakottai kallars (Thanjavur, Nagapattinam, Tiruvarur and Pudukottai Districts).

25. Inji Koravars (Thanjavur, Nagapattinam, Thiruvarur, Tiruchirappalli, Karur, Perambalur and Pudukkottai Districts).
26. Jogis ((Kancheepuram, Tiruvallur, Chennai, Cuddalore, Villupuram, Vellore and Tiruvannamalai).
27. Jambavanodai.
28. Kaladis (Sivaganga, Virudhunagar, Ramanathapuram, Madurai, Theni, Dindigul, Thanjavur, Nagapattinam, Thiruvarur, Pudukkottai, Tiruchirappalli, Karur, and Perambalur Districts).
29. Kal Oddars (Kancheepuram, Tiruvallur,, Ramanathapuram, Sivaganga,, Virudhunagar,, Madurai, Theni, Dindigul, Pudukkottai, Thanjavur, Nagapattinam, Thiruvarur, Tiruchirappalli, Karur, Perambalur, Tirunelveli, Thoothukudi, Salem and Namakkal Districts).
30. Koravars (Kancheepuram, Tiruvallur, Chennai, Ramanathapuram, Sivaganga,, Virudhunagar, Pudukkottai, Thanjavur, Nagapattinam, Thiruvarur, Tiruchirappalli, Karur, Perambalur, Tirunelveli, Madurai, Theni, Dindigul and The Nilgiris Districts).
31. Kalinji Dabikoravar (Thanjavur, Nagapattinam, Thiruvarur and Pudukkottai Districts).
32. Kootappal kallars (Tiruchirappalli, Karur, Perambalur and Pudukkottai Districts).
33. Kala Koravars (Thanjavur, Nagapattinam, Thiruvarur, Tiruchirappalli, Karur, Perambalur and Pudukkottai Districts).
34. Kalavathila Boyas.
35. Kepmaris (Kancheepuram, Tiruvallur, Pudukkottai, Tiruchirappalli, Karur and Perambalur Districts).
36. Maravars (Thanjavur, Nagapattinam, Pudukkottai, Ramanathapuram, Sivaganga, Virudhunagar,, Tirunelveli and Thoothukudi Districts).
37. Monda Koravars.
38. Monda Golla (Salem and Namakkal District).
39. Mutlakampatti (Tiruchirappalli, Karur, Perambalur and Pudukkottai Districts).
40. Nokkars (Tiruchirappalli, Karur, Perambalur and Pudukkottai Districts).
41. Nellorepet Oddars (Vellore and Tiruvannamalai Districts).
42. Oddars (Thanjavur, Nagapattinam, Thiruvarur, Tiruchirappalli, Karur, Perambalur Pudukkottai, Madurai, Theni and Dindigul Districts).
43. Pedda Boyas (Tiruchirappalli, Karur, Perambalur and Pudukkottai Districts).
44. Ponnai Koravars (Vellore and Tiruvannamalai Districts).
45. Piramalai Kallars (Sivaganga, Virudhunagar, Ramanathapuram, Madurai, Theni, Dindigul, Pudukkottai, Thanjavur, Nagapattinam and Thiruvarur Districts).
46. Periya Suriyur Kallars (Tiruchirappalli, Karur, Perambalur and Pudukkottai Districts).

47. Padayachi (Vellayan Kuppam in Cuddalore District and Tennore in Tiruchirappalli District).
48. Punnan Vottuva Gounder (Tiruchirappalli, Karur, Perambalur and Pudukkottai Districts).
49. Servai (Tiruchirappalli, Karur, Perambalur and Pudukkottai Districts).
50. Salem Melnad Koravars (Madurai, Theni, Dindigul, Coimbatore, Erode, Pudukkottai, Tiruchirappalli, Karur, Perambalur, Salem, Namakkal, Vellore and Thiruvannamalai Districts).
51. Salem Uppu Koravars (Salem and Namakkal Districts).
52. Sakkarithamadai koravars (Vellore and Thiruvannamalai Districts).
53. Saranga Palli Koravars.
54. Sooramari Oddars (Salem and Namakkal District).
55. Sembanad Maravars (Sivaganga, Virudhunagar and Ramanathapuram Districts).
56. Thalli Koravars (Salem and Namakkal District).
57. Thelungapatty Chettis (Tiruchirappalli, Karur, Perambalur and Pudukkottai Districts).
58. Thottia Naickers (Kancheepuram, Tiruvallur, Sivaganga, Virudhunagar, Ramanathapuram, Thanjavur, Nagappattinam, Tiruvarur, Tiruchirappalli, Karur, Perambalur, Pudukkottai, Tirunelveli, Thoothukudi, Salem, Namakkal, Vellore, Thiruvannamalai, Coimbatore and Erode Districts).
59. Thogamalai Koravars or Kepmaris (Tiruchirappalli, Karur, Perambalur and Pudukkottai Districts).
60. Uppukoravars or Settipalli Koravars (Thanjavur, Nagappattinam, Tiruvarur, Pudukkottai, Madurai, Theni, Dindigul, Vellore, and Thiruvannamalai Districts).
61. Urali Gounders (Tiruchirappalli, Karur, Perambalur and Pudukkottai Districts).
62. Wayalpad or Nawalpetta Korachas.
63. Vaduvarpatti Koravars (Madurai, Theni, Dindigul, Ramanathapuram, Sivaganga, Virudhunagar, Tirunelveli, Thoothukudi, Tiruchirappalli, Karur, Perambalur and Pudukkottai Districts).
64. Valayars (Madurai, Theni, Dindigul, Tiruchirappalli, Karur, Perambalur Pudukkottai, Erode and Coimbatore Districts).
65. Vettaikarar (Thanjavur, Nagappattinam, Tiruvarur and Pudukkottai Districts).
66. Vetta Koravars (Salem and Namakkal District).
67. Varaganeri Koravars (Tiruchirappalli, Karur, Perambalur and Pudukkottai Districts).
68. Vettuva Gounder (Tiruchirappalli, Karur, Perambalur and Pudukkottai Districts).

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SCHEDULE II

PART - A

SCHEDULED CASTES

(See Definition (16) in rule 2)

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 definition (17) in rule 2)

- 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 Taluk 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, Thiruvannamalai, Pudukottai, Salem, Namakkal, Villupuram, 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.

PART - II

GENERAL BYE-LAWS

1. Scope of the General Bye-laws: The bye-laws in this part shall apply to class III of the Greater Chennai Corporation services specified in Sec.85(3)(c) of the Chennai City Municipal Corporation Act 1919 and to the holders of every post, whether temporary or permanent in any category of such services.

Explanation: If any doubt arises whether or not these bye-laws apply to any person and whether or not, any person to whom these bye-laws apply belongs to a particular category of service, the matter shall be referred to the Government whose decision shall be final.

2. Relation to the Special bye-laws: If any provision in the general Bye-laws contained in this part is repugnant to a provision in the special bye-laws applicable to any particular service contained in Part II and Other bye-laws the latter shall, in respect of that service prevail over the provision in the general bye-laws in this part.

3. Appointing Authority: Appointments to all posts in Class III services shall be made by the Appointment Committee.

4. List of approved candidates: All first appointments to a service or posts in Class III service shall be made by the appointing authority from a list of approved candidates. Such an approved list shall be prepared by the appointing authority in accordance with the conditions laid down in Bye-law 3 above. Where the names of candidates in such list are arranged in their order of preference, appointments to the service shall be made in such order as prescribed in the bye-laws.

5. Procedure for recruitment: The Commissioner shall call for a list of qualified candidates from the Employment Exchange concerned and shall after receipt of the list select the required number of qualified candidates and also issuing advertisement in atleast 2 newspapers out of which one must be in vernacular language having wide circulation in the state and on the basis of merit by due course conducted. The other procedures ordered by the Government then and there will also be followed by Greater Chennai Corporation.

6. No person shall be eligible for appointment to any post in class III of the Chennai Corporation General Subordinate Services by direct recruitment unless he satisfies the Commissioner of Greater Chennai Corporation on the following:

- (i) that no criminal antecedents shall be so as to qualify him for such service.
- (ii) That a 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 bye-laws on the 1st day of July of the year in which the vacancy is notified;
- (iv) that no person shall be eligible for appointment unless he satisfies the appointing authority regarding physical fitness for the post for which production of physical fitness certificate has obtained from Government not below the rank of Assistant Civil Surgeon.

- (v) He/She shall have Domicile in Tamil Nadu.
- (vi) The maximum age limit as mentioned in General Bye-Laws 13 in Part-II.
- (vii) The minimum General Educational Qualifications as mentioned in each post of the Schedule to this bye-laws shall apply.

7. Probation: A candidate appointed to a post shall be on probation for a period of two years within a continuous period of three years unless otherwise specifically stated from the date of his joining in a post.

8. Right of probation and approved probationers to re-appointment:

A vacancy in any service or category shall not be filled by the appointment of a person who has not yet commenced his probation in such service or category when an approved probationer or probationer therein as available for such appointment.

9. Discharge for reversion and re-appointment of probationers and approved probationers:

- a) Probationers and approved probationers shall be reverted or discharged for want of vacancy in the following order:

First : The probationers in the order of juniority; and

Second : The approved probationers in the order of juniority.

- b) The order of reversion or discharge may be departed from, in cases where such order will involve exceptional administrative inconvenience.

10. Temporary promotion: Owing to an emergency which has arisen to fill immediately a short vacancy in a post by promotions from the lower feeder post, the Commissioner may promote a qualified candidate to a higher post in Class III in the order of seniority, considering suitability subject to the following conditions:

- (a) Such temporary promotion shall be purely temporary.
- (b) A candidate temporarily promoted shall not be regarded as a probationer.
- (c) Such temporary promotion shall not confer any preferential claim for future Promotion.
- (d) A candidate temporarily promoted shall be replaced as soon as possible by senior candidate who acquires qualifications subsequently and is entitled to the promotion under the bye-laws.
- (e) Temporarily promoted candidates shall be reverted to the lower post at any time without any prior notice and without any reason being assigned.

11. Qualification: Minimum General Educational Qualification.

(1) 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 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—(ii) A person who had studied optional subject 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—(iii) 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.

(2) **Degree** : Any degree from recognized university approved by the UGC (10th – 12th – UG –PG).

12. Passing of Tamil Language Test: Every person appointed to a category whose First Language is other than Tamil should pass the Tamil Language Test conducted by the Tamil Nadu Public Service Commission within the period of probation (i.e. 2 years) failing which, the increments will be stopped from 3rd year onwards till they qualify. In the case of directly recruited, they must pass the Tamil Language Test within the period of 5 years from the date of entry in service. Otherwise their service will be terminated forthwith.

13. AGE LIMIT: Save or otherwise stated in the Commission's Notification / Advertisement, no person shall be eligible for appointment to any service by direct recruitment including appointment on compassionate grounds, unless he has completed 18 years of age on the first day of July of the year in which the vacancy is notified.

The maximum age-limit prescribed in the special rules shall not apply

- (i) To the appointment of an applicant belonging to a Scheduled Caste, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Backward Class (Muslims), Backward Classes, Most Backward Classes and 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 (10,+2,+3) of any University mentioned in Schedule II to part-II of

Tamil Nadu State and Sub-Ordinate Services Rules, if such applicant possesses a general educational qualification which is higher than that referred to in sub-rule (a) and he is otherwise qualified for appointment;

OR

- (ii) to the appointment to a post included in a service of an applicant belonging to any of the Scheduled Castes, Scheduled Tribes, Backward Classes (Muslims), Backward Classes, Most Backward Classes and Denotified communities or of destitute widows of all castes who holds a degree of any University mentioned in Schedule II to part-II of Tamil Nadu State and Sub-Ordinate Services Rules, if the degree (10,+2,+3) 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 applicants belonging to Scheduled Castes or Scheduled Castes (Arunthathiyars) 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 applicants belonging to *Backward Class (Muslims), Backward Classes, Most Backward Classes and Denotified Communities, who do not possess a general educational qualification, which is higher than the minimum general educational qualification.

Note:

- i. "A pass in 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 recognized by the Government of Tamil Nadu or any other State Government or the Government of India, shall be deemed to be a qualification higher than the minimum that has been referred to Instruction above".
- ii. An applicant who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to possess a qualification higher than the minimum general educational qualification.

Note:

“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. Such applicants should produce a certificate from the R.D.O or the Assistant Collector or the Sub-Collector concerned in the format prescribed. Destitute Widow shall not include a divorcee or any lady deserted by her husband (DW re-married are not eligible)

14. Special qualifications to be acquired or special tests to be passed:

No person shall be eligible for appointment to any service or category unless he:-

- a) possesses such special qualifications and has passed such special tests as may be prescribed in that behalf in the Special Bye-laws, or
- b) possesses such other qualifications as may be considered to be equivalent to the said special qualifications or special tests by the State Government.

15. Appointment of women:- Women alone shall be appointed to posts in any institution or establishment specially provided for them; Provided that men may be appointed, if suitable or qualified women are not available for such appointment.

16. Reservation of appointments: Where the special bye-laws lay down that the rule of reservation of appointments shall apply to any service or category, the order of such reservation shall be the same as in rule 22 of the General Rules for the Tamil Nadu State and Subordinate Services.

17.(a) Date of commencement of probation of persons.

If a person appointed in the service shall commence probation from the date of joining.

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

(b) Service in a different service counting for probation:-

A probationer in a service or a class or category of a 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 to the rules, by transfer from the former service or the class or category thereof, as the case may be.

(c) **Service in a higher category counting for probation:-**

A probationer in any category of a service or class of 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 or service as the case may be.

(d) **Temporary service counting for probation:**

A probationer in one service who is appointed temporarily to another service, subordinate or state under sub-rule (a) or sub-rule (d) of rule 10 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.

(e) **Service on temporary promotion counting for probation:-**

A probationer in any category of a service who is promoted temporarily under the provisions of rule 39 to a higher category in the same service shall be entitled to count towards his probation, if any, in the former category the period 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.

(f) **Military duty to count for probation:-**

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 rule 9**.

The above rules are based on the rules framed in rule 23 of Tamilnadu State & Subordinate Service Rules.

18. Duty in higher post to count for probation in lower posts:

A probationer in any category of a service shall be eligible to count towards his probation if any, his duty performed otherwise than in a substantive capacity on regular appointment to a higher category of the same service.

Nothing contained in this bye-law shall be construed as authorizing the promotion of a probationer in contravention of bye-laws.

19. Completion of probation and drawal of arrears of increment:

Any delay in passing orders of completion of probation shall not monetarily affect the approved probationer and arrears of increments shall be allowed from the date of completion of probation as a matter of course, subject to the following conditions, namely:-

- (1) that the probation would have been declared to have been satisfactorily completed from the date ordered, even if the question of declaration of probation had been taken up earlier;
- (2) that the declaration of satisfactory completion of probation was delayed by factors which would not, in any case, change the date of such completion;
- (3) that the person whose probation is declared to have been satisfactorily completed was qualified as on the date ordered;
- (4) that declaration of satisfactory completion of probation was not the result of any relaxation of bye-laws;

In all cases coming under items (1) to (4) above orders issued declaring the probation or relaxing statutory bye-laws shall include a specific provision in regard to drawal of arrears of increments.

20. Appointing authority to consider suitability for full membership:

As soon as probationer in any category of a service has completed his period of probation prescribed in the bye-laws or the extended period of probation referred to in bye-law 23 as the case may be, the appointing authority shall consider his suitability for full membership to the category, provided he has passed the tests, if any, which he should pass during the period of his probation.

If the appointing authority is satisfied that the probationer is suitable for full membership, he shall pass an order declaring him to be an approved probationer.

21. Extension of probation: If the appointing authority is of the opinion that the probationer should continue to be on probation in order to enable him to decide upon his suitability for full membership or if the probationer has not passed the test or tests, if any, which the probationer should pass within the period of probation, he should be given time to enable him to pass the tests, the appointing authority may extend his period of probation for a period not exceeding one year.

22. Completion or termination of probation: If on the conclusion of the period of probation or the extended period of probation, as the case may be, the appointing authority is satisfied that the probationer is not suitable for full membership he shall pass an order terminating his probation after giving the probationer a reasonable opportunity of showing cause against the proposed terminating of probation.

If on the conclusion of the period of probation, the probationer has not passed the tests, if any, prescribed by the bye-laws, the appointing authority shall terminate his probation unless the probationer is given extended time under bye-law 23. If the probationer does not pass the tests within the extended period of probation, the appointing authority shall terminate the probationer from service.

23. Declaration and Deemed declaration of probation:

A probationer in any category of service shall be deemed to have completed his probation automatically, unless within a period of six months calculated from the date on which he completed his period of probation or the extended period of probation, as the case may be:-

- (i) a communication asking the probationer to show cause why his probation should not be terminated is served on him; or
- (ii) disciplinary proceedings are pending against him for grave irregularities under Rule 9(2) of Greater Chennai Corporation Class III & IV (Discipline & Appeal) Bye-laws 1983, he shall be specifically informed in writing that the question of considering the suitability for full membership will be taken up only after the conclusion of the disciplinary proceedings.

Nothing contained in this bye-law shall be construed as entitling the probationer to automatic completion of probation if he has not passed the tests which under the Special bye-laws he should pass such tests within the period of his probation.

24. Appeal against termination of probation: A probationer whose probation has been terminated for reasons other than failure to pass the prescribed test shall be entitled to appeal to the next higher authority. Such appeal shall be preferred within a period of two months of the date on which the order of termination of probation is communicated to him. Provided that the appellate authority may at its discretion extend the aforesaid period beyond two months on reasonable grounds.

25. Seniority: The seniority of a person appointed to any category of service shall be determined with reference to his rank in the list of approved candidates or promotion panel, as the case may be.

26. (a) Promotion: 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.

(b) Promotion according to seniority:- All other promotions shall be made in accordance with seniority unless—

- (1) the promotion of a member has been withheld as a penalty; or
- (2) a member is given special promotion for conspicuous merit and ability.

27. Representation against non inclusion in the list for promotion:

Every member of a service whose claim for promotion is passed over shall have the right to make a representation for redressal of his grievance. Such representation should be made to the authority to which an appeal would lie against an order of dismissal passed on a full member of the service or category, as the case may be, and within two months from the date on which the cause for making the representation accrued. The aforesaid authority shall examine every such representation on its merits and pass suitable order.

28. Revision of orders of promotion:

Nothing contained in bye-law 3 above shall be construed as preventing the authority mentioned in that bye-law from SUO MOTU examining any order promoting a member of a service and revising it in any manner it considers equitable.

29. Postings and transfer:

- (a) A member of a service may be required to serve in any post borne on the cadre of such service.
- (b) All transfers and postings shall be made by the Commissioner or by the person authorised by him.

30. Resignation: Any person appointed in any services of the Corporation seeking acceptance of his notice of resignation, should give three months notice of his resignation or in lieu thereof he should remit one month salary.

A Corporation employee 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 office. The period of three months shall be reckoned from the date of receipt of such notice by the appointing authority.

A member of a service shall, if he resigns his appointment, forfeits not only the service rendered by him in the particular post held by him at the time of resignation, but all his previous services under the Corporation.

The reappointment of such person to any service shall be treated in the same way as first appointment to service by direct recruitment and the bye-laws governing such appointment shall apply and on such reappointment he shall not be entitled to count any portion of his previous service for any benefit or concession admissible under any bye-law or order.

31. Reduction of full member:

If a full member of any category of service is substantively reduced to a lower category therein, he shall be deemed to be a full member of the latter and the permanent cadre thereof, shall, if there is no vacancy in which he could be absorbed, be deemed to be increased by one.

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

32. Appointment in place of members dismissed removed, compulsorily retired or reduced:-

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

33. Re-employment of pensioners:

Notwithstanding anything to the contrary, in these bye- laws or the Special bye-laws the State Government shall have the power to re-employ in any Corporation Service or category thereof, any person who has retired from Greater Chennai Corporation Service. The re-employment of such person shall not be regarded as a first appointment to that service nor it shall confer on him the status of a member of a service in which he is re-employed.

34. Relinquishment of rights by members:-

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

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

35. Power to relax bye-laws:

Notwithstanding anything contained in these bye-laws or the Special bye-laws, the State Government shall have the power to deal with the case of any person or class of persons serving in Greater Chennai Corporation service or any candidate or class of candidate for appointment to such services in such manner as may appear to it to be just and equitable.

Provided that where any such bye-law 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 bye-law.

36. Alteration of date of birth:

(a) The date of birth of a person in service shall be the date found on record in the S.S.L.C. or Matriculation Register or any school certificate which he produces at the time of his appointment to the service. If a member of a service claims subsequently that his date of birth is different from that entered in the S.S.L.C. or Matriculation Register or School Certificate, he shall make an application to the Commissioner explaining how the mistake occurred and also produce the evidence on which he relies, within five years of such entry into service.

(b) Any application received after five years after entry into service shall be rejected summarily.

(c) The Commissioner shall send the relevant records to the Collector of the District concerned, who shall have the matter enquired into by an Officer of the Revenue Department not below the rank of a Deputy Collector. The Collector shall forward with his remarks, if any, the report of the Deputy Collector concerned and all the relevant records to the State Government. After getting orders from the Government, the Commissioner shall pass suitable orders thereon.

(d) In considering the question of permitting an alteration in the date of birth as entered in the Official records even when such entry is proved to have been due to a bonafide mistake, the Commissioner shall take into consideration the circumstances 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 may permit the alteration subject to such conditions as he may deem fit to impose.

(e) The procedure laid down in sub-by-laws (a) to (d) shall be followed also in case where alteration of date of birth is proposed suo moto by the Commissioner on the basis of medical opinion, in the absence of any other authoritative records.

37. Conditions of service: The Corporation Service Rules in force on the date of commencement of the Amendment and the amendments made to the Rules thereafter from time to time shall apply to all Corporation establishment included in Class III Services except to the extent otherwise provided for in these bye-laws.

38 Pay and allowances: The pay scales and allowances of the Corporation establishment included in Class III and Class IV and Labour Services shall be as fixed by the Council from time to time.

Provided however (i) that the amount of any salary, leave and leave allowances, gratuity or pension granted shall in no case without the special sanction of the State Government exceed what would be admissible in the case of Government Servants of similar standing and status and

(ii) that the conditions under which such salary and allowances are granted or any leave, superannuation or retirement is sanctioned shall not without similar sanction be more favourable than those for the time being prescribed for such Government servants.

The provisions of the Tamil Nadu Travelling Allowance Rules issued by the Government of Tamil Nadu from time to time shall apply to the Corporation establishment for purpose of claiming Travelling allowance and daily allowance.

39 Holidays: The Offices and Institutions under the control of the Corporation shall be permitted only such public and special local holidays as may be sanctioned by the State Government from time to time, in respect of Government Offices and Institutions.

Provided that the grant of holidays to educational institutions under the control of the Corporation shall be regulated in accordance with the Tamil Nadu Educational Rules.

No holiday other than those sanctioned to Government Offices and Intitutions shall be granted to the Offices and Institutions under the Control of the Corporation without the previous sanction of the State Government.

Provided, however, the Commissioner is permitted to order closure of the Corporation Offices for a day or part of a day as a mark of respect whenever any officer of the Corporation of the status of a head of Department passes away in harness.

40. The following rules as amended from time to time by State Government shall apply to all persons appointed to this service:-

- i) The Tamil Nadu State and Subordinate Services Rules.
- ii) The Fundamental Rules.
- iii) The Tamil Nadu Leave Rules, 1933.
- iv) The Tamil Nadu Manual of Special Pay and Allowances.
- v) The G.P.F. (Tamil Nadu) Rules.
- vi) The Tamil Nadu Pension Rules.
- vii) The Financial Code and other related laws enacted by Government of Tamil Nadu.

These Rules shall be in supersession of the following Rules and Regulations:

Greater Chennai Corporation Class III & IV Servant Conduct Bye-Laws, 1968, Greater Chennai Corporation Class III & IV Service (Discipline & Appeal) Bye-Laws 1983 and Greater Chennai Corporation Class III & IV Servant Conduct Bye-Laws, 1983.

41. Pay, Allowances, Leave Salary, Pension and other conditions of Service:-

The Rules regulating the pay of the services included in the Corporation establishment, the Fundamental Rules and the Pension Rules for the time being in force shall in so far as they may be applicable and except to the extent expressly provided in these rules, govern members of every Corporation Service in the matter of their pay, allowance, leave salary, pension and other conditions of service.

42. Compulsory retirement: The Commissioner shall, if he is of the opinion that it is in the public interest to do so, has the absolute right to retire any Corporation servant by giving him notice of not less than three months in writing or three months' pay and allowances in lieu of such notice, after he has attained the age of fifty years or after he had completed twenty five years of qualifying service.

Any Corporation Servant who has attained the age of fifty years or who has completed twenty years of qualifying service may likewise retire from service by giving notice of not less than three months in writing to the appropriate authority.

NOTE I: The three months' notice may be given before the servant attains the age of fifty years, provided that the retirement takes place after he has attained that age.

NOTE II: In computing the notice period of three months, date of service of the notice shall be included.

43. Conveyance Allowance:- There shall be paid to the holders of the posts in this service for which conveyance allowance is sanctioned conveyance allowance from the Municipal Fund at such rates and subject to such conditions as may be determined by the State Government.

GREATER CHENNAI CORPORATION CLASS III
SUBORDINATE SERVICES BYE-LAWS 2009

Sl. No (1)	Name of the post (2)	Method of Recruitment (3)	Qualification prescribed (4)	Scale of pay & Crucial Date (5)
1	ADMINISTRATIVE OFFICER	By promotion from the post of Superintendents (Graduates and Non-Graduates in the ratio of 1:1)	Any degree from recognized university approved by the UGC (10 th – 12 th – UG –PG)	Rs.9300-34800 + G.P.5100 <u>Crucial Date</u> 1 st JANUARY of every year.
2.	SUPERINTENDENT	1) By promotion from the posts of Assistants, Shorthand Typist Gr.II, Computer cum Clerks, 2) By transfer from the post of Shorthand Typist Gr. I. (Promotion followed by combined Seniority)	1) Minimum General Educational Qualification. 2) Must have passed Account Test for Subordinate Officers Part I & II and Tamil Nadu Government Office Manual Test. 3) Should have worked as either Assistant, or Junior Assistant in Administration Department for a minimum period of 1 year 4) By promotion from the post of Shorthand Typist Gr -II in the ratio of 19:1 between Assistant and Shorthand Gr -II with one year training in Administration Department (19 Assistants 1 Shorthand Typist Gr -II)	Rs.9300-34800 + G.P.4800 <u>Crucial Date</u> 1 st February of every year.
3.	ASSISTANT	1) By promotion from the category of Jr. Asst/ Typist in the ratio of 3:1 (3 Junior Assistants 1 Typist) 2) Must have completed 2 years of Service in the post of Junior Assistant / Typist.	1) Minimum General Educational Qualification. 2) Must have passed Account Test for Subordinate Officers Part I and Tamil Nadu Government Office Manual Test.	Rs.5200-20200 + GP Rs.2800 <u>Crucial Date</u> 1 st July of every year.

Sl. No	Name of the post	Method of Recruitment	Qualification prescribed	Scale of pay & Crucial Date
(1)	(2)	(3)	(4)	(5)
		<p>i) The posts of Assistant Store keeper, Assistant Cashier and Computer cum Clerks which exist now shall be treated as Assistant post.</p> <p>ii) Promotion followed by combined Seniority.</p> <p>iii) Telephone operators with two years service and converted as Junior Assistant by transfer of post with one year service are eligible for promotion to the post of Assistant.</p> <p>3) BY DIRECT RECRUITMENT</p> <p>After promoting eligible candidates from the feeder post for a particular year, the remaining vacancies for the particular year may be filled up by Direct Recruitment</p>	<p>i) Any degree from recognized university approved by the UGC (10th – 12th- UG- PG)</p> <p>ii) Must have passed PGDCA / Office Automation Certificate Issued by the Government recognized Institution.</p> <p>iii) Departmental Test prescribed should be passed within 2 years.</p>	
4.	JUNIOR ASSISTANT	<p>1) By promotion of approved probationers from all lower categories.</p> <p>i) Must have completed 5 years of service.</p> <p>ii) preference is given to the Graduates who have completed 3 years of service.</p> <p>(The ratio for promotion between graduate and Non- graduate is 1:1)</p>	Minimum General Educational Qualification.	<p>Rs.5200-20200 + GP Rs.2400</p> <p><u>Crucial Date</u> 1st AUGUST of every year.</p>

Sl. No	Name of the post	Method of Recruitment	Qualification prescribed	Scale of pay & Crucial Date
(1)	(2)	(3)	(4)	(5)
		<p>The posts of Junior Assistant and telephone operator be treated as Common Category / Inter changeable post . Telephone operators completed 2 years of service and willing to become Junior Assistant. And subsequently must have completed one year of service in Junior Assistant post shall alone be eligible for promotion to the post Assistant.</p> <p>2) By DIRECT RECRUITMENT</p> <p>The ratio between promotion and Direct Recruitment is 1:1</p> <p>Out of the reservation allotted for Direct Recruitment, 50% will be filled up from the legal heirs of the Corporation employees who died in service with degree qualification and remaining 50% will be filled through Direct Recruitment.</p> <p>Note The remaining unfilled vacancies in the panel year to be brought forward next year to the respective quotas.</p>	<p>Any degree from recognized university approved by the UGC (10th – 12th - UG- PG)</p>	
5	TELEPHONE OPERATOR	<p>1) By promotion of approved probationers from all lower categories. Must have completed two years of service in the lower categories.</p> <p>2) By DIRECT RECRUITMENT</p>	<p>1) Minimum General Educational Qualification.</p> <p>2) Telephone operator Training certificate</p> <p>1) Minimum General Educational Qualification.</p> <p>2) Telephone operator Training certificate</p>	<p>Rs.5200-20200 + G.P.2400</p> <p><u>Crucial Date</u> 1st AUGUST of every year.</p>

Sl. No	Name of the post	Method of Recruitment	Qualification prescribed	Scale of pay & Crucial Date
(1)	(2)	(3)	(4)	(5)
6	RECORD CLERK	By promotion from all lower categories (Must have completed two years of service in the lower categories.)	Minimum General Educational Qualification.	Rs.4800-10000 + G. P.1400 <u>Crucial Date</u> 1 st october of every year
7	REPORTER	1) By promotion from the post of Short-hand Typist Grade II. 2) By promotion from the post of Short-hand Typist Grade III with 3 years of service on willingness. 3) By DIRECT RECRUITMENT After promoting eligible candidates from the feeder post for a particular year, the remaining vacancies for the particular year may be filled up by Direct Recruitment.	1) Minimum General Educational Qualification. 2) Must have passed Government Technical Examination in Typewriting Higher both Tamil & English. 3) Must have passed Government Technical Examination in Shorthand TAMIL HIGH SPEED TEST 4) Must have passed Government Technical Examination in Shorthand both ENGLISH and TAMIL Higher Grade (or) Higher Grade in Tamil and Lower Grade in English (or) Higher Grade in English and Lower Grade Tamil 5) Must have passed a Certificate Course in MS-Office (Windows) Same qualifications prescribed for promotion.	Rs.9300-34800 + G. P..4500 <u>Crucial Date</u> 1 st JULY of every year.

Sl. No	Name of the post	Method of Recruitment	Qualification prescribed	Scale of pay & Crucial Date
(1)	(2)	(3)	(4)	(5)
8	SHORTHAND TYPIST GRADE I	By promotion from the Short-hand Typist Grade II.	<p>1) Minimum General Educational Qualification.</p> <p>2) Must have passed Government Technical Examination in Typewriting Higher both Tamil & English.</p> <p>3) Must have passed Government Technical Examination in Shorthand both ENGLISH and TAMIL Higher Grade (or) Higher Grade in Tamil and Lower Grade in English (or) Higher Grade in English and Lower Grade Tamil.</p> <p>4) Must have passed a Certificate Course in MS-Office (Windows)</p>	<p>Rs.9300-34800 + G.P.4800</p> <p><u>Crucial Date</u> 1st JULY of every year.</p>
9	SHORTHAND TYPIST GRADE II	By promotion of the approved probationers from the post of Short-hand Typist Grade III.	<p>1) Minimum General Educational Qualification.</p> <p>2) Must have passed Government Technical Examination in Typewriting Higher both Tamil & English.</p> <p>3) Must have passed Government Technical Examination in Shorthand both ENGLISH and TAMIL Higher Grade (or) Higher Grade in Tamil and Lower Grade in English (or) Higher Grade in English and Lower Grade Tamil.</p> <p>4) Must have passed a Certificate Course in MS-Office (Windows)</p>	<p>Rs.9300- 34800 + G.P..4200</p> <p><u>Crucial Date</u> 1st OCTOBER of every year.</p>

Sl. No	Name of the post	Method of Recruitment	Qualification prescribed	Scale of pay & Crucial Date
(1)	(2)	(3)	(4)	(5)
10	SHORTHAND TYPIST GRADE III	<p>1) By promotion only approved probationers from all the lower Categories with 2 years of service.</p> <p>2) By Direct Recruitment.</p> <p>After promoting eligible candidates from the feeder post for a particular year, the remaining vacancies for the particular year may be filled up by Direct Recruitment.</p>	<p>Minimum General Educational Qualification</p> <p>2)Must have passed Government Technical Examination in Typewriting Higher both Tamil & English.</p> <p>3) Must have passed Government Technical Examination in Shorthand both ENGLISH and TAMIL Higher Grade (or) Higher Grade in Tamil and Lower Grade in English (or) Higher Grade in English and Lower Grade Tamil.</p> <p>4) Must have passed a Certificate Course in MS-Office (Windows).</p> <p>Same qualifications prescribed for promotion.</p>	<p>Rs.5200- 20200 + G.P.2800</p> <p><u>Crucial Date</u> 1st OCTOBER of every year</p>
11	TYPIST.	<p>1) By promotion only approved probationers from all the lower Categories with 2 years of service.</p> <p>2) From the Legal heirs of the Corporation employees died in service.</p> <p>Ratio between Promotion and Direct Recruitment is 1:1</p>	<p>1) Minimum General Educational Qualification.</p> <p>2) Passed the following Government Technical Examinations in Typewriting.</p> <p>a. both Tamil & English in Higher Grade OR b. Higher Grade in Tamil and Lower Grade in English. OR c. Higher Grade in English and Lower Grade in Tamil.</p> <p>3) Must have passed a Certificate Course in MS-Office (Windows)</p>	<p>Rs.5200-20200 + GP Rs.2400</p> <p><u>Crucial Date</u> 1st OCTOBER of every year</p>

Sl. No	Name of the post	Method of Recruitment	Qualification prescribed	Scale of pay & Crucial Date
(1)	(2)	(3)	(4)	(5)
		3) By Direct Recruitment.	Same qualifications prescribed for promotion.	
12	ASSESSOR	By Promotion from the post of Licence Inspector.	Must have passed Account Test for Subordinate Officers Part I & II and Tamil Nadu Government Office Manual Test.	Rs.9300-34800 + G.P.4800 <u>Crucial Date</u> 1 st FEBRUARY of every year
13	LICENCE INSPECTOR	By promotion from the following posts in the ratio of 1:1:1:3 One Non Graduate Tax collector with 8 years service One Graduate Tax collector with 5 years service One Non Graduate Assistant with 3 years service Three Graduate Assistants By promotion from the post of Assistant and Tax Collector on willingness 1. In the Event of non availability of eligible Graduate Assistant the vacancy will be filled up in the ratio of 1:1:1 from the other sections. 2. In the Event of non availability of eligible Graduate Tax collector the vacancy will be filled up in the ratio of 1:1:3 from the other sections. 3. In the Event of non availability of eligible Graduate Assistant and Graduate Tax Collector the vacancy will be filled up in the ratio of 1:1 from the other section.	For Graduate Assistant & Graduate Tax Collector. (Any degree from recognized university approved by the UGC). (10 th – 12 th - UG- PG) For Non Graduate Assistant & Non Graduate Tax Collector. (Minimum General Educational Qualification) Must have passed Account Test for Subordinate Officers Part I and Tamil Nadu Government Office Manual Test.	Rs.9300-34800 + G. P.4200 <u>Crucial Date</u> 1 st MARCH of every year

Sl. No	Name of the post	Method of Recruitment	Qualification prescribed	Scale of pay & Crucial Date
(1)	(2)	(3)	(4)	(5)
14	TAX COLLECTOR	<p>1) By promotion only approved probationers from all the lower Categories.</p> <p>2) Must have completed 5 years of service in lower categories.</p> <p>3) By promotion and Direct Recruitment in the ratio of 1:2 (Promotion:1 Direct Recruitment: 2 In the event of non availability of eligible persons in the feeder posts that vacancies will be also filled up by Direct Recruitment)</p> <p>4) By Direct Recruitment</p>	<p>Minimum General Educational Qualification.</p> <p>Any degree from recognized university approved by the UGC (10th – 12th- UG- PG)</p>	<p>Rs.5200-20200 + G. P.2400</p> <p><u>Crucial Date</u> 1st July of every year</p>
15	Conservancy Supervisor	<p>1) By promotion from the post of Conservancy Inspector.</p> <p>2) Must have completed 2 years of Service as Conservancy Inspector.</p>	<p>Minimum General Educational Qualification.</p>	<p>Rs.9300-34800 + G. P.,4200</p> <p><u>Crucial Date</u> 1st March of every year</p>
16	Conservancy Inspector	<p>1) By promotion from the following posts: Must have completed 3 years of Service as Conservancy Maistry / Record Clerk</p> <p>2) Direct Recruitment The 50% of Existing and Expected Vacancies in the panel year to be filled up by promotion and remaining 50 % vacancies to be filled up by Direct Recruitment. The remaining unfilled vacancies in the panel year to be brought forward next year to the respective quotas.</p>	<p>Minimum General Educational Qualification.</p> <p>Any degree from recognized university approved by the UGC (10th – 12th- UG- PG)</p>	<p>Rs.5200-20200 + G.P.2000</p> <p><u>Crucial Date</u> 1st APRIL of every year</p>

Sl. No	Name of the post	Method of Recruitment	Qualification prescribed	Scale of pay & Crucial Date
(1)	(2)	(3)	(4)	(5)
17	Conservancy Maistry	1) By promotion from the post of Sanitary workers. 2) Must have completed Probation period and 3 years of Service. Promotion followed by Seniority.	Must have passed 8 th Standard.	Rs.4800-10000 + G. P.1400 <u>Crucial Date</u> 1 st MAY of every year

- 1) Any amendment made in the Tamil Nadu state and subordinate services Rules shall also be applicable wherever specified in the bye-laws.
- 2) Posts which have a different nomenclature from the ones specified above shall be brought under the purview of the bye-law specified for the post with the same pay-scale. This shall be subject to the decision of the Commissioner.

Note : Whenever 'By Promotion' and 'By direct recruitment' are prescribed as method of recruitment, Direct recruitment shall be resorted to only when no Qualified employees are available for promotion. However, this will not apply to cases where ratio has been prescribed for appointment by direct recruitment and by promotion.

QUALIFICATION REGARDING AGE;

The age limit for appointment to any category in the service shall be as prescribed in the Tamil Nadu State and Sub-ordinate Services Rules.

PROBATION

: Every person appointed to a category borne under Class III Services shall from the date on which he/she join duty be on probation for a total period of two years on duty within a continuous period of three years.

RESERVATION OF APPOINTMENT

: The rule of reservation in General Bye-law 16 shall apply for direct recruitment under these Bye-laws.

**PASSING OF TAMIL
LANGUAGE TEST**

: Every person appointed to a category whose First Language is other than Tamil should pass the Tamil Language Test conducted by the Tamil Nadu Public Service Commission within the period of probation (i.e. 2 years) failing which, the increment will be stopped from 3rd year onwards till they qualify. In the case of directly recruited, they must pass the Tamil Language Test within the period of 5 years from the date of entry in service, otherwise their service will be terminated forthwith.

TESTS

: A person should have passed the prescribed Departmental Test and the result should be published in Tamil Nadu Government Gazette before the crucial date fixed for that category for being eligible for promotion.

SCALE OF PAY

: The Existing Scale of pay and Grade pay has been mentioned in the bye-laws. Orders revising Scale of pay and Grade pay if any received from the Government, it will be implemented .

SAVINGS

: Nothing contained in this bye-law shall adversely affect any person holding any of the posts referred to in the Bye-law on the date of coming into force of this bye-law.

Part-I

Preliminary – For Class IV

1. Short title:

- (a) The Bye-laws shall be called the Greater Chennai Corporation, Class-IV Services Bye-laws 2009.

2. Definitions:

In these bye-laws unless there is anything repugnant in the subject or context -

(I) Act means the Chennai City Municipal Corporation Act, 1919.

(II) Appointed to a service_ -- A person is said to be "appointed to a service" when in accordance with these bye-laws or in accordance with the bye-laws applicable at the time as the case may be, he discharge for the first time the duties of a post borne on the cadre of such service or commences the probation, instruction or training, if any, prescribed for members thereof.

3. Approved candidates:

A person is said to be an "Approved candidate" for a Corporation service if his name appears in the authoritative list of candidates selected for appointment to any service or category.

4. Approved Probationer:

Approved probationer in a service, or category means a member of that service or category who has satisfactorily completed his probation and awaits appointment as a full member of such service or category.

5. Backward classes:

"Backward Classes" means, the communities mentioned in Schedule-I to this part; and such other communities included from time to time in Schedule-I of Part-I of the General Rules for the Tamil Nadu State and Sub-ordinate Services.

6. Class IV Service:

"Class-IV Service" shall include all persons holding posts in a service other than Class-IA, IB, II and III in the Corporation establishment.

7. **"Commissioner" means,** Commissioner, Greater Chennai Corporation
8. **"Council" means,** the Council of the Greater Chennai Corporation
9. **Discharge of a member of service --** "Discharge of a member of a service" means dispensing with his service for want of a vacancy.

10. Duty: A person is said to be 'On duty as a member of service.

(a) When he is performing the duties of a post borne on the cadre of such service or is undergoing the probation, instruction or training, if any, prescribed for such service,

(b) When he is on joining time; or

(c) When he is absent from duty during vacation or on authorized holidays or on casual leave taken in accordance with the instruction regulating such leave issued by the authority competent, having been on duty immediately before and immediately after such absence."

11. Full member:

"Full member" of a service means, a member of that service, who has been appointed substantively to a permanent post borne on the cadre thereof.

12. Member of a service:

"Member of service" means, a person, who has been appointed to that service and who has not retired or resigned, been removed or dismissed, or been discharged otherwise than for want of a vacancy. He may be a probationer, an approved probationer or a full member of that service.

13. Probationer:

"Probationer" in a service means, a member of that service, who has not completed his probation.

14. Promotion:

"Promotion" means, the appointment of a member of any category of a service to a higher category of such service.

15. Recruited direct:

A person is said to be recruited direct when he is not already a member of the Greater Chennai Corporation Service, to which the direct recruitment is made.

16. Revision:

"Revision" shall mean the reversion of a member of a category of a service to a lower category of any service in the Corporation, for reasons mentioned in the order of reversion issued.

17. Scheduled castes:

"Scheduled Castes" mean, the communities mentioned in Part-I of Schedule-II to this part and such other communities included from time to time in Part-A of Schedule-II of Part-I of the General Rules for the Tamil Nadu State and Sub-ordinate Services.

Explanation: No person, who possess a religion different from Hinduism shall be deemed to be a member of a Scheduled Caste.

18 Scheduled tribes:

"Scheduled Tribes" mean, the communities mentioned in Part-B of Schedule-II to this Part and such other Communities included from time to time in Part-B of Schedule-II of Part-I of the General Rules for the Tamil Nadu State and Sub-ordinate Services.

19. Service:

"Service" shall mean, any one of the Greater Chennai Corporation Services included in the Bye-laws framed under Section 86(i) (ii) of the M.C.M.C. Act.

20 . Special Bye-laws:

"Special Bye-laws" shall mean, the Bye-laws applicable to each service.

21. Transfer:

"Transfer" shall mean, the posting of a person holding one post to another identical post under the Greater Chennai Corporation.

Part-II

1. Constitution:

The service shall consist of the following classes and categories of the Government servants.

<u>Sl. No.</u>	Posts
1	Duffadar
2	Office Assistant
3	Thozhilalies

2. Appointing Authority:

Appointments to all posts in Class IV shall be made by the Appointment Committee.

3. Reservation of Appointments:

The rules of reservation of appointments (General Rule 22) shall apply to appointments by direct recruitment to any of the posts.

4. Selection of direct recruits:

Selection of Candidates to any of the categories by direct recruitment shall be made in the manner indicated below:

The Commissioner shall call for a list of qualified candidates from the Employment Exchange and shall after receipt of the list select the required number of qualified candidates and also issuing advertisement in at least 2 newspapers out of which one must be in vernacular language having wide circulation in the state and on the basis of merit by due course conducted. The other procedures ordered by Government then and there will also be followed by Greater Chennai Corporation.

5. Qualification:

I. AGE LIMIT: Save or otherwise stated in the Commission's Notification / Advertisement, no person shall be eligible for appointment to any service by direct recruitment including appointment on compassionate grounds, unless he has completed 18 years of age on the first day of July of the year in which the vacancy is notified.

II. Educational qualification: No person shall be eligible for appointment by direct recruitment to the post of Office Assistant unless he has passed the VIII Standard of a recognized school (i.e.) a school maintained by or opened with the sanction of the Government of Tamil Nadu or to which recognition has been accorded by the Director of School Education under the Educational Rules of the State. No person shall be eligible for appointment by direct recruitment to the post of Thozhilalies unless he possesses the ability to read and write the Tamil language.

- (a) Candidates for appointment by direct recruitment to any of the categories must be able to read and write in Tamil.
- (b) Notwithstanding the provision in clause (a) ex-servicemen shall be eligible for appointment to the service, if they are able to read and write in Tamil.

6. Probation

- (a) Every person appointed to the service except by transfer shall be in probation as prescribed in sub-rule (b) below in the category to which he is appointed, such a person when appointed to other categories of the service shall not be required to undergo a period of probation.

(b) The period of probation in the case of a person appointed by direct recruitment or by recruitment by transfer shall be total period of one year on duty within a continuous period of three years.

7. Service in a class or category in different departments or offices:

Service rendered in a category of the service shall count for probation in the said category irrespective of the department or office or of the scales of rates of pay applicable.

8. Postings and Transfers:

(a) All transfers and postings shall be made by the appointing authority.

Provided that the powers conferred on the appointing authority by this sub-rule may be exercised also by any authority to whom the appointing authority is administratively sub-ordinate.

(b) All transfers and postings from the jurisdiction of the appointing authority to that of other shall be made by the authority to which such appointing authorities are administratively sub-ordinate.

(c) The category of Thozhilalies are inter-transferable.

9. Conveyance Allowance:- There shall be paid to the holders of the posts in this service for which conveyance allowance is sanctioned conveyance allowance from the Municipal Fund at such rates and subject to such conditions as may be determined by the State Government.

10. Savings: Nothing contained in this bye-law shall adversely affect any person holding any of the posts referred to in the bye-law on the date of coming into force of this bye-law.

GREATER CHENNAI CORPORATION CLASS IV SUBORDINATE

SERVICES BYE-LAWS 2009

Cate gory No.	Name of the post	Metho d of Recruitment	Qualification prescribed	Scale of pay & Crucial Date
(1)	(2)	(3)	(4)	(5)
1	DUFFADAR	By Transfer from the post of Office Assistant Promotion followed by Seniority on Willingness.	Must have passed 8 th Standard.	Rs.4800-10000 + G. P.1300 <u>Crucial Date</u> 1 st July of Every Year
2	OFFICE ASSISTANT	1. By recruitment from the Legal Heirs of the Corporation employees who died in service. 2. Appointment by transfer from labour categories. 3. By Direct Recruitment. Direct recruitment should be resorted to if no candidates in (1) (2) above are available.	Must have passed 8 th Standard. Must have passed 8 th Standard.	Rs.4800-10000 + G.P .1300 Crucial Date 1 st July of Every Year
3	THOZHILALIES	1. By recruitment from the Legal Heirs of the Corporation employees who died in service. 2. By Direct Recruitment.	Should know to read and write in Tamil Should know to read and write in Tamil	Rs 4800-10000 + G. P1300 Crucial Date 1 st October of Every Year

Category No.	Name of the post	Method of Recruitment	Qualification prescribed	Scale of pay & Crucial Date
(1)	(2)	(3)	(4)	(5)
		<p>1. Direct Recruitment should be resorted to if no candidates in (1) above are available.</p> <p>2. The post of "Thozhilali" is a common category where they are posted to attend various works, they are assigned with the nomenclature according to the nature of work in which they are posted.</p> <p><u>Explanation</u></p> <p>1. Thozhilalies posted to attend Road works are called as <u>Road Thozhilalies</u></p> <p>2. Thozhilalies posted in Storm Water Drain Dept. are called as <u>Desilting Thozhilalies</u>.</p> <p>3. Thozhilalies posted in Malaria Section of Health Department are called as <u>Malaria Thozhilalies</u>.</p> <p>4. Thozhilalies posted in Conservancy Department are called as <u>Conservancy Thozhilalies</u>.</p> <p>5. Thozhilalies posted in Lorry Depots are called as <u>Cleaners</u>.</p> <p>6. Thozhilalies entrusted with the tapal work are called as <u>Tapal Lascars</u>.</p> <p>7. Thozhilalies working in Dobigana are called <u>Dobigana Sanitary Workers</u>.</p>		

Category No.	Name of the post	Method of Recruitment	Qualification prescribed	Scale of pay & Crucial Date
(1)	(2)	(3)	(4)	(5)
		<p>8_Thozhilalies posted in Gardens are called as <u>Garden Workers(Park).</u></p> <p>9 .Thozhilalies posted in Hospital are as called Hospital Thozilalies. Include below Posts Theatre Assistant , Female Stretcher Bearer, Female Ward Attendant ,Female Attendant ,Ayah, Female sanitary Worker, Dhobi</p> <p>All the above types of Thozhilalies are equal in all respects and they are inter-transferable.</p>		

Sd/-D.Karthikeyan,
Commissioner