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TAMIL NADU GOVERNMENT GAZETTE

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Part III—Section 1(a)

General Statutory Rules, Notifications, Orders, Regulations, etc., issued by Secretariat Departments.

NOTIFICATIONS BY GOVERNMENT

TOURISM, CULTURE AND RELIGIOUS ENDOWMENTS DEPARTMENT

THE TAMIL NADU HINDU RELIGIOUS INSTITUTIONS EMPLOYEES (CONDITIONS OF SERVICE) RULES, 2020.

[G.O.Ms.No.114, Tourism, Culture And Religious Endowments (RE4-2), 3rd September 2020, Aavani 18, Saarvari, திருவள்ளுவர் ஆண்டு–2051.]

No. SRO A -29(d)/2020.

In exercise of the powers conferred by clause (xxiii) of sub-section (2) of Section 116 of the Tamil Nadu Hindu Religious and Charitable Endowments Act, 1959 (Tamil Nadu Act 22 of 1959) and in supersession of the Rules published in Revenue Department Notification *vide* S.R.O.No.A-1252 of 1964 at pages 1324-1328 of Rules Supplement to Part V (No.50) of the Fort St. George Gazette, dated the 23rd December 1964, the Governor of Tamil Nadu hereby makes the following rules:-

RULES.

1. Short title and application.– (1) These rules may be called the Tamil Nadu Hindu Religious Institutions Employees (Conditions of Service) Rules, 2020.

These rules shall apply to all Hindu Public Religious Institutions and Endowments including the incorporated Devaswoms and unincorporated Devaswoms:

Provided that these rules shall not apply to maths and specific endowments attached to maths.

2. Definitions.- (1) In these rules, unless the context otherwise requires,-

(a) "Act" means the Tamil Nadu Hindu Religious and Charitable Endowments Act, 1959 (Tamil Nadu Act 22 of 1959);

(b) "Annexure" means an Annexure appended to these rules;

(c) "Appointing Authority" means the Trustee or Fit Person of the concerned religious institution;

(d) "Departmental Pension" means pension sanctioned by the Hindu Religious and Charitable Endowments Department to an employee of a Public Religious Institution who is not entitled to pension under Employees Provident Fund Scheme;

(e) "Employee" includes a person who holds an office to which an inam granted, confirmed or recognized by the Government, is attached or who is remunerated in kind or in cash from the funds of the religious institution;

(f) "Employees Provident Fund Pension" means pension sanctioned by the Employees Provident Fund Authority to an employee of a religious institution enrolled under the Employees Provident Fund Scheme;

(g) "Executive Authority" means the Trustee, Fit Person or the Executive Officer, as the case may be;

(h) "Non-Senior Grade Temple" means the religious institution not having an Executive Officer in the cadre of Assistant Commissioner/Deputy Commissioner and Joint Commissioner;

(i) "Senior Grade Temple" means any religious institution having Executive Officer in the cadre of Joint Commissioner/ Deputy Commissioner / Assistant Commissioner taking into account the income and movable and immovable properties of the religious institution;

(j) "Ulthurai (Indoor) employee" means an employee whose duties mainly relate to the performance or rendering assistance in the performance of poojas, rituals and other services to the deity, the recitation of mantras, vedas, prabandhams, thevarams and similar invocations and performance of duties connected with such performance or recitation in a religious institution;

(k) "Velithurai (Outdoor) employee" means an employee other than an Ulthurai (Indoor) employee;

(2) All Words and expressions used herein and not defined but defined in the Act shall have the meanings respectively assigned to them in that Act.

3. Constitution: The Tamil Nadu Hindu Religious Institutions shall consist of the following classes and categories of posts, namely:-

CLASS I - SENIOR GRADE TEMPLES

GROUP-A OUTDOOR EMPLOYEES

Category-I

(1) Manager
(2) Deputy Manager
(3) Public Relations Officer
(4) Supervisor
(5) Chief Accountant

Category-II

(1) Assistant Manager
(2) Superintendent
(3) Assistant Public Relations Officer

Category-III

(1) Accountant

Category-IV

(1) Senior Assistant
(2) Cashier
(3) Assistant Superintendent
(4) Head Clerk

Category-V

(1) Assistant
(2) Shroff
(3) Treasury Clerk
(4) Kolla Nayagam

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Category-VI

(1) Junior Assistant
(2) Clerk –cum–Surveyor
(3) Store Keeper
(4) Suit Clerk
(5) Collection Clerk
(6) Chathiram Keeper
(7) Junior Clerk
(8) Ticket sales Clerk
(9) Register Clerk
(10) Inai- uba Kovil Clerk

Category-VII

(1) Tamil Pulavar

Category-VIII

(1) Librarian

Category-IX

(1) Typist

Category-X

(1) Record Clerk
(2) Record Room Clerk

Category-XI

(1) Duffador
(2) Office Assistant
(3) Last Grade Servant
(4) Thalaiyari

Category-XII

(1) Watchman
(2) Karunai Illam Kappalar
(3) Siruvar Illam Aayah
(4) Gurkha
(5) Barber Shed Maistry
(6) Viduthi Kappalar
(7) Para
(8) Supervisor (Cleaning)
(9) Maakkolam
(10) Pathu Vilakku
(11) Alagu Palavelai
(12) Miscellaneous Worker
(13) Junior Para
(14) Cartman
(15) Palavelai

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(16) Siddha Vaidyasala Assistant
(17) Ticket Puncher
(18) Jadumali
(19) Gardener
(20) Armed Guard
(21) Poojai Kaval
(22) Pala Velai Vairavi
(23) Nithya Aaraathani Kattalai Prasadham
(24) Sevakar
(25) Aayam Vasoolar
(26) Uba Kovil Para
(27) Uba Kaval
(28) Uba Kovil Palavelai
(29) Adi Annamalai Thotta Velai

Category-XIII

(1) Thiruvalagu
(2) Sweeper
(3) Servant Maid
(4) Thooppu
(5) Paathira Suththi
(6) Achari
(7) Kothanar
(8) Ekali
(9) Washerman
(10) Evalal (Salavaiyalar)
(11) Cattle Maintenance Worker (Kaalnadai Paramarippalar)

GROUP-B INDOOR EMPLOYEES

Category-I

(1) Agama Teacher
(2) Thevaram Teacher
(3) Veda Teacher

Category-II

(1) Thavil
(2) Nathaswara Teacher

Category-III

(1) Peshkar

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Category-IV

(1) Maniam
(2) Assistant Peshkar
(3) Ameena

Category-V

(1) Nathaswaram Set
(2) Melam Set

Category-VI

(1) Violin (Phidil)
(2) Odal
(3) Thavil
(4) Othu
(5) Nathaswaram
(6) Thaalam
(7) Thaarai
(8) Thirumuttu
(9) Thiruchinnam
(10) Mathalam
(11) Lavandai
(12) Thavandai
(13) Thaalagiri
(14) Mridangam
(15) Panchavadhyam
(16) Pambai
(17) Bheri
(18) Shruthi
(19) Damaram
(20) Nagara
(21) Bhujangam
(22) Sandol
(23) Danga Mavuthar
(24) Flute
(25) Kaniyachi
(26) Sardar
(27) Suthu Thavil
(28) Thimiri
(29) Veera Vandi

Category-VII

(1) Religious Prasangi
(2) Propagandist

Category-VIII

(1) Veda Vathiyar

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Category-IX

(1) Assistant Veda Vathiyar

Category-X

(1) Othuvar
(2) Othuvar(Sub temple)
(3) Thevaram (Sub temple)

Category-XI

(1) Sripandaram

Category-XII

(1) Store Keeper (Ugrana clerk)

Category-XIII

(1) Vedaparayanam

Category-XIV

(1) Cook
(2) Madapalli
(3) Suyambakam
(4) Paricharakar
(5) Neivedyam Eduppu
(6) Thaligai

Category-XV

(1) Madapalli (Sub Temple)
(2) Assistant Cook
(3) Assistant Suyambakam
(4) Assistant Paricharakar

Category-XVI

(1) Sathahachari
(2) Adyayana Bhattar

Category-XVII

(1) Kaingariyam

Category-XVIII

(1) Assistant Kaingariyam
(2) Mahanyasam

Category-XIX

(1) Sabaiyar

Category-XX

(1) Sabaiyar Grade II

Category-XXI

(1) Ilai Vibudhi Pothi
(2) Vibudhi Sandal Distributor

Category-XXII

(1) Vasthira Kottadi

Category-XXIII

(1) Yagyobavidam
(2) Subrabadam Namavali
(3) Ramalinga Prathishtai

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Category-XXIV

(1) Thoorvai
(2) Thoopu
(3) Ulavaram
(4) Thiruvilakku
(5) Kudaikkarar
(6) Vaasal
(7) Masaalji

Category-XXV

(1) Adyayanam (Sub temple)

Category-XXVI

(1) Brahmana Kattiyam
(2) Kattiyam
(3) Thirumanjanam
(4) Prakarakoil Thirumanjanam

Category-XXVII

(1) Yaanai Paahan

Category-XXVIII

(1) Udhavi Yaanai Paahan

Category-XXIX

(1) Assistant to Yaanai Paahan

Category-XXX

(1) Maalaikatti
(2) Maalaikatti (Sub Temple)

Category-XXXI

(1) Theevatti

Category-XXXII

(1) Senior Gurukkal

Category-XXXIII

(1) Archakar
(2) Alankara Archakar
(3) Poosari
(4) Gurukkal

Category-XXXIV

(1) Archakar (Sub Temple)
(2) Poosari (Sub Temple)
(3) Assistant Archakar

Category-XXXV

(1) Murai Sthanikam
(2) Assistant Murai -Sthanikam

Category-XXXVI

(1) Bhattachariar

Category-XXXVII

(1) Assistant Bhattachariar (Bala Battar)

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GROUP-C TECHNICAL STAFF

Category-I

(1) Assistant Engineer (Electrical)
(2) Assistant Engineer (Civil)
(3) Assistant Engineer (Mechanical)
(4) Computer Engineer
(5) System Analyst
(6) Computer Supervisor
(7) Agricultural Officer

Category-II

(1) Junior Engineer(Electrical)
(2) Junior Engineer (Civil)
(3) Junior Engineer (Mechanical)

Category-III

(1) Technical Assistant (Electrical)
(2) Foreman (Electrical)
(3) Supervisor
(4) Building Supervisor
(5) Technical Assistant (Civil)
(6) Draughtsman
(7) Supervisor (Mechanical)
(8) Computer Operator
(9) Draughtsman (Electronics and Communication)
(10) Technical Assistant (Electronics and Communication)
(11) Horticulture Assistant(Garden Supervisor)

Category-IV

(1) Electrician
(2) Wireman

Category-V

(1) Assistant Electrician
(2) Assistant Wireman
(3) Helper
(4) Machine Operator
(5) Generator Operator
(6) Winch Mechanic
(7) Winch Electrician
(8) Winch Driver
(9) Winch Kappalar(Trolley Guard)
(10) Plumber
(11) Pipe fitter
(12) Pump Operator
(13) Tracer
(14) Painter
(15) High Tension Operator
(16) Reverse Osmosis Operator
(17) Fitter
(18) Welder
(19) Turner
(20) Foreman (Vehicle)

Category-VI

(1) Driver

Category-VII

(1) Conductor

Category-VIII

(1) Van Cleaner or Vehicle Cleaner

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GROUP-D MEDICAL STAFF

Category- I

(1) Chief Doctor

Category- II

(1) Lady Doctor
(2) Doctor (Eye Specialist)
(3) Siddha Doctor

Category- III

(1) Siddha Vaidyar

Category- IV

(1) Nurse

Category- V

(1) Assistant Nurse
(2) Nursing Assistant
(3) Compounder
(4) Assistant to Compounder
(5) Lab Technician
(6) Optometry Assistant
(7) Sanitary Inspector

GROUP-E EDUCATION STAFF

Category- I

(1) Principal

Category- II

(1) Head Master

Category- III

(1) Post Graduate Teacher

Category- IV

(1) Graduate Teacher

Category- V

(1) Teacher

Category- VI

(1) Lab Assistant

Category- VII

(1) Warden

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CLASS - II NON - SENIOR GRADE TEMPLES

GROUP-A OUTDOOR EMPLOYEES

Category-I

(1) Manager
(2) Superintendent
(3) Head Clerk
(4) Accountant

Category-II

(1) Assistant
(2) Senior Grade Clerk
(3) Accountant Grade-II
(4) Cashier

Category-III

(1) Junior Assistant
(2) Clerk
(3) Collection Clerk
(4) Suit Clerk
(5) Typist
(6) Computer Operator

Category-IV

(1) Salesmen(Ticket)
(2) Record Clerk

Category-V

(1) Office Assistant

Category-VI

(1) Electrician

Category-VII

(1) Gardener

Category-VIII

(1) Plumber

Category – IX

(1) Driver

GROUP-B INDOOR EMPLOYEES

Category-I

(1) Peshkar
(2) Maniam

Category-II

(1) Archakar Grade- I

Category-III

(1) Archakar Grade- II
(2) Gurukkal

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Category-IV

(1) Poosari

Category-V

(1) Melam Set

Category-VI

(1) Store Keeper
(2) Paricharakar
(3) Suyambagi
(4) Sannathi Paricharagar
(5) Nagai Kanakku
(6) Sudhiyanam
(7) Thirumanchanam
(8) Desigar
(9) Panchagam

Category-VII

(1) Watchman
(2) Meikaval
(3) Night Watchman
(4) Chatram Watchman
(5) Thope Watchman
(6) Kattu Kavalar
(7) Maidanam Kavalar
(8) Prakaram Kavalar
(9) Ther Kavalar
(10) Pathani Kavalar
(11) Palingukal Paramarippalar
(12) Theerthanar
(13) Vilakkukar
(14) Kuthiraikaval
(15) Muttukarar
(16) Padagu Ottunar
(17) Thirumalai
(18) Sirpialar
(19) Deepam Niruthubavar
(20) Annavu
(21) Ulthurai Sevagar
(22) Sannathi
(23) Bazar hundial
(24) Veeti
(25) Bajanai Kuzhu

Category-VIII

(1) Othuvar

Category-IX

(1) Adyabagam

Category-X

(1) Vedaparayanam
(2) Maaraayam

Category-XI

(1) Yaanai Pahan

Category-XII

(1) Udhavi Yaanai Pahan

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Category-XIII

(1) Assistant to Yaanai Paahan

Category-XIV

(1) Maalaikatti

Category-XV

(1) Thiruchinnam
(2) Nattuvam
(3) Muttuvam
(4) Panchamuga Vadyam
(5) Sri Rudrakotti
(6) Padakar
(7) Dasa Nambi
(8) Kaniyachi
(9) Mani Adi

Category-XVI

(1) Makkolam

Category-XVII

(1) Thiruvalagu
(2) Sweeper
(3) Thoopu
(4) Thoorvai
(5) Srabakar
(6) Dharmasalai Thuppuravu
(7) Kovil Kooti
(8) Mattaiyan
(9) Velalar
(10) Chedi Suththi
(11) Deepa Virpanai
(12) Archanai Thattu Virpavar
(13) Kulukkubavar
(14) Mariam
(15) Devian
(16) Sarangi Panividai
(17) Ocham
(18) Attiam
(19) Kangani
(20) Neitheepa Kavalar
(21) Aguthar
(22) Thiruvadi
(23) Vasal Kooti
(24) Sumaithangi
(25) Thanneer Ootruthal
(26) Thennai Paramarippalar

CLASS - III INCORPORATED AND UNINCORPORATED DEVASWOMS

GROUP-A OUTDOOR EMPLOYEES

Category-I

(1) Superintendent

Category-II

(1) Supervisor (Civil)

Category-III

(1) Supervisor (Civil) Grade II

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Category-IV

(1) Assistant

Category-V

(1) Junior Assistant

(2) Suit Clerk

Category-VI

(1) Library Assistant

Category-VII

(1) Maistry

Category-VIII

(1) Driver

Category-IX

(1) Typist

Category-X

(1) Electrician

Category-XI

(1) Record Clerk

Category-XII

(1) Office Assistant

GROUP-B INDOOR EMPLOYEES

Category-I

(1) Major Shanthi (Kerala Agama Shanthis/Sivachariar Shanthis)

Category-II

(1) Mel Shanthi (Kerala Agama Shanthis/Sivachariar Shanthis)

Category-III

(1) Keel Shanthi (Kerala Agama Shanthis/Sivachariar Shanthis)

Category-IV

(1) Minor Shanthi

(2) Petti Shanthi

Category-V

(1) Madappalli

Category-VI

(1) Thevaram

Category-VII

(1) Nathaswaram

(2) Thavil

(3) Panchavathiyam

Category-VIII

(1) Vilakku Eduppu

Category-IX

(1) Kavalar

(2) Thiru Nadai Kavalar

(3) Thotta Kavalar

(4) Brahmana Kavalar

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Category-X

(1) Kothan

Category-XI
(1) Paathiram Theippu

Category-XII
(1) Kazhagam

Category-XIII
(1) Maalaikattu

Category-XIV
(1) Thalam
(2) Miruthangam
(3) Shruthi

Category-XV
(1) Miscellaneous (Pala Velai)

Category-XVI
(1) Kai Visthaaram

Category-XVII
(1) Parisaragam
(2) Thooram
(3) Thoopu
(4) Kulam Thoopu
(5) Thuppuravu
(6) Thali
(7) Salavai

Category-XVIII
(1) Thupashi

CLASS – IV ARCHAKA TRAINING INSTITUTE

Category-I
(1) Head Master

Category-II
(1) Agama Teacher(Saivam)
(2) Agama Teacher (Vaishnavam)

Category-III
(1) Senior Grade Saiva Archagar

Category-IV
(1) Junior Grade Saiva Archagar

Category-V
(1) Senior Grade Bhattachari

Category-VI
(1) Junior Grade Bhattachari

CLASS –V ANNADHANAM SCHEME

Category-I
(1) Cook

Category-II
(1) Assistant Cook

Category-III
(1) Cleaner

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4. Schedule of Establishment.- (1) Every religious institution shall have a Schedule of Establishment duly prepared by the Executive Authority of such institution and sanctioned by the Commissioner. The Schedule of Establishment shall contain the details of sanctioned posts, both Ulthurai and Velithurai, in all categories, with details of sanction order issued by the Commissioner, pay and other allowances admissible to such posts. The Executive Authority shall not alter the Schedule without the prior approval of the Commissioner.

(2) Every religious institution shall limit the expenditure on salaries of establishment within the percentage and norms as may be fixed by the Government from time to time.

(3) No new posts shall be created in any religious institution without the prior sanction of the Commissioner.

(4) Every post in a religious institution shall be sanctioned taking into account the income of the religious institution. The expenditure on salaries and establishment shall be met from the income of the concerned religious institution.

5. Employees to profess Hindu religion.- Every employee of a religious institution shall profess Hindu religion and shall cease to hold office as such employee when he ceases to profess that religion.

6. Physical fitness.- (1) Every person appointed to a post in a religious institution shall before entering service, produce a certificate of fitness as prescribed in Annexure - XIII from a Assistant Civil Surgeon.

(2) No person, who is suffering from any contagious or infectious disease, either congenital or supervening, and no person, who is suffering from any mental or physical infirmity which renders him unfit for service, shall be appointed to, or succeed to or hold any office in a religious institution. Any doubt or dispute as to whether a person is qualified under this rule shall be decided by the appointing authority on production of a certificate of physical fitness obtained from a Assistant Civil Surgeon. Any person aggrieved by an order of the appointing authority may prefer an appeal to the Joint/Deputy Commissioner of Religious Institution concerned within one month from the date of receipt of such order.

7. Qualification.-(a) Age.- No person shall be eligible for appointment by direct recruitment to the posts for which there is a provision for direct recruitment unless he has completed eighteen years of age but has not completed thirty-five years of age on the first day of July of the year in which the vacancy is notified.

Provided that no person shall be eligible for appointment by promotion from non-senior grade temple to the Senior Grade Temple if he has completed forty-five years of age on the first day of July of the year in which the vacancy is notified.

(b) **Other qualifications.-** No person shall be eligible for appointment to the category of posts specified in column (1) of the tabular column in the Annexures I to XI by the methods specified in column (2) thereof unless he possesses the qualifications specified in the corresponding entry in column (3) thereof:

Provided that in cases where this rule prescribes a diploma or a degree or a post-graduate degree as 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.

8. Disqualifications.- (1) No person convicted and sentenced to imprisonment by a Criminal Court for an offence involving moral turpitude or bound over for keeping the peace or for good behavior shall be appointed to any post.

(2) No person, who has been declared or adjudicated as an insolvent, or who has applied to be adjudicated or declared to be as such shall be appointed to any post.

(3) No person, who has been removed or dismissed from service in any religious institution, local authority, statutory body or Government, shall be employed to any post in a religious institution.

(4) No person, who is in arrears of any kind due by him to any religious institution or endowment, shall be employed to any post in a religious institution.

(5) No person, who has acted adversely to the interest of any religious institution, shall be employed to any post in a religious institution.

9. Filling up of vacancies by direct recruitment.- (1) Whenever a vacancy arises in an entry level post included in the Schedule of Establishment of a religious institution, the said post shall be filled by direct recruitment in accordance with the proportion specified in that Establishment.

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Provided that while filling the vacancies by direct recruitment, every third vacancy arising in the entry level posts in the Schedule of Establishment of Senior Grade Temples shall be filled from the qualified employees of non-senior grade temples and the cycle for such appointment shall be as follows:-

from open market ----------1

from open market ----------1

from non-senior grade temples ----------1

Provided further that if no sufficient number of qualified and suitable employees of non-senior grade temples are available for entry level posts of Senior Grade Temples then those vacancies shall be filled up by the other method prescribed (i.e) from the open market.

(2) The Executive Authority shall prepare a list of vacant posts and notify the number of vacancies and take action for publication of notices calling for applications as detailed below:-

(a) The Executive Authority shall publish a notice containing the details of the posts proposed to be filled up, namely the number of vacancies, the required qualifications, the scale of pay and such other details as may be necessary, calling for applications for the post, giving minimum of one month time, for submission of applications.

(b) Such notice calling for applications shall be published on the Notice Board of the religious institution / official websites of the religious institution and the department /Office of the Village Administrative Officer/Panchayat Board/ Municipality/Corporation, where the religious institution is situated, as the case may be, and in neighbouring temples. Where the religious institution is included in the list published under section 46(iii) of the Act, notice shall also be published in one leading Tamil Daily News Paper having wide circulation in the area where the religious institution is situated.

(c) On receipt of applications, the Executive Authority shall call for an interview of the eligible candidates. Notice of the date, time and place of interview shall be intimated to the candidates, in writing. The interview will be conducted by a Committee constituted by the Executive Authority for this purpose.

(d) The Committee for interviewing the candidates shall consist of - (1) the Chairman of the Board of Trustees; or Hereditary Trustee; or Trustee, if there is only one trustee; or the Fit Person; or where the Executive Officer himself is the Fit Person, the Division Inspector of Hindu Religious and Charitable Endowments Department or where the Inspector is the Fit Person, another Division Inspector/Executive Officer of Hindu Religious and Charitable Endowments Department; (2) the Executive Officer of the religious institution concerned or Division Inspector of Hindu Religious and Charitable Endowments Department where there is no Executive Officer; (3) Two experts in the concerned subject; (4) in the case of Senior Grade Temples a person nominated by the Commissioner, in all other cases an official nominated by the Joint Commissioner of the region where the religious institution is situated.

(3) Selection**:-** (a)The weightage to be given for basic educational qualification, experience, practical tests, additional qualification and oral test/interview shall be as in the table below:-

The Table

1	For marks obtained in the basic qualification prescribed.	10 Marks
2	For experience in the field (one mark shall be given for each year of experience subject to maximum of 10 marks).	10 Marks
3	For practical test (for Technical posts) Special Category post like Melam, Nathaswaram, Thavil, Thalam, Musical instruments/ post requiring provision in Manthras /Hymns.	15 Marks
4	(a) Recitation of Thala Varalaru, Thala Puranam of temples, atleast 2 chapters Ramayanam, Mahabharatham, Thiruvilaiyadal Puranam. (b) Two Stanzas of Thevaram, Thiruvasagam, Thiruppugazh, Kanthasashti Kavacham, Nalayira Divya Prabhandham, consistent with the temple's history .	10 Marks
5	For oral test / Interview in the relevant subject.	5 Marks
	Total	**50 Marks**

In cases where the selection to the posts do not require a practical test, the marks meant for practical test shall be allotted to the interview, thus making the total marks for interview as 20 marks. For the post requiring only reading and writing as the qualification, the marks allotted for basic qualification will be allotted for reading and writing skills.

(b) The selection shall be made with reference to the rank obtained in the list of approved candidates drawn by the appointing authority.

(c) The Appointing Authority shall pass resolution for the appointment of eligible candidates and issue appointment orders.

(d) Once the appointment order is issued the Executive Authority shall submit report with all details along with the resolution and appointment orders to the Commissioner through the concerned Assistant Commissioner or the Joint Commissioner, as the case may be.

10. Pay and Allowances of employees.- (1) The pay and allowances of employees of religious institution shall be in accordance with the schedule of establishment sanctioned by the Commissioner from time to time.

(2) Travelling allowance and daily allowance payable for the journeys performed by the employees shall be in accordance with the Tamil Nadu Travelling Allowance Rules for the time being in force. The Executive Officer and in the absence of any such officer, the trustee or the Chairman of Board of Trustees, as the case may be, shall be the controlling, countersigning and disbursing authority in respect of their travelling allowance bills.

11. Seniority.- The seniority of a person shall, unless he has been reduced to a lower rank as a punishment, be determined by the date on which he is appointed to the category. Whenever more than one vacancy is filled up, the appointing authority shall fix the order of placement based on the rank obtained by them in the list of approved candidates drawn up by the appointing authority. If other things being equal their seniority shall be decided with reference to their age, the elder shall be placed at the top.

12. Counting of service in a different institution.- (1) Each religious institution shall be a separate unit for the purpose of recruitment, seniority and promotion.

(2) Services rendered in one institution shall count for another institution for the purpose of pension.

13. Promotion.- (i) Number of posts which have to be filled up by promotion from the feeder categories within the religious institution shall be worked out by the religious institution and a panel of qualified persons for each post shall be prepared every year as per the seniority in the feeder category.

(ii) No person shall be eligible for promotion unless he has satisfactorily completed his probation.

(iii) If the feeder category for a post is not available in the institution or the person in the feeder category is not suitable for the promotional post, then that vacancy shall be filled up by the employees of other religious institutions by notifying those vacancies and calling for applications from other religious institutions.

14. Preparation of Panel.- (1) No employee is eligible for drawal / inclusion in the panel for promotion and appointment by promotion if,-

(a) disciplinary action is pending or contemplated against him; or

(b) criminal case is pending or contemplated against him; or

(c) vigilance case is pending or contemplated against him; or

(d) he is convicted in a Criminal case; or

(e) he is undergoing any punishment.

(2) The crucial date for preparation of such panel shall be the 1st July of every year. The appointing authority shall take action for preparation of the panel three months prior to the crucial date taking into account the number of vacancies due to arise in the particular year and get such estimate of vacancies approved by the Assistant Commissioner in respect of religious institutions not included in the list published under section 46 of the Act; and by the Regional Joint Commissioner concerned in respect of religious institutions included in the list published under section 46(i) and 46(ii); by the Commissioner or the officer nominated by the Commissioner in respect of religious institutions included in the list published under section 46(iii) of the Act. On approval by the authorities, it shall be published on the Notice Board of the religious institution concerned and thereafter promotions shall be made based on such panel.

15. Probation.- (1) Every person appointed to a post by direct recruitment shall, from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years.

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, other than casual leave, if any, taken during the period of probation shall be excluded while calculating the period of probation.

(2) The appointing authority may extend the period of probation of any probationer, up to five years, to enable him to pass the prescribed tests as per Annexure - XII.

(3) If the appointing authority decides that a probationer is suitable for declaration of probation then, he shall issue an order declaring the probationer to have satisfactorily completed the period of 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 appointing authority.

(4) Probation cannot be declared if charges are pending and probation shall be declared by the appointing authority within one month after final orders are passed on the charges.

(5) If the appointing authority decides that a probationer is not suitable for such post or if a probationer has not passed the test as prescribed within the period of probation, it shall, unless the period of probation is extended, by an order, discharge him from the service after giving him a reasonable opportunity for showing cause against the action to be taken against him.

(6) The decision of the appointing authority that the probationer is not suitable for service may also be based on his work and conduct till the date of decision inclusive of the period subsequent to the prescribed or extended period of probation.

16. Drawal of Increment.- (1) A probationer shall be allowed to draw his first increment in the time scale of pay, in the normal course, and his second increment shall be drawn only from the date on which he is declared to have completed his probation.

(2) In cases where probation 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.

(3) The date of increment shall be advanced to the first day of each quarter such as 1st January, 1st April, 1st July and 1st October in each year, irrespective of the dates of accrual in the course of a year.

17. Transfers and postings.- (1) The employees of religious institutions may be transferred to the entry level post, from one religious institution to another religious institution having Executive Officer of the same grade based on the mutual consent of the Executive Authorities of the religious institutions, by considering the objections of employees of the said religious institutions and subject to approval by the Commissioner:

Provided that the scale of pay and designation of the post are the same in both the religious institutions.

(2) An employee transferred from one religious institution to another religious institution is entitled for joining time as admissible to Government Servants.

(3) No employee shall be considered for transfer during the period of probation if,

(i) disciplinary action is pending or contemplated against him.

(ii) criminal case is pending or contemplated against him.

(iii) vigilance case is pending or contemplated against him.

(iv) he is undergoing any punishment.

18. Appointment on Compassionate grounds.- The dependant of the deceased employee who dies in harness leaving his family in indigent circumstances is eligible for appointment on compassionate grounds in the entry level post like Junior Assistant, Clerk and other lower post alone subject to the following conditions:

(i) No person shall be eligible for appointment on compassionate grounds unless he has completed 18 years of age on the date of submission of application to the appointing authority within the period of 3 years from the date of death of the employee. The upper age limit for appointment shall be thirty five years in respect of sons/daughters and fifty years in the case of widower/widow;

Explanation.— 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 employee, a legally adopted son or a legally adopted daughter, whose adoption was made during the life time of the deceased employee.

(ii) If there is already any earning member in the family, the other dependants of the deceased employees are not eligible for appointment on compassionate grounds;

(iii) The candidate should possess all the prescribed qualifications for the post concerned;

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(iv) The dependants of the employees appointed on regular scales of pay alone are eligible for appointment on compassionate grounds;

(v) A certificate from the Tahsildar regarding the indigency of the family shall be produced along with the application;

(vi) The appointment on compassionate grounds shall be made only against the actual vacancies.

19. Leave.- (1) Casual Leave.- (a) An employee of a religious institution shall be eligible for casual leave of twelve days in a calendar year. Casual leave may be combined with Sundays, or other Government holidays.

Provided that the resulting period of absence from duty does not exceed ten days. If the eleventh and subsequent days are incidentally declared as holidays on account of natural calamities, leave declared by the Government etc., the employee who is on casual leave may avail himself of those days also even though the period of absence exceeds ten days.

(b) Casual leave may be granted for half-a-day at a time on application. In such cases, the half-a-day period should be either three hours from the commencement or before the closure of office hours.

(c) An employee of a religious institution who is on probation may be granted one day casual leave for every completed month of service and such leave may be combined with holidays, subject to the maximum prescribed above.

(d) Casual leave cannot be taken in combination with Earned leave or Medical leave or Maternity leave or Extraordinary leave without allowances (Leave on loss of pay).

(e) A register of casual leave should be maintained in every religious institution.

(f) Leave may be granted to the Ulthurai employees on their providing proper substitutes with undertaking to take responsibility of loss or damage caused due to negligence of his substitute, to the satisfaction of the executive authority.

(2) Earned Leave.- (a) The leave account of every regular employee, who is serving in a religious institution, shall be credited with earned leave in advance in two installments of 15 days each on the first day of January and July of every calendar year.

(b) The leave at the credit of a regular employee, at the close of the previous half-year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit due for the half year does not exceed the maximum limit of 240 days.

Provided that if the earned leave at the credit of a regular employee as on the last day of December or June is 240 days or less but more than 225 days, the advance credit of 15 days earned leave on the first day of January or July to be afforded shall, instead of being credited in the leave account, be kept separately and first adjusted against the earned leave that the regular employee takes or surrenders during that half year and the balance if any, shall be credited to the leave account at the close of the half year, subject to the condition that the balance of such earned leave plus leave already at credit does not exceed the maximum limit of 240 days.

Provided further that the earned leave shall be credited to the leave account of a regular employee, at the rate of 2½ days for each completed calendar month of service which he is likely to render in a half-year of the calendar year in which he is appointed.

Provided also that the earned leave shall be credited to the leave account of a regular employee, who is due to retire or resign from the service or dies while in service, at the rate of 2½ days per completed calendar month upto the date of retirement or resignation or death, as the case may be.

Provided also that the earned leave so credited to the leave account of a regular employee, who is due to retire or dies while in service, shall be eligible to encash maximum of 210 days at the time of retirement or death, as the case may be.

Provided also that if a regular employee has availed of extra-ordinary leave (with or without Medical Certificate) or some period of absence has been treated as dies-non in a half-year, the credit to be afforded to his leave account at the commencement of the next half-year shall be reduced by one-tenth of the period of such leave or dies-non, subject to a maximum of 15 days.

In the case of a employee under probation, earned leave shall be credited at the rate of 2½ days for every two completed calendar months of service which he is likely to render in a half year of the calendar year subject to a maximum of thirty days.

Explanation:-For the purpose of crediting earned leave.-

(i) fractions of a day shall be rounded off to the nearest day;

(ii) if an employee is on leave on the last day of any particular half of a calendar year, earned leave shall be credited on the first of the succeeding half-year, provided that the authority competent to grant leave has reason to believe that the employee will return to duty on the expiry of leave;

Provided that leave may be granted, to the Ulthurai employees on their providing proper substitutes with undertaking to take responsibility of loss or damage caused due to negligence of his substitute, to the satisfaction of the executive authority.

(3) Leave on medical certificate.-(a) Leave on medical certificate may be granted to a regular employee for 240 days in all, only on production of a certificate from a registered medical practitioner for a period not exceeding the period of leave recommended in the certificate with reference to the period of service specified in column (1) of the Table below subject to the restriction of the period of leave specified in the corresponding entry in column (2) thereof.-

The Table

Period of service *(1)*	*Period of eligible leave* *(2)*
Upto and inclusive of 5 years	30 days
More than 5 years but upto and inclusive of 10 years	60 days
More than 10 years but upto and inclusive of 15 years	120 days
More than 15 years but upto and inclusive of 20 years	180 days
More than 20 years	240 days

Provided that the period of leave referred to in column (2) of the Table above shall be reduced by the period of leave, if any, already availed of.

(b) Leave on medical certificate may be combined with earned leave, but the total period so combined shall be limited to 3 months.

(c) Any leave taken on medical grounds if it exceeds 59 days shall be referred to the competent medical team approved by the executive authority and the employee will be permitted to join duty only on production of fitness certificate from the Medical team.

(4) Maternity leave.- (a) The executive authority of a religious institution may grant maternity leave on full pay to married woman employees for a period not exceeding 270 days which may spread over from the pre-confinement rest to post confinement recuperation at the option of the woman employee. The maternity leave will not be admissible to married woman employees with more than two surviving children.

Explanation.- In the case of married woman employees who are confined during the period of their leave, including extraordinary leave, the 270 days period referred to above shall be reckoned only from the date of confinement.

(b) Any admissible Leave may be granted in continuation of maternity leave, if the request for its grant be supported by a medical certificate.

Provided that leave of any kind due and admissible under the rules may be granted upto a maximum period of one year in continuation of maternity leave, if leave applied is supported by a medical certificate.

Explanation.- Leave of any other kind in continuation of maternity leave may also be granted in case of illness of a newly born baby, subject to production of a medical certificate from the authorized medical attendant to the effect that the condition of the ailing baby warrants mother's personal attention and her presence by the baby's side is absolutely necessary.

(5) Leave on loss of pay.- When an employee has neither earned leave nor leave on medical certificate to his credit, leave without pay and allowances may be granted to him. Loss of pay leave may however, be granted to a person who, being ineligible for any other kind of leave, specifically applies for it. The appointing authority shall satisfy himself that the employee will return to duty on the expiry of such leave. Such absence from duty shall not exceed one year or otherwise the employee is liable for disciplinary action.

20. Conduct Rules.- (1) Save as otherwise provided in these rules, no employee of a religious institution shall, except with the previous sanction of the Executive Authority, accept or permit their spouse, or any other member of their family, to accept from any person any gift of value exceeding Rs.25,000/- (Rupees twenty five thousand only).

Provided that the employee of a religious institution may accept any gift of a value exceeding Rs.25,000/- from a personal friend or close relation, on special occasions such as weddings, anniversaries, funerals and religious functions, when the making or receiving of such gifts is in conformity with the prevailing religious or social customs and shall make a report to the Executive Authority within one month of the acceptance of the gift.

(2) The employee of any religious institution shall avoid accepting lavish hospitality or frequent hospitality from any individual, having official dealings with him or from industrial or commercial firms, organizations, etc.

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(3) The employee of any religious institution shall not -

(i) give or take or abet the giving or taking of dowry; or

(ii) demand, directly or indirectly, from the parents or guardian of a bride or bridegroom as the case may be any dowry.

(4) The employee of any religious institution shall except with prior permission of the Executive Authority acquire or dispose of any immovable property by lease, mortgage, purchase, gift, exchange or otherwise either in his own name or in the name of any member of his family.

Such permission will be necessary even where any immovable property is acquired by any member of the family of the employee out of the resources of the employee.

The Executive Authority of the religious institution shall dispose of the application seeking the sanction/permission referred above within a period of six months from the date of receipt of such application from the employee of the religious institution. If any clarifications or particulars are sought for from the employee of religious institution, the said period of six months shall be reckoned from the date of receipt of such clarifications or particulars. Where no order according such sanction or granting such permission is issued within the said period of six months, it shall be deemed that the Executive authority of the religious institution has accorded the sanction or granted the permission on the expiry of the said period of six months and the employee of the religious institution can acquire or dispose the immovable property; purchase or sell the movable property or commence the construction/extension of the house.

(5) The employee of any religious institution shall not encroach upon lands belonging to any public religious institution.

(6) The employee of a religious institution, if enters into any transaction concerning any movable property exceeding Rs.1,00,000/- in value, whether by way of purchase or sale, shall report to the executive authority within one month from the date of every such transaction.

(7) Every employee of a religious institution, shall submit a return of his assets and liabilities at an interval of five years on or before the 31st day of March of the year immediately following the year to which the return relates giving the full particulars regarding:-

(a) the immovable property inherited by him, or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person;

(b) shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired or held by him;

(c) other movable property inherited by him or similarly owned, acquired or held by him; and

(d) debts and other liabilities incurred by him directly or indirectly;

Provided that every employee shall, within three months of his first appointment to any post, submit his return of assets and liabilities as on his entry into service.

(8) The employee of a religious institution shall not engage himself directly or indirectly in any trade or business or undertake any other employment.

(9) The employee of a religious institution shall not communicate any information which adversely affects the interest of the religious institution to anybody without the knowledge of the executive authority of the religious institution.

(10) The employee of a religious institution shall not be a member of or be otherwise associated with any political party or any organization in respect of which there is reason to believe that the organization has a political aspect. He shall also avoid giving room for any suspicion that he is favouring any political party or any candidate in elections.

(11) The employee of a religious institution shall not bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the religious institution.

(12) (a) The employee of a religious institution shall not enter into or contract, a marriage with a person having a spouse living; and

(b) The employee of a religious institution having a spouse living shall not enter into or contract a marriage with any person.

(13) The employee shall at all times maintain absolute integrity and devotion to duty and take all possible steps to ensure the same in the religious institution.

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(14) The employee of a religious institution shall not indulge in any act of sexual harassment to any woman at the work place.

(15) The employee of a religious institution shall strictly abide by any law relating to consumption of liquor or intoxicating drugs in force in any area in which he may happen to be for the time being and shall not be found drunk or under the influence of liquor while attending office or appearing in a public place.

(16) The employee of a religious institution shall not engage himself in strike or in incitements thereto or in similar activities.

Explanation.- For the purposes of this rule the expression 'similar activities' shall be deemed to include the absence from work or neglect of duties without permission and with the object of compelling something to be done by his superior officers or the Government or any demonstrative fast usually called "hunger strike" for similar purposes.

(17) The employee of a religious institution shall not undertake trip to foreign country without prior permission of the executive authority.

The employee of religious institution who violates the above conduct rules will be subjected to disciplinary action following the procedures prescribed under "Punishment of Officer-holders and Servants of religious Institutions (Other than Maths and Specific Endowments attached thereto) Rules", framed under section 56 of the Act.

21. Maintenance of Service Register.- (1) Service Register shall be maintained for all employees. All service matters like appointment, details of pay, probation, increment, tests passed, promotion, leave sanctioned and availed, punishment etc., shall be recorded therein and a certificate that "service verified" shall be recorded in the register every year in January and be attested by the Executive Authority.

(2) Every employee shall verify the entries made in his service register once in three years and put his signature in token of such verification. If any discrepancies are noticed, such fact shall be reported to the Executive Authority for rectification.

22. Maintenance of Record Sheet.- Record Sheet in respect of all employees shall be written every year and maintained by the Executive Authority.

23. Cashier, etc., to execute security bond.- Every cashier, shroff, store-keeper and every other employee of a religious institution, who is entrusted, whether permanently or temporarily, with the custody of cash or stores or valuables belonging to the institution shall furnish security in the form of cash and shall execute a security bond in the name of the institution setting forth the conditions under which the institution holds the security and may ultimately refund or appropriate it. The security bond shall be retained permanently or until necessity ceases.

24. Fixing the amount of security.-The amount of security to be furnished by any employee shall be fixed by the appointing authority.

25. Conditions as to the furnishing of security.- (1) No person shall be allowed to assume any post for which security has to be furnished unless he furnishes the security fixed for the post within fifteen days of the receipt of the order of appointment or within such period as may be specified in such order.

(2) When a person holding a post for which he has furnished security is appointed to another post, for which the security fixed is higher than the amount of security already furnished by him or is appointed to an additional post for which security has to be furnished, he shall not continue in the new post, if he does not, within three months from the date of assumption thereof, furnish the required additional security.

26. Investment of security furnished.- (1) The cash security furnished by an employee shall be invested as early as possible in any one of the approved forms of securities and the interest earned by such security shall be paid to the employee.

(2) No interest shall be payable on the security amount till it is invested in the manner indicated in sub-rule (1).

27. Refund of security.- The security furnished shall not be refunded before six months after the employee vacates office, provided that before refunding the security, the executive authority shall satisfy himself that no amount is due by the employee to the institution.

28. Resignation.- (1) An employee may resign his post by giving notice of not less than three months in writing directly to the appointing authority. The period of three months notice shall be reckoned from the date of receipt of such notice by the appointing authority.

(2) On receipt of such notice, the appointing authority shall verify whether the resignation has been given by the employee concerned and after satisfying himself, may accept the resignation subject to the following conditions:-

(a) no disciplinary action is pending or contemplated against him.

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(b) no criminal case is pending or contemplated against him.

(c) no vigilance case is pending or contemplated against him.

(d) no contractual obligation of any kind to serve during the period on which the employee concerned seeks to resign.

(e) no dues are pending to be recovered.

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

(4) The employee, on acceptance of such resignation shall cease to be in the service of the temple from the date from which such resignation has been accepted.

(5) While accepting the resignation, the appointing authority shall obtain consent from the employee that he is aware of the consequences of the resignation.

29. Consequences of Resignation.- (1) The employee of religious institution on his resignation shall 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 in the religious institution.

(2) The reappointment of such person to any post shall be treated in the same way as a first appointment to such a post by direct recruitment and rules governing such appointments 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 rule.

30. Voluntary Retirement.- (1) The employee of religious institution who has attained the age of fifty or completed twenty years of service may retire from service voluntarily by giving notice of not less than three months in writing direct to the appointing authority.

(2) Notice of Voluntary Retirement given by an employee of a religious institution shall be accepted by the appointing authority subject to the following conditions being satisfied namely:-

(a) no disciplinary action is pending or contemplated against him.

(b) no criminal case is pending or contemplated against him.

(c) no vigilance case is pending or contemplated against him.

(d) he is not convicted by a Court of Law.

(e) that no dues which cannot be recovered are pending from the employee concerned.

(3) The appointing authority shall issue orders either accepting the notice of voluntary retirement 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 notice of voluntary retirement shall be deemed to have been accepted on the expiry of the period of notice.

(4) The employee of the religious institution may withdraw the notice of voluntary retirement or withdraw the voluntary retirement after acceptance, as the case may be, subsequently with the approval of the appointing authority, before the expiry of the period of notice.

31. Retirement.- Every person appointed to such post shall retire from such post on the afternoon of the last day of the month in which he attains the age of sixty years.

32. Gratuity.- Every employee who retires or dies after completing ten years of service in a religious institution included in the list published under Section 46 of the Act shall become eligible for a gratuity at the rate of half a month's salary for every completed year of service to a maximum of 15 month's salary;

Provided that this provision shall not apply to any such institution where the Contributory /Employees Provident Fund Scheme is in force.

Explanation.- (1) Fraction of a year equal to six months and above shall be treated as a completed year.

(2)"*Retirement"* for this purpose shall mean retirement on superannuation of after completing twenty five full years of service and shall not include cessation of service on resignation or as a result of disciplinary action.

(3) "Salary" for the purpose of this rule shall mean the average monthly salary excluding the dearness and other allowances drawn during the last twelve months of service.

33. Reduction of gratuity.- If the service of a employee has not been thoroughly satisfactory, the authority sanctioning the gratuity may make such reduction in the amount as it thinks proper, but the unfavourable circumstances appearing against such employee for reducing the gratuity shall be recorded and communicated to him.

34. Recovery from gratuity and payment of gratuity to the family of employee.- Any sum of money payable by an employee to the religious institution at the time of retirement shall be deducted from the amount of gratuity payable to him. If an employee who has become eligible for gratuity dies while in service or after retirement, the amount of gratuity shall be paid to his family.

Explanation.- (1) For the purpose of this rule "family" in relation to an employee means members of family specified in rule 45(5) of the Tamil Nadu Pension Rules, 1978.

(2) When the amount of gratuity is claimed by more than one person, payment shall be made to anyone person who is authorised by all the claimants to receive payment.

35. Appointing authority to sanction gratuity.- The appointing authority in respect of every employee shall, with the prior sanction of the Assistant Commissioner or the Joint or Deputy Commissioner, as the case may be, sanction the gratuity amount.

36. Commissioner may sanction gratuity to employee of any institution.- Notwithstanding anything contained in rules 32 to 35, the Commissioner may, with the previous approval of the Government, sanction compassionate gratuity to an employee in respect of any institution, for special reasons, to be recorded in writing.

Provided that the Commissioner shall, before passing an order under this rule, take into account the service, character and conduct of the employee and also the financial position of the institution and its capacity to pay the amount.

37. Departmental Pension Scheme.-(1) An employee of a religious institution which is not covered under the Employees Provident Fund Scheme (EPF) and in the case of an employee of religious institution covered under EPF Scheme but not entitled to get pension under EPF scheme, is entitled to receive pension under Departmental Pension Scheme subject to fulfillment of the following conditions:-

(i) He should be a fulltime/permanent employee of the religious institution.

(ii) He should have served minimum of 10 years as a fulltime/permanent employee.

(iii) He should have attained 60 years of age on superannuation or in case of voluntary retirement, he should have attained 50 years of age or completed twenty years of service.

(2) The spouse of a deceased employee of a religious institution, who was receiving pension under Departmental Pension Scheme, is entitled to receive family pension under Departmental Pension Scheme subject to fulfillment of the following conditions:

(i) The deceased employee should have been drawing departmental pension.

(ii) The amount of family pension sanctioned shall be 50% of the prevailing departmental pension amount.

38. Employees Provident Fund Scheme.- (1) Every religious institution, the annual income of which, as calculated under section 92 of the Act, is rupees ten thousand or more shall, introduce Employees Provident Fund Scheme for the benefit of its employees.

(2) The rules governing the administration of the Employees Provident Fund shall be as per the rules in force.

39. Family Benefit Fund Scheme.- (1) This scheme is applicable to regular employees of religious institutions. The scheme is not applicable to the part-time employees of religious institutions or specific endowments attached thereto. However, if any part-time employee is in regular service in any religious institutions or specific endowments attached thereto, then, the scheme will be applicable to him.

(2) The Commissioner shall sanction the lump-sum amount to the nominee, legal heirs of the employees who die in harness. The amount shall be sanctioned even in the case of suicide, murder and unnatural death like accident, poisoning, drowning and burning.

(3) An amount of subscription fixed by the Government from time to time shall be collected from the salaries of the employees of the religious institution.

(4) Every institution shall calculate the total annual subscriptions of all the employees, draw the amount from the General Funds of Institutions and remit the amount in advance to the Commissioner before the end of July of every year and such annual subscription so paid by the institution on behalf of its employees shall be recovered from the salary of the employees every month as mentioned above.

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(5) The Commissioner shall credit the amount in Savings Bank Account in any nationalised or co-operative bank and the account shall be operated by the Commissioner for this purpose.

(6) In case of death of an employee while in service, the Commissioner shall sanction and pay a sum of rupees as prescribed from time to time by the Government from out of the fund to the family of the deceased employee. If the legal heir is a minor, the amount shall be deposited in a nationalised or co-operative bank in the name of the minor person and the amount with the interest accrued shall be paid as and when the person attains his legal majority.

(7) The Executive Authority of the institution and the administrative authority of the Department are responsible for the collection of the subscriptions due from all the employees and necessary entries shall be made as to the payment of yearly subscription in the service register of the incumbent along with the certificate of service verification. Form of nomination shall be obtained from every employee and affixed to the Service Register of the employee. The claim shall be made by the eligible member of the family of the deceased employee through the Executive Authority of the religious institution and such application shall be sent to the Commissioner through the administrative authority of the department having jurisdiction over the institution. The recommendation of the authority shall contain the following particulars and documents and in the absence of any of the following, no claim shall be entertained:-

(a) Date of birth (as per Service Register)

(b) Date of entry into service.

(c) Order No. and date of authority sanctioning the post.

(d) Date of death with original death certificate.

(e) The nomination along with the Service Register.

(f) Particulars regarding the remittance of subscription.

(g) Legal heirship certificate in original in the absence of nomination.

(8) The Commissioner may, at his discretion, relax any of the rules relating to the Family Benefit Fund Scheme in favour of the family of the deceased employee.

40. Re-employment.- A retired employee may be employed on contract basis with the prior permission of the Commissioner for one year at a time. The emoluments on employment on contract shall be on consolidated basis as fixed by the Commissioner.

41. Saving.- Nothing contained in these rules shall adversely affect the employees, holding any post on the date of publication of these rules in the *Tamil Nadu Government Gazette.*

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ANNEXURE – I

CLASS I - SENIOR GRADE TEMPLES

GROUP-A OUTDOOR EMPLOYEES

Category (1)	*Method of Appointment* (2)	*Qualifications* (3)
Category-I (1) Manager (2) Deputy Manager (3) Public Relations Officer (4) Supervisor (5) Chief Accountant	By promotion from among the holders of the post of Assistant Manager; (or) Superintendent; (or) Assistant Public Relations Officer; (or) Accountant; (or) Peshkar (Ulthurai Employee).	
Category–II (1) Assistant Manager (2) Superintendent (3) Assistant Public Relations Officer	By promotion from among the holders of the post of Senior Assistant; (or) Assistant Superintendent; (or) Head Clerk.	
Category–III (1) Accountant	By promotion from the holders of the post of Cashier.	
Category–IV (1) Senior Assistant (2) Cashier (3) Assistant Superintendent (4) Head Clerk	By promotion from among the holders of the post of Assistant; (or) Shroff; (or) Treasury Clerk; (or) Kolla Nayagam.	
Category–V (1) Assistant (2) Shroff (3) Treasury Clerk (4) Kolla Nayagam	By promotion from among the holders of the post of Junior Assistant; (or) Typist; (or) Clerk –cum–Surveyor; (or) Store Keeper; (or) Suit Clerk; (or) Collection Clerk; (or) Chathiram Keeper; (or) Junior Clerk; (or) Ticket Sales Clerk; (or) Register Clerk; (or) Inai- uba Kovil Clerk.	A Pass in the following tests namely:- 1) Tamil Nadu Hindu Religious and Charitable Endowments Act and Rules; 2) Account Test for Subordinate Officers part-I.
Category–VI (1) Junior Assistant (2) Clerk –cum–Surveyor (3) Store Keeper (4) Suit Clerk (5) Collection Clerk (6) Chathiram Keeper (7) Junior Clerk (8) Ticket Sales Clerk (9) Register Clerk (10) Inai-uba Kovil Clerk	(1) By direct recruitment.	A pass in SSLC or its equivalent qualification recognized by the Government.
	(2) By promotion from among the holders of the post of Record Clerk; (or) Record Room Clerk; (or) Duffador; (or) Office Assistant; (or) Last Grade Servant.	A pass in SSLC or its equivalent qualification recognized by the Government. Provided that he must possess five years of experience in the feeder category.
Category–VII (1) Tamil Pulavar	By direct recruitment.	(1)A degree in B.Lit or B.A or M.A or M.Lit in Tamil of any university in the State or its equivalent; and (2)Must have knowledge in reciting Thirumurai.
Category–VIII (1) Librarian	By direct recruitment.	(1) A pass in SSLC or its equivalent qualification recognized by the Government; and (2) Must possess Diploma in Library Science.

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Category *(1)*	*Method of Appointment* *(2)*	*Qualifications* *(3)*
Category–IX (1) Typist	By direct recruitment.	(1) A pass in SSLC or its equivalent qualification recognized by the Government; and (2)A pass in the Government Technical Examination in Typewriting: (i) Higher Grade in Tamil and English (or) (ii) Higher Grade in Tamil and Lower Grade in English (or) (iii) Higher Grade in English and Lower Grade in Tamil. Provided that if the candidates with qualifications referred in item (i) are not available, candidates with the qualifications referred to in item (ii) or (iii) in the order of preference above may be appointed. (3)A pass in the Certificate Course in Computer Application and Office Automation or equivalent recognized by the Government.
Category–X (1) Record Clerk (2) Record Room Clerk	By promotion from among the holders of the post of Duffador; (or) Office Assistant; (or) Last Grade Servant; (or) Thalayari.	(1)A pass in SSLC or its equivalent qualification recognized by the Government; and (2) Must possess five years experience in the feeder category post.
Category–XI (1) Duffador (2) Office Assistant (3) Last Grade Servant (4) Thalaiyari	By promotion from Watchman, Karunai Illam Kappalar, Viduthi Kappalar, Para, Supervisor(Cleaning), Junior Para, Ticket Puncher. By direct recruitment.	A pass in 8th standard or its equivalent qualification recognized by the Government.
Category–XII (1) Watchman (2) Karunai Illam Kappalar (3) Siruvar Illam Aayah (4) Gurkha (5) Barber Shed Maistry (6) Viduthi Kappalar (7) Para (8) Supervisor (Cleaning) (9) Maakkolam (10) Pathu Vilakku (11) Alagu palavelai (12) Miscellaneous worker (13) Junior para (14) Cartman (15) Palavelai (16) Siddha Vaidyasala Assistant (17) Ticket puncher (18) Jadumali (19) Gardener (20) Armed Guard	By direct recruitment.	Must be able to read and write in Tamil.

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Category *(1)*	*Method of Appointment* *(2)*	*Qualifications* *(3)*
(21) Poojai Kaval (22) Pala Velai Vairavi (23) Nithya Aaraathani Kattalai Prasadham (24) Sevakar (25) Aayam Vasoolar (26) Uba Kovil Para (27) Uba Kaval (28) Uba Kovil Palavelai (29) Adi Annamalai Thotta Velai		
Category–XIII (1) Thiruvalagu (2) Sweeper (3) Servant maid (4) Thooppu (5) Paathira Suththi (6) Achari (7) Kothanar (8) Ekali (9) Washerman (10) Evalal (Salavaiyalar) (11) Cattle Maintenance worker (Kaalnadai Paramarippalar)	By direct recruitment.	Must be able to read and write in Tamil.

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ANNEXURE – II

CLASS I - SENIOR GRADE TEMPLES

GROUP-B INDOOR EMPLOYEES

Category (1)	*Method of Appointment* (2)	*Qualifications* (3)
Category-I (1) Agama Teacher (2) Thevaram Teacher (3) Veda Teacher	By direct recruitment.	(1) Must be able to read and write in Tamil ;and 2) Must have passed three years course in any Agama School (or); Thevara Pada Salas (or); Veda Padasalas.
Category-II (1) Thavil (2) Nathaswara Teacher	By direct recruitment.	(1) Must be able to read and write in Tamil ;and (2) Must possess a certificate in the art of playing the instrument and have undergone training for a period of three years in a Nathaswaram / Thavil school run by the Religious Institutions or Government institutions or any other Government recognized institutions. Provided, preference shall be given to those with "VathyaVisaratha" (Nathaswaram) Certificate.
Category-III (1) Peshkar	By promotion from among the holders of the post of Assistant (outdoor Employee); (or) Treasury Clerk (outdoor Employee) ; (or) Cashier (outdoor Employee); (or) Maniam; (or) Assistant Peshkar; (or) Ameena.	Must know the customary procedures in performing festivals, rituals, poojas and to organise the supply of provisions as per approved Dhittam.
Category-IV (1) Maniam (2) Assistant Peshkar (3) Ameena	By promotion from the post of Junior Assistant (outdoor Employee).	Must know the customary procedures in performing festivals, rituals, poojas and to organise the supply of provisions as per approved Dhittam.
Category-V (1) Nathaswaram Set (2) Melam Set	By direct recruitment.	(1) Must be able to read and write in Tamil; and (2)Must possess a certificate in the relevant field obtained from a music school run by Religious Institutions or Government Institutions or any other Government recognized Institutions.

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Category *(1)*	*Method of Appointment* *(2)*	*Qualifications* *(3)*
Category-VI (1) Violin(Phidil) (2) Odal (3) Thavil (4) Othu (5) Nathaswaram (6) Thaalam (7) Thaarai (8) Thirumuttu (9) Thiruchinnam (10) Mathalam (11) Lavandai (12) Thavandai (13) Thaalagiri (14) Mridangam (15) Panchavadhyam (16) Pambai (17) Bheri (18) Shruthi (19) Damaram (20) Nagara (21) Bhujangam (22) Sandol (23) Danga Mavuthar (24) Flute (25) Kaniyachi (26) Sardar (27) Suthu Thavil (28) Thimiri (29) Veera Vandi	By direct recruitment.	(1) Must be able to read and write in Tamil; and (2) Must possess a certificate in the relevant field obtained from a music school run by Religious Institutions or Government Institutions or any other Government recognized Institutions or recognized by the University Grants Commission.
Category-VII (1) Religious Prasangi (2) Propagandist	By direct recruitment.	(1) Must be able to read and write in Tamil; and (2) Must possess a certificate for having undergone one year course in an Agama school or Veda Padasala run by Religious Institutions or Government Institutions or any other Institutions.
Category-VIII (1) Veda Vathiyar	By Promotion from the post of Assistant Veda Vathiyar.	
Category-IX (1) Assistant Veda Vathiyar	By direct recruitment.	(1) Must be able to read and write in Tamil; and (2)Must possess a certificate for having undergone minimum three years course in relevant field in an Agama school or Veda padasala run by Religious Institutions or Government Institutions or any other Institutions.

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Category (1)	*Method of Appointment* (2)	*Qualifications* (3)
Category-X (1) Othuvar (2) Othuvar (Sub temple) (3) Thevaram (Sub temple)	By direct recruitment.	(1) Must be able to read and write in Tamil;and (2) Must possess a certificate for having undergone minimum three years course in relevant field issued by a Thevara padasala run by Religious Institutions or Government Institutions or any other Institutions.
Category-XI (1) Sri Pandaram	By direct recruitment.	(1) A pass in SSLC or its equivalent qualification recognized by the Government; and (2) Must know the customary procedures in performing festivals, rituals, poojas and to organise the supply of provisions as per approved Dhittam.
Category-XII (1) Store Keeper (Ugrana Clerk)	By Promotion from the post of Junior Assistant (outdoor Employee).	Must have knowledge about the approved Dhittam of the religious institutions and maintenance of stock.
Category-XIII (1) Vedaparayanam	By direct recruitment.	(1) Must be able to read and write in Tamil; and (2) Must possess a certificate for having undergone minimum three year course in relevant field in an Agama school or Veda padasala run by Religious Institutions or Government Institutions or any other Institutions.
Category-XIV (1) Cook (2) Madapalli (3) Suyambakam (4) Paricharakar (5) Neivedyam Eduppu (6) Thaligai	By promotion from among the holders of the post of Assistant Cook; or Assistant Suyambakam ; or Assistant Paricharakar.	
Category-XV (1)Madapalli (Sub temple) (2) Assistant Cook (3)Assistant Suyambakam (4) Assistant Paricharakar	By direct recruitment.	(1) Must be able to read and write in Tamil; and (2) Must know to prepare Neivedyam and Prasadam according to customs and usage prevailing in the temple.
Category-XVI (1) Sathahachari (2) Adyayana Bhattar	By direct recruitment.	(1) Must be able to read and write in Tamil; and (2) Must possess a certificate in the relevant field for having undergone one year course in an Agama school or Veda padasala run by Religious Institutions or Government Institutions or any other Institutions.
Category-XVII (1) Kaingariyam	By promotion from the post of Assistant Kaingariyam.	Must possess five years of experience as Assistant Kaingariyam.

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Category *(1)*	*Method of Appointment* *(2)*	*Qualifications* *(3)*
Category-XVIII (1) Assistant Kaingariyam (2) Mahanyasam	By direct recruitment.	(1) Must be able to read and write in Tamil; and (2) Must possess a certificate in the relevant field for having undergone one year course in an Agama school or Veda padasala run by Religious Institutions or Government Institutions or any other Institutions.
Category-XIX (1) Sabaiyar	By promotion from the post of Sabaiyar Grade II.	Must have put in five years of service as Sabaiyar Grade II.
Category-XX (1) Sabaiyar Grade II	By direct recruitment.	(1)Must be able to read and write in Tamil; and (2) Must know to prepare Neivedyam and Prasadam according to customs and usage prevailing in the temple.
Category-XXI (1) Ilai Vibudhi Pothi (2)Vibudhi Sandal distributor	By direct recruitment.	Must be able to read and write in Tamil.
Category-XXII (1) Vasthira Kottadi	By direct recruitment.	Must have studied upto SSLC or its equivalent qualification recognized by the Government.
Category-XXIII (1) Yagyobavidam (2) Subrabadam Namavali (3) Ramalinga Prathishtai	By direct recruitment.	(1) Must be able to read and write in Tamil; and (2) Must possess a certificate in the relevant field for having undergone one year course in an Agama school or Veda padasala run by Religious Institutions or Government Institutions or any other Institutions.
Category-XXIV (1) Thoorvai (2) Thoopu (3) Ulavaram (4) Thiruvilakku (5) Kudaikkarar (6) Vaasal (7) Masaalji	By direct recruitment.	Must be able to read and write in Tamil.
Category-XXV (1)Adyayanam (Sub temple)	By direct recruitment.	(1) Must be able to read and write in Tamil; and (2) Must possess a certificate in the relevant field for having undergone one year course in an Agama school or vedapadasala run by Religious Institutions or Government Institutions or any other Institutions.
Category-XXVI (1) Brahmana Kattiyam (2) Kattiyam (3) Thirumanjanam (4) Prakarakoil Thirumanjanam	By direct recruitment.	(1)Must be able to read and write in Tamil; and (2)Must possess a certificate in the relevant field for having undergone one year course in an Agama school or Veda padasala run by Religious Institutions or Government Institutions or any other Institutions.

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Category (1)	*Method of Appointment* (2)	*Qualifications* (3)
Category-XXVII (1) Yaanai Paahan	By Promotion from Udhavi Yaanai Paahan.	
	By direct recruitment, if no qualified persons are available in the feeder category.	(1)Must be able to read and write in Tamil; and (2)Must possess the capacity, ability, knowledge to train, control, guide, command and speak language for controlling the Elephant.
Category-XXVIII (1) Udhavi Yaanai Paahan	By Promotion from Assistant to Yaanai Paahan.	(1)Must be able to read and write in Tamil; and (2)Must possess the capacity, ability, knowledge to train, control, guide, command and speak language for controlling the Elephant.
	By direct recruitment, if no qualified persons are available in the feeder category.	
Category-XXIX (1) Assistant to Yaanai Paahan.	By direct recruitment.	Must be able to read and write in Tamil.
Category-XXX (1) Maalaikatti (2) Maalaikatti(Sub temple)	By direct recruitment.	(1)Must be able to read and write in Tamil; and (2)Must be able to prepare garlands, for adorning the deities for Pooja and Utsavams.
Category-XXXI (1) Theevatti	By direct recruitment.	(1)Must be able to read and write in Tamil; and (2)Must know the preparation and usage of Theevatti.
Category-XXXII (1) Senior Gurukkal	By Promotion from the post of Gurukkal.	
Category-XXXIII (1) Archakar (2) Alankara Archakar (3) Poosari (4) Gurukkal	By Promotion from the post of Assistant Archakar.	
Category-XXXIV (1) Archakar (Sub temple) (2) Poosari (Sub temple) (3) Assistant Archakar	By direct recruitment	(1)Must be able to read and write in Tamil; and (2)Must possess a Certificate of one year training in Agama training Schools run by Religious Institutions or any other Institutions.
Category-XXXV (1) Murai Sthanikam (2)Assistant Murai Sthanikam	By direct recruitment.	(1)Must be able to read and write in Tamil; and (2)Must possess a Certificate of one year training in Agama training Schools run by Religious Institutions or any other Institutions.
Category-XXXVI (1) Bhattachariar	By promotion from the post of Assistant Bhattachariar (Bala Battar).	
Category-XXXVII (1)Assistant Bhattachariar (Bala Battar)	By direct recruitment.	(1)Must be able to read and write in Tamil; and (2) Must possess a Certificate of one year training in Agama training Schools run by Religious Institutions or any other Institutions.

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ANNEXURE - III

CLASS I - SENIOR GRADE TEMPLES

Group-C Technical Staff

Category (1)	*Method of Appointment* (2)	*Qualifications* (3)
Category-I (1) Assistant Engineer (Electrical)	By promotion from the post of Junior Engineer (Electrical).	(1) A Bachelor degree in Electrical Engineering or Electronics and Communication Engineering; OR (2) A Pass in Sections A and B of the Institution of Engineers (India) Examinations with Electrical Engineering as a subject.
	By direct recruitment, if no eligible candidates are available in the feeder category.	
(2) Assistant Engineer (Civil)	By promotion from the post of Junior Engineer (Civil).	(1) A bachelor degree in Civil Engineering; or (2) A Pass in Sections A and B of the Institution of Engineers (India) Examinations in Civil Engineering.
	By direct recruitment, if no eligible candidates are available in the feeder category.	
(3) Assistant Engineer (Mechanical)	By promotion from the post of Junior Engineer (Mechanical).	(1)A Bachelor Degree in Mechanical Engineering; or (2) A Pass in Sections A and B of the Institution of Engineers (India) Examinations with Mechanical Engineering Branch.
	By direct recruitment, if no eligible candidates are available in the feeder category.	
(4) Computer Engineer	By direct recruitment.	An Engineering degree in Computer Science/ Information Technology.
(5) System Analyst	By promotion from the post of Computer Supervisor.	A Master Degree in Computer Applications or Computer Science.
(6) Computer Supervisor	By promotion from the post of Computer Operator.	A Bachelor degree in Computer Science or Bachelor degree in Computer Applications.
(7) Agricultural Officer	By direct recruitment.	Must possess a Bachelor's degree in Agriculture or Horticulture.
Category-II (1) Junior Engineer(Electrical)	By promotion from among the holders of the post of Foreman (Electrical); or Technical Assistant (Electrical).	
	By direct recruitment, if no eligible candidates are available in the feeder category.	A Diploma in Electrical Engineering.
(2) Junior Engineer (Civil)	By promotion from among the holders of the post of Technical Assistant; or Supervisor; or Draughtsman.	
	By direct recruitment, if no eligible candidates are available in the feeder category.	A Diploma in Civil Engineering.
(3) Junior Engineer (Mechanical)	By promotion from the post of Supervisor (Mechanical).	
	By direct recruitment, if no eligible candidates are available in the feeder category.	A Diploma in Mechanical Engineering.

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Category (1)	*Method of Appointment* (2)	*Qualifications* (3)
Category-III (1) Technical Assistant (Electrical) (2) Foreman (Electrical)	By promotion from among the holders of the post of Electrician / Wireman.	A Diploma in Electrical Engineering.
(3) Supervisor (4) Building Supervisor (5) Technical Assistant (Civil) (6) Draughtsman	By direct recruitment.	A Diploma in Civil Engineering.
(7) Supervisor (Mechanical)	By direct recruitment.	A Diploma in Mechanical Engineering.
(8) Computer Operator	By direct recruitment.	(1) Must possess a Diploma in Computer Science issued by the Government/ Government recognized Institutions; and (2) Must have knowledge of Typewriting both in Tamil and English.
(9)Draughtsman (Electronics and Communication)	By direct recruitment.	Must possess a Diploma in Electronics and Communication Engineering.
(10)Technical Assistant (Electronics and Communication)	By direct recruitment.	Must possess a Diploma in Electronics and Communication Engineering.
(11) Horticulture Assistant (Garden Supervisor)	By direct recruitment.	Must possess a Diploma in Horticulture.
Category-IV (1) Electrician (2) Wireman	By promotion from among the holders of the post of Assistant Electrician; or Assistant Wireman; or Helper.	(1) Must possess an Industrial Training Institute (I.T.I) certificate in Electrical/Wireman trade issued by the Government/ Government recognized institutions; and (2) Must possess "B" Certificate from Electrical Licensing Board.
Category-V (1) Assistant Electrician (2) Assistant Wireman (3) Helper	By direct recruitment.	(1) Must possess an Industrial Training Institute (I.T.I) certificate in Electrical/Wireman trade issued by the Government/ Government recognized institutions; and (2) Must possess "H" Certificate from Electrical Licensing Board.
(4) Machine Operator	By direct recruitment.	(1)Must possess an Industrial Training Institute (I.T.I) certificate in Electrical / Wireman Trade issued by the Government/ Government recognized institutions; and (2) Must possess "B" Certificate from Electrical Licensing Board.
(5) Generator Operator (6) Winch Mechanic	By direct recruitment.	(1) Must possess an Industrial Training Institute (I.T.I) certificate in Mechanical Trade issued by the Government/ Government recognized institutions; and (2) Must have experience of five years in Mechanical Field.

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Category (1)	*Method of Appointment* (2)	*Qualifications* (3)
(7) Winch Electrician	By direct recruitment.	(1) Must possess an Industrial Training Institute (I.T.I) certificate in Electrical Trade issued by the Government/ Government recognized Institutions; and (2) Must possess "B" Certificate from Electrical Licensing Board.
(8) Winch Driver	By direct recruitment.	(1) Must possess an Industrial Training Institute (I.T.I) certificate in Wireman/ Electrical Trade issued by the Government/ Government recognized Institutions; and (2) Must possess "B" Certificate from Electrical Licensing Board.
(9) Winch Kappalar (Trolley Guard)	By direct recruitment.	Must possess an Industrial Training Institute (I.T.I) certificate in Mechanical Trade issued by the Government/ Government recognized institutions.
(10) Plumber (11) Pipe fitter (12) Pump operator	By direct recruitment.	(1) Must possess an Industrial Training Institute (I.T.I) Certificate in Plumber Trade issued by the Government / Government recognized institutions; and (2) Must have experience of five years in relevant field or two years Apprenticeship.
(13) Tracer	By direct recruitment.	Must possess an Industrial Training Institute (I.T.I) certificate in Civil Trade issued by the Government/ Government recognized Institutions.
(14) Painter	By direct recruitment.	(1) Must be able to read and write in Tamil; and (2) Must have experience of 3 years in painting.
(15) High Tension Operator	By direct recruitment.	(1) Must possess an Industrial Training Institute (I.T.I) Certificate in Electrical Trade issued by the Government/Government recognized institutions; and (2) Must possess "B" Certificate from Electrical Licensing Board.
(16) Reverse Osmosis Operator	By direct recruitment.	Must possess an Industrial Training Institute (I.T.I) Certificate in Mechanical Trade issued by the Government / Government recognized institutions.
(17) Fitter	By direct recruitment.	Must possess an Industrial Training Institute (I.T.I) Certificate in Mechanical or Fitter Trade issued by the Government/ Government recognized institutions.

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Category *(1)*	*Method of Appointment* *(2)*	*Qualifications* *(3)*
(18) Welder	By direct recruitment.	Must possess an Industrial Training Institute (I.T.I) Certificate in Welder Trade issued by the Government/ Government recognized institutions.
(19) Turner	By direct recruitment.	Must possess an Industrial Training Institute (I.T.I) Certificate in Turner Trade issued by the Government/Government recognized institutions.
(20) Foreman (Vehicle)	By direct recruitment.	Must possess a Diploma in Automobile or Mechanical Engineering.
Category-VI (1) Driver	By promotion from among the holders of the post of Cleaner; (or) Record Clerk; (or) Office Assistant; (or) Conductor.	(1)Must possess Light Vehicle or Heavy Vehicle Driving License issued by the competent authority; and (2) Must possess a certificate for first Aid.
	By direct recruitment.	(1) A pass in 8th Standard or its equivalent qualification recognized by the Government; (2) Must possess Light Vehicle or Heavy Vehicle Driving License and First Aid Certificate; and (3) One year of driving experience.
Category-VII (1) Conductor	By direct recruitment.	(1) Must have passed 8th Standard or its equivalent recognized by the Government. (2) Must possess a certificate for conductor issued by Regional Transport Office; and (3) Must possess a certificate for first Aid.
Category-VIII (1) Van Cleaner (or) Vehicle Cleaner	By direct recruitment.	Must have passed 8th Standard or its equivalent qualifications recognized by the Government. Provided that preference shall be given to persons with knowledge of Motor Vehicle mechanism.

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ANNEXURE - IV

CLASS I - SENIOR GRADE TEMPLES

Group-D Medical Staff

Category *(1)*	*Method of Appointment* *(2)*	*Qualifications* *(3)*
Category - I (1) Chief Doctor	By promotion from among the holders of the post of Lady Doctor and Doctor (Eye Specialist).	Must possess atleast five years experience in the feeder category.
Category - II (1) Lady Doctor	By direct recruitment.	Must possess a degree in Bachelor of Medicine and Bachelor of Surgery (M.B.B.S); and Diploma in Gynaecology and Obstetrics(D.G.O).
(2) Doctor(Eye Specialist)	By direct recruitment.	Must possess a degree in Bachelor of Medicine and Bachelor of Surgery (M.B.B.S); and Diploma in Ophthalmology.
(3) Siddha Doctor	By direct recruitment.	Must possess a degree in Bachelor of Siddha Medicine and Surgery (B.S.M.S.).
Category - III (1) Siddha Vaidyar	By direct recruitment.	(1)A pass in Higher Secondary Examination; and (2) Must possess registered Indian Medical Practitioner Certificate (R.I.M.P).
Category - IV (1) Nurse	By promotion from the post of Assistant Nurse.	
Category - V (1)Assistant Nurse	By direct recruitment.	Must possess Auxiliary Nurse and Mid Wife Certificate (or) Diploma in Nursing.
(2)Nursing Assistant	By direct recruitment.	(1) A pass in Higher Secondary Examination; and (2)Must possess Health Worker Certificate.
(3)Compounder	By direct recruitment.	A Diploma in Pharmacy.
(4)Assistant to Compounder	By direct recruitment.	(1) A pass in 8th Standard or its equivalent qualification recognized by the Government; and (2)Must possess a certificate of training in pharmacy.
(5)Lab Technician	By direct recruitment.	A Diploma in Medical Laboratory Technology.
(6)Optometry Assistant	By direct recruitment.	A Diploma in Optometry
(7)Sanitary Inspector	By direct recruitment.	(1) A pass in 8th Standard or its equivalent qualification recognized by the Government ; and (2) Must possess a certificate for having undergone Sanitary Inspector Training course from Government recognized institutions.

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ANNEXURE - V

CLASS I - SENIOR GRADE TEMPLES

Group-E Education Staff

Category (1)	*Method of Appointment* (2)	*Qualifications* (3)
Category - I (1) Principal	By promotion from the holders of the post of Post Graduate Teacher.	Must possess ten years experience as Post Graduate Teacher.
Category - II (1) Head Master	By promotion from the holders of the post of Graduate Teacher.	Must possess ten years experience as Graduate Teacher.
Category - III (1)Post Graduate Teacher	By promotion from the holders of the post of Graduate Teacher.	As applicable to the post of Post Graduate Teacher in the Tamil Nadu Higher Secondary Educational Service.
Category - IV (1) Graduate Teacher	By promotion from the holders of the post of Teacher.	As applicable to the post of Graduate Teacher given in the Special Rules for the Tamil Nadu School Educational Subordinate Service.
Category - V (1) Teacher	By direct recruitment.	As per the Provisions under the Tamil Nadu Recognised Private Schools (Regulation) Act, 1973 (Tamil Nadu Act 29 of 1974) and the rules thereunder governing the appointment of teachers and other employees in private schools.
Category - VI (1) Lab Assistant	By direct recruitment.	As per the Provisions under the Tamil Nadu Recognised Private Schools (Regulation) Act, 1973 (Tamil Nadu Act 29 of 1974) and the rules thereunder governing the appointment of teachers and other employees in private schools.
Category - VII (1) Warden	By direct recruitment.	As per the Provisions governing the appointment of wardens in Tamil Nadu Adi Dravidar Welfare Subordinate Service Rules.

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ANNEXURE-VI

CLASS - II NON SENIOR GRADE TEMPLES

Group-A Outdoor Employees

Category (1)	*Method of Appointment* (2)	*Qualifications* (3)
Category-I (1) Manager (2) Superintendent (3) Head Clerk (4) Accountant	By promotion from among the holders of the post of Assistant; or Senior Grade Clerk; or Accountant Grade-II; or Cashier.	
Category-II (1) Assistant (2) Senior Grade Clerk (3)Accountant Grade-II (4) Cashier	By promotion from among the holders of the post of Junior Assistant; or Clerk; or Collection Clerk; or Suit Clerk; or Typist; or Computer Operator.	A pass in the following tests namely:- (1)Hindu Religious and Charitable Endowments Act and Rules; (2) Account test for subordinate officers part-I.
Category-III (1) Junior Assistant (2) Clerk (3) Collection Clerk (4) Suit Clerk	By promotion from among the holders of the post of Office Assistant; or Record Clerk; or Salesman(Ticket).	A pass in SSLC or its equivalent qualification recognized by the Government.
(5) Typist	By direct recruitment.	(1) A pass in SSLC or its equivalent qualification recognized by the Government; and (2) A pass in the Government Technical Examination in Typewriting: (i) Higher Grade in Tamil and English (or) (ii) Higher Grade in Tamil and Lower Grade in English (or) (iii) Higher Grade in English and Lower Grade in Tamil. Provided that if the candidates with qualifications referred in item (i) are not available, candidates with the qualifications referred to in item (ii) or (iii) in the order of preference above may be appointed. (3) A pass in the Certificate Course in Computer Application and Office Automation or equivalent recognized by the Government.
(6) Computer Operator	By direct recruitment.	(1) Diploma in Computer Science issued by Government / Government recognized Institutions. (2) Knowledge in Typewriting Tamil and English.
Category-IV (1) Salesmen(Ticket) (2) Record Clerk	By promotion from the post of Office Assistant.	(1)A pass in SSLC or its equivalent qualification recognized by the Government; and (2) Must possess five years of experience in the feeder category post.

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Category (1)	*Method of Appointment* (2)	*Qualifications* (3)
Category-V (1) Office Assistant	By promotion from Watchman (Indoor Employee) or Meikaval (Indoor Employee) or Night Watchman (Indoor Employee) or Chatram Watchman (Indoor Employee) or Thope Watchman (Indoor Employee).	A pass in 8th standard or its equivalent qualification recognized by the Government.
	By direct recruitment, if no qualified candidates are available in the feeder category post.	
Category-VI (1) Electrician	By direct recruitment.	(1) Must possess an Industrial Training Institute (I.T.I) Certificate in Electrical Trade issued by Government/ Government recognized institutions. (2) Must be a holder of 'B' certificate issued by the Electrical Licensing Board.
Category-VII (1) Gardener	By direct recruitment.	Must be able to read and write in Tamil.
Category-VIII (1) Plumber	By direct recruitment.	Must possess an Industrial Training Institute (I.T.I) Certificate in Plumber Trade issued by the Government / Government recognized institutions.
Category-IX (1) Driver	By promotion from the holders of the post of Office Assistant.	(1)Must possess Light Vehicle or Heavy Vehicle Driving License issued by the competent authority; and (2) Must possess a certificate for first Aid.
	By direct recruitment.	(1) A pass in 8th Standard or its equivalent qualification recognized by the Government; (2) Must possess Light Vehicle or Heavy Vehicle Driving License and First Aid Certificate; and (3) One year of driving experience.

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ANNEXURE-VII

CLASS - II NON SENIOR GRADE TEMPLES

Group-B Indoor Employees

Category (1)	*Method of Appointment* (2)	*Qualifications* (3)
Category-I (1) Peshkar (2) Maniam	By promotion from among the holders of the post of Junior Assistant; or Clerk; or Collection Clerk; or Suit Clerk; or Typist (outdoor Employee of Non Senior Grade Temples); or Store-keeper.	Must know the customary procedures in performing festivals, rituals, poojas and to organise the supply of provisions as per approved Dhittam.
Category-II (1) Archakar Grade- I	By promotion from Archakar Grade II	
Category-III (1) Archakar Grade- II (2) Gurukkal	By direct recruitment	(1) Must be able to read and write in Tamil; and (2) Must possess a certificate of one year training in the relevant field in any of the Agama training centre run by Religious Institutions or any other Institutions.
Category-IV (1) Poosari	By direct recruitment.	(1) Must be able to read and write in Tamil; and (2) Must possess a certificate of one year training in the relevant field in any of the Agama training centre run by Religious Institutions or any other Institutions.
Category-V (1) Melam Set	By direct recruitment.	(1) Must be able to read and write in Tamil; and (2) Must possess a Certificate in the relevant field, obtained from a music school run by Religious Institutions or by the Government of Tamil Nadu or an Institution recognised by the University Grants Commission.
Category–VI (1) Store Keeper	By direct recruitment.	Must have studied upto SSLC or its equivalent qualification recognized by the Government.
(2) Paricharakar (3) Suyambagi (4) Sannathi Paricharagar (5) Nagai Kanakku (6) Sudhiyanam (7) Thirumanchanam (8) Desigar (9) Panchagam	By direct recruitment.	(1) Must be able to read and write in Tamil; and (2) Must know to prepare Neivedyam and Prasadam according to customs and usage prevailing in the temple; and (3) Must know the customary procedures to conduct Pooja, and rituals.

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Category *(1)*	*Method of Appointment* *(2)*	*Qualifications* *(3)*
Category –VII (1)Watchman (2) Meikaval (3) Night Watchman (4) Chatram Watchman (5) Thope Watchman (6) Kattu Kavalar (7) Maidanam Kavalar (8) Prakaram Kavalar (9) Ther Kavalar (10) Pathani Kavalar (11) Palingukal Paramarippalar (12) Theerthanar (13) Vilakkukar (14) Kuthiraikaval (15) Muttukarar (16) Padagu Ottunar (17) Thirumalai (18) Sirpialar (19) Deepam Niruthubavar (20) Annavu (21) Ulthurai Sevagar (22) Sannathi (23) Bazar hundial (24) Veeti (25) Bajanai Kuzhu	By direct recruitment.	Must be able to read and write in Tamil.
Category -VIII (1) Othuvar	By direct recruitment.	(1) Must be able to read and write in Tamil; and (2) Must possess a certificate for having undergone three year course in the relevant field issued by Thevara padasalas run by Religious Institutions or Government Institutions or any other Institutions.
Category -IX (1) Adyabagam	By direct recruitment.	(1) Must be able to read and write in Tamil; and (2) Must possess a certificate for having undergone three years course in the relevant field in an Agama school or Vedha padasala run by Religious Institutions or Government institutions or any other Institutions.
Category -X (1) Vedaparayanam	By direct recruitment.	(1) Must be able to read and write in Tamil; and (2) Must possess a certificate for having undergone three years course in the relevant field in an Agama school or Vedha padasala run by Religious Institutions or other Government Institutions or any other Institutions.
(2) Maaraayam	By direct recruitment	Must be able to read and write in Tamil.

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Category *(1)*	*Method of Appointment* *(2)*	*Qualifications* *(3)*
Category-XI (1) Yaanai Paahan	By Promotion from the post of Udhavi Yaanai Paahan	
	By direct recruitment, if no eligible candidates are available in the feeder category.	(1) Must be able to read and write in Tamil; and (2) Must possess the capacity, ability, knowledge to train, control, guide, command and speak language for controlling the Elephant.
Category–XII (1) Udhavi Yaanai Paahan	By Promotion from Assistant to Yaanai Paahan.	(1) Must be able to read and write in Tamil; and (2) Must possess the capacity, ability, knowledge to train, control, guide, command and speak language for controlling the Elephant.
	By direct recruitment, if no eligible candidates are available in the feeder category.	
Category-XIII (1) Assistant to Yaanai Paahan.	By direct recruitment.	Must be able to read and write in Tamil.
Category-XIV (1) Maalaikatti	By direct recruitment.	(1) Must be able to read and write in Tamil; and (2) Must be able to prepare garlands for adorning the deities for Pooja and Utsavams.
Category-XV (1) Thiruchinnam (2) Nattuvam (3) Muttuvam (4) Panchamuga Vadyam (5) Sri Rudrakotti (6) Padakar (7) Dasa Nambi	By direct recruitment.	(1) Must be able to read and write in Tamil; and (2) Must possess a certificate in the relevant field obtained from a music school run by Religious Institutions or by the Government of Tamil Nadu or an Institution recognised by the University Grants Commission.
(8) Kaniyachi (9) Mani Adi	By direct recruitment.	Must be able to read and write in Tamil.
Category-XVI (1) Makkolam	By direct recruitment.	Must be able to read and write in Tamil.

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Category *(1)*	*Method of Appointment* *(2)*	*Qualifications* *(3)*
Category–XVII (1) Thiruvalagu (2) Sweeper (3) Thoopu (4) Thoorvai (5) Srabakar (6) Dharmasalai Thuppuravu (7) Kovil Kooti (8) Mattaiyan (9) Velalar (10) Chedi Suththi (11) Deepa Virpanai (12) Archanai Thattu Virpavar (13) Kulukkubavar (14) Mariam (15) Devian (16) Sarangi Panividai (17) Ocham (18) Attiam (19) Kangani (20) Neitheepa Kavalar (21) Aguthar (22) Thiruvadi (23) Vasal Kooti (24) Sumaithangi (25) Thanneer Ootruthal (26) Thennai Paramarippalar	By direct recruitment.	Must be able to read and write in Tamil.

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ANNEXURE –VIII

CLASS III - INCORPORATED AND UNINCORPORATED DEVASWOMS

Group-A Outdoor Employees

Category (1)	*Method of Appointment* (2)	*Qualifications* (3)
Category-I (1) Superintendent	By promotion from the post of Assistant.	
Category-II (1) Supervisor (Civil)	By promotion from the post of Supervisor (Civil) Grade-II.	
Category-III (1) Supervisor (Civil) Grade II	By direct Recruitment.	Must possess Diploma in Civil Engineering.
Category-IV (1) Assistant	By promotion from among the holders of the post of Junior Assistant (or) Suit Clerk (or) Typist.	A pass in the following tests namely:- (1) Hindu Religious and Charitable Endowments Act & Rules; (2) Account Test for Subordinate Officers Part-I; and (3) Tamil Nadu Government Office Manual Test.
Category-V (1) Junior Assistant (2) Suit Clerk	By direct recruitment.	A pass in SSLC or its equivalent qualification recognized by the Government.
Category-VI (1) Library Assistant	By direct recruitment.	(1) A pass in SSLC or its equivalent qualification recognized by the Government; and (2) Must possess a Diploma in Library Science.
Category-VII (1) Maistry	By direct recruitment.	Must possess an Industrial Training Institute (I.T.I) Certificate issued in Civil Trade by Government or Government recognized Institutions.
Category-VIII (1) Driver	(1) By promotion from among the holders of the post of Record Clerk (or); Office Assistant.	(1)Must possess Light Vehicle or Heavy Vehicle Driving License issued by the Competent authority; and (2)Must possess a Certificate for first-aid.
	(2)By direct recruitment.	(1)A pass in 8th Standard or its equivalent qualification recognized by the Government. (2)Must possess Light Vehicle or Heavy Vehicle Driving License and First Aid Certificate; and (3) One year of driving experience.

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Category *(1)*	*Method of Appointment* *(2)*	*Qualifications* *(3)*
Category-IX (1) Typist	By direct recruitment.	(1)A pass in SSLC or its equivalent qualification recognized by the Government; and (2)A pass in the Government Technical Examination in Typewriting: (i) Higher Grade in Tamil and English; (or) (ii) Higher Grade in Tamil and Lower Grade in English; (or) (iii) Higher Grade in English and Lower Grade in Tamil. Provided that if the candidates with qualifications referred to in item (i) are not available, candidates with the qualifications referred to in item (ii) and (iii) in the order of preference above may be appointed . (3)A pass in the Certificate Course in Computer Application and Office Automation or equivalent recognized by the Government.
Category-X (1) Electrician	By direct recruitment.	(1) Must possess an Industrial Training Institute (I.T.I) Certificate in Electrical Trade issued by Government/ Government recognized institutions. (2) Must be a holder of 'B' certificate issued by the Electrical Licensing Board.
Category-XI (1) Record Clerk	By promotion from the post of Office Assistant.	Should have studied upto SSLC or its equivalent qualification recognized by the Government.
Category-XII (1) Office Assistant	By direct recruitment.	A pass in 8th standard or its equivalent qualification recognized by the Government.

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ANNEXURE – IX

CLASS III - INCORPORATED AND UNINCORPORATED DEVASWOMS

Group-B Indoor Employees

Category (1)	*Method of Appointment* (2)	*Qualifications* (3)
Category-I (1) Major Shanthi (Kerala Agama Shanthis/ Sivachariar Shanthis)	By direct recruitment.	(1) Must be able to read and write in Tamil; and (2) Kerala Agama Shanthis should possess a Certificate from Senior Kerala Agama Thantris of Kanyakumari major temples. Sivachariar Shanthis should possess a Certificate from senior Sivachariars.
Category-II (1) Mel Shanthi (Kerala Agama Shanthis/ Sivachariar Shanthis)	By direct recruitment.	(1) Must be able to read and write in Tamil; and (2) Kerala Agama Shanthis should possess a Certificate from Senior Kerala Agama Thantris of Kanyakumari major temples. Sivachariar Shanthis should possess a Certificate from senior Sivachariars.
Category-III (1) Keel Shanthi (Kerala Agama Shanthis/ Sivachariar Shanthis)	By direct recruitment.	(1) Must be able to read and write in Tamil; and (2) Kerala Agama Shanthis should possess a Certificate from Senior Kerala Agama Thantris of Kanyakumari major temples. Sivachariar Shanthis should possess a Certificate from senior Sivachariars.
Category-IV (1) Minor Shanthi (2) Petti Shanthi	By direct recruitment.	(1) Must be able to read and write in Tamil; and (2) Kerala Agama Shanthis should possess a Certificate from Senior Kerala Agama Thantris of Kanyakumari major temples. Sivachariar Shanthis should possess a Certificate from senior Sivachariars.
Category-V (1) Madappalli	By direct recruitment.	(1) Must be able to read and write in Tamil; and (2) Must know to prepare Neivedyam and Prasadam according to customs and usage prevailing in the temple.
Category-VI (1) Thevaram	By direct recruitment.	(1) Must be able to read and write in Tamil; and (2) Must possess a Certificate for having undergone Three years course in “Panniru Thirumurai” issued by a Thevara padasala run by Religious Institutions or any other Institutions.
Category-VII (1) Nathaswaram (2) Thavil (3) Panchavathiyam	By direct recruitment.	(1) Must be able to read and write in Tamil; and (2) Must possess a certificate in the relevant field obtained from a music school run by Religious Institutions or any other institutions.
Category-VIII (1) Vilakku Eduppu	By direct recruitment.	(1) Must be able to read and write in Tamil; and (2) Must know the preparation and usage of Vilakku.

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Category *(1)*	*Method of Appointment* *(2)*	*Qualifications* *(3)*
Category-IX (1) Kavalar (2) Thiru Nadai Kavalar (3) Thotta Kavalar (4) Brahmana Kavalar	By direct recruitment.	Must be able to read and write in Tamil.
Category-X (1) Kothan	By direct recruitment.	Must be able to read and write in Tamil.
Category-XI (1) Paathiram Theippu	By direct recruitment.	Must be able to read and write in Tamil.
Category-XII (1) Kazhagam	By direct recruitment.	Must be able to read and write in Tamil.
Category-XIII (1) Maalaikattu	By direct recruitment.	(1) Must be able to read and write in Tamil; and (2) Must be able to prepare garlands for adorning the deities for Pooja and Utsavams.
Category-XIV (1) Thalam (2) Miruthangam (3) Shruthi	By direct recruitment.	(1) Must be able to read and write in Tamil; and (2) Must possess a Certificate in the relevant field obtained from a music school run by religious institutions or by the Government.
Category-XV (1) Miscellaneous (Pala Velai)	By direct recruitment.	Must be able to read and write in Tamil.
Category-XVI (1) Kai Visthaaram	By direct recruitment.	(1) Must be able to read and write in Tamil; and (2) Must know the customary procedures in performing festivals, rituals and poojas.
Category-XVII (1) Parisaragam (2) Thooram (3) Thoopu (4) Kulam Thoopu (5) Thuppuravu (6) Thali (7) Salavai	By direct recruitment.	Must be able to read and write in Tamil.
Category-XVIII (1) Thupashi	By direct recruitment.	(1) A pass in 10th Standard or its equivalent qualification recognized by the Government; and (2) Must possess the knowledge of Tamil, Malayalam and English.

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ANNEXURE-X

CLASS IV - ARCHAKA TRAINING INSTITUTE

Category *(1)*	*Method of Appointment* *(2)*	*Qualifications* *(3)*
Category-I (1) Head Master	By direct recruitment.	(1) A Master degree in Tamil and a B.T or B.Ed., degree; (2) Must possess not less than five years of service as Tamil Teacher in any Higher Secondary School; Preference shall be given those candidate who possess Master degree in Philosophy, Religion and Culture.
Category-II (1)Agama Teacher(Saivam)	By direct recruitment.	(1) Must possess not less than five years experience as Teacher in any one of the Veda Agama Padasalai (Saivam); (or) Must have experience as Senior Archakar for a period of not less than five years in any one of the temples under the Hindu Religious and Charitable Endowments Department. (2) Must possess a certificate of four year course in the existing Veda Agama Padasalai in Saiva Agamam.
(2)Agama Teacher (Vaishnavam)	By direct recruitment.	(1) Must possess not less than five years experience as Teacher in any one of the Veda Agama Padasalai (Vaishnavam); (or) Must possess experience as Senior Archakar for a period of not less than five years in any one of the temples under the Hindu Religious and Charitable Endowments Department. (2) Must possess a certificate of four year course in the existing Veda Agama Padasalai in Vaishnava Agamam.
Category-III (1)Senior Grade Saiva Archagar	By promotion from the post of Junior Grade Saiva Archagar.	Must have experience as Junior Grade Saiva Archagar for a period of not less than five years.
Category-IV (1)Junior Grade Saiva Archagar	By direct recruitment.	(1) A pass in 8th standard or its equivalent qualification recognized by the Government; and (2) Must possess a certificate of three year Archaga Course from the Archaga Training Institute run by religious institutions.
Category-V (1) Senior Grade Bhattachari	By promotion from Junior Grade Bhattachari.	Must have experience as Junior Grade Bhattachari for a period of not less than five years.
Category-VI (1) Junior Grade Bhattachari	By direct recruitment.	(1) A pass in 8th standard or its equivalent qualification recognized by the Government; and (2) Must possess a certificate of three year Archaga Course from the Archaga Training Institute run by the religious institutions.

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ANNEXURE-XI

CLASS V - ANNADHANAM SCHEME

Category (1)	*Method of Appointment* (2)	*Qualifications* (3)
Category-I (1) Cook	By Promotion from the holders of the post of Assistant Cook.	Must have worked as Assistant Cook for 3 years.
	By direct recruitment.	(1) Must be able to read and write in Tamil; and (2) Must have experience of 3 years in preparing food for 50 people or more.
Category-II (1) Assistant Cook	By direct recruitment.	(1) Must be able to read and write in Tamil; and (2) Must know to prepare food.
Category-III (1) Cleaner	By direct recruitment.	Must be able to read and write in Tamil.

ANNEXURE XII

DEPARTMENT TESTS TO BE PASSED WITHIN THE PERIOD OF PROBATION FOR VARIOUS CATEGORIES OF EMPLOYEES OF RELIGIOUS INSTITUTIONS

Sl. No.	*Post*	*Type of Institution*	*Tests to be passed*
(1)	Junior Assistant / Clerk –cum–Surveyor / Store Keeper / Suit Clerk /Collection Clerk / Chathiram Keeper / Junior Clerk / Ticket Sales Clerk / Register Clerk / Inai- uba Kovil Clerk / Typist	Senior grade temples – Outdoor Employees	Tamil Nadu Government Office Manual Test
(2)	Junior Assistant /Suit Clerk / Typist	Incorporated and Unincorporated Devaswoms – Outdoor Employees	
(3)	Junior Assistant/ Clerk/ Collection Clerk/Suit Clerk / Typist	Non Senior Grade Temples - Outdoor Employees	
(4)	Assistant Engineer (Electrical) / Junior Engineer(Electrical) / Technical Assistant (Electrical) / Assistant Engineer (Civil) / Junior Engineer (Civil)/ Supervisor / Building Supervisor/ Technical Assistant (Civil) / Draughtsman / Assistant Engineer (Mechanical) / Supervisor (Mechanical) / Computer Engineer / Draughtsman (Electronics and Communication) / Technical Assistant (Electronics and Communication)	Senior grade temples – Technical Staff	Account Test for Public Works Department Officers and Subordinate Officers Part-I and Part-II
(5)	Supervisor (Civil) / Supervisor (Civil) Grade II	Incorporated and Unincorporated Devaswoms – Outdoor Employees	

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ANNEXURE XIII

CERTIFICATE OF PHYSICAL FITNESS

(This form is to be used by every candidate who is required to produce a certificate of physical fitness. It must be signed by a Medical Officer of rank not lower than that of an Assistant Civil Surgeon employed under the Tamil Nadu Government or by an Honorary Assistant Civil Surgeon and Physician appointed by the Tamil Nadu Government to a Government Medical Institution.)

Note.—A candidate who resides outside the Tamil Nadu State and who is unable to produce the certificate from medical officer employed in the Tamil Nadu State may produce it from a medical officer of the corresponding rank outside the Tamil Nadu State. Such certificate should contain the following particulars:—

(i) The State under which the medical officer is employed and the name of the institution in which he is employed and his rank;

(ii) The register number of the certifying medical officer in the register in which his name has been registered; and

(iii) The official stamp or seal of his Institution in which the certifying medical officer is employed. The certificate so produced will be subject to acceptance after scrutiny by the Director of Medical Services, Tamil Nadu.

Name and Rank of officer granting the certificate : Name:

Rank:

I do hereby certify that I have examined (Full name) Thiru/Tmt./Selvi----------a candidate for employment in Arulmighu ---------- as---------- and cannot discover that he has any disease, communicable or otherwise, constitutional affliction or bodily infirmity except that his weight is in excess of/ below ---------- the standard prescribed, or except.

I do not consider this is a disqualification for the employment he/she seeks.

His/Her age is according to his own statement---------- years and by appearance --------years

I also certify that he/she has marks of smallpox vaccination

His/Her vision is normal.

Hearing is normal, defective (much or slight).

Personal marks 1:

(At least two) 2:

Station: Signature:

Date: Rank:

Designation:

The candidate must make the statement required below prior to his medical examination and must sign the declaration appended thereto. His attention is specially directed to the warning contained in the note below:—

1.		State your name in full	..
2.		State your age and birth place	..
3.	(*a*)	Have you ever had smallpox, intermittent or any other fever enlargement or suppuration of glands, spitting of blood, asthma, inflammation of lungs, heart disease, fainting, attacks, rheumatism, appendicitis?	..
		or	..
	(*b*)	any other disease or accident requiring confinement to bed and medical or surgical treatment?	..
		or	..
	(*c*)	suffered from any illness, wound or injuries sustained while on active service with his Majesty's Force during the war.	..

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4.	When were you last vaccinated?	..
5.	Have you or any of your near relations been afflicted with consumption, scrofula, gout, asthma, fits, epilepsy or insanity?	..
6.	Have you suffered from any form of nervousness due to over work or any other cause?	..
7.	Furnish the following particulars concerning your family:—	..

Father's age(if living) and state of health	Father's age at the time of death and cause of death	Number of brothers living, their ages and state of health.	Number of brothers dead, their ages at the time of death and cause of death
Mother's age(if living) and state of health	Mother's age at the time of death and cause of death	Number of sisters living, their ages and state of health.	Number of sisters dead, their ages at the time of death and cause of death

I declare all the above answers to be, to the best of my belief, true and correct.

Candidate's signature.

Note.—

The Candidate will be held responsible for the accuracy of the above statement. By wilfully suppressing any information he will incur the risk of losing the appointment and, if appointed of forfeiting all claims to superannuation allowance or gratuity

VIKRAM KAPUR,
Additional Chief Secretary to Government.

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