

**SPECIAL RULES FOR THE POSTS IN TAMIL NADU LABOUR  
SUBORDINATE SERVICES ISSUED IN G.O.Ms. No. 1475,  
LABOUR,  
DATED 5-10-1970 AND THE AMENDMENTS THERE  
AFTER.**

**(Corrected Upto 31-12-2002)**

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India the Governor of Tamil Nadu hereby makes the following Special Rules for the Tamil Nadu Labour Subordinate Service.

The rules hereby made shall be included as Section 40 of the Special Rules in Volume III of the Madras Service Manual, 1970.

RULES

1. **Constitution.**- This Service shall consist of Assistant Inspectors of Labour, Statistical Inspectors and Stamping Inspectors under the Labour and Factories Department.

(Amended in G.O.Ms.No.523, Labour and Employment, dated 9-6-1976)

(Amended in G.O.Ms.No.176, Labour and Employment, dated 6.9.1995)

2. **Definition.**- (1) Deleted in G.O.Ms.No.1764, Labour Department, dated 26-7-1983 effective from 26-7-1983.

(ii) The expression "temporary vacancy" shall mean a vacancy caused on account of the creation of a temporary post which is likely to be made permanent and shall not include a temporary post sanctioned for a special work for a limited period, a leave vacancy, a vacancy arising out of deputation for training, deputation to another department or deputation to foreign service and a vacancy arising out of paper promotion or suspension.

(Amended in G.O.Ms.No.551, dated 13-5-1971 of Labour and Employment Department.)

3. **Appointment.**- (a) Appointment to this Service shall be made by direct recruitment or by recruitment by transfer from the category of Assistants in

the Tamil Nadu Ministerial Service in the Labour Department, who opt in writing for appointment to the post of Assistant Inspector of Labour and to higher posts in the Tamil Nadu Labour Service and/or by recruitment by transfer from the Assistant Section Officers in the Secretariat who are approved probationer in that category or any other feeder category and have passed the Account Test for Subordinate Officers Part I and Labour and Factories Departmental Tests Part A and B.

(Amendment issued in G.O.Ms. No.1008, Labour, dated 2-6-1986.)

\* Provided that out of every five vacancies, the first vacancy shall be filled or reserved to be filled by direct recruitment and next four vacancies shall be filled or reserved to be filled by the Personnel of the Labour Department, including Assistant Section Officers in Secretariat in the Government of Tamil Nadu.

\* (Amended in G.O.Ms.No.1566, Labour and Employment Department, dated 9-12-1978.)

\*\* (G.O.Ms.No.1102, Labour and Employment Department, dated 12-06-1989)

G.O.Ms.No.35, Labour and Employment Department, dated 21.3.1996.

(b) The option once exercised by an Assistant of the Labour Department shall be final no person shall be permitted to change the option thereafter. The option exercised will be kept as a permanent record.

\*\*\* (c) Persons already appointed as Assistant Inspectors of Labour or as Statistical Inspectors prior to the 17<sup>th</sup> November 1973 and who were actually serving in such posts on the said date shall be eligible for promotion only to higher posts in the Tamil Nadu Labour Subordinate Service and the Tamil Nadu Labour Service.

(\*\*\* Amended in G.O.Ms.No.446, dated 12-5-1976 of Labour and Employment Department.)

\*\*\*\* Provided further that sub-rule (c) shall not apply to those persons already appointed as Assistant Inspectors of Labour or as Statistical Inspectors prior to the 17<sup>th</sup> November 1973 and who have already exercised their option to revert to Ministerial line.

(\*\*\*\* Amended in G.O.Ms.No.836, dated 9-9-1976 of Labour and Employment Department.)

4. **Appointment Authority.**- The appointing authority shall be the Commissioner of Labour.
5. **Qualifications.**- 1. A candidate for appointment to any of the posts, if he is to be recruited direct:
  - a. must possess a degree in Arts, Commerce, Science or Engineering of a University.

\*\* "Other things being equal preference shall be given to a candidate -

  - i. who possess the M.A. Degree in Social Work; or
  - ii. who is a graduate of a University and who possess the Diploma Awarded by the Madras School of Social Work; or
  - iii. who possess the M.A.Degree in Applied Psychology of the Sagar University; or
  - iv. who has undergone the Diploma Course or two years duration of the Institute of Labour Welfare Workers, Bombay or the Xavier Labour Relations Institute, Bihar; or
  - v. who has undergone the Diploma Course of P.S.G.School of Social Work, Coimbatore on Labour Specialisation or the Post Graduate Diploma Course in Social Services conducted by the Institute of Social Science, Loyola College, Madras under the direction of Indian Institute of Social Order, Poona; or
  - vi. who possess the Master's Degree in Social Work (MSW) of the University of Baroda; or
  - vii. \*\*who possess a post Graduate Diploma in Labour Administration Awarded by the Tamil Nadu Institute of Labour Studies; or
  - viii. \*\* who possess a post Graduate Diploma in Personnel Management, Industrial Relations and Labour Welfare Awarded by the Madras Productivity Council; and

b. must not have completed or will complete 30 years of age on the first day of July of the year in which the Selection for appointment is made.

(\*\* Amended in G.O.Ms.No.2662, Labour and Employment, dated 22-11-1980.)

2. In making appointment by direct recruitment \*\*"other things being equal" preference shall be given to political sufferers and members of their families.

(\*\* Amended in G.O.Ms.No.2662, Labour and Employment, dated 22-11-1980.)

3. A candidate if he is to be appointed to any of the posts by recruitment by transfer.

(i) must have served for not less than one year as Superintendent or Accountant (In the Labour wing) of Labour Department (Or Superintendent in the Factories Wing of Labour Department) or for not less than two years as Assistant in the Labour Sections of the Labour Department in the Secretariat.

or

must have served for not less than eight years as Junior Assistant and/or as Assistant in the Labour Department.

Provided that the Typists including Steno-Typists to become eligible for appointment by transfer to any of the posts must have served for not less than eight years as Typist including Steno-Typist and Assistant, out of which they should have served as Assistant in the Labour Department at-least for four years".

(ii) must have been included in the list of persons approved by the appointing authority as suitable for such transfer as on first July of the year of Selection.

(iii) must have passed the following tests:-

- a. The Account Test for Subordinate Officers, Part-I.
- b. The Labour and Factories Departmental Tests Parts A and B; and
- c. The District Office Manual Test.

(Amended in G.O.Ms.No.963, Labour and Employment, dated 25.10.1976.)

(Amended in G.O.Ms.No.1279, Labour and Employment, dated 21.10.1978.)

(Amended in G.O.Ms.No.440, Labour dated 1.3.1985.)

(Amended in G.O.Ms.No.113, Labour and Employment Department, dated 11.4.1991.)

**Explanation.** - Any period or periods spent on leave during the period of eight years which will count for increments (in the post of Junior Assistant or Assistant as the case may be shall be treated as duty for purpose of this clause).

(Amended in G.O.Ms.No.391, Labour and Employment Department, dated 8.5.1975.)

6. **Probation.**- A person appointed to any of the posts shall from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years.
7. **Tests.**- Every person appointed to the service by direct recruitment, except those appointed by recruitment by transfer from the Assistant Section Officers in Secretariat shall within the period of his probation, pass the following Tests:-
- i. The Account Test for Subordinate Officers, Part I or the Account Test for Executive Officers.
  - ii. The Labour and Factories Departmental Tests, Part A and B; and
  - iii. The District Office Manual Test.

(Substituted in G.O.Ms.No.440, Labour, dated 1.3.1985 and G.O.Ms.No.1008, Labour, dated 2.6.1986.)

Provided that the personnel of the erstwhile Weights and Measures Department who are appointed to this class and who have not completed the age of 45 years shall pass the District Office Manual Test within a period of two years from the 8<sup>th</sup> May, 1970 failing which their second and subsequent increments shall be stopped without cumulative effect until they pass the tests.

Provided further that the personnel of the erstwhile Weights and

Measures Department absorbed as Assistant Inspector of Labour in the

Labour Department irrespective of the fact whether they now held the post of Assistant Inspector of Labour or Deputy Inspector of Labour and who have not completed the age of 45 years on 3.4.1976 shall pass the Labour & Factories Departmental Test Parts A and B with in a period of two years from 3.4.1976 failing which they shall not be entitled to subsequent increments until they pass the tests.

(Amended in G.O.Ms.No.1455, Labour and Employment Department, dated 30.6.1980.)

8. **Training.**- \* (1) Every person appointed to the post by direct recruitment, on appointment shall undergo training for a period of 12 weeks as detailed below:

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| 1 <sup>st</sup> Week:                              | Inspector of Labour's Office Studying office routine, maintenance and review of records in the office.   |
| 2 <sup>nd</sup> Week:                              | Outdoor work with Inspector of Labour, Inspector of Labour should take him for check inspection, night inspection, weights and Measures inspection, etc.,  |
| 3 <sup>rd</sup> Week:                              | With Deputy Inspector of Labour, Accompany Deputy Inspector of Labour in outdoor inspection to assist Deputy Inspector of Labour in preparing cases, etc.  |
| 4 <sup>th</sup> to 7 <sup>th</sup> Week (4 Weeks): | Assistant Inspectors of Labour's Office training in Office work outdoor inspection work in all Acts including Weights and Measures Act. Training in preparation of charge sheets, attending courts, etc. |
| 8 <sup>th</sup> Week:                              | Labour Officer's Office Getting acquainted with conciliation, appeal work, etc.  |
| 9 <sup>th</sup> Week:                              | With Deputy Inspector of Labour (Weights and Measures) in Deputy Commissioner of Labour (Inspection)'s Office.   |

- 10<sup>th</sup> and 11<sup>th</sup> Week: In Independent charge of the Post of Assistant Inspector of Labour (under the guidance of the Local Assistant Inspector of Labour).
- 12<sup>th</sup> Week: In Independent charge of Assistant (Head Clerk) in Inspector of Labour's Office.

The Period of training shall count for probation and increment. During the period of training a person shall draw the minimum in the time scale of pay applicable to the post.

\*\* ii. Every person appointed to the Post by recruitment by transfer, on appointment shall undergo training for a period of six weeks as detailed below:

- 1<sup>st</sup> Week: With Inspector of Labour and Deputy Inspector of Labour.  
The Inspector of Labour and Deputy Inspector of Labour shall take him for check inspection, night inspection, Weights and Measures inspections, etc. The trainee shall also assist the Deputy Inspector of Labour in preparing cases, etc.
- 2<sup>nd</sup> Week: With Assistant Inspectors of Labour.  
Training in Office work, outdoor inspection work in all Acts including preparation of Charge sheet, Court work, etc.
- 3<sup>rd</sup> Week and 4<sup>th</sup> Week: With Stamping Inspectors.  
Training In verification and stamping or Weights and Measures articles.
- 5<sup>th</sup> Week: With Deputy Inspector of Labour (Head Quarters) in the Office of the Commissioner of Labour, Chennai-6.
- 6<sup>th</sup> Week: In-independent charge of Assistant Inspector of Labour's post (under the guidance of the local



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Assistant Inspector of Labour).

The Period of training shall count for probation and increment.

\* (Amended in G.O.Ms.No.44, Labour and Employment, dated 5.1.1981)

\*\* (Amended in G.O.Ms.No.261, Labour and Employment, dated 8.12.1992)

**9. POSTINGS AND TRANSFERS:**

Posting and transfer of the holders of the post shall be made by the Deputy Commissioner of Labour.

**10. RESERVATION OF APPOINTMENT:**

General Rule 22 of the Madras State and Subordinate Service Rules shall apply to the appointment to the posts by direct recruitment.

**11. TENURE:**

Assistant Section Officers of the Secretariat Department who are deputed for training as Assistant Inspectors of Labour for a total period of two years, shall be reverted in the Secretariat on completion of the said period of two years. The total number of Assistant Section Officers from the Secretariat who are to be so deputed as Assistant Inspectors of Labour for training shall at no time exceed seven.

(Substituted in G.O.Ms.No.1008, Labour Department, dated 2.6.1986)

\*\* The total number of Assistants from the Secretariat who are appointed as Assistant Inspectors of Labour shall, at no time exceed seven, excluding those already appointed, as Assistant Inspector of Labour, prior to the 17<sup>th</sup> November 1973)

(\*\* Amended in G.O.Ms.No.446, dated 12.5.1976 of Labour and Employment Department.)