

TAMIL NADU PUBLIC SERVICE COMMISSION

Office Order No. 169, dated 12.03.2021

(Amended vide Commission's Orders dated 05.01.2023)

Sub.: Personnel Department – Procedures to be followed for Temporary Promotion and Drawal of Regular Panel – Regarding.

The following office order is issued with regard to the procedures to be followed in respect of temporary promotion to the posts of Assistant, Assistant Section Officer, Assistant Section Officer-cum-Programmer and Personal Assistant in the Commission's office.

A. Temporary Promotion to the Post of Assistant

- (1) Temporary promotion to the post of Assistant shall be granted from the feeder category posts, viz., Typist / Telephone Operator and Driver / Record Assistant / Record Clerk / Office Assistant.
- (2) With reference to the proviso to Rule 1(a)(i) in Annexure V under Regulation 13(3) of Tamil Nadu Public Service Commission Regulations, 1954, the percentage of vacancies shall be apportioned among the following three methods of appointment:

(a) Direct Recruitment	80%
(b) By promotion from the category of Typists / Telephone Operators in the Commission's office	15%
(c) By recruitment by transfer from among the holders of the post of Record Assistant / Record Clerks / Drivers / Office Assistants	5%

(3) Based on the percentage of vacancies* as cited above, a 20-point Roster as shown below shall be followed:

- (i) Direct Recruitment
- (ii) Direct Recruitment
- (iii) Direct Recruitment
- (iv) Direct Recruitment
- (v) By recruitment by transfer from the posts of Driver/Record Assistant/Record Clerk/Office Assistant
- (vi) Direct Recruitment
- (vii) Direct Recruitment
- (viii) Direct Recruitment
- (ix) Direct Recruitment
- (x) By promotion from the posts of Typist/Telephone Operator
- (xi) Direct Recruitment
- (xii) Direct Recruitment
- (xiii) Direct Recruitment
- (xiv) Direct Recruitment
- (xv) By promotion from the posts of Typist/Telephone Operator
- (xvi) Direct Recruitment
- (xvii) Direct Recruitment
- (xviii) Direct Recruitment
- (xix) Direct Recruitment
- (xx) By promotion from the posts of Typist/Telephone Operator

* *While using the prescribed percentage of vacancies for apportioning among the three methods of appointment, the number of vacancies for each method was rounded off to the nearest number. This led to situations where a choice had to be made regarding the method of appointment [direct recruitment (or) by promotion (or) recruitment by transfer] vacancies pertaining to which had to be rounded off to the nearest number. Hence, the 20-point Roster is adopted.*

- (4) The above rotation shall be followed while granting temporary promotion to the post of Assistant from the feeder category posts and subsequent regularization of the temporary services by drawal of a regular panel to the said post, in order to ensure the percentage of apportioning among the three methods of appointment as prescribed in the Tamil Nadu Public Service Commission Regulations, 1954.

B. Temporary Promotion to the Post of Assistant Section Officer

- (1) Temporary promotion to the post of Assistant Section Officer shall be granted from the feeder category posts, viz., Assistant, Senior Personal Clerk, Senior Typist, Data Entry Operator (DEO) and Input Output (IO) Operator.
- (2) The roster as approved by the Commission for promotion to the post of Assistant Section Officer from the feeder category posts and for direct recruitment is as follows:-
- (a) by direct recruitment;
 - (b) by promotion from the category of Assistant;
 - (c) by promotion from the category of Assistant;
 - (d) by promotion from the category of Assistant;
 - (e) by promotion from the category of Assistant;
 - (f) by promotion from the category of Senior Personal Clerks;
 - (g) by promotion from the category of Senior Typists; and
 - (h) by promotion from the category of DEO/ IO Operator.
- (3) In order to maintain the prescribed ratio of 1:7 between appointment by direct recruitment and by promotion, the above roster shall be adopted for granting temporary promotion as well as regularization of temporary services by drawal of a regular panel to the said post after completion of the panel period.
- (4) The above roster shall also be followed while preparing a regular panel for the post of Assistant Section Officer.

C. Procedures to be Followed for Granting Temporary Promotion to the Posts of Assistant and Assistant Section Officer

- (1) The actual estimate of vacancies available for temporary promotion (as on the date of preparation of temporary list for promotion without reckoning the crucial date) for the current estimate year shall be arrived at first.
- (2) The roster for the actual vacancies available for temporary promotion for the current estimate year shall be prepared in continuation of the last turn utilized for the preparation of the regular panel for the previous estimate year or the last turn utilized for temporary promotion in the previous estimate year, as the case may be.
- (3) The vacancies apportioned for direct recruitment as per the roster thus prepared shall be furnished for direct recruitment.
- (4) After deducting the vacancies earmarked for direct recruitment in the roster, the remaining vacancies shall be utilized for granting temporary promotion by strictly following the roster without any deviation, i.e., the turns / vacancies earmarked for a particular group of feeder category posts / feeder category posts in the roster, shall be utilized for granting temporary promotion to the senior-most eligible candidates belonging to that particular feeder category group / post.
- (5) In case no eligible candidate is available against a turn / vacancy earmarked for a particular feeder category group / post, that particular turn / vacancy shall be left unfilled and shall not be filled by promoting a candidate not belonging to that particular feeder category group of posts / feeder category posts.
- (6) Such unfilled turns / vacancies shall be utilized for granting temporary promotion to candidates belonging to the earmarked feeder category group / feeder category posts who become eligible for temporary promotion on a later date during that estimate year.

- 7) The vacancies that arise during the estimate period (due to retirement, promotion, etc.) subsequent to the estimation of vacancies for that estimate year shall be added to the vacancies of that year and used for granting temporary promotion to the senior-most eligible candidates in the respective feeder category group / feeder category posts, as per the turns in continuation of the last turn utilized in the roster for the said estimate year.

D. Temporary Promotion to the Post of Personal Assistant

- (1) The following procedure shall be adopted for granting temporary promotion to the post of Personal Assistant from the feeder category of Senior Personal Clerk / Personal Clerk as well as subsequent regularization of temporary services by drawal of regular panel to the said post.
- (2) Promotion to the post of Personal Assistant may be granted from the category of Senior Personal Clerks
(or)
from the category of Personal Clerks if no qualified candidates are available by the above method.
- (3) The method of appointment to the post of Personal Assistant is only by promotion from the feeder category of Senior Personal Clerk / Personal Clerk. Therefore, temporary promotion to the said post shall be granted strictly in accordance with seniority in the post of Senior Personal Clerk / Personal Clerk.
- (4) The senior-most eligible Senior Personal Clerks / Personal Clerks shall be considered for temporary promotion, after arriving at the vacancies available for temporary promotion.

E. Procedures to be followed for Drawal of Regular Panel

- (1) A regular panel shall be drawn at the end of every panel period and the services of the individuals who were already promoted temporarily to the post of Assistant / Assistant Section Officer / Assistant Section Officer-cum-Programmer / Personal Assistant shall be regularized by considering the individuals eligible as on the crucial date for the said panel (i.e., 01.08.xxxx), as per the seniority in the feeder category group / posts.
- (2) Individuals who are not eligible as on the crucial date for inclusion in the regular panel shall be allowed to continue temporarily as Assistant / Assistant Section Officer / Assistant Section Officer-cum-Programmer / Personal Assistant, only if vacancies are available after the drawal of the regular panel.
- (3) In case no vacancies are available after drawal of the regular panel, the temporarily promoted Assistant / Assistant Section Officer / Assistant Section Officer-cum-Programmer / Personal Assistant not included in the regular panel shall be reverted to their respective feeder category post with immediate effect.

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Secretary**

