

### Questions relating to Appointment made on Compassionate Grounds:

S No	Question	Reply
1	To whom Compassionate Grounds Appointments are given?	The Compassionate Grounds Appointments are given to any one of the legal heirs of the deceased Government Servant.(i.e.) Wife, Husband, Son, Daughter, Divorcee, Widowed daughter.
2	Is there any time limit prescribed for submitting the application for appointment on Compassionate grounds?	Yes. The application for appointment on compassionate grounds has to be submitted within 3 years from the date of death of the Government Servant.
3	What are the posts for which appointment is given on Compassionate Grounds?	Junior Assistant / Typist / Draughtsman / Depot Manager, Grade-III in Tamil Nadu Ministerial Service and Assistant in Tamil Nadu Secretariat Service.
4	Whether the legal heir of the deceased government servant who possesses B.E. degree can be appointed as Assistant Engineer on Compassionate grounds?	No. The legal heir can be appointed only as Junior Assistant on Compassionate grounds.
5	Is it a legal right for claiming appointment on Compassionate Grounds by the legal heir of the deceased government servants?	No. The application for appointment on Compassionate Grounds should be submitted alongwith necessary certificates and a certificate obtained from the tahsildar stating that the family of the deceased government servant is in indigent circumstances.
6	Where should the legal heir of the deceased government servant apply for appointment on Compassionate Grounds?	The legal heir of the deceased government servant should apply for appointment on Compassionate Grounds only to the office, where the government servant was in service at the time of his/her death.

7	What are the Certificates required to be submitted alongwith the application for appointment on Compassionate grounds?	<p>(1) Requisition letter for Employment on Compassionate ground by the deceased govt Servant's Wife / Husband.</p> <p>(2) Requisition letter for Employment on Compassionate ground by the legal heir of the deceased govt Servant.</p> <p>(3) Death Certificate of deceased govt servant.</p> <p>(4) Legal heir Certificate of the deceased govt servant.</p> <p>(5) No Objection Certificate obtained from the other legal heirs.</p> <p>(6) Prescribed Educational Qualification Certificates.</p> <p>(7) Genuineness of the Educational / Technical Qualification.</p> <p>(8) Consolidated Certificate obtained from tahsildar.</p> <p>(9) If the deceased govt Servant's Wife has claimed appointment on Compassionate grounds, she should produce a Certificate to the effect that she has not been Re-married.</p>
8	What is the age limit prescribed for appointments on Compassionate Grounds?	The maximum age limit prescribed is 50 years for Wife/Husband of the deceased government servant and 35 years for Son / daughter of the deceased government servant.
9	On what date, the age is reckoned for appointment on compassionate grounds?	The age is calculated based on date of death of the government servant.
10	Who is eligible for appointment on Compassionate Grounds, if more than one legal heir of the deceased government servant claims appointment?	Among the legal heirs of the deceased government servant, appointment is given only to the person who is recommended by the Wife / Husband of the deceased government servant.

11	I was three years old when my father expired and within one year my mother also expired. Now I am studying 10 <sup>th</sup> standard. Can I apply for appointment under compassionate grounds as I am my father's legal heir?	Normally, the application for appointment under compassionate grounds should be sent within three years from the date of death of the government servant. However, as your mother had also expired within one year, you may apply for the job. This will be treated as special case subject to the recommendation of HOD where your father last worked. The minimum age limit prescribed for appointment under compassionate grounds is 18 years.
12	I had passed +2 when my father expired and applied for post of junior assistant on compassionate grounds. Five years passed and still I have not got any employment. Subsequently I have passed typing higher grade both in Tamil and English. Am I now eligible to apply for the post of typist?	Having acquired the technical qualification you are eligible to apply for the post of typist on compassionate grounds. Only 25% of the total vacancies will be filled by compassionate ground appointments and if there are vacancies in the post of typist, you will be considered against such vacancy.
13	Can I apply for appointment under compassionate grounds given to the families of the deceased government servants? Whether such appointment can be claimed as matter of right?	Appointment under compassionate grounds is given only to any one of the legal heirs of the deceased government servant, when the appointing authority is satisfied with the application and all the records submitted as per the guidelines issued in G.O No.560 labour and employment department dated 3.8.1977. However, the HOD/ Appointing authority is empowered to reject the application also.
14	Appointment under compassionate grounds is being refused stating that there are no vacancies. However there are two temporary employees employed through labour and employment department. Please explain.	If the vacancies are regular vacancies, appointment under compassionate grounds can be given after ousting the temporary employees.
15	Whether the Sister / Brother of the deceased Government servant is eligible for appointment on Compassionate Grounds?	Yes. If the deceased government servant is unmarried.
16	What are the Certificates required for appointment on Compassionate Grounds when a government servant is allowed to retire on Medical invalidation?	<ol style="list-style-type: none"> <li>(1) Medical Certificate obtained from the Medical Board.</li> <li>(2) Certificates given by the HOD the date in which the individual who retired on Medical Certificate.</li> <li>(3) S.R. copy of govt servant along with relevant certificates for appointment on Compassionate Grounds.</li> </ol>

### Questions relating to PANEL

<b>S No</b>	<b>Question</b>	<b>Reply</b>
1	What is the educational qualification prescribed for a person who has worked as village assistant (karnam) to be appointed to the post of Village Administrative Officer?	The educational qualification prescribed for those who have already worked as village officer (karnam), to be considered for appointment to the post of Village Administrative Officer is a pass in SSLC with Tamil as one of the subjects in SSLC.
2	Whether the persons who have been awarded punishment during their service as village officer are eligible for appointment as VAO ?	Those who have got minor punishments are eligible. Whereas those who have got major punishments are not eligible for appointment as Village Administrative Officer.
3	Whether service certificate for having worked as village officer is essential?	Yes. Service certificate issued by a Tahsildar for having worked as village officer is essential.

**Questions relating to DEPARTMENT / UNIT TRANSFERS:**

S No	Question	Reply
1	What are the rules governing the Transfers from one Department to other Department or from one Unit to Other Unit under the Tamil Nadu Ministerial Service	Rule 20(a) iii of the Special Rules for the Tamil Nadu Ministerial Service governs the transfer from one Department to other Department.
2	What is the procedure for applying for transfer from one department to other department?	The individual who opts to go on transfer has to submit his/her application for transfer to the concerned HOD / Unit Officer.
3	What are the documents required to obtain TNPSC concurrence for one way transfer?	<ul style="list-style-type: none"> <li>a) Individual's application for request of transfer.</li> <li>b) Details of the applicant as specified in the 13 column format prescribed for Departmental / Unit Transfer.</li> <li>c) The order in which his/her service has been regularised.</li> <li>d) Undertaking given by the individual to forego seniority and Transfer Travelling Allowance.</li> <li>e) Individual's selection memo (issued by the TNPSC).</li> <li>f) Consent letter from the HOD where the individual is proposed to join on transfer. (i.e, absorbing authority).</li> <li>g) Consent letter from the HOD where the individual is to be relieved. (i.e., relieving authority).</li> <li>h) Certificate given by the Absorbing Authority stating that the proposed transfer of the individual will not affect the estimate of vacancies relating to Group II/IV already furnished to the TNPSC.</li> <li>i) The order in which the probation of the individual has been declared.</li> </ul>
4	What are the conditions to be satisfied by the Government Servants who opt to go on one way transfer from one department/unit to other department/unit under the Tamil Nadu Ministerial Service?	The individual's service should have been regularized in the present post.

5	Whether the concurrence of TNPSC is necessary for mutual transfer of Government servants under Tamil Nadu Ministerial Service?	Under Rule 20(b) of the Special Rules for the Tamil Nadu Ministerial Service, the Heads of Departments themselves can take necessary action presuming that the concurrence of the TNPSC has been accorded, in respect of mutual transfer.
6	How is the seniority of the individual fixed under one way transfer from one department/unit to other department/unit?	If the individual is a probationer his/her name will be placed last in the seniority list of probationers. Whereas if the individual is an approved probationer his/her name will be placed last in the seniority list of approved probationers.
7	What undertakings should be given by the individual for one way transfer from one department / unit to other department / unit?	<ol style="list-style-type: none"> <li>1. Undertaking to forego seniority.</li> <li>2. Undertaking to forego transfer travelling allowance.</li> </ol>
8	<p>I have been appointed as assistant in Revenue Unit in Thoothugudi District. Now I have been deputed to Commissioner of Revenue Administration. I wish to continue my service in the department in to which I am working now. Whether concurrence of TNPSC is necessary in this case?</p> <p>Whether my seniority will be fixed as on the day on which I joined duty on deputation?</p>	<p>Under rule 20 a (iii) of the Special Rules for Tamil Nadu Ministerial Service, concurrence of TNPSC is necessary for getting transfer from one department/unit to another department/unit on permanent basis. Further the individual is working in the office of the Commissioner Of Revenue Administration under deputation. Hence <b><u>his/her seniority will be fixed only from the date on which TNPSC accords concurrence,</u></b> and the name of the individual will be placed last (i.e., junior most) in the seniority list of Assistants.</p>

**Frequently Asked Questions in respect of PROMOTION TO THE POST OF JUNIOR ASSISTANT from the feeder categories in Rural Development department and Municipal administration department on the basis of 10% and 20% reservation:**

S No	Question	Reply
1	What are the procedures followed for the promotion to the post of JA from the feeder categories of working in Rural Development and Town Panchayat Department?	<p>The following important documents are required to be furnished to the TNPSC for according concurrence in respect of promotion to the post of JA from various feeder categories in the Rural Development and Municipal Administration:-</p> <ol style="list-style-type: none"> <li>1. Recommendation Letter of the District Collector.</li> <li>2. Recommendation of the Commissioner of Rural Development.</li> <li>3. List of selected candidates (panel).</li> <li>4. Seniority list.</li> <li>5. Estimate of vacancies.</li> <li>6. Certificate related to educational qualification.</li> <li>7. Genuineness certificate.</li> <li>8. Training certificate (writing experience Two hours per day for 6 months).</li> <li>9. Certificate of the District Committee.</li> <li>10. Copy of letter in which the panel for previous year was approved by the TAMIL NADU PUBLIC SERVICE COMMISSION.</li> </ol> <p>After verification of the above certificates/documents concurrence is being accorded by the TNPSC and communicated to the Government.</p> <p>In case of non receipt of any of the above said documents, the same is / are being called for from the Government and concurrence issued thereafter.</p>
2	What are the reasons for pendency of the proposals received from some of the districts in connection with the promotion to the post of Junior Assistant?	<p>Year-wise panels for promotion to the post of Junior Assistant have to be prepared and proposals sent to the Commission for according concurrence. If the proposal for later year is received without having received the proposal of the earlier year, then the proposal in respect of earlier year is being called for from the Government for according concurrence. Till such time the panels for subsequent years are kept pending.</p>

3	Whether any person junior in seniority list will be considered for inclusion in the panel?	If no suitable candidate is available, the name of the next suitable person in the seniority list will be recommended by the District Collector, even though he is junior and he possesses the required qualification (i.e., Minimum General Educational Qualification), 7 years service and no pending charges. The name of such person can be considered for inclusion in the panel for that year duly mentioning the genuine reasons for considering such candidates.
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