

DIRECTORATE OF TECHNICAL EDUCATION,
CHENNAI-25.

Endorsement No.11197/D4/2021, Dated: 18.03.2021

Sub: Administration – Public Services – Tamil Nadu Secretariat Service – Filling up of the post of Personal Assistants in the Departments of Secretariat under one unit under the method of Recruitment by transfer – Willingness called for – Regarding.

Ref: Govt., Letter No.4254/H2/2020-1, Personnel and Administrative Reforms (H) Department, dated: 23.02.2021.

Copy communicated for information and necessary action.

Sd/- J.S. Nisha
Assistant Director (Admin)

To

The Principals of

1. All Government Engineering Colleges/
Polytechnic Colleges / Special Institutions
2. The Chief Engineer, Technical Education Circle, Chennai
3. The Executive Engineers ,(All divisions)

Copy to:

- 1.D.T.E's Table
2. Additional Director (Exam),
3. Deputy Director (Admin)
4. Assistant Director (Admin.),.
5. P.A. to DTE,
6. All Unit Officers, DOTE
7. The Technical Assistant (Evaluation),
Computer Centre, DOTE
8. All Superintendents, DOTE
9. D4 Stock file

requested to upload the Government
letter mentioned in the reference cited
in the DOTE Website

//Forwarded by order//

Limy
Superintendent

19.3.2021



Personnel and Administrative
Reforms (H) Department
Secretariat
Chennai - 600 009.

011197

Letter No. 4254/H2/2021-1, dated 23/02/2021

From
Dr. S. Swarna, I.A.S.,
Principal Secretary to Government.

To
The Registrar General,
High Court of Madras,
Chennai – 600 104. (w.e).

The Deputy Director,
O/o the Advocate General,
High Court of Madras,
Chennai – 600 104 (w.e).

The Assistant Director,
O/o the Government Pleader,
High Court of Madras,
Chennai – 600 104 (w.e).

All Heads of Departments (w.e).

Sir/Madam,

Sub: Public Services – Tamil Nadu Secretariat
Service – Filling up of the post of Personal
Assistants in the Departments of Secretariat
under one unit under the method of
Recruitment by transfer – Willingness called
for – Regarding.

It has been proposed to fill up the vacant posts in the category of Personal Assistant (Category-2A) in the Departments of Secretariat under one unit from among the willing persons holding the post of Steno-Typist Grade II working in the Tamil Nadu Ministerial Service / Tamil Nadu Judicial Ministerial Service under the method of **Recruitment by transfer**.

2. The level of pay for the post of Personal Assistant in the Tamil Nadu Secretariat Service is Rs.36400-115700.

3. The following qualifications are prescribed for the post of Personal Assistant for appointment by recruitment by transfer.

a) **Educational Qualification**: A Bachelor's Degree. [10+2+3]

P.T.O

- b) **Service qualification** : The applicant should have put in a minimum regular service of 3 years in the post of Steno-Typist Grade-II [calculating the service qualification of Steno-Typist Grade-II, the service rendered in the category of Steno-Typist Grade-III shall also be taken into account].

c) **Technical Qualifications:**

- i. A pass in the Government Technical Examinations in Typewriting in Tamil and English both by the Higher Grade;
- ii. A pass in the Government Technical Examinations in Shorthand in Tamil and English both by the Higher Grade.

Provided that if candidates with the qualification referred to in items (i) and (ii) above are not available candidates who have passed the following examinations in the order of preference indicated below may be appointed, namely:

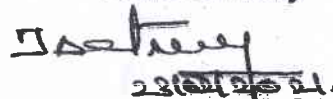
- a) Government Technical Examinations in Typewriting and Shorthand in Tamil both by the Higher Grade and Typewriting and Shorthand in English both by the Lower Grade.
- b) Government Technical Examinations in Typewriting and Shorthand in English both by the Higher Grade and Typewriting and Shorthand in Tamil both by the Lower Grade.

4. The Registrar General, High Court of Madras and all the Heads of Departments are requested to obtain and forward the particulars of willing persons holding the post of Steno-Typist Grade II **working in the Tamil Nadu Ministerial Service / Tamil Nadu Judicial Ministerial Service** in the proforma annexed to this letter along with the attested copies of certificates pertaining to education (10th, +2 or Diploma (3 years) / I.T.I.(2 years), (U.G. Degree) and technical qualifications. The above particulars along with the willingness of the applicants should reach the Government on or before 30.04.2021.

5. If no such particulars are received within the stipulated time limit prescribed above, then it will be construed that no willing and qualified Steno-Typists Grade II are available in the respective departments.

6. The receipt of the letter be acknowledged immediately.

Yours faithfully



for Principal Secretary to Government.

20
23.02.21

ANNEXURE - I

(Brief particulars about the Steno-Typist Grade II to be considered for appointment to the post of Personal Assistant under the method recruitment by transfer)

I am willing to consider my name for appointment to the post of Personal Assistant (Category-2A) in the Tamil Nadu Secretariat Service by the method of recruitment by transfer.

SIGNATURE OF THE APPLICANT :
NAME OF THE APPLICANT :
DESIGNATION :
DATE :

S. SWARNA
PRINCIPAL SECRETARY TO GOVERNMENT

// True Copy //

S. Swarna
23/02/2021.
SECTION OFFICER

24
23-02-2021

ANNEXURE - II**PROFORMA**

1. Name :
2. Post :
- 2(a). The name of the service in which the said post referred to Sl.No. 2. :
3. Department in which now working :
4. Age and Date of Birth :
5. Date of Retirement :
6. Date of Entry into Government Service :
7. Date of Regular appointment in the post of
Steno-Typist Grade-III
Steno-Typist Grade-II
(copy of orders should be furnished) :
8. Date of completion of probation in the post of Steno-Typist Grade-III :
9. Total service in the post of Steno-Typist Grade-III and Steno-Typist Grade-II as on 01.03.2021. :

10. Educational qualification (Enclose attested copies of Certificates)	Specify whether Regular Stream / OUS	Month & Year of Passing
(i) X Std		
(ii) +2		
(iii) Diploma (3 years) / ITI (2 years)		
(iv) U.G. Degree (Regular / OUS)		
(v) P.G. Degree (Regular / OUS)		

11. Whether the individual has acquired the degree qualification in the regular pattern of 10+2+3. Yes /No :
12. **Technical Qualifications**
(Enclose attested copies of Certificates) : **Month and year of passing**
 - (a).Tamil Typewriting in Higher Grade :
 - (b) English Typewriting in Higher Grade :
 - (c)Tamil Shorthand in Higher Grade :
 - (d) English Shorthand in Higher Grade :
13. Whether the individual has acquired all the qualifications prescribed for appointment to the post of Personal Assistant by recruitment by transfer. :

14. Whether any charges are pending against the officer, and if so, indicate the period to which charges relate, nature of charges and date from which pending, the present stage. Reasons for delay in finalizing the disciplinary proceedings. Whether any appeals are pending and if so, the present stage.
- 15-A Whether any criminal case is pending against the applicant in the official capacity and if so, indicate the details thereof; nature of crime for which he/she is proceeded against
- 15-B Whether any criminal case is pending against the applicant in the personal capacity / private in nature and if so, indicate the details thereof; nature of crime for which he / she is proceeded against
- 15-C Whether charges have been framed by the Tribunal for Disciplinary Proceedings and the enquiry by the Tribunal for Disciplinary Proceedings is pending.
16. Whether any penalties have been imposed on the individual if so, indicate the nature of lapses and penalties imposed and date of imposition of the punishment. Copies of orders imposing punishment should be attached.
- a. Whether the penalties have been given effect to, if not the reasons there for.
 - b. Whether on suspension or undergoing punishment currently.
17. Whether there are any adverse remarks in his / her record sheet and if so, indicate the details there for and whether they have been communicated to the individual.

The application may be forwarded to the Government for consideration for appointment to the post of Personal Assistant (Category-2A) in the Tamil Nadu Secretariat Service.

**SIGNATURE OF THE APPOINTING AUTHORITY /
HEAD OF OFFICE.**

**S. SWARNA
PRINCIPAL SECRETARY TO GOVERNMENT**

// True Copy //

[Handwritten Signature]
22/02/2021
SECTION OFFICER

