GOVERNMENT OF TAMIL NADU

ANIMAL HUSBANDRY AND FISHERIES DEPARTMENT,
FORT ST.GEORGE, MADRAS 9.


From

Thiru D. Murugaraj, I.A.S.,
Secretary to Government.

To

The Managing Director,
Tamil Nadu Fisheries Development
Corpn.Ltd.,
Madras 600 006. (w.e.)

Sir,


Ref: 1. From the Managing Director, Tamil Nadu Fisheries Development Corporation Limited Lr.No. 5218-A1-75 dated 7.1.

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I am directed to return herewith the draft Service Rules of the Tamil Nadu Fisheries Development Corporation Limited, scrutinized by Government for adoption by the Board of Tamil Nadu Fisheries Development Corporation Limited.

Yours faithfully,
Sd.xxxxxx
For Secretary to Government

cc: The Finance (BPE) Department,
Madras 9.

/true copy/
CHAPTER I

1. SHORT TITLE AND COMMENCEMENT:

i. These rules and regulations will be called as the ‘Service Rules of the Tamil Nadu Fisheries Development Corporation Limited.

ii. They shall be deemed to have come into force with effect from 26.04.1982, provided that the officers and staff who were on service prior to this date shall be safeguarded. In respect of deputationist, the Service Rules are applicable from the date of their option to Corporation Service.

iii. These rules and regulations have been framed by the Board of Directors who shall be competent to alter and amend them from time to time subject to the approval of Government.

iv. These rules shall apply to all employees of the Corporation, other than those covered by Standing Orders. In the case of foreign service from the Department of the Government of Tamil Nadu or Government of India or Public Sector Undertakings, these rules will be subject to specific terms, if any on which the persons are lent on Foreign Service to the Corporation.

2. DEFINITIONS:

i. “Board” means the Board of Directors of the Tamil Nadu Fisheries Development Corporation Limited, including the Committees, if any, appointed by the Board.

ii. “Chairman” means Chairman of Tamil Nadu Fisheries Development Corporation Limited.

iii. “A Competent Authority” in relation to the exercise of any power under these rules is the Board or the Authority to which such specific power has been delegated by the Board.
iv. “Corporation” means the Tamil Nadu Fisheries Development Corporation Limited.

v. “Employees” means a person in the whole time or part time employment of the Corporation other than a person employed on daily wages or on special contract or as an Apprentice or those who work in the Corporation on deputation basis.

vi. “Management Cadre” means those employed in Managerial or Administrative capacity who in the course of carrying out their duties and assignments on behalf of the Corporation, control men, money or material and method of work who draw wages above Rs.675/-.

vii. “Management Director” means the Managing Director of the Tamil Nadu Fisheries Development Corporation Limited, or any person performing the duties of the Managing Director.

viii. “Secretary” includes the person appointed to perform the duties of Secretary whether temporarily or permanently.

ix. “The Unit” means any Factory, Workshop, Depot, Stalls, Fleet of vessels, Emporium or Office of the Corporation functioning as individual entity separate from the Central Office of the Corporation.

x. “State Government” means the Government of Tamil Nadu.

3. **APPLICATION:**

These rules with Amendments or Modification as may be effected by the Board from time to time, shall apply to all employees of the Corporation, except in the case of those on daily wages, on special contract and those who work in Corporation on deputation basis and also in respect of Apprentices. These rules shall not apply where standing orders framed under Industrial Employment (Standing Orders) Act 1946 govern specific conditions of service of workmen.
4. ORGANIZATIONAL SET UP:

(See at Annexure I)

(i) The organizational set up of this Corporation will be as shown in Annexure I. The Managing Director will be competent to change or modify the set up as he deems fit.

(ii) **Classification of staff and appointments:**

a) The staff of the Corporation shall be classified as follows as detailed in Annexure (II) and the classification is subject to the modifications and changes by the Board from time to time.

(A) TOP MANAGEMENT CADRE
(B) MIDDLE MANAGEMENT CADRE
(C) JUNIOR MANAGEMENT CADRE
(D) STAFF CADRE
(E) SUBORDINATE STAFF CADRE

b) These posts will constitute the sanctioned strength in each grade. The Board reserves the right to create new grades, reclassify the existing cadres, change the designation given to any employees, to fix or change grade or cadre, scale of pay, educational and technical qualifications and other requirements for posts under the Corporation.

c) To create posts or for appointment of persons the Board has powers under Article 92(e) of Articles of Association of the Corporation. Similarly, the Board has delegated certain powers to Managing Director in Article 96(f) and (g) of the Articles of Association of the Corporation in the matter of appointment, grant of increment, grant of leave, transfers, disciplinary action, acceptance of resignation etc. and the Managing Director shall be competent to delegate all or any of the powers to his lower authority as he deems fit from time to time and in consistence with the provisions in these rules.

b) All creation of posts shall ordinarily be made with the consent of the Board and appointment shall normally be made of the minimum of the time scale prescribed. The Managing Director may however give a higher start not exceeding five stages in the scale to specially qualified and experienced persons after obtaining the approval of the Board.
iv) (c) (i) For creation or upgradation of posts the Public Sector Undertakings/Boards should obtain prior approval of the Government for the first two levels of posts below the Chief Executive Officer in respect of each division wing of the Public Sector Undertakings/Boards. This will imply that General Manager/Chief Engineer/Chief Accounts Officer/Secretary etc. who are directly reporting to the Chief Executive Officer/CMD/MD/JMD/Executive Director (i.e.) to the Board level officers are the first level officers and the officers who are at the next level below the first level Officers are the second level officers. Hence, for the above said first two level posts for creation and upgradation, prior approval of the Government is required. It is further clarified that in the above context, for creating or upgrading posts carrying a scale of pay of Rs.10,000-325-15200 and above only prior approval of the Government shall be required.

(Resolution No. 8 – 137th Board Meeting Dated 21.6.99)

(iv) (c) (ii) For appointment and promotions of Officers in the first level i.e. one level below CEO/CMD/MD/JMD/ED. Prior approval of the Government is required.

(Resolution No. 8 – 137th Board Meeting Dated 21.6.99)

(iv) (c) (iii) The limits prescribed above need not necessarily be interpreted that the Corporation may automatically go in for creation/upgradation or for appointment of persons to posts.

(iv) (c) (iv) Job consultancy on remunerative basis need not be treated as appointment but the Corporation shall report each such case to Government.

(Resolution No.20, 112th Board Meeting dt.11.11.93)

Rule 4 (iii) Annexure III:

Para 4(iv) The cases of individuals who have been appointed to service on or after 1.7.1974 and who are found to be not in possession of the qualifications prescribed in Annexure III will be examined and relaxation of relevant rules will be granted on merits by the Managing Director in respect of holders of posts for which he himself or any of his Subordinate Officer is the Appointing Authority and in other cases by the Board, subject to the prior Government approval.

(Resolution No. 15 – 100th Board Meeting dt.21.3.91)
(v) **CONTINGENT STAFF:**

The full time contingent staff already in service shall be converted into regular staff as far as possible on time scale as and when they complete five years of service.

Part time workers (viz. Scavengers, Sweepers, etc.) shall also be recruited temporarily according to actual need on daily or monthly basis on wages through the Employment Exchange or following the procedure prescribed by Government for such recruitment. The full time and part time contingent staff shall be paid at the rates as approved by the District Collectors.

(vi) **SANCTIONED STRENGTH OF THE STAFF:**

The Board shall determine from time to time the number of posts both permanent and temporary under the various class required for carrying out the functions of the Corporation. If circumstances warrant, temporary additions may be made to the sanctioned strength by the Managing Director where the maximum of the scale does not exceed Rs.1,350/- and such temporary additions shall not exceed six months without the approval of the Board. The Managing Director shall however have full powers for the sanction of contingent paid staff (both full time and part time) and daily paid workers for the periods and to the extent he considers necessary.

(vii). 1. **APPOINTMENTS:**

Appointments to the various posts shall be made by the respective Appointing Authorities by any of the methods specified in Annexure III to these rules. Appointment by deputation basis (States and Central Government, Public and Private Sector and Private sources) shall be made subject to the terms and conditions agreed to by the lending authorities. As far as possible, preference will be given to the Corporation Employees provided they are qualified. All appointments by direct recruitment shall be made through Employment Exchange by observing all formalities. The Corporation will also resort to appointment from open market through advertising in News Paper or through the Service Agencies as approved by the Board.

Whenever any vacancy arised in the Corporation, preference should be given to the physically handicapped persons from the list of persons recommended by the concerned Employment Exchange.

(Resolution No. 29 – 81st Board Meeting held on 18.7.86)

The procedure of appointment to various posts in the Tamil Nadu Fisheries Development Corporation Limited, shall be as follows in the order indicated below:-

i. As far as possible, preference shall be given to the Corporation employees provided they are qualified.
ii. Where the method of recruitment provides for deputation, suitable persons may be transferred from the Directorate of Fisheries (or) from the Departments of Secretariat.

iii. In other cases, the Employment Exchange may first be addressed. In case of non-availability of suitable persons from the Employment Exchange, the Corporation shall resort to appoint from open market through “Advertising in Newspaper” (or) through the “Service Agencies” as approved by the Board.

( iv ) Adopted the G.O Ms.No.18 Labour and Employment (N2) Department dated 25.2.08 for sponsoring candidates from the Employment Exchange

“ ( Resolution 17 - Board meeting 176 Held on 23.12.08 )

(i) (a) If the candidate selected by the Board/Appointing Authority of this Corporation by direct recruitment fails to join duty ordinarily within three months from the date of receipt of the orders directing him to join duty or within an earlier date, if so specified by the Appointing Authority in special circumstances he shall forfeit his right for appointment to the post and his name shall be removed from the approved list.

Provided that in very special circumstances the appointing authority may extend the time limit referred to in this rule upto six months for valid reasons.

vii.2. AGE:

No persons shall be eligible for appointment by direct recruitment to any of the categories given in Annexure III, if he has completed or will complete the Age specified under each category on the 1st day of July of the year in which the selection for appointment is made.

The maximum age limit for direct recruitment to all posts in Tamil Nadu Fisheries Development Corporation raised from 28 to 30 years and the revised age limit of 30 years shall be applicable to all posts wherever such age limit is now below 30 years.

(Resolution No. 3-9 – 95th Board Meeting dt.29.12.89)

3. Prior permission of the Government should be obtained by Corporation before appointing any person who would attain the age of retirement within one year. Such a permission will not, however, be necessary where a Government Officer is taken on deputation.
4. The Corporation should obtain the prior permission of the Government in all cases of re-employment of retired Government Servants regardless of whether the powers of appointments to the posts in question have been delegated to them or not. The pay of such re-employment Government pensioners should be regulated as per ruling 4 under Article 521 of the Civil Service Regulations of the State Government.

(Resolution No.9 passed in the 128th Board Meeting held on 25.6.1997).

5. The Corporation in extra-ordinary cases, if it is necessary to re-employ its retired employees in the case of top level managerial/professional cadre only to a maximum period of six months to accomplish a job of special nature, which the retiring persons started and has to finish in the next couple of months subject to prior approval of Government invariably in all such cases after placing the matter before the Board of Directors. The pay of such re-employment of TNFDC Ltd, pensioners should be regulated in such a way that pay plus pension should not exceed last pay drawn and when pension is not entitled, the pay of the re-employed persons shall be restricted to 50% of the emoluments (Pay + D.A.) last drawn.

(Resolution No. 14 passed in the 130th Board Meeting held on 29.9.1997)

4(viii) **SETTING UP OF PROMOTION AND SELECTION COMMITTEE:**

(1) In the case of recruitment to specialized posts or for top managerial posts, the Board may at its discretion constitute Selection Committees. The Committees may consist of not less than three members drawn either from the Board or drafted from within the Corporation or both. Suitable outsiders may also be co-opted to the Selection Committees.

(2) There could likewise be one or more Appointment or Promotion Committees in the Corporation consisting of its own Officers wherever decided by the Managing Director. Outsiders it need he may be co-opted. The composition of the Committee should be determined with reference to the area of promotion such as Technical, Ministerial, Administrative, Finance etc. as well as to the level at which promotion takes place such as the top floor, supervisory, executive, ministerial etc.

4(ix) **RESERVATION:**

a) In making Direct Recruitment to all categories of posts under the Corporation, the Rule of Reservation as prescribed by the State Government and as amended by them from time to time viz. reserving vacancies for Backward Classes, Most Backward Class/Scheduled Castes/Scheduled Tribes shall be followed.
b) The candidates selected as specified in Rule 22 (a) and 22 (b) of the Tamil Nadu State Subordinate Service Rules by the authority competent to make selection should be filled in the order of the turns appearing in a Rotation in the Roster. The provisions under Rule 22 (c) of Tamil Nadu State Subordinate Service Rules have to be read conjointly with the provisions under Rule 22 (b) and not in isolation.

c) Selection of the candidate should be done in both letter and spirit strictly according to the Reservation policy of the Government as elaborated in Rule 22 (a) and 22 (b) of the Tamil Nadu State Subordinate Service Rules. After such selection, the selected candidate should be filled in the order of turns appearing in the Roster specified by the Government ensuring the inter-seniority of the different reservation categories.

d) The qualified candidates from the linguistic minorities may be given adequate opportunity to apply for the posts even though they do not possess adequate knowledge of Tamil at the time of application and that the candidates selected may be given adequate opportunity to pass the IInd Class Language Test upto a period of two years and their period of probation be extended till then.

(Resolution No. 11 passed in the 143rd Board Meeting held on 26.8.2000)

4. (x) EMPLOYMENT ASSISTANCE TO THE FAMILY OF DECEASED EMPLOYEE OF THE CORPORATION:

In concessions granted in G.O.Ms.No. 560,Labour and Employment dated 3.5.1977 to Government servants in the matter of providing employment to the family (sons, daughters, wife) of deceased Government employees as further amended from time to time by the State Government shall be extended to the employees of the Corporation also.

(Resolution No. 8 – 123rd Board Meeting held on 8.4.96)

“RESOLVED to add the following modifications in compassionate appointments scheme issued in G.O.Ms.No. 120, dated 26.6.95 of Labour and Employment Department with effect from 26.6.95 below Rule 4 ( x ) of the Service Rules of TNFDC Ltd”.

a. “The application for appointment on compassionate grounds should be made within three years of the death of Government servant; and

b. “The maximum age limits for such appointment be raised to 50 in the case of widows of the deceased Government servant”.

(Resolution No. 8 – 123rd Board Meeting held on 8.4.96)
4.(xi) **RECORD OF SERVICE:**

For each employee of the Corporation, a Service Register or Service Index Card as the case may be, shall be maintained (in the prescribed form). It shall contain the Name, Date of Birth, Date of Commencement of service, the post in which he/she is acting, grade, regularization commencement and completion of probation, confirmation, increment granted, leave account, appreciation of good work, punishment etc. Nominations for Pension, DCRG, FBF and for other similar items shall also be obtained and attached to the Service Registers or Service Index Card.

This shall be maintained in Head Office in respect of all Officers in the Corporation and other staff in Head Office and any Unit Officers in respect of all staff under the control of Unit Officers.

4(ii) **UTILISATION OF SERVICES:**

The whole time of an employee of the Corporation is at the disposal of the Corporation and he or she may be employed in any manner required by the competent authority without claim for additional benefits.

4.(xiii) **TRAINING:**

Any member of service of the Corporation who is called upon to undergo a course of training in specified subject or subjects in the interest of Corporation activity shall undergo such course of training as the Corporation may order from time to time and shall also execute a bond to serve the Corporation on completion of training for such periods as may be prescribed by the Corporation or shall refund the amount spent by the Corporation on giving training.

Any member of the services of the Corporation who is called upon to undergo a course of training in specified subject or subjects in the interest of the Corporation activity shall undergo such course of training as the Corporation may order from time to time and shall also execute a bond to serve the Corporation on completion of training for a period of 5 years failing which the money spent on them during the period of training will be recovered.

*(77th Board Meeting held on 10.9.85)*
5(i) **JOINING TIME:**

Joining time shall be granted to an employee on transfer as follows subject to maximum of 30 days.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation</td>
<td>6 days</td>
</tr>
<tr>
<td>Railway journey</td>
<td>1 day for every 400 km. or part thereof</td>
</tr>
<tr>
<td>River steam or motor launch</td>
<td>1 day for every 130 km. or part thereof. Any longer time actually occupied in the journey.</td>
</tr>
<tr>
<td>Motor cars, Bus or Horse</td>
<td>1 day for every 130 km. or part thereof.</td>
</tr>
<tr>
<td>In any other way</td>
<td>1 day for every 25 km. or part thereof</td>
</tr>
</tbody>
</table>

For journeys by Air, actual time taken shall be allowed.

In special circumstances and for valid reasons, the Managing Director may sanction extension of joining time upto 30 days in all and for a period extending beyond 30 days, the orders of the Board shall be obtained.

When an employee is deputed for training, and if the training is at a fixed centre and the course of training exceeds three months, he shall be allowed training time as in the case of transfers.

(ii) **TRANSFERS:**

All the employees of the Corporation are liable for transfer in the exigencies of service by the Managing Director or by the officer authorized by him from one Unit to other or to Head Office and vice versa or within the Registered Office irrespective of the position specified in Rule 7(iv). The Unit Officers may affect transfers and postings within their jurisdiction in respect of posts for which they are Appointing Authorities and in respect of posts for which seniority is to be maintained on Unit basis. Copies of their orders should be sent to Head Office. In respect of posts under the Unit Officers where seniority is to be maintained on a State-wide basis, the Unit Officers shall be competent to effect transfer in the normal course only within their jurisdiction. In all other cases, the posting and transfers shall be effected by the respective Appointing Authorities or by any lower authority in the Registered Office to whom the Managing Director has delegated such powers or as specified by him from time to time.

(iii) No employee shall normally be allowed to remain in one Station or one Unit for more than three years and he is liable for transfer from that station except in special circumstances.
6. **PROBATION:**

i. Every person appointed, direct to any of the categories in these rules shall from the date on which he joins duty or from the date of regularization, be on probation for a total period of one or two years as prescribed in the Service Rules (given in Annexure III) in force.

**NOTE:**

i. Service on duty in regular capacity in the post and service in higher post temporary or in regular capacity will count towards probation in lower grade.

ii. At the end of the prescribed or extended period of probation as the case may be, the Appointing Authority shall consider the probationer’s suitability for full membership of the grade and issue an order declaring the probationer to have satisfactorily completed his probation.

iii. If the appointing authority, based on the performance of the individual during the probationary period, decides that the probationer is not suitable for completion of probation at the end of the prescribed period of probationer, shall at its discretion extend the period of probation not exceeding one year.

**NOTE:**

1. Wherever probation is extended, the probationer ‘s increment shall be stopped without cumulative effect until he is declared to have satisfactorily completed his/her promotion.

2. Extension of probation for unsatisfactory work beyond one year shall be considered and ordered only by the Board wherever the Managing Director or the Board are the Appointing Authority and in other cases by the Managing Director.

3. The maximum period up to which the probation of a servant of the Tamil Nadu Fisheries Development Corporation may be extended so as to enable him to acquire the test qualification, be fixed as 5 years. If he does not acquire the test qualification even within the above said extended period of probation, he should be reverted and the qualified and eligible juniors should be considered for promotion. If such a person has been appointed by direct recruitment and has not acquired the test qualification within the extended period of probation his probation should be terminated. This clause will take effect from the date of issue of order approving the Service Rules.
iv. Where the Appointing Authority decides that the probationer is not suitable for declaration of probation at the end of the prescribed or extended period of probation, may at any time before the expiry of the prescribed period of probation or the extended period of probation, as the case may be. This will take effect from the date of issue order approving the Service Rules.

   a) Discharge a probationer from service for want of vacancy; or

   b) At its discretion, by an order, either extend the period of probation as provided in sub-rule (iii) above or terminate his probation and discharge him from service after giving him a reasonable opportunity of showing causing against the proposed termination of probation.

**NOTE:**

A probationer who has been discharged from service for want of vacancy is entitled to be reappointed in future vacancies in the order of seniority.

v. If no orders of extension of probation or termination of probation are issued within six months from the due date of completion of the prescribed period of a probation or extended period of probation as the case may be the individual shall be deemed to have completed the period of probation from the date on which he was eligible for such declaration. Provided that in all cases of completion of probation under this sub-rule, formal orders declaring completion of probation shall be issued by the competent authority. This will take effect from the date of issue of order approving the Service Rules.

vi. On satisfactory completion of probation, an employee will be eligible to be made permanent in any existing permanent post or future permanent vacancy occurring in that category in the order of his/her seniority.

vii. A probationer who has been discharged from service under Sub-rule (iv) (b) above shall within a period of sixty days from the date of receipt of the order be entitled to appeal. The Appellate Authority may entertain the appeal petition and revise the orders of the lower authority or reject it on merits. The Board in its discretion may condone the delay, if any, in submitting the petition of review with the said period of sixty days.
When such revised order restores the service of the individual, the period from the date of discharge to the date of such restoration shall be treated as duty except for purpose of probation. The period of probation already undergone by such probationer at the time of his discharge shall count towards the period of probation prescribed.

viii. A new recruit to any grade shall, if so required give an undertaking in the form prescribed by Corporation to serve the Corporation for a period of 5 years. In the event of the breach of this obligation he should reimburse to the Corporation the actual amount paid to him by way of Pay and Allowances or any lesser amount as fixed by the Board, when he leaves the services of the Corporation.

ix. Every person appointed to post by promotion from a lower grade in the same service shall not be required to undergo probation, if he had already been declared to have satisfactorily completed the period of probation in the lower grade of that service except in cases where probation is prescribed in the Service Rules in Annexure III even though he had undergone probation in lower grade.

7. SENIORITY

i. The seniority of a person in a grade shall be determined by the ranking given by the Appointing Authority or in the absence of such a ranking, the date from which his services are regularized and subject to the rule of reservation wherever it applied. The seniority shall be maintained regardless of the date of actual joining duty. The date of commencement of probation shall be the date on which he joins duty irrespective of his seniority.

ii. The transfer of a person from one Unit to another in the same grade carrying the same pay or scale of pay, shall not be treated as first appointment to the latter for the purpose of seniority. The seniority of a person so transferred shall be determined with reference to his ranking in the grade from which he was transferred. Where any dispute arises in applying this clause, seniority shall be determined by the authority higher than the appointing authority or by the Board as the case may be.

iii. When an employee of a grade is reduced to a post in a lower grade he shall be placed at top of the latter grade unless the authority ordering such reduction decides that he shall take rank in the lower grade next below any specified member thereof.

iv. For purpose of maintenance of seniority, the grades of posts shall be grouped into State-wide and Unit-wise groups as given below:-

i) (General Manager, Financial Adviser, Senior Manager, Managers, Manager (Finance), Manager (Budget), Manager (Audit & Accounts),
Deputy Managers, Research Assistants, Assistant Managers, Sub-Assistant Managers, Fishery Overseer, Hatchery Assistant, Seed Collection Assistant, Vehicle Drivers and Cleaners, Crew of Fishing Vessels (other than Luscar and Seaman), Senior Maintenance Engineer, Junior Engineer, Technical Assistant, Production Supervisor, Senior Mechanic (Fish Meal Plant), Junior Engineer (Electrical), Refrigeration Operator, Refrigeration Supervisor, Junior Engineer (Refrigeration), Processing Technicians, Net Maker, Painter-cum-Carpenter, Superintendent, Accountant, Assistant, Junior Accountant, P.A. to Managing Director, Junior Assistants, Steno-Typists, Typists.

.. STATE WIDE BASIS

ii) All other posts .. ON UNIT BASIS

v. The seniority of person in a service, class category or grade shall, where the normal method of recruitment to that service class, category, or grade is not solely by direct recruitment but by direct recruitment, by transfer and by promotion, unless the individual has been reduced to a lower rank as a punishment, be determined with reference to the date on which he is appointed to the service, class category or grade.

Provided also that where persons recruited by more than one method of recruitment are appointed or deemed to have been appointed to the service, class category or grade on the same day their seniority and inter-se-seniority shall be decided based on their age.

8. PROMOTION:

i. No member who is appointed for the first time in the Corporation to a service or grade or class of a service shall be eligible for promotion unless he has satisfactorily completed his probation in that grade.

ii. An employee shall be eligible for promotion, only if he is an approved probationer in any grade of post in which he was appointed and if he is qualified for promotion as per the Service Rules in existence and according to seniority or merit.

IV. SELECTION CATEGORY

Promotion to selection category posts shall be made on grounds of merit and ability, seniority being considered where merit and ability are approximately equal.

The Corporation may have a system of performance appraisal for purpose of selection or promotion to a higher post.

iv. In the case of deputationists, promotions shall be given only to an intermediate grade (Lower than the next promotion post in the regular line) with the concurrence of the Parent Department.

v. TEMPORARY PROMOTION:

In exigencies of service where it is necessary or when it is found that there would be undue delay in making promotion in accordance with the Rules, the appointing authority may temporarily promote a person, otherwise than in accordance with these Rules.

“No person who does not possess the qualification, if any, prescribed for a post in a grade shall ordinarily be promoted as stated above. Every person who does not possess such qualification and who has been (or) is promoted as above shall be replaced as soon as possible by promoting a person possessing such qualifications”.

(vi) CREATION OF SELECTION GRADE:

In order to benefit the employees stagnating in the same grade or time scale without any promotion for more than 10 years, Selection Grades to the respective ordinary grade will be created by Board from time to time as it deems fit.

The scheme of creation of Selection Grade to the employees in the time scale of pay of this Corporation is introduced as per the norms fixed in G.O.Ms.No. 304, dated 28.3.90 and also subject to the modifications, if any issued by Government on this subject from time to time.

(Resolution No. 9 passed in the 107th Board Meeting held on 4.9.92)
(vii) CREATION OF SPECIAL GRADE:

“The scheme of Advancement of Special Grade to the employees in the time scale of pay of this Corporation is introduced as per the norms fixed in G.O. Ms. No. 304 Dated 28.3.90 and also subject to the modifications, if any issued by Government on the subject time to time”.

( Resolution : 9 168th Board Meeting Dated 27.11.06 )

9. INCREMENT:

i. The periodical increment shall be sanctioned by the Unit Officers in respect of all staff under their control and in respect the staff and officers under the control of Registered Office by the Officers who have been delegated with powers by the Managing Director to sanction increment to such grades unless it has been ordered to be stopped as a measure of punishment or where it cannot be sanctioned due to non-passing of test etc. as provided in the Service Rules. In the normal course the increment to an employee in a grade shall be advanced to the first date of a quarter i.e. on 1st January, 1st April, 1st July and 1st October and subsequent increment will also normally fall due on the commencement of the same quarter in that grade.

ii. In case where the punishment of stoppage of increment has been imposed with cumulative effect, all future increments shall stand postponed permanently for the period equal to completed calendar quarters falling in the period of stoppage specified in the order.

iii. Service in post on fixed pay, period of initial training when pay is not drawn on the time scale of Apprenticeship or leave without pay and allowances taken otherwise than on Medical Certificate will not count for increment.

iv. Wherever advance increments are granted with the prior approval of the Board, the next increment in the time scale shall accrue from the normal date i.e. by counting the period from the date of last increment or from any date specified by the authority which granted the advance increments.

v. All duty in a post on a time scale counts for increments in that time scale.

vi. All leave except Extra-Ordinary leave taken otherwise than on Medical Certificate counts for increment, in the time scale applicable to a post in which the employee was officiating at the time he proceeded on leave and would have continued to officiate but for his proceeding on leave.
Provided where the Board is satisfied that extra ordinary leave was taken for any cause beyond the Employee’s control, it shall order to count such period or a portion of the period, as it deems fit for increment.

vii. If increment of any employee accrues during leave, he will get higher rate of pay after the expiry of leave and on his joining duty.

viii. In the case of an employee promoted while on leave, no part of period of leave will count for increment in such higher post till he joins the grade, to which he has been promoted irrespective of the fact whether he is deemed to have been promoted to the higher post from a date during such leave period.

ix. Joining time where pay is drawn in the time scale of pay of the post or in a higher post will count for increment.

x. Where passing of an Examination/Test confers the title to any right, such title should be deemed to have accrued on the day following the last day of the Examination/Test which he passed.

xi. The services rendered in the lower post will not count for purpose of increment in the higher post.

xii. An employee stagnating at the maximum of the scale of pay owing to inadequate promotional chances, shall be allowed annual increments at the rate equal to the last increment of the scale subject to the condition that pay thus drawn does not exceed Rs.2,000/- subject to change if any made by Government and subject to the approval of the Board.

An Employee stagnating at the maximum of the scale of pay owing the inadequate promotional chances, shall be allowed annual increments at the rates equal to the last increments of the scales subject to the condition that pay thus drawn does not exceed Rs.3,500/-.

RESOLVED further that the above amendment to the Service Rules be given effect to from 1.4.86 as per G.O.Ms.No. 666, Finance (Pay Cell) Department dated 6.8.1986”.

(Board Meeting No. 82 dated 17.9.86)
xiii. Periodical increments due to the deputationists shall be sanctioned by the respective lending authority under intimation to the Corporation.

xiv. Corporation employees in temporary service including of those recruited through Employment Exchange will be eligible to count their temporary service in a post towards increment only if they satisfy all the rules prescribed for holding that post in a regular capacity. In other cases the temporary service will count from the date on which they become fully qualified to hold that post.

( Resolution No. 16 passed in 148th Board Meeting held on 31.12.01 )

“Provided that employees in temporary service appointed on or after the 10th November 1982 shall pass the tests and acquire the qualification prescribed for regular employees to become eligible for increment”.

10. **SECURITIES:**

The Managing Director is competent to declare any post an security post and to require the incumbent of the posts to deposit in cash or in any other approved form or in both the prescribed security amount as a necessary pre-requisite to hold the posts. The amount of security will be fixed by the Managing Director taking into consideration the nature of duties attached to the post. Employees who have furnished security for holding security posts shall be paid Security Compensatory Allowance indicated below:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particulars</th>
<th>Rate of SCA (Security Compensatory Allowance)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Employees holding posts for which the security furnished is less than Rs.500/-</td>
<td>Rs.5/- p.m.</td>
</tr>
<tr>
<td>2</td>
<td>Employees holding posts for which security furnished is Rs.500/- and above but below Rs.1000/-</td>
<td>Rs.10/- p.m.</td>
</tr>
<tr>
<td>3</td>
<td>Employees holding posts for which security furnished is Rs.500/- and above but below Rs.1000/-</td>
<td>Rs.15/- p.m.</td>
</tr>
<tr>
<td>4</td>
<td>Employees holding posts for which security furnished is Rs.5000/- and above</td>
<td>Rs.20/-p.m.</td>
</tr>
</tbody>
</table>
CHAPTER II

REIMBURSEMENT OF MEDICAL CHARGES:

i. The Officers and Staff of the Government Department who are on deputation with the Corporation are eligible to get reimbursed the hospital charges and cost of drugs prescribed by the Authorised Medical Attendants for self and dependent as they are entitled for such benefits as per terms and conditions of deputation orders.

ii. In the case of Officers and Staff of the Corporation, they shall be allowed to reimburse the cost of drugs prescribed by the Authorised Medical Attendant for self and dependants.

The total amount to be reimbursed to them per annum shall be limited to their Basic Pay and Dearness Allowance put together for reimbursement of any excess amount over this limit, Government approval should be obtained.

iii. For admitting the claims of hospital charges of officers and staff of the Corporation, the employees of the Corporation shall be reimbursed their hospital charges on par with the State Government Deputationists.

APPOINTMENT OF CONTRACT AND DEPUTATION BASIS:

i) The Board shall appoint any person to any post on individual service contract for a specific period renewable from time to time. As undertaking containing terms and conditions of the appointment on contract shall be obtained from the person appointed.

ii) If there is need for persons from the Departments of State or Central or from other Public Sector Undertakings on deputation or on foreign service, the Corporation shall be at liberty to make requisition for a specific period for service of any suitable person on terms prescribed by the respective lending authority. No deputation allowance shall be paid to those taken on deputation allowance shall be paid to those taken on deputation from the State Services or State Owned Corporations.

iii. Prior permission of the Government needs to be obtained for employment of retired Government servants on contract basis if the appointment is a one-time process and the remuneration payable to them exceeds Rs.10,000/- and/or the period of contract exceeds 3 months. In all other cases, the Board of Directors itself is empowered to appoint them on contract basis.
13. **LOANS AND ADVANCES:**

The Board shall implement the scheme of short or long terms loan and advances to its employees and stipulate the terms of repayment, interest etc.

For the Welfare of Employees or Ex.Employees of the Corporation, certain provisions have been made under Article 92(y) of the Articles of the Association of the Corporation for building of houses etc. Consistant with this provision, assistance will be extended to the employees and Ex.employees as decided by the Board from time to time.

The rules for sanction of various Loans and Advances to the employees and ex-employees of Tamil Nadu Fisheries Development Corporation Limited shall be framed strictly in accordance with the existing Government rules therefor. No deviation from Government Rules shall be entertained.

Any new schemes for the sanction of Loans and Advances intended for Government staff shall not be extended to the Corporation staff without prior Government approval.

14. **EMPLOYEES PROVIDENT FUND:**

a. The Employees Provident Fund Scheme, 1952 and Employees Family Pension Scheme, 1971 are applicable to the Employees of the Corporation provided the employees of the Corporation are not covered by any other Family Pension Rules in vogue.

b. This will not apply to the deputationists from Government Departments of State and Central as they are already governed by General Provident Fund.

c. It is however open to the Corporation to frame its own Provident Fund Scheme of contributory nature to extend more benefits to its employees.

15. **GRATUITY:**

All Corporation Employees including those drawing Wages/Salary exceeding the maximum specified in Act 2 of the Payment of Gratuity Act, 1972 shall be eligible for gratuity and other benefits under the Payment of Gratuity Act, 1972 till the Corporation frames its separate gratuity scheme on more liberal terms for the benefit of its employees.
In the case of employees of the Corporation, not covered under the Payment of Gratuity Act, 1972, the Government orders issued from time to time as applicable to all the State Public Sector Undertakings will have to be applied.

Adopted the payment of Gratuity (Amendment) Act 2010 in the TNFDC Ltd., enhancing the quantum of gratuity from Rs.3.50 lakhs to Rs.10.00 lakhs with effect from 24th May 2010”.

( Resolution No.16 passed in the 185th Board meeting held on 2-12-2010 )

16. **PENSIONARY BENEFITS:**

The Corporation staff shall not be eligible for any pension scheme unless a separate pension scheme is introduced.

17. **FAMILY BENEFIT FUND SCHEME:**

All Corporation employees are eligible for Group Insurance Scheme to benefit the family of the deceased employees in the case of death of an employee while in service. The orders issued by Government from time to time as applicable to the employees of all State Public Sector Undertakings will apply.

18. **PAY AND ALLOWANCES:**

i. Pay, Dearness Allowance and other Compensatory Allowance shall be paid to the employees at the rates to be decided by the Board from time to time. The Government orders issued from time to time as applicable to the employees of the State Public Sector Undertakings in this regard will apply.

ii. **FIXATION OF PAY:**

Where an employee holding a post in a substantive or officiating capacity is promoted or appointed in a substantive or officiating capacity to another post carrying duties and responsibilities of greater importance than those attaching to the post held by him, his initial pay in the time scale of the higher post shall be fixed at the state next above the pay notionally arrived at by increasing his pay in respect of the lower post by one increment at the stage at which such pay has accrued.

Provided where the benefit that accrued by such fixation falls short of 5% of his pay in the lower post, his pay shall be fixed in such a way as to ensure a minimum benefit of 5% over his pay in the lower post by allowing Personal Pay equal to the difference.
iii. When appointment to the new post does not involve such assumption of duties and responsibilities of greater importance and when an employee is transferred from one scale of pay to another due to revision of scale without involving additional responsibilities his initial pay in the new scale shall be fixed at the minimum of the new scale if his pay in the old scale is lower than that of the new scale. In case, he was drawing pay in the old scale above the minimum of the new scale, he shall have his pay fixed at a stage which is equal to his pay in the old scale or if there is no such stage (in the new scale) the stage next below that pay, plus personal pay equal to the difference and in either case will continue to draw that pay until such time as he would have received an increment in the time scale of the old post to earn the next increment in the time scale of the new post.

iv. In the case of anomalies, pay fixation will be done following the provision in F.R.22 and also with reference to instructions issued from time to time thereon by the State Government.

v. Fixation of pay in the Selection Grades shall be based on the instructions issued from time to time by the State Government for their employees in this regard.

19. **TERMINATION OF SERVICE:**

. An employee in any grade shall not leave or discontinue his service in the Corporation without first giving 90 days notice in writing of his intention to do so to the Corporation. An employee who has given such notice, is bound to continue to serve the Corporation for the whole of the notice period. The Corporation may however, in its discretion permit him to leave or discontinue his services earlier on his paying the Corporation as compensation therefore on his paying the Corporation as compensation therefor a sum equal to his pay for the rest of the period during which he ought to have continued in service. In cases of default by the employee, he shall be liable for disciplinary action.

The Corporation reserves the right to terminate the services of any employee if it finds that his services are no longer required by giving 90 days notice or in lieu thereof, pay such employee a sum equal to his pay and allowances upto the termination of the period of notice by way of compensation.

Provided that in the case of an employee recruited initially in this Corporation and on probation the notice period in either case shall be 30 days.

ii. The person so discharged shall be eligible for terminal benefits for his services in the Corporation. Nothing contained in these regulations effect the rights of the Corporation to remove an employee from service without any notice of
termination of service or salary in lieu thereof for misconduct, corruption, inefficiency or neglect of duty on conclusion of any disciplinary proceedings.

20. **ANTECEDENTS:**

   If it is found at any time that an employee has given false or incorrect information regarding his antecedents, age, qualifications, experience, income etc. his services shall be summarily terminated at any time or stage of his service.

21. **ADDITIONAL CHARGE ARRANGEMENTS:**

   The Managing Director may make additional charge arrangements by placing an employee to hold charge of an additional post or posts in addition to his normal duties. If an employee holds full additional charge of another independent post for a period of spell exceeding 39 days (including holidays and casual leave) he shall be entitled for Additional Charge Allowance equal to $\frac{1}{5}$th of his pay in the regular post or $\frac{1}{2}$ of the minimum scale of additional independent post whichever is less. Charge allowance is payable at the rate upto 5 months. No additional charge allowance is payable beyond 3 months. No charge allowance is payable for holding current additional duties and for the officer of higher post holding additional charge of lower post.

   (Resolution No. 4.14 passed in the 86th Board Meeting held on 11.8.87)
CHAPTER III

LEAVE, HOLIDAY AND WORKING HOURS

22. WORKING HOURS:

The Officers of the Corporation shall remain open for business on working days during such hours as may be prescribed from time to time by the Managing Director of the Corporation.

Provided in the case of Crew of Fishing Vessels and Vehicle Staff, the normal working hours will not be applicable to them.

Provided further, the Managing Director will be competent to fix different working hours to the various units or sections of the Corporation depending upon the nature of activity and the staff concerned are bound to follow such working hours.

23. HOLIDAYS:

The Corporation shall observe the holidays as prescribed by the State Government for every calendar.

24. CASUAL LEAVE:

i.) Casual Leave may be granted by the Unit Officers in case of employees working in Units and in respect of Unit Officers and those in the Registered Office by the Managing Director or by an authority to whom such power is delegated by the Managing Director.

ii) An employee may be granted 12 days Casual Leave in a calendar year.

“RESOLVED to amend the Sub-Para (ii) under Rule 24 Chapter III (Leave, Holiday and Working Hours) of the Service Rules of the Corporation as follows:

An employee may be granted 12 days of Casual Leave in a calendar year effective from the year 1985. Casual Leave may be combined with compensatory leave and authorized holidays provided that the resulting period of absence from duty does not exceed ten days at any one time”.

(Board Meeting No. 77 dated 10.9.85)
“RESOLVED to permit the Managing Director to grant 2 days of restricted holidays in a year to be chosen from out of the festive occasions listed by the Government to an employee including deputationist. This will be in addition to the 12 days of Casual Leave admissible to the employees”.

List of Religious Festivals for Restricted Holidays

1. Chithra Pournami
2. Adi Perukku
3. Rig Upakarma
4. Yajur Upakarma
5. Gayathri Japam
6. Sri Jayanthi
7. Sama Upakarma
8. Deepavali Nonbu
9. Karthigai Deepam
10. Vaikunda Ekadesi
11. Arudhra Dharshan
12. Thai Poosam
13. Bogi
14. Masi Magam
15. Sivarathiri
16. Shabe Bharath
17. Ramzan 1st day
18. Hijira – New Year
19. Mohideen Andavar Urs
20. Maundy Thursday
21. Ash Wednesday
22. All Souls Day
23. ‘X’ Mas Eve
24. New Year Eve
25. Varalakshmi Viratham
26. Onam
27. Gurunanak Birth Day

(Resolution No.4.2 passed in the 89th Board Meeting held on 25.6.88)
iii. In respect of an employee joining service in the middle or in the course of a calendar year, he/she may be granted casual leave proportionately with reference to the service rendered by the individuals in the Corporation.

iv. In the case of employees appointed under emergency provisions, their eligibility for casual leave shall be calculated with reference to the period actually spent on duty and shall be proportionately limited. As a working principle they may be granted one day a casual leave for every one month’s service and such leave may be combined with holidays.

v. Besides Casual Leave, Special Casual Leave not counting as ordinary Casual Leave shall be granted if the employee is detained on account of infection in his house. Special Casual Leave is limited to the necessities of each case, but should not ordinarily exceed 21 days. But if the employee himself is affected by the infection, he should take regular leave and not Special Casual Leave.

vi. Special Casual Leave not exceeding seven days may be granted to an employee in his wife undergone sterilization operation on production of Medical Certificate from the Doctor who performs the operation.

vii COMPENSATION LEAVE:

a) The staff who are required to work on a holiday as a routine shall be eligible for compensatory holiday provided no out of pocket expenses is given. The Managing Director is competent to prescribe the rate of out of pocket expenses in lieu of compensatory leave wherever necessary.

b) The number of compensatory holidays to be enjoyed shall not be more than 5 at any one time.

c) The compensation leave shall be availed of within a period of six months from the day on which they were on such duty.

25. LEAVE:

i) The employees of the Corporation shall be eligible for the following kinds of leave:

a) Earned Leaved

b) Unearned Leave on Private Affairs (Half-pay)
c) Unearned Leave on Medical Certificate

d) Extra-ordinary Leave without Pay and Allowance

e) Maternity Leave in case of female married employees } Special nature of
} leave
f) Special disability leave

} g) Study leave

ii. The accumulation of leave, rate of calculation of leave, eligibility of
leave, grant of leave and payment of leave salary shall be regulated as per the Tamil
Nadu Leave Rules, 1933 and Fundamental Rules of Government of Tamil Nadu,
subject to such modification at any time as may be found necessary.

iii. A leave account in three parts (Part I Earned Leave, Part II Unearned
Leave on Medical Certificate and Part III Unearned Leave on Private Affairs) shall be
maintained in the Service Register.

iv. All kinds of leave specified above shall be sanctioned by the Unit Officers
in respect of all staff under their control and in respect of the staff and officers under
the control of the Registered Office by the Officers who have been delegated with
powers by the Managing Director to sanction leave to the categories as specified by
him.

v. **EARNED LEAVE:**

a. The approved probationers and permanent employees other than those in
Basic Service will earn leave 1/11th of duty and will cease to earn leave after
accumulating 240 days to their credit.

Approved probationers and permanent employees other than those in Basic
Service may at any time be given the whole or any part of Earned Leave due to him
subject to a maximum of 240 days.

“RESOLVED to enhance the maximum limit of accumulation of
Earned Leave from 180 days provided in Rule 25(v) of Tamil Nadu
Fisheries Development Corporation Limited, Service Rules to 240
days with effect from 30.10.87 as in the case of the Employees of the
Government of Tamil Nadu”.

(100th Board Meeting held on 21.3.91 – Resolution No. 11)

b. Temporary employees other than those in Basic Service will earn leave at
1/22 of duty period upto maximum of 30 days.
c. A temporary or regular permanent employee in Basic Service will for the first five years of service earn leave at 1/22 of duty period upto a maximum of 30 days.

d. After completion of 5 years of service an employee in Basic Service will earn leave at 1/11 of the period spent on duty, subject to a maximum of 240 days.

e. **Surrender of Earned Leave:**

   Surrender of Earned Leave shall be permitted while on duty and also while on all kinds of leave except Extra Ordinary Leave without allowance (without Medical Certificate) and Unearned Leave on Private Affairs not exceeding 30 days the interval between one surrender and another shall be 24 months for surrender not exceeding 15 days of Earned Leave the interval shall be 12 months.

   **Note:**

   The conditions for granting surrender of Earned Leave shall be with reference to orders issued in G.O.Ms.No. 1089, Personnel and Administrative Reforms (FR.II) dated 1.11.1980 and if any subsequent modifications issued from time to time.

(f) **Encashment of Earned Leave at the time of retirement:**

The competent authority shall sanction the encashment of Earned Leave at the credit of a Corporation employee in his/her leave account on the date of retirement or the date of termination of the extension of service subject to a maximum of 240 days.

(g) **Encashment of Earned Leave at the time of death of Corporation employees while in service.**

   The family of a Corporation employee who dies in service (whether on duty or on leave) shall be eligible for the leave salary, pay left over at the credit of the Corporation employee on the date of death, subject to a maximum of 240 days.

The above orders will take effect from 7.4.1992.
vi. Unearned Leave on Private Affairs

Leave on Private Affairs may be granted to all employees other than those employee purely on temporary basis and those under Basic Service for 6 months in all and upto a maximum of 3 months at a time. This can be combined with Earned Leave subject to restriction that the leave so combined does not exceed 6 months at a time.

Provided that the employees in Basic Service after completion of 15 years of service shall be eligible for Unearned Leave on Private Affairs for 6 months subject to other restrictions mentioned above.

Encashment of Unearned leave on private affairs

Adopted G.O.Ms.No.488, Finance (Pension) Department Dated 12-8-96 (as per the conditions prescribed in the Government letter No.37568/BPE/06 Dated 28-1-08 with effect from 1-7-09.)

(Resolution No.5 passed in the 178th Board meeting held on 30-6-09.)

vii. Unearned Leave on Medical Certificate:

(a) Regular (Approved Probationer) and Permanent employees are eligible for Unearned Leave on Medical Certificate for 18 months in all in their full service supported by Medical Certificate subject to such restrictions as may be prescribed from time to time by the State Government in this regard.

(b) Permanent employees and Approved probationers other than those in Basic Service may be granted Unearned Leave on Medical Certificate as follows:-
NOTE:

The leave mentioned in Column No. (2) will be reduced by the period of leave if any already availed of.

(c) Permanent and non-permanent employees in Basic Service shall be eligible for Unearned Leave on Medical Certificate as follows:-

NOTE:

Employees in Basic Service working on temporary basis are not eligible for Unearned Leave on Medical Certificate.

(d) Non-permanent employees in Basic Service who have completed one year continuous service may be granted Unearned Leave on Medical Certificate for a maximum period calculated at 10 days for every completed year of service less than the total period of leave taken under this Rule.

(e) A permanent employee in Basic Service may be granted Unearned Leave on Medical Certificate subject to maximum of six months in all.

(f) Both permanent and non-permanent employees in Basic Service who have completed 15 years of service may be granted Unearned Leave on Medical Certificate for 18 months in all.

(g) These items of Unearned Leave viz. Unearned Leave on Private Affairs (Half-pay) and Unearned Leave on Medical Certificate shall in no case be granted, unless the leave sanctioning authority is satisfied that as far as can be reasonably foreseen that the employee will return to duty on expiry of leave.

<table>
<thead>
<tr>
<th>Period of Service</th>
<th>Leave on Medical Certificate to which the employees may be entitled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upto 5 years</td>
<td>3 months 90 days</td>
</tr>
<tr>
<td>More than 5 years but less than 10 years</td>
<td>6 months 180 days</td>
</tr>
<tr>
<td>More than 10 years but less than 15 years</td>
<td>9 months 270 days</td>
</tr>
<tr>
<td>More than 15 years but less than 20 years</td>
<td>12 months 360 days</td>
</tr>
<tr>
<td>More than 20 years</td>
<td>18 months 540 days</td>
</tr>
</tbody>
</table>
(h) The authority sanctioning leave shall get from the employee Undertaking that he would refund the leave salary for the period of unearned leave in case he does not return to duty after expiry of leave.

i. **Extra-ordinary Leave:**

   a. All temporary employees, non-permanent Basic Service Employees who have not completed 15 years of service and probationers in other categories may be granted Extra-ordinary leave only upto six months at a time.

   b. Permanent Basic Service Employees or Basic Service Employees who have completed 15 years of service and approved probationers or permanent employees in other categories may be granted Extra-ordinary leave not exceeding five years at a time.

   c. In the case of temporary employees and probationers, if there is a break of service, leave earned during their previous spell of service will lapse. If an approved probationer is ousted, leave at his credit will not lapse and it will be carried forward to his on re-appointment.

ix. **Maternity Leave:**

   (1) a. Maternity leave on average pay to permanent women Corporation servants be sanctioned for a period of 90 days which may be spread over from the pre confinement rest to post confinement recuperation at the option of the employees. The maternity leave will not be admissible to the women having 3 or more living children.

   b. Non permanent married women Corporation servants whether appointed in a regular capacity or under the emergency provisions of the relevant service rules should take for maternity purposes, the ordinary leave on average pay for which they may be eligible. If however, such servant is not eligible for any leave on average pay or if the leave to her credit is less than 90 days, maternity leave may be granted for a period not exceeding 90 days or for the period that falls short of 90 days as the case may be.

   c. Non permanent married women servants employed under the emergency provisions should have completed one year of continuous service including leave periods if any to become eligible for the grant of maternity leave. Approved probationers in superior service shall be eligible for maternity leave as for permanent Government servants.

   d. In the case of women servants who are confined during the period of their leave including Extra-ordinary leave the 90 days period referred to above should be reckoned only from the date of confinement.
II. **Leave for Medical Termination of Pregnancy:**

a. The authority competent to sanction leave to respective categories shall grant maternity leave not exceeding 6 weeks to regular married women servant of Corporation who undergo medical termination of pregnancy of 2 months or more but not exceeding 20 weeks under the Medical Termination of Pregnancy Act.

b. But in the case of married women servant on temporary service in the Corporation who undergoes medical termination of pregnancy under the above Act should take Earned Leave for which she is eligible. If however such a woman employee is not eligible for any Earned Leave or if the leave to her credit is less than six weeks, then she may be granted Maternity Leave for a period not exceeding six weeks or for the period which fall short of six weeks, in the case may be. Married women servants on temporary service should have completed one year of continuous service including leave periods if any to become eligible for the grant of this maternity leave.

c. Provided that the grant of maternity leave under the above sub-para is subject to the condition that the termination of pregnancy shall be performed at Government Hospitals or other Institution approved under the Medical Termination of Pregnancy Act, 1971.  
   (Central Act 34 of 1971)

26. (i) **GENERAL CONDITIONS COVERING THE GRANT OF LEAVE:**

(a) Leave cannot be claimed as a matter of right. In exigencies of service the authority of its discretion may refuse, postpone, curtail or revoke leave of any kind or recall to duty an employee already on leave.

(b) No employee shall be absent from duty without prior sanction of leave except in cases of unavoidable circumstances and on medical grounds.

© Employees on deputation shall be fully governed by the Leave Rules applicable in Parent Department.

(d) Leave may be prefixed, and/or suffixed to a holiday.

However, granting of leave to the deputationists will be regulated as per deputation orders and also as per instructions contained in Government reference No. 77916/FR.II/74/14 (Personnel and Administrative Reforms) Dated 28.9.77 and as per G.O.Ms.No. 656, Finance (FR.II) Department, dated 8.5.74 and as amended from time to time.
LEAVE TRAVEL CONCESSION

“RESOLVED to introduce the LEAVE TRAVEL CONCESSION to the employees of TNFDC Ltd once in every four years as Block year and to allow the employees to reimburse the travel expenses both two and fro. Subject to the terms and conditions stipulated by the Government in G.O.No.331 Finance (BPE) Department Dated 9-5-1988 and subsequent amendments issued by the Government from time to time”.

“ALSO RESOLVED that the employees may be permitted to avail Leave Travel Concession either by availing the package tour organized by Tami Nadu Tourism Development Corporation Limited or by train / bus at the option of employees”.

“FURTHER RESOLVED that the employees may be allowed only 80% as advance for package tour also with effect from 1-1-2009” (7671/FA3/07)

(Resolution No.7 passed in the 174th Board Meeting held on 25-6-08.)

(ii) ENCASHMENT OF LEAVE ON SUPERANNUATION IN THE CASE OF DEPUTATIONISTS:

The encashment of leave on superannuation has to be taken as an event in continuation of service and if the deputation (Foreign Service) continues till the last day of service, the liability for the leave encashed by the individual shall be borne by the Corporation (foreign employer) only.

Similarly, if the death happened during their service in the Corporation (foreign service), the liability for the leave encashed on the date of death shall also be borne by the Corporation (by the foreign employer).

(iii) PROCEDURE FOR SANCTION OF LEAVE IN RESPECT OF DEPUTATIONISTS:

It shall be no longer necessary on the part of the Corporation to obtain the leave eligibility reports from the Audit Officers/Head of Offices of the Departments before sanctioning leave to the Deputationists from the State Services. An extract of the leave account of the Government servants shall be furnished to this Corporation by the Audit Officer in the case of Government servants the minimum of whose time scale of pay is Rs.1,000/- and above and by Heads of Offices of Department in respect of others. The Corporation shall determine the leave eligibility with reference to the leave account furnished to the Corporation by the lending authorities and sanction the leave with reference to delegation of powers vested with Foreign employer under intimation to the Audit Officer/Head Offices of the Department as the case may be so as to enable the lending authorities to make entries in the Service Registers maintained by them.
The Corporation shall send to the Audit Officers/Head of Offices of the Departments half-yearly statement of all leave sanctioned and leave salary paid to Government servants (deputationists). At the end of foreign service, the Corporation shall return the extract of leave account maintained to the Audit Officer/Head of Office with up to date entries in the extract.

27. **LEAVE TO THE TEMPORARY CREW OF THE TRAWLERS:**

In the case of temporary crew (Deck Hands and similar posts) who are appointed temporarily either on time scale or fixed pay or on daily wages, the following instructions shall be observed.

(a) Temporary hands on time scale and fixed pay may be granted Earned Leave at 1/22 subject to a maximum of 30 days at a time and Casual Leave at the rate of 12 days per year.

(b) Temporary crew on daily wages shall not be eligible for Earned Leave. They may however be granted leave on loss of pay upto six months at a time.

(c) All crew whether temporary or regular or on daily wages shall be paid wages/salary if they happen to be on leave due to accidents on Board the vessel while on duty. The grant of leave wages/salary shall be for the period certified by the Medical Officer.

(d) When the vessels/trawlers are in shore, the crew are expected to give attendance to the Skipper or in his absence to the next officer on Board. If the temporary persons do not give their attendance and absence themselves, they will lose their salary/wages for the days of their absence.

(e) When the vessels are on the shore if any member of the crew want to avail the Public Holidays they may do so with the prior permission of Skipper or next officer on Board in the normal work is not hampered.

28. **UNITS UNDER FACTORY RULES:**

The workers (Work Charged) in Units covered by the Factories Rules shall be eligible for Leave benefits as admissible under the Factories Act, 1948.
CHAPTER IV

29. CONDUCT AND DISCIPLINE:

(i) Government servants whose services are placed at the disposal of the Corporation shall for the purpose of Conduct Rules, be deemed to be Government servants serving under the Government and subject to disciplinary action for any misconduct, misbehaviour and violation of rules during his service in the Corporation.

(ii) An employee shall not absent himself from his duties without prior permission of the Officer-in-charge of his Office or the Branch of the Department as the case may be unless his absence is caused by unforeseen reasons. An Officer in independent charge of an Office or Branch as well as any employee who has in his custody any keys, moneys, stores, etc. belonging to the Corporation must not absent himself from his station even on holiday without prior permission as otherwise the day today work of that station will suffer.

(iii) All employees shall always serve the Corporation loyally. They shall maintain strict secrecy regarding the affairs of the Corporation. They shall also endeavour their utmost faithfully to promote the interests of the Corporation and shall show courtesy and attention in all transaction with the Corporation constituents and while dealing with public.

(iv) An employee shall not ask for or accept any gifts from anybody.

(a) An employee is forbidden from engaging himself in any short of Commercial business or canvass such business either in his own account or act as Agent for others or undertake any part-time work for remuneration while serving the Corporation without obtaining specific permission of the Corporation. This will not however preclude employees from undertaking literary work. No employees shall apply for any post outside, without first getting the written permission of the Managing Director.

(b) An employee shall not speculate in stocks, shares, securities or commodities of any description nor be connected with the formation or management of a joint stock company nor shall be frequent races or other betting places while in service of the Corporation.
© An employee in debts shall if required to do so, furnish a signed statement of his financial position to the Officer-in-charge of his office and shall indicate in the statements, the steps he is taking to set right his financial position.

(d) Every employee of this Corporation shall at all times maintain absolute integrity and devotion to duty and shall do nothing which is unbecoming of an employee of this Corporation. Any breach of this Rule by the employee will lead to taking of disciplinary action against him/her and suitable punishment inflicted.

(69th Board Meeting held on 20.12.1983)

(v). (i) An employee violating provisions of Rule 18 of the Tamil Nadu Government Servants Conduct Rules 1973 for the first time should be advised by the appropriate disciplinary authority to desist from approaching Members of Parliament or Members of State Legislature to further his/her interest in respect of matters relating to service conditions. A copy of this advice need not, however be placed in the Personal File/Record Sheet of the Employee concerned.

(ii) If an employee is found guilty of violating the aforesaid provisions of the Conduct Rules a second time despite the issue of advice on the earlier occasion, a written warning should be issued to him/her by the appropriate disciplinary authority and a copy thereof should be placed in his/her Personal File/Record Sheet.

(iii) If an employee is found guilty of violating the aforesaid provisions of the Conduct Rules, despite the issue of warning to him/her, disciplinary action should be initiated against him/her by the appropriate disciplinary authority under the provisions of Tamil Nadu Fisheries Development Corporation Service (D&A) Rules.

(Board Meeting No. 124 Dated 24.6.96 Resolution No. 9)

30. **PROPERTY STATEMENTS:**

i) Every employee shall furnish his property statement (Movable and Immovable properties) correctly once in three years in the prescribed proforma as approved by the State Government. False and incorrect statements by an employee will entail disciplinary action.

ii. No employee of the Corporation shall pay, demand or accept dowry for self or for family members.

31. **DRESS AND DECORUM:**

The Corporation employees shall be presentably dressed and shall behave with courtesy. Uniform shall be worn by the employees like Peons, Drivers of the Vehicles. Crew of fishing vessels and workers of Ice Plants and Fish Meal and Freezing Plants with badges, other staff shall wear badges or carry their identity cards wherever prescribed.
32. **JURISDICTION OF VIGILANCE COMMISSION:**

All members of the Corporation shall be subject to the Jurisdiction of the Vigilance Commission of Government of Tamil Nadu. The General Manager will act as the Vigilance Officer of the Corporation.

33. **POWER OF THE BOARD:**

i. The Board's ruling in all cases of personal Conduct and Discipline of the Corporation employees shall be final.

ii. Every employee shall confirm and abide by the rules as approved by the Board and shall comply with and obey all lawful orders and directions in the course of discharge of duties given to him. He shall also be subject to any other risks that may be prescribed from time to time for maintenance of discipline.

34. **TAKING PART IN POLITICS, ELECTION AND STRIKES:**

i. No employee shall be a member of or be otherwise associated with any political party or any organization which takes part in politics nor shall be take part or subscribe in aid of or assist in any other manner any political movement or activity.

ii. It shall also be the duty of every employee to prevent any members of his family from taking part or subscribe in aid of or assist in any other manner any political movement or activity.

iii. No employee shall canvass or otherwise interfere or use his influence in connection with or take part in as Election to any Legislature or Local authority.

35. **BUILDING OF HOUSES BY THIS EMPLOYEES OF THE CORPORATION:**

Any employee who desires to construct his own house or to make extension to his existing house, shall report to the Corporation in the following manner:

i. Before starting the construction or extension, he shall report or seek permission as the case may be in the form appended to this rule (in Annexure IV).

ii. After completing the construction or extension he shall report it in the form appended (Annexure V)
The details in the forms shall be furnished wherever it is possible to do so, however, where it is not possible to do so while furnishing the details, the employee shall mention the correct area on which the building is proposed to be constructed and the estimated cost of the building.

Any employee desires to buy a ready built house or land is also required to get the permission of this Corporation.

36. **ACTS AND MISCONDUCT:**

   i. No employee shall be member, representative or officer of any Association representing or supporting to represent the employee.

   ii. No employee shall joint or continue to be a member of an Association the subjects or activities of which are detrimental to the interest of this Corporation.

   iii. No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service.

   iv. No employee shall engage himself in strike or incitement thereto or in similar activities. Absence of Corporation employees who participate in strike, demonstration or any form of agitation should be treated as unauthorized absence for which they will not be entitled to pay and other allowances on the basis of the principle of “No work, No pay” apart from initiating disciplinary action and their leave will be regulated only as leave without salary.

   (Resolution No. 22 passed in the 149th Board Meeting held on 17.4.2002)

   v. No employee shall engage himself or participate in any demonstration which is prejudicial to the interest of the Corporation.

   vi. Every Corporation employee shall, if any member of his family is engaged in a trade or business or owns or manages an Insurance agency or Commission agency, report the fact to the Tamil Nadu Fisheries Development Corporation Limited”.

   Provided that if it is found that the trade or business is of such a nature that the association of the member of a Corporation employees family in that trade or business can embarrasses either the Corporation employee concerned or Tamil Nadu Fisheries Development Corporation Limited then the Corporation employee shall not permit the said member of his family to continue his/her association with the trade or business in Question.
**EXPLANATION:**

Canvassing by a Corporation servant in support of any trade, business, insurance agency or commission agency engaged is owned or managed by any member of his family shall be deemed to be a breach of this sub-rule:

(Board Meeting No.157 dt.26.5.04 Resolution No.9)

vii. No employee shall without any intimation to the Corporation acquire or dispose of any movable property costing more than Rs.3,000/- in any manner.

viii. No employee shall except with the previous sanction of the Corporation engage himself directly or indirectly to any trade or business or undertake any employment.

ix. No employee shall except with the permission of the Corporation participate in a Radio Broadcast or contribute any article or publish any paper.

37. **OFFENCE:**

1) Refusal to receive pay on any ground by an employee or employees is an offence

2) Possession and consumption of Liquor or any intoxicating drink within the office premises or public place by the employees of this Corporation or all categories including deputationists under any circumstances is strictly prohibited, and that severe departmental action will be taken against the person who contravene this provision and also those who are convicted for prohibition offences.

38. **DISCIPLINARY PROCEEDINGS:**

i) The employee of the Corporation shall be liable for punishment where they commit willful breach of any of the Rules and Regulations and procedures of the Corporation or when they act in any way detrimental to the interest of Corporation by negligence, misconduct, in subordination or any other act of commission or omission. In all such cases, the employees shall be liable to any of the following penalties.
<table>
<thead>
<tr>
<th>Punishment</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>(a) Censure</td>
<td>Minor punishment</td>
</tr>
<tr>
<td>(b) Fine</td>
<td>-do-</td>
</tr>
<tr>
<td>© Stoppage of increments (with or without cumulative effect)</td>
<td>-do-</td>
</tr>
<tr>
<td>(d) Suspension as a punishment for a specific period</td>
<td>-do-</td>
</tr>
<tr>
<td>(e) Recovery from pay the whole or part of any pecuniary loss caused by negligence, breach of orders, willful misconduct or wrong accounting or any other Act.</td>
<td>-do-</td>
</tr>
<tr>
<td>(f) Recovery from pay to the extent necessary of the Monetary value equivalent to the amount of increment ordered to be withheld/monetary value equivalent to the amount of reduction to a lower stage in time scale ordered, where such an order cannot be given effect to.</td>
<td>-do-</td>
</tr>
<tr>
<td>(g) Reduction to a lower grade in the pay scales</td>
<td>Major</td>
</tr>
<tr>
<td>(h) Reduction in Rank to a Lower Grade</td>
<td>-do-</td>
</tr>
<tr>
<td>(i) Compulsory retirement (otherwise than Under Rule 53 of these rules)</td>
<td>-do-</td>
</tr>
<tr>
<td>(j) Removal from Service</td>
<td>-do-</td>
</tr>
<tr>
<td>(k) Dismissal from Service</td>
<td>-do-</td>
</tr>
</tbody>
</table>

ii) In case any monetary loss is caused to the Corporation due to the issue of false Certificate by the employees (or) by negligent acts on the part of the employees, their services are to be terminated forthwith and recovery of the loss be made from their pay (or) leave salary dues, besides, criminal action must also be instituted against them immediately by the Corporation.

(iii) The employees/Officer of the Corporation shall be brought with the purview of the State Vigilance Commission and the Director of Vigilance and Anti Corruption (DVAC), Madras can take up enquiry into allegations against the employee of the Corporation (Board meeting No 119 dt 30.3.95 Agenda 22)
CHAPTER V

39. SUSPENSION:

I. A Corporation employee may be placed under suspension from service, where

   i. an enquiry into grave charges against him is contemplated, or is pending or

   ii. complaint against him of any criminal offence is under investigation or trial and if such suspension is necessary in the public interest.

II. A Corporation employee who is detained in police custody whether on a criminal charge or otherwise for a period longer than Forty eight hours (48 hours) shall be deemed to have been suspended under this rule.

III. The authority competent to suspend an employee may at his discretion sanction to him a subsistence allowance at the rate not exceeding half of his Basic Pay and proportionate Dearness Allowance plus other allowances. At this rate the Subsistence Allowance shall be payable for the first 12 months after which it may be revised, either increased or reduced not exceeding 50% of the initial rate of Subsistence Allowance depending upon the reasons for prolonging the suspension period. The subsistence allowance shall be paid on production of a certificate that the employee is not engaged in any other employment and the payment is also subject to compulsory deductions such as Income Tax, Repayment of Loans and Advances due to Corporation or Government. The recoveries of other items are left to the discretion of the competent authority.

IV. As regards the deputationists if it is considered that the person lent is to be placed under suspension, the borrowing authority shall forthwith revert the person concerned to his Parent Department for placing him under suspension by the competent authority in the Parent Department.

V. The authority competent to suspend a person or the higher authority or the Managing Director may at its discretion revoke during investigation of the case in the interest of Corporation and reinstate the person in service pending disciplinary proceedings against him.
VI. **AUTHORITY TO SUSPEND AN EMPLOYEE PENDING ENQUIRY:**

The immediate Superior Officer or the Appointing Authority or the Managing Director may place an employee under suspension.

**NOTE:**

In this regulation, the immediate Superior Officer means the Officer under whom the delinquent was working at the time when the lapses were committed and includes his successor in office.

**40. PROCEDURE FOR DISCIPLINARY ACTION:**

ii) a **Enquiry Officer:**

The authority competent to impose any of the punishment may itself enquire into such of the charges or if it considers necessary may for this purpose appoint any of his Subordinates as an “Enquiry Officer” who shall be independent of the Officer dealing with the disciplinary case.

a. Any outside agency not to be appointed as an Enquiry Officer in the disciplinary cases including Directorate of Vigilance and Anti-corruption cases and the Enquiry Officer so appointed shall only be an Officer holding a higher post in the Corporation.

b. In cases, where it is difficult to appoint Enquiry Officer sufficiently higher in seniority when the accused officers are generally of the rank of Managing Director or thereabouts, a retired Judge may be appointed as the Enquiry Officer. This should not however be extended to Junior Officers in the Corporation where sufficiently Senior Officers in Corporation can himself be the Enquiry Officer”.

(Resolution No.7, 137th Board Meeting held on 21.6.99)

40 (i) (b)

“When departmental disciplinary action against Officer / Employee is taken up on a report from the Directorate of Vigilance and Anti-corruption. The departmental Officer conducting the enquiry should intimate to the Directorate of Vigilance and Anti-corruption, the exact date of enquiry sufficiently in advance so that arrangement may be made for the production of witnesses and the Departmental Officer who conducted the enquiry to be present at the time of the departmental enquiry to assist the Enquiry Officer on receipt of the order of appointment and the relevant documents, the enquiry authority is required to send a notice to the accused officer/employee of the Corporation asking him to appear before the enquiry authority at the place, date and time specified in that notice. The modes of servicing of orders, notice as provided in the Service Rules may be adopted. The above procedure is absolutely essential in the interests of the successful prosecution in all departmental proceedings and it should be strictly followed in all such proceedings.

(Board meeting No 119 dt 30.3.95 Agenda 22 )

ii) **Authority to Institute Disciplinary Proceedings and Dispose the case finally:**
a. The Appointing Authority or the Unit Officer (Head of Unit) of Managing Director as the case may be immediately after placing a person under suspension or otherwise shall institute disciplinary proceedings and dispose of the case by following the procedure described in the sub rule.

b. Even where the Unit Officers are not the Appointing Authorities, in respect of any of the category under their control, they may still initiate disciplinary action against the holders of such posts and if there is prima facie case, they may remit the case to the competent higher authority for disposal.

c. The authority competent to impose the penalties specified in Rule 39 shall be as follows:

<table>
<thead>
<tr>
<th>NATURE OF PUNISHMENT</th>
<th>AUTHORITY COMPETENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Censure</td>
<td></td>
</tr>
<tr>
<td>a) Fine</td>
<td>Immediate Superior</td>
</tr>
<tr>
<td>b) Stoppage of increments (with or without cumulative effect)</td>
<td>Officer (in the Grade of Manager and above) or any higher authority</td>
</tr>
<tr>
<td>c) Suspension as a punishment for a specific period</td>
<td></td>
</tr>
<tr>
<td>d) Recovery from pay the whole or part of any pecuniary loss caused by negligence, breath of orders, wilful misconduct or wrong accounting or any other Act.</td>
<td></td>
</tr>
<tr>
<td>(f) Recovery from pay to the extent necessary of the monetary value equivalent to the amount of increment ordered to be withheld monetary value equivalent to the amount of reduction to a lower stage in time scale ordered, where such an order cannot be given effect to</td>
<td></td>
</tr>
<tr>
<td>(g) Reduction to a lower grade in the pay scales</td>
<td></td>
</tr>
</tbody>
</table>
(h) Reduction in Rank to a Lower Grade Appointing Authority concerned or any higher authority

(i) Compulsory retirement

(j) Removal from service

(k) Dismissal from service

NOTE:

In the case of Registered Office, the Managing Director is competent to delegate powers of inflicting minor punishments on the staff in the Registered Office to any lower authority as he deems fit.

iii) **Procedure for Disciplinary Action:**

The authority imposing any penalty under these regulations shall maintain a record showing:

a. the allegations upon which action was taken against the person punished

b. Charges framed

c. the personal representation if any and the evidence taken if any.

d. the findings and grounds thereof.

iv) All orders of punishment shall also state the grounds on which they are based and shall be communicated in writing to the persons against whom they are passed.

v) In every case where it is proposed to impose on an employee any of the penalties specified in items (a) (b) (c) (d) (e) and (f) above, he shall be given a reasonable opportunity of making any representation that he may desire to make such representation if any shall be taken into consideration before the order imposing the penalty is passed.

vi) a. In every case where it is proposed to impose on an employee any of the penalties in items (g) (h) (i) (j) and (k) (i.e.)(Major Punishments) the grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges which shall be communicated to the person charged together with the statement of allegations on which each charge is based and if
any other circumstances which it is proposed to take into consideration in passing order on the case. He shall be required within a reasonable time to put in a written statement of his defence and to state whether he desires to have oral enquiry or only to be heard in person or both.

b. An oral enquiry shall be held if such an enquiry is desired by the person concerned or not. At the enquiry oral evidence shall be heared as to such of the allegations as are not admitted and the person charged shall be entitled to cross examine the witnesses to give evidence in person and to have such witnesses called, as he may wish, provided the Enquiry Officer may for special and sufficient reasons to be recorded in writing refuse to call a witness. Whether or not the person charged desired in an oral enquiry he shall be heard in person at any stage if he so desires before passing of final orders. A report of the enquiry and/or personal hearing (as the case may be) shall be prepared by the authority holding the enquiry or personal hearing whether or not such authority is competent to impose the penalty. Such a report shall contain a sufficient record of evidence, if any and a statement of the findings and the grounds thereof.

© After the enquiry has been completed the person charged shall be entitled to put in if he/she so desires any further written statement of his defence.

d. After the enquiry referred to above has been completed, the authority competent to impose the penalty shall before passing final orders take into consideration, the findings in the Enquiry Report and also any further representation or statement of defence put forth by the charged person.

e. The procedure described in the Clauses above shall not apply where the Board is satisfied that in the interest of the Corporation it is not expedient to follow the procedure laid down.

vii. Where in any case a higher authority has imposed or declined to impose a penalty under these regulations, a lower authority shall have no Jurisdiction to proceed under that regulation in respect of the same case.

viii. The fact that a lower authority has imposed or declined to impose a penalty in any case shall not prevent a higher authority from exercising his Jurisdiction under these regulations in respect of the same case.

ix The order of the higher authority imposing or declining to impose in any case penalty under these regulations shall supercede any order passed by a lower authority in respect of the same case.

x) Whenever heavy losses are sustained by a Corporation/Board due to issue of any false certificate by an employee of the Corporation/Board, or due to his gross negligence, his services are liable to be terminated. Besides the liability for the losses will also be enforced on him and recovery of the value of such
lapses will be made to the extent necessary from the pay of such employees. Simultaneously, criminal action must be instituted against such employees.

(97th Board Meeting dated 18.6.90 – Resolution No.6)

40 (xi)

a. Criminal action is pursued with reference to the criminal aspect of the offence whereas the Departmental action is initiated based on the lapses committed by the Government / Servant TNFDC staff in the course of discharging their official duties. If the misappropriated the Tamil Nadu Fisheries Development Corporation Limited money by maintaining false accounts, then, criminal action is pursued in the criminal court of law. In such case, the Tamil Nadu Fisheries Development Corporation Limited initiate simultaneous action to proceed against him departmentally for the failure of proper maintenance of accounts as prescribed under rules and also not remitting the money collected by him to the State Exchequer / Banks.

b. When a criminal case is filed solely on criminal offence committed by the Tamil Nadu Fisheries Development Corporation Limited employee which is in no way connected with the discharge of this official duties; There is no need to pursue departmental action except placing the Tamil Nadu Fisheries Development Corporation Limited employee under suspension. The ultimate departmental action can be initiated against the delinquent Officer after the result of the criminal case pending against him is disposed of by the Court of Law.

c. When both departmental as well as criminal action is initiated for the offence of the kind reference to the Rule (a) above; in regard to departmental action charges may be framed against him for the lapses committed by him and final order may be passed after obtaining the required Registers/Records/Documents from the Court irrespective of the fact. Whether he is acquitted or not. Thus the departmental action will be confined to the irregularities of lapses committed by the Accused Officer with reference to the administrative aspect.

(Board meeting 152 dated 27.12.2002 agenda 13 )

41. **DISCIPLINARY ACTION ON LENT OFFICERS (DEPUTATIONISTS):**
i). In cases of all deputationists, disciplinary action against them shall be governed by the deputation or foreign service terms of the respective Officer or as per Tamil Nadu Civil Service (Classification Control and Appeal) Rules as the case may be.

ii). If a deputationist before his services were so placed, had committed any act or omission which renders him liable to any of the penalties specified in the rules governing disciplinary action against him, the authority who is competent to deal with his case shall be the authority who who under such rules shall be competent to institute disciplinary proceedings against him and to impose on him such penalty specified in those rules as it thinks fit and the foreign employer (viz. Corporation) under whom he is serving at the time of Institution of such proceedings shall be bound to render all responsible facilities to such competent authority instituting and conducting such proceedings.

iii). In the case of Members of this Corporation whose services are placed at the disposal of Government or other Institutions, this Corporation shall impose penalty upon its employees for their misdeeds committed during their service under the Government or other Institutions.

iv). Various authorities under the Corporation empowered to impose the penalties under the Disciplinary Rules are specified in Annexure VI.

**APPEALS**

42.(i) Every employee shall be entitled to appeal against an order imposing upon him any of the penalties to the next higher authority to whom the Officer who inflicted the punishment is administratively Subordinates.

**NOTE:**

Wherever orders of punishments have been passes, the affected person is entitled to prefer a further review petition to the Board and that in case the Appellants have been appointed to service with the approval of the Government, the Board shall pass final orders on such petitions only with the prior approval of the Government.

(ii). No appeal shall be entertained unless it is preferred within sixty days from the date of receipt of order appealed against.
NOTE:

If the Appellant has justified delay in preferring the appeal, the Appellate authority can at its discretion condone the delay and entertain the appeal.

(iii). Every memorandum of appeal preferred under this regulation shall contain all relevant statements relied on by the Appellant and shall contain no disrespectful or improper language and shall be complete in itself.

(iv). Every Memorandum of appeal shall be sent by an employee through the Officer who inflicted the punishment and his immediate Superior Officer who shall forward it to the Appellate Authority.

DISPOSAL OF APPEAL:

(v). The Appellate Authority shall consider whether the facts on which the order was based have been established or the facts so established afford sufficient grounds for the punishment given and whether the punishment is excessive, adequate or inadequate and pass such orders on merits as it thinks proper and his order shall be final. The Appellate Authority may uphold, cancel, reduce or enhance the penalty originally meted out or remit the case to the authority which imposed the punishment for reconsideration. The authority against whose orders the appeal was made shall give effect to the orders passed by the Appellate Authority.

POWER TO REVIEW:

(vi) The Board shall be at liberty to review or reconsider orders passed by competent authorities including the Managing Director, suomoto or on representation and to call for the appeals withheld or to reopen any case to know whether any cannons natural justice have been violated or excessive punishment imposed and to revise the orders as it deems fit.

NOTE:

If there is any doubt or controversy regarding procedure to be adopted in the imposition of penalties or taking disciplinary action under this regulation arises, the procedure prescribed or followed under the Tamil Nadu Civil Services (C.C.A. Rules) as amended from time to time shall be taken as guidance or adopted.
43. **DISCIPLINARY ACTION (REINSTATEMENT):**

In the case of any employee who was dismissed, removed, compulsorily retired, reduced to a lower grade or suspended is reinstated, the authority passing orders for reinstatement shall specifically mention in that orders:

a. Whether or not the said period shall be treated as a period spent on duty or to be treated as leave to which eligible.

b. The amount of Pay and Allowance to be paid for the period.

c. If the employee is fully exonerated and the punishment or his suspension is considered as unjustified or erroneous, the competent authorities may direct the period of absence to be treated as duty and order the payment of full pay and allowances to which he would have been entitled but for his suspension or punishment. However, it is not necessary to cancel other official arrangements made during the period. The competent authority may decide whether the period of absence be treated as duty for any specific purpose or divide the period into parts and state whether each part is eligible for counting towards increment, leave and pension and to treat certain period as leave of any kind due and admissible to the employees. The order so passed regulating the period of leave is absolute. If the period of absence is to be treated as duty or leave, the amount of subsistence allowance any already paid shall be adjusted against the duty or leave salary to which he is eligible and the excess if any in each case should be waived by the authority competent to regularize the period of suspension or break as the case may be.

44. **RETIREMENT WHEN DISCIPLINARY PROCEEDINGS ARE PENDING:**

For persons against whom disciplinary cases or charges of grave nature are pending, the retirement benefits will be settled after the charges are disposed of.

(i) that the State Public Sector Undertakings can retain their employees beyond the date of retirement if the individual is on suspension on due to the pendency of disciplinary proceedings and the Disciplinary Authority is of the view that it will result in awarding major punishment of either dismissal or removal from service.

(ii) In all other cases, the individuals may be allowed to retire on the date of retirement without prejudice to the disciplinary action pending against them.

(iii) The individuals who are retained in service, beyond the date of retirement, for the purpose of disciplinary action and placed under suspension may be paid subsistence
allowance at the rates as provided in Service Rules of the respective Corporation till the completion of disciplinary proceedings or for a period of six months whichever occurs earlier.

(iv) The individual will not be eligible to claim any other benefits during such suspension period. The State Public Sector Undertakings should complete the disciplinary proceedings within a period of six months positively.

(Res.No. 6 passed in the 166th Board Meeting held on 13.3.2006)

45. STOPPAGE OF INCREMENTS:

i) The authority ordering the stoppage of increment shall state the period for which it shall be withheld, whether postponement shall have the effect of postponing future increments, and whether the period of stoppage shall be exclusive of any period spent on leave before it is completed. In all cases of stoppage of increments with cumulative effect, the period of stoppage reckoned should be inclusive of intervals spent on leave.

ii. Even if charges are pending against an employee, sanction of increment due to him or which accrued to him in the meantime need not be delayed or withheld. After charges are disposed of resulting in stoppage of increment his next increment accruing after the date of the order imposing the penalty shall be withheld.
CHAPTER VI

46. APPLICATION OF OTHER RULE:

Matters in respect of which no provision exists in these rules, shall be decided by the Board from time to time.

47. POWERS TO GRANT EXEMPTION OR RELAXATION OF RULES AT THE TIME OF ABSORPTION:

The Board may exempt wholly or in part from the operation of these rules, the holders of any post in any grade of the Corporation Services, especially for the purpose of removing any difficulty in matters of appointment, transfer or promotion and including absorption of State Government personnel who opt for permanent absorption in the Corporation Service.

NOTE:

1) Wherever the Board is required to obtain the prior approval of Government in making appointment to any category or post. Board’s decision involving any relaxation of the existing provisions in favour of an individual in such grade or post shall be given effect to only after obtaining the approval of Government.

2) In case of deputationists, who are in service in the Corporation immediately before the date of approval of these rules, they shall have the right to opt for permanent absorption by this Corporation from the date of approval of these rules by the Board or from any subsequent date as ordered.

3) The Appointing Authority shall follow the rules of recruitment as provided for in these Service Rules strictly in respect of Appointment to any post in any grade of the service in the Corporation. In case of relaxation of rules involving Age, Qualification, Experience, Method of recruitment etc. prior Government approval has to be obtained.
4) As regards the permanent absorption of the State Government personnel on deputation in the Corporation, the Government orders issued from time to time will have to be adopted. As per the existing orders in G.O.Ms.No. 284, Finance (CFC) dated 31.3.80, such an absorption can be made only with effect from the date of incorporation of the Tamil Nadu Fisheries Development Corporation (or) from the date of first joining in the Corporation with continuous service by them, whichever is later.

48. **DECLARATION OF POWERS:**

The Board may delegate any of its powers under these rules to any Committee or to the Chairman or Managing Director or to any other authority in the Corporation unless such delegation is repugnant to any of the Articles of Association of the Corporation or to any Act or Law for the time being in force.

49. **POWERS TO AMEND, MODIFY, CANCEL OR INTERPRET RULES:**

i. The Board shall be competent to alter, add or cancel any of the above rules from time to time and also given effect to them from such date as it considers necessary.

ii. In all the matters of interpreting these rules, the decision of the Board shall be final and binding.

iii. The Board may, by an order remove any difficulty that may arise in giving effect to the provisions of these rules.

Any alteration, addition (or) cancellation of any provisions in these Service Rules shall be carried out by the Board subject to the approval of Government.

50. **SERVICE MATTERS:**

i. The Head of the Unit Office shall issue orders in the following aspects in respect of the staff under his control in different grades for which he is the Appointing Authority in all normal cases.

1. Regularisation of service
2. Declaration of probation
3. Sanction of increments
4. Fixation of pay
5. Additional charge allowance
6. Leave
ii. In respect of staff of all categories working in Head Office (Registered Office of the Corporation) regardless of whether the Managing Director is the Appointing Authority or not in respect of any of the categories in Head Office, orders of regularization, declaration of probation, sanction of increments, fixation of pay, additional charge allowance, leave etc. shall be issued by the Managing Director or by any lower authority to whom such powers have been delegated by the Managing Director.

iii. Seniority list, panel of names of promotion for all categories for which statewide seniority is required to be maintained shall be maintained in Head Office.

iv. The Appointing Authorities shall initiate action one year in advance to permit the persons retiring on superannuation in normal course.

51. **RETIREMENT:**

**Retirement on Superannuation:**

The age of retirement on superannuation shall be 58 years to all categories of Corporation employees including those to whom the Industrial Employment Act shall apply, excepting in the case of Staff in Basic Service like Peons, Watchman, Sweeper, Scavenger etc. and other Contingent paid regular employees whose age of retirement shall be 60 years.

Provided in exceptional cases and in the interest of the Corporation the Board may in its discretion extend the service or permit the re-employment of any Corporation employee after the normal date of retirement for a period not exceeding two years after obtaining the prior approval of Government.

**NOTE:**

If the date of retirement on superannuation falls on day other than the first of a month, he/she shall be allowed to retire on the last day of the month irrespective of the date on which an employee completes the age of superannuation.
52. **WRITING OF PERSONAL FILES AND THEIR MAINTENANCE:**

Personal files (confidential reports) shall be written by reporting officers yearly in respect of approved probationers and substantive holders and half/yearly in the case of probationers and temporary staff wherever prescribed (in Annexure VII) and also on getting Self Assessment Reports from the Officers to be reported upon.

In the matter of writing of personal files, in countersign true and keeping them in custody, the instructions issued by the Government in the following references and as amended from time to time shall be followed:

i. G.O.Ms.No. 112, Forest and Fisheries Department dated 15.2.1978.


iv. The personal files in respect of staff under the Corporation shall be maintained as indicated in the Annexure VII.

53. **COMPULSARY RETIREMENT:**

It is resolved to include provision for Compulsory retirement as contained in FR 56 (d) for the Government servants and for review of compulsory retirement by a Review Committee. The relevant provisions under FR 56 (d) can be incorporated in the Service Rules of the Corporation. The new provision is to be substituted as Rule 53 in the Service Rules and the existing rules from 53 to 55 in the Service Rules be re-numbered as 54 to 55.

(69th Board Meeting held on 20.12.1983)
GENERAL

54. DEPUTATIONISTS:

i. The deputationists from the Fisheries Department or any other Department of the Tamil Nadu Government will be fully governed by the Rules and Regulations of the State Government in the matter of service conditions, leave, grant of increments, disciplinary cases, conduct rules, retirement etc.

ii. They shall be entitled to all privileges in respect of appointment, seniority, probation, promotion and confirmation in their Parent Department.

iii. The deputationists are not eligible for one stage promotion in the Corporation without the prior approval of Government. They are eligible for promotion to an intermediate post in between the post which they held and their regular next higher post. In such cases, the Corporation shall consult the Lending Department before such promotion is given to the deputationist in the Corporation.

iv. When deputation of a person to the Corporation is sanctioned the pay which the deputationist shall receive in the parent department shall be precisely specified in the order sanctioning the deputation.

v. The deputationists after a period of three or four years will either be permanently absorbed in the Corporation or reverted back to the Department after obtaining the willingness of the individuals and in consultation with the Department.

vi. On absorption, the Government dues recoverable shall be recovered from the terminal benefits of Government servants. In regard to outstanding recoveries of advance like House Building Advance, Motor Car Advance, etc. the liability shall be passed on to the Corporation which shall ensure recoveries of balance loan and pay to the Government the balance outstanding at the time of take over.

vii. The Government servants against whom any disciplinary proceedings are pending either in the Government Department or in the Corporation will not ordinarily be permitted to get absorbed in the Corporation until the disciplinary proceedings against them are finalized.
55. **DEPUTATION OF CORPORATION EMPLOYEES TO GOVERNMENT OR OTHER ORGANISATION:**

i. In the case of regular employee deputed to other Organisations or State if the foreign employer does not agree to pay leave salary and pension contributions of the person deputed, then the person himself should pay them. If he too does not consent to pay them, then he should resign his appointment in the Corporation.

(or)

If the foreign employer does not agree to pay leave salary and pension contribution, then the person should be informed that the period of his service on deputation will not count for the purpose of retiring benefits or for calculation of leave and increment under this Corporation when he is reverted back to this Corporation.

ii. If the corporation employee is a full member or an approved probationer, then as long as the foreign employer pays the leave salary and pension contribution to this Corporation, that person can retain his lieu in this Corporation. If he is only a probationer, then he should resign his appointment in the Corporation and take up appointment to other Organisation.

iii. The lien of an employee shall be terminated on his permanent absorption with the foreign employer.

iv. **DEPUTATION OF A CORPORATION/ BOARD EMPLOYEE TO ANOTHER / BOARD CORPORATION**

1. **Pay, House Rent Allowance/City Compensatory Allowance:**

While on foreign service, i.e. from one Corporation/Board to another Corporation/Boards the Officer shall draw the pay and allowances admissible to him in his post in the parent organization and the usual allowances viz. Dearness Allowance, House Rent Allowance and City Compensatory Allowance at the rates admissible in the parent organization.

2. **Conveyance Allowance:**

The foreign employer may sanction conveyance allowance with reference to the needs of the job, at the rates applicable to a similar class of employee under the foreign employer.
3. **Project Allowances:**

If a Corporation/Board employee deputed to a foreign employer, works in a project area and a project allowance is paid to the other employees in that area, such project allowance may be paid to the deputationists also.

4. **Cash Allowance:**

He shall be permitted to receive cash allowance in lieu of residential Office Assistant, if there is residential Office Assistant attached to the post under the foreign employer and the foreign employer has a scheme of cash allowance in lieu of residential office Assistant.

5. **Deputation pay:**

The foreign employer shall pay a deputation pay to the deputationist, at the rate of 10% of grade pay subject to a maximum of Rs.250/- p.m. and such deputation will be for a maximum period of 3 years.

6. **Leave Salary and Pension Contribution:**

Leave Salary Contribution shall not be recovered from the foreign employer and leave salary for any period of leave taken including leave surrendered and encashment of leave in the event of retirement or death under the foreign employer shall be borne by the foreign employer. The foreign employer shall also pay the leave salary charges in respect of any disability incurred in and through foreign service even though such disability manifests itself after the termination of the foreign service. The entire expenditure in respect of any compensatory allowance for periods of leave in or at the end of foreign service shall be borne by the foreign employer. No additional leave salary contribution shall however be recovered in respect of the period of the disability leave.

In respect of an employee of a Statutory Board deputed to a State Public Sector Undertakings/Statutory Board, pension contributions shall be recovered at the rate of 10% of the maximum of the scale of pay. Penal interest would be levied if payments are delayed.

In respect of an employee of a State Public Sector Undertaking deputed to another State Public Sector Undertaking/Board, the concerned foreign body shall recover every month the Employees Contributory Provident Fund subscription from the pay of the employee on foreign service at the rate specified by the lending State Public Sector Undertaking and remit it to that undertaking along with an equal amount of employer’s contribution.

7. The gratuity contribution as demanded by the lending body shall be paid by the foreign employer.
8. **Medical Concession:**

He shall be allowed to enjoy the medical concession prevalent under the foreign employer. If the medical concessions prevalent under the foreign employer are less attractive than the concession under the lending organisation, they shall have option to avail the medical concessions available under the lending organization.

9. **Claim for Arrears:**

The claim of the Officers for arrears of pay and allowances for the period spent on foreign service shall be paid by the foreign employer, whether the claims are made during or on the expiry of foreign employer.

10. **Joining time/Transfer Travelling Allowance:**

He shall be eligible for joining time admissible under the rules of the lending organization while joining the post under foreign service and on reversion there from.

He shall be eligible for traveling allowance as on transfer at the rates admissible to the employees of the foreign employer for their journey to join the post and on reversion from foreign service and for traveling allowance as on tour at the rates admissible to the employees of the foreign employer for the journeys performed by them in connection with the work of the foreign employer or at the rates applicable to him under lending organization whichever is advantageous.

11. **Period of Deputation:**

The Deputation shall be for a period of one year in the first instance. The deputation will commence on the date on which he hands over charge of his post under the lending organization and end on the date he assumed charge of a post under that lending organization.

“These employees having a left over service of less than one year should not be deputed to any State Public Sector Undertaking/Board and that these employees working in the SPSU/Board should be reverted to their parent organization one year prior to his normal date of retirement”. *(Resolution No.7 passed in the 150th Board Meeting held on 25.6.2002)*

12. **Application of Disciplinary Rules:**

The deputationist will be deemed to be an employee of the lending organization for the purpose of disciplinary rules notwithstanding that his services are placed at the disposal of the foreign employer. If the Officer committed any act or omission, which renders him liable to the penalty
specified in the said rules, the State Public Sector Undertaking/Board under whom he was serving at the time of commission of such act or omission, shall alone be competent to institute disciplinary proceedings against him and to impose on him such a penalty specified in the rules as it thinks fit and that the foreign employer under which he is serving at the time of institution of such proceedings shall be bound to render all the reasonable facilities to the lending organization conducting such proceedings.

13. **Cost of Higher Studies:**

If the officer is deputed for any training/course the cost shall be borne by the foreign employer, irrespective of the fact whether he will return to the same post or not.

14. **Strict adherence of Terms and Conditions:**

The foreign employer shall strictly adhere to the terms and conditions in this order and not allow any higher scale of pay, concede and concession of pecuniary value other than those specified in the terms and conditions without prior concurrence of the lending organization.

15. **Leave Travel Concession:**

He shall be allowed to avail himself of the Leave Travel Concession available to him in the lending Organisation.

16. **Recall:**

The foreign employer shall revert him at any time before the expiry of the sanctioned period of deputation to the lending organization, if so required by the lending organization.

17. **Deaths in harness – Expenses:**

The foreign employer should bear the cost of transportation of dead body of the employee who dies in harness while on deputation to his place of residence or place of cremation or to his native place as desired by the Members of the family of the deceased by arranging Corporation/Board vehicle or hired vehicle in case of death within the State or by air in case of death outside the State so as to perform the cremation, the religious rights etc. without any loss of time by the family of the deceased personnel considering the time lag involved.

18. **Bonus:**

The deputationists while on deputation, shall be allowed to draw the bonus admissible under the payment of Bonus Act, 1965 as declared by the Foreign Employer. In case, the Foreign employer pays ex gratia/Special Adhoc Bonus on the Government pattern while the lending organisation pays the bonus as
per the payment of Bonus Act, the Foreign employer shall pay direct to the employee concerned an amount as one time Compensatory Allowance equivalent to the bonus admissible at the rates as per the payment of Bonus Act as and when paid by the lending organization to its employees provided that at the time of payment of bonus, the employee continued to serve in the foreign body. The expenditure on this will be on Service share basis for the accounting year between the Foreign body and the lending organization concerned. In such cases during deputation the employee will not be eligible for any other ex-gratia or adhoc bonus payment, if any allowed to the employee of the foreign body as in the case of Government employees. If the lending Organisation and the Foreign employer are paying special Adhoc bonus as per the Government pattern, the foreign Employer shall pay the bonus to the deputationist as per the Government pattern.

19. **Compulsory Wait:**

In the cases of officers who were relieved from foreign service but were on compulsory wait, the salary for the period of compulsory wait shall be paid by the foreign employer initially and then got it reimbursed from the lending organization to which the officer is subsequently posted. If any officer is posted again on foreign service to any other foreign body after compulsory wait, then the lending organization from which he was first deputed to foreign service, shall reimburse the salary paid for compulsory wait for foreign employer.

20. **Leave Account:**

An extract of leave account shall be supplied to the foreign employer by the office of the lending organization from which the officer has been deputed to foreign service. The foreign employer will determine the leave admissible to the deputationist and sanction it under intimation to the lending organization.

21. **Charges on electricity, water, cooking gas:**

The foreign employer should not bear the charges towards electricity, water and cooking gas in the residence of the deputationist and this should be the liability of the officer deputed.

22. **Festival Advance:**

Festival advance shall be paid to a person in foreign service as admissible to the employees of the lending organization or as admissible in the foreign service, whichever is advantageous to him. The outstanding advance if any, shall, on reversion to parent organization be recovered and paid to the foreign employer in the balance number of installments by the parent organization.
23. **House Building Advance, Motor Car/Scooter Advance etc.**

The deputationist will apply for the House Building Advance, Motor Car Advance etc. to his parent organization through his Foreign Employer. The Foreign employer should ensure that the installments of House Building Advance, Motor Car Advance etc. sanctioned to the individual by the parent organization are recovered from the pay bills of the deputationist and remitted back to the parent organization.

(Resolution No. 24 passed at 112th Board Meeting held on 11.11.93)
## ANNEXURE II RULE OF 4 (ii)

<table>
<thead>
<tr>
<th>Sl No</th>
<th>NAME OF THE CATEGORY</th>
<th>SCALE OF PAY</th>
<th>APPOINTING AUTHORITY</th>
<th>UNIT OF SENIORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. OFFICERS:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>General Manager</td>
<td>Rs.15600-39100+G.P.7600</td>
<td>Board</td>
<td>State-wide basis</td>
</tr>
<tr>
<td>2.</td>
<td>Financial Adviser and Chief Accounts Officer</td>
<td>Rs.15600-39100+G.P.6600</td>
<td>Board</td>
<td>State-wide basis</td>
</tr>
<tr>
<td>3.</td>
<td>Senior Manager</td>
<td>Rs.15600-39100+G.P.6600</td>
<td>Board</td>
<td>State-wide basis</td>
</tr>
<tr>
<td>4.</td>
<td>Manager(Personnel)</td>
<td>Rs.15600-39100+G.P.5400</td>
<td>Managing Director</td>
<td>State-wide basis</td>
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<tr>
<td>5.</td>
<td>(a)Manager(HeadQuarters)</td>
<td>Rs.15600-39100+G.P.5400</td>
<td>Managing Director</td>
<td>State-wide basis</td>
</tr>
<tr>
<td></td>
<td>(b)Manager(Prodn.&amp;Mkg.)</td>
<td>Rs.15600-39100+G.P.5400</td>
<td>Managing Director</td>
<td>State-wide basis</td>
</tr>
<tr>
<td></td>
<td>© Manager (Mkg.)</td>
<td>Rs.15600-39100+G.P.5400</td>
<td>Managing Director</td>
<td>State-wide basis</td>
</tr>
<tr>
<td>6.</td>
<td>(a) Manager (Trawlers)</td>
<td>Rs.15600-39100+G.P.5400</td>
<td>Managing Director</td>
<td>State-wide basis</td>
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<td></td>
<td>(b)Manager (Fish Meal Plant)</td>
<td>Rs.15600-39100+G.P.5400</td>
<td>Managing Director</td>
<td>State-wide basis</td>
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<tr>
<td>7.</td>
<td>Manager (Costing)</td>
<td>Rs.15600-39100+G.P.5400</td>
<td>Managing Director</td>
<td>State-wide basis</td>
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<td>8.</td>
<td>Manager(Refrigeration)</td>
<td>Rs.15600-39100+G.P.5400</td>
<td>Managing Director</td>
<td>State-wide basis</td>
</tr>
<tr>
<td>9.</td>
<td>(a) Manager (Finance)</td>
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<td>Managing Director</td>
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<td></td>
<td>(b)Internal Audit Officer</td>
<td>Rs.15600-39100+G.P.5400</td>
<td>Managing Director</td>
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<td>10.</td>
<td>Manager (Budget)</td>
<td>Rs.15600-39100+G.P.5400</td>
<td>Managing Director</td>
<td>State-wide basis</td>
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<td>11.</td>
<td>Sr.Maintenance Engineer</td>
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<td>Managing Director</td>
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<tr>
<td><strong>B. MINISTERIAL STAFF:</strong></td>
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<tr>
<td>12.</td>
<td>Superintendent</td>
<td>Rs.9300-34800+G.P.4400</td>
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<td>13.</td>
<td>Accountant</td>
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<td>14.</td>
<td>Assistant</td>
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<td>15.</td>
<td>Junior Accountant</td>
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<td>General Manager</td>
<td>State-wide basis</td>
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<td>16.</td>
<td>P.A. to Managing Director</td>
<td></td>
<td>General Manager</td>
<td>State-wide basis</td>
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<tr>
<td></td>
<td>Position</td>
<td>Salary Range</td>
<td>Manager/Unit</td>
<td>Basis</td>
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<tr>
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<tr>
<td>17</td>
<td>Junior Assistant</td>
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<td>18</td>
<td>Steno-Typist</td>
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<td>19</td>
<td>Typist</td>
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<td>20</td>
<td>Telephone Operator</td>
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<tr>
<td>21</td>
<td>Record Clerk</td>
<td>4800-10000+G.P.1400</td>
<td>Manager</td>
<td>Unit basis</td>
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<tr>
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<td><strong>C. EXECUTIVE AND OTHER FIELD STAFF:</strong></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>a. FISH MEAL PLANT:</td>
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<tr>
<td>22</td>
<td>Production Supervisor</td>
<td>Rs.9300-34800+G.P.4200</td>
<td>Managing Director</td>
<td>State-wide basis</td>
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<tr>
<td>23</td>
<td>Jr.Engineer (Electrical)</td>
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<td>State-wide basis</td>
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<tr>
<td>24</td>
<td>Senior Mechanic (Fish Meal Plant)</td>
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<td>State-wide basis</td>
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<tr>
<td>25</td>
<td>Operator (Fish Meal Plant)</td>
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<td>Manager</td>
<td>Unit basis</td>
</tr>
<tr>
<td>26</td>
<td>Boiler Attendant</td>
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<td>Manager</td>
<td>Unit basis</td>
</tr>
<tr>
<td>27</td>
<td>Electrician</td>
<td></td>
<td>Manager</td>
<td>Unit basis</td>
</tr>
<tr>
<td>28</td>
<td>Transformer Cleaner</td>
<td></td>
<td>Manager</td>
<td>Unit basis</td>
</tr>
<tr>
<td>29</td>
<td>Helper</td>
<td>Rs.4800-10000+G.P.1400</td>
<td>Manager</td>
<td>Unit basis</td>
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<tr>
<td>b. PROCESSING UNITS:</td>
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<tr>
<td>30</td>
<td>Junior Engineer (Ref.)</td>
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<td>31</td>
<td>Refrigeration Supervisor</td>
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<td>State-wide basis</td>
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<td>32</td>
<td>Processing Technician</td>
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<td>State-wide basis</td>
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<td>33</td>
<td>Refrigeration Operator</td>
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<td>Managing Director</td>
<td>State-wide basis</td>
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<td>34</td>
<td>Electrician</td>
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<td>Manager</td>
<td>Unit basis</td>
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<tr>
<td>35</td>
<td>Iceman</td>
<td>Rs.4800-10000+G.P.1650</td>
<td>Manager</td>
<td>Unit basis</td>
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<tr>
<td>c. FISHING – MARKETING :</td>
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<td>36</td>
<td>Deputy Manager</td>
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<td>37</td>
<td>Research Assistant</td>
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<tr>
<td>38</td>
<td>Assistant Manager</td>
<td>Rs.9300-34800+G.P.4200</td>
<td>General Manager</td>
<td>State wide basis</td>
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<tr>
<td>39</td>
<td>Sub Assistant Manager</td>
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<td>Manager</td>
<td>State wide basis</td>
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<tr>
<td>40</td>
<td>Hatchery Assistant</td>
<td>Rs.5200-20200+G.P.2000</td>
<td>Manager</td>
<td>State wide basis</td>
</tr>
<tr>
<td>41</td>
<td>Hatchery Operator</td>
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<td>Manager</td>
<td>Unit basis</td>
</tr>
<tr>
<td>42</td>
<td>Seed Collection Assistant</td>
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<td>Manager</td>
<td>State wide basis</td>
</tr>
<tr>
<td>43</td>
<td>Sub Asst.Ins.of Fisheries</td>
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<td>Unit basis</td>
</tr>
<tr>
<td>44</td>
<td>Fishery Guard</td>
<td>Rs.4800-10000+G.P.1650</td>
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<td>45</td>
<td>Fisherman</td>
<td>Rs.4800-10000+G.P.1400</td>
<td>Manager</td>
<td>Unit basis</td>
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</tr>
<tr>
<td><strong>46.</strong></td>
<td>Helper (Fish Stall)</td>
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<td>Manager</td>
<td>Unit basis</td>
</tr>
<tr>
<td><strong>d.</strong></td>
<td>CREW OF FISHING VESSEL:</td>
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<td></td>
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<tr>
<td><strong>47.</strong></td>
<td>Skipper (Mexican Trawlers) (Indigenous Trawlers)</td>
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<td>Board</td>
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<tr>
<td><strong>48.</strong></td>
<td>Fishing Vessel Engineer</td>
<td></td>
<td>Board</td>
<td>State wide basis</td>
</tr>
<tr>
<td><strong>49.</strong></td>
<td>Engine Driver</td>
<td></td>
<td>Managing Director</td>
<td>State wide basis</td>
</tr>
<tr>
<td><strong>50.</strong></td>
<td>Fishing Second Hand</td>
<td></td>
<td>General Manager</td>
<td>State wide basis</td>
</tr>
<tr>
<td><strong>51.</strong></td>
<td>Deck Hand</td>
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<td>General Manager</td>
<td>State wide basis</td>
</tr>
<tr>
<td><strong>52.</strong></td>
<td>Greaser</td>
<td></td>
<td>General Manager</td>
<td>State wide basis</td>
</tr>
<tr>
<td><strong>53.</strong></td>
<td>Cook</td>
<td></td>
<td>General Manager</td>
<td>State wide basis</td>
</tr>
<tr>
<td><strong>54.</strong></td>
<td>Net Maker</td>
<td></td>
<td>Manager</td>
<td>State wide basis</td>
</tr>
<tr>
<td><strong>55.</strong></td>
<td>Tindal (Inland)</td>
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<td>Manager</td>
<td>State wide basis</td>
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<tr>
<td><strong>56.</strong></td>
<td>a. Boat Driver (Marine) Grade II</td>
<td></td>
<td>Manager</td>
<td>State wide basis</td>
</tr>
<tr>
<td></td>
<td>b. Boat Driver (Inland)</td>
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<td>Manager</td>
<td>State wide basis</td>
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<td><strong>57.</strong></td>
<td>Junior Maintenance Engineer</td>
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<td>Managing Director</td>
<td>State wide basis</td>
</tr>
<tr>
<td><strong>e.</strong></td>
<td>VAN DRIVERS AND CLEANERS:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>47.</strong></td>
<td>Driver (Heavy Duty)</td>
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<td>Manager</td>
<td>State wide basis</td>
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<td><strong>48.</strong></td>
<td>Driver (Light Duty)</td>
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<td>Manager</td>
<td>State wide basis</td>
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<td><strong>49.</strong></td>
<td>Cleaner</td>
<td></td>
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</tr>
<tr>
<td><strong>f.</strong></td>
<td>BASIC SERVICE EMPLOYEES:</td>
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<td></td>
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</tr>
<tr>
<td><strong>50.</strong></td>
<td>Office Assistant</td>
<td>Rs.4800-10000+G.P.1300</td>
<td>Manager</td>
<td>Unit basis</td>
</tr>
<tr>
<td><strong>51.</strong></td>
<td>Watchman</td>
<td>Rs.4800-10000+G.P.1300</td>
<td>Manager</td>
<td>Unit basis</td>
</tr>
<tr>
<td><strong>52.</strong></td>
<td>Office Boy</td>
<td>Rs.4800-10000+G.P.1300</td>
<td>Manager</td>
<td>Unit basis</td>
</tr>
<tr>
<td><strong>53.</strong></td>
<td>Sweeper</td>
<td>Rs.4800-10000+G.P.1300</td>
<td>Manager</td>
<td>Unit basis</td>
</tr>
<tr>
<td><strong>54.</strong></td>
<td>Water Boy</td>
<td></td>
<td>Manager</td>
<td>Unit basis</td>
</tr>
<tr>
<td><strong>55.</strong></td>
<td>Scavenger</td>
<td></td>
<td>Manager</td>
<td>Unit basis</td>
</tr>
<tr>
<td><strong>56.</strong></td>
<td>Water Woman</td>
<td></td>
<td>Manager</td>
<td>Unit basis</td>
</tr>
<tr>
<td><strong>57.</strong></td>
<td>Contingent workers (Full time or Part time)</td>
<td>On market rates fixed by Collector</td>
<td>Manager</td>
<td>Unit basis</td>
</tr>
</tbody>
</table>
ANNEXURE III

Rule 4 (vii)

Rules prescribing scales of pay of the posts, the method of recruitment, qualifications etc. for various posts.

<table>
<thead>
<tr>
<th>CATEGORY POST</th>
<th>A GENERAL MANAGER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Scale of Pay</td>
<td>Rs.15600-39100+G.P.7600</td>
</tr>
<tr>
<td>2. Appointing Authority</td>
<td>Board (in consultation with the Government except in the case of deputationist)</td>
</tr>
<tr>
<td>3. Method of Recruitment</td>
<td>1. Promotion from the post of Senior Manager</td>
</tr>
<tr>
<td></td>
<td>2. Deputation from State Government from the Cadre of Joint Director of Fisheries</td>
</tr>
<tr>
<td></td>
<td>3. Direct recruitment</td>
</tr>
<tr>
<td>4. Qualification</td>
<td>FOR DIRECT RECRUITMENT:</td>
</tr>
<tr>
<td></td>
<td>1. Must possess a Degree in Science, Zoology, Marine Biology or Fishery Science in First Class or a Degree in Engineering of a University recognized by the University Grants Commission for purpose of its grants. Post Graduate will be preferred.</td>
</tr>
<tr>
<td></td>
<td>2. Should have a minimum of 10 years experience in Fisheries Activities holding the position of a middle level officer. He should be capable of organizing and administering a wide set of fishery based establishment throughout Tamil Nadu. He should be a dynamic person with good experience in fishing and marketing of fish and other fishery products.</td>
</tr>
</tbody>
</table>

NOTE:
Preference shall be given to those who possess experience in the following activities:

a. Deep Sea Fishing  
b. Boat Building  
c. Reservoir Fisheries  
d. Induced Spawning Work  
e. Refrigeration Engineering and  
f. Processing Technology

FOR PROMOTION:

a. Must have put in service as Senior Manager for not less than 5 years

For purpose of promotion the post of General Manager will be treated as a Selection Category

5. Age (for direct recruitment) : 45 years (on the 1st day of July of the year in which selection is made)

6. Period of probation in the case of direct recruits : Should be on probation for a period of two years on duty within a continuous period of three years

7. Test to be passed : Should pass Account Test for Executive Officers within the period of three years from the date of appointment failing which the third and subsequent increments will be stopped without cumulative effect till he passes the test

JOB DESCRIPTION:

Chief Executive – Next to Managing Director – Incharge of all activities and functions.
**CATEGORY** : ‘A’
**POST** : FINANCIAL ADVISER AND CHIEF ACCOUNTS OFFICER AND SECRETARY

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Scale of Pay : Rs.15600-39100+G.P.6600</td>
</tr>
<tr>
<td>2.</td>
<td>Appointing Authority : Board (in consultation with the Government)</td>
</tr>
<tr>
<td>3.</td>
<td>Method of Recruitment : 1. Direct Recruitment</td>
</tr>
<tr>
<td>4.</td>
<td>Qualification : <strong>FOR DIRECT RECRUITMENT:</strong></td>
</tr>
</tbody>
</table>
|   | 1. An Associate/Fellow Member of the Institute of Chartered Accountants of India or Institute of Cost and Works Accountants of India or equivalent with 7 years of experience in the Accounts Department of Limited Companies of which 5 years should be as Head of Accounts Department.
|   | 2. Should be Diploma Holder of Company Secretary ship and an Associate/Fellow Member of Institute of Company Secretaries of India or equivalent with experience as Secretary in Limited Companies for 7 years of which atleast 5 years should be in a senior position. |
| 5. | Age (for Direct recruitment) : 45 years |
| 6. | Period of probation in the case of direct recruits : Should be on probation for a period of two years on duty within a continuous period of three years |
| 7. | Test to be passed : Should pass Account Test for Executive Officers within the period of 3 years from the date of appointment failing which the third and subsequent increments will be stopped without cumulative effect, till the test is passed. |

**JOB DESCRIPTION:**
Chief in the Accounts and Audit wing – giving advice on all Financial and Secretarial matters to the Managing Director.
<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>POST</th>
<th>SENIOR MANAGER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>POST</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Scale of Pay</td>
<td>:</td>
<td></td>
</tr>
<tr>
<td>2. Appointing Authority</td>
<td>:</td>
<td>Board (Except in the case of deputationist)</td>
</tr>
<tr>
<td>3. Method of Recruitment</td>
<td>:</td>
<td>1. Promotion from Managers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Deputation from State Government from the cadre of Deputy Director of Fisheries</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. By Direct recruitment</td>
</tr>
<tr>
<td>4. Qualification</td>
<td>:</td>
<td><strong>FOR PROMOTION:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>5 years service as Manager in the Corporation</td>
</tr>
</tbody>
</table>

**Note:**

For purpose of promotion, the post of Senior Manager will be treated as a Selection Category

**FOR DIRECT RECRUITMENT:**

i. Must possess a Post Graduate a degree in Science in II Class in Marine Biology, Zoology of Fishery Science or in Engineering of a University recognized by UGC for purpose of its grants Post Graduate preferable

ii. Should have served as a Junior Level Officer in the Fisheries Department any other Establishment or Institution connected with Fisheries for a period of five years; and

iii. Ability for organization and outdoor work particularly in Marketing and Fishing.
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Age (for direct recruitment)</td>
<td>::</td>
<td>45 years (on the 1st July of the year in which selection is made)</td>
</tr>
<tr>
<td>6. Period of probation in the case of direct recruitment</td>
<td></td>
<td>Should be on probation for a period of two years on duty within a continuous period of three years.</td>
</tr>
<tr>
<td>7. Test to be passed</td>
<td>:</td>
<td>Should pass Account Test for Executive Officers within a period of 3 years from the date of appointment failing which the third and subsequent increments will be stopped without cumulative effect, till the test is passed.</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION:**

Middle level executive incharge of Marketing Scheme – assisting the General Manager
<table>
<thead>
<tr>
<th>CATEGORY POST</th>
<th>‘A’ MANAGER (PERSONNEL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Scale of Pay</td>
<td>Rs.15600-39100+G.P.5400</td>
</tr>
<tr>
<td>2. Appointing Authority</td>
<td>Managing Director</td>
</tr>
<tr>
<td>3. Method of Recruitment</td>
<td>1. By promotion from the cadre of Superintendent/Accountant</td>
</tr>
<tr>
<td></td>
<td>2. Deputation from State Government from the cadre of Personnel Assistant in the Department of Fisheries</td>
</tr>
<tr>
<td>4. Qualification</td>
<td>FOR PROMOTION:</td>
</tr>
<tr>
<td></td>
<td>5 years service in the category of Superintendent/Accountant</td>
</tr>
<tr>
<td>5. Age limit</td>
<td>-----</td>
</tr>
<tr>
<td>6. Period of probation</td>
<td>-----</td>
</tr>
<tr>
<td>7. Test to be passed</td>
<td>-----</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION:**

Officer incharge of personnel matters
| CATEGORY | : A |
| POST | MANAGER (HEAD QUARTERS)  
(PRODUCTION AND MKG.)  
(MARKETING)  
(PURSE SEINING)  
(SHRIMP HATCHERY)-70th Board Meeting  
held on 15-3-1984 |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Scale of Pay</td>
<td>Rs.15600-39100+G.P.5400</td>
</tr>
<tr>
<td>2. Appointing Authority</td>
<td>Managing Director</td>
</tr>
</tbody>
</table>
| 3. Method of recruitment | 1. Promotion from the post of Deputy Manager or Research Assistant  
2. Deputation from State Government from the cadre of Assistant Director of Fisheries  
3. Direct recruitment |
| 4. Qualification | FOR PROMOTION:  
| | a. Must possess the degree in B.Sc., or B.F.Sc., of a University recognized by the UGC for purpose of its grants or a Diploma in Fisheries Technology and Navigation Course in a Polytechnic in the Tamil Nadu or a Post Graduate Diploma in Fisheries Science awarded by the Central Institute of Fisheries Education, Bombay; and  
| | b. Must have put in a total regular service of 8 years in the category from which promotion is made.  
| For Direct Recruitment:  
| i. Should possess a First or Second Class Degree in M.F.Sc., or M.Sc. of a University recognized by UGC or a Post Graduate Diploma in Fishery Science awarded by the Central Institute of Fisheries Education, Bombay; and  
| ii. Should possess experience for not less than three years in Fisheries Research or Coastal Fishing or Fish Marketing or Fish Processing by serving in the State or Central Services or by serving in any of the Institutions under the State Government or Government of India or Universities.  
| Desirable | Experience or Training in Fishing Gear |
5. Age (for direct recruitment) : 35 years

6. Period of probation (in the case of direct recruits and promotion) : Should be on probation for a period of one year on duty within a continuous period of two years

7. Test to be passed : Should pass Account Test for Executive Subordinate within a period of 3 years from the date of appointment, failing which the third and subsequent increments will be stopped without cumulative effect till the test is passed.

---

**JOB DESCRIPTION:**
**MANAGER HEAD QUARTERS:**
Executive incharge of Boat distributing programme, Operation of Diesel Bunks and disposal of seized boats

**JOB DESCRIPTION:**
**MANAGER (PRODUCTION & MARKETING):**
Executive incharge of conservancy, exploitation and marketing of fish and also fish seed production and fish farm.

**JOB DESCRIPTION:** Manager (Mkg.)
Executive incharge of fish procurement and marketing
CATEGORY : A
POST : MANAGER (COSTING)

1. Scale of Pay : Rs.15600-39100+G.P.5400

2. Appointing Authority : Managing Director

3. Method of recruitment : 1. By promotion from the post of Accountant or Superintendent
                           2. Direct recruitment

4. Qualification :
   **FOR PROMOTION:**
   i. Must have worked for a period of not less than five years as Superintendent or Accountant in the Fisheries Department/Fisheries Development Corporation Limited
   
   ii. Must have passed the Higher Grade Examination in Accountancy or equivalent thereto; and

   iii. Must have experience in Accounting work for not less than 3 years

   **FOR DIRECT RECRUITMENT:**

   i. A degree issued by an University recognized by the UGC with a pass in Intermediate Examination of ICWA; and

   ii. Must have experience in Accounting work for not less than 3 years

5. Age(for direct recruitment) : Below 35 years (on the 1st day of July of the year in which selection is made)

**JOB DESCRIPTION:**

Executive incharge of maintenance of D.C.B. and collection of boat dues
**CATEGORY** : A  
**POST** : MANAGER (TRAWLERS) (FISH MEAL PLANT)

1. **Scale of Pay** : Rs.15600-39100+G.P.5400  
2. **Appointing Authority** : Managing Director  
3. **Method of recruitment** :  
   1. **BY PROMOTION:**  
      i. From the post of Deputy Manager or Research Assistant  
      ii. From the post of Senior Maintenance Engineer  
      iii. From the post of Production Supervisor to the post of Manager (Fish Meal Plant) only  
   2. Deputation from the State Government from the Cadre of Assistant Director of Fisheries  
   3. Direct recruitment  
4. **Qualification** :  
   **FOR PROMOTION:**  
   a. Must possess a degree in B.Sc, or B.F.Sc., or an University recognized by University Grants Commission or a Diploma in Fisheries Technology and Navigation Course in a Polytechnic in Tamil Nadu or a Post Graduate Diploma in Fisheries Science awarded by the Central Institute of Fisheries Education, Bombay and must have put in a total regular service of 8 years in the category from which promotion is made.
b. In the case of Senior Maintenance Engineer one should possess a Degree of an University recognized by the UGC or Diploma in Mechanical Engineering awarded by the Board of Technical Education with a service of three years as Senior Maintenance Engineer in the case of Engineering Graduates and five years of service in the case of diploma holders.

c. In the case of Production Supervisor with a Diploma in Mechanical or Electrical Engineering awarded by the Board of Technical Education one should have put in a service as Production Supervisor for 5 years and in case of an Engineering Graduate a service of three years as Production Supervisor.

FOR DIRECT RECRUITMENT:

i. Should possess a First or Second Class Degree of M.Sc., Zoology or Chemistry or Marine Biology or Fisheries Science of a University recognized by UGC or a Post Graduate Diploma in Fishery Science awarded by the Central Institute of Fisheries Education, Bombay; and

ii. Should possess experience for not less than 3 years in Fisheries Research or Coastal Fishing or Fish Marketing or Fish Processing by serving in the State or Central services or by serving in any of the Institutions under the State Government or Government of India or Universities.

(or)

Should possess a Degree in Mechanical Engineering of an University recognized by the Universities Grants Commission with 3 years of experience in a reputed workshop or Organisation and in addition experience in maintaining a Fish Meal Plant or Undertaking maintenance repairs of Fishing Trawlers for at least one year.
Note:
Preference shall be given to those who possess training or experience in Fishing Gear Technology

5. Age (for direct recruitment) 35 years

6. Period of probation (in the case of direct recruits and promotees) Should be on probation for a period of one year on duty within a continuous period of two years

7. Test to be passed Should pass Account Test for Executive Officers within a period of 3 years from the date of appointment, failing which the third and subsequent increments will be stopped without cumulative effect, till the test is passed

-------------------------------------------------------------------------------------------------------

JOB DESCRIPTION:

MANAGER (TRAWLERS)
Executive incharge of operation of Trawlers and Fishing Boats

MANAGER (FISH MEAL PLANT)
Executive incharge of Fish Meal Plant and Processing Complex
<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>POST</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>MANAGER (REFRIGERATION)</td>
<td></td>
</tr>
</tbody>
</table>

1. Scale of Pay : Rs.15600-39100+G.P.5400

2. Appointing Authority : Managing Director

3. Method of recruitment :
   1. By promoting from the category of Senior Maintenance Engineer or Junior Refrigeration Engineer or Junior Engineer (Electrical)
   2. Deputation from the State Government from the cadre of Fisheries Refrigeration Engineer
   3. By direct recruitment

4. Qualification :
   FOR DIRECT RECRUITMENT
   i. A Degree in Mechanical Engineering or Electrical Engineering with Refrigeration as one of the special subject from an University recognized by University Grants Commission (or)
   
   ii. Diploma in Refrigeration awarded by the Board of Technical Education (or)
   
   iii. A Diploma in Mechanical or Electrical with Refrigeration as one of the special subjects (from a recognized academic body) and
   
   iv. Practical experience in the erection and maintenance of Cold Storage, Ice Plant, Freezing Plant and Frozen Store for a period of not less than 3 years
Note:
In the selection, preference shall be given to candidates who possess the qualifications in the order indicated above

FOR PROMOTION:

Must have put in a service of not less than 5 years in the case of persons holding a Degree in Mechanical or Electrical Engineering and five *years in the case of persons with a Diploma in Refrigeration or Mechanical or Electrical.

*(Res. No.14 passed in 121st (Adjourned) Board Meeting held on 9.11.95 vide G.O. No. 633, Finance (BPE) Dept. dt.7.9.93.

5. Age (for direct recruitment) : 35 years (on the 1st day of July of the year in which selection is made)

6. Period of probation (in the case of direct recruits and promotees) : Should be on probation for a period of two years within a continuous period of 3 years

7. Test to be passed : Should pass Account Test for Executive Officers within a period of 3 years failing which the third and subsequent increments shall be stopped without cumulative effect till the test is passed

JOB DESCRIPTION:

Executive incharge of operation of Ice Plants and Cold Storages – Maintenance of Deep Freezers under marketing scheme
<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>POST</td>
<td>MANAGER (FINANCE)</td>
</tr>
</tbody>
</table>

1. Scale of Pay : Rs.15600-39100+G.P.5400

2. Appointing Authority : Managing Director

3. Method of recruitment :
   1. By promotion from the post of Manager (Budget) and Accountant/Superintendent
   2. Deputation from the State Government from the cadre of Accounts Officer in the Treasuries and Accounts Service
   3. Direct recruitment

4. Qualification :
   **FOR PROMOTION:**
   i. Must possess the Degree of B.Com., awarded by the University recognized by the UGC or pass in Accountancy by Higher Grade
   
   ii. Must have put in 3 years service or Manager (Budget) or must have put in 5 years service as Accountant or Superintendent with experience in Accounting wing

   **FOR DIRECT RECRUITMENT:**
   i. Must have passed the final examination of the Institute of Cost and Works Accountants of India, Calcutta or a Pass in the Examination of Costing of Chartered Accountant; and
   
   ii. Must possess experience as Chartered Accountant/Cost Accountant for about 3 years in the Accounts Department of a limited company in Government Bank or in a Financial Institution
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Age (for direct recruitment)</td>
<td>35 years (on the 1st day of July of the year in which selection is made)</td>
</tr>
<tr>
<td>6. Period of probation (in the case of direct recruits and promotees)</td>
<td>Should be on probation for a period of two years within a continuous period of 3 years</td>
</tr>
<tr>
<td>7. Test to be passed</td>
<td>Should pass Account Test for Subordinate Officers Part I and Account Test for Executive Officers within a period of 3 years failing which the 3rd and subsequent increments shall be stopped without cumulative effect till the tests are passed</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION:**

Executive incharge of Finance and Budget.
CATEGORY : A
POST : (INTERNAL AUDIT OFFICER)
(Subsequently redesignated as Manager as Manager (Audit and Accounts)
vide Office Order No. 12/83 dt. 29.7.1983)

1. Scale of Pay : Rs. 15600-39100+G.P. 5400
2. Appointing Authority : Managing Director
3. Method of recruitment :
   1. By promotion from the post of Manager (Budget) and Accountant/ Superintendent
   2. Deputation from the State Government from the cadre of Assistant Examiner in the Local Fund Audit Department
   3. Direct recruitment:

4. Qualification :
   FOR PROMOTION:
   i. Must possess the Degree of B.Com., issued by a University recognized by the U.G.C. or a pass in Accountancy by Higher Grade
   ii. Must have put in 5 years service as Accountant or Superintendent with experience in accounting/Audit wing.
      * (Res.No.14 passed in 121st (Adjourned) Board Meeting held on 9.11.05.

   FOR DIRECT RECRUITMENT:
   i. Must have passed the final examination of the Institute of Cost and Works Accountants of India, Calcutta or a Pass in the examination of Costing of Chartered Accountant; and
ii. Must possess experience as Chartered Accountant/Cost Accountant for about 3 years in the Accounts/Audit Department of a limited company in Government in a Bank or in a Financial Institution.

5. Age (for direct recruitment) : 35 years (on the 1st day of July of the year in which selection is made)

6. Period of probation (in the case of direct recruits and promotees) : Should be on a probation for a period of two years within a continuous period of 3 years

7. Test to be passed : Should pass Account Test for Subordinate Officers Part I and Account Test for Executive Officers within a period of 3 years failing which the 3rd and subsequent increments shall be stopped without cumulative effect till the tests are passed.

---

**JOB DESCRIPTION:**

Executive incharge of Internal Audit of the Accounts.
CATEGORY: A
POST: MANAGER (BUDGET)

1. Scale of Pay : Rs.15600-39100+G.P.5400
2. Appointing Authority : Managing Director
3. Method of recruitment :
   1. promotion from the post of and Accountant / Superintendent
   2. Deputation from the State Government from the cadre of Asst. Accounts Officer in the Treasuries and Accounts Service
   3. Direct recruitment
4. Qualification :
   FOR PROMOTION:
   i. Must have put in 5 years service as Accountant with experience in Accounts wing; and
   ii. Must possess the Degree of B.Com., issued by a University recognized by the UGC or pass in Accountancy by Higher Grade.
   FOR DIRECT RECRUITMENT:
   i. Must have passed B.Com., degree issued by a University recognized by the University Grants Commission.
   ii. Must possess experience in Accounts wing for about 3 years in the Accounts Department of a Limited Company in Government in a Bank or in a Financial Institution.
5. Age(for direct recruitment) : 35 years (on the 1st day of July of the year in which selection is made)
6. **Period of probation in the case of direct recruits**: Should be on probation for a period of two years within a continuous period of 3 years.

7. **Tests to be passed**: Should pass Accounts Test for Subordinate Officers Part I and Account Test for Executive Officers within a period of 3 years failing which the 3rd and subsequent increments shall be stopped without cumulative effect till the tests are passed.

**JOB DESCRIPTION:**

Executive incharge of Budget and Accounts.
CATegory : A

POST : SENIOR MAINTENANCE ENGINEER

1. Scale of Pay :

2. Appointing Authority : Managing Director

3. Method of recruitment :
   1. By direct recruitment
   2. By promotion from the post of Junior Engineer (Civil or Mechanical)

4. Qualification :
   BY DIRECT RECRUITMENT:
   i. Must possess B.E., (Civil or Mechanical) Degree with M.B.A.

   BY PROMOTION:
   Must have put a minimum service of 10 years in the feeder category

5. Age (for direct recruitment) : 35 years (on the 1st day of July of the year in which selection is made)

6. Period of probation (in the case of direct recruits) : Should be on probation for a period of two years on duty within a continuous period of three years

7. Tests to be passed : Should pass Accounts Test for Subordinate Officers Part I and Account Test for Executive Officers within a period of 3 years failing which the 3rd and subsequent increments shall be stopped without cumulative effect till the tests are passed (for direct recruits and promotees).

JOB DESCRIPTION:
All Executive incharge of maintenance of Motor Vehicles and other machineries like Generators, Outboard motors etc. and preparation of all project reports.

N.B: Retrospectively with effect from 21/10/1991.
**CATEGORY**: B
**POST**: SUPERINTENDENT

1. Scale of Pay : Rs. 9300-34800+GP4400

2. Appointing Authority : Managing Director

3. Method of recruitment : Promotion from the post of Assistant

4. Qualification : **FOR PROMOTION:**
   - i. Should possess minimum General Educational qualification or pass in S.S.L.C; and
   - ii. Should have put in at least 3 years of service in the category of Assistant

**JOB DESCRIPTION:**

Section Head in Administrative wing.
1. Scale of Pay : Rs. 9300-34800+GP4400
2. Appointing Authority (Appellate Authority) : Managing Director
3. Method of recruitment : 1. By promotion:
   Promotion from the post of Assistant
4. Qualification :
   **FOR PROMOTION:**
   i. Should possess minimum General Educational qualification or pass in S.S.L.C; and
   ii. Should have put in atleast 3 years of service in the category of Assistant
   **2. DIRECT RECRUITMENT:**
   i. Should possess a Bachelors Degree.
   And
   ii. Should have served as Assistant in any Government Departments/Public Sector Undertakings/Other Public Limited Companies atleast for a period of 3 years.
5. AGE: (for Direct Recruitment) Not above 30 years (on the first day of July of the year in which the selection is made)
**PROBATION: (For Direct Recruitment)**

Two years on duty within a continuous period of three years.

6. Tests to be passed(for Direct Recruitment): Should pass Account Test for Subordinate Officers Part I and Fisheries Departmental Test I within a period of 3 years from the date of appointment, failing which the third and subsequent increments will be stopped without cumulative effect till he passes the Test.

**JOB DESCRIPTION:**

Section Head in Administrative wing.

(Resolution No. 12 passed in the 152nd Board Meeting held on 27.12.2002)
| CATEGORY  | : | B |
|----------------------|------------------|
| POST                     | : ACCOUNTANT |
| 1. Scale of Pay       | : Rs. 9300-34800+GP4400 |
| 2. Appointing Authority | : Managing Director |
| 3. Method of recruitment | : 1. Promotion from the category of Assistant |
|                        | : 2. Direct recruitment |
| 4. Qualification       | : FOR PROMOTION: |
|                        | i. Should have passed Accountancy by Higher Grade |
|                        | ii. Should possess minimum General Educational qualification or pass in S.S.L.C; and |
|                        | iii. Should have served at least 3 years as Assistant |
| 5. Age (for direct recruitment) | : 30 years for direct recruitment (on the 1st day of July of the year in which selection is made) |
| 6. Period of probation (in the case of direct recruits) | : Two years on duty within a continuous period of three years |
| 7. Test to be passed   | : Should pass Account Test for Subordinate Officers |
Part I and should pass Fisheries Departmental Test Part I within a period of 3 years from the date of appointment failing which the 3rd and subsequent increments will be stopped without cumulative effect till he passes test

**JOB DESCRIPTION:**

Section Head in Accounts wing
Sub: TNFDC Ltd – Service Rules for the post of Accountant as amended to the effect that the post of Junior Accountant is one of the feeder categories – Amendment to Service Rules – Approved amendment – Issued

Ref: 1. Your Lr.No. 13935/Per4/93 dt. 20.9.93
    2. Your Lr.No. 13935/Per4/93 dt. 25.10.94
    ……

I am directed to state that the Government approve the following amendment to the Service Rules of Tamil Nadu Fisheries Development Corporation Limited, in respect of the post of Accountant.

**AMENDMENT**

For the following existing entries occurring under “Category ‘B’ post of Accountant” in Annexure III (Rule 4 (vii)) of Tamil Nadu Fisheries Development Corporation Limited Service Rules.

“3. Method of recruitment : 1. Promotion from the category of Assistant

                     2. Direct recruitment”

The following entries shall be substituted:

“3. Method of recruitment : Promotion from the category of Assistant and Junior Accountant with 1:1 ratio”

The above amendment shall come into force with effect from 29.3.1993.

Sd. Xxxxxxxxx
For Secretary to Government

/true copy/
Endt. No. 13935/Per4/93
Office of the Chairman & Managing Director
T.N.F.D.C. Ltd, 67, Greams Road, Chennai 6.
Dated : 9.7.95
Copy communicated

2. The amendment should be incorporated in the Service Rules of the Tamil Nadu Fisheries Development Corporation Limited.

Sd. T. SANTHANARAJ
For CHAIRMAN & MANAGING DIRECTOR

To
Unit Officers
cc: Per I & Per III
cc:Per Superintendent
cc:Service Rules
cc: Per 4 stock file

/forwarded by order/

Superintendent
CATEGORY : B
POST : ASSISTANT

1. Scale of Pay : Rs.5200-20200+G.P.2400
2. Appointing Authority : General Manager
3. Method of recruitment : 1. Promotion from the category of Junior Assistant, Typist, Steno-Typist
   2. Direct recruitment
4. Qualification : FOR PROMOTION:
   i. Should be an Approved probationer in the category of Junior Assistant, Typist, Steno-Typist, Junior Asst.cum-Typist.
   ii. Should possess minimum General Educational qualification or pass in S.S.L.C; and
   iii. Should have passed the Accounts Test for Subordinate Officers, Part I and the Fisheries Departmental Test I.

   FOR DIRECT RECRUITMENT:

   A First or Second Class Degree in Arts, Commerce, Science of a University recognized by University Grants Commission

5. Age(for direct recruitment) : 30 years (on the 1st day of July of the year in which selection is made)
6. Period of probation (in the case of direct recruits) : One year on duty within a continuous period of two years
7. Test to be passed (for direct recruits) : Should pass Fisheries Departmental Test I and Account Test for Subordinate Officers Part I within a period of 2 years from the date of appointment, failing which, the 3rd and subsequent increments will be stopped without cumulative effect till he passes tests.

**JOB DESCRIPTION:**

Senior Level Clerical Assistant.
Resolution No. 14, passed in the 120th Board Meeting held on 14.6.1993 (4218/Per4/95)

Draft amendments to the Service Rules for the post of Assistant by promotion from Junior Assistant-cum-Typist

**AMENDMENT NO. 1**

The following shall be substituted in (3) Method of Recruitment and (4) Qualification for promotion:

<table>
<thead>
<tr>
<th>Post</th>
<th>Assistant</th>
</tr>
</thead>
</table>

3. Method of recruitment
   i. By promotion from the category of Junior Assistant, Typist and Junior Assistant-cum-Typist
   ii. Direct recruitment

4. Qualification

   FOR PROMOTION

   i. Should be an approved probationer in the category of Junior Assistant, Typist and Junior Assistant-cum-Typist;
   ii. Should possess minimum general educational qualification or pass in S.S.L.C.
   iii. Should have passed the Account Test for Subordinate Officer Part I and the Fisheries Department Test I; and
   iv. The Junior Assistant-cum-Typist should acquire technical qualification in Typewriting in English and Tamil both by Higher Grade.

(These amendments shall come into force with effect from 14.02.95)

Sd. ADHI RAJARAM,
Chairman & Managing Director
Resolution No. 7, passed in the 138th Board Meeting held on 21.9.99 (8250/Per4/95)

**DRAFT AMENDMENT FOR THE POST OF ASSISTANT**

**G.O.Ms. No. 29, A.H. & F. DEPARTMENT (FS-V) DATED 3.32000**

**ANNEXURE II**

In the Service Rules of the Tamil Nadu Fisheries Development Corporation Limited, for the post of Assistant for the existing provision for method of recruitment and qualification for promotion, the following provisions shall be substituted.

<table>
<thead>
<tr>
<th>Post</th>
<th>Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Method of recruitment</td>
<td>1. By promotion from the category of Junior Assistant, Typist and Junior Assistant-cum-Typist</td>
</tr>
<tr>
<td></td>
<td>2. Direct recruitment</td>
</tr>
<tr>
<td>4. Qualification</td>
<td>: For Promotion:</td>
</tr>
<tr>
<td></td>
<td>1. Should be an approved probationer in the category of Junior Assistant, Typist and Junior Assistant-cum-Typist</td>
</tr>
<tr>
<td></td>
<td>2. Should possess Minimum General Educational Qualification or pass in the S.S.L.C.</td>
</tr>
<tr>
<td></td>
<td>3. Should have passed the Account Test for Subordinate Officers Part I and the Fisheries Departmental Test I and</td>
</tr>
<tr>
<td></td>
<td>4. The Junior Assistant-cum-Typist should acquire technical qualification in Typewriting in English and Tamil both by Higher Grade.</td>
</tr>
</tbody>
</table>

Sd. MOHAN VERGHESE CHUNKATH
Secretary to Government

/True copy/
<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>‘B’</th>
</tr>
</thead>
<tbody>
<tr>
<td>POST</td>
<td>JUNIOR ACCOUNTANT</td>
</tr>
</tbody>
</table>

1. Scale of Pay : Rs.5200-20200+G.P.2400  
2. Appointing Authority : General Manager  
3. Method of recruitment :  
   1. Promotion from the category of Junior Assistant  
   2. Transfer from among the Assistants  
   3. Direct recruitment  
4. Qualification :  
   **FOR DIRECT RECRUITMENT:**  
   i. Should possess a Degree in Science or Arts or Commerce preferably with qualification in Typewriting English Higher and Typewriting Tamil Lower Grade  
   **BY PROMOTION**  
   Should be an approved probationer in the category of Junior Assistant and should possess B.Com., or a pass in Accountancy by Lower or Higher Grade  
   **TRANSFER OF SERVICE:**  
   Should possess a B.Com., Degree or a pass in Accountancy Higher or Lower  
5. Age(for direct recruitment) : 30 years (on the 1st day of July of the year in which selection is made)  
6. Period of probation (in the case of direct recruits) : One year on duty within a continuous period of two years
7. Test to be passed: Should pass Account Test for Subordinate Officers Part I and Fisheries Departmental Test, Part I, within the period of 2 years from the date of appointment failing which the third and subsequent increments will be stopped without cumulative effect till he passes the tests.

JOB DESCRIPTION:

Senior level clerical Assistant in Accounts wing.
Resolution No. 14, passed in the 120th Board Meeting held on 14.6.1995 (4218/Per4/95)

Draft amendments to the Service Rules for the post of Junior Accountant by promotion from Junior Assistant-cum-Typist

**AMENDMENT NO. 11**

The following shall be substituted in (3) Method of Recruitment and (4) Qualification for promotion:

<table>
<thead>
<tr>
<th>Post</th>
<th>Junior Accountant</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Method of recruitment</td>
<td>By promotion from Junior Assistant and Junior Assistant cum Typist.</td>
</tr>
<tr>
<td></td>
<td>Transfer from among the Assistant</td>
</tr>
<tr>
<td>3.</td>
<td><strong>Direct recruitment:</strong></td>
</tr>
<tr>
<td>4. Qualification</td>
<td><strong>BY PROMOTION</strong></td>
</tr>
<tr>
<td></td>
<td>1. Should be an approved probationer in the category of Junior Assistant, and Junior Assistant-cum-Typist and should possess a B.Com., or a pass in Accountancy by Lower Grade or Higher Grade.</td>
</tr>
<tr>
<td></td>
<td>2. The Junior Assistant-cum-Typist should acquire technical qualification in Typewriting in English and Tamil both by Higher Grade.</td>
</tr>
</tbody>
</table>

(These amendments shall come into force with effect from 14.02.95)

Sd. ADHI RAJARAM,
Chairman & Managing Director
Resolution No. 7 passed in the 138th Board Meeting held on 21.9.99 (8250/Per4/95)

DRAFT AMENDMENT FOR THE POST OF JUNIOR ACCOUNTANT


ANNEXURE III

In the Service Rules of the Tamil Nadu Fisheries Development Corporation Limited for the post of “Junior Accountant” for the existing provision for method of recruitment and qualification for promotion, the following provisions shall be substituted.

Post : Junior Accountant

3. Method of recruitment

By promotion from Junior Assistant, Typist and Junior Assistant-cum-Typist

Transfer from among the Assistant

Direct recruitment

4. Qualification

1. By Direct recruitment

Should possess a Degree in Commerce preferably with qualification in Typewriting English and Tamil in Higher Grade

2. By promotion

i. Should be an approved probationer in the category of Junior Assistant, Typist and Junior Assistant-cum-Typist and should possess B.Com., or a pass in Accountancy by Lower or Higher Grade.
ii. Should have passed the Account Test for Subordinate Officers Part I and the Fisheries Department Test I

and

iii. The Junior Assistant-cum-Typist should acquire Technical Qualification in Typewriting in English and Tamil both by Higher Grade

Sd. MOHAN VERGHESE CHUNKATH
SECRETARY TO GOVERNMENT

/TRUE COPY/
CATEGORY  :  B
POST   : PERSONAL ASSISTANT TO MANAGING DIRECTOR

1. Scale of Pay  :  Rs.

2. Appointing Authority  :  General Manager

3. Method of recruitment  :  1. Promotion from the category of Steno-Typist
                             2. By transfer from the post of Assistant
                             3. Direct recruitment

4. Qualification  :  BY PROMOTION AND TRANSFER OF SERVICE:
      i. Should possess the minimum General Educational qualification or pass in S.S.L.C.
      ii. Should have passed the Government Technical Examination in Typewriting and Shorthand by Higher Grade in English; and
      iii. Should have passed the Government Technical Examination in Typewriting and Shorthand by Higher Grade in Tamil.

      BY DIRECT RECRUITMENT:
      i. Should possess a Degree in Science, Arts or Commerce awarded by the University recognized by the UGC.
      ii. Should have passed the Government Technical Examination in Typewriting and Shorthand by Higher Grade in English; and
      iii. Should have passed the Government Technical Examination in Typewriting and Shorthand by Higher Grade in Tamil

NOTE:
If however, candidate who have passed the Examinations in Typewriting and Shorthand Tamil or English by Higher Grade and not available, those who have passed the Examination by Lower Grade may be appointed.

5. Age (for direct recruitment): 30 years (on the 1st day of the year in which selection is made)

6. Period of probation: A direct recruit should be on probation for a period of two years on duty within a continuous period of three years.

7. Test to be passed: Should pass the Fisheries Departmental Test I and Account Test for Subordinate Officers Part I within a period of two years from the date of appointment, failing which the third and subsequent increments will be stopped without cumulative effect till the tests are passed.

**JOB DESCRIPTION:**

Personal Clerk to the Managing Director
**CATEGORY** : B  
**POST** : JUNIOR ASSISTANT

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1. **Scale of Pay** : Rs.5200-20200+G.P.2000
2. **Appointing Authority** : Manager
3. **Method of recruitment** :
   1. Promotion from the Record Clerk or Office Assistant etc. (Res.No.16 passed in the 121st Board Meeting held on 9.11.05.)
   2. Direct recruitment
4. **Qualification** :
   **FOR DIRECT RECRUITMENT:**
   - Should possess minimum General Educational qualification or pass in S.S.L.C. or a Degree in Science or Arts or Commerce.

   **NOTE:**
   (Only 20% of total posts of Junior Assistant will be reserved for the above method of recruitment.)

   Preference shall be given to those who possess additional qualification in Typewriting (English Higher and Tamil Lower)

   **BY PROMOTION:**
   - Should possess the minimum General Educational Qualifications or pass in S.S.L.C.
   - Should have worked at least for a period of 3 years as Work Charged Clerk in Boat Yards or 5 years service as Record Clerk or Office Assistant.

5. **Age(for direct recruitment)** : 30 years (on the 1st day of July of the year in which selection is made)
6. Period of probation (in the case of direct recruits): Should be on probation for a total period of one year on duty within a continuous period of 2 years.

7. Test to be passed: Should pass Fisheries Departmental Test Part I within a period of 2 years from the date of appointment failing which the 3rd and subsequent increments will be stopped without cumulative effect till he passes the test.

**JOB DESCRIPTION:**

Junior level Clerical Assistant.

**RESOLUTION NO. 14 PASSED IN THE 120TH MEETING HELD ON 14.6.1995 (4218/PER 4/95)**

**DRAFT SERVICE RULES FOR THE POST OF JUNIOR ASSISTANT-CUM-TYPIST:**

(G.O.Ms.No. 50, P & A.R.(HJ) Department dated 14.2.95)
1. Name of the post: **Junior Assistant-cum-Typist**

2. Scale of pay: Rs.975-25-1150-30-1660

3. Method of recruitment:
   1. Direct recruitment
   2. Promotion from the Record Clerks, Office Assistants etc.

**NOTE:**

Only 20% of total posts of Junior Assistant-cum-Typist will be reserved for Office Assistant etc.

4. Qualification:

**FOR DIRECT RECRUITMENT:**

Should possess minimum general educational qualification or pass in S.S.L.C. or a degree in Science or Arts or Commerce:

**N.B:**

The qualification in Typewriting should not be insisted upon for appointment at the entry stage

**BY PROMOTION:**

1. Should possess minimum general educational qualification or pass in SSLC or a degree in Science or Arts or Commerce.

2. Should have worked at least for a period of 5 years service as Record Clerk, Office Assistant etc.

5. Age (for direct recruitment): 30 years (on the 1st day of July of the year in which selection is made)

6. Period of probation of direct period recruits:

   1. Should be on probation for a total period one year on duty within a continuous period of 2 years
2. Shall acquire Typewriting qualification both in Tamil and English by Lower Grade within the period of probation.

3. Persons appointed to the said category of Junior Assistant cum Typist by the method of recruitment by promotion shall acquire technical qualification in Typewriting both in English and Tamil by Lower Grade within a period of two years from the date of appointment to the post, failing which they will be reverted to their former posts.

7. Tests to be passed Should pass the Fisheries Departmental Test Part I within the period of two years from the date of appointment, failing which the 3rd and subsequent increments will be stopped without cumulative effect till he/she passes the test.

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JOB DESCRIPTION:

Junior level Clerical Assistant.

(These rules will take effect from 14.2.1995)

Sd/ADHI. RAJARAM.
CHAIRMAN AND MANAGING DIRECTOR
Abstract

Tamil Nadu Fisheries Development Corporation Limited – Service Rules – Amendments to Service Rules regarding appointment to post of Junior Assistant-cum-Typist, Assistant, Junior Accountant and Record Clerk – Orders issued

Read:

ii. From Tamil Nadu Fisheries Development Corporation Ltd., No. 8250/Per1/95 dated 30.4.98 and 29.10.99.

ORDER:

In the Government letter first read above, the Government have prescribed certain guidelines for adoption by the State Public Sector Undertakings/Boards in respect of amendments to the post of Junior Assistant/Junior Assistant-cum-Typist/Typists by recruitment from other service and integration of categories of Junior Assistant and Typist as Junior Assistant-cum-Typist. The Government have also instructed to place the matter before the Board of Directors and to make necessary amendments to the Service Rules. The Managing Director, Tamil Nadu Fisheries Development Corporation Limited has stated that the draft amendments to Service Rules for the post of Junior Assistant-cum-Typist and Assistants, Junior Accountant and Record Clerk were placed before the 138th Board Meeting held on 21.9.99. He has also stated that the Board has passed the resolutions for necessary amendments to the Service Rules by adopting the guidelines prescribed in Government letter first read above. He has requested the Government to issue orders for the amendments to the Service Rules of Tamil Nadu Fisheries Development Corporation Limited.

2. The Government after careful examination, accept the proposal of the Managing Director, Tamil Nadu Fisheries Development Corporation and accordingly direct that the amendments as in Annexure I be substituted for the existing provision for appointment to the posts of Junior Assistant, Typist and for existing provision to the post of Assistant the amendments suggested at Annexure II may be substituted and for the post of Junior Accountant for existing provisions amendments as in the Annexure III to this order, be followed. In respect of the post of Record Clerk, the amendment in Annexure IV be followed:


/By Order of the Governor/
Sd/- MOHAN VERGHESE CHUNKATH,
SECRETARY TO GOVERNMENT

/false copy/
RESOLUTION NO.7 PASSED IN THE 138TH BOARD MEETING HELD ON
21.9.99 (8250/Per4/95)

DRAFT AMENDMENT FOR THE POST OF JUNIOR ASSISTANT CUM
TYPIST G.O.Ms.No. 29, Animal Husbandry and Fisheries Department (FS V)

Dated 3.3.2000

ANNEXURE I

In the Service Rules of the Tamil Nadu Fisheries Development Corporation Limited for the posts of Junior Assistant and Typist, for the existing provisions for method of Recruitment, Qualification, period of probation, Tests to be passed, the following provisions shall be substituted, namely:-

1. Name of the post : Junior Assistant-cum-Typist
2. Scale of pay : Rs.5200-20200+G.P.2000
3. Method of recruitment : 1. Direct recruitment:

   2. **By Transfer of Service:**

   Persons from the Record Clerk, Office Assistant and from other lower categories provided he/she satisfied the qualification prescribed

   **Note:**

   The recruitment by transfer from the lower categories should not exceed 20% of the vacancies in each of the categories of Junior Assistants or Junior Assistant-cum-Typist or Typists

4. Qualification : **For Direct recruitment:**

   Should possess Minimum General Educational Qualification or pass in S.S.L.C.

   **N.B.:**

   The qualification in Typewriting should not be insisted upon for appointment at the entry stage
By Transfer of Service:

1. Should possess Minimum General Educational Qualification of pass in S.S.L.C.

2. Should have worked at least for a period of 7 years service as Record Clerk, Office Assistant and other lower categories

5. Age (for recruitment) direct: 30 years (on the 1st day of July of the year in which selection is made)

6. Probation: For Direct Recruitment:

1. Should be on probation for a total period of one year on duty within a continuous period of two years

2. Should acquire Typewriting qualification both in Tamil and English by Lower Grade within the period of probation

By Transfer of Service:

1. Should be on probation for a total period of two years on duty within a continuous period of 3 years

2. Persons appointed to the said category of Junior Assistant-cum-Typist by the method of recruitment by transfer shall acquire technical qualification in Typewriting both in English and Tamil by Lower Grade within a period of two years from the date of appointment to the post, failing which they will be reverted to their former post.

7. Training: 1. For those who are holding posts like Record Clerk and others who are having clerical duties, there shall be no fresh training for them in clerical work.

2. The Office Assistants, Watchman, Gardners, etc. who are in possession of the required educational qualification shall be given training in clerical work for a period of one year i.e. they shall discharge the duties of Record Clerk for at least 2 hours a day for a period of one year without detriment to their
normal work.
3. Such training in clerical duties is not necessary for appointment to the post of Typist as the work of Typist is only mechanical.

4. While selecting persons in lower categories for training in clerical work, strict seniority should be adhered to.

5. Number of persons to be given training each year shall not exceed 20% of the estimated vacancies in the category of Junior Assistant including Junior Assistant-cum-Typist. For filling up vacancies, the persons to be given training should be decided well in advance.

6. Tests to be passed: Should pass the Fisheries Department Test-I within the period of two years from the date of appointment, failing which the third and subsequent increments will be stopped without cumulative effect till he/she passes the test.

**JOB DESCRIPTION:**

Junior level clerical Assistant

Sd. Mohan Verghese Chunkath,
Secretary to Government

/true copy/
2. Appointing Authority : Manager
3. Method of recruitment : 1. Promotion from the Record Clerk or Office Assistant etc.
   2. Direct recruitment
4. Qualification : FOR DIRECT RECRUITMENT:
   i. Should possess the minimum General Educational qualification or pass in S.S.L.C.
   ii. Should have passed the Government Technical Examination in Typewriting English by the Higher Grade and Typewriting Tamil by the Lower Grade

BY PROMOTION:
   i. Should possess Minimum General Educational Qualification or pass in S.S.L.C; and
   iii. Should possess a pass in Government Technical Examination in Typewriting English by the Higher Grade and Typewriting Tamil by the Lower Grade.

NOTE:

If however candidates with pass in Tamil Typewriting Lower Grade are not available, candidates with English Typewriting Higher may be appointed on condition that they should pass the Tamil Typewriting by Lower Grade within twos years and failing which their third and subsequent increments be stopped without cumulative effect till he passes the test.

5. Age (for direct) : 30 years (on the 1st day of July of the year in which
recruitment)

6. Period of probation (in the case of direct recruits and promotees): Should be on probation for a period of one year on duty within a continuous period of two years.

7. Test to be passed: ----

---

**JOB DESCRIPTION:**

Junior level Clerical Assistant attending to fair copying
CATEGORY : "B"
POST : STENO-TYPIST

1. Scale of Pay : Rs.5200-20200+G.P.2000+Spl pay
2. Appointing Authority : Manager
3. Method of recruitment : 1. By transfer from the post of Typist
   2. Direct recruitment
4. Qualification : FOR DIRECT RECRUITMENT AND BY TRANSFER:
   i. Should possess the minimum General Educational qualification or pass in S.S.L.C.
   ii. Should have passed the Government Technical Examination in Typewriting and Shorthand by the Higher Grade (Tamil) and
   iii. Should have passed the Government Technical Examination in Typewriting and Shorthand by the Higher Grade (English)

NOTE:
If however candidate who have passed the Examination in Typewriting and Shorthand in Tamil and English by Higher Grade are not available those who have passed the examination by the Lower Grade may be appointed

5. Age (for direct recruitment) : 30 years (on the 1st day of July of the year in which selection is made)
6. Period of probation (in the case of direct recruits) : Should be on probation for a period of one year on duty within a continuous period of two years

JOB DESCRIPTION:
Junior level clerical Assistant in charge of Stenography work and Typing
<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>“B”</th>
</tr>
</thead>
<tbody>
<tr>
<td>POST</td>
<td>TELEPHONE OPERATOR</td>
</tr>
</tbody>
</table>

1. Scale of Pay : Rs.5200-20200+G.P.2000+Spl pay

2. Appointing Authority : Manager

3. Method of recruitment :
   1. By promotion from the post of Work-charged Clerks or Record Clerks
   2. Direct recruitment

4. Qualification :
   **FOR DIRECT RECRUITMENT AND BY PROMOTION:**
   i. Should possess the minimum General Educational qualification or pass in S.S.L.C.
   ii. Must possess a certificate for having undergone Telephone Operator Training Course in the Telephone Department

5. Age (for direct recruitment) : 30 years (on the 1st day of July of the year in which selection is made)

6. Period of probation (in the case of direct recruits) : Should be on probation for a total period of one year on duty within a continuous period of two years

**JOB DESCRIPTION:**

Incharge of Telephone Board Operation
CATEGOR Y  : “B”
POST       : RECORD CLERK

1. Scale of Pay : Rs.4800-10000+G.P.1400
2. Appointing Authority : Manager
3. Method of recruitment : 1. Promotion from Basic Servant
                           2. Direct recruitment
4. Qualification : FOR DIRECT RECRUITMENT:
                   Should be completed S.S.L.C.
                   
                   BY PROMOTION:
                   Should have studied upto S.S.L.C. and should have
                   service as Basic Servant for a period of three years
5. Age (for direct recruitment) : 30 years (on the 1st day of July of the year in which
                                selection is made)
6. Period of probation (in the case of direct recruits) : One year probation within a continuous period of
                                                      two years

JOB DESCRIPTION:
Lower level clerical staff attending to work in Records, Stationery, Tapals and Roneo
RESOLUTION NO.7 PASSED IN THE 138TH BOARD MEETING HELD ON
21.9.99 (8250/Per4/95)

DRAFT AMENDMENT FOR THE POST OF RECORD CLERK

ANNEXURE IV

In the Service Rules of the Tamil Nadu Fisheries Development Corporation Limited for the post of “Record Clerk” the existing provision for Direct Recruitment shall be deleted and the following shall be substituted, namely:

<table>
<thead>
<tr>
<th>Post</th>
<th>Record Clerk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Method of recruitment</td>
<td>Promotion from Basic Servant</td>
</tr>
</tbody>
</table>

Sd. MohanVerghese Chunkath
Secretary to Government

/true copy/
CATEGORIES: “C”

POST: PRODUCTION SUPERVISOR

1. Scale of Pay: Rs.9300-34800+G.P.4200
2. Appointing Authority: MANAGING DIRECTOR
3. Method of recruitment:
   1. By promotion from the category of Senior Mechanic in the Fish Meal Plant
   2. Direct recruitment
4. Qualification:
   FOR DIRECT RECRUITMENT:
   i. Should possess Diploma in Mechanical or Electrical Engineering awarded by the Board of Tamil Nadu Technical Education; and
   ii. Practical experience for not less than 3 years in a production plant.

   BY PROMOTION:
   Should be an approved probationer in the category of Senior Mechanic in the Fish Meal Plant and have practical experience for a period of not less than 5 years in the Fish Meal Plant at Mandapam

5. Age (for direct recruitment): 30 years (on the 1st day of July of the year in which selection is made)
6. Period of probation (in the case of direct recruits): One year probation within a continuous period of two years
7. Tests to be passed : Should pass Account Test for Subordinate Officers Part I within the period of 2 years, failing which the 3rd and subsequent increments will be stopped without cumulative effect till he passes the test

**JOB DESCRIPTION:**

An Executive Subordinate incharge of producing of raw materials and production of fish meal in the Fish Meal Plant.
CATEGORY : “C”

POST : JUNIOR ENGINEER {ELECTRICAL}

1. Scale of Pay :

2. Appointing Authority : MANAGING DIRECTOR

3. Method of recruitment :
   1. By promotion from the category of Senior Mechanic or Electrician
   2. Direct recruitment

4. Qualification :
   i. Must possess a degree or diploma in Electrical Engineering of any qualification recognized as equivalent thereto;
   ii. Practical experience in maintenance or Erection or installation of Electrical transformer for a period of not less than * 5 years;
      * (Res.No.14 passed in 121st (Adjourned) Board meeting held on 9.11.95.
   iii. Supervisory competency ‘C’ certificate issued by the Chief Electrical Inspectorate

   FOR DIRECT RECRUITMENT:

   i. A First or Second Class degree Electrical Engineering of an University recognized by the UGC
   ii. Supervisory Competency ‘C’ Certificate issued by the Chief Electrical Inspectorate; and
   iii. Practical experience in the maintenance or erection and construction of Electrical Transformers for a period of twos years

5. Age (for direct recruitment) : 30 years
6. **Period of probation (in the case of direct recruits):** Two years probation within a continuous period of three years.

7. **Tests to be passed:** Should pass Account Test for Subordinate Officers Part I within the period of 2 years from the date of appointment failing which the 3rd and subsequent increments will be stopped without cumulative effect till he passes the test.

---

**JOB DESCRIPTION:**

An Executive Subordinate incharge of the maintenance of Transformer and other Electrical Installations.
CATEGORY : “C”
POST : SENIOR MECHANIC (FISH MEAL PLANT)

1. Scale of Pay : Rs.
2. Appointing Authority : MANAGING DIRECTOR
3. Method of recruitment :
   1. By promotion from the category of the Operator and Boiler Attender in the Fish Meal Plant
   2. Deputation from the Department of Fisheries from the cadre of Senior Mechanic (Fish Meal Plant)
   3. Direct recruitment
4. Qualification :
   FOR DIRECT RECRUITMENT:
   i. Diploma in Mechanical or Electrical Engineering (awarded by the Board of Technical Education; and
   ii. Practical experience for not less than two years in the maintenance and operation of plant and production machineries.

NOTE:

For appointment by direct recruitment preference shall be given to persons who have completed one year of Apprenticeship under Government of India scheme under the State Government Apprenticeship Scheme

FOR PROMOTION:

i. Must have passed S.S.L.C.

   ii. Trade Certificate in Electrician or Mechanic; or Successful completion of the pre-technical course
of the State Board of Technical Education and Training; and

iii. Service as Operator or Boiler Attender for not less than seven years in the Fish Meal Plant

5. Age (for direct recruitment) : 30 years (on the 1st day of July of the year in which selection is made)

6. Period of probation (in the case of direct recruits) : Two years probation within a continuous period of three years

7. Tests to be passed : Should pass Account Test for Subordinate Officers Part I and Fisheries Departmental Test Part I within a period of 2 years from the date of appointment failing which the 3rd and subsequent increments will be stopped without cumulative effect till he passes the test.

**JOB DESCRIPTION:**

An Executive Subordinate incharge of the operation of Fish Meal Plant.
1. Scale of Pay : Rs.
2. Appointing Authority : MANAGER
3. Method of recruitment : 1. By promotion from the holders of the posts of Transformer Cleaner, General Workmen and Helpers in the Fish Meal Plant.
2. Deputation from the Department of Fisheries from the cadre of Operator (Fish Meal Plant)
3. Direct recruitment
4. Qualification : FOR DIRECT RECRUITMENT:
   i. Must have completed S.S.L.C.
   ii. A Trade Certificate for Mechanic or Electrical or successful completion of the pre-technical course of the State Board of Technical Education and Training; and
   iii. Practical experience in the maintenance of Electrical motors of generators for not less than two years

NOTE:
Preference shall be given to candidates who possess experience in Fish Meal Plant Operations.

FOR PROMOTION:
i. Pass in VIII Standard

ii. A Trade Certificate in Mechanic or Fitter or Mechanist or Electrician or Motor Mechanic or Wireman; and

iii. Service as Transformer Cleaner or General Workman or Helper in the Fish Meal Plant for a period of not less than 3 years

5. Age(for direct recruitment) : 30 years (on the 1st day of July of the year in which selection is made)

6. Period of probation (in the case of direct recruits) : One year probation within the continuous period of 2 years

**JOB DESCRIPTION:**

A Field Assistant assisting the Production Supervisor, Senior Mechanic in operating the Fish Meal Plant.
**CATEGORY**: “C”  
**POST**: BOILER ATTENDANT (FISH MEAL PLANT)

1. Scale of Pay : Rs.
2. Appointing Authority : MANAGER
   2. Deputation from the Department of Fisheries from the cadre of Boiler Attendant (Fish Meal Plant)  
   3. Direct recruitment
4. Qualification : **FOR DIRECT RECRUITMENT AND PROMOTION:**
   i. Must have passed VIII Standard; and  
   ii. Must possess a Boilerman Certificate in Grade II

**NOTE:**
Preference shall be given to those who have got previous experience not less than one year in handling and maintenance of system Boilers.

5. Age(for direct recruitment) : 35 years (on the 1st day of July of the year in which selection is made)
6. Period of probation (in the case of direct recruits) : One year probation within the continuous period of 2 years

**JOB DESCRIPTION:**
A Field Assistant in charge of the operation of the Boiler of the Fish Meal Plant.
CATEGORY : “C”
POST : ELECTRICIAN (FISH MEAL PLANT) (ICE PLANT) (BOAT YARDS)

1. Scale of Pay : Rs.825-15-900-20-1200
2. Appointing Authority : MANAGER
                               2. Deputation from the Department of Fisheries from the cadre of Electrician
                               3. Direct recruitment
4. Qualification : FOR DIRECT RECRUITMENT AND PROMOTION:
                               1.a A Diploma in Electrical Engineering awarded by the Board of Technical Education ; or
                               1.b A National Trade Certificate for Electrician obtained from any Industrial Training Institute in the State of Tamil Nadu.
                               2. Practical Experience as Electrician in reputed concern for a period of not less than 5 * years *(Res.No.14 passed in 121st (Adjourned) Board meeting held on 9.11.95.
5. Age(for direct recruitment) : 30years (on the 1st day of July of the year in which selection is made)
6. Period of probation (in the case of direct recruits) : One year probation within the continuous period of 2 years

JOB DESCRIPTION:

A Field Assistant attending to minor Electrical Works
CATEGORY: “C”  
POST: TRANSFORMER CLEANER / GENERAL WORKMEN (FISH MEAL PLANT)

1. Scale of Pay: Rs.

2. Appointing Authority: MANAGER

3. Method of recruitment: Direct recruitment

FOR DIRECT RECRUITMENT:

4. Qualification:
   i. Must have passed VIII Standard
   ii. Ability to do manual work

5. Age (for direct recruitment): 35 years (on the 1st day of July of the year in which selection is made)

6. Period of probation (in the case of direct recruits): One year probation within the continuous period of 2 years.

JOB DESCRIPTION:

Field Assistant/Worker incharge of Cleaning Transformers or attending to other manual works.
CATEGORY : “C”

POST : HELPER (FISH MEAL PLANT AND FISH STALL)

1. Scale of Pay : Rs.4800-10000+G.P.1400
2. Appointing Authority : MANAGER
3. Method of recruitment : 1. Promotion from the holders of posts to Lower Grade
   2. Direct recruitment
4. Qualification : FOR DIRECT RECRUITMENT:
   1. Should have passed VIII Std.
   2. Should have physical capacity for hard job
   FOR PROMOTION:
   1. Should have put in not less than *5 years service in the TNFDC Ltd;
      *(Res.No.14 passed in 121st (Adjourned) Board meeting held on 9.11.95) and
   2. Should have passed V Std.
5. Age(for direct recruitment) : 30 years (on the 1st day of July of the year in which selection is made)
6. Period of probation (in the case of direct recruits) : One year probation within the continuous period of 2 years

JOB DESCRIPTION:

Field Assistants attending to various manual work in Fish Meal Plant/Fish Stall.

1. “Resolved that the wordings “Fish Meal Plant and Fish Stall” vide Rule 4 (iii) Annexure III mentioned against the nomenclature of Helper in the Service Rules of this Corporation be deleted so that the rules prescribed may be made applicable for the post of “Helpers” working under all schemes in this Corporation. The rules for the post of Helpers will be as indicated below:-

   CATEGORY : ‘C’

   POST : HELPER

   1. Scale of Pay : Rs.4800-10000+G.P.1400

   2. Appointing Authority : MANAGER

   3. Method of recruitment :
      1. Promotion from the holders of posts in Lower Grade
      2. Direct recruitment

   4. Qualification :
      FOR DIRECT RECRUITMENT:
      1. Should have passed VIII Std. and
      2. Should have physical capacity for hard job

      FOR PROMOTION:
      1. Should have put in not less than * 5 years service in the TNFDC Ltd; and *( Res.No. 14 passed in 121st (adjourned) Board Meeting held on 9.11.95).
      2. Should have passed V Std.

   5. Age(for direct recruitment) : 30 years (on the 1st day of July of the year in which selection is made)

   6. Period of probation (in the case of direct recruits) : One year probation within the continuous period of 2 years

   JOB DESCRIPTION:
   Field Assistants attending to various manual work.
CATEGORY : 'C'
POST : JUNIOR ENGINEER
(REFRIGERATION)

1. Scale of Pay : Rs.
2. Appointing Authority : MANAGING DIRECTOR
   2. Deputation from the Fisheries Department from the cadre of Junior Engineer (Refrigeration)
   3. Direct recruitment
4. Qualification : FOR DIRECT RECRUITMENT:
   i. Should possess a degree in Mechanical or Electrical Engineering with refrigeration as one of the Special subjects from a recognized University or Institute (or)
      ii. Diploma in Refrigeration from a recognized University or Institute (or)
      iii. A Diploma in Mechanical or Electrical with Refrigeration as one of the special subjects (from a recognized academic body); and
      iv. Practical experience in the erection and maintenance of Cold Storage, Ice Plant, Freezing Plant and Frozen Store for a period not less than 3 years.

NOTE:
Preference shall be given to those who possess additional special qualifications in refrigeration and previous experience in the erection and maintenance of Ice Plants and Cold Storages for not less than two years.

BY PROMOTION:
Service as Refrigeration Supervisor for not less than 5 years with a Certificate or Diploma in Refrigeration.

5. Age(for direct recruitment): 30 years (on the 1st day of July of the year in which selection is made)

6. Period of probation (in the case of direct recruits): Two years probation within the continuous period of 3 years

7. Tests to be passed: Should pass Account Test for Subordinate Officers Part I and Fisheries Departmental Test Part I within a period of 2 years from the date of appointment failing which the 3rd and subsequent increments will be stopped till he passes the test.

**JOB DESCRIPTION:**

An Executive Subordinate in charge of supervision on operation of Ice Plant, Cold Storage and Freezing Plant
CATEGORY : ‘C’
POST : REFRIGERATION SUPERVISOR

1. Scale of Pay :

2. Appointing Authority : MANAGING DIRECTOR

3. Method of recruitment :
   1. By promotion from the category of Refrigeration Operator and Electrician
   2. Deputation from the Fisheries Department from the cadre of Refrigeration Supervisor.
   3. Direct recruitment

4. Qualification :
   FOR DIRECT RECRUITMENT:
   i. Should possess a Diploma in Refrigeration or Diploma in Mechanical or Electrical Engineering with Refrigeration Engineering as one of the special subject awarded by the Board of Technical Education
   ii. * 5 years experience in Operation and maintenance of Ice Plants and Cold Storages
       * (Res.No.14 passed in 121st (Adjourned) Board meeting held on 9.11.95.

FOR PROMOTION FROM THE CATEGORY OF REFRIGERATION OPERATOR:

Should have completed 5 years of service as Refrigeration Operator or Electrician and should possess a certificate in Refrigeration issued by the Madras Central Polytechnic or other reputed Institute or a Diploma in Refrigeration, Mechanical or Electrical or an Industrial Training Institute Certificate as Electrician or Fitter or Mechanic

5. Age (for direct recruitment) : 30 years (on the 1st day of July, the year in which selection is made)
6. Period of probation (in the case of direct recruits): One year probation within a continuous period of two years

7. Test to be passed: -----  

**JOB DESCRIPTION:**

An Executive Subordinate incharge of supervision of operation of Ice Plant, Cold Storage and Freezing Plant
CATEGORY : ‘C’
POST : PROCESSING TECHNICIAN

1. Scale of Pay : Rs.
2. Appointing Authority : GENERAL MANAGER
3. Method of recruitment : 1. By promotion from the post of Fishery Overseer
2. Direct recruitment
4. Qualification : FOR DIRECT RECRUITMENT:
   i. Degree of B.Sc., with Zoology or Chemistry as Main Subject issued by a University recognized by the UGC or Diploma in Fisheries Technology and Navigation issued by the State Board of Technical Education and Training, Chennai; and
   ii. Successful completion of the course of training in Processing Technology and Freezing Plant Operation conducted by the Integrated Fisheries Project in India, or successful completion of training, in processing techniques of the Marine Products Processing Training Centre, Mangalore.

FOR PROMOTION:
   i. Minimum General Educational Qualification or pass in S.S.L.C.
   ii. Successful completion of the course of training in Processing Technology and Freezing Plant Operation conducted by the Integrated Fisheries Project in India or successful completion of training in Processing Techniques at the Marine Products Processing Training Centre, Mangalore; and
   iii. Not less than three years of service as Fishery Overseer.
5. Age (for direct recruitment) : 30 years (on the 1\textsuperscript{st} day of July of the year in which selection is made)
6. Period of probation (in the case of direct recruits): One year probation within a continuous period of two years.

**JOB DESCRIPTION:**

A Junior Level Executive attending to processing work of marine products in the Processing Complexes.
CATEGORY : ‘C’
POST : REFRIGERATION OPERATOR

1. Scale of Pay : Rs.5200-20200+G.P.1800

2. Appointing Authority : MANAGER

3. Method of recruitment
   1. By promotion from the post of Iceman.
   2. Deputation from the Fisheries Department from the cadre of Refrigeration Operator.
   3. Direct recruitment

4. Qualification : FOR DIRECT RECRUITMENT:

   i. Should have passed VIII Std. and should possess a Trade Certificate in Electrician or Fitter or Mechanic or a Certificate in Refrigeration or Mechanic (Refrigeration and Air-conditioning) issued by the National Council for Training in Vocational Trade.

   NOTE - 1:

   Preference will be given to those who possess a certificate in Refrigeration.

   NOTE – 2:

   Further provided preference shall be given to persons who have completed one year of Apprenticeship under the Government of India Scheme, for Direct recruitment.

   PROMOTION FROM THE POST OF ICEMAN:

   Should have passed VIII Std. and should have completed 5 years of service in any Ice Plant.
   (Res.No.14 passed in 121st (Adjourned) Board meeting held on 9.11.95).
5. Age (for direct recruitment): 30 years (on the 1st day of July of the year in which selection is made)

6. Period of probation (in the case of direct recruits): One year probation within a continuous period of 2 years.

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**JOB DESCRIPTION:**

A Field Assistant in charge of the operation of Ice Plant and Cold Storage.
<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>‘C’</th>
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</thead>
<tbody>
<tr>
<td>POST</td>
<td>ICEMAN</td>
</tr>
</tbody>
</table>

1. Scale of Pay : Rs.4800-10000+G.P.1650

2. Appointing Authority : MANAGER

3. Method of recruitment :
   1. By promotion from the holders of Basic Servants and Helpers
   2. Deputation from the Fisheries Department from the cadre of Iceman
   3. Direct recruitment

4. Qualification :
   **FOR DIRECT RECRUITMENT:**
   i. Should have passed VIII Std.
   ii. Should possess a Trade Certificate as Fitter or Mechanic or Welder or Electrician or Wireman.
   **FOR PROMOTION:**
   Should have put in not less than five years of service in the TNFDC Ltd. and should have passed V Std

**NOTE:**
Preference will be given to those who possess a Trade Certificate in Fitter or Mechanic or Welder or Electrician or Wireman

5. Age (for direct recruitment) : 30 years (on the 1st day of July of the year in which selection is made)

6. Period of probation (in the case of direct recruits) : One year probation within a continuous period of 2 years

**JOB DESCRIPTION:**
Field Assistant attending to manual works like removal of ice from the cans, weighment sale of ice etc. in the Ice Plants and Cold Storage.
<table>
<thead>
<tr>
<th>CATEGORY POST</th>
<th>: ‘C’ DRAUGHTSMAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Scale of Pay</td>
<td>Rs. 5200-20200+G.P.2000</td>
</tr>
<tr>
<td>2. Appointing Authority</td>
<td>MANAGER</td>
</tr>
<tr>
<td>3. Method of recruitment</td>
<td>Direct recruitment</td>
</tr>
<tr>
<td>4. Qualification</td>
<td><strong>FOR DIRECT RECRUITMENT:</strong></td>
</tr>
<tr>
<td></td>
<td>i. Must possess a Certificate in Mechanical Drawing issued by a Polytechnic in Tamil Nadu; or</td>
</tr>
<tr>
<td></td>
<td>ii. A pass in the Government Technical Examination of Lower Grade in free hand drawing, building and geometrical drawing or</td>
</tr>
<tr>
<td></td>
<td>iii. Training for a period of not less than two years in Engineering drawing work in any Engineering or Architects office or any firm or Architects and Engineers approved by the Director of Industries and Commerce.</td>
</tr>
<tr>
<td>5. Age (for direct recruitment)</td>
<td>30 years (on the 1st day of July of the year in which selection is made)</td>
</tr>
<tr>
<td>6. Period of probation(in the case of direct recruits)</td>
<td>One year probation within a continuous period of 2 years</td>
</tr>
</tbody>
</table>

**NOTE:**

“Resolved to amend the service rules applicable for the posts of Draughtsman, Cook, Electrician and Carpenter to give preference to the holder of NAC/NTC while recruiting in this Corporation”. (100th Board Meeting held on 21.3.91, Resolution No.10)

**JOB DESCRIPTION:**

Incharge of drawing, blue prints, etc. of designs of machinery parts.
CATEGORY : ‘C’
POST : MECHANIC

1. Scale of Pay :

2. Appointing Authority : MANAGER

3. Method of recruitment : 1. Promotion from the category of Boat Driver (Marine)

4. Qualification :

   FOR DIRECT RECRUITMENT:
   i. Must have passed VIII Std. in a recognized School; and

   ii.a Must possess a Trade Certificate or Craftsman Certificate in General Mechanism or Mechanic with experience in a recognized workshop or factory for a period of not less than three years; or

   b. Must possess an Engine Drivers Certificate for a Motor vessel or a Certificate of competency for Engine Driver of Low Speed Diesel Engines.

   NOTE :

   Preference shall be given to those who possess experience in Marine Diesel Engines

   FOR PROMOTION:

   i. Service as Boat Driver (Marine) for a period of not less than five years; and

   ii. Ability and experience in undertaking repairs to Marine Diesel Engines

5. Age (for direct recruitment) : 35 years (on the 1st day of July of the year in which selection is made)
6. Period of probation in: One year probation within a continuous period of 2 years
   the case of direct recruits

JOB DESCRIPTION:

A Field Assistant attending to mechanical job.
**CATEGORY** : ‘C’  
**POST** : FITTER

1. **Scale of Pay** : Rs.
2. **Appointing Authority** : MANAGER
3. **Method of recruitment** : 1. Promotion from the category of Boat Driver (Marine)
4. **Qualification** :
   - **FOR DIRECT RECRUITMENT:**
     i. Must have passed VIII Std.
     ii. Must possess a Trade Certificate in Fitter; and
     iii. Experience in a workshop for a period of not less than 3 years.
   - **NOTE:**
     Preference shall be given to those who possess previous experience in handling or repairing Marine Diesel Engines
   - **FOR PROMOTION:**
     i. Service as Boat Driver (Marine) for a period of not less than five years; and
     ii. Ability and experience in undertaking repairs to Marine Diesel Engines
5. **Age (for direct recruitment)** : 35 years (on the 1st day of July of the year in which selection is made)
6. **Period of probation in the case of direct recruits** : One year probation within a continuous period of 2 years

**JOB DESCRIPTION:**
A Field Assistant attending to fitting works.
## CATEGORY : ‘C’

### POST : DEPUTY MANAGER

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scale of Pay</td>
<td>Rs.9300-34800+G.P.4600</td>
</tr>
<tr>
<td>1.</td>
<td></td>
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<tr>
<td>Appointing Authority</td>
<td>MANAGING DIRECTOR</td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>Method of recruitment</td>
<td>1. Promotion from the post of Assistant Manager</td>
</tr>
<tr>
<td>3.</td>
<td>Deputation from the State Government from the cadre of Inspector of Fisheries</td>
</tr>
<tr>
<td>4.</td>
<td>Direct recruitment</td>
</tr>
</tbody>
</table>

#### Qualification

**DIRECT RECRUITMENT:**

1. Must possess an Associate Diploma in Fisheries Science of the Central Institute of Fisheries Education, Bombay; or

2. Must possess a B.F.Sc., Degree of Tamil Nadu Agricultural University.

3. Must possess a Degree of Fisheries Science (B.F.Sc.,) awarded by any University recognized by the University Grants Commission.

**NOTE:**

Preference shall be given to candidates possessing B.F.Sc.

The amendment shall come into force from 29.12.1981.

(99th Board Meeting dt.10.12.90, Resolution No.10)
FOR PROMOTION:

i. Must have put in service in the post of Assistant Manager for a period of not less than five years in the case of persons who hold a degree in Science or Diploma in Fisheries Technology and Navigation Course or the Diploma in Fisheries Science awarded by the Central Institute of Fisheries Education, Bombay; or

ii. For a period of service of not less than ten years in the case of other who possess the minimum general educational qualifications or pass in S.S.L.C.

5. Age (for direct recruitment): 35 years (on the 1st day of July of the year in which selection is made)

6. Period of probation in the case of direct recruits: Should be on probation for a period of two years on duty within a continuous period of 3 years.

7. Test to be passed: Should pass Fisheries Departmental Test Part I and II and Account Test for Subordinate Officers Part I within a period of 2 years failing which the third and subsequent increments shall be stopped without cumulative effect till the tests are passed.

JOB DESCRIPTION:

An Executive incharge of works like management of Fish Farms, Fish Seed Production work, Exploitation of Reservoirs, Conservancy Operation of Reservoirs, Procurement of fish, Supervision of the work of fishes retail stall assistants, Boat dues collections etc.
<table>
<thead>
<tr>
<th>Category</th>
<th>‘C’</th>
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<tbody>
<tr>
<td>Post</td>
<td>Research Assistant</td>
</tr>
</tbody>
</table>

| 1. Scale of Pay   |                   |
| 2. Appointing Authority | MANAGING DIRECTOR |
| 3. Method of recruitment |
|                   | 1. Promotion from the post of Assistant Manager |
|                   | 2. Deputation from State Government from the cadre of Research Assistant |
|                   | 3. Direct recruitment |

| 4. Qualification | FOR DIRECT RECRUITMENT: |

| 1. Must possess the Associate Diploma in Fisheries Science of the Central Institute of Fisheries Education, Bombay or |
| 2. Must possess a First or Second Class Degree of M.A. or M.F.Sc. in the subject in which recruitment is necessary or M.F.Sc., issued by an University recognized by the University Grants Commission; or |
| 3. Must possess Post Graduate Degree in Fisheries Science awarded by the University of Agricultural Science, Bangalore or the Fisheries College, Mangalore, or the Agricultural University, Coimbatore. |

| FOR PROMOTION: |
| 1. Must possess a First or Second Class Degree in the subject in which recruitment is necessary; and |
| 2. Must have worked for a period of not less than five years in the Laboratories. |

| 5. Age (for direct recruitment) | 30 years (on the 1st day of July of the year in which selection is made) |
| 6. Period of probation in the case of direct recruits | Should be on probation for a period of two years on duty within a continuous period of three years |
7. Test to be passed: Should pass Fisheries Departmental Test Part I and II and Accounts Test for Subordinate Officers Part I within a period of 2 years failing which the third and subsequent increments shall be stopped without cumulative effect till the tests are passed.

JOB DESCRIPTION:

An Executive incharge of Research work and analyzing the quality of Fish Meal in the Fish Meal Plant etc.
<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>POST</th>
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<tbody>
<tr>
<td></td>
<td>‘C’</td>
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<tr>
<td></td>
<td>ASSISTANT MANAGER</td>
</tr>
</tbody>
</table>

1. Scale of Pay : Rs 9300-34800+G.P.4200

2. Appointing Authority : GENERAL MANAGER

3. Method of recruitment : 
   1. Promotion from the category of Sub Assistant of Inspector of Fisheries, Hatchery Assistant and Processing Technicians.
   2. Deputation from the State Government from the cadre of Sub Inspector of Fisheries.
   3. Recruitment by transfer from the Ministerial Service from the posts of Junior Assistant or Assistant.

4. Qualification : 
   **FOR DIRECT RECRUITMENT:**
   1. Must possess the Associate Diploma in Fisheries Science of the Central Institute of Fisheries Education, Bombay or
   2. Must possess a Diploma in Fisheries Technology and Navigation awarded by the State Board of Technical Education and Training, Tamil Nadu; or
   3. Must possess a First and Second Class Degree in anyone of the Science subjects issued by an University recognized by the University Grants Commission; or
   4. Must possess a degree of Bachelor of Fisheries Science awarded by the University of Agricultural Sciences, Bangalore or Fisheries College, Mangalore or Agricultural University, Coimbatore; or
   5. Must possess a degree of Bachelor of Technology (Fisheries) awarded by the University of Calicut.
FOR RECRUITMENT BY TRANSFER FROM THE MINISTERIAL SERVICE:

Must have put in a service of not less than five years in the Ministerial Service in the Corporation and must possess a degree in Science.

FOR PROMOTION:

Must have put in Service as Fishery Overseer/Hatchery Assistant /Processing Technicians for a period of not less than five years with the minimum general educational qualifications or passing S.S.L.C.

5. Age (for direct recruitment) : 30 years (on the 1st day of July of the year in which selection is made)

6. Period of probation in the case of direct recruits : Should be on probation for a period of two years on duty within a continuous period of three years

7. Test to be passed : Should pass Fisheries Departmental Test Part I and II and Account Test for Subordinate Officers Part I within a period of two years failing which the third and subsequent increments shall be stopped without cumulative effect till the tests are passed.

JOB DESCRIPTION:

An Junior Level Executive.
CATEGORY : ‘C’

POST : HATCHERY ASSISTANT

1. Scale of Pay : Rs.

2. Appointing Authority : MANAGER

3. Method of recruitment:
   1. Promotion from the post of Seed Collection Assistant and Hatchery Operator.
   2. Deputation from the State Government from the cadre of Hatchery Assistant.

4. Qualification:
   **PROMOTION:**

   1. Must have put in a service of not less than three years as Seed Collection Assistant/Hatchery Operator.

**JOB DESCRIPTION:**

A Field Assistant incharge of Fish Seed Production work in the fish farms
CATEGORY : ‘C’
POST : SEED COLLECTION ASSISTANT/HATCHERY OPERATOR

1. Scale of Pay :

2. Appointing Authority : MANAGER

3. Method of recruitment :
   1. By promotion from the post of Sub Assistant Inspector of Fisheries.
   2. Deputation from the State Government from the post of Seed Collection Assistants/Hatchery Operator.

4. Qualification :
   FOR PROMOTION:
   Must have put in a service of not less than three years as Sub Assistant Inspector of Fisheries.

JOB DESCRIPTION:

A Field Assistant attending to collection of fish seeds from natural sources, rearing of fingerlings in Fish Farms etc.
CATEGOR Y : 'C'  
POST : SUB ASST. INSPECTOR OF FISHERIES

1. Scale of pay : Rs.5200-20200+G.P.2000
2. Appointing Authority : MANAGER
3. Method of recruitment : 1. Promotion from the post of Fishery Guard and Helper.
2. Recruitment by transfer from Basic Servants
3. Deputation from State Government from the cadre of Sub Assistant Inspector of Fisheries.
4. Direct recruitment

4. Qualification :
   FOR DIRECT RECRUITMENT:
   1. Must possess a completed S.S.L.C.
   
FOR RECRUITMENT BY TRANSFER FROM BASIC SERVANT:
   2. Must have passed VIII Std. in a recognized School and;
   
   3. Service as Basic Servant for not less than 5 years with ability for outdoor work

FOR PROMOTION:
   Must have passed S.S.L.C. in a recognized school with service for a period of not less than 3 years as Fishery Guard (or) Helper

5. Age(for direct recruitment) : 30 years (on the 1st day of July of the year during which selection is made)

6. Period of probation in : Should be on probation for a total period of two
the case of direct recruits years within a continuous period of three years

7. Test to be passed : ------

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**JOB DESCRIPTION:**

A lower level field Assistant incharge of general supervision in a fishing centre or fish farm etc.
CATEGORY : ‘C’
POST: FISHERY GUARD

1. Scale of Pay: Rs.4800-10000+G.P.1650
2. Appointing Authority: MANAGER
3. Method of recruitment:
   1. By promotion from the post of Watchers or Fishermen.
   2. Deputation from the State Government from the cadre of Fishery Guard
   3. Direct recruitment
4. Qualification:
   FOR DIRECT RECRUITMENT AND PROMOTION:
   1. Must have passed V Standard
   2. Must be not less than 5 feet, 4 inches in height; and
   3. Must possess not less than 31 inches the chest on full expiration and must have a chest expansion of not less than 2 inches on full inspiration.
   4. Must have put in 5 years service as Fishermen or Watchers.
      (Res.No.14 passed in 121st (Adjourned) Board meeting held on 9.11.95)

NOTE:

Resolved that 10% vacancy may be reserved in respect of the cost of (1) Fishery Guard and (2) Watchman for making appointment from the list furnished by the Director of Ex-Servicemen in the Districts and including the Chennai City.

Also Resolved to implement the above procedure with effect from the date of passing this resolution.

(82nd Board Meeting held on 17.9.86, Res. No. 27)
5. Age (for direct recruitment): 30 years (on the 1st day of July of the year during which selection is made)

6. Period of probation in the case of direct recruits: Should be on probation for a total period of one year within a continuous period of two years.

7. Test to be passed: -----

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**JOB DESCRIPTION:**

Field Assistant incharge of conservancy work in reservoir and river courses.
**CATEGORY**: ‘C’

**POST**: FISHERMEN

Subsequently redesignated as FISHERY ASSISTANT

(vide Resolution No:8 of 188th Board meeting held on 30.6.2011)

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1. Scale of Pay</td>
<td>Rs.4800-10000+G.P.1400</td>
</tr>
<tr>
<td>2. Appointing Authority</td>
<td>MANAGER</td>
</tr>
<tr>
<td>3. Method of recruitment</td>
<td>1. Direct recruitment</td>
</tr>
<tr>
<td>4. Qualification</td>
<td>FOR DIRECT RECRUITMENT:</td>
</tr>
<tr>
<td></td>
<td>1. Must be able to read and write in Tamil; and</td>
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<tr>
<td></td>
<td>2. Must know fishing and operation of various nets</td>
</tr>
<tr>
<td>5. Age(for direct recruitment)</td>
<td>35 years (on the 1st day of July of the year during which selection is made)</td>
</tr>
<tr>
<td>6. Period of probation in the case of direct recruits</td>
<td>Should be on probation for a total period of one year on duty within a continuous period of two years.</td>
</tr>
<tr>
<td>7. Test to be passed</td>
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</tbody>
</table>

**JOB DESCRIPTION:**

A lower level field Assistant attending to catching of fish and attending to works in fish farms.
<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>‘D’</th>
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</thead>
<tbody>
<tr>
<td>POST</td>
<td>SKIPPER</td>
</tr>
</tbody>
</table>

1. Scale of Pay :  
2. Appointing Authority : BOARD  
3. Method of recruitment  
   1. Promotion from the post of Fishing Second Hand or Bosun.  
   2. Deputation from the State Government from the cadre of Skipper.  
   3. Direct recruitment  
4. Qualification : FOR DIRECT RECRUITMENT:  
   1. Must possess Minimum General Educational Qualification or pass in S.S.L.C.; and  
   2. Must have obtained a Certificate of competency as Skipper for Fishing Vessels issued by the Mercantile Marine Department  
   3. Must possess experience for a period of not less than 5 years as Fishing Second Hand or Bosun. (Res.No.14 passed in 121st (Adjourned) Board meeting held on 9.11.95)  
5. Age(for direct recruitment) : 35 years (on the 1st day of July of the year during which selection is made)  
6. Period of probation in the case of direct recruits : Two years probation within a continuous period of three years
7. Test to be passed : ----- 

**JOB DESCRIPTION:**

Captain of a Fishing Vessel incharge of operation of Trawlers and to observe the MMD regulations in the operation and maintenance of the vessel.
<table>
<thead>
<tr>
<th><strong>CATEGORY</strong></th>
<th>: ‘D’</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>POST</strong></td>
<td>: FISHING VESSEL ENGINEER</td>
</tr>
</tbody>
</table>

1. **Scale of Pay** : 

   **NOTE:**
   Those appointed without Fishing Vessel Engineers ticket but with Engine Drivers ticket on dispensation from MMD will be paid a lower scale as approved by the Board from time to time.

2. **Appointing Authority** : BOARD

3. **Method of Recruitment** : 
   1. Promotion from the post of Engine Driver
   2. Deputation from the State Government from the cadre of Fishery Vessel Engineers
   3. Direct recruitments

4. **Qualification** :

   **FOR DIRECT RECRUITMENT:**
   1. Must possess minimum General Educational Qualification or a pass in S.S.L.C.
   2. Must have obtained a Fishing Vessel Engineers ticket issued by the Mercantile Marine Department; and
   3. Must possess experience for a period of not less than 5 years as Engine Driver on vessels having engines of 150 HP and above. (Res.No.14 passed in 121st (Adjourned) Board meeting held on 9.11.95)

   **FOR PROMOTION:**
   1. Must have completed S.S.L.C.,
   2. Must have obtained a Fishing Vessel Engineers ticket issued by the Mercantile Marine Department
   3. Must possess experience for a period of not less than one year as Engine Driver on vessels having engines of 150 HP and above.
5. Age (for direct recruitment): 35 years (on the 1st day of July of the year during which selection is made)

6. Period of probation in the case of direct recruits: Two years on probation within a continuous period of three years

7. Test to be passed: ------

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**JOB DESCRIPTION:**

An Engineer incharge of the operation of the main and auxiliary engines and other refrigeration systems and other machinery on board of a fishing vessels.
CATEGORY POST: ‘D’
ENGINE DRIVER (FOR VESSELS HAVING ENGINES OF 150 HP AND ABOVE)

1. Scale of Pay:

2. Appointing Authority: MANAGING DIRECTOR

3. Method of recruitment:
   1. Promotion from the post of Engine Driver (for vessels having engines less than 150 HP), Greaser and Boat Driver
   2. Deputation from the State Government from the cadre of Engine Driver
   3. Direct recruitment

4. Qualification:
   FOR DIRECT RECRUITMENT AND DEPUTATION FROM THE STATE CADRE:
   1. Must possess a completed S.S.L.C.,
   2. Must have obtained Engine Driver’s Certificate for a Fishing Vessel issued by the Mercantile Marine Department and
   3. Must possess experience for a period of not less than 2 years in coasting or on board of any fishing vessel

   FOR PROMOTION:
   1. Must possess a completed S.S.L.C.,
   2. Must have put in a service of not less than three years as Greaser or Boat Driver and in the case of Engine Driver (for vessels having engines less than 150 HP) one year of service as Engine Driver; and
   3. Must possess as Engine Driver’s Certificate issued by Mercantile Marine Department.
5. Age (for direct recruitment): 30 years (on the 1st day of July of the year during which selection is made)

6. Period of probation in the case of direct recruits: One year probation within a continuous period of two years.

**JOB DESCRIPTION:**

A Junior level Engineer to assist the Engineer in the operation of engines and other machineries.
CATEGORY : ‘D’
POST : ENGINE DRIVER (FOR VESSELS HAVING ENGINES LESS THAN 150 HP)

1. Scale of Pay :

2. Appointing Authority : MANAGING DIRECTOR

3. Method of recruitment :
   1. Promotion from the posts of Greaser/Deck Hand and Boat Driver
   2. Deputation from the State Government from the cadre of Engine Driver
   3. Direct recruitment

4. Qualification :
   FOR DIRECT RECRUITMENT:
   1. Must possess a completed S.S.L.C.,
   2. Must have obtained Engine Driver’s Certificate for a Fishing Vessel issued by the Mercantile Marine Department and
   3. Must possess experience for a period of not less than 2 years in coasting or on board of any fishing vessel
   FOR PROMOTION:
   1. Must possess a completed S.S.L.C.,
   2. Must have put in a service of not less than three years as Greaser or Boat Driver; and
   3. Must possess as Engine Driver’s Certificate issued by Mercantile Marine Department.

5. Age (for direct recruitment) : 30 years (on the 1st day of July of the year during which selection is made)

6. Period of probation in : One year probation within a continuous period of
In the case of direct recruits, two years.

**JOB DESCRIPTION:**

A Junior level Engineer to assist the Engineer in the operation of engines and other machineries.
CATEGOR Y : ‘D’
POST : BOSUN CERTIFIED OR FISHING SECOND HAND

1. Scale of Pay :

2. Appointing Authority : MANAGING DIRECTOR

3. Method of recruitment :
   1. Promotion from the post of Deck Hand/Cook/Greaser
   2. Deputation from the State Government from the cadre Fishing Second Hand or Bosun certified.
   3. Direct recruitment

4. Qualification :
   FOR DIRECT RECRUITMENT:
   1. Must possess a pass in S.S.L.C.,
   2. Must have obtained a Second Hand Fishing mate certificate issued by the Mercantile Marine Department; and
   3. Must possess service on a Fishing Vessel for a period of not less than five years. (Res.No.14 passed in 121st (Adjourned) Board meeting held on 9.11.95)

   FOR PROMOTION:
   1. Must possess a Fishing Second Hand Certificate issued by the Mercantile Marine Department.
   2. Must possess Sea service on a Fishing Vessel for a period of not less than 5 years; and
   3. Must possess a completed S.S.L.C.

5. Age(for direct) : 35 years (on the 1st day of July of the year during
6. Period of probation in the case of direct recruits: One year probation within a continuous period of two years.

**JOB DESCRIPTION:**

Second in Command to a Skipper on a Fishing Vessel attending to Fishing Operations.
<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>‘D’</th>
</tr>
</thead>
<tbody>
<tr>
<td>POST</td>
<td>DECK HAND / GREASER</td>
</tr>
</tbody>
</table>

1. **Scale of Pay** :

2. **Appointing Authority** : GENERAL MANAGER

3. **Method of recruitment** :
   1. Promotion from the holders of post of Boat Driver (Marine)
   2. Deputation from the State Government from the cadre of Deck Hand or Greaser as the case may be
   3. Direct recruitment

4. **Qualification** :
   **FOR DIRECT RECRUITMENT:**
   1. Must possess a pass in VIII Std.; and
   2. Must possess experience on a Fishing Vessel for a period of not less than three years in the case of Deck Hands and two years of experience as Greaser or in handling marine diesel engines on Fishing Vessel in the case of Greaser

**NOTE:**

Resolved to amend the qualification for direct recruitment to the post of Deck Hands as “ABLE TO READ AND WRITE IN TAMIL” instead of the qualification already prescribed “Must possess a pass in VIII Std.” Para 4 in the Service Rules.

**(101st Board Meeting dated 3.6.91 – Resolution No.8)**

**FOR PROMOTION:**

1. Must have put in not less than 5 years of service as Boat Driver; (Res.No.14 passed in 121st (Adjourned) Board meeting held on 9.11.95)

2. Ability to withstand sea trip or continuous fishing on trawlers for not less than a fortnight.
5. Age (for direct recruitment) : 30 years (on the 1st day of July of the year during which selection is made)

6. Period of probation in the case of direct recruits : One year probation within a continuous period of two years.

**JOB DESCRIPTION: DECKHAND:**

Field Assistant attending to fishing operations, sorting of fish and prawns, attending to their storage and other maintenance works on Deck.

**JOB DESCRIPTION: GREASER**

Field Assistant assisting the Engineer and Engine Driver on board of a fishing vessel.
1. Scale of Pay

2. Appointing Authority: GENERAL MANAGER

3. Method of recruitment:
   1. Promotion from the holder of posts of Boat Driver and Seaman.
   2. Deputation from the State Government from the cadre of Cook (Fishing Trawlers).
   3. Direct recruitment

4. Qualification:
   FOR DIRECT RECRUITMENT:
   1. Must have passed VIII Std. and
   2. Must possess experience as Cook on Fishing vessels preferably on fishing trawlers for a period not less than 3 years.

   FOR PROMOTION:
   1. Service for a period of not less than 5 years in the fishing boats or vessels; and
   2. Experience as Cook in Fishing Boats for a period not less than 5 years. (Res.No.14 passed in 121\textsuperscript{st} (Adjourned) Board meeting held on 9.11.95)

5. Age (for direct recruitment):
   30 years (on the 1\textsuperscript{st} day of July of the year during which selection is made)

6. Period of probation in the case of direct recruits:
   One year probation within a continuous period of two years.

JOB DESCRIPTION:
A person on a fishing vessel in charge of preparation of food for the crew.
<table>
<thead>
<tr>
<th>CATEGORY POST</th>
<th>‘D’</th>
<th>NET MAKER</th>
</tr>
</thead>
</table>

1. Scale of Pay : Rs.

2. Appointing Authority : MANAGER

3. Method of recruitment : 1. Promotion from the holder of posts of Seaman or Boat Driver.  
2. Deputation from the State Government from the cadre of Net Maker.  
3. Direct recruitment

4. Qualification : **FOR DIRECT RECRUITMENT:**
   1. Must possess the Certificate in Gear issued by the Central Institute of Fisheries Operatives, Chennai or Ernakulam; and  
   2. Must possess experience in net making or mending for a period of not less than two years.  

Provided that preference shall be given to persons who possess previous experience in any Net Making Plant.

**FOR PROMOTION:**

1. Must have experience in net making for a period of not less than 3 years; and  
2. Must possess a good knowledge of all types of marine gears

5. Age(for direct recruitment) : 30 years (on the 1st day of July of the year during which selection is made)

6. Period of probation in the case of direct recruits : One year probation within a continuous period of two years.

**JOB DESCRIPTION:**

A person attending to fabrication and mending of fishing nets.
CATEGORY : ‘D’

POST : TINDAL (INLAND)

1. Scale of Pay : Rs.
2. Appointing Authority : MANAGER
                           2. Deputation from the State Government from the cadre of Tindal (Inland)
                           3. Direct recruitment
4. Qualification : FOR DIRECT RECRUITMENT:
                   Must possess a Certificate obtained from the Fisheries Departmental Training Centre at Mettur dam for having undergone the course of training in the operation of Fishing Gear, Principles of Navigation and Motor Management
FOR PROMOTION:
                   Must have put in a service as Luscar for a period of not less than five years.
5. Age(for direct recruitment) : 30 years (on the 1st day of July of the year during which selection is made)
6. Period of probation in the case of direct recruits : One year probation within a continuous period of two years.

JOB DESCRIPTION:

Person on command of an inland boat.
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Scale of Pay</td>
<td>Rs.5200-20200+G.P.2000</td>
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<tr>
<td>2.</td>
<td>Appointing Authority</td>
<td>MANAGER</td>
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<tr>
<td></td>
<td></td>
<td>2. Direct recruitment</td>
</tr>
<tr>
<td>4.</td>
<td>Qualification</td>
<td>FOR DIRECT RECRUITMENT:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must possess a certificate from one of the Fisheries Training Centre</td>
</tr>
<tr>
<td></td>
<td></td>
<td>under the Fisheries Department for having undergone a course of training</td>
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<tr>
<td></td>
<td></td>
<td>in the operation of Fishing Gear Principles of Navigation and Motor</td>
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<td></td>
<td></td>
<td>Management and Practical experience on board a fishing vessel for two</td>
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<tr>
<td></td>
<td></td>
<td>years.</td>
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<td></td>
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<td>BY PROMOTION:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must have put in a service of 5 years as Seaman.</td>
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<tr>
<td>5.</td>
<td>Age(for direct recruitment)</td>
<td>30 years (on the 1st day of July of the year during which selection is</td>
</tr>
<tr>
<td></td>
<td></td>
<td>made)</td>
</tr>
<tr>
<td>6.</td>
<td>Period of probation in the case of direct recruits</td>
<td>One year probation within a continuous period of two years.</td>
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</table>

**JOB DESCRIPTION:**

Person incharge of operation and maintenance of the engine installed in a boat used for sea fishing.
<table>
<thead>
<tr>
<th>CATEGORY POST</th>
<th>‘D’</th>
<th>BOAT DRIVER (INLAND) GRADE - II</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Scale of Pay</td>
<td>Rs.5200-20200+G.P.2000</td>
<td></td>
</tr>
<tr>
<td>2. Appointing Authority</td>
<td>MANAGER</td>
<td></td>
</tr>
<tr>
<td>3. Method of recruitment</td>
<td>1. Promotion from the category of Luscar.</td>
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<tr>
<td></td>
<td>2. Deputation from the State Government from the category of Boat Driver (Inland)</td>
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<tr>
<td></td>
<td>3. Direct recruitment</td>
<td></td>
</tr>
<tr>
<td>4. Qualification</td>
<td><strong>FOR DIRECT RECRUITMENT:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Must possess a certificate obtained from the Fisheries Departmental Training Centre at Metturdam for having undergone a course of training in the operation of Fishing Gear, Principles of Navigation and Motor Management.</td>
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<td><strong>BY PROMOTION:</strong></td>
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<tr>
<td></td>
<td>Must have put in a service as Luscar for a period of not less than five years.</td>
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</tr>
<tr>
<td>5. Age(for direct recruitment)</td>
<td>30 years (on the 1st day of July of the year during which selection is made)</td>
<td></td>
</tr>
<tr>
<td>6. Period of probation in the case of direct recruits</td>
<td>One year probation within a continuous period of two years.</td>
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</tr>
</tbody>
</table>

**JOB DESCRIPTION:**

Person incharge of operation and maintenance of the engine installed in a boat used in inland waters.
**CATEGORY :** ‘D’  
**POST :** JUNIOR MAINTENANCE ENGINEER

<p>| | |</p>
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<tbody>
<tr>
<td>1. Scale of Pay :</td>
<td>Rs.</td>
</tr>
<tr>
<td>2. Appointing Authority :</td>
<td>MANAGING DIRECTOR</td>
</tr>
</tbody>
</table>
| 3. Method of recruitment : | 1. Deputation from the State Government from the cadre of Foreman (Marine)  
|   | 2. Direct recruitment |
| 4. Qualification : | FOR DIRECT RECRUITMENT: |
|   | Must possess a degree in Mechanical Engineering or a Diploma in Engineering (Mechanical) of the College of Engineering, Guindy or a Diploma in Mechanical Engineering of a Polytechnic in the State of Tamil Nadu. |

**NOTE:**
Preference shall be given to those who possess experience in Marine Diesel Engine for a period of not less than two years or have successfully undergone the Boat Building Foreman Course of Training in the Central Institute of Fisheries Operatives.

| 5. Age(for direct recruitment) : | 30 years (on the 1st day of July of the year during which selection is made) |
| 6. Period of probation in the case of direct recruits : | Probation for a period of two years on duty within a continuous period of three years. |

**JOB DESCRIPTION:**
Junior level Executive incharge of maintenance of all Motor Vehicles and other machineries like Fish Meal Plant, Generators, Outboard Motors etc.
2. Appointing Authority : MANAGER
3. Method of recruitment :
   1. Promotion from the category of Light Duty Driver.
   2. Deputation from the State Government from the cadre of Driver (heavy duty Vehicles)
4. Qualification :
   FOR DIRECT RECRUITMENT:
   1. Must have a heavy transport vehicle driving licence with experience for a period of not less than five years as Driver; and
   2. Must have experience for a period of not less than one year in any of Automobile Workshops in attending to minor repairs.
   BY PROMOTION:
   Must have put in a service for a period of not less than 5 years as Driver (Light Duty Vehicles) with heavy Transport Vehicles Driving Licence. (Res.No.14 passed in 121st (Adjourned) Board meeting held on 9.11.95)
5. Age(for direct recruitment) : 35 years (on the 1st day of July of the year during which selection is made)
6. Period of probation in the case of direct recruits : Shall be on probation for a total period of one year within a continuous period of two years.
7. Test to be passed :

JOB DESCRIPTION:
A heavy motor vehicle Driver.
CATEGORY : ‘E’
POST : DRIVER (LIGHT DUTY VEHICLES)


2. Appointing Authority : MANAGER

3. Method of recruitment :
   1. Promotion from the post of Cleaner.
   2. Deputation from the State Government from the cadre of Driver (Light duty Vehicles)
   3. Recruitment by transfer from Basic Servants and from any equal or lower category such as Helper. (88th Board Meeting dt.24.3.88 – Resolution No.39)
   4. Direct recruitment

4. Qualification :
   **1. FOR DIRECT RECRUITMENT:**
   **2. RECRUITMENT BY TRANSFER:**
   i. Must possess a Light Duty Vehicle Driving Licence with experience for a period of not less than **five** years as Driver;
      (Res.No. 14 passed in121st (Adjourned) Board Meeting held on 9.11.05) and
   ii. Must have experience for a period of not less than one year in any Automobile Workshops in attending to minor repairs.

   **FOR PROMOTION:**
   Must possess a Light Duty Vehicle Driving Licence with experience for a period of not less than five years as Cleaner.
   (Res.No. 14 passed in121st (Adjourned) Board Meeting held on 9.11.05).

5. Age(for direct recruitment) : 35 years (on the 1st day of July of the year during which selection is made)
6. **Period of probation in the case of direct recruits**: One year probation within a continuous period of two years.

**JOB DESCRIPTION:**

A light motor vehicle Driver.
CATEGORY : ‘E’
POST : CLEANER

1. Scale of Pay : Rs.
2. Appointing Authority : MANAGER
   2. Deputation from the State Government from the cadre of Cleaner.
   3. Direct recruitment
4. Qualification :
   FOR DIRECT RECRUITMENT:
   1. Must have served as Cleaner for a period of not less than one year in any automobile or Military Workshop.
   2. Must have elementary knowledge of the automobile mechanism; and
   3. Must possess a pass in V th Std.
   FOR RECRUITMENT BY TRANSFER:
   1. Must be an approved probationer in the category of Basic Servant; and
   2. Must have elementary knowledge of the automobile mechanism.
5. Age(for direct recruitment) : 35 years (on the 1st day of July of the year during which selection is made)
6. Period of probation in the case of direct recruits : One year probation within a continuous period of two years.

JOB DESCRIPTION:
Person attending to cleaning work of the vehicles or assisting the Driver while driving the vehicle.
CATEGORY : 'F'
POST : OFFICE ASSISTANT

1. Scale of Pay : Rs.4800-10000+G.P.1300
2. Appointing Authority : MANAGER
3. Method of recruitment : 1. Appointment from among the contingent staff.
2. Direct recruitment
4. Qualification :
   FOR DIRECT RECRUITMENT AND
   APPOINTMENT FROM CONTINGENT
   STAFF.
   Should have passed VIII Std. and should know cycling.
5. Age (for direct recruitment) : 30 years (on the 1st day of July of the year in which selection is made)
   NOTE:
   The age limit will not apply for appointment from among the contingent staff.
6. Period of probation in the case of direct recruits : One year probation within a continuous period of two years.

JOB DESCRIPTION:

Basic service in an office attending on Officers or attending to sundry jobs in an office.
**CATEGORY** : ‘C’

**POST** : DEPUTY MANGER (FISH NET)

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1. Scale of Pay</td>
<td>Rs.9300-34800+G.P.4600</td>
</tr>
<tr>
<td>2. Appointing Authority</td>
<td>MANAGING DIRECTOR</td>
</tr>
</tbody>
</table>
| 3. Method of recruitment  | 1. By promotion  
2. By direct recruitment |
| 4. Qualification  | **BY PROMOTION:**  
1. Must have passed S.S.L.C.; and  
2. Must have put in 10 years experience in Fish Net Factory as Operator (Fish Net). |
|   | **BY DIRECT RECRUITMENT:**  
1. Must possess a Degree/Diploma in Fisheries Technology/Mechanical Engineering  
2. Must have put in experience of 7 years in a Fish Net Factory |
| 5. Age(for direct recruitment)  | 30 years (on the 1st day of July of the year in which selection is made)  
Reduction in age will be given to those who have proportionate experience in similar nature of work in Fish Net Factory. |
| 6. Period of probation in the case of direct recruits  | Should be on a probation for a period of one year on duty within a continuous period of 2 years. |
| 7. Test to be passed  | ---- |
JOB DESCRIPTION:

An Executive incharge for maintenance, servicing of machineries and production of fish nets, control of labour, allocation and distribution of works among the workers, supervision of shifts, maintenance of records in connection with labours, indenting of raw materials according to jobs execution and in charge of quality control in each stage and end product.
1. Scale of Pay : Rs.15600-39100+G.P.5400
2. Appointing Authority : MANAGING DIRECTOR
3. Method of recruitment : 1. By promotion  
                            2. By direct recruitment  
                            3. By transfer from the post of Manager (Refrigeration)
4. Qualification : **BY PROMOTION:**
   Must have worked as Deputy Manager (Fish Net) in the Tamil Nadu Fisheries Development Corporation for 7 years with sufficient experience in maintenance and servicing of machine and with factory experience in labour control, production and with experience in operation of mechanised fishing boats.
   **BY DIRECT RECRUITMENT:**
   1. Should possess a First or Second Class Degree/Diploma in Fisheries Science or Technology/Mechanical Engineering.
   2. Must have experience for 10 years in operation and maintenance and servicing of all types of machineries of Net Making Plant.
5. Age(for direct recruitment) : 35 years (on the 1st day of July of the year in which selection is made)
6. Period of probation in the case of direct recruits : Should be on a probation for a period of one year on duty within a continuous period of 2 years.
7. Test to be passed: Should pass Account Test for Executive Officers within a period of 2 years from the date of appointment failing which the third and subsequent increments will be stopped without cumulative effect till the test is passed.

**JOB DESCRIPTION:**

Overall maintenance of Factory Staff, Labour problems, Maintenance of all machineries, servicing etc/ Production incharge and to co-ordinate with Manager (Fish Net) for execution and distribution of products.
CATEGORY : ‘C’

POST : MANAGER (FISH NET)

1. Scale of Pay : Rs.15600-39100+G.P..5400

2. Appointing Authority : MANAGING DIRECTOR

3. Method of recruitment :
   1. By promotion
   2. Deputation from the State Government from the cadre of Assistant Director of Fisheries
   3. By direct recruitment
   4. By interchange from the post of Manager (Engg.)

4. Qualification :
   1. **BY PROMOTION:**
      Must have worked in the Fish Net Factory of the Tamil Nadu Fisheries Development Corporation for 7 years as Deputy Manager (Fish Net).
   2. **DEPUTATION FROM STATE GOVERNMENT:**
      Must be an Assistant Director of Fisheries with experience especially on fishing gear (designing, construction and fabricating).
   3. **BY DIRECT RECRUITMENT:**
      i. Should possess a First or Second Class Degree/Diploma in Fisheries Science or Technology/Mechanical Engineering.
      ii. Must possess 10 years experience in Fish Net Plant.
   4. Interchangeable from the post of Manager (Engineering)

5. Age (for direct recruitment) : 35 years (on the 1st day of July of the year in which selection is made)
6. **Period of probation in the case of direct recruits and promotees**: Should be on a probation for a period of one year on duty within a continuous period of 2 years.

7. **Test to be passed**: Should pass Account Test for Executive Officers within a period of 2 years from the date of appointment failing which the third and subsequent increments will be stopped without cumulative effect till the test is passed.

---

**JOB DESCRIPTION:**

Overall control of the Net Making Factory with its establishment, responsibilities for generating orders, executing and distributing of products.
CATEGORY : ‘C’
POST : JUNIOR ENGINEER

1. Scale of Pay :

2. Appointing Authority : MANAGING DIRECTOR

3. Method of recruitment :
   1. Deputation from the Department of Fisheries
   2. By promotion from among the holders of Refrigeration Supervisors
   3. Direct recruitment (including recruitment of Boat Building Yard retrenched employees)

4. Qualification :
   **FOR DIRECT RECRUITMENT:**
   1. Should possess a degree in Mechanical or Electrical or Civil Engineering; or
   2. Should possess a Diploma in Mechanical or Electrical or Civil or Refrigeration Engineering from a recognized University or Institute or Academic Body; and
   3. Practical experience in Boat Building Yards in Boat Building or practical experience in erection and maintenance of Cold Storages, Ice Plant, Freezing Plant and Frozen Store for a period not less than 3 years is preferable.

   **FOR PROMOTION:**

   Service as Refrigeration Supervisor not less than 5 years with a certificate of Diploma in Refrigeration.

5. Age (for direct recruitment) : 30 years (on the 1st day of July of the year in which selection is made) for direct recruitment and no age limit for Boat Building Yard retrenched employees.
6. Period of probation in the case of direct recruits: Two years on duty within a period of 3 years.

7. Test to be passed: Should pass Account Test for Subordinate Officers Part I and Fisheries Department Test I within a period of 3 years from the date of appointment failing which the 3rd and subsequent increments will be stopped without cumulative effect till he passes the test.
CATEGORY : ‘C’
POST : STORE KEEPER – GRADE I

1. Scale of Pay : Rs.5200-20200+G.P.2400
2. Appointing Authority : MANAGING DIRECTOR
3. Method of recruitment : Promotion from the category of Store Keeper – Grade II.
4. Qualification : Experience for a period of not less than five years as Store Keeper Grade II.
5. Test to be passed : ------
CATEGORY : ‘C’

POST : STORE KEEPER – GRADE II

-------------------------------------------------------------------------------------------------------
1. Scale of Pay : Rs. 5200-20200+G.P.2400
2. Appointing Authority : MANAGING DIRECTOR
3. Method of recruitment : 1. By direct recruitment
   : 2. By promotion from the category of Draftsman
4. Qualification : BY DIRECT RECRUITMENT:
   1. S.S.L.C. with Engineering as a special subject in the pre-technical course and have secured the marks prescribed in Schedule I to Part II General rules of Tamil Nadu State Subordinate Service Rules for the minimum Educational Qualification.
      (or)
      S.S.L.C. with Secretariat Course with Commercial Practice and Book Keeping or Accountancy and should have secured the marks prescribed in the Schedule I to Part I of General Rules of the Tamil Nadu State Subordinate Service Rules for the minimum general educational qualification.

   2. Experience for a period of not less than 5 years in managing Engineering stores in a reputed engineering firm.

      (Res.No. 14 passed in121st (Adjourned) Board Meeting held on 9.11.05.

FOR PROMOTION:

Experience for a period of not less than five years as Draftsman in P.W.D. other than Public Workshop and in Boat Building Yards of the Fisheries Department.
5. Age (for direct recruitment): Must have completed 30 years of age on the first day of July of the year in which the selection is made in the case of O.C. candidates. 31 years is the case of B.C. and SC/ST candidates.

6. Period of probation in the case of direct recruits: 2 years on duty within a continuous period of 3 years.
1. Scale of Pay : Rs. 5200-20200+G.P.2000
2. Appointing Authority : MANAGER
3. Method of recruitment : 1. Direct recruitment
   : 2. Promotion from the category of Sub Assistant Inspector of Fisheries/Seed Collection Assistant/Hatchery Assistant.
4. Qualification : **FOR DIRECT RECRUITMENT:**
   Must possess the minimum general educational qualification or pass in S.S.L.C.,
   **FOR PROMOTION:**
   Must possess completed S.S.L.C. with service for a period of not less than 5 years as Seed Collection Assistant / Hatchery Assistant /Sub-Assistant Inspector of Fisheries. (Res.No.14 passed in 121st (Adjourned) Board meeting held on 9.11.95).
5. Age (for direct recruitment) : Must has completed 30 years (on the 1st day of July of the year in which selection is made)
6. Period of probation in the case of direct recruits : Should be on probation for a total period of 2 years on duty within a continuous period of 3 years.
CATEGOR Y : ‘C’

POST : CARPENTER-CUM-PAINTER

1. Scale of Pay : Rs.

2. Appointing Authority : MANAGER

3. Method of recruitment : Direct recruitment

4. Qualification : 1. Should have passed VIII Std.

   and

   2. Should possess an ITI Certificate in the carpentry trade issued by Government of Tamil Nadu or Government of India or its equivalent.

   NOTE:

   Preference will be given to those candidates who possess 3 years practical experience in the Carpentry work and Painting work.

5. Age(for direct recruitment) : Must not have completed 30 years of age on the first day of July of the year in which selection is made.

6. Period of probation in the case of direct recruits : Two years on duty within a continuous period of three years
<table>
<thead>
<tr>
<th>Category</th>
<th>‘A’</th>
</tr>
</thead>
<tbody>
<tr>
<td>POST</td>
<td>MANAGER (AQUACULTURE ENGINEERING)</td>
</tr>
</tbody>
</table>

Resolution No.18 passed in 109th Board Meeting held on 29-3-1993 the nomenclature of the post AEE(Aqua) was changed as Manager (Aquaculture Engineering)

<table>
<thead>
<tr>
<th>1. Scale of Pay</th>
<th>Rs.15600-39100+G.P..5400</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Appointing Authority</td>
<td>MANAGING DIRECTOR</td>
</tr>
<tr>
<td>3. Method of recruitment</td>
<td>1. Direct recruitment</td>
</tr>
<tr>
<td></td>
<td>2. Deputation from the State Government from the cadre of Assistant Executive Engineer in Public Works Department</td>
</tr>
<tr>
<td>4. Qualification</td>
<td>FOR DIRECT RECRUITMENT:</td>
</tr>
<tr>
<td></td>
<td>Must possess a Master Degree in Aquaculture Engineering</td>
</tr>
<tr>
<td>5. Age (for direct recruitment)</td>
<td>35 years (on the 1st day of July of the year in which selection is made)</td>
</tr>
<tr>
<td>6. Period of probation in the case of direct recruits</td>
<td>Should be on probation for a period of two years on duty within a continuous period of 3 years</td>
</tr>
<tr>
<td>7. Test to be passed</td>
<td>Should pass the following tests within a period of 3 years from the date of his joining duty failing which, his 3rd and subsequent increments shall be stopped without cumulative effect till he passed the tests</td>
</tr>
<tr>
<td></td>
<td>i. Account Test for Subordinate Officers Part I</td>
</tr>
<tr>
<td></td>
<td>ii. Fisheries Department Test Part I; and</td>
</tr>
<tr>
<td></td>
<td>iii. Account Test for Executive Officers</td>
</tr>
</tbody>
</table>

**NOTE:**

Approved in 109th Board Meeting held on 29.3.93 – Resolution No. 18)
<table>
<thead>
<tr>
<th><strong>CATEGORY</strong></th>
<th>: ‘C’</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>POST</strong></td>
<td>: SALES ASSISTANT</td>
</tr>
</tbody>
</table>

1. Scale of Pay : Rs.4800-10000+G.P.1400  
2. Appointing Authority : MANAGER  
3. Method of recruitment : Direct recruitment  
4. Qualification : 1. Should have passed XII Std. from a recognized school.  
                      2. Should have working knowledge in accounts in a Diesel Bunk or sale of fishes products for a period of three years.  
5. Age (for direct recruitment) : 30 years (on the 1st day of July of the year in which selection is made)  

**NOTE:**  
These rules shall be deemed to have come into force with effect from 26.4.1982.
CATEGORY : ‘C’  
POST : OPERATOR GRADE I (FISH NET PLANT)  

1. Scale of Pay : Rs.5200-20200+G.P.1800  
2. Appointing Authority : MANAGER  
3. Method of recruitment : 1. By Direct recruitment  
                           : 2. By promotion from the post of Operator Grade II.  
4. Qualification : DIRECT RECRUITMENT:  
              S.S.L.C. or equivalent standard passed; and  
              Must possess ITI (Mechanist) or equivalent certificate. (121st Board Meeting held on 9/11/95 Resolution NO. 14)  
              Must have put in experience of 5 years in a Fish Net Factory.  
BY PROMOTION:  
              Must have served as Operator Grade II for a period of 5 years  
5. Age (for direct recruitment) : 30 years (on the 1st day of July of the year in which selection is made)  
6. Period of probation in the case of direct recruits : Two years on duty within a continuous period of 3 years
CATEGORY : ‘C’
POST : OPERATOR GRADE II (FISH NET PLANT)

1. Scale of Pay : Rs. 4800-10000+G.P.1650

2. Appointing Authority : MANAGER

3. Method of recruitment : 1. By Direct recruitment
                      : 2. By promotion from the post of Artisan.

4. Qualification : FOR DIRECT RECRUITMENT:
                      1. Should have passed VIII Std.
                      And
                      2. Must have undergone training as Operator for a minimum period of one year in TNFDC Fish Net Plant.

                      FOR PROMOTION:
                      1. Should have passed VIII Std.
                      And
                      2. Worked as Artisan in Fish Net Plant for not less than 5 years.

5. Age (for direct recruitment) : 30 years (on the 1st day of July of the year in which selection is made)

6. Period of probation in the case of direct recruits : Two years on duty within a continuous period of 3 years
1. Scale of Pay : Rs. 4800-10000+GP 1400

2. Appointing Authority : MANAGER

3. Method of recruitment : By Direct recruitment

4. Qualification : 1. Should be able to read and write in Tamil. 
2. Previous experience for a period of not less than two years in maintaining gardens.

5. Age (for direct recruitment) : 30 years (on the 1st day of July of the year in which selection is made)

6. Period of probation in the case of direct recruits : One year on duty within a continuous period of two years

**JOB DESCRIPTION:**

Person attending to Garden work.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORY</td>
<td>‘E’</td>
</tr>
<tr>
<td>POST</td>
<td>WATCHMAN / SWEEPER / SCAVENGER</td>
</tr>
</tbody>
</table>

1. Scale of Pay : Rs.4800-10000+G.P.1300
2. Appointing Authority : MANAGER
3. Method of recruitment : 1. Appointment from among the contingent staff 
                          : 2. Direct recruitment
4. Qualification : Should be able to read and write Tamil
5. Age (for direct recruitment) : 35 years (on the 1st day of July of the year in which selection is made)
6. Period of probation in the case of direct recruits : One year probation within a continuous period of two years.

NOTE:
Preference shall be given to Ex servicemen for the post of Watchman.

**JOB DESCRIPTION: WATCHMAN**

A person incharge of watch duty in an office or other work spots.

**JOB DESCRIPTION: SWEEPER**

Person attending to sweeping work in an office or other places.

**JOB DESCRIPTION: SCAVENGER:**

Person attending to scavenging work

Sir,

Sub: TNFDC Ltd – Service Rules for the post of Artisan – Fish Net Plant – Amendment approved – Orders – Issued.

Ref: 1. Your letter No. 17675/Per1/93 dated 2.12.93 and 11.5.94.
2. Your Lr.No. 17675/Per1/92 dated 12.12.94.

I am directed to invite attention to your letters cited.

2. The Government approve the following revised draft Service Rules of Tamil Nadu Fisheries Development Corporation Limited in respect of the post of Artisan, Fish Net Plant sent with your letter cited with effect from 4.9.92.

**Revised Service Rules for the post of Artisan, Fish Net Plant:**

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>‘C’</th>
</tr>
</thead>
<tbody>
<tr>
<td>POST</td>
<td>ARTISAN</td>
</tr>
<tr>
<td>1. Scale of Pay</td>
<td>Rs. 775-12-835-15-1030</td>
</tr>
<tr>
<td>2. Appointing authority</td>
<td>MANAGER</td>
</tr>
<tr>
<td></td>
<td>2. From Artisans, Fish Net Plant recruited through the Employment Exchange on daily wages and who has put in continuous service of 480 days in a period of 24 calendar months.</td>
</tr>
<tr>
<td>4. Qualification</td>
<td>a. VIII Std. passed</td>
</tr>
<tr>
<td></td>
<td>b. Having Fisheries Training Certificate</td>
</tr>
<tr>
<td></td>
<td>c. Must have 3 years experience Fish Net Factory.</td>
</tr>
<tr>
<td>5. Age (for direct recruitment)</td>
<td>30 years(on the 1st day of July of the year in which selection is made) in which selection is made)</td>
</tr>
</tbody>
</table>
6. Period of probation in the case of direct recruits: One year on duty within a continuous period of two years.

Yours faithfully,
Sd. Xxxxxxxxxx
For Secretary to Government

TAMIL NADU FISHERIES DEVELOPMENT CORPORATION LTD
NO.67, GREAMS ROAD, CHENNAI 600 006.

Endt.No.D.Dis. 17675/Per1/92 Date: 29.7.95
Copy communicated.

Sd. T. SANTHANARAJ,
For CHAIRMAN AND MANAGING DIRECTOR

To

The Manager
Fish Net Plant, Royapuram, Chennai 13.

Cc: Per 1, Per 2 & Per4
Cc: Per Section Superintendent
Cc: Manager (Personnel)’s table
ORGANIZATIONAL SET UP OF THE TAMIL NADU FISHERIES DEVELOPMENT CORPORATION LTD., CHENNAI-35

CHAIRMAN
&
BOARD OF DIRECTORS

MANAGING DIRECTOR

GENERAL MANAGER

 SENIOR MANAGER

FINANCIAL ADVISER AND CHIEF ACCOUNTS
OFFICER

MANAGER
(Audit & Accounts)

MANAGER
(Personnel)

MANAGER
(Head Quarters)
(Production & Marketing)
(Shrimp Hatchery)
(Marketing)

MANAGER
(Refrigeration)

MANAGER
(Production & Marketing)
Sathanur dam

MANAGER
(Production & Marketing)
Bhavanisagar

MANAGER
(Production & Marketing)
Aliyar

MANAGER
(Aqua Engineering)

MAINTENANCE ENGINEER
(Registered Office)
ANNEXURE II

(Resolution No. 9 passed in the 135rd Board Meeting held on 22.10.98)

Normally for the purpose of fixation of revised scale of pay with effect from 1.1.96 and monetarily with effect from 1.11.98.

The Board recommended to implement the V Central Pay Commission in full after getting approval from Government.

<table>
<thead>
<tr>
<th>Sl No</th>
<th>NAME OF THE CATEGORY</th>
<th>SCALE OF PAY</th>
<th>APPOINTING AUTHORITY</th>
<th>UNIT OF SENIORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. OFFICERS:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>General Manager</td>
<td>Rs.15600-39100+G.P.7600</td>
<td>Board</td>
<td>State-wide basis</td>
</tr>
<tr>
<td>2.</td>
<td>Financial Adviser and Chief Accounts Officer</td>
<td>Rs.15600-39100+G.P.7600</td>
<td>Board</td>
<td>State-wide basis</td>
</tr>
<tr>
<td>3.</td>
<td>Senior Manager</td>
<td>Rs.15600-39100+G.P.6600</td>
<td>Board</td>
<td>State-wide basis</td>
</tr>
<tr>
<td>4.</td>
<td>Manager(Personnel)</td>
<td>Rs.15600-39100+G.P.5400</td>
<td>Managing Director</td>
<td>State-wide basis</td>
</tr>
<tr>
<td>5.</td>
<td>(a) Manager(HeadQuarters)</td>
<td>Rs.15600-39100+G.P.5400</td>
<td>Managing Director</td>
<td>State-wide basis</td>
</tr>
<tr>
<td>5.</td>
<td>(b) Manager(Prodn.&amp;Mkg.)</td>
<td>Rs.15600-39100+G.P.5400</td>
<td>Managing Director</td>
<td>State-wide basis</td>
</tr>
<tr>
<td>6.</td>
<td>© Manager (Mkg.)</td>
<td>Rs.15600-39100+G.P.5400</td>
<td>Managing Director</td>
<td>State-wide basis</td>
</tr>
<tr>
<td>7.</td>
<td>Manager (Trawlers)</td>
<td>Rs.15600-39100+G.P.5400</td>
<td>Managing Director</td>
<td>State-wide basis</td>
</tr>
<tr>
<td>8.</td>
<td>Manager (Fish Meal Plant)</td>
<td>Rs.15600-39100+G.P.5400</td>
<td>Managing Director</td>
<td>State-wide basis</td>
</tr>
<tr>
<td>9.</td>
<td>Manager (Costing)</td>
<td>Rs.15600-39100+G.P.5400</td>
<td>Managing Director</td>
<td>State-wide basis</td>
</tr>
<tr>
<td>10.</td>
<td>Manager (Refrigeration)</td>
<td>Rs.15600-39100+G.P.5400</td>
<td>Managing Director</td>
<td>State-wide basis</td>
</tr>
<tr>
<td>11.</td>
<td>Manager (Finance)</td>
<td>Rs.15600-39100+G.P.5400</td>
<td>Managing Director</td>
<td>State-wide basis</td>
</tr>
<tr>
<td>12.</td>
<td>Internal Audit Officer</td>
<td>Rs.15600-39100+G.P.5400</td>
<td>Managing Director</td>
<td>State-wide basis</td>
</tr>
<tr>
<td>13.</td>
<td>Manager (Budget)</td>
<td>Rs.15600-39100+G.P.5400</td>
<td>Managing Director</td>
<td>State-wide basis</td>
</tr>
<tr>
<td>14.</td>
<td>Sr. Maintenance Engineer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. MINISTERIAL STAFF:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Superintendent</td>
<td>Rs.9300-34800+G.P.4400</td>
<td>Managing Director</td>
<td>State-wide basis</td>
</tr>
<tr>
<td>13.</td>
<td>Accountant</td>
<td>Rs.9300-34800+G.P.4400</td>
<td>Managing Director</td>
<td>State-wide basis</td>
</tr>
<tr>
<td>14.</td>
<td>Assistant</td>
<td>Rs.5200-20200+G.P.2400</td>
<td>General Manager</td>
<td>State-wide basis</td>
</tr>
<tr>
<td>15.</td>
<td>Junior Accountant</td>
<td>Rs.5200-20200+G.P.2400</td>
<td>General Manager</td>
<td>State-wide basis</td>
</tr>
<tr>
<td>16.</td>
<td>P.A. to Managing Director</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Junior Assistant</td>
<td>Rs.5200-20200+G.P.2000</td>
<td>Manager</td>
<td>State-wide basis</td>
</tr>
<tr>
<td>20.</td>
<td>Telephone Operator</td>
<td>Rs.5200-20200+G.P.2000+Spl. Pay</td>
<td>Manager</td>
<td>Unit basis</td>
</tr>
<tr>
<td>21.</td>
<td>Record Clerk</td>
<td>Rs.4800-10000+GP1400</td>
<td>Manager</td>
<td>Unit basis</td>
</tr>
</tbody>
</table>
### C. EXECUTIVE AND OTHER FIELD STAFF:

#### a. FISH MEAL PLANT:

<table>
<thead>
<tr>
<th>No.</th>
<th>Position</th>
<th>Salary Range</th>
<th>Reporting To</th>
<th>Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>Production Supervisor</td>
<td>Rs.9300-34800+GP4200</td>
<td>Managing Director</td>
<td>State-wide basis</td>
</tr>
<tr>
<td>23</td>
<td>Jr. Engineer (Electrical)</td>
<td></td>
<td>Managing Director</td>
<td>State-wide basis</td>
</tr>
<tr>
<td>24</td>
<td>Senior Mechanic (Fish Meal Plant)</td>
<td></td>
<td>Managing Director</td>
<td>State-wide basis</td>
</tr>
<tr>
<td>25</td>
<td>Operator (Fish Meal Plant)</td>
<td></td>
<td>Manager Unit</td>
<td>Unit basis</td>
</tr>
<tr>
<td>26</td>
<td>Boiler Attendant</td>
<td></td>
<td>Manager Unit</td>
<td>Unit basis</td>
</tr>
<tr>
<td>27</td>
<td>Electrician</td>
<td></td>
<td>Manager Unit</td>
<td>Unit basis</td>
</tr>
<tr>
<td>28</td>
<td>Transformer Cleaner</td>
<td></td>
<td>Manager Unit</td>
<td>Unit basis</td>
</tr>
<tr>
<td>29</td>
<td>Helper</td>
<td>Rs.4800-10000+GP1400</td>
<td>Manager Unit</td>
<td>Unit basis</td>
</tr>
</tbody>
</table>

#### b. PROCESSING UNITS:

<table>
<thead>
<tr>
<th>No.</th>
<th>Position</th>
<th>Salary Range</th>
<th>Reporting To</th>
<th>Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>Junior Engineer (Ref.)</td>
<td></td>
<td>Managing Director</td>
<td>State-wide basis</td>
</tr>
<tr>
<td>31</td>
<td>Refrigeration Supervisor</td>
<td></td>
<td>Managing Director</td>
<td>State-wide basis</td>
</tr>
<tr>
<td>32</td>
<td>Processing Technician</td>
<td></td>
<td>General Manager</td>
<td>State-wide basis</td>
</tr>
<tr>
<td>33</td>
<td>Refrigeration Operator</td>
<td>Rs.5200-20200+GP1800</td>
<td>Managing Director</td>
<td>State-wide basis</td>
</tr>
<tr>
<td>34</td>
<td>Electrician</td>
<td></td>
<td>Manager Unit</td>
<td>Unit basis</td>
</tr>
<tr>
<td>35</td>
<td>Iceman</td>
<td>Rs.4800-10000+GP1650</td>
<td>Manager Unit</td>
<td>Unit basis</td>
</tr>
</tbody>
</table>

#### c. FISHING – MARKETING:

<table>
<thead>
<tr>
<th>No.</th>
<th>Position</th>
<th>Salary Range</th>
<th>Reporting To</th>
<th>Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>36</td>
<td>Deputy Manager</td>
<td>Rs.9300-34800+GP4600</td>
<td>Managing Director</td>
<td>State wide basis</td>
</tr>
<tr>
<td>37</td>
<td>Research Assistant</td>
<td></td>
<td>Managing Director</td>
<td>State wide basis</td>
</tr>
<tr>
<td>38</td>
<td>Assistant Manager</td>
<td>Rs.9300-34800+GP4200</td>
<td>General Manager</td>
<td>State wide basis</td>
</tr>
<tr>
<td>39</td>
<td>Sub Assistant Manager</td>
<td></td>
<td>Manager</td>
<td>State wide basis</td>
</tr>
<tr>
<td>40</td>
<td>Hatchery Assistant</td>
<td></td>
<td>Manager</td>
<td>State wide basis</td>
</tr>
<tr>
<td>41</td>
<td>Hatchery Operator</td>
<td></td>
<td>Manager</td>
<td>Unit basis</td>
</tr>
<tr>
<td>42</td>
<td>Seed Collection Assistant</td>
<td></td>
<td>Manager</td>
<td>State wide basis</td>
</tr>
<tr>
<td>43</td>
<td>Sub Asst.Ins.of Fisheries</td>
<td>Rs.5200-20200+GP2000</td>
<td>Manager Unit</td>
<td>Unit basis</td>
</tr>
<tr>
<td>44</td>
<td>Fishery Guard</td>
<td>Rs.4800-10000+GP1650</td>
<td>Manager</td>
<td>Unit basis</td>
</tr>
<tr>
<td>45</td>
<td>Fisherman</td>
<td>Rs.4800-10000+GP1400</td>
<td>Manager</td>
<td>Unit basis</td>
</tr>
<tr>
<td>46</td>
<td>Helper (Fish Stall)</td>
<td>Rs.4800-10000+GP1400</td>
<td>Manager</td>
<td>Unit basis</td>
</tr>
</tbody>
</table>

#### d. CREW OF FISHING VESSEL:

<table>
<thead>
<tr>
<th>No.</th>
<th>Position</th>
<th>Salary Range</th>
<th>Reporting To</th>
<th>Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>47</td>
<td>Skipper (Mexican Trawlers)</td>
<td></td>
<td>Board</td>
<td>State wide basis</td>
</tr>
<tr>
<td></td>
<td>(Indigenous Trawlers)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>Fishing Vessel Engineer</td>
<td></td>
<td>Board</td>
<td>State wide basis</td>
</tr>
<tr>
<td>49</td>
<td>Engine Driver</td>
<td></td>
<td>Managing Director</td>
<td>State wide basis</td>
</tr>
<tr>
<td>50</td>
<td>Fishing Second Hand</td>
<td></td>
<td>General Manager</td>
<td>State wide basis</td>
</tr>
<tr>
<td></td>
<td>Position</td>
<td>Manager Level</td>
<td>Basis</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------</td>
<td>---------------</td>
<td>----------------</td>
<td></td>
</tr>
<tr>
<td>51</td>
<td>Deck Hand</td>
<td>General Manager</td>
<td>State wide basis</td>
<td></td>
</tr>
<tr>
<td>52</td>
<td>Greaser</td>
<td>General Manager</td>
<td>State wide basis</td>
<td></td>
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<tr>
<td>53</td>
<td>Cook</td>
<td>General Manager</td>
<td>State wide basis</td>
<td></td>
</tr>
<tr>
<td>54</td>
<td>Net Maker</td>
<td>Manager</td>
<td>State wide basis</td>
<td></td>
</tr>
<tr>
<td>55</td>
<td>Tindal (Inland)</td>
<td>Manager</td>
<td>State wide basis</td>
<td></td>
</tr>
<tr>
<td>56</td>
<td>a. Boat Driver (Marine) Grade II</td>
<td>Manager</td>
<td>State wide basis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Boat Driver (Inland)</td>
<td>Manager</td>
<td>State wide basis</td>
<td></td>
</tr>
<tr>
<td>57</td>
<td>Junior Maintenance Engineer</td>
<td>Managing Director</td>
<td>State wide basis</td>
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</tr>
<tr>
<td></td>
<td><strong>e. VAN DRIVERS AND CLEANERS:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>Driver (Heavy Duty)</td>
<td>Rs.5200-20200+GP2000</td>
<td>Manager</td>
<td>State wide basis</td>
</tr>
<tr>
<td>48</td>
<td>Driver (Light Duty)</td>
<td>Rs.5200-20200+GP2000</td>
<td>Manager</td>
<td>State wide basis</td>
</tr>
<tr>
<td>49</td>
<td>Cleaner</td>
<td>Rs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>f. BASIC SERVICE EMPLOYEES:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>Office Assistant</td>
<td>Rs.4800-10000+GP1300</td>
<td>Manager</td>
<td>Unit basis</td>
</tr>
<tr>
<td>51</td>
<td>Watchman</td>
<td>Rs.4800-10000+GP1300</td>
<td>Manager</td>
<td>Unit basis</td>
</tr>
<tr>
<td>52</td>
<td>Office Boy</td>
<td>Rs.4800-10000+GP1300</td>
<td>Manager</td>
<td>Unit basis</td>
</tr>
<tr>
<td>53</td>
<td>Sweeper</td>
<td>Rs.4800-10000+GP1300</td>
<td>Manager</td>
<td>Unit basis</td>
</tr>
<tr>
<td>54</td>
<td>Water Boy</td>
<td>Rs.4800-10000+GP1300</td>
<td>Manager</td>
<td>Unit basis</td>
</tr>
<tr>
<td>55</td>
<td>Scavenger</td>
<td>Rs.4800-10000+GP1300</td>
<td>Manager</td>
<td>Unit basis</td>
</tr>
<tr>
<td>56</td>
<td>Water Woman</td>
<td>Rs.4800-10000+GP1300</td>
<td>Manager</td>
<td>Unit basis</td>
</tr>
<tr>
<td>57</td>
<td>Contingent workers (Full time or Part time)</td>
<td>On market rates fixed by Collector</td>
<td>Manager</td>
<td>Unit basis</td>
</tr>
</tbody>
</table>
ANNEXURE IV  
(Rule 35) 
FORM I  
FORM OF REPORT/APPLICATION FOR PERMISSION OF CONSTRUCTION FOR THE BUILDING OR TO AN ADDITION TO A HOUSE  
------------------------------------------------------------------------------------------------------------

Sir,  
This is to report to you that I propose to build a house or to make an addition to my house. This is to request that permissions may be granted to me for the building of the house or making addition to my house. The estimated cost of land and materials for the construction or extension of the house is given below:-

**LAND:**  
1. Location (Survey No., Village, District and State)  
2. Area and  
3. Cost

**BUILDING MATERIALS ETC.**

1. Bricks  
2. Cement  
3. Timber  
4. Iron and Steel  
5. Sanitary fittings (cost)  
6. Electrical fittings (cost)  
7. Any other specials fittings (cost)  
8. Labour charges  
9. Other charges if any

36. (b) **TOTAL COST OF LAND AND BUILDING:**

The construction will be supervised by myself. The construction will be done by

I do not have any official dealings with him in the past I have official dealings with the construction and nature of my dealings with him is/was as under.

The cost of the proposed construction will be met as under:

i. Own savings
ii. Loans /Advances with full details; and
iii. Other source with details

Yours faithfully,

N.B: Strike out portion not applicable.  
Enter the name and place of business of the contractor
ANNEXURE IV

FORM 2

FORM OF REPORT TO CORPORATION AFTER COMPLETION THE
BUILDING OF A HOUSE / ADDITION TO THE HOUSE (Para 36(c)).

Sir,

In my letter No. dated I had reported that I proposed to build a house or make addition to my house. Permission was granted to me in Order No. dated for the building of house or making addition to my house. The construction of the house or the addition to the house has since been completed and I enclose a Valuation Report duly certified by a firm of Civil Engineers or a Civil Engineer of reputed.

2. The cost of construction indicated in the enclosed Valuation Report was financed as under:-

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Own savings</td>
</tr>
<tr>
<td>ii. Loans/Advances with details</td>
</tr>
</tbody>
</table>

NOTE:
Variations, if any, between the figures given above and the figures given in other forms to be explained suitably.

Yours faithfully,

36 (d) VALUATION REPORT:

I/We hereby certify that I/We have valued the house at Of the construction by Thiru/Tmt. And I/We give below the value at which we estimate the cost of house under the following headings.

<table>
<thead>
<tr>
<th>Materials</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bricks</td>
<td></td>
</tr>
<tr>
<td>Cement</td>
<td></td>
</tr>
<tr>
<td>Iron and Steel</td>
<td></td>
</tr>
<tr>
<td>Timber</td>
<td></td>
</tr>
<tr>
<td>Sanitary fittings</td>
<td></td>
</tr>
<tr>
<td>Electrical fittings</td>
<td></td>
</tr>
<tr>
<td>All other special fittings</td>
<td></td>
</tr>
<tr>
<td>Labour charges</td>
<td></td>
</tr>
<tr>
<td>All other charges</td>
<td></td>
</tr>
<tr>
<td>Total cost of the building</td>
<td></td>
</tr>
</tbody>
</table>

Signature of the Valuation Authority
ANNEXURE - V

Form of report to the Government after completion of the building of a house/addition to the house.

Sir,

In my letter No...........dated............. I had reported that I proposed to build a house or make addition to my house. Permission was granted to me in Order No..................dated the..................for the building of house or making addition to the house. The construction of the house or addition to the house has since been completed and I enclose a Valuation Report duly certified by Firm of Civil Engineers or a Civil Engineer of repute.

2. The cost of construction indicated in the enclosed valuation report was financed as under:-

<table>
<thead>
<tr>
<th>Heading</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Own savings</td>
<td>...........</td>
</tr>
<tr>
<td>(ii) Loan/Advance with details</td>
<td>.........</td>
</tr>
</tbody>
</table>

(Note--Variation, if any, between the figures given above and the figures given in Form VI may be explained suitably).

Dated:

Yours faithfully,

(                        )

VALUATION REPORT

I/We hereby certify that I/We have valued House ......................... Constructed by Thiru/ Thirumathi ............................. of the + .............................and I/We give below the value at which we estimate the cost of the house under the Following headings:-

<table>
<thead>
<tr>
<th>Heading</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Bricks</td>
<td>...............</td>
</tr>
<tr>
<td>2. Cement</td>
<td>.........</td>
</tr>
<tr>
<td>3. Iron and Steel</td>
<td>.........</td>
</tr>
<tr>
<td>4. Timber</td>
<td>.........</td>
</tr>
<tr>
<td>5. Sanitary fittings</td>
<td>.........</td>
</tr>
<tr>
<td>6. Electrical fittings</td>
<td>.........</td>
</tr>
<tr>
<td>7. All other special fittings</td>
<td>....</td>
</tr>
<tr>
<td>8. Labour charges</td>
<td>.........</td>
</tr>
<tr>
<td>9. All other charges</td>
<td>.........</td>
</tr>
<tr>
<td>Total Cost of the building</td>
<td>................</td>
</tr>
</tbody>
</table>

Signature of the Valuation Authority.

*Here entire details of House.
+Here enter name, etc. of the Government servant
### ANNEXURE – VI

**AUTHORITY FOR IMPOSITION OF PENALITIES IN THE DISCIPLINARY CASES (RULE 42)**

<table>
<thead>
<tr>
<th>SI No</th>
<th>CATEGORY</th>
<th>AUTHORITY TO IMPOSE MINOR PUNISHEMENT</th>
<th>AUTHORITY TO IMPOSE MAJOR PUNISHEMENT</th>
<th>APPELLATE AUTHORITY IN THE CASE OF MINOR PENALTY</th>
<th>APPELLATE AUTHORITY IN THE CASE OF MAJOR PENALTY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Regd. Office</td>
<td>Unit Office</td>
<td>Regd. Office</td>
<td>Unit Office</td>
</tr>
<tr>
<td>1</td>
<td>General Manager</td>
<td>Managing Director</td>
<td>-</td>
<td>Board</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>Financial Adviser</td>
<td>Managing Director</td>
<td>-</td>
<td>Board</td>
<td>-</td>
</tr>
<tr>
<td>3</td>
<td>Senior Manager</td>
<td>Managing Director</td>
<td>-</td>
<td>Board</td>
<td>-</td>
</tr>
<tr>
<td>4</td>
<td>a. Manager (Other than Costing)</td>
<td>General Manager</td>
<td>General Manager</td>
<td>Managing Director</td>
<td>Managing Director</td>
</tr>
<tr>
<td>b. Manager (Costing)</td>
<td>Financial Advisor</td>
<td>-</td>
<td>-do-</td>
<td>-do-</td>
<td>-do-</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>No.</th>
<th>Position</th>
<th>Level</th>
<th>Department</th>
<th>Manager (Finance)</th>
<th>Internal Audit Officer</th>
<th>Manager (Budget)</th>
<th>Research Assistant</th>
<th>Deputy Manager</th>
<th>Jr. Maintenance Engineer</th>
<th>Sr. Maintenance Engineer</th>
<th>Superintendent</th>
<th>Accountant</th>
<th>Assistant, Jr. Accountant &amp; P.A. Managing Director</th>
<th>Jr. Assistant, typist, Steno &amp; Telephone operator</th>
<th>Record clerk and employees in Basic Service, Helpers, Sales Assistants, Artisan, Fishermen</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Manager (Finance)</td>
<td>-do-</td>
<td>-</td>
<td>-do-</td>
<td>-do-</td>
<td>-do-</td>
<td>-do-</td>
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<td>-do-</td>
<td>-do-</td>
<td>-do-</td>
<td>-do-</td>
<td>-do-</td>
</tr>
<tr>
<td>6</td>
<td>Internal Audit Officer</td>
<td>-do-</td>
<td>-</td>
<td>-do-</td>
<td>-do-</td>
<td>-do-</td>
<td>-do-</td>
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<td>-do-</td>
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<td>-do-</td>
</tr>
<tr>
<td>7</td>
<td>Manager (Budget)</td>
<td>-do-</td>
<td>-</td>
<td>-do-</td>
<td>-do-</td>
<td>-do-</td>
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<tr>
<td>8</td>
<td>Research Assistant</td>
<td>General Manager</td>
<td>Manager</td>
<td>-do-</td>
<td>Managing Director</td>
<td>-do-</td>
<td>General Manager</td>
<td>-do-</td>
<td>-do-</td>
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<td>-do-</td>
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<td>-do-</td>
</tr>
<tr>
<td>9</td>
<td>Deputy Manager</td>
<td>-do-</td>
<td>Manager</td>
<td>-do-</td>
<td>-do-</td>
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<td>-do-</td>
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</tr>
<tr>
<td>12</td>
<td>Superintendent</td>
<td>-do-</td>
<td>Manager</td>
<td>-do-</td>
<td>-do-</td>
<td>-do-</td>
<td>-do-</td>
<td>General Manager</td>
<td>-do-</td>
<td>-do-</td>
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<td>-do-</td>
<td>-do-</td>
<td>-do-</td>
</tr>
<tr>
<td>14</td>
<td>Assistant, Jr. Accountant &amp; P.A.</td>
<td>Manager</td>
<td>General Manager</td>
<td>General Manager</td>
<td>General Manager</td>
<td>General Manager</td>
<td>-do-</td>
<td>Managing Director</td>
<td>Managing Director</td>
<td>-do-</td>
<td>General Manager</td>
<td>General Manager</td>
<td>-do-</td>
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</tr>
<tr>
<td>15</td>
<td>Managing Director</td>
<td>-do-</td>
<td>Manager</td>
<td>Manager</td>
<td>-do-</td>
<td>-do-</td>
<td>General Manager</td>
<td>General Manager</td>
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<td>-do-</td>
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<td>-do-</td>
<td>-do-</td>
<td>-do-</td>
</tr>
<tr>
<td>16</td>
<td>Record clerk and employees in Basic Service, Helpers, Sales Assistants, Artisan, Fishermen</td>
<td>-do-</td>
<td>Manager</td>
<td>-do-</td>
<td>-do-</td>
<td>-do-</td>
<td>-do-</td>
<td>General Manager</td>
<td>General Manager</td>
<td>General Manager</td>
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<td>-do-</td>
</tr>
<tr>
<td>No.</td>
<td>Position</td>
<td>General Manager</td>
<td>-do-</td>
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<td>General Manager</td>
<td>-do-</td>
<td>Managing Director</td>
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<td>Managing Director</td>
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<td>Managing Director</td>
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<tr>
<td>17</td>
<td>Assistant Manager</td>
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</tr>
<tr>
<td>18</td>
<td>Fishery overseer</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>19</td>
<td>Hatchery Assistant</td>
<td>-</td>
<td>-</td>
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<tr>
<td>20</td>
<td>Hatchery operator</td>
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<td></td>
</tr>
<tr>
<td>21</td>
<td>Sub Asst. Inspector of fisheries</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>22</td>
<td>Fishery Guard</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>-</td>
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<td>-</td>
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<td>-</td>
<td>-</td>
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<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Drivers and cleaners of Vehicles</td>
<td>Manager (Per)</td>
<td>-do-</td>
<td>Manager (Per)</td>
<td>-do-</td>
<td>General Manager</td>
<td>-do-</td>
<td>General Manager</td>
<td>-do-</td>
<td>General Manager</td>
<td>-do-</td>
<td>General Manager</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Tindal (Inland), Boat Driver (Marine) Grade II</td>
<td>-do-</td>
<td>-do-</td>
<td>-do-</td>
<td>-do-</td>
<td>-do-</td>
<td>-do-</td>
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<td>26</td>
<td>Skippers of all trawlers</td>
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<td>29</td>
<td>Fishing Second hand of Bosun</td>
<td>General Manager</td>
<td>-</td>
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<td>30</td>
<td>Deck hand, Greaser &amp; Cook of all vessels</td>
<td>-do-</td>
<td>-</td>
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<td>-</td>
<td>-do-</td>
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<td>31</td>
<td>Foremen (General)</td>
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<td>-</td>
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<td>-</td>
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<td>-</td>
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<td>35</td>
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<td>39</td>
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<td>-do-</td>
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<td>40</td>
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<td>-do-</td>
<td>Manager</td>
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<td>-</td>
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<td>41</td>
<td>Processing technician</td>
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<td>-do-</td>
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<td>42</td>
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<td>General Manager</td>
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<td>43</td>
<td>Jr. Maintenance Engineer</td>
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<td>Manager (Per)</td>
<td>Managing Director</td>
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<td>-</td>
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<td>44</td>
<td>Sr. Maintenance Engineer</td>
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<td>-</td>
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</table>
## ANNEXURE - VII

**STATEMENT SHOWING THE MAINTAINENCE OF PERSONAL FILES AND EMPLOYEES**

<table>
<thead>
<tr>
<th>NAME OF THE CATEGORY</th>
<th>WHETHER ASSESSMENT REPORT SHOULD BE GIVEN</th>
<th>REPORTING OFFICER</th>
<th>COUNTER SIGNING AUTHORITY</th>
<th>CUSTODIAN PERSONAL FILES</th>
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<tbody>
<tr>
<td>General Manager</td>
<td>YES</td>
<td>Managing Director</td>
<td>Chairman</td>
<td>Managing Director</td>
</tr>
<tr>
<td>Financial Adviser and Chief Accounts officer</td>
<td>YES</td>
<td>-do-</td>
<td>-do-</td>
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<tr>
<td>Senior Manager</td>
<td>YES</td>
<td>General Manager</td>
<td>Managing Director</td>
<td>General Manager</td>
</tr>
<tr>
<td>Manager (Personal)</td>
<td>YES</td>
<td>-do-</td>
<td>-do-</td>
<td>-do-</td>
</tr>
<tr>
<td>Manager (Head Quarters)</td>
<td>YES</td>
<td>-do-</td>
<td>-do-</td>
<td>-do-</td>
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<tr>
<td>Manager (Trawler)</td>
<td>YES</td>
<td>-do-</td>
<td>-do-</td>
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<tr>
<td>Shore Skipper (Purse Seiner)</td>
<td>YES</td>
<td>-do-</td>
<td>-do-</td>
<td>-do-</td>
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<tr>
<td>Manager (Refrigeration)</td>
<td>YES</td>
<td>-do-</td>
<td>-do-</td>
<td>-do-</td>
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<tr>
<td>Manager (Production &amp; Marketing)</td>
<td>YES</td>
<td>-do-</td>
<td>-do-</td>
<td>-do-</td>
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<tr>
<td>Manager (Fish meal Plant)</td>
<td>YES</td>
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<tr>
<td>Position</td>
<td>Direct Supervisor</td>
<td>Indirect Supervisor</td>
<td>Department Supervisor</td>
<td>Manager in Office</td>
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<td>-----------------------</td>
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<tr>
<td>Manager (Marketing)</td>
<td>YES</td>
<td>Manager</td>
<td>General Manager</td>
<td>-do-</td>
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<tr>
<td>Sr. Maintenance Engineer</td>
<td>YES</td>
<td>General Manager</td>
<td>Managing Director</td>
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</tr>
<tr>
<td>Manager (costing)</td>
<td>YES</td>
<td>Financial Adviser</td>
<td>-do-</td>
<td>-do-</td>
</tr>
<tr>
<td>Manager (Finance)</td>
<td>YES</td>
<td>-do-</td>
<td>-do-</td>
<td>-do-</td>
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<tr>
<td>Internal Audit Officer</td>
<td>YES</td>
<td>-do-</td>
<td>-do-</td>
<td>-do-</td>
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<tr>
<td>Manager (Budget)</td>
<td>YES</td>
<td>Manager (Finance)</td>
<td>Financial Adviser</td>
<td>General Manager</td>
</tr>
<tr>
<td>Superintendent</td>
<td>NO</td>
<td>Concerned section officer in Regd. Office and Manager in Unit office</td>
<td>General Manager</td>
<td>Manager (P) in Regd. Office and Manager in unit office</td>
</tr>
<tr>
<td>Accountant</td>
<td>NO</td>
<td>Concerned section officer in Regd. Office and Manager in Unit office</td>
<td>General Manager</td>
<td>Manager (P) in Regd. Office and Manager in unit office</td>
</tr>
<tr>
<td>Deputy manager</td>
<td>NO</td>
<td>Concerned section officer in Regd. Office and Manager in Unit office</td>
<td>Controlling officer in Regd. Office</td>
<td>Manager (P) in Regd. Office and Manager in unit office</td>
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<tr>
<td>Research Assistant</td>
<td>NO</td>
<td>Manager</td>
<td>General Manager</td>
<td>Manager</td>
</tr>
<tr>
<td>Position</td>
<td>Skippers</td>
<td>General Manager</td>
<td>Managing Director</td>
<td>General Manager</td>
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<tr>
<td>Fishing Vessels Engineer Engine Driver (for vessels having engines of 150 HP and above)</td>
<td>NO</td>
<td>General Manager</td>
<td>Managing Director</td>
<td>General Manager</td>
</tr>
<tr>
<td>Fishing Second hand Engine Driver (for vessels having engines of 150 HP and above)</td>
<td>NO</td>
<td>Skipper or Manager concerned</td>
<td>General Manager</td>
<td>Manager (P)</td>
</tr>
<tr>
<td>Production Supervisor</td>
<td>NO</td>
<td>Manager</td>
<td>-do-</td>
<td>Manager</td>
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<tr>
<td>Junior Engineer (Electrical)</td>
<td>NO</td>
<td>Manager</td>
<td>-do-</td>
<td>Manager</td>
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<tr>
<td>Junior Refrigeration Engineer</td>
<td>NO</td>
<td>Manager</td>
<td>-do-</td>
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### ANNEXURE – VIII

<table>
<thead>
<tr>
<th>Sl No</th>
<th>NAME OF THE CATEGORY</th>
<th>SCALE OF PAY</th>
<th>Feeder post for promotion</th>
<th>Existing length of service as per service rules</th>
<th>Proposed length of service as per service rules</th>
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<tr>
<td>A. OFFICERS:</td>
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<tr>
<td>1. General Manager</td>
<td>Rs.3700-125-4700-150-5000</td>
<td>Senior Manager</td>
<td>5 years</td>
<td>5 years</td>
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<tr>
<td>2. Senior Manager</td>
<td>Rs. 3000-100-3500-125-4500</td>
<td>Manager</td>
<td>5 years</td>
<td>5 years</td>
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</tr>
<tr>
<td>3. Manager(Personnel)</td>
<td>Rs.2200-75-2800-100-4000</td>
<td>Superintendent/ Accountant</td>
<td>5 years</td>
<td>5 years</td>
<td></td>
</tr>
<tr>
<td>4. (a)Manager</td>
<td>Rs. 2200-75-2800-100-4000</td>
<td>Deputy Manager/ Research / Assistant</td>
<td>8 years</td>
<td>8 years</td>
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<tr>
<td>5. Manager(Refrigeration)</td>
<td>Rs.2200-75-2800-100-4000</td>
<td>Senior Maintenance Engg./Junior Refrigeration Engg./ Junior Engineer (Electricals)</td>
<td>3 years</td>
<td>5 years</td>
<td></td>
</tr>
<tr>
<td>6. (a) Manager (Finance &amp; Internal Audit Officer)</td>
<td>Rs.2200-75-2800-100-4000</td>
<td>Manager (Budget)/ Superintendent/. Accountant</td>
<td>years</td>
<td>5 years</td>
<td></td>
</tr>
<tr>
<td>7. Manager (Budget)</td>
<td>Rs.2200-75-2800-100-4000</td>
<td>Superintendent/ Accountant</td>
<td>5 years</td>
<td>5 years</td>
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<tr>
<td>8. Sr. Maintenance Engineer</td>
<td>Rs.2200-75-2800-100-4000</td>
<td>Junior Engineer (Civil or Mechanical)</td>
<td>10 years</td>
<td>10 years</td>
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<tr>
<td>9. Jr. Engineer (Electrical)</td>
<td>Rs. 1820-60-2300-75-3200</td>
<td>Senior Mechanic / Electritian</td>
<td>2 years</td>
<td>5 years</td>
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<tr>
<td>10. Senior Mechanic (Fish Meal Plant)</td>
<td>Rs. 14000-40-1600-50-2300-60-3600.</td>
<td>Operator</td>
<td>7 years</td>
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<td>11. Electrician</td>
<td>Rs825-15-900-20-1200</td>
<td>Any lowest post with required qualification</td>
<td>2 years</td>
<td>5 years</td>
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<td>12. Helper</td>
<td>Rs775-12-835-15-1080</td>
<td>From lower grade</td>
<td>3 years</td>
<td>5 years</td>
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<td>13. Refrigeration Supervisor</td>
<td>Rs. 1400-40-160-50-2300-60-</td>
<td>Refrigeration operator /</td>
<td>1 years</td>
<td>5 years</td>
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<tr>
<td>No.</td>
<td>Position</td>
<td>Grade I</td>
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<td>Grade III</td>
<td>Grade IV</td>
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<td>14</td>
<td>Refrigeration Operator</td>
<td>Rs. 825-15-900-20-1200</td>
<td>Ice man</td>
<td>2 years</td>
<td>5 years</td>
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<td>15</td>
<td>Iceman</td>
<td>Rs. 800-15-1010-20-1150</td>
<td>Basic servant helper</td>
<td>5 years</td>
<td>5 years</td>
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<td>16</td>
<td>Mechanic</td>
<td>Rs. 950-20-1150-25-1500</td>
<td>Boat Driver (Marine)</td>
<td>5 years</td>
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<td>17</td>
<td>Deputy Manager</td>
<td>Rs. 2000-60-2300-75-3200-100-3500</td>
<td>Assistant Manager</td>
<td>5 years</td>
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<td>18</td>
<td>Assistant Manager</td>
<td>Rs. 1400-40-1600-50-2300-60-2600</td>
<td>Fishery Overseer</td>
<td>5 years</td>
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<td>19</td>
<td>Fishery overseer</td>
<td>Rs. 975-25-1150-30-1660</td>
<td>Sub Asst. Inspector of fisheries</td>
<td>3 years</td>
<td>5 years</td>
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<td>20</td>
<td>Sub Asst Ins. of Fisheries</td>
<td>Rs. 975-25-1150-30-1660</td>
<td>Basic servant/ fishery Guard/ Helper</td>
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<td>5 years</td>
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<td>21</td>
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<td>Rs. 900-15-1010-20-1150</td>
<td>Fishermen/ Watchman</td>
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<td>22</td>
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<td>Rs. 3000-100-3500-125-4500</td>
<td>Fishing Second hand / Bosun</td>
<td>5 years</td>
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<td>23</td>
<td>Fishing Vessel Engineer</td>
<td>Rs. 250-75-2800-100-4200</td>
<td>Engine Driver</td>
<td>1 years</td>
<td>5 years</td>
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<td>Fishing Second Hand</td>
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<td>Deck ahnd / Cook</td>
<td>3 years</td>
<td>5 years</td>
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<td>25</td>
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<td>Rs. 1200-30-1560-40-2040</td>
<td>Boat driver (Marine)</td>
<td>3 years</td>
<td>5 years</td>
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<td>26</td>
<td>Cook</td>
<td>Rs. 1200-30-1560-40-2040</td>
<td>Boat Driver / Sea man</td>
<td>3 years</td>
<td>5 years</td>
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<td>27</td>
<td>Boat Driver Marine Grade II</td>
<td>Rs. 975-25-1150-30-1660</td>
<td>Seaman</td>
<td>5 years</td>
<td>5 years</td>
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<tr>
<td>28</td>
<td>Boat Driver (Inland)</td>
<td>Rs. 975-25-1150-30-1660</td>
<td>Lascar</td>
<td>5 years</td>
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<td>29</td>
<td>Driver (HDB)</td>
<td>Rs. 975-25-1150-30-1660</td>
<td>Driver (LD)</td>
<td>3 years</td>
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<td>30</td>
<td>Driver (LD)</td>
<td>Rs. 975-25-1150-30-1660</td>
<td>Cleaner</td>
<td>3 years</td>
<td>5 years</td>
</tr>
<tr>
<td>31</td>
<td>Manager Fish Net</td>
<td>Rs. 2200-75-2800-100-4000</td>
<td>Deputy Manager</td>
<td>7 years</td>
<td>7 years</td>
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<tr>
<td>32</td>
<td>Deputy Manager (Fish Net)</td>
<td>Rs. 2000-60-2300-75-3200-100-3500</td>
<td>Operator Grade I Fishnet</td>
<td>10 years</td>
<td>10 years</td>
</tr>
<tr>
<td>33</td>
<td>Operator Grade I</td>
<td>Rs. 825-15-900-20-1200</td>
<td>Operator Grade II Fishnet</td>
<td>3 years</td>
<td>5 years</td>
</tr>
<tr>
<td>34</td>
<td>Operator Grade II</td>
<td>Rs. 825-15-1010-20-1150</td>
<td>Artisan</td>
<td>5 years</td>
<td>5 years</td>
</tr>
<tr>
<td>35</td>
<td>Store keeper Grade - I</td>
<td>Rs. 1600-50-2300-60-2660</td>
<td>Store Kepper Grade II</td>
<td>5 years</td>
<td>5 years</td>
</tr>
<tr>
<td>36</td>
<td>Store keeper Grade - II</td>
<td>Rs. 1200-30-1560-40-2040</td>
<td>Draughtsman</td>
<td>3 years</td>
<td>5 years</td>
</tr>
</tbody>
</table>
GOVERNMENT OF TAMIL NADU

ANIMAL HUSBANDRY AND FISHERIES DEPARTMENT,
FORT ST.GEORGE, MADRAS 9.

Letter No.37130-FS V/89-4
Dated: 29.11.1990.

From

Thiru R.A. Seetharam, I.A.S.,
Special Commissioner and Secretary to Government.

To

The Managing Director,
Tamil Nadu Fisheries Development
Corpn.Ltd.,
Madras 600 006.

Sir,

Sub: Interpretation of Service Rules of Tamil Nadu Fisheries Development Corporation Limited – Rule IV Clarification sought for – Reg.


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I am directed to state that Government have examined the entire issue in connection with the clarification raised in respect of Rule 4 (IV) of Service Rule of Tamil Nadu Fisheries Development Corporation Limited and they have decided to modify the Rule 4(IV) approved in the Government reference first cited and it is now suggested that all cases involving relaxation of rules regulations etc. should come to Government irrespective of the nature of posts, scales of pay etc. I am, therefore, to request you to take necessary action on the above lines and to seek orders of the Government in these matters. In pursuance of the changes proposed the existing Rule 4 (IV) of the Service Rule of Tamil Nadu Fisheries Development Corporation Limited is modified as follows:-

**Rule 4 (IV):** The cases of individuals who have been appointed to service on or after 1.7.74 and who are found to be not in possession of the qualifications prescribed in Annexure III will be examined and relaxation of relevant rules will be granted on merits by the Managing Director in respect of holders of posts for which he himself or any of his xxxxx subordinate officer is the Appointing Authority and in other cases by the Board, subject to the prior Government approval.
2. I am to request you to make necessary corrections in respect of Rule 4 (IV) of the Service Rules of Tamil Nadu Fisheries Development Corporation Limited under intimation to Government.

Yours faithfully,

Sd.xxxx
For Special Commissioner and Secretary to Government

cc: The Finance (BPE) Department, Madras 9.
cc: The Labour & Employment Department, Madras 9.