



ABSTRACT

Rural Development and Panchayat Raj Department – Tamil Nadu Village Panchayat Secretaries (Conditions of Service) Rules, 2023 - Guidelines for mode of selection and appointment of Village Panchayat Secretaries – Orders – Issued.

Rural Development and Panchayat Raj (E5) Department

G.O.(Ms) No.198

Dated 04.09.2025

விசுவாவசு, ஆவணி 19,
திருவள்ளூர் ஆண்டு 2056.

Read:

1. G.O.(Ms).No.175, Rural Development and Panchayat Raj (E5) Department, dated 05.12.2006.
2. G.O.(Ms).No.113, Rural Development and Panchayat Raj (E5) Department, dated 13.09.2023.
3. From the Commissioner of Rural Development and Panchayat Raj Letter RC.No.71176/2023/F2, dated 18.08.2025.

ORDER:

In the Government Order first read above, orders were issued to the full time Panchayat Assistants and Part-Time Clerks who were working in the Village Panchayats under the consolidated pay were re-designated as Panchayat Assistant Grade I and Panchayat Assistant Grade II respectively and brought into time scale of pay with effect from 01.09.2006. Further, the service conditions, administrative control, duties and responsibilities were also prescribed. Later, the Panchayat Assistant Grade I and Grade II were re-designated as Panchayat Assistant and subsequently renamed as Panchayat Secretary.

2. In the Government Order second read above, orders were issued framing "Tamil Nadu Village Panchayat Secretaries (Conditions of Service) Rules, 2023. In the said rules under Rule 3, among other things, it has been stated as follows:-

(1) Appointment to the post of Village Panchayat Secretary shall be made by direct recruitment.

(2) (i) The Village Panchayat Secretary shall be selected through a open competitive recruitment process.

(ii) The recruitment shall be done by a District Level Committee chaired by the District Collector and consisting of Project Director/Additional Collector (Development), District Rural Development Agency, Assistant Director (Panchayats) and Personal Assistant to Collector (Development) as its members.

(iii) The recruitment shall be done in the manner as may be ordered by the Government.

3. In the letter third read above the Commissioner of Rural Development and Panchayat Raj has sent proposal to the Government, recommending issuance of orders regarding the guidelines on the mode of selection and appointment to the post of Village Panchayat Secretaries.

4. The proposal of Commissioner of Rural Development and Panchayat Raj was examined in detail by the Government. On detailed examination, the proposal of the Commissioner of Rural Development and Panchayat Raj is accepted by the Government and to issue the following guidelines on the mode of selection and appointment to the post of Village Panchayat secretaries.

Guidelines for Selection of Village Panchayat Secretary through Direct Recruitment

I. Educational qualification and age limit

1. As prescribed vide G.O.(Ms).No.113, Rural Development and Panchayat Raj (E5) Department, dated.13.09.2023 is listed as follows:-

Educational Qualification	10 th standard pass	
Age limit (in years) (on 1 st July 2025)	General	18 to 32
	Backward Class Backward Class (Muslim) Most Backward Class Denotified community	18 to 34
	Scheduled Caste Scheduled Tribe Destitute Widow	18 to 37
	Differently abled	Extension upto 10 years from maximum limit.
	Ex-Serviceman	18-50
	Ex-Serviceman (Backward Class Backward Class (Muslim) Most Backward Class Denotified community Scheduled Caste/ Tribe *Ex-Serviceman selected for any other Government service cannot claim the above age concession.	18-55

2. In G.O.(Ms).No.113, Rural Development and Panchayat Raj (E5) Department, dated 13.09.2023, it has been stated that the Village Panchayat Secretaries shall be selected through an open competitive recruitment process. As per the rules the Village Panchayat Secretaries will be selected based on evaluation of the following criteria and the proportion of marks given are stated below.

Rating component	Proportion
Marks obtained in 10 th standard Examination	85
Interview	15
Total	100

3. The District Level Appointment Committee shall be constituted under the Chairmanship of the District Collector vide G.O.(Ms).No.113, Rural Development and Panchayat Raj(E5) Department, dated 13.09.2023 for recruitment of Village Panchayat Secretary. As per the guidelines, the following procedures should be followed for recruitment.

II. Notification for the post of Village Panchayat Secretary

1. The district in which the posts of Village Panchayat Secretary are situated, should be considered as one unit.
2. The District Collector shall declare the vacancies of Village Panchayat Secretary at the District level on the basis of estimate of vacancy arrived as on 1st July every year.
3. The vacancies so enumerated shall be filled up by following communal rotation based on the provisions of Section 27 of the Tamil Nadu Government Servants (Conditions of Service Act, 2016) (Tamil Nadu Act 14 of 2016) and G.O.(Ms).No.142, Personnel and Administrative Reforms (S) Department, dated 14.10.2009 and G.O.(Ms).No.122, Personnel and Administrative Reforms (S) Department, dated 02.11.2021.
4. The details of the total number of vacancies in each district, the number of candidates to be selected by roster and the details of priority/non-priority should be clearly published in the District Website page.

III. Calling Applications for the post of Village Panchayat Secretary

1. As per G.O.(Ms).No.44, Labour and Employment (T2) Department dt.11.03.2015, applications should be invited through the Employment Exchange and by advertising in two newspapers, out of which one must be in Tamil having wide circulation in the respective state.
2. The candidates who have been shortlisted through the Employment Exchange should be informed through a letter informing them that they have to apply online as mentioned in the Website Notification.

IV. Educational Qualification

1. Must have passed 10th Standard or any examination equivalent as recognized by the Government of Tamil Nadu.
2. The applicant should have studied the Tamil language at least up to 8th standard.

V. Selection Criteria

1. The applicants will be shortlisted for engagement on the basis of a system generated merit list.
2. The merit list will be prepared on the basis of marks obtained/ conversion of grades / points to marks in 10th standard of recognized Boards aggregated to percentage to the accuracy of 2 decimals.
3. For applicants, 10th standard mark sheets contain the 'marks' as mentioned in each subject or 'marks' and 'Grade/Points' both, their 'marks' will be worked out by taking into account the 'marks obtained'.
4. However, if for any particular subject(s) only grades are mentioned in the marksheet, then for that subject(s) grades can be mentioned and the same need not to be converted to the marks by the candidates.
5. For applicants having only grades, subject wise marks will be arrived for each subject, by applying the multiplying factor of 9.5 in the following manner:

Grade	Grade point	Multiplication factor
A1	10	9.5
A2	9	9.5
B1	8	9.5
B2	7	9.5
C1	6	9.5
C2	5	9.5
D	4	9.5

6. The State Board of Tamil Nadu has not awarded marks or grade points to the candidates in the Secondary Level certificates for year 2020-2021 due to Covid and instead awarded a pass certificate to all the candidates. Therefore, the system will award a uniform 66.67%. In a such cases, candidates have to select 'Pass' while applying online.
7. Applications submitted without complete data will be rejected. In case an applicant uploads wrong documents/information and unnecessary documents, his/her candidature will be rejected.

8. The candidates must enter their name, date of birth, father's name and mother's name strictly as given in the school certificates.
9. Applications with blurred/ illegible photograph/ signature will be rejected.

VI. Procedure to apply for the post of Village Panchayat Secretary:

1. Applicants should submit applications for the post of Village Panchayat Secretary against the district to which they wish to apply in www.tnrd.gov.in
2. Along with the application, upload the relevant documents like 10th standard mark sheet, proof of date of birth, community certificate, priority certificate either in jpeg, Pdf or png format.
3. The message on shortlisting shall be communicated against the district applied in the above mentioned website.

VII. Preparation of eligibility list for interview

The candidates will be evaluated based on the marks obtained in the 10th standard public examination for which 85% will be given

Eligibility for selection	Maximum marks
Educational qualification pass/score	10th grade
Marks obtained in 10 th standard /Total marksX85 (For example: if a candidate got 400 marks out of 500, he will be given $400/500 \times 85 = 68$ marks)	85

VIII. Publication of Rank List of Applicants

1. On completion of the above procedure, the general rank list would be prepared and published in descending order based on the marks and after considering roster basis against the vacancy declared.

2. The general rank list would be published in the tnrd website with separate page for each district.
3. At the time of preparation of rank list, if more than one candidate has equal marks, the seniority would be placed in the rank list on the basis of age.
4. With these marks, candidates will be selected for interview in the ratio of 1:5 from the descending order of merit list for the total vacancies allotted in each rotation system. In some communal category, if there are shortage for 1:5 ratio, total number of candidates applied should be called to participate in the interview

IX. Communication for selection and process of physical verification of documents

1. The list of applicants shortlisted for interview will be released by the Department in www.tnrd.gov.in
2. Upon declaration of the shortlisting, the shortlisted candidates will be informed of the result and dates of interview & physical verification through SMS on their registered mobile number as well as through email on the registered email address.
3. However, in case of non-receipt of SMS/email on the registered mobile / email address due to technical or any other reasons, the department will not be responsible and no communication in this respect will be entertained.
4. Therefore, the applicants are advised to visit the website/Portal on a regular basis for latest updates.
5. Thereafter, the shortlisted candidates would require to attend the office of the designated authority where the vacancy is notified. The physical verification of documents as well as the interview will be done by the designated authorities appointed at the district.
6. The verification of the certificates & the interview will be done on the designated date and no extension of time will be permitted and the 'not turned up' candidate will be automatically cancelled.
7. While attending for documents verification, the candidates will be required to carry the following documents in original (as applicable) and two sets of self-attested photocopies for submission:

- Marksheet
- Identity proof (Driving Licence, Voter ID, Bank Passbook)
- Date of birth Certificate/proof
- Community Certificate
- Person with Disability Certificate
- Destitute Widow Certificate
- Ex- serviceman Certificate

X. Conducting interview

1. The Interview Committee will be constituted by the District Collector through an executive order consisting of three officers with two officers not less than in the cadre of Assistant Director. Depending on the number of applicants, there shall be additional committees formed. But the same committee shall interview all candidates for a particular roster category.
2. There shall be Certificate verification team formed with officers not less than the cadre of Deputy BDO and one Assistant for verification of certificates.
3. The team members will verify the original certificate against the certificates submitted along with the application - 10th standard mark sheet, community certificate and priority certificates before the interview. On approval given by the certificate verification team, the candidates shall be allowed to appear for the interview.
4. In the interview, the candidates would be interviewed on the following aptitude and the evaluation score should be given subject to maximum marks as follows:

Subject	Maximum score
Basic knowledge on the local bodies	10
Personality	5
Total	15

5. On completion of the interview, the interview committee should submit the mark list of the candidates, who attended the interview to the District Level Appointment Committee.

XI. Final Selection of the Candidates

1. The District Level Appointment Committee should calculate adding up the marks obtained in 10th standard and in the interview on the basis of 85:15 ratio respectively.
2. The candidates with the highest marks should be selected for the General category.
3. Those who are not selected in the General category should be arranged in the descending order against their relevant communal rotation category.
4. From this list, those who scored the highest marks should be selected for the respective rotation post.

XII. Reserve List of the Candidates

1. The candidates selected for the total vacant posts in the districts should be kept in the ratio of 1:1 from the descending order list for each communal rotation post.
2. If the selected candidates do not join service within 90 days, those vacancies shall be filled up from the reserve list on communal rotation basis according to the rank of candidates.
3. The above reserve list will remain valid until the vacancy is filled or for six months, whichever is earlier.
4. In cases where no one has joined and no candidates in the reserve list as per rotation to the post, the vacancies should be carried over to the next year as backlog vacancy with the same rotation unchanged.

XIII. Issuing Appointment Order for the selected candidates

1. The District Collector should issue the selection order proceedings with allocation of Village Panchayats to the selected candidates.
2. The Executive Authority of the Panchayat shall issue appointment orders to the selected candidates based on the proceedings of the District Collector.

XIV. Conditions for joining the service

1. The selected candidates should join the service within 60 days from the date of receipt of the appointment order.
2. Those who are unable to join within 60 days, can join within a maximum period of 30 days after obtaining due prior permission from the appointing authority.
3. The persons who do not join the service within 90 days the appointment order of the selected candidates will be cancelled. After cancellation, the next candidate on the reserve list shall be considered for appointment of the vacancy for which the post has been called for.

XV. Schedule for the selection of Village Panchayat Secretaries

The Commissioner of Rural Development and Panchayat Raj shall fix the time limit for the selection of Village Panchayat Secretaries as follows:

S.No.	Subject
1	Village Panchayat Secretary vacancies to be published in website.
2	Receiving applications for vacancies in districts.
3	Publication of the rank list of applicants.
4	Publication of the list of eligible candidates for interview.
5	The interview call letter for the shortlisted candidates will be uploaded in the www.tnrd.gov.in website and these details should be advertised in daily news paper.
6	Conducting interviews for the candidates.
7	Publication of the rank list of selected candidates through District Collector's proceedings.
8	Allocation of panchayat to the selected candidates through District Collector's proceedings.
9	Issue of appointment order to selected candidates by the Executive Authority of the Village Panchayat.

5. The instructions to the applicants for applying the post of Village Panchayat secretary and payment of fee is annexed to this order.

6. In case of any deviation from the above established procedure, suitable disciplinary action shall be initiated against all the erring officials, involving violation of the above procedure by the District Collector concerned.

7. The Commissioner of Rural Development and Panchayat Raj is requested to issue necessary instructions to the District Collectors to implement the above orders.

(BY ORDER OF THE GOVERNOR)

GAGANDEEP SINGH BEDI
ADDITIONAL CHIEF SECRETARY TO GOVERNMENT

To

The Commissioner of Rural Development and Panchayat Raj,
Chennai-15.

All District Collectors (Except Chennai)

The Accountant General, Chennai – 600018.

The Director of Local Fund, Chennai – 600035.

Copy to:

The Law Department, Chennai – 600 009.

The Senior Personal Assistant to Hon'ble Minister (Rural Development),
Chennai – 600 009.

The Senior Private Secretary to Additional Chief Secretary,

Rural Development and Panchayat Raj Department, Chennai – 600 009.

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//FORWARDED BY ORDER//

R. Mahalingam
SECTION OFFICER

LOG-002

Annexure

1. Instructions to Applicants

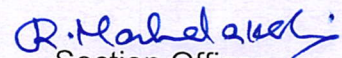
- (1) The application will be published in the tnrd website.
- (2) The applicants should fill the application online and upload the following documents in jpeg, Pdf or png format
 - (a) Scanned photo in .jpg/.jpeg format less than 50 kb
 - (b) Scanned signature .jpg/.jpeg format less than 20 kb
- (3) The applicants shall apply against the district to which they wish to apply. On completion of application entry, acknowledgement number will be received in the registered mobile number.
- (4) The acknowledgement number shall be used for payment of fee.
- (5) The message on shortlisting would be published against the district in the **www.tnrd.gov.in** website. The persons who have been included in the rank list will be invited to participate in the interview.
- (6) The candidates are instructed to check the website **www.tnrd.gov.in** on a daily basis for any instruction on the selection process including interview - place, date and timing.

2. PAYMENT OF FEE

- (1) After completion of application, the acknowledgement number received in the registered mobile number shall be used for payment of fee.
- (2) The application fee shall be Rs.50/- for SC/ST and differently abled category. For all other categories application fee shall be Rs.100/-.
- (3) Applicants may make the payment through any of the online mode of payment using the link provided for payment. All recognized credit/debit cards and net banking facility/UPI can be used for this purpose.
- (4) Charges applicable for usage of debit/credit cards and net banking, as per the rules from time to time will be levied.
- (5) Fee once paid will not be refunded. Hence, candidate is advised to ensure his eligibility for applying to particular post before making the fee payment.

Gagandeep Singh Bedi
Additional Chief Secretary to Government

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Section Officer



