

1. CLASSIFICATION OF SERVICES

The Services under the Chennai Metropolitan Water Supply and Sewerage Board shall be classified as follows:

Group A: Board's Servants in posts on pay scales, the minimum of which is Rs.10,000/- and above.

Group B: Board's Servants in posts on pay scales, the minimum of which is Rs.5,500/- and above but below Rs.10,000/-

Group C: Board's Servants in posts on pay scales, the minimum of which is Rs.2,610/- and above but below Rs.5,500/-.

Group D: Board's Servants in posts on pay scales, the minimum of which is Rs.2,610/-

NOTE: The Selection grade/special grade posts will come under the respective groups under which the posts in the ordinary grade are classified.

(B.R. No.140/2009, Dated 22.05.2009)

(B.P.No.16/2009,Dated 10.06.2009)

8. APPOINTING AUTHORITY:

The appointing authorities for the various categories of posts in the Board by direct recruitment by transfer or by promotion are specified below:

APPOINTMENT

Sl. No	Name of the Posts & Scale of pay	Appointing Authority
	<u>Group – A</u>	
1.	Chief Engineer Rs.16400 - 450 - 20000	Board with the prior approval of the Government
2.	Chief Controller of Finance Rs.15000 - 400 - 18600	-do-
3.	Secretary - cum - General Manager / Controller of Finance / Superintending Engineer / Internal Auditor / Financial Analyst Rs.14300 - 400 - 18300	-do-
3A.	IT Manager / Deputy General Manager Rs.12000 - 375 - 16500	-do-
4.	Staff Manager / Industrial Relations Manager / Public Relations Manager / Deputy Controller of Finance / Deputy Controller of Finance (C) / Data Processing Manager / Executive Engineer / Hydrogeologist / Purchase Manager / Inventory Control Manager / Manager (CC) Rs.10000 - 325 - 15200	Managing Director with the approval of the Board
	<u>GROUP – B</u>	
5.	Senior System Analyst / Chief Analyst Rs.9100 - 275 - 14050	Managing Director with the approval of the Board
6.	Medical Officer / Assistant Executive Engineer / Chief Chemist / Water Analyst / Deputy Hydrogeologist / Senior Admv. Officer / Senior Accounts Officer / System Analyst / Information & Facilitation Officer / Deputy Public Relation Manager Rs.8000 - 275 - 13500	Managing Director with the approval of the Employment Committee
7.	Assistant Engineer / Assistant Hydrogeologist Rs. 6500-200-11100	-do-

Sl. No	Name of the Posts & Scale of pay	Appointing Authority
8.	Admv. Officer/Accounts Officer / Assistant Water Analyst / Chemist. Rs.5900 - 200 - 9900	-do-
9.	Junior Engineer / Programmer/ Farm Manager / Junior Admv. Officer / Junior Accounts Officer / Depot Manager Grade I Rs.5500 - 175 - 9000	-do-
<u>GROUP – C</u>		
10.	Steno - Typist Grade I / System Operator Rs.5300 – 150 – 8300	-do-
11.	Photographer / Technical Assistant / Steno – Typist Grade II Rs.5000 – 150 - 8000	-do-
12.	Draughtsman – cum-Surveyor/ Mechanical Operator / Electrical Operator H.T./Operator L.T./Lab. Technician Grade I Rs.4500 – 125 - 7000	Managing Director with the approval of the Employment Committee
13.	Technician Rs.4300 – 100 - 6000	-do-
14.	Assistant / Steno – Typist Grade III / Depot Manager Grade II / Librarian / Data Entry Operator / Typist Grade I / Lab. Technician Grade – I / Electrician / Filter Operator / Chloronome Operator/ Diesel Generator Driver. Rs.4000-100-6000	-do-
15.	Assistant Operator (M&I) Rs.3625 – 85 - 4900	-do-
16.	Junior Assistant / Typist / Depot Manager / Driver/ Telephone Operator / Motor Cycle Messenger / Sewer Superintendent Rs.3200 – 85 - 4900	-do-
17.	Plumber / Mechanic Grade II / Pump House Motor Driver / Machine Operator Grade II/Fitter Grade II/ Pipe Line Fitter / Assistant Driller / Electrical Pumps man Rs.3050–75–3950-80-4590	-do-

Sl. No	Name of the Posts & Scale of pay	Appointing Authority
18.	Field Man / Field Assistant Rs.2750-70-3800-75-4400	Managing Director
19.	Blue Print Operator / Record Assistant Rs.2610-60-3150-65-3540	-do-
20.	<u>GROUP – D</u> Office Assistant / Sweeper/ Sanitary Worker/ Watchman/ Gurkha Watchman Rs.2550-55-2660-60-3200	Managing Director

PROMOTIONS

Sl. No	Name of the Posts & Scale of pay	Authority competent to approve Promotions
1.	<u>Group – A</u> Chief Engineer Rs.16400-450-20000	Board with the prior approval of the Government
2.	Chief Controller of Finance Rs.15000-400-18600	-do-
3.	Secretary-cum-General Manager/Controller of Finance / Superintending Engineer / Internal Auditor/ Financial Analyst Rs.14300-400-18300	Board (B.P.No.26/96, dt.14.08.96)
3A.	IT Manager / Deputy General Manager Rs.12000-375-16500	-do-
4.	Staff Manager / Industrial Relations Manager Public Relations Manager / Deputy Controller of Finance / Deputy Controller of Finance (C) / Data Processing Manager / Executive Engineer / Hydrogeologist / Purchase Manager / Inventory Control Manager/Manager (CC) Rs.10000-325-15200	-do-
5.	<u>GROUP – B</u> Senior System Analyst/Chief Analyst Rs.9100-275-14050	-do-
6.	Medical Officer / Assistant Executive Engineer/ Chief Chemist / Water Analyst / Deputy Hydrogeologist / Senior Admv. Officer / Senior Accounts Officer / System Analyst / Information & Facilitation Officer / Deputy PRM Rs.8000-275-13500	Managing Director
7.	Assistant Engineer/Assistant Hydrogeologist Rs.6500-200-11100	-do-
8.	Admv. Officer / Accounts Officer / Assistant Water Analyst / Chemist Rs.5900-200-9900	

Sl. No	Name of the Posts & Scale of pay	Authority competent to approve Promotions
9.	<p>Junior Engineer / Programmer/Farm Manager / Junior Admv. Officer / Junior Accounts Officer / Depot Manager Grade I / Junior Public Relations Manager Rs.5500-175-9000</p> <p><u>GROUP –C</u></p>	<p>Managing Director</p>
10.	<p>Steno – Typist Grade I / System Operator Rs.5300-150-8300</p>	<p>-do-</p>
11.	<p>Photographer/Technical Assistant/Steno – Typist Grade II Rs.5000-150-8000</p>	<p>-do-</p>
12.	<p>Draughtsman-cum-Surveyor/Mechanical Operator/ Electrical Operator H.T./Operator L.T./ Lab. Technician Grader I Rs.4500-125-7000</p>	<p>General Manager</p>
13.	<p>Technician Rs.4300-100-6000</p>	<p>-do-</p>
14.	<p>Assistant / Steno-Typist Grade III / Depot Manager Grade II / Librarian /Data Entry Operator / Typist Grade I / Driller / Lab. Technician Grade-I /Electrician /Filter Operator/ Chloronome Operator / Diesel Generator Driver Rs.4000-100-6000</p>	<p>-do-</p>
15.	<p>Assistant Operator (M & I) Rs.3625-85-4900</p>	<p>-do-</p>
16.	<p>Junior Assistant / Typist / Depot Manager / Driver / Telephone Operator/ Motor Cycle Messenger / Sewer Superintendent Rs.3200-85-4900</p>	<p>-do-</p>
17.	<p>Plumber / Mechanic Grade II / Pump House Motor Driver / Machine Operator Grade II / fitter Grade II / Pipe Line Fitter / Assistant Driller / Electrical Pumps man Rs.3050-75-3950-80-4590</p>	<p>-do-</p>

Sl. No	Name of the Posts & Scale of pay	Authority competent to approve Promotions
18.	Field Man / Sergeant / Field Assistant Rs.2750-70-3800-75-4400	General Manager
19.	Blue Print Operator / Record Assistant Rs.2610-60-3150-65-3540	-do-

(B.R. No.140/2009, Dated 22.05.2009)

(B.P.No.16/2009,Dated 10.06.2009)

6 (iv) The Chennai Metropolitan Water Supply and Sewerage Board General Sub-Ordinate Service.

Sl.No.	Name of the post and scale of pay	Method of recruitment	Qualification
18 A	<p>Lift Operator</p> <p>Rs.2650-65-3300-70-4000</p> <p>Pay Level-3 (minimum Rs.16600/- – maximum Rs.60800/-)</p>	<p>i) By direct recruitment</p> <p style="text-align: center;">or</p> <p>ii) By transfer from basic servants (OA / Watchman/ G.W.M / F.W)</p>	<p>i) Must have passed VIII Std. ii) He should have completed 18 years of age. iii) He should have got trained in operating Lift as well as in rescuing trapped passengers in case of emergency. A certificate to this effect, obtained from a recongized lift manufacturer should be possessed by him.</p> <p>i) Must have passed VIII Std. ii) Must possess qualification prescribed for direct recruitment.</p> <p>(B.R.No.288/08, dt.30.12.08) (B.P.No.18/08, dt.31.12.08)</p>

6 (iv) The Chennai Metropolitan Water Supply and Sewerage Board General Sub-Ordinate Services.

SI.No.	Name of the Post & Scale of Pay	Method of Recruitment	Qualification
8.	Assistant Rs.4000-100-6000	By Promotion	<p>From Junior Assistants and Typists</p> <ol style="list-style-type: none"> 1) From the combined seniority of Junior Assistant and Typist based on their regular date of appointment. 2) Must have put in not less than 3 years of service as Junior Assistant/Typist. 3) The Typists should have worked as Junior Assistant for a period of not less than one year before their promotion. 4) Must have passed the following Department Tests <ol style="list-style-type: none"> 1) CMWSS Act 1978 2) CMWSS Board Office Manual 3) CMWSS Board Service Regulations <p>(B.R.No.70/2009 dated 21.02.2009) (B.P.No.9/2009 dated 27.04.2009)</p>

6 (iv) The Chennai Metropolitan Water Supply and Sewerage Board General Sub-Ordinate Service.

Sl.No.	Name of the post & Scale of Pay	Method of recruitment	Qualification
2.	<p>Junior Administrative Officer</p> <p>Rs.9300-34800 with Grade pay of Rs.4800</p>	<p>By Promotion</p>	<p>From Assistants and persons who had worked as Steno-typists Grade-I and Grade-II between 01.08.1992 and 21.02.2001:</p> <p>a) Must have put in a minimum of 5 years of service as Assistants and Steno-typists Grade-I & Grade-II</p> <p>b) Must have passed the test conducted Departmentally on</p> <ol style="list-style-type: none"> 1. Materials Management 2. Labour Laws 3. Accounting Manual (Lower) and must have passed the test prescribed for Jr. Assistant for promotion as Assistant. <p>c) The Steno-typist Gr.-I & Grade-II must undergo training as Assistant for a period of one year.</p> <p>d) The ratio of 19:1 should be adopted between Assistants & Steno-typists Gr.I & II.</p> <p>(B.R.No.123/2010 dated 07.06.2010) / (B.P.No.15/2010 dated 09.06.2010)</p>

Sl.No.	Name of the post & Scale of Pay	Method of recruitment	Qualification
3.	Junior Accounts Officer Rs.9300-34800 with Grade pay of Rs.4800	By Promotion	<p>From Assistants and persons who had worked as Steno-typists Grade-I and Grade-II between 01.08.1992 and 21.02.2001:</p> <ul style="list-style-type: none"> a) Must have put in a minimum of 5 years of service as Assistants and Steno-typists Grade-I & Grade-II b) Must have passed the test conducted Departmentally on <ul style="list-style-type: none"> 1) Accounting Manuals of the Board 2) Budgeting and Billing and Collection Manuals 3) Materials Management Manual 4) Elements of Book Keeping- Batliboi 5) Elements of Auditing <ul style="list-style-type: none"> i) Internal Audit Manual of the Board ii) Internal Audit Manual for Public Sector undertakings of Tamil Nadu Government Auditing 6) Business Organisation and Office Management (by Shukla or any standard book (e.g) Ghosh and Bhusan and c) Must have passed the test prescribed for Jr. Assistant for promotion as Assistant. d) The Steno-Typists Grade-I & Grade-II must undergo training as Assistant for a period of one year. e) The ratio of 19:1 should be adopted between Assistants & Steno-Typists Grade-I and Grade-II. <p>(B.R.No.123/2010 dated 07.06.2010) (B.P.No.15/2010 dated 09.06.2010)</p>

Sl.No.	POST & PAY BAND	METHOD OF RECRUITMENT	QUALIFICATION
		(b) By Deputation	<p style="text-align: center;">or</p> <p>From the rank of Joint Commissioner of Labour (or) Labour Officer (or) Assistant Commissioner of Labour from the Government of Tamil Nadu.</p> <p><u>By transfer from any other service</u></p> <p>Deleted</p> <p>(B.R.No.144/2013 Dt. 14.08.2013) (B.P.No.17/2013 Dt.11.09.2013)</p>
16 a.	<p>Deputy Public Relations Manager (No Change)</p> <p>Pay Band : Rs.15600-39100 + Grade Pay Rs.5400 (No Change)</p>	<p>By Direct recruitment</p> <p>By Promotion</p> <p>By Transfer from any other service</p>	<p>Deleted</p> <p>From Assistant Accounts Officer / Assistant Administrative Officer / Assistant Audit Officer / Assistant Revenue Officer.</p> <p>Must have put in a minimum of 5 years of service as Assistant Accounts Officer / Assistant Administrative Officer / Assistant Audit Officer / Assistant Revenue Officer. With Diploma in Public Relations from an Institution recognized by State or Central Government (or) Degree in Public Relations.</p> <p style="text-align: center;">or</p> <p>Deleted</p> <p>(B.R.No.144/2013 Dt. 14.08.2013) (B.P.No.17/2013 Dt.11.09.2013)</p>

Sl.No.	POST & PAY BAND	METHOD OF RECRUITMENT	QUALIFICATION
		By Transfer from any other Service	<p>Must have put in a minimum of 5 years of service as Assistant Accounts Officer / Assistant Administrative Officer /Assistant Audit Officer / Assistant Revenue Officer. With Diploma in Public Relations from an Institution recognized by State or Central Government (or) Degree in Public Relations.</p> <p>Deleted</p> <p>(B.R.No.144/2013 Dt. 14.08.2013) (B.P.No.17/2013 Dt.11.09.2013)</p>
19a.	<p>Assistant Accounts Officer / Assistant Administrative Officer/ Assistant AuditOfficer / Assistant Revenue Officer & so on.</p> <p>Pay Band : Rs.9300- 34800 + Grade Pay Rs.4900 (No Change)</p>	By Promotion	<p>From Superintendent:</p> <p>Must have put in a minimum of 5 years of service as Superintendent and must have passed the tests prescribed for the post of Superintendent.</p> <p>(B.R.No.144/2013 Dt. 14.08.2013) (B.P.No.17/2013 Dt.11.09.2013)</p>

6 (iv) The Chennai Metropolitan Water Supply and Sewerage Board General Sub-Ordinate Service.

Sl.No.	Post & Pay Band	Method of Recruitment	Qualification
2 a.	<p>Superintendent</p> <p>Pay Band : Rs.9300 - 34800 + Grade Pay Rs.4800 (No Change)</p>	<p>By Promotion</p>	<p>From Assistant:</p> <p>a) Must have put in a minimum of 5 years of service as Assistant and</p> <p>b) Must have passed the following tests, conducted departmentally in addition to the test prescribed for the post of Assistant</p> <ol style="list-style-type: none"> 1. Materials Management 2. Labour Laws. 3. Accounting Manual (Lower) 4 Accounting Manuals of the Board 5. Budgeting and Billing and Collection Manuals 6. Elements of Auditing <ol style="list-style-type: none"> a. Internal Audit Manual of the Board. b. Internal Audit Manual for Public Sector Undertakings of Tamil Nadu Government Auditing. 7. Business Organisation and Office Management by Shukla or any standard book (e.g) Ghosh and Bhusan 8. Elements of Book Keeping - Batliboi. <p>(B.R.No.144/2013 Dt. 14.08.2013) (B.P.No.17/2013 Dt.11.09.2013)</p>

Sl.No.	Post & Pay Band	Method of Recruitment	Qualification
8 a.	<p>Assistant (No Change)</p> <p>Pay Band :Rs. 5200- 20200 +Grade Pay Rs.2800 (No Change)</p>	By Promotion	<p>From Junior Assistant :</p> <p>Must have put in a minimum of 4 years of service as Junior Assistant and must have passed the following tests conducted Departmentally.</p> <ol style="list-style-type: none"> 1. CMWSS ACT 1978, 2. CMWSS Board Office Manual, 3. CMWSS Board Service Regulations. <p>(B.R.No.144/2013 Dt. 14.08.2013) (B.P.No.17/2013 Dt.11.09.2013)</p>
14 a.	<p>Junior Assistant (No Change)</p> <p>Pay Band :Rs. 5200 - 20200 + Grade Pay Rs.2400 (no Change)</p>	By Direct Recruitment	<p>a) Must have passed a Degree of any University recognised by the University Grants Commission. Priority will be given to B.Com Graduates, B.A (Corporate) & Graduates with Commerce and Accountancy subjects and minimum 30 % of the vacancies will be filled up with them.</p> <p>b) Must have passed Diploma in Computer Applications or Certificate course in Computer on Office Automation or Certificate in Data Entry Operator Course obtained from reputed Computer Training Organization.</p> <p>c) Provided that those who possess a Degree (or) Diploma in Computer Science (or) Bachelor in Computer Application (or) Computer Engineering as one of the subjects approved by the University Grants Commission (or) All India Council for Technical Education (or) Directorate of Technical Education (or) any equivalent body shall be exempted from passing the Course in 'b' above.</p>

6 (iv) The Chennai Metropolitan Water Supply and Sewerage Board General Sub-Ordinate Service.

Sl.No.	Name of the Post & Pay Band	Method of Recruitment	Qualification
19.	<p>Record Assistant</p> <p>Rs.4800-10000+ G.P. Rs. 1400/-</p>	<p>1) By Direct Recruitment</p> <p>2) By Transfer</p>	<p>Must have passed 10th Std. or its equivalent.</p> <p>1) Must have passed III Form / VIII Standard in a recognised Secondary School or must possess the India Army I Class Certificate or Education of the Indian Army III Class English Certificate.</p> <p>2) Must have completed 3 years of service as Office Assistant under the CMWSS Board Basic Servants Service. (B.P.No.18/92, dated 20.10.1992, B.R.No.205/1992, dated 15.10.1992)</p> <p style="text-align: center;">(or)</p> <p>1) Must have passed 10th Standard (S.S.L.C) or its equivalent.</p> <p>2) Must have completed 5 years of service in the cadre of Field Workers or other Labour Establishment category.</p> <p>A ratio of 2:1 may be adopted between Office Assistant and Field Workers.</p> <p>(B.R.No.130/2016 dated 06.10.2016) (B.P.No.10/2016 dated 08.10.2016)</p>

6 (i) The Chennai Metropolitan Water Supply and Sewerage Board General Service.

Sl.No.	Name of the post & Pay band	Method of recruitment	Qualification
20.	Senior Depot Manager Rs.9300-34800 with Grade pay of Rs.5100 (Grade-VI-B)	By Promotion	From the category of Depot Manager Gr-I with the minimum of 3 years of service as Depot Manager Gr.-I. (B.R.No.41/2017 dated 03.06.2017) (B.P.No.2/2018 dated 06.04.2018)