



| <b>POSTS</b>   | <b>ROLES &amp; FUNCTIONS</b>   |
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| <b>Industrial Co-operative Officer in Industries and Commerce Department</b>                                     | <p><b>As a promotional body, the Directorate provides services through District Industries Centres such as:</b></p> <ul style="list-style-type: none"><li>✓ Formation of Industrial Cooperative Societies,</li><li>✓ Providing escort services,</li><li>✓ Training in entrepreneurship development</li><li>✓ Acknowledgement of Udyog Aadhaar Memorandum filed by Micro, Small and Medium enterprises etc.,</li></ul> <p><b>Further, the Directorate has administrative control over:</b></p> <ul style="list-style-type: none"><li>✓ Eight Electrical and Electronic Industrial Estates and</li><li>✓ One Ceramic industrial Estate,</li><li>✓ One Electrical Testing Laboratory.</li><li>✓ Five Chemical Testing Laboratories,</li><li>✓ Institute of Ceramic Technology, Viruthachalam,</li><li>✓ Government Scientific glass Training Centre, Coimbatore,</li><li>✓ Government Production Centre for Scientific Glass Apparatus, Coimbatore.</li></ul> |
| <b>Junior Employment Officer (Non-Differently Abled) in Employment and Training (Employment Wing) Department</b> | <p><b>The important functions of the Employment Wing are:</b></p> <ul style="list-style-type: none"><li>✓ Registration of jobseekers,</li><li>✓ Providing Vocational Guidance to students and unemployed,</li><li>✓ Periodical collection, compilation and</li></ul>   |



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|  | <p>preparation of statements on employment and unemployment etc.</p> <p><b>Duties:</b></p> <ul style="list-style-type: none"><li>✓ To Provide fair and impartial service</li><li>✓ Will upgrade the quality of service by computerization and proper training</li></ul>  |
| <p><b>Probation Officer in Prison Department</b></p>                 | <p><b>They make enquiries regarding the</b></p> <ul style="list-style-type: none"><li>✓ Behaviour pattern of the offenders and the environmental conditions in which they live and submit report to the courts when called for apart from</li><li>✓ Supervising the behaviour of the offenders released prematurely on bond or the inmates released on license and also of the inmates who are discharged from the Borstal School,</li><li>✓ Approved Schools and Vigilance Homes, etc. They also arrange financial assistance through Nationalized Banks to the Discharged prisoners for their rehabilitation</li></ul> |
| <p><b>Assistant Inspector of Labour in the Labour Department</b></p> | <p><b>The Inspectors of Labour are assigned with the following statutory functions:</b></p> <ul style="list-style-type: none"><li>✓ Deputy Controller of Weights and Measures under Standards of Weight and</li><li>✓ Measures (Enforcement) Act, 1985.</li><li>✓ Licensing officers under the Contract Labour (Regulation and Abolition) Act, 1970 (in respect of establishments other than Factories).</li><li>✓ Licensing officer under Motor Transport Workers Act 1961.</li><li>✓ Inspectors under the following</li></ul>  |



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|  | <p>Labour Enactment's a) Tamil Nadu Shops and Establishments Act, 1947.</p> <ul style="list-style-type: none"><li>✓ Tamil Nadu Catering Establishments Act, 1958.</li><li>✓ Tamil Nadu Industrial Establishments (National &amp; Festival Holidays) Act, 1958.</li><li>✓ Tamil Nadu Labour Fund Welfare Fund Act 1972.</li><li>✓ Tamil Nadu Industrial Establishments (Conferment of permanent Status of Workmen) Act, 1981.</li><li>✓ Payment of Wages Act, 1936.</li><li>✓ Minimum Wages Act, 1948.</li><li>✓ Motor Transport workers Act, 1961.</li><li>✓ Beedi and Cigar Workers (Conditions of Employment) Act, 1966.</li><li>✓ The Maternity Benefit Act -1961.</li><li>✓ Contract Labour (Regulations and Abolition) Act, 1970</li><li>✓ Payment of Gratuity Act, 1972.</li><li>✓ The Inter/state Migrant workmen (Regulation of Employment and Conditions of Services) Act, 1979.</li><li>✓ Equal Remuneration Act, 1976.</li><li>✓ Sales Promotion Employees (Conditions of Services) Act, 1976.</li><li>✓ The Working journalists &amp; Other News Paper employees (conditions of Service) and miscellaneous provisions Act, 1955.</li></ul> |
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| <b>Sub Registrar, Grade-II in Registration Department</b> | <b>Responsibilities of the Sub Registrar include,</b> <ul style="list-style-type: none"><li>✓ Registration of documents,</li><li>✓ Registration of marriages under various Marriage Registration Acts.</li><li>✓ Apart from this, the Sub-Registrar is the custodian of birth and death registered records for town and village panchayats and also</li><li>✓ Act as Assistant Registrar under the Chit Funds Act, 1982.</li></ul>   |
| <b>Assistant Section Officer</b>                          | <ul style="list-style-type: none"><li>✓ The main duties of Assistant Section Officer in a section are to put up notes, drafts, maintain the Personal Registers and also to assist the Section Officer.</li><li>✓ He will maintain the Periodical Registers, reference books, stock files etc. keeping them up to date.</li><li>✓ He will act according to the orders and direction of the Section Officer in performing his official duties.</li><li>✓ He will dispose off the tappals received by him without any delay. He will keep his seat neat and tidy.</li></ul> |
| <b>Assistant Inspector in Local Fund Audit Department</b> | <p>The audit of Urban Local Bodies, Panchayat Raj Institutions, Universities, Market committees, Local Library Authorities are conducted by the staff of the Director of Local Fund Audit.</p> <ul style="list-style-type: none"><li>✓ The different types of audit done by the staff of the Director of Local Fund Audit is detailed below: 1. Field Audit 2. Concurrent Audit – Corporations / Municipalities / Panchayat Unions. Field Audit: The audit of the Municipalities (other than concurrent) Town Panchayats, District Panchayats, Market</li></ul>          |



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|  | <p>Committees, Local Library Authorities and other miscellaneous institutions are done by the field staff in the office of the Assistant Directors in each district. Normally annual audit of these institutions is taken up. Concurrent Audit:</p> <ul style="list-style-type: none"><li>✓ The audit of all the Municipal Corporations, Special Grade Municipalities certain Selection Grade Municipalities, Panchayat Unions and that of all the Universities are done concurrently by the audit staff stationed in the respective Institutions.</li><li>✓ As the annual audit is done mostly on receipt of the completed annual accounts from the institutions, following of the time frame for submission of Accounts by the Local Bodies must be insisted.</li><li>✓ The Assistant Directors should ensure this through periodical watch over the local bodies.</li><li>✓ The time frame fixed for completion of audit should be followed scrupulously by the audit staff.</li><li>✓ The Regional Deputy Director and the Assistant Directors are responsible for ensuring the timely completion of audit by audit parties. Availing mandays in excess of the allowed ones and overstay at the institution must be avoided.</li><li>✓ The cases of non compliance by the local bodies in sending the Accounts should be brought to the notice of the Director through the Regional Deputy Director so that it can be taken to the notice of the concerned administrative Heads of the Departments by the Director of Local Fund Audit.</li></ul> |
| <b>Executive Officer, Grade-II in Town Panchayats Department</b> | ✓ To ensure responsive, accountable, transparent  |



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|                                 | <p>and people-friendly civic administration.</p> <ul style="list-style-type: none"><li>✓ To develop administration that takes the citizens into total confidence, in all the schemes implemented in Town Panchayats.</li><li>✓ Executive Officer of the Town Panchayat is the Executive authority of the Town Panchayat. He is authorized to sign all cheques for payment from Panchayat fund and other funds. He is assisted by Head Clerk, Junior Assistant, Bill Collector, Typist for the maintenance of records, Collection of taxes, maintenance of assets and in ensuring the publicity and propaganda and in implementation of Government Programmes.</li></ul>  |
| <p><b>Revenue Assistant</b></p> | <ul style="list-style-type: none"><li>✓ The Principal duty of the Asst.Revenue Officer is the supervision of the assessment and collection of all Taxes in his jurisdiction.</li><li>✓ He is responsible for prompt and timely assessment of all new buildings and the buildings which underwent addition or alteration in the existing structure.</li><li>✓ He is responsible to check the daily collection under all taxes</li><li>✓ He has to be carefully scrutinizing all outstandings and, if necessary, report to the Revenue Officer the slackness on the part of the assessors and tax collectors in this connections.</li><li>✓ He is designates as Asst.Electoral Registration Officer and he has to scrutinize the claims for inclusion and deletion within his jurisdiction.</li></ul> <p><b>OUT -DOOR WORK</b></p> <ul style="list-style-type: none"><li>✓ He inspects 10% of the buildings in case of all new assessments of properties and also along with Revenue Officer certain percentage of cases</li></ul> |



of assessment of properties in connection with quinquennial revision.

- ✓ He also attends the meetings of the taxation tribunal and gives all the information required by it.
- ✓ He should make a surprise inspection in a few cases of vacant buildings and interview important persons and holders of several properties for the purpose of collection.
- ✓ He should check by surprise street –war survey relating to the profession tax.
- ✓ He should inspect the dhobhikana in his circle by surprise visit.
- ✓ He should also check the work of Licence Inspectors and make inspections in connection with the levy of advertisement tax, timber tax and entertainment tax.

**INDOOR WORK**

- ✓ The Asst.Revenue Officer should attend to the disposal of all correspondence pertaining to the Revenue Department and reserve important papers for the Revenue Officer & Dy.Commissioner (R&F)
- ✓ They should record the representation made at the time of personal hearing granted to the Assesses and submit his finding to the Revenue Officer
- ✓ They also attend establishment matters including terminal benefits of the staff of the Revenue Department both indoor & out door.
- ✓ They assist the Revenue Officer in the disposal of Office work.



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|   | <ul style="list-style-type: none"><li>✓ Each Asst.Revenue Officer should submit advance programme of their inspection to the Revenue Officer and also the diary of the work done by him at the end of the week.</li></ul>   |
| <b>Deputy Commercial Tax Officer in Commercial Taxes Department</b> | <ul style="list-style-type: none"><li>✓ Effective implementation of the various Acts, Rules framed by this department.</li><li>✓ Maximisation of revenue collection so as to enable the Government for implementing the various welfare and development programmes.</li><li>✓ Providing quality service to dealers and assesses as well as to trade and industry means.</li></ul> |

**\*\*\*\*Remaining Posts will be Updated Soon**