

**Circular of the Registrar of Cooperative Societies**

Thiru. P. Seetharaman, I.A.S.,  
Registrar

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Circular No.29/2013

Re.51928/2013/SF2

Dated:18.07.2013.

Sub: Cooperative Societies Prescribing of Co-operative Training as one of the **necessary other qualifications** for appointment of paid officers and servants to administrative posts in the special by-law relating to service conditions of employees of Cooperative Societies - Instructions issued.

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In the Model Special By-law relating to service conditions of employees of Cooperative Societies communicated by the Government in G.O(Ms)No.4432 Revenue Department, dated 29.09.1953, "**Co-operative Training**" was prescribed as a "**necessary other qualification**" for appointment to administrative posts. In March 1981, the Model Special by-law relating to service conditions of employees of Cooperative Societies was revised taking into account of the modifications made from time to time since the issue of G.O.(Ms)No.4432 Revenue Department dated 29.09.1953 and a revised Model Special By-laws were communicated in Registrar's Circular No.26/81/J3 dated 01.03.1981. In special by-law 2 of the Model Special by-law governing the service conditions of the employees of Cooperative Societies communicated in the said Registrar's circular "**Cooperative Training**" has been prescribed as a "**necessary other qualifications**" for appointment of various categories of administrative posts from the lower level post of Junior Assistant to the Top level post of Secretary / Executive Officer.

2. Prior to the amendments issued by G.O.(Ms)No.212 Cooperation Food and Consumer Protection Department, dated 04.07.1995 "**Co-operative Training**" was prescribed as a "**necessary other qualification**" for all classes of Administrative posts from Class I to Class VI specified in clause (a) of sub-rule (2) of rule 149 of the TamilNadu Co-operative Societies Rules, 1988. Sub-rule (1) of rule 149 of the TamilNadu Co-operative Societies Rules, 1988, as amended by G.O.(Ms)No.212 Cooperation Food and Consumer Protection Department, dated 04.07.1995 specifies that every society shall, taking into account its nature of business, volume of transaction and financial position, adopt, with the prior approval of the Registrar, a special by-law covering the service conditions of its employees which shall, interalia, prescribe, among others, cadre strength and classification of various categories of posts and **the qualifications required thereof**. As per the third proviso to the said sub-rule (1) of rule 149, **the cooperative training** at the appropriate level may be prescribed as a necessary qualification for specific categories of non-technical posts.

3. Consequent on the amendments to rule 149(1) issued by G.O.(Ms)No.212 Cooperation Food and Consumer Protection Department, dated 04.07.1995, Model Special By-law relating to the service conditions of employees of Cooperative Societies were framed and communicated to all Cooperative Societies for adoption. In the said Model By-law also "**Co-operative Training**" has been prescribed as "**necessary other qualifications**" for all administrative posts from the lower level post of Junior Assistant to the top level post of Secretary / Executive Officer.

4. In as much as Co-operative Training has been prescribed in the Special By-law relating to the service conditions of employees of cooperative societies, separate Co-operative Training Institutes were registered under the erstwhile TamilNadu Co-operative Societies Act, 1932 and TamilNadu Co-operative Societies Act, 1961 with the object of providing cooperative training to persons who may seek employment in Cooperative Societies. Subsequently, keeping in view of the need to impart cooperative training to more number of persons, the TamilNadu Cooperative Union has also opened more number of Institute of Cooperative Management as its units in certain districts where there are no separate Cooperative Training Institute.

5. Ever since the Model Special By-law relating to service conditions of employees of Cooperative Societies was communicated in GO(Ms)No.4432 Revenue Department, dated 29.09.1953, "**Co-operative Training**" has been a "**necessary other qualifications**" for appointment to administrative posts in Cooperative Societies from the lower level post of Junior Assistants to the top level post of Secretary / Executive Officer. However, it is seen that while approving the special by-laws relating to service conditions of employees of certain Co-operative Marketing Societies in special by-law No.4, "**Co-operative Training**" has not been prescribed as "**necessary other qualifications**" for appointment to any administrative post from Junior Assistant and above. However, in the first proviso under the said special by-law it has been specified that any person who is appointed to any category of post of clerk and above, other than technical post, who does not possess Co-operative Training shall acquire Co-operative Training at his/her cost within a period of two years from the date of his/her appointment failing which his/her probation shall not be declared and he/she shall be liable to be terminated from the service of the society. But in Special by-law 4(1) of the Model Special by-law relating to service conditions of employees of Primary Agricultural Cooperative Credit Societies communicated in Registrar's letter RC.74487/2012/PACS1, dated 27.08.2012 **Co-operative Training** has been prescribed as a **necessary other qualifications** for appointment whether by direct recruitment or by promotion to any category of post from the lower level post of Fertilizer Salesman / Attender to the top level post of Secretary.

6. It is reiterated that "**Co-operative Training**" shall continue to be a "**necessary other qualifications**" for appointment to any category of administrative post from the lower level of salesman / Attender to the top level of Secretary / General Manager / Executive Officer in the special by-laws relating to the service conditions of employees of every cooperative society for the following reasons.

Basically, cooperative institutions are different from banking sector and other public sector institutions. Cooperative Societies are voluntary organizations formed by a group of persons of common economic needs and residing within a specified area, for specific objects. Most of the Cooperative Societies are village level specialized institutions and have a tiny sized paid establishment having a few post of Assistant / Clerk / Junior Assistant. The personnel to be appointed to the said post should have basic knowledge of Cooperative Principles, Book Keeping, Accounting, Auditing and the procedures to be followed by cooperative institutions. They should have fair knowledge

about the TamilNadu Co-operative Societies Act, Rules and other related labour laws. All these would have been possessed by a person only when he is trained in cooperation. For this purpose only, cooperative training institutes have been started and these training institutes impart training by way of Diploma course to those who aspire to seek employment in cooperative societies. Recruiting a person without cooperative training and requiring him to be trained within a specified period is not necessary because of the availability of large number of cooperative trained persons in the market. First recruitment, then training may perhaps be applicable for recruitment to higher cadre of posts which is general in nature. But in the interest of cooperative societies only persons professionally qualified and have basic knowledge in cooperation, book keeping, auditing and cooperative law are necessary and thus it is prerequisite to possess proficiency in these subject matters.

7. In the circumstances stated above, it is hereby instructed that **"Cooperative Training"** shall continue to be **"necessary other qualification"** for appointment to all the Administrative posts from the lower level post of Junior Assistants / Salesman / Attender to the top level post of Secretary / General Manager / Executive Officer. The Additional Registrar, Chennai Region, all the Regional Joint Registrars and all the Circle Deputy Registrars are requested to ensure that the special by-laws relating to the service conditions of employees of any Primary or Central or Apex Cooperative Society or cooperative bank, which do not specify **"Co-operative Training"** as a **"necessary other qualification"** is amended suitably as in special by-law No.4(1) of the model special by-laws relating to service conditions of employees of Primary Agricultural Cooperative Credit Societies communicated in Registrar's letter RC.74487/2012/PACS, dated 27.08.2012, an extract of which is sent herewith.

Receipt of this circular shall be acknowledged at once.

/ By order /

(Sd/-) P. Seetharaman  
Registrar

*[Signature]*  
For Registrar

*[Signature]*  
19.7.2013

Encl-1.

To

The Additional Registrar of Cooperative Societies, Chennai Region.  
All the Regional Joint Registrars  
All the Circle Deputy Registrars

Copy to,-

All Apex Societies for necessary action.  
All District Central Co-operative Banks, Co-operative Printing Presses and District Cooperative Unions for necessary action.  
All Officers in Registrar's Office.  
All Administrative Sections in Registrar's Office.  
SF section.  
Spare 10.

Extract of Special By-law No.4(1) of the Model Special By-laws relating to service conditions of employees of Primary Agricultural Cooperative Credit Societies communicated in Registrar's letter RC 74487/2012/PACS1, dated 27.08.2012.

4. Qualification for Appointment

1. No person shall be eligible for appointment whether by direct recruitment or by promotion to any category of posts in col.(2) of the Table below unless he possess the qualifications specified in the corresponding entries in columns (3) and (4) thereafter:-

Sl.No. (1)	Category of Post (2)	Educational Qualification (3)	Other Qualification (4)
1.	Secretary	A Degree in any discipline of any University recognized by the University Grants Commission or a Diploma recognized by the Government as its equivalent (10+2+3).	i) Co-operative Training. ii) Knowledge in Computer Application. iii) Previous experience if required by the society.
2.	Assistant Secretary/Manager	A Degree in any discipline of any University recognized by UGC or a Diploma recognized by Government on its equivalent.(10+2+3).	i) Co-operative Training. ii) Knowledge in Computer Application. iii) Previous experience if required by the society.
3.	Senior Clerk/Accountant/Cashier	A Degree in any discipline of any University recognized by UGC or a Diploma recognized by Government on its equivalent.(10+2+3).	i) Co-operative Training. ii) Knowledge in Computer Application. iii) Previous experience if required by the society.
4.	Clerk/Typist/Jewel Appraiser	A Degree in any discipline of any University recognized by UGC or a Diploma recognized by Government on its equivalent.(10+2+3).	i) Co-operative Training. ii) Knowledge in Computer Application. iii) Previous experience if required by the society.

5.	Fertilizer Salesman/Attender	A pass in Higher Secondary Course or its equivalent with declaration of eligibility for College course.	Co-operative Training. ii) Knowledge in Computer Application. iii) Previous experience if required by the society.
6.	Sub-Staff/Night Watchmen	A pass in SSLC or its Equivalent with declaration of eligibility for Higher Secondary Course.	

Provided that in the case of the existing employees who are appointed on regular basis and are in the services of the society as on the date prior to the date of registration of these special by-laws, the educational qualifications prescribed in column (3) of this clause shall not apply for their continuance in the same posts or for their promotion to higher category of posts subsequently provided they possess the minimum general education qualification namely SSLC pass with eligibility for Higher Secondary Course or for appointment under the Tamil Nadu State Service.

**Explanation-I:-**

For the purpose of this clause, Cooperative Training means:-

- A (i) a full course of training successfully undergone in any one of the Cooperative Training institute or in any of the Cooperative Training Colleges for intermediate or senior personnel conducted by National Council for Cooperative Training set up by the National Cooperative Union of India and
- (ii) a pass in the Government Technical Examination in Book Keeping, Banking, Cooperation and Auditing or the examination on these subjects conducted by the Tamil Nadu Public Service Commission, Chennai or the examinations for Cooperative supervisors Training Course conducted by the Tamil Nadu Cooperative Union or the examinations for the Higher Diploma in Cooperation conducted by the Institutes of Co-operative Management.
- B Short Term or condensed basic training course in Cooperation and has passed the examinations for the cooperative supervisors training course and in possession of pass certificate issued by the Institute of Cooperative Management.

- C Diploma Course in Cooperation (Full Time, Part Time, Correspondence Course) of the TamilNadu Cooperative Union or Higher Diploma in Cooperation of the National Council for Cooperative Training and in possession of pass Certificate issued by the TamilNadu Cooperative Union or the National Council for Cooperative Training, as the case may be :

Provided that a person who is a B.Com.,(Hons) M.Com., degree holder with Cooperation as special subject or M.A.(Coopration) degree holder or a Post Graduate in Business Administration (Cooperation) of the Vaikunth Mehta National Institute of Cooperative Management, Pune or a Post Graduate Degree in Cooperation of any University recognized by U.G.C. shall be exempted from undergoing the training referred to above:

Provided further that a B.Com., degree holder with Cooperation as optional subject and B.A.(Cooperation) Degree holder shall be exempted from undergoing the training referred to in item A (i) above, but shall not be exempted from passing the examinations referred to in item A (ii) above in subjects which he had not studied in the B.Com., or B.A (Cooperation) degree course.

Provided also that a person who is a M.Com., B.Com., (Hons.,) degree holder with a subject other than Cooperation as his special subject shall undergo the training course referred to in item A (i) above and shall pass the examinations referred to in item A (ii) above in subjects which he had not studied in his M.Com., or B.Com., (Hons.,) Course.

Explanation-II :-

**KNOWLEDGE OF THE REGIONAL LANGUAGE.**

No person shall be eligible for appointment to any post by direct recruitment unless he has an adequate knowledge of the official language of the State of Tamil Nadu namely, Tamil :

Provided that this clause shall not apply to employees who are in the service of the society as on the date of approval of these special by-laws.

For the purpose of this clause, a person shall be deemed to have 'Knowledge in computer Application' if he is in possession of a Certificate in Computer Discipline from any reputed institution or any Institution recognized by the Government.