Advertisement No. 678

Notification No. 1 / 2024   **Date: 30.01.2024**

Combined Civil Services Examination - IV (Group-IV Services)

Applications are invited only through online mode for direct recruitment to the posts included in Combined Civil Services Examination IV (Group-IV Services).

1. Important Instructions:

1.1. Candidates to ensure their eligibility for the examination:

All candidates are requested to carefully read the "Instructions to Applicants" available in the Commission's website www.tnpsc.gov.in and this Notification. The candidates applying for the examination should ensure that they fulfill all eligibility conditions for admission to the examination. Their admission to all stages of the examination will be purely provisional, subject to their satisfying the eligibility conditions. Mere admission to the written examination/ certificate verification/counselling or inclusion of name in the selection list will not confer on the candidates any right to appointment. The Commission reserves the right to reject candidature at any stage, after due process even after selection has been made, if a wrong claim or violation of rules or instructions is confirmed.

1.2. Important Date and Time:

Date of Notification	30.01.2024	
Last date and time for submission of online application	28.02.2024 11.59 P.M	
Application Correction Window period	From 04.03.2024 12.01 A.M	to 06.03.2024 11.59 P.M
Date and time of examination	09.06.2024	09.30 A.M. to 12.30 P.M.

1.3. How to Apply:

1.3.1. One Time Registration and Online Application:

Candidates are required to apply online by using the Commission's website www.tnpsc.gov.in or www.tnpscexams.in. The candidate needs to register himself/herself first at the One Time Registration (OTR) platform, available on the Commission's website, and then proceed to fill up the online application for the examination. If the candidate is already registered, he/she can proceed straightway to fill up the online application for the examination.

1.3.2. Application Correction Window:

After the last date for submission of online application, the Application Correction Window will open for 3 days from 4.3.2024 to 6.3.2024. During this period, candidates will be able to edit the details in their online application. After the last date of the Application Correction Window period, no modification is allowed in the online application.

1.3.3. Post Options:

In the online application, the candidates can exercise the option of being considered for the posts of Forest Guard, Forest Guard with Driving Licence, Forest Watcher and Forest Watcher (Tribal Youth) in the Tamil Nadu Forest Department included in Tamil Nadu Forest Subordinate Service, included in this notification. Hence, the candidates shall carefully select the post options available in the online application as mentioned below:

   a. Candidates who are willing to be considered for the above-said posts only shall select the option **"Forest Guard / Forest Watcher"**.
   b. Candidates who are not willing to be considered for the above-said posts shall select the option **"Posts other than Forest Guard / Forest Watcher"**.
   c. Candidates who are willing to be considered for all the posts (i.e., Forest Guard / Forest Watcher and other posts) shall select **"All the Posts"**.

1.3.4. The detailed instructions regarding how to apply and the examination centres are available in Annexure I of this Notification.

1.4. Banned Items:

1.4.1. Except for the permitted writing material (Black-ink ballpoint pen), candidates are not allowed to bring cellular phones, electronic or any other type of calculators, watches, rings with inbuilt memory notes, Bluetooth devices, communication chips, recording devices either as a separate piece or part of something used by the candidate such as watch or ring, etc., or any other electronic devices and non-electronic devices such as P&G design data book, mathematical and drawing instruments, log tables, stencils of maps, slide rules, books, notes, loose sheets, guides, rough sheets, handbags etc., into the examination hall/room.

1.4.2. If they are found to have any such things or instruments, they will not be allowed to write the examination, besides invalidation of the answer sheet and/or debarment and/or rejection of candidature. If it is considered necessary, they will be subjected to a thorough physical search including frisking on the spot.

1.4.3. Candidates are advised, in their own interest, not to bring any of the banned items including mobile phones to the venue of the examination, as arrangements for safekeeping of the same cannot be assured.

2. Warning:

2.1. All the recruitments by the Tamil Nadu Public Service Commission are purely merit-based. The Tamil Nadu Public Service Commission hereby cautions the candidates against touts and agents who may cheat, by making false promises of securing jobs through unfair means. The Tamil Nadu Public Service Commission shall not be responsible or liable for any loss that may be caused to any candidate on account of indulging in any sort of dealings with such unscrupulous elements.

2.2. Candidates are solely responsible for their claims in the online application. They cannot blame service providers like internet cafes/browsing centers/common service centers for the mistakes made while applying online for recruitment. Candidates are advised to check the filled-in online application before finally submitting the same.

3. Posts and Vacancies:

Sl. No.	Name of the Post	Post Code	Name of the Service / Organization	Number of vacancies*	Scale of pay (Rs.)
1.	Village Administrative Officer	2025	Tamil Nadu Ministerial Service	108	19,500 - 71,900 (CPS)
2	Junior Assistant (Non-Security)	2600	Tamil Nadu Ministerial /Judicial Ministerial Service	2442	19,500 - 71,900 (CPS)
3	Junior Assistant (Security)	2400	Tamil Nadu Ministerial Service	44	19,500 - 71,900 (CPS)
4	Junior Assistant	3292	Tamil Nadu Corporation for Development of Women Ltd.,	10	19,500 - 62,000 (EPF)
5	Junior Assistant	3294	Tamil Nadu Waqf Board	27	19,500 - 62,000 (CPS)
6	Junior Assistant	3295	Tamil Nadu Water Supply and Drainage Board	49	19,500 - 62,000 (CPS)
7	Junior Assistant	3306	Tamil Nadu Small Industries Corporation Ltd.,	15	19,500 - 62,000 (EPF)
8	Junior Assistant	3313	Tamil Nadu Text Book and Educational Services Corporation	7	19,500 - 62,000 (CPS)
9	Junior Assistant	3321	Tamil Nadu Medicinal Plant Farms and Herbal Medicine Corporation	10	19,500 – 71,900 (EPF)
10	Typist	2200	Tamil Nadu Ministerial / Judicial Ministerial / Secretariat / Legislative Assembly Secretariat Service	1653	19,500 - 71,900 (CPS)
11	Typist	3309	Tamil Nadu Corporation for Development of Women Ltd.,	3	19,500 - 62,000 (EPF)
12	Typist	3307	Tamil Nadu Small Industries Corporation Ltd.,	3	19,500 - 62,000 (EPF)
13	Typist	3308	Tamil Nadu State Marketing Corporation Ltd.,	39	19,500 - 71,900 (EPF)
14	Typist	3314	Tamil Nadu Text Book and Educational Services Corporation	7	19,500 - 62,000 (CPS)

15	Steno-Typist (Grade - III)	2300	Tamil Nadu Ministerial / Judicial Ministerial Service	441	20,600 - 75,900 (CPS)
16	Steno-Typist	3288	Tamil Nadu Corporation for Development of Women Ltd.,	2	20,600 - 65,500 (EPF)
17	Steno-Typist	3315	Tamil Nadu Text Book and Educational Services Corporation	2	20,600 - 65,500 (CPS)
18	Personal Assistant to Chairman (Steno-Typist II)	3287	Tamil Nadu Corporation for Development of Women Ltd.,	1	20,600 - 65,500 (EPF)
19	Personal Clerk to Managing Director/General Manager (Steno Typist III)	3291	Tamil Nadu Corporation for Development of Women Ltd.,	2	19,500 - 62,000 (EPF)
20	Private Secretary (Grade-III)	3283	Tamil Nadu Co-operative Milk Producers' Federation Ltd.,	4	20,600 - 65,500 (@)
21	Junior Executive (Office)	3296	Tamil Nadu Co-operative Milk Producers' Federation Ltd.,	34	19,500 - 62,000 (@)
22	Junior Executive (Typing)	3297	Tamil Nadu Co-operative Milk Producers' Federation Ltd.,	7	19,500 - 62,000 (@)
23	Receptionist cum Telephone Operator	3310	Tamil Nadu Corporation for Development of Women Ltd.,	1	19,500 - 62,000 (EPF)
24	Milk Recorder, Grade III	3298	Tamil Nadu Co-operative Milk Producers' Federation Ltd.,	15	18,200 - 57,900 (@)
25	Laboratory Assistant	3103	Tamil Nadu Forensic Science Subordinate Service	25	19,500 – 71,900 (CPS)
26	Bill Collector	2500	Tamil Nadu Ministerial Service / Town Panchayat Department	66	19,500 – 71,900 (CPS)
27	Senior Factory Assistant	3316	Tamil Nadu Co-operative Milk Producers' Federation Ltd.,	49	15,900 - 50,400 (@)
28	Forest Guard	3317	Tamil Nadu Forest Subordinate Service	171	18,200 – 57,900 (CPS)
29	Forest Guard with Driving Licence	3318	Tamil Nadu Forest Subordinate Service	192	18,200 – 57,900 (CPS)

30	Forest Watcher	3319	Tamil Nadu Forest Subordinate Service	526	16,600 – 52,400 (CPS)
31	Forest Watcher (Tribal Youth)	3320	Tamil Nadu Forest Subordinate Service	288	16,600 – 52,400 (CPS)
32	Junior Inspector of Cooperative Societies	1095	Tamil Nadu Co-operative Subordinate Service	1	20,600 – 75,900 (CPS)
Total No. of Vacancies				**6244**	
* Vacancies for reservation for meritorious sportspersons, are deducted wherever applicable					
Abbreviations: - CPS - Contributory Pension Scheme - EPF – Employees' Provident Fund @ - The payment of terminal benefits is as per the provisions available in the Special Bye-Laws					

3.1. The number of vacancies notified is tentative and is liable for modification at any stage of the recruitment, viz., before the publication of the results of the written examination / before the start of counselling. Whenever the vacancies are revised, the number of candidates selected for the successive stages will also be revised commensurately. An increase in vacancies in the later stages of the recruitment would not in any case entail the consideration of candidates unsuccessful in the previous stages.

3.2. The Commission reserves the right to include additional posts with different nomenclature and having similar eligibility conditions, as announced in this notification.

4. Scheme of Examination:

Type of Examination: Objective Type (OMR Method)					
Part	**Subject**	**No. of Questions**	**Maximum Marks**	**Duration**	**Minimum Qualifying Marks for selection** (All Communities)
Single Paper (S.S.L.C Standard)					
Part A	Tamil Eligibility-cum-Scoring Test	100	150	3 hours	90
Part B	General Studies	75	150		
	Aptitude and Mental Ability Test	25			
	Total	200	300		

4.1. Part B of the answer sheets will be evaluated only if the candidate secures minimum qualifying marks of 40% (i.e., 60 Marks) in Part A. Total marks secured in Part-A and Part-B taken together will be considered for ranking. The questions in Part-A Tamil Eligibility-cum-Scoring Test will be set in Tamil only. The questions in Part B will be set both in Tamil and English.

4.2. Differently Abled candidates (irrespective of the percentage of disability) who have studied English subject only in Board/University can avail exemption from writing the Tamil Eligibility-cum-Scoring Test and instead, they can opt for General English (SSLC Standard). There will be no translation part in this paper. The questions in Part A of General English will be set in English only. Such candidates should furnish the required details in the application and upload the Certificate of Disability in the format prescribed in Annexure II of this notification, at the time of submission of the online application, without fail.

4.3. The syllabus for the written examination is available in Annexure III of this Notification.

4.4 The instructions to be followed while appearing for the examination, are available in Annexure IV of this Notification. The video regarding the instructions to candidates appearing for the objective-type examinations is available at https://www.tnpsc.gov.in/English/omr-guidelines.html

5. Eligibility Conditions:

5.1. Age Limit:

5.1.1. The candidates should have completed the age of 18 years and should not have completed 32 years as on 01.07.2024 for all the posts, except for the posts of Village Administrative Officer, Forest Guard, Forest Guard with Driving Licence, Forest Watcher, and Forest Watcher (Tribal Youth).

5.1.2. For the post of the Village Administrative Officer, Forest Guard, Forest Guard with Driving Licence, Forest Watcher, and Forest Watcher (Tribal Youth), the candidates should have completed the age of 21 years and should not have completed 32 years as on 01.07.2024. Instructions given about the maximum age limit under Para 5A of the "Instructions to Applicants" and Para 3.2, 5.4, and 6.3 of the Annexure II of this Notification will not apply to the post of Village Administrative Officer, Forest Guard, Forest Guard with Driving Licence, Forest Watcher and Forest Watcher (Tribal Youth).

5.1.3. Age Concession:

5.1.3.1. The post-wise permissible relaxation of the maximum age limit for different categories is given below:

S. No.	Name of the Post	Name of the Service / Organization	SCs, SC(A)s, STs, and Destitute Widows of all Communities	MBCs/ DCs, BC (OBCM)s and BCMs
1	Village Administrative Officer	Tamil Nadu Ministerial Service	42	42
2	Junior Assistant (Non-Security)	Tamil Nadu Ministerial / Judicial Ministerial Service		
3	Junior Assistant (Security)	Tamil Nadu Ministerial Service		
4	Junior Assistant	Tamil Nadu Text Book and Educational Services Corporation		
5	Typist	Tamil Nadu Ministerial / Judicial Ministerial / Secretariat / Legislative Assembly Secretariat Service	37	34
6	Typist	Tamil Nadu Corporation for Development of Women Ltd.,		
7	Typist	Tamil Nadu Small Industries Corporation Ltd.,		
8	Typist	Tamil Nadu Text Book and Educational Services Corporation		

9	Typist	Tamil Nadu State Marketing Corporation Ltd.,		
10	Steno Typist Grade III	Tamil Nadu Ministerial / Judicial Ministerial Service		
11	Steno Typist	Tamil Nadu Text Book and Educational Services Corporation		
12	Receptionist cum Telephone Operator	Tamil Nadu Corporation for Development of Women Ltd.,	37	34
13	Bill Collector	Tamil Nadu Ministerial Service / Town Panchayat Department		
14	Junior Inspector of Cooperative Societies	Tamil Nadu Co-operative Subordinate Service		
15	Junior Assistant	Tamil Nadu Corporation for Development of Women Ltd.,		
16	Steno-Typist	Tamil Nadu Corporation for Development of Women Ltd.,		
17	Personal Assistant to Chairman (Steno Typist - II)	Tamil Nadu Corporation for Development of Women Ltd.,		
18	Personal Clerk to Managing Director / General Manager (Steno-Typist - III)	Tamil Nadu Corporation for Development of Women Ltd.,		
19	Private Secretary (Grade III)	Tamil Nadu Co-operative Milk Producers' Federation Ltd.,		
20	Junior Assistant	Tamil Nadu Water Supply and Drainage Board	No maximum age limit	No maximum age limit
21	Junior Assistant	Tamil Nadu Small Industries Corporation Ltd.,		
22	Junior Executive (Office)	Tamil Nadu Co-operative Milk Producers' Federation Ltd.,		
23	Junior Executive (Typing)	Tamil Nadu Co-operative Milk Producers' Federation Ltd.,		
24	Milk Recorder, Grade III	Tamil Nadu Co-operative Milk Producers' Federation Ltd.,		
25	Junior Assistant	Tamil Nadu Waqf Board		
26	Laboratory Assistant	Tamil Nadu Forensic Science Subordinate Service		
27	Senior Factory Assistant	Tamil Nadu Co-operative Milk Producers' Federation Ltd.,		
28	Junior Assistant	Tamil Nadu Medicinal Plant Farms and Herbal Medicine Corporation Ltd.,		

29	Forest Guard	Tamil Nadu Forest Subordinate Service		
30	Forest Guard with Driving Licence	Tamil Nadu Forest Subordinate Service	37	37
31	Forest Watcher	Tamil Nadu Forest Subordinate Service		
32	Forest Watcher (Tribal Youth)	Tamil Nadu Forest Subordinate Service		

Abbreviations:
BC(OBCM) - Backward Classes (Other than Backward Class Muslim)
BCM   - Backward Class Muslim
MBC/DC - Most Backward Classes / Denotified Communities
SC   - Scheduled Castes
SCA   - Scheduled Castes (Arunthathiyar)
ST   - Scheduled Tribes

5.1.3.2. No maximum age limit shall mean that the candidates should not have completed 60 years of age as on 1.7.2024 or at the time of selection /appointment to the post.

5.1.3.3. Age concession is also applicable to candidates belonging to Persons with Benchmark Disability, Ex-Servicemen, Ex-NCC cadets, bonded labourers who themselves have been released from bonded labour system/sons or unmarried daughters of such released bonded labourers, and discharged and serving temporary government employees. For more details refer to Annexure II of this Notification.

5.1.3.4. For the posts of Forest Guard, Forest Guard with Driving Licence, Forest Watcher, and Forest Watcher (Tribal Youth), a person who has been discharged from any of the Defence services namely, the Army, the Navy, or the Air Force shall be eligible for appointment, if after deducting the period of his services in such service, he has not completed the age of 32 years. A candidate who claims to have been discharged from the Army or Navy or Air Force needs to upload/produce either a properly authenticated extract from his Discharge Certificate (viz., a Bonafide Certificate) issued by the Ex-Servicemen's Welfare Board in the format as given in Annexure II of this Notification or the Pension Pay Order. Instructions given about the maximum age limit under Para 5B of the "Instructions to Applicants" and Para 1.6 of the Annexure II of this Notification will not apply to these posts.

5.1.3.5. For the post of Junior Inspector of Cooperative Societies, a maximum age concession of 10 years is applicable for the war service candidate who has undergone a course of training for nine months in one of the Co-operative Training Institute in the State and has passed the Examination in Co-operation, Auditing, Banking, and Book-keeping conducted by the Tamil Nadu Co-operative Union.

5.1.3.6. Candidates claiming age concession should upload/produce the supporting documents for such a claim. Failure to upload/produce such a document shall result in the rejection of candidature after due process.

5.1.4. **Supporting Documents:**

5.1.4.1. The date of birth will be verified against the tenth standard (SSLC) or twelfth standard (HSC) mark sheet, issued by the Tamil Nadu Board of Secondary Education and Tamil Nadu Board of Higher Secondary Education respectively.

5.1.4.2. Those candidates whose date of birth is not mentioned in their tenth standard / twelfth standard mark sheet must upload/produce their Birth Certificate / Transfer Certificate / Degree Mark Sheets, instead of the tenth standard or twelfth standard mark sheet. Any other form of evidence will not be accepted.

5.1.4.3. Failure to upload/produce such a document shall result in the rejection of candidature after due process.

5.2. Educational and Technical Qualification:

SI. No.	Name of the Post	Name of the Service / Organization	Qualification
1	Village Administrative Officer	Tamil Nadu Ministerial Service	Must possess Minimum General Educational Qualification
2	Junior Assistant (Non Security)	Tamil Nadu Ministerial / Judicial Ministerial Service	Must possess Minimum General Educational Qualification
3	Junior Assistant (Security)	Tamil Nadu Ministerial Service	Must possess Minimum General Educational Qualification
4	Junior Assistant	Tamil Nadu Text Book and Educational Services Corporation	Must possess Minimum General Educational Qualification
5	Junior Assistant	Tamil Nadu Water Supply and Drainage Board	A degree from a recognized University or Institution
6	Junior Assistant	Tamil Nadu Small Industries Corporation Ltd.,	A degree from a recognized University or Institution
7	Junior Assistant	Tamil Nadu Waqf Board	1. A degree from a recognized University or Institution 2. Preference shall be given to Law Graduates if other things are being equal among Law and Non-Law Graduates.
8	Junior Assistant	Tamil Nadu Corporation for Development of Women Ltd.,	1. A degree from a recognized University or Institution 2. Must have passed the Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu **Note**: Candidates who possess a Degree (or)

			Diploma in Computer Science (or) Computer Engineering (or) Computer Application (or) Information Technology (or) Software Engineering (or) Computing (or) Computer Information System (or) Computer Design approved by the University Grants Commission / All India Council for Technical Education/ Directorate of Technical Education (or) an equivalent body shall not be required to acquire the Certificate Course in Computer on Office Automation.
9	Junior Assistant	Tamil Nadu Medicinal Plant Farms and Herbal Medicine Corporation Ltd.,	1. A degree from recognized University or Institution 2. Must have passed the Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu. **Note**: Candidates who possess a Degree (or) Diploma in Computer Science (or) Computer Engineering (or) Computer Application (or) Information Technology (or) Software Engineering (or) Computing (or) Computer Information System (or) Computer Design approved by the University Grants Commission / All India Council for Technical Education/ Directorate of Technical Education (or) an equivalent body shall not be required to acquire the Certificate Course in Computer on Office Automation.
10	Typist	Tamil Nadu Ministerial / Judicial Ministerial / Secretariat / Legislative Assembly Secretariat Service	1. Must possess Minimum General Educational Qualification 2. Must have passed the Government Technical Examination in Typewriting; • by Higher / Senior Grade in Tamil and English (or) • by Higher / Senior Grade in Tamil and Lower/ Junior Grade in English (or) • by Higher / Senior Grade in English and Lower / Junior Grade in Tamil 3. A pass in Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu **Note**: Candidates who possess a Degree (or) Diploma in Computer Science (or) Computer Engineering (or) Computer Application (or) Information Technology (or) Software Engineering (or) Computing (or) Computer Information System (or) Computer Design approved by the University Grants Commission / All India Council for Technical Education/ Directorate of Technical Education (or)

| | | | an equivalent body shall not be required to acquire the Certificate Course in Computer on Office Automation.

Candidates who do not possess Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu may also apply. If selected, they should acquire such qualification within the period of their probation or within two years from the date of appointment to the post, as the case may be. |
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| 11 | Typist | Tamil Nadu Corporation for Development of Women Ltd., | 1. Must possess Minimum General Educational Qualification
2. Must have passed the Government Technical Examinations in English Typewriting by Higher / Senior Grade and Tamil Typewriting by Lower / Junior Grade
3. Must have passed the Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu
Note: Candidates who possess a Degree (or) Diploma in Computer Science (or) Computer Engineering (or) Computer Application (or) Information Technology (or) Software Engineering (or) Computing (or) Computer Information System (or) Computer Design approved by the University Grants Commission / All India Council for Technical Education/ Directorate of Technical Education (or) an equivalent body shall not be required to acquire the Certificate Course in Computer on Office Automation. |
| 12 | Typist | Tamil Nadu Small Industries Corporation Ltd., | 1. Must possess Minimum General Educational Qualification
2. Must have passed the Government Technical Examination in Typewriting by Higher / Senior Grade in English and Higher / Senior Grade in Tamil
3. A Pass in Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu
Note: Candidates who possess a Degree (or) Diploma in Computer Science (or) Computer Engineering (or) Computer Application (or) Information Technology (or) Software Engineering (or) Computing (or) Computer Information System (or) Computer Design approved by the University Grants Commission / All India Council for Technical Education/ Directorate of Technical Education (or) |

| | | | an equivalent body shall not be required to acquire the Certificate Course in Computer on Office Automation.

Candidates who do not possess a Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu may also apply. If selected, they should acquire such qualification within the period of their probation or within two years from the date of appointment to the post, as the case may be. |
|----|--------|---|--|
| 13 | Typist | Tamil Nadu State Marketing Corporation Ltd., | 1. Must possess Minimum General Educational Qualification
2. Must have passed the Government Technical Examination in Typewriting;
    a. by Higher / Senior Grade in Tamil and English (or)
    b. by Higher / Senior Grade in Tamil and Lower/ Junior Grade in English (or)
    c. by Higher/Senior Grade in English and Lower/ Junior Grade in Tamil
3. A pass in Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu
Note:
Candidates who possess a Degree (or) Diploma in Computer Science (or) Computer Engineering (or) Computer Application (or) Information Technology (or) Software Engineering (or) Computing (or) Computer Information System (or) Computer Design approved by the University Grants Commission / All India Council for Technical Education/ Directorate of Technical Education (or) an equivalent body shall not be required to acquire the Certificate Course in Computer on Office Automation.

Candidates who do not possess a Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu may also apply. If selected, they should acquire such qualification within the period of their probation or within two years from the date of appointment to the post, as the case may be. |
| 14 | Typist | Tamil Nadu Text Book and Educational Services | 1. Must possess Minimum General Educational Qualification
2. Must have passed the Government Technical Examinations |

| | | Corporation | a. in Typewriting (English) Higher / Senior Grade and
b. in Typewriting (Tamil) Lower / Junior Grade
3. A pass in Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu

Note:
Candidates who possess a Degree (or) Diploma in Computer Science (or) Computer Engineering (or) Computer Application (or) Information Technology (or) Software Engineering (or) Computing (or) Computer Information System (or) Computer Design approved by the University Grants Commission / All India Council for Technical Education/ Directorate of Technical Education (or) an equivalent body shall not be required to acquire the Certificate Course in Computer on Office Automation.

Candidates who do not possess Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu may also apply. If selected, they should acquire such qualification within the period of their probation or within two years from the date of appointment to the post, as the case may be. |
| 15 | Steno-Typist (Grade III) | Tamil Nadu Ministerial / Judicial Ministerial Service | 1. Must possess Minimum General Educational Qualification
2. Must have passed the Government Technical Examination both in Typewriting and in Shorthand;
• by Higher / Senior Grade in Tamil and English (or)
• by Higher / Senior Grade in Tamil and Lower/Junior Grade in English (or)
• by Higher / Senior Grade in English and Lower/ Junior Grade in Tamil.
3. A pass in Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu
Note:
Candidates who possess a Degree (or) Diploma in Computer Science (or) Computer Engineering (or) Computer Application (or) Information Technology (or) Software Engineering (or) Computing (or) Computer Information System (or) Computer Design approved by the University Grants Commission / All India Council for Technical |

			Education/ Directorate of Technical Education (or) an equivalent body shall not be required to acquire the Certificate Course in Computer on Office Automation. Candidates who do not possess Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu may also apply. If selected, they should acquire such qualification within the period of their probation or within two years from the date of appointment to the post, as the case may be.
16	Steno Typist	Tamil Nadu Text Book and Educational Services Corporation	1. Must possess Minimum General Educational Qualification 2. Must have passed the Government Technical Examinations in Typewriting English Higher / Senior Grade, in Typewriting Tamil Lower / Junior Grade and Shorthand English Higher / Senior Grade **Note**: Preference shall be given to a person who, in addition to the above qualification, has passed the Government Technical Examinations in Tamil Typewriting by the Higher Grade. 3. A pass in Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu **Note**: Candidates who possess a Degree (or) Diploma in Computer Science (or) Computer Engineering (or) Computer Application (or) Information Technology (or) Software Engineering (or) Computing (or) Computer Information System (or) Computer Design approved by the University Grants Commission / All India Council for Technical Education/ Directorate of Technical Education (or) an equivalent body shall not be required to acquire the Certificate Course in Computer on Office Automation. Candidates who do not possess a Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu may also apply. If selected, they should acquire such qualification within the period of their probation or within two years from the date of appointment to the post, as the case may be.

17	Steno Typist	Tamil Nadu Corporation for Development of Women Ltd.,	1. A degree from a recognized University or Institution 2. Must have passed the Government Technical Examination both in Typewriting and in Shorthand; • by Higher / Senior Grade in Tamil and English (or) • by Higher / Senior Grade in Tamil and Lower/Junior Grade in English (or) • by Higher / Senior Grade in English and Lower/ Junior Grade in Tamil. 3. Must have passed the Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu **Note:** Candidates who possess a Degree (or) Diploma in Computer Science (or) Computer Engineering (or) Computer Application (or) Information Technology (or) Software Engineering (or) Computing (or) Computer Information System (or) Computer Design approved by the University Grants Commission / All India Council for Technical Education/ Directorate of Technical Education (or) an equivalent body shall not be required to acquire the Certificate Course in Computer on Office Automation.
18	Personal Clerk to Managing Director/ General Manager (Steno Typist III)	Tamil Nadu Corporation for Development of Women Ltd.,	1. A degree from a recognized University or Institution 2. Must have passed the Government Technical Examinations in Typewriting and Shorthand: a. by the Higher / Senior Grade in Tamil and English or b. by the Higher / Senior Grade in Tamil and Lower / Junior Grade in English (or) c. by the Higher / Senior Grade in English and Lower / Junior Grade in Tamil. 3. Must have passed the Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu **Note**: Candidates who possess Degree (or) Diploma in Computer Science (or) Computer Engineering (or) Computer Application (or) Information Technology (or) Software Engineering (or) Computing (or) Computer Information System (or) Computer Design approved by the University Grants Commission / All India Council for Technical Education/ Directorate of Technical Education (or) an equivalent body shall not be required to acquire the Certificate Course in Computer on Office

			Automation.

19	Personal Assistant to Chairman (Steno Typist II)	Tamil Nadu Corporation for Development of Women Ltd.,	1. A degree from a recognized University or Institution
			2. Must have passed the Government Technical Examinations in Typewriting and Shorthand;
			   a. by the Higher / Senior Grade in Tamil and English or
			   b. by the Higher / Senior Grade in Tamil and Lower / Junior Grade in English (or)
			   c. by the Higher / Senior Grade in English and Lower / Junior Grade in Tamil.
			3. Must have passed the Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu
			Note: Candidates who possess a Degree (or) Diploma in Computer Science (or) Computer Engineering (or) Computer Application (or) Information Technology (or) Software Engineering (or) Computing (or) Computer Information System (or) Computer Design approved by the University Grants Commission / All India Council for Technical Education/ Directorate of Technical Education (or) an equivalent body shall not be required to acquire the Certificate Course in Computer on Office Automation.

20	Private Secretary Grade-III	Tamil Nadu Co-operative Milk Producers' Federation Ltd.,	1. A degree from a recognized University or Institution 2. Must have passed the Government Technical Examination in Typewriting Higher / Senior grade in English and Lower / Junior Grade in Tamil 3. Must have passed the Government Technical Examination in Shorthand Higher / Senior grade in English and Lower / Junior Grade in Tamil. 4. Must have passed the Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu **Note**: Candidates who possess Degree (or) Diploma in Computer Science (or) Computer Engineering (or) Computer Application (or) Information Technology (or) Software Engineering (or) Computing (or) Computer Information System (or) Computer Design approved by the University Grants Commission / All India Council for Technical Education/ Directorate of Technical Education (or) an equivalent body shall not be required to acquire the Certificate Course in Computer on Office

			Automation.
21	Junior Executive (Office)	Tamil Nadu Co-operative Milk Producers' Federation Ltd.,	1. A degree from a recognized University or Institution 2. Must have passed in Co-operative Training. 3. Must have passed the Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu **Note**: Candidates who possess a Degree (or) Diploma in Computer Science (or) Computer Engineering (or) Computer Application (or) Information Technology (or) Software Engineering (or) Computing (or) Computer Information System (or) Computer Design approved by the University Grants Commission / All India Council for Technical Education/ Directorate of Technical Education (or) an equivalent body shall not be required to acquire the Certificate Course in Computer on Office Automation.
22	Junior Executive (Typing)	Tamil Nadu Co-operative Milk Producers' Federation Ltd.,	1. A degree from a recognized University or Institution 2. Must have passed Government Technical Examination in Typewriting Higher / Senior Grade in English and Tamil 3. Must have passed the Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu **Note**: Candidates who possess a Degree (or) Diploma in Computer Science (or) Computer Engineering (or) Computer Application (or) Information Technology (or) Software Engineering (or) Computing (or) Computer Information System (or) Computer Design approved by the University Grants Commission / All India Council for Technical Education/ Directorate of Technical Education (or) an equivalent body shall not be required to acquire the Certificate Course in Computer on Office Automation.
23	Receptionist cum Telephone Operator	Tamil Nadu Corporation for Development of Women Ltd.,	1. Must possess Minimum General Educational Qualification 2. Certificate Course in Telephone Operation from a recognized institution 3. Must have passed the Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu **Note**: Candidates who possess a Degree (or) Diploma in Computer Science (or) Computer Engineering (or) Computer Application (or)

			Information Technology (or) Software Engineering (or) Computing (or) Computer Information System (or) Computer Design approved by the University Grants Commission / All India Council for Technical Education/ Directorate of Technical Education (or) an equivalent body shall not be required to acquire the Certificate Course in Computer on Office Automation.
24	Milk Recorder, Grade III	Tamil Nadu Co-operative Milk Producers' Federation Ltd.,	1. A degree from a recognized University or Institution 2. Must have passed in Co-operative Training.
25.	Laboratory Assistant	Tamil Nadu Forensic Science Subordinate Service	Must have passed Higher Secondary Course with Physics, Chemistry, and Biology / Botany and Zoology as subjects.
26	Bill Collector	Tamil Nadu Ministerial Service	Must possess Minimum General Educational Qualification
27	Senior Factory Assistant	Tamil Nadu Co-operative Milk Producers' Federation Ltd.,	Must have passed Higher Secondary Course or Must have passed Secondary School Leaving Certificate or its equivalent, with ITI in any trade
28	Forest Guard	Tamil Nadu Forest Subordinate Service	1. A pass in Higher Secondary Course with Physics, Chemistry, Biology, Zoology, or Botany as one of the subjects. 2. Other things being equal, preference shall be given to persons who have been discharged from the Army Service (Land Force).
29	Forest Guard with Driving Licence	Tamil Nadu Forest Subordinate Service	1. A pass in Higher Secondary Course with Physics, Chemistry, Biology, Zoology, or Botany as one of the subjects. 2. Must possess a valid driving licence issued by the competent Transport Authority. 3. Must possess a certificate from a reputed firm or company to the effect that the candidate possesses experience in driving Light Motor Vehicles / Heavy Motor Vehicles for a period of not less than three years after getting the driving licence. 4. Must possess basic knowledge about the general mechanism of automobiles. 5. Must possess first aid certificate issued by a recognized organization in Tamil Nadu 6. Other things being equal, preference shall be given to persons who have been discharged from the Army Service (Land Force).

30	Forest Watcher	Tamil Nadu Forest Subordinate Service	1. Must possess Minimum General Educational Qualification 2. Other things being equal, preference shall be given to persons who have been discharged from the Army Service (Land Force).
31	Forest Watcher (Tribal Youth)	Tamil Nadu Forest Subordinate Service	1. Must possess Minimum General Educational Qualification 2. Other things being equal, preference shall be given to persons who have been discharged from the Army Service (Land Force).
32	Junior Inspector of Cooperative Societies	Tamil Nadu Co-operative Subordinate Service	For SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s, BCMs category 1. Must Possess Minimum General Educational Qualification or The certificate of eligibility for College course of studies in the Madras, Madurai, and Annamalai Universities issued by the Board of Secondary Education or by any other competent authority. For Categories other than SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s, BCMs 2. A pass in the Intermediate Examination or a pass in the Pre-University Examination of any University or Institutions recognized by the University Grants Commission for its financial grant. 3. If other things being equal, preference shall be given to the candidates possessing such qualifications and in such order as specified below; a. A degree in Commerce; or b. Higher Diploma in Co-operative Management awarded by the Natesan Institute of Co-operative Management, Chennai, or Institute of Co-operative Management, Madurai

5.2.1. The candidates should possess the educational, technical qualifications, and experience prescribed for the post, on the date of notification.

5.2.2. Minimum General Educational Qualification:

5.2.2.1. The minimum general educational qualification means, a pass in the Secondary School Leaving Certificate (SSLC) Examination with eligibility for admission to college course of studies in the Universities in Tamil Nadu; or a pass in the Secondary School Leaving Certificate Examination of Tamil Nadu.

5.2.2.2. A person who had appeared for the 11-year SSLC Public Examination and obtained 35

percent marks in each subject, either in one sitting or compartmentally, shall be deemed to have passed the SSLC Public Examination.

5.2.2.3. A person who had appeared for the 11-year SSLC Public Examination and had failed to obtain 35 percent marks in one or more subjects but who had appeared and obtained 35 percent marks in the corresponding subject or subjects in 10-year SSLC Public Examination shall be deemed to have passed SSLC Public Examination.

5.2.2.4. A person who had studied optional subjects in 11-year SSLC and failed in the optional subjects, but had obtained 35 percent marks in all other subjects except the optional subjects in 11-year SSLC Public Examination, shall be deemed to have passed the SSLC Public Examination.

5.2.2.5. A person who had appeared and passed the 10th Standard Government Examination conducted by the Board of Open School, Tamil Nadu shall be deemed to have passed the SSLC Public Examination.

5.2.3. Co-operative Training means,

5.2.3.1. (i) A full course of training successfully undergone in any one of the Co-operative Training Institutes or in any of the Co-operative Training Colleges for intermediate or senior personnel conducted by the National Council for Co-operative Training set up by the National Co-operative Union of India and

　　　(ii) A pass in the Government Technical Examination in Book-keeping, Banking, Co-operation, and Auditing or the examination on these subjects conducted by the Tamil Nadu Public Service Commission, Chennai, or the Examination for the Cooperative Supervisors Training Course conducted by the Tamil Nadu Cooperative Union or the Higher Diploma in Co-operation conducted by the Institutes of Co-operative Management; or

5.2.3.2. Short-term or condensed basic training course in Cooperation and has passed the examination for the Co-Operative Supervisors training course and in possession of a pass certificate issued by the Institute of Co-operative Management; or

5.2.3.3. Diploma Course in Cooperation (Full Time, Part Time Correspondence Course) of the Tamil Nadu Cooperative Union or Higher Diploma in Cooperation of the National Council for Cooperative Training and in possession of pass Certificate issued by the Tamil Nadu Cooperative Union or the National Council for Cooperative Training, as the case may be.

5.2.3.4. A candidate who is a B.Com (Hons), M.Com Degree holder with Cooperation as a special subject or M.A. (Cooperation) 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.

5.2.3.5. A candidate who is a B.Com Degree holder with Cooperation as an optional Subject and B.A (Cooperation) Degree holders shall be exempted from undergoing the training referred to in para 5.2.3.1 (i) above, but shall not be exempted from passing the examination referred to in para 5.2.3.1 (ii) above in subjects which he had not studied in the B.Com or B.A (Cooperation) degree course.

5.2.3.6. A candidate who is a M.Com., B.Com (Hons) degree holder with a subject other than Cooperation as his/her special subject shall undergo the training course referred to in item 5.2.3.1 (i) and shall pass the examinations mentioned in para 5.2.3.1 (ii) above, in subjects which he had not

studied in his M.Com or B.Com (Hons) Course.

5.2.4. Supporting Documents:

5.2.4.1. SSLC / HSC / Diploma / Degree / PG Degree / Integrated PG Degree /Provisional Degree or Provisional Diploma Certificate / Consolidated Mark Sheet along with Degree or Provisional Degree Certificate shall be accepted as proof of educational qualification.

5.2.4.2. In cases where the Diploma / Degree / PG Degree certificates had been issued after the date of notification, candidates must upload/produce proof (in the form of Provisional Diploma / Degree Certificate / Consolidated Mark Sheet, etc.) of the publication of results of the respective qualification(s) on or before the date of notification.

5.2.4.3. Candidates who have cleared SSLC / HSC examinations in more than one attempt, must upload/produce mark sheets of all attempts. Uploading / production of Foundation / Pre-Foundation Course certificates instead of SSLC / HSC certificates shall result in rejection of candidature after due process.

5.2.4.4. The degree qualification prescribed for the above posts should have been obtained by passing the required qualification in the following order of studies viz. SSLC + HSC/Diploma or its equivalent + U.G. Degree

5.2.4.5. Candidates claiming possession of qualification higher than that prescribed for a post, must upload/produce certificates, issued on/before the date of notification, in support of such claim.

5.2.4.6. In cases where the duration of the prescribed educational/technical course/experience has been specified in the notification, any discrepancy between the claim in the application and the documents uploaded/produced, shall result in the rejection of candidature after due process.

5.2.4.7. In case the Degree Certificate is lost or is not immediately available for reasons to be specified, an extract from the Convocation Register will be accepted as evidence of qualification.

5.2.4.8. A Matriculate Ex-Serviceman (which term includes an Ex-Serviceman who has obtained the Indian Army Special Certificate of Education or the corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service in the Armed Forces of the Union shall be considered eligible for appointment to the posts for which the essential qualification prescribed is Graduation.

5.2.4.9 Candidates must be in possession of Typewriting / Shorthand qualification(s) claimed in the online application, on or before the date of notification and must upload/produce such certificate(s). In cases where the Typewriting / Shorthand certificates had been issued after the date of notification, candidates must upload/produce proof of the publication of results of the respective qualification(s) on or before the date of notification.

5.2.4.10. Candidates applying for the post of Forest Guard with Driving Licence shall upload the experience certificate in driving Light Motor Vehicles / Heavy Motor Vehicles, and Self-Declaration for possessing basic knowledge about the general mechanism of automobiles in the formats prescribed in Annexure VI.

5.2.4.11. Failure to upload/produce such documents supporting the claim shall result in rejection of candidature after due process.

5.2.5. Equivalence of Qualification: The Government orders relating to equivalence of qualification are available on the Tamil Nadu Public Service Commission's website. However, if the candidate possesses an equivalence of qualification other than one mentioned in the Commission's website and if Government orders to this effect have been issued on or before the date of this notification, candidates should furnish the details of the same while applying and should upload a copy of the Government order at the time of uploading of documents, failing which his/her candidature will be rejected after due process. The Government orders regarding equivalence of qualification issued after the date of this notification will not be considered for this recruitment.

5.3. Medical and Physical Standards:

5.3.1. Posts other than Forest Guard, Forest Guard with Driving Licence, Forest Watcher, and Forest Watcher (Tribal Youth)

5.3.1.1. Candidates selected for appointment to the posts will be required to submit a certificate of physical fitness to the Appointing Authority at the time of joining the post.

5.3.1.2. The visual acuity of the candidates will have to be within Standard III or better. Candidates with defective vision should produce an Eye Fitness certificate from a qualified Eye Specialist working in a Government Hospital.

5.3.2. Posts of Forest Guard, Forest Guard with Driving Licence, Forest Watcher, and Forest Watcher (Tribal Youth)

5.3.2.1. Candidate must possess the following minimum physical standards;

Category	Height (cm)	Chest (cm)	
		Normal	**Expansion**
Male	163	79 (round the chest) on full expiration	05 (on full inspiration)
Female and Third Gender	150	74 (round the chest) on full expiration	05 (on full inspiration)

5.3.2.2. For the candidate belonging to Scheduled Tribes, the following shall be the minimum height standards**;**

Male Candidate …………………………152 cm

Female and Third gender Candidate ……145 cm

5.3.2.3. Candidates possessing the above-said minimum Physical Standards are only eligible to apply for these posts.

5.3.2.4. Certificate of Physical Standards: A certificate containing the following particulars should be obtained from a Medical Officer, above the rank of an Assistant Surgeon appointed by the Government to a Government Medical Institution on or after the date of Notification and upload/produce the documents when called for by the Commission.

(1) Height   ….. cm

(2) Chest Measurement

       (i) On full inspiration   ……cm

       (ii) On full expiration   ……cm

       (iii) Difference (Expansion)   …….cm

 (The measurements should be specified only with reference to the Metric System)

5.3.2.5. Vision Requirement for the post of Forest Guard with Driving Licence: Candidates must be certified to possess the visual standards specified below without glasses;

	Right Eye	Left Eye
Distance Vision	6/6	6/6
Near Vision	0.5	0.5 (Snellen)

Each eye must have a full field of vision. Colour blindness, Squint, or any morbid condition of the eyes or lies of either eye shall be deemed to be a disqualification. Lasik / Laser Surgery / Excimer Laser Surgery underwent by the candidate in either of the eyes shall be deemed to be a disqualification. A certificate from the District Government Head Quarter Hospital should be obtained to effect that the vision of the candidates conforms in the above standard.

5.4. Knowledge in Tamil:

5.4.1. Candidates should possess adequate knowledge in Tamil on the date of this Notification. The candidate shall be deemed to possess an adequate knowledge of Tamil if, he/she has passed the SSLC examination or its equivalent examination / HSC / Degree, etc., with Tamil as one of the languages or studied the High School Course in Tamil medium; or passed the SSLC examination or its equivalent examination in Tamil medium; or passed the Second Class Language Test (Full Test) in Tamil conducted by the Tamil Nadu Public Service Commission.

5.4.2. Candidates must upload/produce either SSLC / HSC / Degree / PG Degree mark sheets or proof of having passed the Second Class Language Test (Full Test) in Tamil conducted by the Tamil Nadu Public Service Commission.

5.4.3. Failure to produce documents in support of the possession of adequate knowledge of Tamil, shall result in the candidate being required to pass the Second Class Language Test (Full Test) in Tamil conducted by the Commission, within a period of two years from the date of his/her appointment, failing which he/she shall be discharged from service.

5.5. Restrictions on applying for the Examination:

5.5.1. The candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s, and BCMs, who have put in 5 years or more of service, since his/her first appointment to a service of Government of India or Government of a State / Union Territory, are not eligible to apply even if they are within the age limit.

5.5.2. Persons professing Muslim religion alone are eligible for the posts in the Tamil Nadu Waqf Board. Persons professing Hindu religion alone are eligible for the posts in the Hindu Religious and Charitable Endowments Department. In case of recruitment to posts mandating the profession of a specific religion, a Community Certificate / Certificate from the Revenue Authorities concerned, in

support of the religion claimed in the online application, must be uploaded/produced. Failure to upload/produce such a certificate shall result in the rejection of candidature after due process.

5.5.3. Differently abled persons with blindness and low vision are not eligible for the posts in the Judicial Department.

5.5.4. The candidates belonging to the Scheduled Tribes living in Forest Settlements of Western Ghats districts viz., Tirunelveli, Tenkasi, Virudhunagar, Dindigul, Theni, Coimbatore, Tiruppur, The Nilgiris, Madurai and Kanniyakumari and Eastern Ghats districts viz., Erode, Namakkal, Salem, Dharmapuri, Tiruvannamalai, Vellore, Tirupathur, Ranipet, Villupuram, Tiruchirapalli and Perambalur, are only eligible to the post of Forest Watcher (Tribal Youth).

6. Selection Procedure:

6.1. Posts other than Forest Guard, Forest Guard with Driving Licence, Forest Watcher, and Forest Watcher (Tribal Youth)

6.1.1. Based on the marks obtained by the candidates in the written examination and subject to the rule of reservation of appointments, the list of eligible candidates will be announced for onscreen certificate verification. After verification, the eligible candidates will be admitted for physical certificate verification.

6.1.2. The register number-wise list of candidates summoned for physical certificate verification will be announced on the Commission's website. The original certificates in support of the claims made in the online application for the post(s) for which he/she is summoned will be verified. After thorough scrutiny of the original documents, the candidate will be admitted to the next stage. The candidate will then be allowed to participate in the counselling based on his/her rank.

6.1.3. For the post of Steno Typist, Grade III included in the Tamil Nadu Ministerial / Judicial Ministerial Service, Steno Typist, Personal Assistant to Chairman (Steno Typist II), Personal Clerk to Managing Director / General Manager (Steno Typist III) in Tamil Nadu Women Development Corporation Ltd., the following order of preference will be given;

   i.   Candidates who have passed the Government Technical Examination both in Typewriting and in Shorthand in Higher / Senior Grade in Tamil and English will be selected first.

   ii.   If the candidates with the qualification mentioned above in 'i' are not available, candidates who have passed the Government Technical Examination both in Typewriting and in Shorthand in Higher / Senior Grade in Tamil and Lower/Junior Grade in English will be selected;

   iii. If the candidates with the qualifications mentioned above in 'i' and 'ii' are not available, the candidates who have passed the Government Technical Examination both in Typewriting and in Shorthand in Higher / Senior Grade in English and Lower/ Junior Grade in Tamil will be selected.

6.1.4. For the post of Typist, included in the Tamil Nadu Ministerial / Judicial Ministerial / Legislative Assembly Secretariat / Secretariat Service and Typist in Tamil Nadu State Marketing Corporation Ltd, the following order of preference will be given;

   i.   Candidates who have passed the Government Technical Examination in Typewriting in Higher / Senior Grade in Tamil and English will be selected first.

ii.   If the candidates with the qualification mentioned above in 'i' are not available, candidates who have passed the Government Technical Examination in Typewriting in Higher / Senior Grade in Tamil and Lower/Junior Grade in English will be selected;

iii.   If the candidates with qualifications mentioned above in 'i' and 'ii' are not available, the candidates who have passed the Government Technical Examination in Typewriting in Higher / Senior Grade in English and Lower/ Junior Grade in Tamil will be selected.

6.2. Posts of Forest Guard, Forest Guard with Driving Licence, Forest Watcher, and Forest Watcher (Tribal Youth)

6.2.1. For the candidates who opted for the posts of Forest Guard, Forest Guard with Driving Licence, Forest Watcher, and Forest Watcher (Tribal Youth) in the online application, a separate list of eligible candidates will be announced for onscreen certificate verification, based on the marks obtained by the candidates in the written examination and subject to the rule of reservation of appointments,.

6.2.2. After the onscreen certificate verification, the eligible candidates who have opted for the said posts in their online application, will be admitted to the Endurance Test in 1:3 ratio. These candidates shall undergo a Physical Standards Verification and Endurance Test consisting of a walk over 25 km and 16 km to be completed in four hours by male and female/third gender candidates respectively which will be conducted by the Principal Chief Conservator of Forests. A certificate to this effect must be obtained from a Gazetted Forest Officer nominated by the Principal Chief Conservator of Forests on his behalf and produced. The Physical Standards and Endurance Test will be conducted only at Chennai.

6.2.3. If a transgender candidate applies as a male candidate, then the requirement of the Physical Standards and Endurance Test prescribed for the male category shall apply. If a transgender candidate applies as a female candidate, then the requirement of Physical Standards and Endurance Test prescribed for the female category shall apply. If a transgender candidate applies as a third gender, the Physical Standards and Endurance Test prescribed for female candidates shall apply.

6.2.4. Candidate must satisfy a Medical Board in Chennai regarding his / her physique, fitness, and capacity for rough outdoor work in the Tamil Nadu Forest Department.

6.2.5. For the post of Forest Guard with Driving Licence, the Department of Forest will conduct a driving test with the help of experts.

6.2.6. Based on the results of the endurance test, and driving test (if applicable), the eligible candidates will be admitted for physical certificate verification. The register number-wise list of candidates summoned for physical certificate verification will be announced on the Commission's website. The original certificates in support of the claims made in the online application for the post(s) for which he/she is summoned will be verified. After thorough scrutiny of the original documents, the candidate will be admitted to the next stage. The candidate will then be allowed to participate in the counselling based on his/her rank.

6.3. First, the selection will be made for the backlog vacancies. Secondly, the selection will be made for regular vacancies following the rule of reservation of appointments. Thirdly, the selection against shortfall vacancies will be made from among SC/ST candidates only.

7. Reservation of Appointments:

The rule of reservation of appointments applies to this recruitment, except for the shortfall vacancies. The details of the reservation to candidates belonging to various categories are given in Annexure II of this Notification. The Department / Unit-wise distribution of vacancies will be announced later.

8. Communication to Candidates:

8.1. The memorandum of admission (Hall Ticket) for eligible candidates will be made available on the Commission's website www.tnpscexams.in / www.tnpsc.gov.in for downloading by candidates. The memorandum of admission will not be sent by post. The candidates must comply with every instruction given in the memorandum of admission.

8.2. The Commission will publish the written examination results, certificate upload date and time, and date and time of certificate verification and counselling on the Commission's Website. No individual communication will be sent to the candidates by Post. Candidates will be informed of the above fact only through SMS and e-mail, through the registered Mobile Number and email ID. Candidates are directed to watch the Commission's website in this regard. The Commission shall not be responsible if the communication does not reach the candidate due to an incorrect/invalid e-mail ID /mobile number and failure/delay in delivery of SMS/email to the candidates due to any reason including technical issues. Any representation from the candidates for non-receipt of SMS or e-mail will not be responded.

9. Communication with the Commission:

9.1. Candidates requiring clarification, can contact the office of the Tamil Nadu Public Service Commission in person or over the **Toll-Free No.1800 419 0958** on all working days between 10.00 A.M and 5.45 P.M.

9.2. Queries relating to One Time Registration / online application may be sent to helpdesk@tnpscexams.in. Any other communication with the Commission must be made through email to grievance.tnpsc@tn.gov.in. Communications sent by post must be addressed only to the Secretary, Tamil Nadu Public Service Commission, TNPSC Road, V.O.C. Nagar, Park Town, Chennai - 600003.

9.3. Request for exemption from age limit or other qualifications will receive no attention. Requests for furnishing causes of failure in the written exam or for non-selection based on the results of the written exam or for revaluation of OMR answer sheets will not be entertained.

10. Litigations:

The selection for appointment to the posts included in this recruitment is purely provisional subject to the final orders in the court cases, if any, pending before the Hon'ble High Court of Madras and Madurai Bench of Madras High Court, relating to this recruitment.

11. Publication of Results: The results of the written examination will be published tentatively in the month of January 2025.

Secretary

How to Apply Online

1. Website: Candidates should apply only through online mode in the Commission's website viz., www.tnpscexams.in / www.tnpsc.gov.in

2. One Time Registration:

2.1. It is essential for the candidate to register himself/herself first at the One Time Registration (OTR) platform, available on the Commission's website, and then proceed to fill up the online application for the examination. Candidates should register only once in the One Time Registration by paying Rs.150/- as registration fee. Successfully registered One Time Registration is valid for five years from the date of registration.

2.2. During One Time Registration, the candidates should keep ready the scanned image of their photograph, taken within the last 3 months of size 20 KB – 50 KB and saved as "Photograph.jpg" and signature of size 10 KB – 20 KB and saved as 'Signature.jpg'. Both photograph and signature, of 200 DPI resolution, should be saved in a CD / DVD / Pendrive, to upload the same.

2.3. One Time Registration is not an application for any post. It is just a collection of information from the candidates and provides a separate dashboard to each candidate to facilitate the maintenance of their own profile. A candidate should make an online application separately for every examination for which he/she intends to appear.

2.4. A valid e-mail ID and mobile number are mandatory for One Time Registration. E-mail ID and mobile number are to be kept in 'ACTIVE' mode. Every candidate should have his/her email ID and password. No candidate should share his/her e-mail ID, password, mobile number with any other person. In case a candidate does not have a valid personal email ID, he/she should create a new email ID before applying online and must maintain that email account live. Inquiries relating to One Time Registration / online applications will be answered only if the inquiries are received through a registered e-mail ID.

2.5. Linking the Aadhaar number with One Time Registration (OTR) is mandatory for candidates. The information associated with the Aadhaar number including biometrics will be used only for identification purposes and will not be stored or shared. Candidates are requested to give their consent in their respective OTR. The Aadhaar details will be submitted to the Central Identities Data Repository (CIDR) only for authentication. Linking of the Aadhaar number is mandatory for all prospective candidates to create new OTR / renew/access the existing OTR and apply for any recruitment to be notified henceforth.

2.6. Details to be furnished during One Time Registration:

2.6.1. Candidates shall furnish their correct SSLC Register Number and Certificate Number, Month and Year of Passing, Medium of Instruction, and Name of the Board that issued the certificate while registering online. If any detail furnished is found to be wrong, the online application will be rejected at any stage after due process.

2.6.2. Candidates who have more than one SSLC mark sheet, should enter the details available in the mark sheet issued on the final attempt in which he/she had passed the SSLC examination.

2.6.3. Besides details related to SSLC, all other details required in the One Time Registration, shall be furnished without any mistake, as these details shall form the basis of all other details given subsequently by the candidate while filling the online application for each recruitment.

2.7. One-Time Registration (OTR) Edit:

2.7.1. The candidates shall be permitted to edit the details in the OTR whenever required by uploading the supporting documents.

2.7.2. Any changes in the One Time Registration must be made before the submission of the online application since the details furnished in the One Time Registration will be filled in automatically in the online application. Hence, incorrect particulars furnished in the One Time Registration may result in the rejection of online application after due process. Candidates are therefore advised to fill in the One Time Registration particulars carefully and correctly.

2.7.3. The Commission will not be responsible for any consequences arising out of failure on the part of the candidates to adhere to the instructions issued regarding One Time Registration or filling up of online application.

2.7.4. The instructions and illustration regarding One Time Registration are available on the website viz., www.tnpscexams.in/ www.tnpsc.gov.in

3. Online Application:

3.1. A candidate who wishes to apply for any post shall click "APPLY" against the post notified on the Commission's website and use the same User ID and Password given for One Time Registration. User ID and Password are to be created by the candidates themselves. In case the candidate forgets the User ID and Password, he/she can retrieve or reset them using the "FORGOT PASSWORD and FORGOT USER ID" options. The Commission will not furnish User ID and Password details to the candidates.

3.2. A candidate already having user ID and password, has to login. The available One Time Registration particulars will be displayed on the screen, including the photograph furnished at the time of One Time Registration, as well as the photographs uploaded with previous online applications. Candidates shall check and confirm the One Time Registration details before proceeding further. Thereafter, the candidates shall fill up additional details required in the specific recruitment application. If any of the One Time Registration details are found to be incorrect, the same should be corrected by clicking on OTR Edit. Changes made in the One Time Registration will be reflected only in online applications to be submitted subsequently.

3.3. Candidates shall upload their photograph taken on or after the date of notification at the time of submission of each and every online application. The photograph should be in colour, of passport size, against a white background and taken in a photo studio. The candidate should be photographed in frontal view showing both ears and part of the neck. The candidate should ensure that the name of the candidate and the date of photography (i.e., on or after the date of notification) are printed at the bottom of the photograph. The face of the candidate as well as his/her name and date of photography should be clearly visible in the photograph of height 4.5 cm (170 pixels) and width 3.5 cm (130 pixels). Of the total height of the photograph, the image of the candidate shall be 3.0 cm (115 pixels) and the candidate's name and date of photography shall be 1.5 cm (55 pixels), as illustrated above. The photograph should be saved in a digital format (in CD / DVD / pen drive/ hard drive), ready for uploading.

3.4. If the photograph is not available in a digital format, a passport-size photograph showing the image of the candidate along with the name of the candidate and the date of photography printed at the bottom, in the same dimensions as specified above, may be pasted on a plain white paper and scanned to obtain a resolution of 200 DPI. The image should then be cropped to show only the photograph of size 20 KB–50KB saved as "Photograph.jpg" and uploaded. The entire sheet of white paper on which the photograph is pasted should not be scanned/uploaded. Photographs taken using cellular phones, selfies, photocopies (Xerox) of photographs, photographs taken during family functions, at tourist places, or against a backdrop of plants or buildings should not be uploaded. Photographs of nature, wildlife, buildings, etc. shall not be uploaded. In case of uploading an inappropriate photograph, in violation of the aforementioned instruction, the application is liable to be rejected after due process.

3.5. Before uploading of signature, the candidate shall draw a box of dimension 6.0 x 2.0 cm (230 pixels x 75 pixels) on white paper and sign within the box, using a blue or black ink pen. The paper should then be scanned to obtain a resolution of 200 DPI. The image should then be cropped to show only the box with the signature, of size 10 KB –20KB, and saved as "Signature.jpg" and uploaded.

3.6. Clear images of the photograph and the signature should be uploaded in the correct dimensions, size, and format. Failure to upload/upload clear images of the photograph and signature will result in the rejection of the online application after due process.

3.7. Examination Centres:

3.7.1. While applying online, candidates shall be permitted to choose two district centres as their preference for the examination. Candidates shall be allotted a venue in one of these two district centres. However, candidates with benchmark disability, shall be permitted to choose only one district centre and shall be allotted a venue in that district centre.

3.7.2. Candidates must appear for the examination at the venue they have been allotted, as mentioned in the memorandum of admission (hall ticket). Request for change of examination centre will not be permitted.

3.7.3. The Commission reserves the right to increase or decrease the number of examination centres and to re-allot the candidates accordingly. The Commission also reserves the right to allot a candidate to the nearby centre, if he/she could not be accommodated in the centres opted by the candidate.

3.7.4.. The written examination will be held at the centres given below.

Examination Centres

Centre	Code
Ariyalur District	
Ariyalur	3001
Andimadam	3002
Sendurai	3003
Udaiyarpalayam	3004
Chengalpattu District	
Chengalpattu	3301
Cheyyur	3302
Maduranthakam	3303
Pallavaram	3304
Tambaram	3305
Thirukalukundram	3306
Tiruporur	3307
Vandalur	3308
Chennai District	
Alandur	0102
Ambattur	0103
Aminjikarai	0104
Ayanavaram	0105
Egmore	0106
Guindy	0107
Madhavaram	0108
Madhuravoyal	0109
Mambalam	0110
Mylapore	0111
Perambur	0112
Purasavakkam	0113
Sholinganallur	0114
Thiruvottriyur	0115
Tondiarpet	0116
Velacherry	0117
Coimbatore District	
Aanaimalai	0202
Annur	0203
Coimbatore North	0204
Coimbatore South	0205
Kinathukadavu	0206
Madukarai	0207
Mettupalayam	0208
Perur	0209
Pollachi	0210
Sulur	0211
Valparai	0212
Cuddalore District	
Cuddalore	0301
Bhuvanagiri	0302
Chidambaram	0303
Kattumannarkoil	0304
Kurinjipadi	0305
Panruti	0306
Srimushnam	0307
Thittakudi	0308
Veppur	0309
Virudhachalam	0310
Dharmapuri District	
Dharmapuri	0401
Harur	0402
Karimangalam	0403
Nallampalli	0404
Palacode	0405

Centre	Code
Pappireddipatti	0406
Pennagaram	0407
Dindigul District	
Atthur	0502
Dindigul East	0503
Dindigul West	0504
Guziliyamparai	0505
Kodaikanal	0506
Natham	0507
Nilakottai	0508
Oddanchatram	0509
Palani	0510
Vedasandur	0511
Erode District	
Erode	0601
Anthiyur	0602
Bhavani	0603
Gobichettipalayam	0604
Kodumudi	0605
Modakurichi	0606
Nambiyur	0607
Perundurai	0608
Sathiyamangalam	0609
Kallakurichi District	
Kallakurichi	3401
Chinnasalem	3402
Sankarapuram	3404
Tirukoilur	3405
Ulundurpet	3406
Kancheepuram District	
Kancheepuram	0701
Kundrathur	0702
Sriperumbudur	0703
Uthiramerur	0704
Walajabad	0705
Kanniyakumari District	
Nagercoil	0801
Agasteeswaram	0802
Kalkulam	0803
Killiyur	0804
Thiruvatar	0805
Thovalai	0806
Vilavankodu	0807
Karur District	
Karur	0901
Aravakurichi	0902
Kadavur	0903
Krishnarayapuram	0904
Kulithalai	0905
Manmangalam	0906
Pugalur	0907
Krishnagiri District	
Krishnagiri	3101
Anjetty	3102
Bargur	3103
Hosur	3104
Pochampalli	3105
Sulagiri	3106
Thenkanikottai	3107
Uthangarai	3108
Madurai District	
Kallikudi	1002

Centre	Code
Madurai East	1003
Madurai North	1004
Madurai South	1005
Madurai West	1006
Melur	1007
Peraiyur	1008
Thirumangalam	1009
Thiruparankundram	1010
Usilampatti	1011
Vadipatti	1012
Mayiladuthurai District	
Mayiladuthurai	3801
Kuthalam	3802
Sirkali	3803
Tharangambadi	3804
Nagapattinam District	
Nagapattinam	1101
Kilvelur	1102
Thirukkuvalai	1103
Vedaranyam	1104
Namakkal District	
Namakkal	1201
Kumarapalayam	1203
Mohanoor	1204
Paramathi Velur	1205
Rasipuram	1206
Senthamangalam	1207
Tiruchengode	1208
Perambalur District	
Perambalur	1401
Alathur	1402
Kunnam	1403
Veppanthattai	1404
Pudukkottai District	
Pudukkottai	1501
Alangudi	1502
Aranthangi	1503
Avudaiyarkoil	1504
Gandarvakottai	1505
Iluppur	1506
Karambakudi	1507
Kulathur	1508
Manamelkudi	1509
Ponnamaravathi	1510
Thirumayam	1511
Viralimalai	1512
Ramanathapuram District	
Ramanathapuram	1601
Kadaladi	1602
Kamuthi	1603
Kezhakarai	1604
Mudukulathur	1605
Paramakudi	1606
Rajasingamangalam	1607
Rameswaram	1608
Tiruvadanai	1609
Ranipet District	
Ranipet	3501
Arakkonam	3502
Arcot	3503
Kalavai	3504
Nemili	3505
Sholingur	3506

Taluk	Code		Taluk	Code		Taluk	Code
Walajah	3507		Ponneri	2105		**Tiruppur District**	
Salem District			Poonamallee	2106		Avinashi	3202
Salem	1701		R.K.Pet	2107		Dharapuram	3203
Attur	1702		Tiruthani	2108		Kangeyam	3204
Edapadi	1703		Uthukottai	2109		Madathukkulam	3205
Gangavalli	1704		**Thiruvannamalai District**			Uthukuli	3206
Kadaiyampatti	1705		Thiruvannamalai	2201		Palladam	3207
Mettur	1706		Arni	2202		Tiruppur North	3208
Omalur	1707		Chengam	2203		Tiruppur South	3209
Pethanayakanpalayam	1708		Chetpet	2204		Udumalaipettai	3210
Salem South	1709		Cheyyar	2205		**Vellore District**	
Salem West	1710		Jamunamarathur	2206		Vellore	2701
Sankari	1711		Kalasapakkam	2207		Aanaikattu	2702
Vazhapadi	1712		Kilpennathur	2208		Gudiyatham	2703
Yercaud	1713		Polur	2209		K.V.Kuppam	2704
Sivagangai District			Thandrampet	2210		Katpadi	2705
Sivagangai	1801		Vandavasi	2211		Pernampet	2706
Devakottai	1802		Vembakkam	2212		**Villupuram District**	
Ilayankudi	1803		**Thiruvarur District**			Villupuram	2801
Kalaiyarkovil	1804		Thiruvarur	2301		Gingee	2802
Karaikudi	1805		Kodavasal	2302		Kandachipuram	2803
Manamadurai	1806		Mannargudi	2304		Marakanam	2804
Singampunari	1807		Nannilam	2305		Melmalaiyanur	2805
Thirupuvanam	1808		Needamangalam	2306		Thiruvennainallur	2806
Tirupathur	1809		Thiruthuraipoondi	2307		Tindivanam	2807
Tenkasi District			Valangaiman	2308		Vanur	2808
Tenkasi	3601		**Thoothukudi District**			Vikravandi	2809
Alangulam	3602		Thoothukudi	2401		**Virudhunagar District**	
Kadayanallur	3603		Eral	2402		Virudhunagar	2901
Sankarankovil	3604		Ettayapuram	2403		Aruppukottai	2902
Shenkottai	3605		Kayathar	2404		Kariyapatti	2903
Sivagiri	3606		Kovilpatti	2405		Rajapalayam	2904
Thiruvengadam	3607		Ottapidaram	2406		Sathur	2905
Veerakeralampudur	3608		Sattankulam	2407		Sivakasi	2906
Thanjavur District			Srivaikundam	2408		Srivilliputhur	2907
Thanjavur	1901		Tiruchendur	2409		Tiruchuli	2908
Boothalur	1902		Vilathikulam	2410		Vembakottai	2909
Kumbakonam	1903		**Tiruchirappalli District**			Watrap	2910
Orathanadu	1904		Lalgudi	2502			
Papanasam	1905		Manachanallur	2503			
Pattukottai	1906		Manapparai	2504			
Peravurani	1907		Marungapuri	2505			
Thiruvaiyaru	1908		Musiri	2506			
Thiruvidaimaruthur	1909		Srirangam	2507			
The Nilgiris District			Thottiam	2508			
Udhagamandalam	1301		Thuraiyur	2509			
Coonoor	1302		Tiruchirappalli West	2510			
Gudalur	1303		Tiruchirappalli East	2511			
Kothagiri	1304		Thiruverambur	2512			
Kundah	1305		**Tirunelveli District**				
Pandalur	1306		Tirunelveli	2601			
Theni District			Ambasamudram	2602			
Theni	2001		Cheranmahadevi	2603			
Aandipatti	2002		Manur	2604			
Bodinayakanur	2003		Nanguneri	2605			
Periyakulam	2004		Palayamkottai	2606			
Uthamapalayam	2005		Radhapuram	2607			
Thiruvallur District			Thisayanvilai	2608			
Thiruvallur	2101		**Tirupathur District**				
Avadi	2102		Tirupathur	3701			
Gummidipoondi	2103		Ambur	3702			
Pallipattu	2104		Natrampalli	3703			
			Vaniyambadi	3704			

3.8. Application Preview:

3.8.1. Candidates should carefully fill in the details in the online application at the appropriate places and click on the 'SAVE AND PROCEED' button at the end of each page of the application. Before pressing the 'SAVE AND PROCEED' button, candidates are advised to verify each particular field in the application.

3.8.2. Candidates can edit/add/delete any information while filling the online application. Before finally submitting the application, candidates will be given the option of seeing a preview of their application. As soon as a candidate clicks the button meant for preview, an SMS will be sent to the registered mobile number, informing the availability of such a preview in the registered email ID provided by the candidate.

3.8.3. Once the candidate desires to make modifications based on the preview arrangement as indicated in the paragraph above, he/she may re-open the application and make necessary modifications using the Edit option and make the final submission of the corrected application, before the last date prescribed for submission of the online application. It is the responsibility of the candidate to carefully check the details available in the preview and make suitable corrections, if any, in the application / OTR before final submission. The candidate will be solely responsible for any non-rectification or non-submission of the application.

3.8.4. An individual is considered to have applied for a recruitment, if and only if, he/she finally submits the application, by clicking the 'SUBMIT' button. The mere availability of a preview shall not be tantamount to "having applied" for a particular recruitment.

3.9. Examination Fee:

3.9.1. The examination fee of Rs. 100 (Rupees One hundred only) should be paid at the time of submitting the online application for this recruitment, unless exemption of fee is claimed.

3.9.2. Candidates belonging to special categories can avail of exemption from paying examination fees as per eligibility criteria. For further details refer to Annexure II of this Notification.

3.9.3. The total number of free chances availed, will be calculated based on claims made in previous applications. The number of free chances availed by the candidate may be verified by the Commission at any stage of the selection process. In case a candidate makes a false claim for exemption from payment of the application fee by suppressing information regarding his/her previous application(s), his/her candidature shall be rejected after due process and he/she shall be debarred for a period of one year, from appearing for examinations conducted by the Commission.

3.9.4. Candidates are directed to carefully choose the options "Yes" or "No" regarding availing of the fee concession. The choice made, cannot be modified or edited after successful submission of the online application. Candidates are advised in their own interest, to keep an account of the number of times fee concession has been availed, irrespective of the information displayed in the <Application History> of the candidate dashboard.

3.9.5. An application (irrespective of the post applied for) claiming fee concession will operate to exclude one chance from the number of free chances allowed. Candidates who have availed the maximum number of free chances permitted / candidates who do not wish to avail of the fee concession/candidates who are not eligible for fee concession shall choose the option "No" against the query regarding fee concession. Such candidates shall thereafter pay the requisite fee through the prescribed mode of payment.

3.9.6. Failure to pay the prescribed fee in time, along with the online application, will result in the rejection of the application after due process.

3.10. Examination Fee Payment:

3.10.1. After submitting the details in the online application, the candidates can pay the examination fee by online mode through Net Banking / Credit card / Debit card on or before the last date of submission of the online application by choosing the option in the online application. Candidates have to pay the service charges also as applicable.

3.10.2. Offline mode of payment if any received in the form of Demand Draft / Postal Order etc. will not be accepted and the applications forwarded with such modes of payment will be summarily rejected and the same will not be returned or refunded.

3.10.3. To facilitate payment of fees through the online mode, an additional page of the application format will be displayed wherein candidates may follow the instructions and fill in the requisite details to make payment. There is a possibility of online payment failure. Hence, if the online payment fails, candidates can check the status of the earlier transaction. If the earlier transactions have failed, the candidate shall retry paying the fee again by online mode. In case of online payment failure, the amount debited from the candidate's account will be reverted to his/her account. The candidates have been given a provision to check the status of the transaction made. If all the attempts/transactions have failed, candidates have to make the payment again. The Commission is not responsible for online payment failure. It is the responsibility of the candidates to ensure that the transaction made by them is successful.

3.10.4. After submitting the payment information in the online application format, wait for the intimation from the server. Meanwhile, DO NOT press 'Back' or 'Refresh' button to avoid payment failure or double payment.

3.10.5. If the online transaction has been successfully completed, an Application Number / Applicant ID will be generated. Candidates should note the Application Number / ID for future reference in respect of the recruitment applied for.

3.10.6. Tamil Nadu Public Service Commission reserves the right to change the mode of payment at any time.

3.11. Online Application Edit:

3.11.1. The candidates shall be permitted to edit all the details in the online application till the last date stipulated for submission of the online application.

3.11.2. If the candidate desires to change his/her photograph and/or signature in his/her online application, the candidate shall select the edit option in the online application to re-upload them which must be saved finally before submitting the online application.

3.11.3. Some of the information contained in the online application has been brought forward from the candidate's one-time registration. If such information has to be edited in the online application, the candidate shall select the edit profile option in One Time Registration (OTR) and shall make and save necessary corrections. After doing so, the candidate shall select the edit option in the online application and edit the details as desired. The candidate shall save the changes and submit it finally. The candidate shall take a printout of the same if required.

3.11.4. After editing the online application, if the edited details are not finally saved and submitted by the candidate, the details provided by the candidate in the application submitted before editing shall

only be considered. If the candidate has to pay a fee based on the edited details, the candidate shall pay the prescribed examination fee online. Candidates who have already paid the examination fee are not required to pay.

3.12. Application Correction Window:

3.12.1. After the last date for submission of the online application, the Online Application Correction Window shall open for 3 days as mentioned in Para 1 'Important Instructions' of this Notification. During this period, candidates will be able to edit the details in their online application. After the last date of the Correction Window period, no modification is allowed in the online application.

3.12.2. The applications shall be processed as per the details finally furnished by the candidates. It is the responsibility of the candidates and the Commission has no liability for subsequent rejection of the application consequent to the editing details already submitted in the online application. Request/representation received for modification of claims in the online application, in any mode shall not be entertained.

3.13. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability/failure to log on to the Commission's website on account of heavy load on internet/website.

3.14. The Commission does not assume any responsibility for the candidates not being able to submit their online applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Commission.

3.15. Candidates need not send the printout of the online application or any other supporting documents to the Commission by post unless asked for specifically.

3.16. The name of the candidate or the name of his/her father or mother, should be spelt correctly in the application as it appears in the certificates/mark sheets.

3.17. Any discrepancy between the details as given in the online application and the documents submitted shall result in the summary rejection of candidature after due process.

3.18. The Commission will not be responsible for any consequences arising out of furnishing of incorrect and/or incomplete details in the application or omission to provide the required details in the application.

3.19. Upload of Documents:

3.19.1. Candidates should upload the required documents of proof in respect of all the claims made in the application with reference to this notification as and when called for. If the required certificates are not uploaded by the candidate, within the stipulated time, his/her candidature will be rejected after due process.

3.19.2. The candidates shall mandatorily upload the certificates/documents (in support of all the claims made / details furnished in the online application) in PDF format i.e. one PDF file of not more than 200KB (with single or multiple pages) in support of each claim. The uploading of documents shall be permitted from all sources including e-seva centres.

3.19.3. The uploaded credentials shall be mapped with the One Time Registration of the respective

candidate along with the Application number and Notification Number (i.e., with reference to the notification for each post), so that they can be used during future submission of application by the same candidates.

3.19.4. The online application of the candidates who have not uploaded the required supporting documents (correctly / clearly / legibly) on or before the stipulated period shall be rejected.

3.19.5. The documents uploaded by the candidates shall be linked with OTR and retained in the server for a maximum period of two years. If the candidate applies subsequently for other posts within two years, the documents that were already uploaded shall be displayed to the candidate during the online application process for confirmation and the same need not once again be uploaded by the candidates. If the candidate applies to other posts after the period of retention i.e. two years, the candidate shall be instructed to upload all the documents afresh.

4. Information regarding criminal cases / disciplinary cases:

4.1. Candidates who have declared pending criminal or disciplinary cases in their online application, must upload/produce a copy of the First Information Report (FIR) or memorandum of charges / show cause notice, as the case may be. Failure to upload/produce such papers when called for, shall result in rejection of candidature after due process.

4.2. Candidates who have declared conviction in criminal cases or punishment in disciplinary cases, in their online application, must upload/produce the relevant court orders and/or release orders or memorandum of proceedings, as the case may be, when called for. Failure to upload/produce such papers shall result in the rejection of candidature after due process.

4.3. In case any criminal case is filed / disciplinary action is taken against or conviction/punishment is imposed on a candidate after submission of the online application, at any stage of the recruitment process before the completion of the entire selection process, such candidates should report this fact to the Commission in the next immediate stage when Commission calls for uploading/producing documents. Failure to comply with these instructions shall result in the rejection of candidature after due process and debarment for a period of one year.

4.4. The pendency of disciplinary cases / criminal cases shall in no way affect the selection prospects of candidates. However, failure to inform such pendency, even unintentionally, shall result in the rejection of candidature after due process.

5. Employment Details:

5.1. Candidates who are in the service of the Indian Union or a State in India or in the employment of Local Bodies or Universities or Quasi Government Organizations or Public Sector Units constituted under the authority of the Government of India or of a State in India, whether in regular service or in temporary service, must inform the Commission of such fact, at the time of applying. Suppression of the fact of employment by candidates shall result in rejection of candidature after due process.

5.2. Candidates need not send their applications through their Head of Department or employer. Instead, they may directly apply to the Commission after duly informing their employer in writing that they are applying for the particular recruitment, subject to the condition that they should produce 'No Objection Certificate' in the format prescribed as shown below.

No Objection Certificate

This is to certify that Thiru/Tmt/Selvi ……………………………………………………………(Name), employed as ……………………………………. (designation) in this Office from……… …………………………(specify the date from which appointed), regularly / temporarily appointed and a probationer/approved probationer/ full member, had applied for direct recruitment to the post of …………………………… in …………………………Service, conducted by the Tamil Nadu Public Service Commission and informed the fact to this department/organization.

This department / organization has 'No Objection'* regarding the processing of the application of the individual by the Tamil Nadu Public Service Commission, subject to the condition that the particulars furnished by the individual are found to be correct.

Appointing Authority (Signature with Seal)

* In the case of a Government servant against whom departmental or criminal proceedings are contemplated or pending, the appointing authority shall inform the said fact to the Tamil Nadu Public Service Commission along with the "No Objection Certificate" and shall also inform the Tamil Nadu Public Service Commission about the initiation of departmental or criminal proceedings, if any, subsequently, till the date of his/her actual relief from the office to take up appointment in the post for which he/she has been selected.

5.3 Candidates who secure employment after submission of online application, must upload/produce a 'No Objection Certificate' or at least an undertaking regarding the fact of employment and that 'No Objection Certificate' has been applied for. Failure to upload/produce the 'No Objection Certificate' / an undertaking shall result in the rejection of candidature after due process.

5.4. Candidates who have been removed/dismissed/resigned from a post, shall intimate such fact to the Commission, through the One Time Registration Dashboard. Any failure in this regard shall result in the rejection of the candidature after due process.

5.5. Any change in the employment status of the candidate, whether appointment to or resignation/removal/dismissal, from a post, at any stage of the recruitment process, until completion of the entire selection process, must be informed to the Commission. Any failure in this regard shall result in the rejection of the candidature after due process.

5.6. Failure on the part of employed candidates to upload/produce the 'No Objection Certificate' shall result in the rejection of candidature after due process.

Annexure II

1. Ex-Servicemen:

1.1. 'Ex-serviceman' means,

1.1.1. any person who had served in any rank (whether as combatant or not) in the Armed Forces of the Union for a continuous period of not less than six months after attestation, if released between 1st July 1979 and 30th June 1987 (both days inclusive):
   a. for reasons other than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency; or
   b. at his own request after serving for a period of not less than five years; or

1.1.2. any person who had served in any rank (whether as combatant or not) in the Armed Forces of the Union, and had retired or had been released on or after 1st July 1987 from such service:
   a. at his own request after earning his pension; or
   b. on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
   c. otherwise than at his own request after earning his pension, as a result of reduction in establishment; or
   d. after completing specific period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency and has been given a gratuity.

1.1.3. any person of the Territorial Army of the following categories, namely, pension holder for continuous embodied service, person with disability attributable to military service and gallantry award winner retired on or after 15th November 1986; or

1.1.4. any person of the Army Postal Service, who retired on or after 19th July 1989 directly from the said service without reversion to Postal and Telegraph Department with pension or who has been released on or after 19th July 1989 from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or

1.1.5. any person who was on deputation in the Army Postal Service for more than 6 months prior to the 14th day of April 1987; or

1.1.6. any person who was boarded out or released on medical grounds and granted medical or disability pension; or

1.1.7. any person discharged on or after July 1987 under Army Rule 13(3) III (V) for the reason that his service is no longer required and in receipt of pension; or

1.1.8. such other person as may be notified by the Government from time to time.

1.2. Ex-servicemen does not mean the wards / dependants of those mentioned above.

1.3. A person discharged before July 1987 under Army Rule 13(3) III (V) for the reason that his service is no longer required is not an ex-serviceman.

1.4. In all cases, an ex-serviceman once recruited to a post in any class or service or category, cannot

claim the concession of being called an ex-serviceman for his further recruitment.

1.5. Persons serving in the Armed Forces shall be eligible to apply for posts under the Government, if they are due to complete the specified term of their engagement in the Armed Forces, within one year from the last date prescribed by the Commission, for receipt of the online application in respect of a particular recruitment.

1.6. Age Concession: An ex-serviceman who has not completed 50 years of age, if he does not belong to Scheduled Castes or Scheduled Tribes or Backward Classes (other than Muslim) or Backward Classes (Muslim) or Most Backward Classes or Denotified Communities, and 55 years, if he belongs to Scheduled Castes or Scheduled Tribes or Backward Classes (other than Muslim) or Backward Classes (Muslim) or Most Backward Classes or Denotified Communities, on the 1st day of July of the year in which the vacancies are notified, but is otherwise qualified, shall be eligible for appointment.

1.7. Fee Concession: Two free chances.

1.8. Reservation of Appointments: Out of the total number of vacancies, in each communal category, 5% is reserved for ex-servicemen for the posts specified in this Notification.

1.9. Supporting Documents:

1.9.1. A candidate who claims to have been demobilised from the Army or Navy or Air Force needs to upload/produce either a properly authenticated extract from his Discharge Certificate (viz., a Bonafide Certificate) issued by the Ex-Servicemen's Welfare Board in the format as depicted below or the Pension Pay Order.

Form of Bonafide Certificate to be produced by Ex-Servicemen

1. Name of the applicant
2. Rank held, Name of the Service (Army / Navy / Airforce)
3. Date of enrolment
4. Date of discharge
5. Reasons for discharge
6. Whether an 'Ex-Serviceman' should be specifically stated
7. Whether in receipt of pension
8. P.P.O No.
9. Conduct and character while serving in the defence forces
10. Name of the post applying for
11. Unique Service No.
12. Whether the individual is employed in any post under the Government of Tamil Nadu? If so, Name of the post and date of appointment

1.9.2. Persons serving in the Armed Forces who are due to complete the specified term of their engagement in the Armed Forces, within one year from the last date prescribed by the Commission, for receipt of the online application in respect of this recruitment, shall upload / produce at the time of certificate verification, an undertaking and a certificate from their Commanding Officer in the format as depicted below.

<u>Form of Undertaking to be given by the Serving Personnel</u>

I hereby accept that if selected on the basis of the recruitment / examination to which this application relates, I will produce documentary evidence to the satisfaction of the appointing authority that I have been duly released / retired / discharged from the Armed Forces and I am entitled to the benefits admissible to Ex-Servicemen given under Section 63 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016.

Place: Signature of the Applicant

<u>Form of Certificate for Serving Personnel</u>

I hereby certify that according to the information available with me (Number) ……….(Rank) ………………. (Name) is due to complete the specified term of his engagement with the Armed Forces on the (date) ………

Place: Signature of the Commanding Officer

Date:

1.9.3. Failure to upload/produce the supporting documents, shall result in the rejection of candidature after due process.

2. Persons with Benchmark Disability:

2.1. "Person with Benchmark Disability" means a person with not less than forty percent of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority designated by the Government under sub-section (1) of section 57 of the Rights of Persons with Disabilities Act, 2016.

2.2. Age Concession: Persons with benchmark disability will be eligible for age concession up to ten years over and above the age limit prescribed, provided they are found to be otherwise suitable.

2.3. Fee Concession: Full exemption.

2.4. Reservation of Appointments: Out of the total number of appointments to be made in the communal reservation categories, viz., Scheduled Castes / Scheduled Caste-Arunthathiyars (on preferential basis) / Scheduled Tribes / Most Backward Classes / Denotified Communities / Backward Classes (other than Muslim) / Backward Classes (Muslim) and General Turn, in the case of appointment made by direct recruitment, 1% each shall be reserved for persons with benchmark disabilities under categories (a), (b) and (c) and 1% for persons with benchmark disabilities under categories (d) and (e) both taken together, namely:

    a. blindness and low vision;
    b. deaf and hard of hearing;
    c. locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
    d. autism, intellectual disability, specific learning disability and mental illness;
    e. multiple disabilities from amongst persons under categories (a) to (d) including deaf-

blindness in the posts identified for each disability.

2.5. Supporting Documents:

2.5.1. The Persons with Benchmark Disability should produce Disability Certificate in the format shown below, prescribed in the Rights of Persons with Disabilities Rules, 2017 and issued by the competent authority as mentioned below;

Form V
Certificate of Disability
(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph (Showing face only) of the person with disability.

Certificate No._____   Date:____

This is to certify that I have carefully examined Shri./ Smt./ Kum. _____son/ wife/ daughter of Shri _____Date of Birth (DD/ MM/ YY) _____Age ____years, male/ female _____ Registration No. _____permanent resident of House No. _____Ward/ Village/ Street _ Post Office __District _____State _____, whose photograph is affixed above, and am satisfied that:

(A) he/ she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/ her case is _____

(C) he/ she has _____ % (in figure) _____ percent (in words) permanent locomotor disability/ dwarfism/ blindness in relation to his/ her _____ (part of body) as per guidelines (................ number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

Signature/ thumb impression of the person in whose favour certificate of disability is issued.

(Signature and Seal of Authorised Signator of notified Medical Authority)

Form VI
Certificate of Disability
(In cases of multiple disabilities)
(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph (Showing face only) of the person with disability.

Certificate No._____   Date:_____

This is to certify that we have carefully examined Shri./ Smt./ Kum. _____son/ wife/ daughter of Shri _____Date of Birth (DD/ MM/ YY) _____ Age _____ years, male/ female _____. Registration No. _____ permanent resident of House No. _____ Ward/ Village/ Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that:

(A) he/ she is a case of Multiple Disability. His/ her extent of permanent physical impairment/ disability has been evaluated as per guidelines (....................... number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

Sl. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/ mental disability (in%)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his/ her over all permanent physical impairment as per guidelines (.................. number and date of issue of the guidelines to be specified), is as follows : -
In figures :- ------------------ percent
In words :- --- percent

2. This condition is progressive/ non-progressive/ likely to improve/ not likely to improve.

3. Reassessment of disability is:
    (i) not necessary, or
    (ii) is recommended/ after ...... years ..... months, and therefore this certificate shall be valid till --- --- --- (DD) (MM) (YY)

@ e.g. Left/ right/ both arms/ legs
# e.g. Single eye
£ e.g. Left/ Right/ both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

Signature/ thumb impression of the person in whose favour certificate of disability is issued.

Form VII
Certificate of Disability
(In cases other than those mentioned in Forms V and VI)
(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph (Showing face only) of the person with disability.

Certificate No._____ Date:_____

This is to certify that I have carefully examinedShri/ Smt/ Kum _____ son/ wife/ daughter of Shri _____ Date of Birth (DD/ MM/ YY)___ __ ____ Age _____ years, male/ female _____ Registration No. _____ permanent resident of House No. _____ Ward/ Village/ Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that he/ she is a case of _____ disability. His/ her extent of percentage physical impairment/ disability has been evaluated as per guidelines (................ number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below:-

Sl. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability(in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive/ non-progressive/ likely to improve/ not likely to improve.

3. Reassessment of disability is:
    (i) not necessary, or
    (ii) is recommended/ after __ years __ months, and therefore this certificate shall be valid till (DD/ MM/ YY) ____ ____ ____

@ - eg. Left/ Right/ both arms/ legs
# - eg. Single eye/ both eyes
€ - eg. Left/ Right/ both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

{Countersignature and seal of the
Chief Medical Officer/ Medical Superintendent/
Head of Government Hospital, in case the
Certificate is issued by a medical authority who is
not a Government servant (with seal)}

Signature/ thumb impression of the person in whose favour certificate of disability is issued.

List of Certifying Authority for the issue of disability certificate

TABLE – I

S. No.	Specified disability	Medical Authority for the purpose of the issue of disability certificate	Certifying authority to issue certificate of disability
1	In case of amputation or complete permanent paralysis of limbs or dwarfism	Hospitals/ Institutions/ Primary Health Centres run by Central and State Government/ Statutory Local bodies	Any doctor/ medical practitioner working in the Hospitals/ Institutions/ Primary Health Centres run by Government/ Statutory Local bodies.
2	Multiple Disability	District Hospital/ Other hospitals/ Institutions run by Central and State Government /Statutory Local Bodies having relevant medical specialist and testing/assessment facilities	Medical Board consisting of three members of whom two will be specialist dealing with relevant disabilities
3	Specified Disabilities not mentioned in Serial numbers 1& 2 above	Hospitals/ Primary Health Centers / Institutions run by Central and State Government/ Statutory Local bodies having relevant medical specialist and testing/ assessment facilities	A specialist dealing with the relevant disability as specified in the Table - II given below

TABLE – II

Sl. No.	Category	Specialist
1	Locomotor disability other than amputation or complete permanent paralysis of limbs and dwarfism	Specialist in Physical Medicine and Rehabilitation or Orthopaedician.
2	Muscular Dystrophy	Specialist in Physical Medicine and Rehabilitation or Orthopaedician.
3	Leprosy cured person	Specialist in Physical Medicine and Rehabilitation or Orthopaedician.
4	Cerebral Palsy	Specialist in Physical Medicine and Rehabilitation or Orthopaedician.
5	Acid Attack Victim	Specialist in Physical Medicine and Rehabilitation or Orthopaedician.
6	Blindness	Specialist in the field of Ophthalmology.
7	Low Vision	Specialist in the field of Ophthalmology.
8	Deaf	Specialist in the field of Ear, Nose, Throat (E.N.T).
9	Hard of Hearing	Specialist in the field of Ear, Nose, Throat (E.N.T).
10	Speech and Language Disabilities	Specialist in the field of Ear, Nose, Throat (E.N.T) and Neurologist.
11	Intellectual Disability	Children with intellectual disability below the age of 18 years – Paediatrician or Paediatric Neurologist or Psychiatrist. Adults with intellectual disability above the age group of 18 years – Psychiatrist.
12	Specific Learning Disabilities	Medical board consisting of a) Paediatrician; and b) Psychiatrist and Trained Psychologist.
13	Autism spectrum disorder	Medical Board consisting of a) Psychiatrist and Trained psychologist; and b) Paediatrician or General Physician.
14	Mental Illness	Psychiatrist.
15	Chronic Neurological Conditions such as Multiple Sclerosis and Parkinson's Disease	Medical Board consisting of a) Psychiatrist and Trained Psychologist; and b) Neurologist; and c) Orthopaedician or Specialist in Physical Medicine and Rehabilitation.
16	Hemophilia	Hematologists or Orthopaedician or Paediatrician or General Physician.
17	Thalassemia	Hematologists or Orthopaedician or Paediatrician or General Physician.
18	Sickle Cell Disease	Hematologists or Orthopaedician or Paediatrician or General Physician.

2.5.2. In case the certificate is issued by a medical authority who is not a Government servant, it shall be valid only if countersigned by the Joint Director, Medical Services.

2.5.3. The disability claimed in the online application, shall be exactly the same as stated in the Disability Certificate. Any discrepancy in this regard shall result in rejection of candidature after due process.

2.5.4. Claim as person with benchmark disability, unsupported by the prescribed documents shall result in rejection of candidature after due process.

3. Destitute Widow:

3.1. "Destitute Widow" means a widow whose total monthly income from all sources shall not be more than Rs.4,000/-(Rupees Four Thousand only), including any family pension or other receipts including income from private practice in the case of professionals. Destitute Widow shall not include a divorcee or a woman deserted by her husband. The status of an individual as Destitute Widow is with reference to the date of notification.

3.2. Age Concession:

3.2.1. The maximum age limit is not applicable, to the appointment to a post included in a service, for which the Special Rules prescribe a qualification lower than a degree (10,+2,+3) of any University recognized by the University Grants Commission, if such candidate belonging to destitute widows of all castes, possesses a general educational qualification which is higher than the Minimum General Educational Qualification.

3.2.2. The maximum age limit is not applicable, to destitute widows of all castes, who hold a degree of any University recognized by the University Grants Commission, if the degree (10 + 2 +3) she holds is not lower than the degree, prescribed in the Special Rules for appointment to such post and if she is otherwise qualified for appointment.

3.2.3. To a post included in a service for which the minimum qualification required is not higher than the minimum general educational qualification, the age limit prescribed will be increased by five years in respect of destitute widows of all castes, who do not possess a general educational qualification, which is higher than the Minimum General Educational Qualification.

3.3. Fee Concession: Full exemption.

3.4. Reservation of Appointments: Out of vacancies reserved for women candidates in direct recruitment, 10% of vacancies are reserved for destitute widows who possess the prescribed qualifications for appointment.

3.5. Supporting Documents:

3.5.1. The Destitute Widows should produce a certificate from the Revenue Divisional Officer or the Assistant Collector or the Sub-Collector concerned, in the format prescribed below. Failure to upload / produce such certificate or uploading / production of a widow or divorcee certificate, shall result in rejection of candidature after due process.

Form of Destitute Widow Certificate

1. Name of the individual
2. Full Postal Address
3. Details of job held, if any:
4. Particulars of her children, if any
5. Name and last occupation of her late husband
6. Date of demise of her husband
7. Monetary benefits received after her husband's death by way of family pension, insurance, etc., if any
8. Details of Properties if any immovable and movable left behind by him
9. Present monthly income—
    a. From salaries/wages
    b. From family pension
    c. From private properties
    d. Rents received
    e. From private practice
    f. Other sources, if any
    g. Total
10. Whether living alone or living with her husband's parents/in-laws/ parents/brother(s)
11. Whether she satisfies the definition of the term—
    "Destitute Widow" as defined in section 20(8) and 26 of
    this Act
12. Certified that I have verified the particulars furnished by the individual and satisfied myself as to the correctness of her claim with reference to the definition of the term – "Destitute Widow" in section 20(8) and 26 of this Act.

Certificate Reference No.:   Signature:
Place: Name:
Date: Designation:

Revenue Divisional Officer/Assistant Collector/Sub-Collector

Explanation- The above certificate should be issued only by the Revenue Divisional Officer or the Assistant Collector or the Sub-Collector concerned.

3.5.2. A 'Widow Certificate' is different from a 'Destitute Widow Certificate'. Candidates who have uploaded/produced Widow Certificates will not be considered as Destitute Widow.

3.5.3. Claim as Destitute Widow shall be admitted only if the date of demise of husband is on or before the date of notification.

3.5.4. Any correction in the Destitute Widow certificate must be attested by the issuing authority or a fresh certificate in lieu thereof must be uploaded / produced.

4. Person Studied in Tamil Medium (PSTM):

4.1. "Person Studied in Tamil medium" means a person who has studied through Tamil medium of instruction up to the educational qualification prescribed for direct recruitment in the rules or regulations or orders applicable to any appointment in the services under the State.

   a. in cases where SSLC is prescribed as the educational qualification, one shall have studied up to SSLC through Tamil medium;

   b. in cases where a Higher Secondary Course is prescribed as the educational qualification, one shall have studied the SSLC and Higher Secondary Course through Tamil medium of instruction;

   c. in cases where a Diploma is prescribed as the educational qualification, one shall have studied the SSLC and the Diploma through Tamil medium of instruction or if the Diploma is obtained after completion of Higher Secondary Course, then one shall have studied SSLC, Higher Secondary Course and the Diploma through Tamil medium of instruction;

   d. in cases where a Degree is prescribed as the educational qualification, one shall have studied the SSLC, Higher Secondary Course and the Degree through Tamil medium of instruction;

   e. in cases where a Post-Graduate Degree is prescribed as the educational qualification, one shall have studied the SSLC, Higher Secondary Course, Degree and the Post-Graduate Degree through Tamil medium of instruction.

4.2. Supporting Documents:

4.2.1. Candidates claiming to be Persons Studied in Tamil Medium (PSTM) must upload/produce evidence for the same, in the form of SSLC, HSC, Transfer Certificate, Provisional Certificate, Convocation Certificate, Degree Certificate, PG Degree Certificate, Mark Sheets, Certificate from the Board or University or from the Institution, as the case may be, with a recording that he had studied the entire duration of the respective course(s) through Tamil medium of instruction.

4.2.2. Candidates must upload/produce documents as evidence of having studied in the Tamil medium, all educational qualifications from 1st standard up to the educational qualification prescribed.

4.2.3. If no such document as evidence for 'Person Studied in Tamil Medium' is available, a certificate from the Principal / Head Master / District Educational Officer / Chief Educational Officer / District Adi Dravidar Welfare Officer / Registrar / Controller of Examinations / Head / Director of the Educational Institution / Director / Joint Director of Technical Education/ Registrar of Universities as the case may be, in the format as shown below, must be uploaded / produced, for each and every educational qualification, from 1st standard up to the educational qualification prescribed.

4.2.4. Failure to upload/produce such documents as evidence for 'Persons Studied in Tamil Medium' for all educational qualification up to the educational qualification prescribed, shall result in the rejection of candidature after due process.

4.2.5. Documents uploaded/produced as proof of having studied in Tamil medium, for the partial duration of any course / private appearance at any examination, shall not be accepted and shall result in the rejection of candidature after due process.

Certificate for having studied in Tamil Medium

This is to certify that Thiru./Tmt./Selvi. …………………………………(Name) had studied Classes ……….. to ………… with **Tamil as the medium of instruction**, during the year …………. to …….……...and had satisfactorily completed the course of studies prescribed for Classes ………. to ………..

Thiru./Tmt./Selvi. …………………………………(Name) was / was not awarded **scholarship meant for students studying in the Tamil medium**.

This certificate is issued with reference to Section 2(d) of the PSTM (Amendment) Act, 2020, based on verifiable documentary evidence. The undersigned assumes full responsibility for the veracity of the contents herein.

<div align="right">

Signature of
Principal/Head Master /
District Educational Officer /
Chief Educational Officer /
District Adi Dravidar Welfare Officer

</div>

Place:
Date: Seal of the Institution   **Mobile No. _____**

- If the candidate has studied in different schools from 1st std. up to 10th std./ 12th std., then the above certificate shall be obtained from each of the schools the candidate has studied in.

Certificate for having studied in Tamil Medium@

This is to certify that Thiru./Tmt./Selvi. …………………………………(Name) had studied …..…………….. (Diploma/Degree/PG Degree, etc.) during the year …………. to ………….. with **Tamil as the medium of instruction** and had satisfactorily completed the course of studies prescribed for ………….. (Diploma/Degree/PG Degree, etc.).

Thiru./Tmt./Selvi. …………………………………(Name)was / was not awarded **scholarship meant for students studying in the Tamil medium**.

This certificate is issued with reference to Section 2(d) of the PSTM (Amendment) Act, 2020, based on verifiable documentary evidence. The undersigned assumes full responsibility for the veracity of the contents herein.

<div align="right">

Signature of Registrar/ Principal/ Controller of Examinations /
Head / Director of Educational Institution / Director / Joint
Director of Technical Education / Registrar of Universities

</div>

Place:

Date: Seal of the Institution   Mobile No. ……………………..

@If the candidate has completed different courses in different Institutions, such a certificate shall be obtained from each of these Institutions for the courses completed therein.

5. Scheduled Castes, Scheduled Caste (Arunthathiyars) and Scheduled Tribes:

5.1. "Scheduled Castes" means the communities given in the Annexure to the "Instructions to Applicants" [extracted from Part-A of Schedule-II of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Explanation — No person who professes a religion different from Hinduism or Sikhism or Buddhism shall be deemed to be a member of a Scheduled Caste.

5.2. 'Arunthathiyar' means the castes: Arunthathiyar, Chakkiliyan, Madari, Madiga, Pagadai, Thoti and Adi Andhra.

5.3. "Scheduled Tribes" means the communities given in the Annexure to the "Instructions to Applicants" [extracted from Part-B of Schedule-II of Tamil Nadu Government Servants (Conditions of Service) Act, 2016.

Note: Persons belonging to Tamil Nadu and to any one of the communities mentioned in the lists shown in the Annexure to the "Instructions to Applicants" alone shall be treated as Scheduled Castes or Scheduled Tribes as the case may be. Persons belonging to other States shall not be treated as belonging to the Scheduled Castes or Scheduled Tribes even though they may belong to any one of the communities specified in the list.

5.4. Age Concession:

5.4.1. The maximum age limit is not applicable, to the appointment of a candidate belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, to a post included in a service for which the Special Rules prescribe a qualification lower than a degree (10 + 2 + 3) of any University recognized by the University Grants Commission, if such candidate possesses a general educational qualification which is higher than the Minimum General Educational Qualification.

5.4.2. The maximum age limit is not applicable, to the appointment to a post included in a service of a candidate belonging to any of the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes who hold a degree of any University recognized by the University Grants Commission, if the degree (10 + 2 + 3) he/she holds is not lower than the degree prescribed in the Special Rules for appointment to such post and if he/she is otherwise qualified for appointment.

5.4.3. To a post included in a service for which the minimum qualification required is not higher than the minimum general educational qualification, the age limit prescribed will be increased by five years in respect of candidates belonging to Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes, who do not possess a general educational qualification, which is higher than the Minimum General Educational Qualification.

5.5. Fee Concession: Full exemption

5.6. Reservation of Appointments: The selection will be made following the rule of reservation of appointments for Scheduled Castes / Scheduled Caste (Arunthathiyars) / Scheduled Tribes.

Scheduled Caste (SC)	15%
Scheduled Caste (Arunthathiyar) (SCA)	3%
Scheduled Tribe (ST)	1%

5.7. Supporting Documents:

5.7.1. The Scheduled Caste (Arunthathiyars) and Scheduled Castes candidates should produce the Community certificate, citing either father's / mother's name, issued by Taluk Tashildar, in whose jurisdiction the candidate claims to have permanent residence.

5.7.2. The Scheduled Tribe candidates should produce the Community certificate, citing either father's / mother's name, issued by the Revenue Divisional Officer / Assistant Collector / Sub-Collector /

Personal Assistant (General) to the Collector of Chennai / District Adi-Dravidar Welfare Officer, in whose jurisdiction the candidate claims to have permanent residence.

5.7.3. Candidates belonging to Scheduled Tribe communities must upload/produce the report of the State Level Scrutiny Committee, if available. Failure to do so would render their claim liable to verification by the State Level Scrutiny Committee.

5.7.4. Uploading/production of a community certificate citing name of the spouse, shall result in rejection of candidature after due process.

5.7.5. The certificate obtained by the candidates in the form other than the one referred to in G.O. Ms. No.781, Revenue Department, dated 2nd May 1988 and solely based on the entries in SSLC or Transfer Certificate or other school / college records will not be accepted.

5.7.6. Candidates are warned that if the community recorded in the certificate produced by them from the competent authority is not included in the list of Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, given in the Annexure to the "Instructions to Applicants" [extracted from the Tamil Nadu Government Servants (Conditions of Service) Act, 2016], they will not be permitted to claim to belong to Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, as the case may be. They will, in that case, be permitted to claim to belong to 'Others' category only.

5.7.7. Candidates belonging to Scheduled Castes, on conversion to religions other than Christianity, shall be treated as 'Others'. However, Scheduled Caste converts to Sikhism and Buddhism shall be treated as Scheduled Castes.

5.7.8. Failure to upload/produce the supporting documents, shall result in the rejection of candidature after due process.

6. Backward Classes:

6.1. "Backward Classes" means the communities specified as Backward Classes, Backward Class Muslims, Most Backward Classes and Denotified Communities given in the Annexure to the "Instructions to Applicants" [extracted from Parts A, B, C and D respectively, of Schedule-I of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

6.2. Explanation — Persons who belong to the State of Tamil Nadu alone, who belong to one of the communities specified in Schedule-I, of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 shall be treated as persons who belong to one of such communities.

6.3. Age Concession:

6.3.1. The maximum age limit is not applicable, to the appointment of a candidate belonging to any of the Backward Classes (Muslim), Backward Classes, Most Backward Classes and Denotified Communities, to a post included in a service for which the Special Rules prescribe a qualification lower than a degree (10, +2, +3) of any University recognized by the University Grants Commission, if such candidate possesses a general educational qualification which is higher than the Minimum General Educational Qualification.

6.3.2. The maximum age limit is not applicable, to the appointment to a post included in a service of an candidate belonging to any of the Backward Classes (Muslim), Backward Classes, Most Backward

Classes and Denotified Communities, who hold a degree of any University recognized by the University Grants Commission, if the degree (10, +2, + 3) he/she holds is not lower than the degree prescribed in the Special Rules for appointment to such post and if he/she is otherwise qualified for appointment.

6.3.3. To a post included in a service for which the minimum qualification required is not higher than the minimum general educational qualification, the age limit prescribed shall be increased by two years in respect of candidates belonging to Backward Classes (Muslim), Backward Classes, Most Backward Classes, and Denotified Communities, who do not possess a general educational qualification, which is higher than the minimum general educational qualification.

6.4. Fee Concession: Three Free Chances

6.5. Reservation of Appointments: The selection will be made following the rule of reservation of appointments for Backward Classes (Muslim), Backward Classes, Most Backward Classes and Denotified Communities.

Backward Class (BC)	26.5%
Backward Class (Muslim) [BC (M)]	3.5%
Most Backward Class / Denotified Communities (MBC / DC)	20.0%

6.6. Supporting Documents:

6.6.1. The candidates belonging to Backward Classes (Muslim), Backward Classes, Most Backward Classes and Denotified Communities should produce the Community certificate, citing either father's / mother's name, issued by Revenue Officer not lower in rank than a Tahsildar or Head Quarters Deputy Tahsildar or Special Deputy Tahsildar appointed to issue Community Certificate or Deputy Tahsildar (School Certificates) or Executive Deputy Tahsildar (in respect of Chennai district) or Additional Head Quarters Deputy Tahsildar or Zonal Deputy Tahsildar, in whose jurisdiction the candidate claims to have permanent residence.

6.6.2. The candidates belonging to Thottia Naicker (including Rajakambalam, Gollavar, Sillavar, Thockalavar, Thozhuva Naicker, and Erragollar) included in the list of MBC / DC should produce the Community certificate, citing either father's / mother's name, issued by Head Quarters Deputy Tahsildar/ Zonal Deputy Tahsildar, in whose jurisdiction the candidate claims to have permanent residence.

6.6.3. Uploading/production of a community certificate citing name of the spouse, shall result in rejection of candidature after due process.

6.6.4. The certificate obtained by the candidates in the form other than the one referred to in G.O. Ms. No.781, Revenue Department, dated 2nd May 1988 and solely based on the entries in SSLC or Transfer Certificate or other school / college records will not be accepted.

6.6.5. Candidates are warned that if the community recorded in the certificate produced by them from the competent authority is not included in the list of Backward Classes (Muslim), Backward Classes, Most Backward Classes and Denotified Communities, given in the Annexure to "Instructions to Applicants" [extracted from the Tamil Nadu Government Servants (Conditions of Service) Act, 2016], they will not be permitted to claim to belong to Most Backward Classes / Denotified Communities, Backward Classes (other than Muslim) or Backward Classes (Muslim), as the case may be. They will, in that case, be permitted to claim to belong to 'Others' category only.

6.6.6. Candidates belonging to Backward Classes, Most Backward Classes and Denotified Communities on conversion to religions other than Christianity, shall be treated as 'Others'.

6.6.7. Failure to upload/produce the supporting documents, shall result in the rejection of candidature after due process.

7. Ex-NCC Cadets:

7.1. **Age Concession**: Ex-N.C.C. cadets who were employed as Under Officer, Instructors or Sergeant-Major-Instructors in the N.C.C. on whole-time basis on or after 1st January 1963, may also apply, if they possess all the prescribed qualifications except age. They are allowed to deduct from their age, the actual period of service as Under Officers, Instructors or Sergeant-Major-Instructors in the N.C.C. The relevant age rule will be relaxed by the Government in their favour if they are otherwise found to be suitable.

7.2. Failure to upload/produce the supporting documents, shall result in the rejection of candidature after due process.

8. Bonded Labourers:

8.1. Age Concession: Bonded labourers who themselves have been released from Bonded Labour System / sons or unmarried daughters of such released bonded labourers, can apply for this recruitment. They are eligible to apply if they had not completed 40 years of age on the 1st July of the year in which the vacancies are notified.

8.2. Candidates should produce a certificate in the form shown below, from the authority competent to issue community certificate, to show that they have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976.

Certificate

This is to certify that Thiru./Tmt./Selvi. ....…………is the son / unmarried daughter of Thiru. …………………...residing at ………………………………village ....Taluk ………..District, has himself / herself / whose parents have been released from Bonded Labour under the provisions of the Bonded Labour System (Abolition) Act, 1976, on...........................

8.3. Failure to upload/produce the supporting documents, shall result in the rejection of candidature after due process.

9. Discharged and Serving Temporary Government Employees:

9.1. Discharged and serving temporary Government employees who have not completed 40 years of age on the 1st July of the year in which the vacancies are notified, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) up to the date of the Commission's Notification.

9.2. A discharged State Government employee is a person who was in the employment of the State and was discharged because of reduction in establishment or for any other reason but not on a disciplinary proceeding.

9.3. Failure to upload/produce the supporting documents, shall result in the rejection of candidature after due process.

10. Women:

10.1. Reservation of Appointments: A minimum of 30% of all vacancies shall be set apart for women candidates, irrespective of the fact of whether the rule of reservation of appointments applies to the posts or not. In respect of the posts to which the rule of reservation of appointments applies, 30% of vacancies shall be set apart for women candidates, following the reservation for each communal category as well as open category. Women / Transgender (women) candidates shall be entitled to compete for the said 30% of vacancies. They shall also be entitled to compete for the remaining 70% of vacancies along with male / Transgender / Transgender (men) candidates.

10.2. Supporting Documents: Gender claimed shall be verified against the Transfer Certificate / Community Certificate. Failure to upload/produce the supporting documents, shall result in the rejection of candidature after due process.

11. Transgender:

11.1. Supporting Documents:

11.1.1. Transgender / Transgender (Male) / Transgender (Female) candidates should produce the Transgender ID card issued only by the Tamil Nadu Transgender Welfare Board.

11.1.2. Uploading / production of Transgender ID card, issued by any authority other than the Tamil Nadu Transgender Welfare Board shall result in rejection of candidature after due process.

11.1.3. Transgender or Transgender (Male) or Transgender (Female) claim made in the online application must correspond to what is stated in the Transgender ID card. Any discrepancy in this regard shall result in rejection of candidature after due process.

11.1.4. Gender claim unsupported by the requisite documents shall result in rejection of candidature after due process.

11.2. Community:

11.2.1. Transgender candidates, who do not possess any community certificate may choose to be considered under 'Others' or under Most Backward Classes.

11.2.2. Transgender candidates who belong to Scheduled Caste / Scheduled Caste (Arunthathiyar) / Scheduled Tribe communities and possess community certificate as such, shall be considered as per their respective community.

11.2.3. Transgender candidates who belong to communities other than Scheduled Caste / Scheduled Caste (Arunthathiyar) / Scheduled Tribe and possess community certificate as such, are permitted to choose to be considered as belonging to their own community or as Most Backward Class, whichever is advantageous to them, at the time of One Time Registration itself. Once the individual opts to be considered as a particular community, it shall be crystallized and this option shall not be changed in the future.

11.2.4. Transgender candidates who do not possess a community certificate and have chosen to be

considered under 'Most Backward Classes' or 'Others' and those in possession of a community certificate as Backward Classes / Backward Classes (Muslim) / Denotified Communities but have chosen to be considered under 'Most Backward Classes', need not upload / produce a community certificate in support of their claim.

11.2.5. Transgender candidates, in possession of a community certificate and who have chosen to be considered under the communal reservation category as stated in the community certificate, must upload / produce the same. Failure to upload / produce such a certificate shall result in rejection of candidature after due process.

11.2.6. All concessions permitted to Transgender candidates in the matter of choice of communal reservation category, shall be wholly dependent on the uploading / production of a Transgender ID card issued by the Tamil Nadu Transgender Welfare Board. Failure to upload / produce the same or uploading / production of a Transgender ID card issued by other authorities, shall result in rejection of candidature after due process.

PART-A

கட்டாயத் தமிழ் மொழித் தகுதி மற்றும் மதிப்பீட்டுத் தேர்விற்கான பாடத்திட்டம் - பத்தாம் வகுப்புத் தரம்
(கொள்குறி வினா வகைக்கான தலைப்புகள்)

பகுதி-அ - இலக்கணம்

1. பொருத்துதல் – பொருத்தமான பொருளைத் தேர்வு செய்தல், புகழ் பெற்ற நூல், நூலாசிரியர்.

2. தொடரும் தொடர்பும் அறிதல்
   a. இத்தொடரால் குறிக்கப்படும் சான்றோர்
   b. அடைமொழியால் குறிக்கப்படும் நூல்.

3. பிரித்தெழுதுக.

4. எதிர்ச்சொல்லை எடுத்தெழுதுதல்.

5. பொருந்தாச் சொல்லைக் கண்டறிதல்.

6. பிழைதிருத்தம் – சந்திப்பிழையை நீக்குதல், ஒருமை பன்மை பிழைகளை நீக்குதல், மரபுப் பிழைகள், வழுஉச் சொற்களை நீக்குதல், பிறமொழிச் சொற்களை நீக்குதல்.

7. ஆங்கிலச் சொல்லுக்கு நேரான தமிழ்ச் சொல்லை அறிதல்.

8. ஒலி வேறுபாடறிந்து சரியான பொருளை அறிதல்.

9. ஒரெழுத்து ஒரு மொழி உரிய பொருளைக் கண்டறிதல்.

10. வேர்ச்சொல்லைத் தேர்வு செய்தல்.

11. வேர்ச்சொல்லைக் கொடுத்து, வினைமுற்று, வினையெச்சம், வினையாலணையும் பெயர், தொழிற்பெயரை உருவாக்கல்.

12. அகர வரிசைப்படி சொற்களைச் சீர்செய்தல்.

13. சொற்களை ஒழுங்குபடுத்தி சொற்றொடர் ஆக்குதல்.

14. பெயர்ச் சொல்லின் வகை அறிதல்.

15. இலக்கணக் குறிப்பறிதல்.

16. விடைக்கேற்ற வினாவைத் தேர்ந்தெடுத்தல்.

17. எவ்வகை வாக்கியம் எனக் கண்டெழுதுதல்.

18. தன்வினை, பிறவினை, செய்வினை, செயப்பாட்டுவினை வாக்கியங்களைக் கண்டெழுதுதல்.

19. உவமையால் விளக்கப் பெறும் பொருத்தமான பொருளைத் தேர்ந்தெழுதுதல்.

20. எதுகை, மோனை, இயைபு இவற்றுள் ஏதேனும் ஒன்றை தேர்ந்தெழுதுதல்.

21. பழமொழிகள்.

பகுதி-ஆ - இலக்கியம்

1. திருக்குறள் தொடர்பான செய்திகள், மேற்கோள்கள், தொடரை நிரப்புதல் (இருபத்தைந்து அதிகாரம் மட்டும்) அன்பு, பண்பு, கல்வி, கேள்வி, அறிவு, அடக்கம், ஒழுக்கம், பொறை, நட்பு, வாய்மை, காலம், வலி, ஒப்புரவறிதல், செய்நன்றி, சான்றாண்மை, பெரியாரைத் துணைக் கோடல், பொருள்செயல்வகை, வினைத்திட்பம், இனியவை கூறல், ஊக்கமுடைமை, ஈகை, தெரிந்து செயல்வகை, இன்னா செய்யாமை, கூடா நட்பு, உழவு.

2. அறநூல்கள் – நாலடியார், நான்மணிக்கடிகை, பழமொழிநானூறு, முதுமொழிக் காஞ்சி, திரிகடுகம், இன்னா நாற்பது, இனியவை நாற்பது,

சிறுபஞ்சமூலம், ஏலாதி, ஒளவையார் பாடல்கள் தொடர்பான செய்திகள், பதினெண்கீழ்க்கணக்கு நூல்களில் பிற செய்திகள்.

3. கம்பராமாயணம், இராவண காவியம் தொடர்பான செய்திகள், பாவகை, சிறந்த தொடர்கள்.

4. புறநானூறு, அகநானூறு, நற்றிணை, குறுந்தொகை, ஐங்குறுநூறு, கலித்தொகை தொடர்பான செய்திகள், மேற்கோள்கள், அடிவரையறை, எட்டுத்தொகை, பத்துப்பாட்டு நூல்களில் உள்ள பிற செய்திகள்.

5. சிலப்பதிகாரம்- மணிமேகலை தொடர்பான செய்திகள், மேற்கோள்கள், சிறந்த தொடர்கள், உட்பிரிவுகள் மற்றும் ஐம்பெரும் – ஐஞ்சிறுங்காப்பியங்கள் தொடர்பான செய்திகள்.

6. பெரியபுராணம் – நாலாயிர திவ்வியப்பிரபந்தம்– திருவிளையாடற் புராணம் – தேம்பாவணி – சீறாப்புராணம் தொடர்பான செய்திகள்.

7. சிற்றிலக்கியங்கள்: திருக்குற்றாலக்குறவஞ்சி – கலிங்கத்துப்பரணி – முத்தொள்ளாயிரம், தமிழ்விடுதூது – நந்திக்கலம்பகம் – முக்கூடற்பள்ளு – காவடிச்சிந்து –முத்துக்குமாரசாமி பிள்ளைத் தமிழ் – இராஜராஜ சோழன் உலா –தொடர்பான செய்திகள்.

8. மனோன்மணியம் – பாஞ்சாலி சபதம் – குயில் பாட்டு – இரட்டுற மொழிதல் (காளமேகப்புலவர்) அழகிய சொக்கநாதர் தொடர்பானசெய்திகள்.

9. நாட்டுப்புறப்பாட்டு – சித்தர் பாடல்கள் தொடர்பான செய்திகள்.

10. சமய முன்னோடிகள் – அப்பர், சம்பந்தர், சுந்தரர், மாணிக்கவாசகர், திருமூலர், குலசேகர ஆழ்வார், ஆண்டாள், சீத்தலைச் சாத்தனார், எச்.ஏ.கிருட்டிணனார், உமறுப்புலவர் தொடர்பான செய்திகள், மேற்கோள்கள், சிறப்புப் பெயர்கள்.

பகுதி-இ - தமிழ் அறிஞர்களும் , தமிழ்த் தொண்டும்

1. பாரதியார், பாரதிதாசன், நாமக்கல் கவிஞர், கவிமணி தேசிக விநாயகனார் தொடர்பான செய்திகள், சிறந்த தொடர்கள், சிறப்புப் பெயர்கள்.

2. மரபுக் கவிதை – முடியரசன், வாணிதாசன், சுரதா, கண்ணதாசன், உடுமலை நாராயண கவி, பட்டுக்கோட்டை கல்யாணசுந்தரம், மருதகாசி தொடர்பான செய்திகள், அடைமொழிப் பெயர்கள்.

3. புதுக்கவிதை – ந.பிச்சமூர்த்தி, சி.சு.செல்லப்பா, தருமு சிவராமு, பசுவய்யா, இரா.மீனாட்சி, சி.மணி, சிற்பி, மு.மேத்தா, ஈரோடு தமிழன்பன், அப்துல்ரகுமான், கலாப்ரியா, கல்யாண்ஜி, ஞானக்கூத்தன்– தொடர்பான செய்திகள், மேற்கோள்கள், சிறப்புத் தொடர்கள் மற்றும் எழுதிய நூல்கள்.

4. தமிழில் கடித இலக்கியம் – நாட்குறிப்பு, ஜவகர்லால் நேரு, மகாத்மா காந்தி, மு.வரதராசனார், பேரறிஞர் அண்ணா தொடர்பான செய்திகள்.

5. நிகழ்கலை (நாட்டுப் புறக் கலைகள்) தொடர்பான செய்திகள்.

6. தமிழில் சிறுகதைகள் தலைப்பு – ஆசிரியர் – பொருத்துதல்.

7. கலைகள் – சிற்பம் – ஓவியம் – பேச்சு – திரைப்படக்கலை தொடர்பான செய்திகள்.

8. தமிழின் தொன்மை – தமிழ்மொழியின் சிறப்பு, திராவிட மொழிகள் தொடர்பான செய்திகள்.

9. உரைநடை – மறைமலை அடிகள், பரிதிமாற்கலைஞர், ந.மு.வேங்கடசாமி நாட்டார், ரா.பி.சேது, திரு.வி.கல்யாண சுந்தரனார், வையாபுரி, பேரா.தனிநாயகம் அடிகள், செய்குதம்பி பாவலர் – மொழிநடை தொடர்பான செய்திகள்.

10. உ.வே.சாமிநாதர், தெ.பொ.மீனாட்சிசுந்தரனார், சி.இலக்குவனார் – தமிழ்ப்பணி தொடர்பான செய்திகள்.

11. தேவநேயப்பாவாணர் – அகரமுதலி, பாவலரேறு பெருஞ்சித்திரனார், தமிழ்த்தொண்டு தொடர்பான செய்திகள்.

12. ஜி.யு.போப் – வீரமாமுனிவர் தமிழ்த்தொண்டு சிறப்புத் தொடர்கள்.

13. தந்தைபெரியார் – பேரறிஞர் அண்ணா – முத்துராமலிங்கர் – அம்பேத்கர் – காமராசர் – ம.பொ.சிவஞானம் -காயிதேமில்லத் – சமுதாயத் தொண்டு.

14. தமிழகம் – ஊரும் பேரும், தோற்றம் மாற்றம் பற்றிய செய்திகள்.

15. உலகளாவிய தமிழர்கள் சிறப்பும் – பெருமையும் – தமிழ்ப் பணியும்.

16. தமிழ் மொழியின் அறிவியல் சிந்தனைகள் தொடர்பான செய்திகள்.

17. தமிழ் மகளிரின் சிறப்பு – மூவலூர் ராமாமிர்தம்மாள், டாக்டர் முத்துலட்சுமி அம்மையார், வேலு நாச்சியார் மற்றும் சாதனை மகளிர் – விடுதலைப் போராட்டத்தில் மகளிர் பங்கு – தில்லையாடி வள்ளியம்மை, ராணி மங்கம்மாள், அன்னி பெசன்ட் அம்மையார்.

18. தமிழர் வணிகம் – தொல்லியல் ஆய்வுகள் – கடற் பயணங்கள் – தொடர்பான செய்திகள்.

19. உணவே மருந்து – நோய் தீர்க்கும் மூலிகைகள் தொடர்பான செய்திகள்.

20. சமயப் பொதுமை உணர்த்திய தாயுமானவர், இராமலிங்க அடிகளார், திரு.வி.கல்யாண சுந்தரனார் தொடர்பான செய்திகள்– மேற்கோள்கள்.

21. நூலகம் பற்றிய செய்திகள்.

GENERAL ENGLISH (SSLC Standard) - (Objective Type Examination)

(Only for Differently Abled Persons who avail exemption from appearing in Tamil Eligibility cum Scoring Test)

Part-A Grammar

1. Match the following words and phrases given in Column A with their meanings inColumn B.
2. Choose the correct 'Synonym' for the underlined word from the options given.
3. Choose the correct 'Antonym' for the underlined word from the options given.
4. Select the correct word (Prefix, Suffix).
5. Fill in the blanks with suitable Article.
6. Fill in the blanks with suitable Preposition.
7. Select the correct Question Tag.
8. Select the correct Tense.
9. Select the correct Voice.
10. Fill in the blanks (Infinitive, Gerund, Participle).
11. Identify the sentence pattern of the following sentence (Subject, Verb, Object...).
12. Fill in the blanks with correct Homophones.
13. Find out the Error (Articles, Preposition, Noun, Verb, Adjective, Adverb).
14. Select the correct sentence.
15. Find out the odd words (Verb, Noun, Adjective, Adverb).

16. Select the correct Plural forms.
17. Identify the sentence (Simple, Compound, Complex Sentence).
18. Identify the correct Degree.
19. Form a new word by blending the words.
20. Form compound words (eg.: Noun+Verb, Gerund+Noun).
21. British English – American English.

Part-B Poetry

a. Figures of Speech
   (Alliteration – Simile – Metaphor – Personification – Onomatopoeia – Anaphora – Rhyme Scheme – Rhyming Words – Repetition, etc.)
b. Poetry Appreciation
c. Important Lines

List of Poems

1. Life - Henry Van Dyke
2. I am Every Woman - Rakhi Nariani Shirke
3. The Secret of the Machines - Rudyard Kipling
4. The Ant and The Cricket - Adapted from Aesop's fables
5. No Men are Foreign - James Falconer Kirkup
6. The House on Elm Street - Nadia Bush
7. Stopping by Woods on a Snowy Evening - Robert Frost
8. A Poison Tree - William Blake
9. On Killing a Tree - Gieve Patel
10. The Spider and the Fly - Mary Botham Howitt
11. The River - Caroline Ann Bowles
12. The Comet - Norman Littleford
13. The Stick-together Families - Edgar Albert Guest
14. Special Hero - Christina M. Kerschen
15. Making Life Worth While - George Elliot
16. A Thing of Beauty - John Keats
17. Lessons in Life - Brigette Bryant & Daniel Ho
18. My Computer Needs a Break - Shanthini Govindan
19. Your Space - David Bates
20. Sea Fever - John Masefield
21. Courage - Edgar Albert Guest
22. Team Work - Edgar Albert Guest
23. From a Railway Carriage - Robert Louis Stevenson
24. Indian Seasons - Nisha Dyrene
25. A Tragic Story - William Makepeace Thackeray

Part-C   Literary Works

I.   **LIST OF PROSE**
   1. His First Flight - Liam O'Flaherty
   2. The Tempest - Tales From Shakespeare
   3. The Last Lesson - Alphonse Daudet
   4. The Little Hero of Holland - Mary Mapes Dodge
   5. The Dying Detective - Arthur Conan Doyle
   6. Learning the Game (Book Extract) - Sachin Tendulkar
   7. The Cat and the Painkiller (An Extract from The Adventures of Tom Sawyer) – Mark Twain
   8. Water – The Elixir of Life - Sir C.V.Raman

9. The Story of a Grizzly Cub - William Temple Hornaday
10. Sir Isaac Newton - Nathaniel Hawthorne
11. My Reminiscence - Rabindranath Tagore
12. The Woman on Platform 8 - Ruskin Bond
13. The Nose Jewel - C.Rajagopalachari
14. A Birthday Letter - Jawaharlal Nehru

II. Biographies of -

Mahatma Gandhi - Jawaharlal Nehru - Subash Chandra Bose - Helen Keller - Kalpana Chawala - Dr.Salim Ali - Rani of Jhansi - Nelson Mandela – Abraham Lincoln

III. General Comprehension

Paper - Part-B
General Studies (SSLC Standard) - (Topics for Objective Type)

1. General Science

a. Nature of Universe – Measurement of Physical Quantities – General Scientific Laws in Motion – Force, Pressure and Energy – Everyday application of the basic principles of Mechanics, Electricity, Magnetism, Light, Sound, Heat and Nuclear Physics in our daily life.

b. Elements and Compounds, Acids, Bases, Salts, Petroleum Products, Fertilizers, Pesticides, Metallurgy and Food Adulterants.

c. Main concepts of Life Science, Classification of living organisms, Evolution, Genetics, Physiology, Nutrition, Health and Hygiene, Human diseases.

d. Environmental Science.

2. Current Events

a. Latest diary of events – National symbols – Profile of states –Eminent personalities and places in news – Sports – Books and Authors.

b. Welfare Scheme of Government – Political parties and Political system in Tamil Nadu and India.

c. Latest inventions in Science and Technology – Geographical Land Marks – Current Socio – Economic issues.

3. Geography

a. Earth Location – Physical Features – Monsoon, rainfall, weather and climate– Water resources–Rivers –Soil, Minerals and Natural resources– Forest and Wildlife–Agriculture pattern

b. Transport Communication.

c. Population density and distribution in Tamil Nadu and India

d. Calamities – Disaster Management – Environment – Climate change.

4. History and Culture of India

a. Indus Valley Civilization – Guptas, Delhi Sultans, Mughals and Marathas – South Indian History.

b. Characteristics of Indian Culture, Unity in Diversity – Race, Language, Custom.

c. India as a Secular State.

5. Indian Polity

a. Constitution of India – Preamble to the Constitution – Salient features of the Constitution – Union, State and Union Territory.

b. Citizenship, Fundamental Rights, Fundamental Duties, Directive Principles of State Policy.

c. Union Executive, Union Legislature – State Executive, State Legislature – Local Governments, Panchayat Raj.

d. Spirit of Federalism: Centre - State Relationships.
e. Election – Judiciary in India – Rule of Law.
f. Corruption in public life – Anti-Corruption measures – Lokpal and Lokayukta – Right to Information – Empowerment of Women – Consumer Protection Forums – Human Rights Charter.

6. Indian Economy
a. Nature of Indian economy–Five year plan models – an assessment – Planning Commission and NitiAyog.
b. Sources of revenue – Reserve Bank of India – Finance Commission – Resource sharing between Union and State Governments – Goods and Services Tax.
c. Economic Trends – Employment Generation, Land Reforms and Agriculture – Application of Science and Technology in Agriculture – Industrial growth – Rural Welfare oriented programmes – Social Problems –Population, Education, Health, Employment, Poverty.

7. Indian National Movement
a. National Renaissance –Early uprising against British Rule–Indian National Congress – Emergence of Leaders –B.R.Ambedkar, Bhagat Singh, Bharathiar, V.O.Chidambaranar, Thanthai Periyar, Jawaharlal Nehru, Rabindranath Tagore, Kamarajar, Mahatma Gandhi, Maulana Abul Kalam Azad, Rajaji, Subhash Chandra Bose, Muthulaksmi Ammaiyar, Muvalur Ramamirtham and other National Leaders.
b. Different modes of Agitation of Tamil Nadu and movements.

8. History, Culture, Heritage and Socio-Political Movements of Tamil Nadu
a. History of Tamil Society, related Archaeological Discoveries, Tamil Literature from Sangam age till contemporary times.
b. Thirukkural:
    i. Significance as a Secular Literature.
    ii. Relevance to Everyday Life.
    iii. Impact of Thirukkural on Humanity.
    iv. Thirukkural and Universal Values – Equality, Humanism etc.
    v. Relevance to Socio – Politico –Economic affairs.
    vi. Philosophical content in Thirukkural.
c. Role of Tamil Nadu in freedom struggle – Early agitations against British Rule – Role of women in freedom struggle.
d. Various Social reformers, Social reform movements and Social transformation of Tamil Nadu.

9. Development Administration in Tamil Nadu
a. Social Justice and Social Harmony as the cornerstones of Socio-Economic Development.
b. Education and Health systems in Tamil Nadu.
c. Geography of Tamil Nadu and its impact on economic growth.

10. Aptitude and Mental Ability Tests
a. Simplification – Percentage – Highest Common Factor (HCF) – Lowest Common Multiple (LCM).
b. Ratio and Proportion.
c. Simple Interest– Compound Interest – Area – Volume – Time and Work.
d. Logical Reasoning – Puzzles – Dice – Visual Reasoning – Alpha Numeric Reasoning – Number Series.

Annexure IV

Instructions to be followed by candidates while appearing for written examinations (Objective Type) conducted by the Commission

1. General Instructions

1.1. Candidates shall present themselves at the examination venue with the memorandum of admission (hall ticket) downloaded from the Commission's website, failing which, they shall not be allowed to write the examination. Candidates shall also bring with them, a photocopy of their Aadhaar card / Passport / Driving Licence / Permanent Account Number (PAN) card / Voter ID card.

1.2. Candidates must appear for the examination at the venue they have been allotted, as mentioned in the memorandum of admission (hall ticket). Change of venue will not be permitted. No candidate, without prior approval, shall be allowed to appear for the examination at a venue other than the one originally allotted.

1.3. Candidates may be subjected to frisking at the examination venue, if required, with the assistance of male/female police personnel or any authorized persons, as the case may be.

1.4. Candidates are advised, in their own interest, not to bring any of the banned items including mobile phones to the venue of the examination, as arrangements for safekeeping of the same cannot be assured.

1.5. Parents and others who accompany the candidates will not be permitted inside the examination venue.

1.6. If the photograph of the candidate in the memorandum of admission (hall ticket) is not printed or not clear or does not match with candidate's appearance, he/she should furnish a separate photograph affixed on a plain paper, along with his name, address, register number and signature along with a copy of the memorandum of admission (hall ticket) and a copy of Aadhaar card / Passport / Driving Licence / Permanent Account Number (PAN) card / Voter ID card, to the Chief Invigilator, who shall countersign it.

1.7. The ID proof in original, should also be shown to the room invigilator for verification. The room invigilator upon verification of the identity of the candidate, shall obtain an undertaking as to the genuineness of the candidate and to the effect that he/she is aware that he/she is liable to any criminal/penal action initiated by the Commission, if the information furnished is found to be incorrect at a later date. The undertaking shall then be handed over to the Chief Invigilator.

1.8. In order to facilitate verification of the identity of the candidates and explanation of the procedures pertaining to the examination, the candidates shall present themselves at the examination venue one hour before the time scheduled for the commencement of the examination.

1.9. All gates serving as entry into the examination venue shall be closed thirty minutes before the commencement of the examination and no one shall be allowed into the venue thereafter. (e.g., in case of forenoon session, for an examination scheduled to commence at 09.30 am, the candidates should present themselves at 09.00 am in the examination venue. In case of afternoon session, for an examination scheduled to commence at 02.00 pm, the candidates should present themselves at 01.30 pm. After that no candidate shall be permitted to enter the premises of the examination venue).

1.10. In case of examinations to be held in both forenoon and afternoon sessions, the reporting time for the afternoon session shall also be thirty minutes before the commencement of the examination and no one shall be allowed into the venue thereafter.

1.11. In case of extraordinary circumstances, like pandemic conditions, etc., the procedures / precautions prescribed (e.g., use of sanitizer and face mask, practising social distancing) shall be adhered to.

1.12. Candidates must show the memorandum of admission (hall ticket) to the Invigilator / Chief Invigilator / inspection authorities / any authorized persons of the examination hall, on demand, for verification.

1.13. Candidates must ensure that the Room Invigilator signs in the memorandum of admission (hall ticket). The memorandum of admission should be preserved carefully and retained permanently. The memorandum of admission should be produced if shortlisted for the next stage of selection / whenever sought for by the Commission.

1.14. The memorandum of admission may also be photocopied, as a precaution, after the exam is over.

1.15. No duplicate memorandum of admission (hall ticket) will be issued later.

1.16. Candidates should maintain strict discipline not only in the examination room, but also inside the campus of the examination venue. Candidates found smoking / intoxicated, or found to have entered into a quarrel of any kind, or to have misbehaved with the Chief Invigilator or with the inspection authorities or with the invigilator or with any other candidate either in the examination hall or inside the campus of the examination venue, either before, during or after the examination, are liable to invalidation of answer sheet and debarment for any period the Commission may deem fit, as well as appropriate criminal action.

1.17. Water, tea, coffee, snacks, soft drinks, etc., will not be allowed inside the examination venue.

1.18. Candidates suffering from serious health issues, may, with the consent of the Chief Invigilator, deposit medication or other medical requirements on the room invigilator's table for use if needed.

1.19. An alarm bell shall be sounded in respect of each of the following activities in order to alert the candidates. The room invigilators shall make appropriate announcements as and when required.

Event	Timeline	Duration of Bell
Before Commencement of Examination		
Distribution of OMR Answer Sheets	30 minutes before	Short Bell (2 seconds)
Distribution of Question Booklets	15 minutes before	Short Bell (2 seconds)
At the Start and During the Examination		
Commencement of the Examination	At the Designated Time	Long Bell (5 seconds)
During the Examination	Every One Hour	Short Bell (2 seconds)
Before Conclusion of the Examination	10 minutes before conclusion	Short Bell (2 seconds)
At the Conclusion and After the Examination		
Conclusion of the Examination	At the Designated Time	Long Bell (5 seconds)
After Conclusion of the Examination	15 minutes after	Long Bell (5 seconds

1.20. The candidates shall compulsorily be seated in the examination room thirty minutes before the time scheduled for the commencement of the examination.

1.21. Candidates must sit in the place allotted to them after checking the name, register number and photo as pasted on the table.

1.22. Candidates must follow the instructions from the invigilators regarding filling up of OMR answer sheets.

1.23. Candidate should appear for all the papers in the written examination for his / her answer sheets to be evaluated and in case the candidate absents himself / herself for any of the papers, the papers attended will not be evaluated.

2. Objective Type Examinations

2.1. Candidates must carry only black ball point pen, a photocopy of any one proof of ID, as specified and memorandum of admission (hall ticket) inside the examination room. Other materials are not allowed.

2.2. The OMR answer sheet as well as instructions regarding filling up of the same, shall be given thirty minutes before the time scheduled for the commencement of the objective type examination.

2.3. Pre-printed personalized OMR answer sheets containing photograph, name, register number, subject and examination centre and venue, date and session as mentioned in the memorandum of admission (hall ticket) will be supplied in the examination room. Before using the OMR answer sheet, the photograph and the details printed on it shall be verified by the candidates. It shall be ensured that the OMR answer sheet pertains to the candidate only. If any of the details are found to be incorrect or defective in any way, it should be immediately reported to the room invigilator for replacement. No OMR answer sheet will be replaced after use.

2.4. Candidates shall shade all fields of the OMR answer sheet, including the particulars required as well as answers, as per the correct method specified in page 2 of the OMR answer sheet.

2.5. Candidates shall affix their signature at the two designated places in the answer sheet. One signature shall be affixed after having read the instructions therein, before the commencement of the examination and the other signature shall be affixed, after the conclusion of the examination.

2.6. Candidates shall affix his/her left hand thumb impression in the appropriate box provided in the answer paper, after the examination is over.

2.7. Candidates will be supplied with the question booklet fifteen minutes before commencement of the examination.

2.8. Candidates must not tick mark / mark the answers in the question booklet. Failure to comply with this instruction will result in rejection of candidature.

2.9. Before writing and shading the Question Booklet Number in the OMR answer sheet, the candidate shall verify whether all the questions are printed without any omission. In case any defect is found, it shall immediately be reported to the Room Invigilator and a replacement shall be obtained which is complete in all aspects. Correct Question Booklet Number which is used by the candidate shall be written in the OMR answer sheet. If any defect is noticed in the question booklet or OMR answer sheet

after the commencement of the examination, it will not be replaced.

2.10. After checking the OMR answer sheet and the question booklet for discrepancies, candidates must sign in the attendance sheet, after verifying his name and register number therein, duly mentioning the question booklet number.

2.11. The candidates must write and shade the Question Booklet Number correctly in the bubbles provided in the OMR answer sheet. The OMR answer sheets will be evaluated based on the Question Booklet Number shaded by the candidates in the bubbles.

2.12. The correct method of shading Question Booklet Number is illustrated below. For example, if the Question Booklet Number is 27430896:
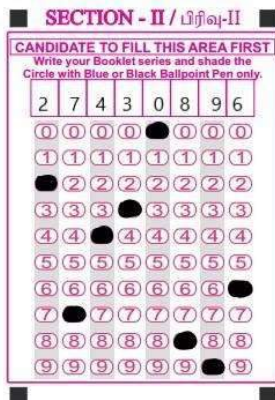
2.13. If the Question Booklet Number shaded by the candidate is not read by the OMR scanner, which may be due to improper or absence of shading of Question Booklet Number by the candidates, such answer sheets shall not be subjected to evaluation. Therefore, the said answer sheets shall be invalidated.

2.14. Candidates must shade only one of the answer bubbles in the OMR answer sheet, for each question. In case more than one bubble is shaded for a particular question, that answer shall not be evaluated.

2.15. There shall be no question for which none of the answer bubbles remains unshaded. In case none of the answer bubbles is shaded, for any question(s), the answer sheet shall be invalidated. Option [E] should be shaded if the answer is not known to the candidate. The total number of [A]s, [B]s, [C]s, [D]s and [E]s shaded as answers should be written in the boxes and the corresponding bubbles should be shaded by the candidates against Section III of Part II of the OMR answer sheet. The total number of [A]s + [B]s + [C]s + [D]s + [E]s shaded should be equal to the total number of questions printed in the question booklet.

2.16. The correct method of writing & shading in section – III(a) & section III(b) of the Part – II of OMR Answer Sheet illustrated below:
For eg., 36 As are shaded as answers in Response portion, then 036 shall be written in the boxes provided in Section – III (a) and the corresponding bubbles 0,3 and 6 should be shaded in Section – III (b) as illustrated below:

A		
0	3	6
0	0	0
1	1	1
2	2	2
3	**3**	3
4	4	4
5	5	5
6	6	**6**
7	7	7
8	8	8
9	9	9

2.17. The room invigilator shall fill in Section IV of Part II, the number of As, Bs, Cs, Ds and Es, as shaded by the candidate in Section III (b) of the OMR answer sheet. Both the invigilator and the candidate must sign below this entry after the examination is over.

2.18. Fifteen minutes extra time shall be given after the examination exclusively for this activity.

2.19. Only upon completion of these procedures, candidates shall be permitted to leave the examination room.

2.20. If an OMR answer sheet of a candidate for one paper is declared deemed not fit for valuation, the OMR answer sheets of the candidate for the remaining papers will not be evaluated.

2.21. The video regarding the instructions to candidates appearing for the objective type examinations is available in https://www.tnpsc.gov.in/English/omr-guidelines.html

3. Other Instructions

3.1. Borrowing of any material, instruments from other candidates is strictly prohibited. Candidates shall use only their own pens and specifically permitted material.

3.2. Candidates shall not be allowed to exceed the time allotted for answering the paper, for any reason.

3.3. Candidates are allowed to take with them, the question booklet, in the case of objective examination, only after the examination is over.

3.4. Tentative answer keys will be hosted in the Commission's website within six working days from the date of conduct of objective type examination. Candidates can challenge the tentative answer keys of the objective type examination through the 'Answer Key Challenge' window available in the Commission's website [Results → Answer Keys]. Representations, if any, challenging the tentative answer keys shall be submitted only through online mode within seven days from the date of

publication of tentative answer keys. Representations received by post or e-mail will receive no attention.

3.5. Detailed instructions, procedures to challenge the tentative answer keys have been made available in the Commission's website. Representations made online/offline after the closure of the window will also receive no attention.

3.6. The challenges submitted on time, through the online mode, shall be referred to a committee comprising of experts in each subject. The decision on the final answer key shall be made, based on the recommendations of the expert committee and paper evaluation shall commence thereafter.

3.7. The Commission shall not publish the final answer key until the completion of the entire selection process.

3.8. Requests from candidates for furnishing of their marks or answer paper copy before the completion of the entire selection process, will not be entertained by the Commission.

3.9. After conclusion of the entire selection process, copies of OMR answer sheet, be made available to the candidates in the Commission's website. On requisite payment, the candidates can automatically download the answer papers.

3.10. After conclusion of the entire selection process, relevant particulars of all candidates who had applied for recruitment to the post shall be made available on the Commission's website.

4. Special Instructions for Persons with Benchmark Disabilities, Usage of scribes, etc.,

4.1. Candidates with benchmark disability, shall be permitted the services of a scribe upon making such request in their online application. Requests for scribes made after the submission of application or on the date of examination will receive no attention.

4.2. Visually impaired candidates and orthopedically challenged candidates who are unable to use their hands for writing, are allowed the assistance of a scribe subject to the following conditions:

4.3. The Commission will arrange for scribes and the fee amount to be paid to the scribes will be met by the Commission. Candidates availing of the services of the scribes need not pay any fee to them.

4.4. All candidates with benchmark disability, availing of the services of the scribes while appearing for the written examination will be seated in a separate room in the ground floor, in close vicinity to the Chief Invigilator's control room and under the close supervision of the Chief Invigilator.

4.5. Candidates with benchmark disability must affix their signature and left hand thumb impression in the space provided in the answer sheets, if possible.

4.6. Visually disabled / orthopaedically disabled candidates who have been permitted to use scribe facility, who are unable to affix their signature, may affix their left hand thumb impression alone in the space provided in Part I of the OMR answer sheet after the closure of examination.

4.7. Candidates who are unable to use their left hand, must affix right hand thumb impression.

4.8. Compensatory time of not less than 20 minutes per hour of examination will be allowed to candidates with benchmark disability, who have physical limitation to write including that of speed and

who are utilizing the services of a scribe.

4.9. All candidates with disability who have physical limitation with regard to writing including that of speed and not availing the services of a scribe will be allowed additional time of a minimum of one hour for an examination of three hours duration which could further be increased on a case-to-case basis.

4.10. Candidates who are unable to use both hands, and who have been permitted to use scribe, may leave the signature and thumb impression columns blank.

4.11. All persons with benchmark disability, who are unable to climb the staircase, will be allowed to write the examination in a room in the ground floor, in close vicinity to the Chief Invigilator"s control room.

5. Penalty for Violation of Commission's Instructions in the Objective Type Examination

The answer sheets of the candidate will be invalidated / marks deducted / criminal action initiated / and debarment imposed for the following violations:

5.1. Invalidation of Answer Sheet

5.1.1. Usage of any pen other than black ball point pen.

5.1.2. Usage of pencil.

5.1.3. Answered in a subject other than the one opted for in the online application / specified in the memorandum of admission (hall ticket).

5.1.4. In case of non-personalized OMR answer sheet, if the register number is not written in the space provided for it.

5.1.5. The answers are not shaded as per the correct method illustrated on page 2 of the OMR answer sheet.

5.1.6. If the Barcode / OMR-track printed on page 1 of the OMR answer sheet is tampered with.

5.1.7. OMR answer sheet is not signed by the candidate at all required places.

5.1.8. Required particulars in the OMR answer sheet have not been filled up.

5.1.9. Wrongly seated in the place of other candidates and/or written the examination using the OMR answer sheet of other candidates.

5.1.10. If any irrelevant / impertinent remarks amounting to disclosure of identity is found in the OMR answer sheet upon physical verification.

5.1.11. If the bubbles for Question Booklet Number are not shaded

5.1.12. Even if one or more bubble / bubbles of Question Booklet Number are left blank (not shaded) in the space provided in Section-II of part-II of OMR answer sheet

5.1.13. If more than one bubble / bubbles is shaded in space provided for bubbles of Question Booklet Number in each column (Multiple Shading)

5.1.14. Question Booklet Number shaded in bubbles provided for Question Booklet Number by the candidate is out of question booklet number series printed [Not in range of QB series]

5.1.15. If either Part-I or Part-II or both of OMR Answer Sheet is crossed out. For Example: OMR Sheet

5.2. Deduction of Marks

5.2.1. In case of non-personalised OMR answer sheet, two marks will be deducted for writing the register number incorrectly.

5.2.2. In case number of [As], [Bs], [Cs], [Ds] and [Es] count wrongly mentioned / not shaded / incorrectly shaded by the candidate in the Part – II of the OMR Answer Sheet, two marks will be deducted from the total marks obtained by the candidate.

5.2.3. None of the answer bubbles is shaded for even one question by the candidate, two marks will be deducted from the total marks obtained by the candidate.

5.2.4. In case of absence of Candidates left thumb impression in answered portion of the OMR answer sheet, two marks will be deducted from the total marks obtained by the candidate.

5.2.5. If the Question Booklet Number is not written or partially written in the space provided, five marks will be deducted from the total marks obtained by the candidates.

5.3. **Criminal Action:** Criminal action will be initiated against the candidates for the following violations;

5.3.1. Misbehaviour and indiscipline in the examination hall. Candidates should maintain strict discipline not only in the examination room, but also inside the campus of the examination venue. Candidates found smoking / intoxicated, or found to have entered into a quarrel of any kind, or to have misbehaved with the Chief Invigilator or with the inspection authorities or with the invigilator or with any other candidate either in the examination hall or inside the campus of the examination venue, either before, during or after the examination, are liable to invalidation of answer sheet and debarment for any period the Commission may deem fit, as well as appropriate criminal action.

5.3.2. Indulging in any type of malpractice, including impersonation and resorting to unfair means within the examination hall or outside will lead to debarment for any period deemed fit by the Commission, besides initiation of criminal action.

5.4. Invalidation of answer sheet as well as debarment for such period as the Commission may deem fit will be imposed on candidates resorting to any kind of irregularity or malpractice within / outside the examination hall including:
   a. Consulting with / copying from another candidate in the examination hall.
   b. Permitting others to copy from his/her OMR answer sheet.
   c. Copying from books or notes which are printed / typewritten / handwritten.

d. Seeking the help / assistance of any official / hall supervisor in answering questions in examination hall.

e. Possession of electronic devices such as cellular phones, watches and rings with in-built memory notes, Bluetooth devices, communication chip, other electronic devices and non-electronic devices such as P&G design data book, books, notes, handbags, other non-permitted materials, etc.

f. Taking away from the examination hall, the whole or part of any used / unused OMR answer sheet, without handing it over to the room invigilator.

g. Tampering with the Barcode / OMR-track printed on page 1 of the OMR answer sheet.

5.5. Violation of any one or more of the instructions contained in the Commission's Instructions to Applicants / instructions printed on the question booklet or OMR answer sheet or question-cum-answer booklet / memorandum of admission (hall ticket) shall also make the candidate liable to debarment, either permanently or for such period as the Commission deems fit, and/or rejection of candidature after due process and /or invalidation of answer sheet and/or any other penalty, as decided by the Commission.

5.6. Debarment: The period for which candidates shall be debarred from appearing for the examinations / participating in the recruitment processes conducted by the Commission, for the offences committed by the candidates are given below. Besides debarment, the candidate shall also be liable to rejection of candidature after due process, invalidation of answer papers, as the case may be. Criminal action may also be initiated against such candidates wherever indicated.

S. No	Nature of Offence	Period of Debarment
1	Attempts to influence the Chairman, Members of the Commission, Secretary, Controller of Examinations or any officer or staff of the Commission, personally / by letter / through relatives, friends, patrons, officials or other persons.	Three Years
2	Production of bogus community / destitute widow / differently abled / ex-serviceman / transgender / person studied in Tamil medium certificates, etc. Tampering or alteration in the documents or certificates.	Permanent, Initiation of criminal action
3	Suppression of material information, at any stage of the selection process, regarding: (i) Previous appearances or availing free chances. (ii) Regular / temporary employment in Government or Quasi-Government organizations, local bodies, public sector units, statutory bodies, public corporations, Universities, etc. (iii) Criminal cases, arrests, convictions, disciplinary proceedings, etc. (iv) Debarment or disqualification by Union Public Service Commission / State Public Service Commissions / other agencies	One Year
4	Possession of electronic devices such as cellular phones, watches and rings with in-built memory notes, Bluetooth devices, communication chip, any other electronic devices inside the examination room and also seeking the help of / assistance of any official / invigilator / any outsider in answering question,	Permanent
5	Possession of non-electronic devices such as P&G Design Data Book, books, notes, guides, handbags, other non-permitted materials, etc. inside the examination room.	Three Years
6	Consulting with other candidates, copying from other candidates, permitting	Three Years

	others to copy from his / her answer paper, copying from books or notes which are printed / typewritten / hand written, etc.	
7	In addition to the offences listed herein, the involvement of candidates in any indiscipline or irregular practices within / outside the examination room.	Three Years
8	Written certain unwarranted remarks unconnected with answers to the subject concerned in the answer books, etc., i.e., vulgar, derogatory and obscene language.	Three Years
9	Appeal to the examiners in the answer books, to value liberally or to award more marks or to be sympathetic, etc.	One Year
10	Approaching or attempting to approach an examiner or getting other people to approach an examiner on his / her behalf	Permanent, Initiation of criminal action
11	Taking away from the examination hall, the whole or part of any used / unused OMR answer sheet, without handing it over to the room invigilator. Tampering with the Barcode and/or OMR Track printed on the OMR answer sheet.	Three Years
12	Candidates found smoking / intoxicated, or found to have entered into a quarrel of any kind, or to have misbehaved with the Chief Invigilator or with the inspection authorities or with the invigilator or with any other candidate either in the examination hall or inside the campus of the examination venue, either before, during or after the examination.	Three Years
13	Indulging in grave malpractices, including impersonation, amounting to subversion of the conduct of examination.	Permanent, Initiation of criminal action

Annexure V

Equivalent Qualifications for Government Technical Examination in Typewriting and Shorthand

Name of the Course	Equivalent to Government Technical Examination conducted by Director of Technical Education, Tamil Nadu	Government Order
Diploma in Commercial Practice [Certificate issued by the Board of Technical Education, Tamil Nadu]		
Pass in Part-II of the First Year Diploma Course in Commercial Practice	Typewriting in English Lower Grade	G.O.Ms.No.1546, Education Department, Dated 14.10.1969.
Pass in Typewriting and/or Shorthand examinations for the Second Year Diploma Course in Commercial Practice	Typewriting in English Higher Grade Shorthand in English Lower Grade	
Pass in Typewriting and/or Shorthand examinations for the Third and Final Year Diploma Course in Commercial Practice	Typewriting in English Higher Speed Shorthand in English Higher Grade	
Vocational Course in "Office Secretaryship" of the Tamil Nadu Higher Secondary Certificate Examination		
Typewriting English	Typewriting in English Higher Grade	G.O.Ms. No.1512, Department of Education in Science and Technology, dated 09.08.1983. Letter No.96971/HS.3/83-22, Education Department, dated 24.05.1988.
Typewriting Tamil	Typewriting in Tamil Higher Grade	
Shorthand English	Shorthand in English Lower Grade	
Shorthand Tamil	Shorthand in Tamil Lower Grade	
I.T.I (Stenography Trade) Typewriting in English	Typewriting in English Lower Grade	G.O.Ms. No.1711 [Labour], Department of Industries, Labour and Co-operation, dated 27.03.1966.
Shorthand English	Shorthand in English Lower Grade	

Annexure VI

Form for Experience Certificate

1	Name and Address of the Company/Firm	
2.	Name of the Employee / Candidate (to whom the experience certificate is being issued)	
3.	Date of Birth of the Employee / Candidate	
4.	Address of the Employee / Candidate	
5.	Period of Experience in driving light motor vehicles / heavy motor vehicles	Date From…………....To……………… Total Period ……Year…..…Month……...Days
6.	Driving Licence Number	
7.	Whether Attendance Register / Attendance Rolls / Pay Register and other records /available for this Employee	Yes / No

The above said employee is experienced in our Company / Firm as stated above. The above particulars furnished by us are correct.

Office Seal:

Date: Signature

Place:

Name of the Issuing Authority:

Designation of the Issuing Authority:

Contact Number:

Note:
(i) Company/Firm which issue the certificate is cautioned that issuing of any certificate containing false details will lead to legal/penal action on them.
(ii) Candidates who possess experience in different firm may upload all such certificates.

Form for Self Declaration

I…………………………………Son/Daughter of ………………………… have applied for the post of Forest Guard with Driving Licence. I hereby declare that I have the basic knowledge about the general mechanism of automobiles.

Date:
Place: **Signature of the Candidate**