



**Notification No:08/2023**  
**Advertisement No:655**

**TAMIL NADU PUBLIC SERVICE COMMISSION**  
**DEPARTMENTAL EXAMINATIONS – MAY 2023**  
**NOTIFICATION**

**Applications are invited from the candidates through "ONLINE" only**  
**for admission to the Departmental Examinations - MAY 2023**

The candidates are required to furnish their particulars in Departmental Examination One Time Registration before applying. Aadhaar Number details shall be linked with the Departmental Examination One Time Registration, mandatorily. **If there is any change with regard to details entered in the One Time Registration, such as name, initial, father's name, date of birth, working district, etc., the same shall be updated in the One Time Registration before applying for Departmental Examinations – May 2023. After submitting the application, any subsequent claim, with regard to change of test code / centre, corrections in name, father's name, age, date of birth, etc., will not be entertained. Hence, the candidates are instructed to submit the applications with utmost care.**

Candidates should submit their applications in on-line mode only. Other mode of applications will not be accepted and they will be rejected, even though the cost of application is enclosed with them.

**Name of the Examination : Departmental Examinations – May 2023**

**Date of Notification : 16.03.2023**

**Date & Time of closing : 15.04.2023 till 11.59 P.M**

**Dates of Examination :**

Objective Type in Computer Based Test (40% / 60% / 80% / 100%)	15.05.2023 to 19.05.2023 (5 days & 10 sessions)
Descriptive Type (20% / 40% / 60% / 100%)	22.05.2023 to 25.05.2023 (4 days & 8 sessions)

**Examination Timing : Forenoon 9.30 A.M. to 12.00 Noon**  
**Afternoon 2.30 P.M. to 5.00 P.M.**  
(Session timings is variable according to specific examinations)

**Fee : Registration Fee Rs.30/- along with Examination fee of Rs.200/- for each test should be paid through online payment only. (Other mode of payment will not be allowed / accepted).**

## **General Information:**

1. The Departmental Examinations May - 2023 will be held as detailed in Annexure II and Annexure III of this notification. All the Objective Type Tests (100% & partial, i.e., 40% / 60% / 80%) will be conducted in Computer Based Test. All the Descriptive Type Tests (100% & Partial, i.e., 20% / 40% / 60%) will be conducted as per the existing procedure, i.e., manual written examination only. All the Objective Type Tests in Computer Based Test will be conducted for 5 days in 2 sessions per day. All the Descriptive Type Tests will be conducted for 4 days in 2 sessions per day. Hence, the Departmental Examinations will be held for 9 consecutive days as per the Time Table in Annexure-IV. All the objective type tests (Computer Based Test) and all the descriptive type tests (manual written examination) will be conducted in the form of 'With Books'/'Without Books', as detailed in Scheme & Syllabus (Annexure-II). Hence, for combination type tests (46 tests) objective type and descriptive type tests will be conducted, separately, and the candidates have to appear for two different days, for a single test.
2. Candidates are at liberty to apply, as many tests as the time table allows. If a candidate applies for two or more tests which are held at one and the same time, he/she will be permitted to write only one of the tests which may be decided by him/her, even though all the opted tests appear in the Memorandum of Admission.
3. The application should be registered only through the Commission's website [www.tnpsc.gov.in](http://www.tnpsc.gov.in) / [www.tnpscexams.in](http://www.tnpscexams.in)
4. It may be noted that after submitting the payment details in the online application form, wait for the intimation from the server. Meanwhile do not press "back" or "Refresh" button to avoid payment failure or double payment. The candidate shall download and retain the online application for future reference. If the candidate pays the exam fees more than once without waiting for response from the server such amount will not be refunded as the Commission is not responsible for such a deliberate act of the candidate.
5. The candidates should note that Registration fee of Rs.30/- along with examination fee of Rs.200/- for each test should be paid through online mode only using Net banking / Debit Card / Credit card (No other mode of payment is permissible and the amount will not be refunded, if paid).
6. The candidates should use the recent (not more than 3 months) passport size photograph with blue/white background with good clarity for uploading in the online application. The photo image should be of 165 x 125 pixels and between 30 kb-40 kb size and also the signature image should be of 80 x 125 pixels and between 20 kb-30 kb size with reasonably good quality image. **Selfie photos / Polaroid photos are not acceptable for online application.**
7. The candidates are required to upload their photo and signature in the appropriate links given in the online application.

8. Applications not complying with these instructions shall render rejection of application.
9. The differently abled candidates must mention the disability in the online application without fail. They should compulsorily produce the proof of evidence in the Examination hall.
10. Persons with benchmark disabilities in the category of blindness/ locomotor disability – both arm affected /cerebral palsy has to produce Medical certificate for the same as per Notification, the facility of scribe shall be given, if so desired. In case of other categories of persons with benchmark disabilities, the provision of scribe can be allowed on production of a certificate to the effect that, the person concerned has physical limitations to write including that of speed, and a scribe is recommended to write examination in his behalf, from the Chief Medical Officer / Civil Surgeon / Medical Superintendent of a Government Health Care Institution, in the proforma annexed in Appendix-I, if so desired by that person.
11. The Departmental Examinations will be held at the following Centres:-  
(Subject to changes)

Name of Centre	Code No	Name of Centre	Code No	Name of Centre	Code No
Ariyalur	030	Mayiladuthurai	038	Thiruvannamalai	022
Chengalpattu	033	Nagapattinam	011	Thiruvallur	021
Chennai	001	Nagercoil (Kanyakumari)	119	Thiruvarur	023
Coimbatore	002	Namakkal	012	Thoothukudi	024
Cuddalore	003	Perambalur	014	Tiruchirappalli	025
Dharmapuri	004	Pudukkottai	015	Tirunelveli	026
Dindigul	005	Ramanathapuram	016	Tirupathur	037
Erode	006	Ranipet	035	Tiruppur	032
Kallakurichi	034	Salem	017	Udhagamandalam	013
Kancheepuram	007	Sivaganga	018	Vellore	027
Karur	009	Tenkasi	036	Villupuram	028
Krishnagiri	031	Thanjavur	019	Virudhunagar	029
Madurai	010	Theni	020	New Delhi	175

12. Instructions to candidates for Departmental Examinations / syllabus / scheme / pattern / type of examination / name of the test / test code / fees structure, time table of Departmental Examinations – May 2023 are listed in Annexure I, II, III and IV as detailed below in the Commission's Website [www.tnpsc.gov.in](http://www.tnpsc.gov.in) / [www.tnpsceexams.in](http://www.tnpsceexams.in)

Annexure - I - Instructions to Candidates for Departmental Examinations  
 Annexure - II - Syllabus / scheme / pattern / type of examination  
 Annexure - III- Name of the test / test code / fees structure  
 Annexure - IV - Time table of Departmental Examinations – May 2023

13. The memorandum of admission / hall ticket can be downloaded from the Commission's website from **05.05.2023** by presenting the unique online application number and date of birth. The memorandum of admission / hall ticket shall be retained for future reference by the candidates and the request for re-issue of hall ticket will not be entertained, strictly.
- 14. All the candidates shall be present in the examination venue one hour before the commencement of the examination., i.e., 8.30 a.m. for forenoon session and 1.30 p.m. for afternoon session However candidates are not allowed inside the venue beyond 9.00 a.m and 2.00 p.m in the forenoon and afternoon sessions, respectively.**
15. The candidates are required to obtain minimum pass marks in both types (Objective & Descriptive) separately, for considering them as passed in the Departmental Tests where combination of objective and descriptive type of examinations is prescribed in respect of the Departmental Test.
16. The results can be accessed through the Commission's website: [www.tnpsc.gov.in](http://www.tnpsc.gov.in) / [www.tnpscexams.in](http://www.tnpscexams.in)
17. A detailed list containing the Register Numbers, Name, Father's Name & Date of Birth and address of the successful candidates will be published in the Tamil Nadu Public Service Commission e-Bulletin in the Commission's website.

**Controller of Examinations**

Date : 16.03.2023  
Telephone : 044 - 25300300/336/337/338 and 339  
Website : [www.tnpsc.gov.in](http://www.tnpsc.gov.in) / [www.tnpscexams.in](http://www.tnpscexams.in)  
E-mail : [helpdeskdeptl@gmail.com](mailto:helpdeskdeptl@gmail.com)  
Toll Free No : 1800 419 0958

**APPENDIX – I**

**Certificate regarding physical limitation in an examinee to write**

This is to certify that, I have examined Mr/Ms/Mrs \_\_\_\_\_  
\_\_\_\_\_ (name of the candidate with disability) a person with  
\_\_\_\_\_ (nature and percentage of disability as mentioned in the  
certificate of disability), S/O/D/o \_\_\_\_\_ a resident of  
\_\_\_\_\_ (Village/District/State and to state that He/She as  
physical limitation which hampers his/her writing capabilities owing to his /her disability.

Due to the above mentioned disability following concession may be given:-

1. Extra \_\_\_\_\_ hours for writing theory exam.
  2. Allocation of a scribe.
  3. Over looking spelling mistakes and grammatical errors.
  4. Using calculator/assistive devices.
  5. \_\_\_\_\_ (any other assistive devices or concessions).
- \*strike out the non applicable.

Signature

(Chief Medical Officer/Civil Surgeon/Medical Superintendent /signature of the notified medical authority of a Government health care institution)

Name & Designation

Name of Government Hospital/Health Care Centre / The notified medical authority

Place:

Date:

Signature / Thumb impression  
Of the Differently abled person

(Photo of the  
Differently Abled  
person and Stamp to  
be fixed here)

Note

Certificate should be given by a specialist of the relevant stream/disability (eg, Visual impairment – Ophthalmologist, Locomotor disability – Orthopedic specialist/PMR.etc).

**ANNEXURE - I****TAMIL NADU PUBLIC SERVICE COMMISSION**  
**INSTRUCTIONS TO CANDIDATES FOR DEPARTMENTAL EXAMINATIONS****இணைப்பு - I****தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணையம்****துறைத்தேர்வு விண்ணப்பதாரர்களுக்கான விதிமுறைகள்**

- I. The Departmental Examinations (except General Educational Test of the S.S.L.C. Standard / Compendium of Office Orders and Instructions to Applicants(Direct Recruitment) are open to all persons, whether in Government Service or not, on payment of the prescribed fees. Persons in Government Service who are eligible under the existing rules to apply without paying the examination fee, should also pay the fee and may claim reimbursement of the fee from their offices.
- அரசுப்பணியில் உள்ளவர்கள், இல்லாதவர்கள் அனைவருக்கும் (பொதுக்கல்வித் தகுதித் தேர்வு/ ஒருங்கமைந்த அலுவலக ஆணைகள் மற்றும் விண்ணப்பதாரர்களுக்கான அறிவுரைகள் (நேரடித் தேர்வுகள் தவிர) துறைத் தேர்வுகள் பொதுவானவையாகும், உரிய கட்டணத்தைச் செலுத்தி இத்தேர்வுகளை எழுதலாம். நடைமுறையிலுள்ள விதிகளின்படி, தேர்வுக் கட்டணம் செலுத்தாமல் விண்ணப்பிக்கத் தகுதியுள்ள அரசுப்பணியாளர்களும் கட்டணத்தைச் செலுத்தி விண்ணப்பிக்க வேண்டும். பின்னர், இத்தேர்வுக் கட்டணத்தை அவர்களுடைய அலுவலகங்களின் மூலமாகப் பெற்றுக்கொள்ளலாம்.
- II. The candidates who apply for any of the Departmental Examinations should have completed the age of 16 years on the date of this Notification.
- துறைத் தேர்வுக்கு விண்ணப்பிக்கும் விண்ணப்பதாரர்கள் இவ்வறிவிக்கை நாளன்று 16 வயது நிரம்பியவராக இருக்க வேண்டும்.
- III. The candidates should note that Registration fee of Rs.30/- along with examination fee of Rs.200/- for each test should be paid through online mode only using Net banking / Debit Card / Credit card. (Payment through Challan will not be allowed/accepted).
- விண்ணப்பதாரர்கள் ஒவ்வொரு தேர்விற்கும் ரூ.200/- தேர்வுக் கட்டணமாகவும், பதிவுக்கட்டணமாக ரூ.30/-ம் சேர்த்து இணையவழி செலுத்தும் முறையில் அதாவது இணையவங்கி / பற்று அட்டை / கடன் அட்டை முறை ஆகியவற்றில் ஏதேனும் ஒரு முறையில் மட்டுமே தேர்வுக் கட்டணத்தைச் செலுத்தலாம். செலுத்துச்சீட்டு மூலம் செலுத்தப்படும் கட்டணம் அனுமதிக்கப்படமாட்டாது / ஏற்றுக்கொள்ளப்படமாட்டாது.
- IV. **How to apply through online:**
- இணைய வழியில் விண்ணப்பிப்பது எப்படி**
1. Applicants should apply only through online mode in the Commission's Website [www.tnpsc.gov.in/www.tnpscexams.in](http://www.tnpsc.gov.in/www.tnpscexams.in)  
விண்ணப்பதாரர்கள் [www.tnpsc.gov.in/www.tnpscexams.in](http://www.tnpsc.gov.in/www.tnpscexams.in) என்ற தேர்வாணையத்தின் இணையதளம் மூலம் மட்டுமே விண்ணப்பிக்க வேண்டும்.
  2. One Time Registration (OTR), Aadhaar Number details and applicant Dashboard are mandatory before applying. Aadhaar number details shall be linked with the One Time Registration.

எந்தவொரு துறைத்தேர்விற்கும் விண்ணப்பிக்கும் முன்பு ஒருமுறைப்பதிவு எனப்படும் நிரந்தரப்பதிவு, ஆதார் எண் விவரங்கள் மற்றும் தன்விவரப்பக்கம் (Dashboard) ஆகியன கட்டாயம் ஆகும். ஆதார் எண்ணை நிரந்தரப் பதிவுடன் இணைக்கப்பட வேண்டும்.

3. Approach the internet browsing centre, which has scanning facility for filling the departmental examination online application.

துறைத் தேர்வுக்கு விண்ணப்பிக்கும் விண்ணப்பதாரர்கள் scanning வசதியுள்ள இணையதள மையங்களில் விண்ணப்ப த்தினை பூர்த்தி செய் ய அணுகவும்

4. Before registering in One Time Registration, scan the signature and recent (not more than 3 months) passport size photograph with blue / white background with good clarity and store it in a folder as an image in JPG / JPEG format.

நிரந்தரப் பதிவில் விவரங்களைப் பதிவும் முன் கையொப்பத்தினையும் மற்றும் அண்மையில் (மூன்று மாதங்களுக்கு மிகாமல் ) எடுக்கப்பட்ட நீலம் அல்லது வெள்ளை நிற பின்புலம் கொண்ட தெளிவான பாஸ்போர்ட் அளவினான நிழற்படத்தையும் JPG /JPEG format-ல் தயாராக வைத்திருக்கவும் .

5. Please ensure that the photo image should be of 165 x 125 pixels and 30 kb – 40 kb size and also the signature image should be of 80 x 125 pixels and 20 kb – 30 kb size with reasonably good quality image.

நிழற்படம் 165 x 125 pixels மற்றும் 30kb - 40kb அளவிலும் மற்றும் கையொப்பம் 80 x 125 pixels மற்றும் 20kb - 30kb அளவிலும் நல்ல தரத்துடன் உள்ளதா என்பதை உறுதி செய்து கொள்ளவும் .

6. In online application Selfie photos / Polaroid photos / without photos / and / or signature are not accepted and will be rejected. Applications not complying with these instructions or without clear photograph or other than the above mentioned specifications are liable to be rejected.

தற்படம் / போலாராய்டு நிழற்படங்கள் கொண்ட / நிழற்படம் இல்லாத மற்றும் கையொப்பமிடப்படாத விண்ணப்பங்கள் ஏற்றுக் கொள்ளப்பட மாட்டாது . மேற்கூறும் அறிவுரைகளை பின்பற்றாத அல்லது தெளிவான நிழற்படம் கொண்டு பூர்த்தி செய்யப்படாத விண்ணப்பங்கள் நிராகரிக்கப்படும் .

7. If the image of photo and signature exceeds the above given size adjust the scanner settings suitably such as DPI resolution, Colors etc. during the process of scanning so as to reduce the file size - Ms Paint may also be used to resize the scanned image.

கோப்பின் அளவு மேலே குறிப்பிடப்பட்ட அளவினை தாண்டும் பட்சத்தில் Scanner settings (அதாவது DPI resolution, colours etc.) சரி செய்து கோப்பின் அளவினை குறைக்கவும் அல்லது Ms Paint பயன்படுத்தியும் கோப்பின் அளவினை குறைக்கலாம் .

8. One Time Registration is not an application for Departmental Tests. It is just collection of information from the applicants and giving a separate dashboard to each applicant to facilitate them to maintain their own profile. Applicant who wishes to apply for Departmental Tests shall click “Apply” against the Departmental Tests notified in the Commission’s Website and use the same USER ID and PASSWORD given for ONE TIME REGISTRATION. Mobile Number of the applicant has to be utilized for creation of User ID, i.e. Mobile Number is the User ID forever. Applicant has to create password themselves. In case, if the applicant forgets the PASSWORD, he / she can change or reset them using “FORGOT PASSWORD” Option. The Commission will not furnish USER ID / PASSWORD details to the applicants.

ஒருமுறைப்பதிவு என்பது எந்தவொரு துறைத்தேர்விற்கான விண்ணப்பம் அல்ல. இது விண்ணப்பதாரர்களின் விவரங்களைப் பெற்று அவர்களுக்கு தன்விவரப் பக்கம் ஒன்றினை உருவாக்க மட்டுமே பயன்படும். எந்தவொரு துறைத்தேர்விற்கும் விண்ணப்பிக்க விரும்பும் விண்ணப்பதாரர்கள் தேர்வாணைய இணையதளத்தில் அறிவிக்கப்பட்டுள்ள துறைத் தேர்வுகளுக்கான அறிவிக்கையில் “Apply” என்ற உள்ளீடு வழியே நிரந்தரப்பதிவுக்குரிய பயனாளர் குறியீடு மற்றும் கடவுச்சொல் ஆகியவற்றை உள்ளீடு செய்து விண்ணப்பிக்க வேண்டும். விண்ணப்பதாரர்கள் பயனாளர் குறியீடு மற்றும் கடவுச்சொல் ஆகியவற்றை தாங்களே உருவாக்கிக் கொள்ள வேண்டும். விண்ணப்பதாரர் ஏற்கெனவே ஏற்படுத்திய கடவுச்சொல் மறந்துவிட்டால் அதனை “FORGOT PASSWORD” எனும் விருப்பத்தெரிவு மூலம் மீண்டும் உருவாக்கலாம், மாற்றிக்கொள்ளலாம். விண்ணப்பதாரர்களுக்குப் பயனாளர் குறியீடு மற்றும் கடவுச்சொல் ஆகிய விவரங்கள் தேர்வாணையத்தால் வழங்கப்படமாட்டாது.

9. A valid e-mail ID and Mobile Number is mandatory for one time registration. E-mail ID and Mobile Number are to be kept in active mode. TNPSC will send all communications and messages only to the registered email ID and Mobile.

ஒருமுறைப்பதிவு (OTR) செய்வதற்கு பயன்பாட்டில் உள்ள மின்னஞ்சல் முகவரி மற்றும் அலைபேசி எண் ஆகியவை கட்டாயமாகும். மின்னஞ்சல் முகவரி மற்றும் அலைபேசி எண் ஆகியவற்றை தொடர்ந்து பயன்பாட்டில் வைத்திருக்க வேண்டும். தேர்வு தொடர்பான செய்திகள் அனைத்தும் விண்ணப்பதாரர் பதிவு செய்துள்ள மின்னஞ்சல் முகவரி மற்றும் அலைபேசிக்கு மட்டுமே அனுப்பப்படும்.

10. Though the applicants furnish details / information in the One Time Registration, the details furnished in the application for the Departmental Tests concerned alone will be taken into consideration.

விண்ணப்பதாரர்கள் ஒருமுறைப்பதிவில் தங்களது விவரங்களைப் பதிவு செய்திருந்தபோதிலும் அவர்கள் குறிப்பிட்ட துறைத்தேர்விற்கு விண்ணப்பிக்கும் பொழுது அந்தத் துறைத் தேர்வுக்கான விண்ணப்பத்தில் பதிவு செய்த விவரங்கள் மட்டுமே அவர்கள் தரும் விவரங்களாக எடுத்துக் கொள்ளப்படும்.

11. Please note that all the particulars mentioned in the online application including Name of the applicant, Date of birth, Address, e-mail ID, Centre of Examination etc., will be considered as final. Applicants are hence requested to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained.



இணையவழியில் சமர்ப்பிக்கப்பட்ட விண்ணப்பத்தில் விண்ணப்பதாரர்கள் தரும் பெயர், பிறந்த தேதி, முகவரி, மின்னஞ்சல் முகவரி மற்றும் தேர்வு மையம் போன்ற விவரங்கள் இறுதியானவையாகக் கருதப்படும். எனவே விண்ணப்பதாரர்கள் தங்களது விவரங்களை உள்ளீடு செய்யும் பொழுது மிகுந்த கவனத்துடன் உள்ளீடு செய்து விண்ணப்பத்தைப் பதிவு செய்யுமாறு அறிவுறுத்தப்படுகிறார்கள். ஒருமுறைப்பதிவு அல்லது இணையவழி விண்ணப்பம் ஆகியவற்றில் திருத்தம் கோரி தேர்வாணையத்தால் பெறப்படும் எந்தவொரு கோரிக்கையும் பரிசீலிக்கப்படமாட்டாது.

12. The Instructions and Illustration regarding One time Registration are available in the website [www.tnpsc.gov.in / www.tnpscexams.in](http://www.tnpsc.gov.in / www.tnpscexams.in)

13. ஒருமுறைப்பதிவு குறித்த அறிவுரைகள் மற்றும் விளக்கங்கள் [www.tnpsc.gov.in / www.tnpscexams.in](http://www.tnpsc.gov.in / www.tnpscexams.in) என்ற இணையதளத்தில் கொடுக்கப்பட்டுள்ளது.

14. The Examination fee and the Test code details are available in the Commission's website (Annexure-III).

தேர்வுக் கட்டணம் மற்றும் தேர்வுகளுக்கான குறிப்பீட்டு எண் ஆகிய விவரங்கள் தேர்வாணையத்தின் இணைய தளத்தில் உள்ளன . (இணைப்பு -III)

15. Fill all the columns of online application since it is mandatory.

இணையவழி விண்ணப்பத்தில் உள்ள அனைத்து கலங்களையும் (Columns) பூர்த்தி செய்வது கட்டாயமாகும்.

16. Fill the relevant columns including examination center, working details (Government Employee only), details regarding disability, Communication and Office address, name of the tests, and also the details regarding the Second class / Second class Part-D / Third class language test may be filled by the candidates who apply for the same.

இணையவழி விண்ணப்பத்தில் உரிய கலங்களை அதாவது தேர்வு மையம் , பணி விவரம் (அரசுப் பணியாளர் மட்டும் ) மாற்று திறனாளி எனில் அதன் விவரம் , தொடர்புகொள்ள வேண்டிய முகவரி மற்றும் அலுவலக முகவரி , தேர்வு தாளின் பெயர்கள் மற்றும் இரண்டாம் நிலை / இரண்டாம் நிலை பகுதி - ஈ / மூன்றாம் நிலை மொழித் தேர்வுகளுக்கு விண்ணப்பிப்பவர்கள் அதன் விவரங்களை நிரப்ப வேண்டும் .

17. The candidate should upload the photo and signature in the appropriate links (the photo and signature scanned and kept in the folder already may be used). Also carefully read the declaration in this page.

விண்ணப்பத்தில் விண்ணப்பதாரர்கள் தங்கள் நிழற்படம் மற்றும் கையொப்பத்தினை உரிய கட்டங்களில் பதிவேற்றம் செய்ய வேண்டும் (ஏற்கெனவே Scan செய்யப்பட்டுள்ள நிழற்படம் மற்றும் கையொப்பத்தினை பயன்படுத்திக் கொள்ளலாம் ). மேலும் இப்பக்கத்திலுள்ள உறுதிமொழியினையும் கவனமாக படிக்கவும் .

18. The payment is only through online mode i.e. Net banking / Debit card/ Credit card. Other mode of payment will not be allowed/accepted. The fee details will be generated automatically for the number of tests the candidate has chosen i.e. Registration fee of Rs.30+Rs.200 x No. of tests=the amount to be paid.

விண்ணப்பதாரர்கள் தங்களது கட்டணங்களை இணையவழி செலுத்தும் முறையில் அதாவது இணையவங்கி / பற்று அட்டை / கடன் அட்டை முறை ஆகியவற்றில் ஏதேனும் ஒரு முறையில் மட்டுமே தேர்வு கட்டணத்தைச் செலுத்தலாம் . பிற வகைகளில் செலுத்தப்படும் கட்டணம் அனுமதிக்கப்படமாட்டாது / ஏற்றுக்கொள்ளப்படமாட்டாது. ஒவ்வொரு தேர்விற்கும் ரூ.200/- தேர்வுக் கட்டணமாகவும், பதிவுக்கட்டணமாக ரூ.30/-ம் சேர்த்து கட்டணத்திற்கான கலத்தில் கணினி தானாகவே மொத்ததொகையினை கணக்கிட்டு காட்டும்.

19. After submitting the payment details in the online application form, wait for the intimation from the server. Meanwhile do not press “back” or “Refresh” button to avoid payment failure or double payment.

விண்ணப்பிக்கும்போது கட்டண விவரங்களைப் பதிவு செய்த பின்னர், அதற்கான தகவல் திரையில் வரும்வரை காத்திருக்கவும். இடையில் “Back” அல்லது “Refresh” பொத்தான்களை இயக்காமல் காத்திருக்க வேண்டும் . இணையபெனில் பணப்பரிமாற்றம் தடைபடும் . இரண்டாம் முறையாக பணம் செலுத்தும் சூழ்நிலை ஏற்படும். இதை தவிர்ப்பதற்காகக் காத்திருக்க வேண்டும்

20. If the process of online application is successfully completed, a message will be sent to the registered mobile number.

விண்ணப்பத்தினை சரியாக பூர்த்தி செய்த பின்னர் அது குறித்து பதிவு செய்துள்ள அலைபேசி எண்ணிற்கு குறுஞ்செய்தி அனுப்பப்படும் .

## **V. General instructions to the candidates:**

### **விண்ணப்பதாரர்களுக்கான பொதுவான விதிமுறைகள்**

- 1) No need to send the application printout or any other documents to the Commission’s Office. Only Online submission of application is enough (except the candidates those who are applying for the II Class / II Class Part-D & III Class language tests).

தேர்வாணையத்திற்கு விண்ணப்ப படிவங்களோ அல்லது ஆவணங்களோ அனுப்ப தேவையில்லை . இணையவழி மூலம் விண்ணப்பித்தல் மட்டுமே போதுமானது . (இரண்டாம் நிலை / இரண்டாம் நிலை பகுதி -ஈ / மற்றும் மூன்றாம் நிலை மொழித் தேர்விற்கு விண்ணப்பிக்கும் விண்ணப்பதாரர்களை தவிர்த்து ).

- 2) Applicants are advised in their own interest to apply on-line 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 TNPSC's website on account of heavy load on internet/website.

விண்ணப்பதாரர்கள் தேர்வுக்கு விண்ணப்பிக்க குறிப்பிட்டுள்ள கடைசி நாள் வரை காத்திருக்காமல் அதற்கு முன்னரே போதிய கால அவகாசத்தில் விண்ணப்பிக்குமாறு அறிவுறுத்தப்படுகிறார்கள் . ஏனெனில் கடைசி நாளில் அதிகப்படியான விண்ணப்பதாரர்கள் விண்ணப்பிக்கும்போது , விண்ணப்பம் சமர்ப்பிப்பதில் தாமதமோ அல்லது தொழில்நுட்பச் சிக்கல்களோ ஏற்படும்படி உள்ளது .

- 3) TNPSC does not assume any responsibility for the applicants not being able to submit their applications within the last date and time on account of the aforesaid reasons or for any other reason beyond the control of TNPSC.

மேற் கூறிய தொழில்நுட்பக் காரணங்களால் அல்லது வேறு காரணங்களால் , விண்ணப்பதாரர்கள் தங்களது விண்ணப்பங்களைக் கடைசி கட்ட நாட்களில் / நேரத்தில் சமர்ப்பிக்க இயலாமல் போனால் அதற்கு தேர்வாணையம் பொறுப்பாகாது .

- 4) Every applicant should have his own e-mail ID and Password. No applicant should share his e-mail ID, Password, Mobile Number with any other person. In case an applicant does not have a valid personal e-mail ID, he/ she should create a new e-mail ID before applying on-line and must maintain that email account live.

ஒவ்வொரு விண்ணப்பதாரரும் தனக்கென தனி மின்னஞ்சல் முகவரியையும் கடவுச்சொல்லையும் உருவாக்கி வைத்திருக்க வேண்டும். அவற்றை எந்தச் சூழ்நிலையிலும் மற்றவர்களுடன் பகிர்ந்து கொள்ளக் கூடாது. விண்ணப்பதாரர்கள் தங்களுக்களுக்கான மின்னஞ்சல் முகவரி ஏதுமில்லை எனில் அவர்கள் விண்ணப்பிக்கும் முன்னர் புதிதாக ஒரு மின்னஞ்சல் முகவரியை உருவாக்கி விண்ணப்பத்தைச் சமர்ப்பிக்க வேண்டும். மின்னஞ்சல் முகவரியைத் தொடர்ந்து பயன்பாட்டில் வைத்திருக்க வேண்டும்.

- 5) Applicants should carefully fill in the details in the On-Line Application at the appropriate places and click on the "SUBMIT" button at the end of the On-Line Application format. Before pressing the "SUBMIT" button, applicants are advised to verify every particular field in the application. The name of the applicant or name of his / her father etc., should be spelt correctly in the application as it appears in the certificates / mark sheets. Any change / alteration found may lead to disqualification of the candidature.

விண்ணப்பதாரர்கள் விண்ணப்பத்தில் அளிக்க வேண்டிய விவரங்களை மிகுந்த கவனத்துடன் உள்ளீடு செய்து விண்ணப்பத்தினைச் சமர்ப்பிக்குமாறு கேட்டுக்கொள்ளப்படுகிறார்கள். சமர்ப்பிக்கும் முன்னர் தாங்கள் அளித்த விவரங்கள் அனைத்தும் சரியாக உள்ளனவா எனச் சரிபார்த்துக் கொள்ளுமாறு கேட்டுக்கொள்ளப்படுகிறார்கள். விண்ணப்பதாரர்களின் பெயர் மற்றும் பெற்றோர் பெயர் ஆகியவற்றைச் சான்றிதழ்களில் உள்ளபடி மிகச்சரியாகப் பதிவு செய்யுமாறு அறிவுறுத்தப்படுகிறார்கள். மேற்படி விவரங்களில் மாற்றம் காணப்படின் அவர்களது விண்ணப்பம் நிராகரிக்கப்பட வாய்ப்புள்ளது.

- 6) Commission is not responsible for any data transmission loss / online interruption or failure.

தகவல் பரிமாற்றத்தின் போது ஏற்படும் குறைபாடுகள் / இணைய வழி கட்டணம் செலுத்தும் முறையில் ஏற்படும் இடர் பாடுகளுக்குத் தேர்வாணையம் பொறுப்பல்ல .

- 7) No physical hall tickets will be sent to the candidates individually. Hall Ticket can be downloaded from the Commission's Website from a week before the commencement of Departmental Examinations till the last day of examination by presenting the unique online Application Number and Date of birth.

நுழைவுச் சீட்டுகள் ஏதும் விண்ணப்பதாரர்களுக்குத் தனிப்பட்ட முறையில் தேர்வாணையத்தால் அனுப்பப்படமாட்டாது . விண்ணப்பதாரர்கள் தங்களின் தனித்துவ விண்ணப்ப எண் மற்றும் பிறந்த தேதியை குறிப்பிட்டு தேர்வாணைய இணையதளத்தில் தங்களது நுழைவுச்சீட்டினை துறைத்தேர்வு தொடங்குவதற்கு ஒரு வாரத்திற்கு முன்பிருந்து கடைசி தேர்வு நாள் வரை பதிவிறக்கம் செய்து கொள்ளலாம் .

- 8) Candidates coming without downloaded hall tickets will not be permitted to write the examination.

பதிவிறக்கம் செய்யப்படாத நுழைவுச்சீட்டு இல்லாமல் தேர்வுக்கவத்திற்கு வரும் விண்ணப்பதாரர்கள் தேர்வு வெழுத அனுமதிக்கப்பட மாட்டார்கள் .

## VI. CENTRES OF EXAMINATIONS:-

The Departmental Examinations will be held at the following Centres:-

Name of Centre	Code No	Name of Centre	Code No	Name of Centre	Code No
Ariyalur	030	Mayiladuthurai	038	Thiruvannamalai	022
Chengalpattu	033	Nagapattinam	011	Thiruvallur	021
Chennai	001	Nagercoil (Kanyakumari)	119	Thiruvarur	023
Coimbatore	002	Namakkal	012	Thoothukudi	024
Cuddalore	003	Perambalur	014	Tiruchirappalli	025
Dharmapuri	004	Pudukkottai	015	Tirunelveli	026
Dindigul	005	Ramanathapuram	016	Tirupathur	037
Erode	006	Ranipet	035	Tiruppur	032
Kallakurichi	034	Salem	017	Udhagamandalam	013
Kancheepuram	007	Sivaganga	018	Vellore	027
Karur	009	Tenkasi	036	Villupuram	028
Krishnagiri	031	Thanjavur	019	Virudhunagar	029
Madurai	010	Theni	020	New Delhi	175

**தேர்வு மையங்கள் :-**

**துறைத் தேர்வுகள் கீழ்க்காணும் மையங்களில் நடைபெறும் :-**

மையத்தின் பெயர்	குறியீட்டு எண்	மையத்தின் பெயர்	குறியீட்டு எண்	மையத்தின் பெயர்	குறியீட்டு எண்
அரியலூர்	030	மயிலாடுதுறை	038	திருவண்ணாமலை	022
செங்கல்பட்டு	033	நாகப்பட்டினம்	011	திருவள்ளூர்	021
சென்னை	001	நாகர்கோவில் (கண்ணியாகுமரி )	119	திருவாரூர்	023
கோயம்புத்தூர்	002	நாமக்கல்	012	துத்துக்குடி	024
கடலூர்	003	பெரம்பலூர்	014	திருச்சிராப்பள்ளி	025
தர்மபுரி	004	புதுக்கோட்டை	015	திருநெல்வேலி	026
திண்டுக்கல்	005	இராமநாதபுரம்	016	திருப்பத்தூர்	037
ஈரோடு	006	இராணிப்பேட்டை	035	திருப்பூர்	032
கள்ளக்குறிச்சி	034	சேலம்	017	உதகமண்டலம்	013
காஞ்சிபுரம்	007	சிவகங்கை	018	வேலூர்	027
கரூர்	009	தென்காசி	036	விழுப்புரம்	028
கிருஷ்ணகிரி	031	தஞ்சாவூர்	019	விருதுநகர்	029
மதுரை	010	தேனி	020	புதுடிச்சி	175

**Note / குறிப்பு:-**

The candidates should write the examination only at the Head quarters of the District in which they are working, unless or otherwise they are specifically permitted by the Tamil Nadu Public Service Commission to write the Examination in any other Centre. This condition will not apply to the unemployed candidates and candidates employed in private concerns.

விண்ணப்பதாரர்கள் தாங்கள் பணிபுரியும் மாவட்டத்தின் தலைநகரில் தான் தேர்வு எழுத வேண்டும். வேறு தேர்வு மையத்தில் தேர்வு எழுத வேண்டுமெனில் அதற்குத் தேர்வாணையத்தின் தனிப்பட்ட அனுமதி பெறவேண்டும். இந்த நிபந்தனை பணிபில் இல்லாதவர்களுக்கும், தனிபார் நிறுவனங்களில் பணிபுரிபவர்களுக்கும் பொருந்தாது.

## **VII. CHANGE OF CENTRE**

The candidate will appear for the examination at the centre where he/ she is employed. Any subsequent claim, in regard to change of centre made thereafter on submission of online application will not be entertained.

**தேர்வு மையத்தை மாற்றுதல்**

விண்ணப்பதாரர் தான் பணிபுரியும் இடத்தைச் சேர்ந்த தேர்வு மையத்திலேயே தேர்வு எழுத வேண்டும். விண்ணப்பத்தினை சமர்ப்பித்த பின்னர் மைய மாற்றத்திற்கான கோரிக்கை கவனிக்கப்பட மாட்டாது.

**VIII. SCHEDULE OF WRITTEN EXAMINATIONS:-**

**All the candidates shall be present in examination venue One hour before (i.e., 8.30 a.m. forenoon and 1.30 p.m. afternoon) the commencement of the examination. However candidates are not allowed inside the venue after 9.00 a.m and 2.00 p.m in the forenoon and afternoon sessions respectively.**

**தேர்வின் கால அட்டவணை:-**

விண்ணப்பதாரர்கள் தேர்வு தொடங்குவதற்கு ஒரு மணி நேரத்திற்கு முன்பாக அதாவது 8.30 முற்பகல் மற்றும் 1.30 பிற்பகல் தேர்வு மையத்திற்கு வருகை புரிய வேண்டும். முற்பகல் 9.00 மற்றும் பிற்பகல் 2.00-க்கு பின்னர் வரும் விண்ணப்பதாரர்கள் எவரும் தேர்வுக் கூடத்திற்குள் அனுமதிக்கப்படமாட்டார்கள்.

**FEE:-**

The fee payable for each of the tests included in the Departmental Examinations is given in the Annexure-III.

**தேர்வுக் கட்டணம்:-**

துறைத் தேர்வில் அடங்கியுள்ள ஒவ்வொரு தேர்வுக்கும் செலுத்தப்பட வேண்டிய தேர்வுக் கட்டணம் பிற்சேர்க்கை -III ல் கொடுக்கப்பட்டுள்ளது.

**Note / குறிப்பு:-**

i) Candidates are at liberty to apply for as many tests as the time table allows. If a candidate applies for two or more tests which are held at one and the same time, he/she will be permitted to write only one of the tests which may be decided by him/her, even though all the opted tests appear in the Memorandum of admission.

விண்ணப்பதாரர்கள் கால அட்டவணையில் உள்ள எத்தனை தேர்வுகளையும் எழுதுவதற்கு விண்ணப்பிக்கலாம். ஒரு விண்ணப்பதாரர், ஒரே நேரத்தில் நடைபெறவிருக்கும் இரண்டு அல்லது அதற்கு மேற்பட்ட தேர்வுகளை எழுத விண்ணப்பித்திருந்து, அதற்காக இவ்வலுவலகத்திலிருந்து அத்தேர்வுகளுக்குரிய தேர்வு நுழைவுச் சீட்டு பெறப்பட்டிருந்தாலும், தனது விருப்பப்படி அத்தேர்வுகளில் ஏதாவது ஒரு தேர்வை மட்டுமே எழுதுவதற்கு அவர் அனுமதிக்கப்படுவார்.

ii) If, for any reason, the Commission is not satisfied as to the trustworthiness of a candidate's result, the candidate will be required to undergo examination in one or more of the subjects of the examinations for which he appeared and his success or failure will be determined on the result of such re – examination.

ஏதாவது காரணத்தினால், விண்ணப்பதாரருடைய தேர்வு முடிவின் நம்பகத்தன்மையில் தேர்வாணையம் மனநிறைவு கொள்ளாவிடில், அவர் எழுதிய தேர்வின் ஒன்று அல்லது அதற்கு மேற்பட்ட பாடங்களின் மறுதேர்வுக்கு அவர் உட்படுத்தப்படுவார். இம்மறுதேர்வின் முடிவுகளின் அடிப்படையில் தான் அவருடைய வெற்றி அல்லது தோல்வி நிர்ணயிக்கப்படும்.

**IX. SYLLABUS / SCHEME / PATTERN / TYPE OF DEPARTMENTAL EXAMINATION****துறைத்தேர்வுகளுக்கான பாடத்திட்டம் / தேர்வு அமைப்பு முறை****The detailed syllabus and the pattern / type of Examination / Duration of Examination / minimum pass marks (Annexure-II) of the Departmental test****துறைத் தேர்வுகளுக்கான விரிவான பாடத்திட்டம் மற்றும் தேர்வின் வகை / தேர்வு அமைப்பு முறை / தேர்வின் கால அளவு / தேர்ச்சி பெற தேவையான குறைந்தபட்ச மதிப்பெண்கள் (இணைப்பு II)****Note / குறிப்பு:-**

Candidates are allowed the option to answer the paper in all the tests either in English or in Tamil or partly in English and partly in Tamil, except for the Language Tests, Translation Tests, General Educational Test Paper-I, Audit Superintendents of Highways Department - First Paper, Members of the Staff of the Tamil Nadu Khadhi and Village Industries Board-First Paper.

விண்ணப்பதாரர்கள், மொழித் தேர்வு மொழி பெயர்ப்புத் தேர்வு, பொது கல்வித் தகுதித் தேர்வு தாள்-I, நெடுஞ்சாலைத் துறை யில் தணிக்கை கண்காணிப்பாளர் தாள்-I, தமிழ்நாடு கதர் கிராம தொழில் வாரியம், தாள்-I, ஆகியவற்றைத் தவிர, பிற துறைத் தேர்வுகளை ஆங்கிலத்தில் அல்லது தமிழில் அல்லது விடைத் தாளின் ஒரு பகுதியை ஆங்கிலத்திலும் மறுபகுதியைத் தமிழிலும் கலந்து விடையளிக்க அவர்கள் அனுமதிக்கப்படுவர்.

**X. GENERAL EDUCATIONAL TEST (S.S.L.C. Std.)****பொதுக் கல்வித் தகுதித் தேர்வு (எஸ். எஸ். எல். சி. பாடத்திட்டம்)**

The classes of persons mentioned in column (2) of Table below are eligible to apply for admission to the Examination for the purpose specified in the corresponding entry in column (3) subject to production of the certificate obtained from the authorities mentioned in column (4) thereof:-

பொதுக் கல்வித் தகுதித் தேர்வு (எஸ். எஸ். எல். சி. பாடத்திட்டத்தின்படி) கீழே உள்ள அட்டவணையின் கலம் (2)-ல் குறிப்பிடப்பட்டுள்ள நபர்கள், அதற்கெதிராகக், கலம் (3)-ல் குறிப்பிடப்பட்டுள்ள காரணங்களுக்காக கலம் (4)-ல் கூறப்பட்டுள்ள தகுதியுடைய அலுவலரிடமிருந்து பெறப்பட்ட சான்றிதழுடன் இத்தேர்வுக்கு விண்ணப்பிக்கலாம்.

**TABLE**

Sl. No	Classes of Person	Purpose	Competent authority to issue the Certificate
(1)	(2)	(3)	(4)
1.	Members, who do not possess the Minimum General Educational Qualification, employed in any of the Subordinate Services.	To qualify for promotion or for transfer to other posts, for which the service rules prescribe M.G.E.Q	Head of the Department concerned.
2.	Employees of Local Bodies, Corporations, Panchayats, Panchayat Unions, Municipalities and Town Panchayats.	To qualify for promotion or transfer to other posts for which Minimum General Educational Qualification is prescribed.	District Collector (P.D. Unit) or Commissioners / Divisional Development Officers concerned.

3.	Employees of Board High Schools and Higher Secondary Schools.	To qualify for promotion or transfer to other posts for which Minimum General Educational Qualification is prescribed.	Chief Educational Officer, District Educational Officer of the District concerned.
4.	Employees of Agricultural Marketing Committees.	- Do -	Secretary, Agricultural Marketing Committee.
5.	Employees, who do not possess the M.G.E.Q., employed in the National Cadet Corps Units.	- Do -	Director, National Cadet Corps, Chennai.
6.	Employees, who do not possess the M.G.E.Q., employed in Local Library Authorities.	- Do -	Chairman, Local Library Authority, Chennai.
7.	Employees of State owned Corporations.	- Do -	Appointing authority concerned.

### அட்டவணை

வரிசை எண்	நபர்கள்	காரணம்	சான்றிதழ் அளிக்க தகுதியுடைய அலுவலர்
(1)	(2)	(3)	(4)
1.	சார்நிலைப் பணிகளில் பணிபுரியும் குறைந்தபட்ச பொதுக்கல்வித் தகுதி பெறாதவர்கள்	குறைந்தபட்ச பொதுக்கல்வித் தகுதி நிர்ணயம் செய்யப்பட்ட பதவிகளுக்கு மாறுதலில் அல்லது பதவி உயர்வில் செல்ல தகுதி பெறுவதற்கு	சம்பந்தப்பட்ட துறைத் தலைவர்
2.	உள்ளாட்சிகள், மாநகராட்சிகள், ஊராட்சிகள், ஊராட்சி ஒன்றியங்கள், நகராட்சிகள், பேரூராட்சிகள் ஆகியவற்றின் பணியாளர்கள்	மேற்படி	அந்தந்த மாவட்ட ஆட்சியர் (ஊராட்சி வளர்ச்சி)
3.	வாரிய உயர்நிலைப் பள்ளிகள், மேனிலைப்பள்ளிகள் ஆகியவற்றின் பணியாளர்கள்	மேற்படி	அந்தந்த மாவட்டங்களின் முதன்மைக் கல்வி அலுவலர், மாவட்டக் கல்வி அலுவலர்
4.	வேளாண் விற்பனைக் குழுவின் பணியாளர்கள்	மேற்படி	செயலாளர், வேளாண் விற்பனைக் குழு
5.	தேசிய மாணவர் படைப்பிரிவில் பணியாற்றும் குறைந்தபட்சக் கல்வித் தகுதி இல்லாத பணியாளர்கள்	மேற்படி	இயக்குநர், தேசிய மாணவர் படை, சென்னை
6.	வட்டார நூலக ஆணைக் குழுக்களில் பணியாற்றும் குறைந்தபட்சக் கல்வித் தகுதி பெறாத பணியாளர்கள்	மேற்படி	தலைவர், வட்டார நூலக ஆணைக் குழு, சென்னை
7.	அரசுக்கு சொந்தமான கழகங்களில் பணிபுரியும் பணியாளர்கள் (state owned Coporation)	மேற்படி	பணி நியமனம் செய்யும் சம்பந்தப்பட்ட அலுவலர்கள்



**Note / குறிப்பு:-**

i) The authority competent to issue the certificate in respect of persons employed in the Revenue Department, Commercial Taxes Department and Survey and Land Records Department shall be the Collector of the District, the Deputy Commissioner of Commercial Taxes concerned and the Deputy Director of Survey and Land Records, respectively.

வருவாய்த் துறையில் பணிபுரியும் அலுவலர்கள் அம்மாவட்ட ஆட்சியரிடமிருந்தும், வணிக வரித் துறையில் பணி புரியும் அலுவலர்கள் சம்மந்தப்பட்ட வணிகவரித் துறை துணை ஆணையரிடமிருந்தும், நில அளவை மற்றும் பதிவுருக்கள் துறையில் பணி புரியும் அலுவலர்கள் அத்துறையின் துணை இயக்குநரிடமிருந்தும் சான்றிதழைப்பெற வேண்டும்.

ii) The candidates who apply for GENERAL EDUCATIONAL TEST (SSLC STANDARD) should furnish the particulars along with certificate of eligibility duly attested by their Head of the Department in the format furnished below and handover the same to the Invigilator on the last day of the examination. Failure to do so will be liable for rejection of their application.

பொதுக் கல்வித் தகுதித் தேர்வுக்கு (S.S.L.C. தரம்) விண்ணப்பிக்கும் விண்ணப்பதாரர்கள், தங்கள் துறைத் தலைவரால் சான்றொப்பமிடப்பட்ட தகுதிச் சான்றுடன் கீழ்க்கண்ட படிவத்தில் கோரப்பட்டுள்ள விவரங்களை பூர்த்தி செய்து துறைத் தலைவரின் சான்றொப்பத்தினைப் பெற்று தேர்வு நாளன்று தேர்வுக் கூடத்திற்கு எடுத்து வரவேண்டும். தேர்வு முடிந்தவுடன் இதனை அறைக் கண்காணிப்பாளரிடம் ஒப்படைக்க வேண்டும். அவ்வாறு செய்யத் தவறின் விண்ணப்பங்கள் நிராகரிக்கப்படும்.

**FORMAT**

1. Name of the Post held by him/her	
2. Whether his/her services have been regularized or whether he has been appointed temporarily and the services to which he/she belong to.	
3. Basic pay in the Post held by him/her	
4. Period of Service rendered so far in the Post.	
5. Highest Educational Qualification (attested copy of Mark List to be enclosed)	
6. Whether Provincialised or non- Provincialised	
7. Reason for which he/she has applied for admission to General Educational Test of the SSLC Standard.	

Place:

Signature with Designation

Office Seal

**XI. SECOND / THIRD CLASS LANGUAGE TEST :**

i) The Second Class Language Test (Tamil), is conducted for persons in Government Service and for persons aspiring for Government service, who have passed S.S.L.C. Public Examination, but have not studied Tamil as one of the Languages, or not studied the high school course in Tamil medium of instruction. Such candidates should submit a copy of SSLC Mark List / T.C. during the Viva Voce Examination.

### **இரண்டாம் / மூன்றாம் நிலை மொழித் தேர்வு**

இரண்டாம் நிலை மொழித் தேர்வு (தமிழ்) என்பது தமிழ்நாடு அரசுப்பணியில் சேர்ந்த / சேர விழையும் நபர்கள் பள்ளியிறுதி வகுப்பு தேர்ச்சி வரை, தமிழ் மொழியை பாட மொழியாகவோ மற்றும் பயிற்று மொழியாகவோ கற்காமல், வேறு மொழியைக் கற்றவர்களுக்காக நடத்தப்படுகிறது. மேற்படி விண்ணப்பதாரர்கள் பள்ளியிறுதி வகுப்பு தேர்ச்சி சான்றிதழ்கள் / மாற்றுச் சான்றிதழ்களின் நகல்களை நேர்முகத் தேர்வின் போது சமர்ப்பிக்க வேண்டும்.

ii) **THE THIRD CLASS LANGUAGE TEST (VIVA VOCE)** in Tamil/Telugu is conducted only for Assistant Curators in the Government Museum and in Hindi / Kannada / Malayalam / Telugu / Urdu for Probationary Sub-Registrars and Probationary District Registrars in the Registration Department. Hence the above candidates are directed to inform the details of their employment in the applications without fail.

**மூன்றாம் நிலை மொழித் தேர்வு** - தமிழ் மற்றும் தெலுங்கு மொழிகளுக்கு அரசு அருங்காட்சியகங்களில் Assistant Curator பதவியில் உள்ளவர்களும், இந்தி, கன்னடம், மலையாளம், தெலுங்கு மற்றும் உருது ஆகிய மொழிகளுக்கு பதிவுத்துறையில் துணைப்பதிவாளர் மற்றும் மாவட்டப் பதிவாளர் பதவியில் உள்ளவர்களும் விண்ணப்பிக்கலாம். எனவே, இவ்விண்ணப்பதாரர்கள் தாங்கள் பணிபுரியும் விவரத்தை தவறாது தெரிவிக்குமாறு அறிவுறுத்தப்படுகிறார்கள்.

iii) The candidates who satisfy the above conditions **alone need apply** for these tests and those who are not covered under the above categories are not eligible to apply for the test. The applications if any, received from candidates other than that of the two categories mentioned above will be rejected summarily / or made ineligible for the said tests, as the case may be.

மேற்காணும் நிபந்தனைகளுக்குட்பட்ட விண்ணப்பதாரர்கள் **மட்டுமே** இத்தேர்வுகளுக்கு விண்ணப்பிக்க வேண்டும். அவ்வாறில்லாத விண்ணப்பதாரர்களின் விண்ணப்பங்கள் முழுமையாக நிராகரிக்கப்படும் / அல்லது இத்தேர்வுகளுக்கு விண்ணப்பிக்க தகுதியற்றவராக்கப்படுவார்கள்.

iv) The candidates, who are applying for the **II / II Class Part-D and III class language test** should send the downloaded copy of applications immediately without fail to the Commission's office.(Test Code Nos: 019 & 201, 202, 203, 204, 205, 206 & 207)

**இரண்டாம் நிலை / இரண்டாம்நிலை பகுதி-ஈ மற்றும் மூன்றாம் நிலை மொழித் தேர்விற்கு** விண்ணப்பிக்கும் விண்ணப்பதாரர்கள், பதிவிறக்கம் செய்து பெறப்படும் விண்ணப்பத்தின் நகலினை தேர்வாணையத்திற்கு அனுப்பி வைக்க வேண்டும். (தேர்வு குறியீட்டு எண்கள் 019 & 201, 202, 203, 204, 205, 206 & 207)

### **XII. DIFFERENTLY ABLED CANDIDATES / மாற்றுத்திறனாளிகள் :**

i) The candidates those who are differently abled must mention the disability in the online application without fail. They should produce the proof of evidence in the Examination hall, compulsorily.

மாற்றுத் திறனாளி விண்ணப்பதாரர்கள், அவர்களின் இயலாமை வகையினை விண்ணப்பத்தில் தவறாமல் குறிப்பிட வேண்டும். மேலும், மாற்றுத் திறனாளி குறித்த ஆதாரத்தினை கட்டாயமாக தேர்வு அறையில் சமர்ப்பிக்க வேண்டும்.

ii) Persons with benchmark disabilities in the category of blindness / locomotor disability – both arm affected / cerebral palsy the facility of scribe shall be given, if so desired. In case of other categories of persons with benchmark disabilities, the provision of scribe can be allowed on

production of a certificate to the effect that, the person concerned has physical limitations to write including that of speed, and a scribe is recommended to write examination in his behalf, from the Chief Medical Officer / Civil Surgeon / Medical Superintendent of a Government Health Care Institution, in the proforma annexed in Appendix -I, if so desired by that person.

பார்வைத்திறன் குறைபாடு, இரு கைகளும் பாதிக்கப்பட்ட இயக்க குறைபாடு மற்றும் பெருமூளை வாதம் உடைய மாற்றுத்திறனாளிகள், விருப்பத்தின் பேரில், உதவியாளர்கள் அமர்த்திக்கொள்ள அனுமதிக்கப்படுவார்கள். உதவியாளர் கோரும் இதர மாற்றுத் திறனாளி விண்ணப்பதாரர்கள், தேர்வு எழுத இயலாமையினால், உதவியாளர் அமர்த்திக்கொள்ள பரிந்துரைத்து முதன்மை மருத்துவ அலுவலர் / அறுவை சிகிச்சை நிபுணர் / அரசு சுகாதார நிறுவன மருத்துவக் கண்காணிப்பாளரால், வழங்கப்பட்ட சான்றிதழ் (இணைக்கப்பட்ட படிவத்தில் Appendix-I) சமர்ப்பிக்க வேண்டும்.

iii) Differently abled candidate will be allowed extra time in the ratio of 20 minutes per hour (both Objective and Descriptive type of examination) for writing the departmental examination.

மாற்றுத்திறனாளி விண்ணப்பதாரர்கள் தேர்வு எழுதுவதற்கு ஒரு மணி நேரத்திற்கு இருபது நிமிடம் என்ற விகிதத்தில் (கொள்குறி வகை மற்றும் விரிவான விடை எழுதும் வகை தேர்வுகள்) கூடுதல் நேரம் வழங்கப்படும்.

iv) The Chief Invigilator shall arrange for the scribes and the scribes will be paid remuneration by the Commission.

தேர்வுஎழுதுவதற்கு உதவியாளர்களை முதன்மை கண்காணிப்பாளர் ஏற்பாடு செய்வார். அவர்களுக்கு மதிப்பூதியம் தேர்வாணையத்தால் வழங்கப்படும்.

v) Before closure of the examination, the scribe will read what he/she has written in the answer book so as to ensure the correctness of the dictation. A declaration to this effect should be given by such candidates with thumb impression/signature.

தேர்வின் முடிவில், விண்ணப்பதாரர் கூறியதைத்தான் உதவியாளர் எழுதியுள்ளார் என்பதை உறுதி செய்யும் பொருட்டு, உதவியாளர் விடைத்தாளில் தான் எழுதியதைப் படித்துக்காட்டுவார். இதற்கான சான்றிதழை விண்ணப்பதாரர் தனது பெருவிரல் ரேகை பதிவு செய்து / கையொப்பமிட்டு அளிக்க வேண்டும்.

vi) Candidates who are unable to make use of their own hands due to any infirmity to hold the answer books or turn the pages for answering the questions are allowed the assistance of a mazdoor subject to the conditions that the candidate has to engage an uneducated mazdoor to hold the book and turn the pages at his own cost.

விடைத்தாள்களைக் கைகளால் பிடித்து அதன் பக்கங்களைத் திருப்புவதற்கு இயலாத விண்ணப்பதாரர் நிபந்தனைகளுக்குட்பட்டு உதவியாளர் (Mazdoor) ஒருவர் உதவியுடன் தேர்வு எழுத அனுமதிக்கப்படுவார். இவ்வாறு உதவி செய்வதற்கு எழுத்தறிவு இல்லாத ஒருவரை (Uneducated Mazdoor) விண்ணப்பதாரரே தன் சொந்த செலவில் நியமித்துக் கொள்ள வேண்டும்.

### **XIII. GENERAL INSTRUCTIONS / பொதுவான விதிமுறைகள்:**

1. Any communication intended for the Commission must be made in writing with the particulars of Application Number assigned to him, the centre chosen by him/her and the name of the test for which he/she has applied and the Register Number, if any assigned to him/her and addressed only to the **Controller of Examinations**. If a reply is sought, a self-addressed and sufficiently stamped envelope should be sent so as to comply with his/her request.

தேர்வாணையத்திற்கு அனுப்பப்படும் எவ்விதத் தகவலும், எழுத்து மூலமாக, விண்ணப்பதாரருக்கு ஒதுக்கப்பட்ட விண்ணப்ப எண், விண்ணப்பதாரர் விண்ணப்பித்துள்ள தேர்வின் பெயர், பதிவு எண், தேர்ந்தெடுத்துள்ள தேர்வு மையம் ஆகிய விவரங்கள் குறிப்பிடப்பட்டு தேர்வுக்கட்டுப்பாட்டு அலுவலருக்கு மட்டுமே முகவரியிடப்பட வேண்டும். மறுமொழி வேண்டியிருப்பின், தன் முகவரியுடன், போதிய அஞ்சல் வில்லை ஒட்டப்பட்ட உறையும் அனுப்பப்பட வேண்டும்.

2. A candidate submitting an application to the Departmental Examinations will abide by all the rules in force.

துறைத் தேர்வு எழுதுவதற்கு விண்ணப்பம் சமர்ப்பிக்கும் ஒரு விண்ணப்பதாரர், தேர்வுகள் தொடர்பாக நடைமுறையிலிருக்கும் விதிகளுக்கு உட்பட்டவராவார்.

3. Candidates should sit for the examination only at the centre mentioned in the Memorandum. Candidates appearing at a centre other than the one mentioned in the Memorandum should produce an order from the Tamil Nadu Public Service Commission in which change of centre has been permitted.

விண்ணப்பதாரர்கள் அனுமதிக் குறிப்பாணையில் குறிப்பிட்டுள்ள தேர்வு மையத்தில்தான் தேர்வு எழுதவேண்டும். அனுமதிக் குறிப்பாணையில் கண்டுள்ள தேர்வு மையத்தில் இல்லாது வேறு மையத்தில் தேர்வு எழுதுபவர்கள் தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணையத்திடமிருந்து பெற்ற தேர்வு மைய மாற்றம் அனுமதிக்கப்பட்டதற்கான குறிப்பாணையைக் காண்பிக்க வேண்டும்.

4. No candidates whose name is not in the Attendance Sheet will be admitted into the examination hall.

தேர்வுக்கு அனுமதிக்கப்பட்டவர்களின் வருகை பெயர் பட்டியலில் பெயர் இல்லாத எவரும் தேர்வுக் கூடத்திற்குள் அனுமதிக்கப்பட மாட்டார்கள்.

5. Candidates should bring with them to the examination hall on each day of the examination the Memorandum of admission issued to them for inspection by the Invigilator and if they fail to do so they will not be allowed to write the examination.

விண்ணப்பதாரர்கள் அனுமதி குறிப்பாணையை ஒவ்வொரு தேர்வு நாளின் போதும் எடுத்து வரவேண்டும். அவ்வாறு செய்யத் தவறுபவர்கள் தேர்வு எழுத அனுமதி மறுக்கப்படுவர்.

6. Smoking is prohibited in the examination hall.

தேர்வு கூடத்தில் புகைப் பிடிப்பது தடை செய்யப்படுகிறது.

7. No candidates suffering from any contagious disease will be admitted into the examination hall.

தொற்று நோயினால் பாதிக்கப்பட்டுள்ள விண்ணப்பதாரர்கள் தேர்வுக்கூடத்திற்குள் அனுமதிக்கப்படமாட்டார்கள்.

8. **The candidates are required to attend both objective and descriptive type of Departmental Examinations compulsorily for the Test Codes for which both objective and descriptive type of examinations are prescribed.**

ஒருங்கிணைந்த கொள்குறி வகை மற்றும் விரிந்துரைக்கும் வகை துறைத் தேர்வுகளுக்கு விண்ணப்பதாரர்கள் கொள்குறி வகை மற்றும் விரிந்துரைக்கும் வகையென அமையப் பெற்ற இரண்டு வகைத் தேர்வுகளுக்கும் கட்டாயமாக வருகை புரியவேண்டும்.

9. The candidates are required to obtain minimum pass marks in both types (objective & descriptive) for considering them as passed in the Departmental Tests where combination of objective and descriptive type of examinations is prescribed in respect of the Departmental Test.

விண்ணப்பதாரர்கள் கொள்குறி வகை மற்றும் விரிவான விடை எழுதும் வகையில் ஒருங்கே அமையப்பெற்ற மேற்படி துறைத்தேர்வுகளில் இரண்டு வகைத் தேர்வுகளிலும் தேர்ச்சி பெற நிர்ணயிக்கப்பட்ட குறைந்தபட்ச தேர்ச்சி மதிப்பெண்களைக் கட்டாயமாகப் பெற்றால்தான் குறிப்பிடப்பட்ட துறைத்தேர்வில் தேர்ச்சி பெற்றவராக கருதப்படுவர்.

10. No candidates will be allowed to leave the examination hall till the closure of the examination.

எந்தவொரு விண்ணப்பதாரரும் தேர்வுக்குரிய நேரம் முடிவதற்கு முன்பாகத் தேர்வுக் கூடத்தை விட்டுச் செல்ல அனுமதிக்கப்படமாட்டார்.

11. Strict silence should be maintained in the examination hall.

தேர்வுக்கூடத்திற்குள் கண்டிப்பாக அமைதி கடைபிடிக்கப்பட வேண்டும்.

#### **XIV. SPECIAL INSTRUCTIONS FOR COMPUTER BASED ONLINE TEST**

##### **கணினி வழி இணைய தேர்வு முறைக்கான சிறப்பு விதிமுறைகள்**

- i) The candidate has to appear for the examination where he/she has been allotted to the examination. Change of centre or venue is not permitted. He/She has to carry the Hall Ticket (Admission Card) and same has to be produced at the examination venue. Each candidate will be assigned a computer to take up the examination. Candidates will be provided with a user name and password to login the system. Necessary instructions will be displayed on screen. Kindly read all the instructions carefully.

விண்ணப்பதாரர்கள் அவர்களுக்காக ஒதுக்கப்பட்ட தேர்வு மையத்தில் மட்டுமே தேர்வு எழுத வேண்டும். தேர்வு மையத்தினை மாற்றும் செய்ய அனுமதிக்கப்பட மாட்டாது. விண்ணப்பதாரர்கள் நுழைவுச் சீட்டினை தேர்வு மையத்திற்குக் கொண்டு சென்று காண்பிக்கப்பட வேண்டும். விண்ணப்பதாரர்கள் பயனாளர் குறியீடு மற்றும் கடவுச்சொல்லைப் பயன்படுத்தி கணினியில் புகுபதிகை செய்ய வேண்டும். திரையில் தோன்றும் அனைத்து அறிவுரைகளையும் கவனமாகப் படிக்கவும்.

- ii) Candidates are not permitted to carry any electronic and/or communication device into the examination hall. They are advised not to bring the electronic gadgets with them.

விண்ணப்பதாரர்கள் மின்னணு மற்றும் தகவல் தொடர்பு சாதனங்களை தேர்வு அறைக்குள் கொண்டு செல்ல அனுமதியில்லை. அதனால் மின்னணு சாதனங்களை எடுத்து வர வேண்டாம் என அறிவுறுத்தப்படுகிறார்கள்.

- iii) Computer Based Test, is similar to paper pen shading test.

கணினி வழி தேர்வு என்பது, தாளின் மீது எழுதுகோல் கொண்டு விடையை நிரப்பும் தேர்வு போன்றதே.

- iv) In Computer Based Test, questions with four options each will be displayed in the computer screen.

கணினி வழி தேர்வில், நான்கு விடைகள் திரையில் தோன்றும்.

- v) Candidate can use only the mouse to select the correct answers and proceed with answering the questions.  
விண்ணப்பதாரர்கள் சுட்டியைப் பயன்படுத்தி சரியான விடையினை தேர்ந்தெடுத்து கேள்விகளுக்கு பதிலளிக்கலாம்.
- vi) Candidates will be provided with a paper for doing rough work. After closure of the examination, rough sheet will be collected.  
விண்ணப்பதாரர் ஒவ்வொருவருக்கும், வழிமுறைகளுக்காக பயன்படுத்தும் பொருட்டு தனித்தாள் வழங்கப்படும். தேர்வு முடிவுற்ற பின் தனித்தாள் திரும்பப் பெறப்பட்டுவிடும்.
- vii) Candidate has to click the best answer to the question. Candidates can proceed to the next question by clicking next button. Or previous question by clicking previous button.  
விண்ணப்பதாரர்கள் உரிய விடையினை சொடுக்க வேண்டும். விண்ணப்பதாரர்கள், 'next' என்ற பொத்தனை சொடுக்குவதன் மூலம் அடுத்த கேள்விக்கு செல்லலாம் அல்லது 'previous' என்ற பொத்தனை சொடுக்குவதன் மூலம் முன்புள்ள கேள்விக்கு செல்லலாம்.
- viii) Candidates can review any question and the answers, and the answers can be changed at any time before the closure of examination. They can skip the questions also, if they desire so.  
விண்ணப்பதாரர்கள் எந்த கேள்வியினையும் பார்வையிடலாம், தேர்வு முடியும் நேரத்திற்கு முன் எப்போது வேண்டுமானாலும் விடையினை மாற்றலாம். அவர்கள் விரும்பினால், சில கேள்விகளுக்கு விடையளிக்காமல் அடுத்த கேள்விக்கும் செல்ல முடியும்.
- ix) The Question and optional answers will be shuffled randomly and displayed to the candidate.  
ஒவ்வொரு விண்ணப்பதாரரின் திரையிலும், கேள்விகள் மற்றும் விடைகளின் வரிசை மாற்றம் செய்யப்பட்டிருக்கும்.
- x) Candidate can submit their answers at any time during the examination.  
விண்ணப்பதாரர்கள், தேர்வு நேரத்திற்குள் எப்பொழுது வேண்டுமானாலும் தங்களது விடையினை சமர்ப்பிக்கலாம்.
- xi) Once the answers are submitted, the candidates have no option to proceed further.  
விடையினை சமர்ப்பித்த பிறகு தேர்வினை தொடர முடியாது.
- xii) If the candidate fails to submit their answers, the system will automatically submit the answers to the server, at the closure of the examination.  
விண்ணப்பதாரர்கள் தங்கள் விடையினை சமர்ப்பிக்க தவறும்பட்சத்தில், தேர்வு முடியும் தருவாயில் தானாகவே விடைகள் சமர்ப்பிக்கப்பட்டுவிடும்.
- xiii) No computer knowledge is required to take up the Computer Based Test. Knowledge in Mouse operation is suffice to take up the Computer Based Test.  
கணினி வழி தேர்விற்கு, சுட்டியினை எவ்வாறு பயன்படுத்துவது என்று தெரிந்தாலே போதுமானது, கணினியறிவு அவசியமில்லை.

- xiv) The question and answers can be zoomed to the required level for the candidates with visual impairment. Candidates have to sign the attendance sheet and affix thumb impression for verification of his/her identity. All the activities of the candidates with the mouse will be recorded in the server and a log file will be created for future reference. The Examination Hall will be under camera surveillance. To acquaint with the operation of Mouse and the CBT, the candidates can take up the mock test available in the Commissions website ( [www.tnpsc.gov.in](http://www.tnpsc.gov.in) ) and they can practice the usage of mouse in the mock test. Mock test is similar to the CBT to be held on the day of examination. In the Mock test, all the steps are given similar to the CBT. Candidate can practice the mock test as many times as he/she likes.

பார்வைக் குறைபாடுள்ளவர்கள், கேள்வி மற்றும் விடைகளை தேவைக்கேற்ப எழுத்து வடிவங்களை பெரிதாக்க முடியும். விண்ணப்பதாரர்கள், தங்களது அடையாளத்தை உறுதி செய்ய, வருகைத்தாளில் கையொப்பமிட்டு பெருவிரல் ரேகையினைப் பதிவு செய்ய வேண்டும். சுட்டியின் அனைத்து செயல்பாடுகளும் சேவையகத்தில் சேமிக்கப்பட்டு, பின்னாளில் பார்வையிடுவதற்கிணங்க, கோப்பு உருவாக்கப்படும். தேர்வறை புகைப்படக் கருவி மூலம் கண்காணிக்கப்படும். தேர்வாணைய இணையதளம் ([www.tnpsc.gov.in](http://www.tnpsc.gov.in))-ல் உள்ள மாதிரி தேர்வினை பழகுவதன் மூலம், கணினி வழி தேர்வில், சுட்டியைக் கையாளும் முறையினை அறிந்துகொள்ளலாம். மாதிரி தேர்வு என்பது, தேர்வு நாளன்று நடைபெறும் கணினி வழியில் நடைபெறும் இணைய தேர்வு போன்றது. மாதிரி தேர்வில் படிப்படியான அனைத்து விவரங்களும் அளிக்கப்பட்டுள்ளது. விண்ணப்பதாரர்கள் மாதிரி தேர்வினை எத்தனை முறை வேண்டுமானாலும் பழகிக் கொள்ளலாம்.

- xv) Answer sheet answered in a Departmental test other than the test mentioned by the candidate in the application/specified in the Hall Ticket will be invalidated.

விண்ணப்பதாரர்கள் விண்ணப்பத்தில் குறிப்பிடப்பட்டுள்ள அல்லது அனுமதிச்சீட்டில் குறிப்பிடப்பட்டுள்ள துறைத்தேர்வு அல்லாமல் வேறு துறைத்தேர்வினை மாற்றி எழுதும் விடைத்தாள் செல்லாததாகப்படும்.

## **XV. SPECIAL INSTRUCTIONS FOR DESCRIPTIVE TYPE / PATTERN OF EXAMINATION**

### **விரிவான விடை எழுதும் தேர்வு முறைக்கான சிறப்பு விதிமுறைகள்**

- a. The candidates will be supplied with descriptive answer booklets with Preprinted Personalized Bar Coding Sheet attached to it containing self-description of the candidate like Photo, Name, Register No., Test Code No. / Name of the Departmental Test, Date of the Examination, Venue of the Examination etc.

விண்ணப்பதாரருடைய புகைப்படம், பெயர், பதிவு எண், தேர்வுக்குறியீட்டு எண் / துறைத்தேர்வின் பெயர், தேர்வு நாள் மற்றும் தேர்வுக் கூடம் போன்ற விவரங்கள் அடங்கிய தனித்துவமான தன் விவர பட்டை தாளூடன் கூடிய விரிவான விடை எழுதும் விடைத்தாள் வழங்கப்படும்.

- b. It is the responsibility of the candidate to confirm as to the personal particulars printed in the Bar Coding Sheet are related to him / her before answering.

விண்ணப்பதாரர்களுக்கு வழங்கப்பட்ட தனித்துவமான தன் விவர பட்டை தாளில் அச்சிடப்பட்டு இருக்கும் தம்மைப்பற்றிய விவரங்கள் சரியாக உள்ளனவா என்பதை

பதிலளிக்க துவங்குமுன் உறுதி செய்து கொள் வேண்டியது விண்ணப்பதாரரின் பொறுப்பாகும்.

- C. Before starting to write the descriptive type of examination, candidates should check the bar code in the answer sheet given to them. If the answer sheet is defective in any way ask the Room Invigilator to replace it.

விண்ணப்பதாரர்கள் தேர்வு எழுதத் தொடங்குமுன் தங்களுக்கு வழங்கப்பட்டுள்ள தனித்துவமான தன் விவர பட்டை தாள் விடைத்தாளில் பட்டைக் குறிமுறை (bar code) இடப்பட்டுள்ளதா என சரிபார்த்துக் கொள்ளவும். மேலும், விடைத்தாள் எவ்வகையிலேனும் குறைபாடுடையதாக இருந்தால் அதனை மாற்றிக் கொடுக்கும்படி அறைக் கண்காணிப்பாளரிடம் கேட்கலாம்.

- d. Candidates are instructed to read the instructions to candidates on the reverse side of the bar coding sheet in the descriptive answer booklets.

தனித்துவமான தன் விவர பட்டை தாளின் பின் பக்கம் உள்ள விண்ணப்பதாரர்களுக்கான அறிவுரைகளை கவனமாகப் படிக்கவும்.

- e. Candidates are instructed to enter the number of pages answered by him in the space provided in the bar coding sheet.

விண்ணப்பதாரர்கள் தங்களால் விடையளிக்கப்பட்ட பக்கங்களின் எண்ணிக்கையை தன் விவர பட்டை தாளின் அதற்கென கொடுக்கப்பட்டுள்ள இடத்தில் நிரப்பப்பட வேண்டும்.

- f. Candidates are allowed to write the descriptive type of examination in ink or ball point pen (only blue or black or blue black).

அனைத்து விடைகளையும் மையினால் தான் எழுத வேண்டும். விண்ணப்பதாரர்கள் விடைகளை எழுத பந்துமுனைப் பேனாக்களையும் பயன்படுத்தலாம். அவர்கள் நீலம் அல்லது கருப்பு அல்லது கருநீலம் ஆகிய மைகளில் மட்டுமே எழுத அனுமதிக்கப்படுகிறார்கள்.

- g. Candidates are allowed the option to answer the paper in all the tests either in English or in Tamil or even to answer any of the papers partly in English and Partly in Tamil except the test on translation and the language test which have to be answered only in the language chosen by them in their applications.

மொழி பெயர்ப்புத் தேர்வு மற்றும் மொழித் தேர்வைப் பொருத்தமட்டில் விண்ணப்பப் படிவத்தில் குறிப்பிட்டுள்ள மொழியில்தான் விடைகளை எழுத வேண்டும். பிற துறைத் தேர்வுகளை ஆங்கிலத்திலோ அல்லது தமிழிலோ அல்லது விடைத்தாளின் ஒரு பகுதியை ஆங்கிலத்திலும் மறுபகுதியை தமிழிலும் கலந்தோ விருப்பப்படி விடையளிக்க அனுமதிக்கப்பட்டுள்ளனர்.

- h. Before starting to write the examination candidates should verify whether the page numbers are also in sequence. If the Answer Book (Main / Additional) is defective in any way ask the Room Invigilator to replace it.

விண்ணப்பதாரர்கள் தேர்வு எழுதத் தொடங்குமுன் தங்களுக்கு வழங்கப்பட்டுள்ள விடைத்தாளில் பக்க எண்கள் வரிசையாக உள்ளனவா என்பதையும் சரிபார்க்கவும். விடைத்தாள் (முதன்மை / கூடுதல்) எவ்வகையிலேனும் குறைபாடுடையதாக



இருந்தால் அதனை மாற்றிக் கொடுக்கும்படி அறைக் கண்காணிப்பாளரிடம் கேட்கலாம்.

- i. As the candidates details are preprinted in the personalized bar coding sheet, the candidates are instructed not to write their register number and test name, etc. anywhere in the main Answer Book, or on any other page including in the additional answer book, special kind of survey sheets, graph sheet, maps or in the journal sheet if any supplied to them. The answer book of the candidate who violates this instruction will be invalidated.

விண்ணப்பதாரர்களுக்கு வழங்கப்படும் விடைத்தாளில் தம்மைப் பற்றிய தன் விவரங்கள் அனைத்தும் அச்சிடப்பட்டுள்ளதால் தேர்வு நாடுவோர் தங்கள் பதிவு எண்கள் மற்றும் தேர்வு தாள் பெயர் ஆகியவைகளை முதன்மை விடைத்தாளில் எந்த ஒரு பக்கத்திலும் எழுதக்கூடாது. மேலும் அவர்களுக்கு வழங்கப்படும் கூடுதல் விடைத்தாளிலோ, நிலஅளவைத் துறைக்கான சிறப்பு தாள்களிலோ, கிராஃப் ஷீட், வரைபடங்கள், ஜர்னல் ஷீட் போன்றவைகளிலோ அல்லது மற்ற பக்கங்களிலோ அவர்களது பதிவு எண்ணை எழுதக்கூடாது. அவ்வாறு அல்லாமல் முதன்மை விடைத்தாள் மற்றும் மற்ற பக்கங்களில் தங்களது பதிவு எண்களை எழுதும் விண்ணப்பதாரர்களின் விடைத்தாள்கள் செல்லாதவைகளாக்கப்படும்.

- j. Candidates are strictly forbidden from writing their names or initials or any other names or initials on the main or additional answer books. They should not attach their names or initials or any other names or initials even in the order, judgement letter etc. EXCEPT WRITING ANSWER TO QUESTION, CANDIDATES ARE FORBIDDEN FROM MAKING ANY OTHER MARKS OR WRITING ANY FIGURES OR DRAWING ANY DIAGRAMS IN THE MAIN OR ADDITIONAL ANSWER BOOKS. No answer book (whether main or additional) in which these instructions are violated will be valued.

விண்ணப்பதாரர்கள் தம் பெயர்களையோ அல்லது தம் பெயர் சுருக்கங்களையோ அல்லது பிற பெயர்களையோ அல்லது அப்பெயர் சுருக்கங்களையோ முதன்மை அல்லது கூடுதல் விடைத்தாட்களில் எழுத கண்டிப்பாக தடைசெய்யப்படுகிறார்கள். விடைகளில் வரும் ஆணை, தீர்ப்பு, கடிதங்கள் முதலியவற்றில் கூட அவர்களுடைய பெயர்களையோ அல்லது பெயர் சுருக்கங்களையோ அல்லது மற்ற பெயர்களையோ அப்பெயர் சுருக்கங்களையோ எழுதக்கூடாது. வினாவிற்கான விடைகள் தவிர முதன்மை அல்லது கூடுதல் விடைத்தாட்களில் குறிகளை இடுதல், எண்களை எழுதுதல், படங்களை வரைதல் போன்றவைகளிலிருந்து விண்ணப்பதாரர்கள் தடை செய்யப்படுகிறார்கள். இத்தகைய விதிகள் மீறப்பட்ட விடைத்தாட்கள் (முதன்மை அல்லது கூடுதல்) மதிப்பீடு செய்யப்படமாட்டா.

- k. The lower part of the left hand pages or if necessary a page or pages of the answer books may be used for any rough work. The rough work should be crossed through afterwards.

விடைத்தாள்களின் கீழ் இடது பக்கம் அல்லது அவசியமிருப்பின் ஓரிரு தாட்கள் வழிமுறைகளுக்காகப் பயன்படுத்தப்படலாம். அவைகள் பிறகு குறுக்காக அடிக்கப்படவேண்டும்.

- l. In answering to practical questions candidates must show the entire detailed working in the answer books themselves.

செய்முறை வினாக்களுக்கான விடைகள் எழுதும் போது விண்ணப்பதாரர்கள் அனைத்து வழிமுறைகளையும் விடைத்தாள்களிலேயே குறித்துக் காட்டல் வேண்டும்.

- m. In answering papers candidates will on no account be allowed to exceed the time allotted for each paper. Candidate will on no account be allowed to change the test or parts of tests offered by them and for which they are admitted.

ஒவ்வொரு தாளுக்கும் வரையறுக்கப்பட்டுள்ள கால அளவினை கடந்து விடைகளை எழுத விண்ணப்பதாரர்கள் எக்காரணத்தைக் கொண்டும் அனுமதிக்கப்பட மாட்டார்கள். எக்காரணத்தைக் கொண்டும் விண்ணப்பதாரர்கள் அனுமதிக்கப்பட்ட தேர்வைத் தவிர வேறு தேர்வுகளையோ அல்லது தேர்வுகளின் பகுதிகளையோ மாற்றிக் கொள்ள அனுமதிக்கப்படமாட்டார்கள்.

- n. Candidates should give the correct numbers of the question or sub-divisions in their answers. If they fail to indicate the correct question number or sub-division of a question or if they give question number incorrectly they are liable to lose marks.

வினாக்களின் சரியான எண்கள் அல்லது உட்பிரிவுகளின்(sub-division) எண்களை தங்கள் பதிலில் சரியாக குறிக்க தவறினாலும் தவறுதலான வினா எண்களைக் குறித்தாலும் மதிப்பெண்களை இழக்க நேரிடும்.

- o. Candidates should bring authorised books with them for the purpose of answering the objective and descriptive type question papers in the test in the case of which the use of books are allowed. Books other than those prescribed for a test will not be allowed in answering the paper or papers in the test. Refer to the Commission's website [www.tnpsc.gov.in](http://www.tnpsc.gov.in) for the list of books allowed.

புத்தகங்களை வைத்து விடையெழுத அனுமதிக்கப்பட்ட கொள்குறி வகை மற்றும் விரிவான விடை எழுதும் துறைத்தேர்வுகளுக்கு விண்ணப்பதாரர்களே அனுமதிக்கப்பட்ட புத்தகங்களை தங்களுடன் கொண்டு வருதல் வேண்டும். அனுமதிக்கப்பட்ட புத்தகங்கள் அல்லாமல் வேறுபுத்தகங்களைக் கொண்டு தேர்வு எழுத அனுமதிக்கப்படமாட்டார்கள். அனுமதிக்கப்பட்ட புத்தகங்களின் பட்டியலை தேர்வாணைய இணையதளம் [www.tnpsc.gov.in](http://www.tnpsc.gov.in)-ல் காண்க.

- p. No candidates will be allowed to give books or to take books from any other candidates during the hours of examination.

தேர்வு நடைபெறும் நேரத்தில் எந்தவொரு விண்ணப்பதாரரும் புத்தகங்களை மற்றவர்களுக்கு கொடுக்கவோ அல்லது மற்ற விண்ணப்பதாரர்களிடமிருந்து வாங்கவோ அனுமதிக்கப்படமாட்டார்கள்.

- q. Candidates are required to provide themselves with their own pens, ink, and blotting paper and instrument boxes.

விண்ணப்பதாரர்களே எழுதுகோல், மை, மையொற்றித்தாள் மற்றும் கருவிப்பெட்டிகள் ஆகியவற்றை எடுத்து வரவேண்டும்.

- r. The candidates are permitted to use calculators at the examination hall only for writing the descriptive type of Examination.

விண்ணப்பதாரர்கள் விரிவான விடை எழுதும் வகையிலான தேர்வுகளுக்கு மட்டும் கணிப்புப் பொறியை (Calculator) உபயோகிக்க அனுமதிக்கப்படுவர்.

## **XVI General Notes to candidates appearing for the Departmental Examinations**

### **துறைத்தேர்வுகள் எழுதும் விண்ணப்பதாரர்களுக்கான பொதுவான குறிப்புகள்**

1. Any representation regarding the test for which the candidate is admitted should be made immediately on receipt of the memorandum of admission.

தேர்வு எழுத அனுமதிக்கப்பட்ட விண்ணப்பதாரர் தேர்வு தொடர்பான முறையீடு எதையேனும் தெரிவிக்க வேண்டியிருப்பின் அதனை அனுமதிக் குறிப்பாணை கிடைக்கப் பெற்றவுடன் தெரிவிக்க வேண்டும்.

2. Candidates should take the examination only at the Examination Hall assigned to his/her Register Number. Otherwise their answer books will be invalidated.

விண்ணப்பதாரர் அவருடைய பதிவு எண்ணுக்கு ஒதுக்கப்பெற்ற தேர்வுக்கூடத்தில் மட்டும் தான் தேர்வு எழுத வேண்டும். இல்லையெனில் அவரது விடைத்தாள்கள் செல்லாதவையாக்கப்படும்.

3. Candidates should write only the test for which he/she had applied and been admitted otherwise his/her answer books will be invalidated.

விண்ணப்பதாரர் எந்த தேர்வுகள் எழுத விண்ணப்பித்து அனுமதிக்கப்பட்டுள்ளாரோ, அந்த தேர்வு மட்டுமே அவர் எழுத வேண்டும். இல்லையெனில் அவரது விடைத்தாள்கள் செல்லாததாகக்கப்படும்.

4. Candidates appearing for the Departmental Examinations are warned that they should not use unauthorized books containing commentaries, guides, digests, summaries, etc., or books containing notes or unauthorized index noted down in ink or pencil while answering the papers with books. The answer books of the candidates who violate the instructions will be invalidated. The candidates will be expelled from the Examination Hall. They are also liable to be debarred from appearing for any of the examinations either for 3 years or for such term of years as the Commission decides as fit.

துறைத்தேர்வுகளை எழுதும் விண்ணப்பதாரர்கள் விளக்கவுரையுடன் கூடிய அங்கீகரிக்கப்படாத நூல்கள், வழிகாட்டியேடுகள், சுருக்க உரைகள், பின் சுருக்கங்கள், வினா விடை ஏடுகள் போன்றவற்றையோ அல்லது நூல்களோடு எழுதக் கூடிய தேர்வுகளில் குறிப்புரைகளைக் கொண்ட நூல்களையோ அல்லது மையால் அல்லது பென்சிலால் எழுதப்பட்ட அனுமதிக்கப்படாத குறிப்புரைகளோடு கூடிய குறியீடுகளையோ உபயோகிக்கக் கூடாதென எச்சரிக்கப்படுகிறார்கள். மேற்காணும் அறிவுரைகளை மீறுபவர்களின் விடைத்தாள்கள் திருத்தப்படமாட்டா, தேர்வுக்கூடத்திலிருந்து அவர்கள் வெளியேற்றம் செய்யப்படுவர். மேலும், அத்தகையோர் மீண்டும் எந்தவொரு தேர்வு எழுதுவதின்மீறும் மூன்று வருடங்களுக்கோ அல்லது தேர்வாணையம் தக்கதெனக் கருதும் கால அளவிற்கோ விலக்கி வைக்கப்படுவர்.

5. In the case of the Civil and Criminal Judicial Test and the Criminal Judicial Test the books containing bare Acts that need not necessarily be Government Publications.

குடிமுறை மற்றும் குற்றவியல் நீதிமுறை (Civil and Criminal Judicial Test), மற்றும் குற்றவியல் நீதிமுறை (Criminal Judicial Test) தேர்வுகளுக்குரிய சட்டப் பிரிவுகளை மட்டும் கொண்டுள்ள புத்தகங்கள் அரசு வெளியீடுகளாக இருக்க வேண்டும் என்ற அவசியமில்லை.

6. The books containing only bare Acts and Rules (without any notes or commentaries or explanations) need not necessarily be Government publication.

குறிப்புரைகள், கருத்துரைகள் அல்லது விளக்கவுரைகள் ஏதுமில்லாத வெறும் சட்டங்கள் மற்றும் விதிகள் ஆகியவற்றைக் கொண்டுள்ள புத்தகங்கள் அரசு வெளியீடுகளாகவே இருக்க வேண்டும் என்ற அவசியமில்லை.

7. As far as Registration Department Test is concerned, the examinees are permitted to use guides containing only circulars and orders issued by Inspector – General of Registration, Government and Board of Revenue and also the Judgement relating to the Department. All other guides, digests, summaries, etc. are prohibited.

பதிவுத் துறையைப் பொருத்தமட்டில், பதிவுத்துறைத் தலைவர், அரசு மற்றும் வருவாய் வாரியத்தினால் வெளியிடப்பட்ட சுற்றறிக்கைகள், ஆணைகள் மட்டும் அடங்கிய வழிகாட்டி நூலையும் மற்றும் அத்துறை சம்பந்தப்பட்ட தீர்ப்புரைகளையும் விண்ணப்பதாரர்கள் பயன்படுத்திக் கொள்ள அனுமதிக்கப்படுவார்கள். பிற அனைத்து வழிகாட்டி நூல்கள், தொகுப்புகள், சுருக்க உரைகள் முதலியவைகளை தேர்வின் போது பயன்படுத்த தடை செய்யப்பட்டுள்ளது.

8. Special ruled Sheets for answering question on Book-keeping in the Departmental Test for Officers of the Co-operative Department will not be supplied. Candidates should themselves rule the papers in the Answer book. For this purpose they should bring their own pencil and ruler or scale.

கூட்டுறவுத் துறைத்தேர்வில் வணிகக் கணக்கு முறை வினாத்தாளுக்கு விடையளிக்க கோடிட்ட சிறப்புத் தாள்கள் வழங்கப்படமாட்டா. விண்ணப்பதாரர் விடைத்தாள்களில் தாமே கோடிட்டிக் கொள்ள வேண்டும். இதற்கென அவர்கள் தம் சொந்த எழுதுகோல் மற்றும் வரை உருளை அல்லது அளவுகோல் ஆகியவற்றைக் கொண்டு வரவேண்டும்.

9. A list of Instruments, etc, to be brought by the Candidates appearing for the Survey Department Test (Descriptive Type) is as follows:-

நில அளவைத் துறைத்தேர்வு எழுதுவோர் கொணர வேண்டிய கருவிகளின் பட்டியல் கீழ்வருமாறு:-

- Plotting Scale: 1:5,000; 1:1,000 (Metric) and Offset scale  
அளவுப்படி வரைவதற்கான அளவுகோல் : 1 : 5,000 ; 1 :1,000 (மெட்ரிக் மற்றும் செங்குத்தளவுகோல்)
- Brass Compass - பித்தளை வரை கருவி
- Parallel Ruler - இணைகோடு வரைவி
- Drawing Pen – வரை பேனா
- Pen - பேனா
- Pencil of plotting, erasers. – அளவுப்படி வரைவதற்கான எழுதுகோல், அழிப்பான்கள்
- Area Square paper 1:5,000; 1:1,000 (Metric)  
பரப்பளவு சதுரத் தாள் : 1: 5,000 : 1: 1,000 (மெட்ரிக்)

viii. Protractor - கோணமானி

ix. Colour boxes, brushes, saucers, crow quills and Indian ink, cake or other kinds of ink, if necessary for answering the papers in the Survey Test.

நில அளவைத் துறைத்தேர்வில் விடையளிக்கத் தேவையிருப்பின் வண்ணக் கலவைப் பெட்டிகள் தூரிகைகள், தூரிகைத் தட்டுகள், காக்கை இறகுகள், இந்தியன் மை, மைக்கட்டி அல்லது பிற வகை மை.

x. Chamber's Mathematical Tables and Boileau's Traver's Tables for answering questions in the Survey Test.

நில அளவைத் துறைத்தேர்வில் விடையளிக்கத் தேவையிருப்பின் சேம்பரின் கணித அட்டவணை மற்றும் பாய்லரின் டிராவரின் அட்டவணைகள்.

xi. Metric Computing Scale - மெட்ரிக் கணக்கீட்டு அளவுகோல்

xii. Calculator – கணிப்புப் பொறி

10. The Commission provides separate booklets containing special kind of papers [i.e Time Sheet, Line Sheet, Traverse Sheet, Field Measurement Sheet (A4 Sheet), Tracing Sheet, Plotting Sheet (A3 Sheet-2Nos.)] to the candidates who appear for the Survey Departmental Test so as to answer the diagram type of questions. The candidates should use only the special kind of papers provided by the Commission. If the candidates use the special kind of papers attached with question paper or any other sheets, their answer sheets will not be evaluated.

நில அளவைத் துறைத்தேர்வு எழுதும் விண்ணப்பதாரர்கள் வரைபடம் வரைவது தொடர்பான வினாக்களுக்கு விடையளிப்பதற்கென சிறப்பு வரைபடத்தாள்கள் அடங்கிய கற்றைகள் (booklets) [Time Sheet, Line Sheet, Traverse Sheet, Field Measurement Sheet(A4 Sheet), Tracing Sheet, Plotting Sheet(A3 Sheet-2Nos.)] தேர்வாணையத்தால் வழங்கப்படுகிறது. அத்தாள்களை மட்டுமே விடையளிக்க பயன்படுத்த வேண்டும். தவிர, வினாத்தாளுடன் இணைக்கப்பட்டுள்ள தாள்களையோ அல்லது வேறு ஏதேனும் தாள்களையோ பயன்படுத்தக் கூடாது. அவ்வாறு பயன்படுத்தினால், அத்தாள்கள் மதிப்பீடு செய்யப்படமாட்டாது.

11. The candidates may be allowed to write with photostat copies of the permitted books recommended by the Head of the Department, duly attested by the Group A Officer working in their Department and with certificate on number of pages contained in the Photostat copies of prescribed books.

விண்ணப்பதாரர்கள் புத்தகங்களைப் பார்த்து எழுதும் தேர்வுகளில் அந்தந்த துறைகளில் (தொகுதி A-விற்கு குறையாத தகுதியுடைய) அதிகாரிகளால் சான்றொப்பமிட்ட புத்தகங்களின் புகைப்பட நகலினை (Photostat) உபயோகிக்க அனுமதிக்கப்படுவார்கள். மேலும், அனுமதிக்கப்பட்ட மேற்படி புத்தகங்களின் நகல்களில் எத்தனை பக்கங்கள் உள்ளன என்று அதிகாரிகளால் சான்றொப்பம் அளிக்கப்பட வேண்டும்.

12. The use of Government publication containing an index will not be objected to for the examination in which books are allowed.

அட்டவணைகள் அடங்கிய அரசு வெளியீடுகளை (புத்தகங்களைப் பார்த்து விடை எழுதும் தேர்விற்கு) உபயோகிக்க மறுப்பேதும் இல்லை.

13. Candidates are prohibited from introducing into the examination hall any book or portion of a book other than those allowed or manuscripts, printed form of paper of any description from communicating with or copying from each and from communicating with any person outside the examination hall. Candidates are strictly prohibited from writing on the memorandum issued to them or on question paper.

விண்ணப்பதாரர்கள் அனுமதிக்கப்பட்டிராத எந்தவொரு நூல் அல்லது நூலின் பகுதி அல்லது கையெழுத்துப் பிரதி, அச்சப் படிவங்கள் அல்லது ஏதாவது விளக்கத்தின் அப்பாற்பட்டதுமான தாளிணைத் தேர்வுக் கூடத்திற்குள் எடுத்துவர தடைசெய்யப்பட்டுள்ளது. அன்றியும் தேர்வுக்கூடத்திற்குள் விண்ணப்பதாரர்கள் ஒருவரோடொருவர் தொடர்பு கொள்ள ஒருவர் மற்றவர் விடைகளைப் பார்த்து எழுத. தேர்வுக்கூடத்திற்கு வெளியே உள்ளவர்களுடன் தொடர்பு கொள்ளத்தடை செய்யப்பட்டுள்ளது. விண்ணப்பதாரர்கள் அவர்களுக்கு அளிக்கப்பட்டுள்ள அனுமதிக்குறிப்பாணைகளிலோ வினாத்தாட்களிலோ எதையும் எழுத கண்டிப்பாக தடை செய்யப்பட்டுள்ளது.

14. Except for the purpose mentioned below candidates are forbidden to ask the Invigilator questions of any kind during the examination.

விண்ணப்பதாரர்கள் தேர்வு நேரத்தின்போது கீழ்க்குறிப்பிட்டுள்ள காரணங்களுக்காக அன்றி கண்காணிப்பாளரிடம் எந்தவிதமான கேள்விகளையும் கேட்கக்கூடாது.

15. A candidate who wants paper fastener, additional answer books should raise from his / her seat and remain standing until the invigilator goes to his/her seat and ascertains his / her requirement.

கூடுதல் விடைத்தாட்கள் அல்லது தாட்களை இணைப்பதற்கான நூல் ஆகியவைகளைப் பெற விரும்பும் விண்ணப்பதாரர் தனது இருக்கையினின்றும் எழுந்து தனது தேவையிணைக் கண்காணிப்பாளர் வந்து அறியும் வரை நின்றுகொண்டிருக்க வேண்டும்.

16. The candidate will be supplied with the additional answer books only after getting his signature in a list maintained by the Chief invigilator for noting the supply of additional answer books.

கூடுதல் விடைத்தாட்கள் தேவைப்படும் விண்ணப்பதாரர் தலைமைக் கண்காணிப்பாளரால் நிர்வகிக்கப்படும் கூடுதல் விடைத்தாள் அளித்தல் பற்றிய பட்டியலில் கையொப்பமிட்ட பிறகே கூடுதல் விடைத்தாள்கள் வழங்கப்படும்.

17. A candidate who has completed his answer should raise from his seat and remain standing until the invigilator takes his answer books. Similarly at the end of the time prescribed for each paper a candidate should stop writing, raise from the seat and remain standing until the Invigilator takes his answer books. Candidates should use additional answer book including printed form if any for the main answer books with paper fasteners or thread to be obtained from the Invigilator.

விடைகளை எழுதி முடித்த விண்ணப்பதாரர் அவரது விடைத்தாளிணை கண்காணிப்பாளர் வந்துபெற்றுச் செல்லும் வரையில் தனது இருக்கையிலிருந்து எழுந்து நின்று கொண்டிருக்க வேண்டும். அதுபோலவே ஒவ்வொரு தேர்வுத்தாளுக்கும் வரையறுக்கப்பட்ட நேரம் முடிந்தவுடன் எழுதுவதை நிறுத்திவிட்டு கண்காணிப்பாளர் தன்னிடமிருந்து

விடைதாள்களைப் பெற்றுச் செல்லும்வரை இருக்கையிலிருந்து எழுந்து நின்றுகொண்டிருக்க வேண்டும். விண்ணப்பதாரர்கள் கூடுதல் விடைத்தாள்களையும் அச்சுப்படிவங்கள் ஏதேனும் இருப்பின் அவற்றினையும் மதிப்பெண்தாள் அடங்கிய முதன்மை விடைத்தாளின் கடைசிப் பக்கத்திற்கு பின் வைத்து கண்காணிப்பாளரிடமிருந்து பெறப்பட்ட தாள் இணைப்பாலோ அல்லது நூலினாலோ பிணைக்க வேண்டும்.

18. Candidates are prohibited from taking with them from the examination hall any unused answer books.

விண்ணப்பதாரர்கள் உபயோகப்படுத்தாத விடைத்தாட்கள் எதையும் தேர்வுக்கூடத்திலிருந்து வெளியே எடுத்து செல்ல தடை செய்யப்படுகிறார்கள்.

19. Candidates are strictly warned that they should not approach the examiners with reference to their answer books. Any candidate approaching or attempting to approach an examiner or getting other people to approach an examiner on his behalf will be disqualified and will also be reported for disciplinary action to the head of the Department in which he may be employed.

விண்ணப்பதாரர்கள் தங்கள் விடைத்தாட்கள் சம்பந்தமாக தேர்வாளர்களை அணுகக்கூடாது என்று கடுமையாக எச்சரிக்கப்படுகிறார்கள். எந்த விண்ணப்பதாரராவது தேர்வாளரை அணுகினாலோ அல்லது அணுக முயற்சி செய்தாலோ அல்லது தனக்காக பிறர் மூலம் தேர்வாளரை அணுகிட பிறரை பயன்படுத்தினாலோ அவர் விண்ணப்பதாரர் எனும் தகுதியை இழந்தவராக ஆக்கப்படுவதுடன் இது குறித்து விண்ணப்பதாரர் மீது ஒழுங்கு நடவடிக்கை எடுப்பதற்காக வேண்டி அவர் பணிபுரியும் துறைத் தலைவருக்கு தெரிவிக்கப்படும்.

20. The above penalty will be imposed also in case where candidates make an appeal in their answer books invoking the sympathy of examiner in connection with their result.

மேற்கூறிய தண்டனையானது தேர்வின் முடிவுகளுக்காக தங்கள் விடைத்தாளில் தேர்வாளரின் கருணையினை வேண்டி முறையிட்டிக்கொள்ளும் விண்ணப்பதாரருக்கும் விதிக்கப்படும்.

21. Any candidate violating any of these instructions or the instructions printed on the second page of the main answer book or in the Memorandum of Admission will run the risk of his answer books being invalidated or marks being deducted.

இந்த விதிமுறைகளில் எதையாவது அல்லது முதன்மை விடைத்தாளின் இரண்டாம் பக்கத்தில் காணப்படும் விதிமுறைகளையாவது அல்லது அனுமதிக் குறிப்பாணையில் உள்ள விதிமுறைகளையாவது மீறி செயல்படும் விண்ணப்பதாரரின் விடைத்தாள் செல்லாததாகப்படும் நிலைக்கோ அல்லது மதிப்பெண்கள் குறைக்கப்படும் நிலைக்கோ உள்ளாக நேரிடும்.

22. Any candidate who does not behave properly towards the Chief Invigilator / Invigilators of the Examination Halls / any other inspecting authority or any candidate resorting to malpractice of any kind will have his / her answer book invalidated. He / She is also liable to be debarred either for 3 years or for such term of years as the Commission may decide as fit. The same penalty will be imposed on any candidate who personally or by letter attempts to canvas or bring influence to bear on an examiner or Member of the Commission or its staff, in connection with the examination or on whose behalf such attempt is made by any relative, friend, patron / official or other persons. The above penalty will be imposed also in case

where candidates make an appeal in their answer papers invoking sympathy of examiners in connection with their result.

விண்ணப்பதாரர் எவரேனும் தேர்வுக் கூடங்களில் தலைமைக் கண்காணிப்பாளரிடம் அல்லது கண்காணிப்பாளர்களிடம் அல்லது கண்காணிப்புப் பணியிலிருக்கும் பிற அலுவலரிடம் முறையாக நடந்து கொள்ளத் தவறினாலோ, எந்த வகையிலும் ஒழுங்கீனமாக செயல்பட்டாலோ அவரது விடைத்தாட்கள் செல்லாததாகக்கப்படும். அத்தகைய விண்ணப்பதாரர் மீண்டும் எந்தவொரு தேர்வும் எழுதுவதினின்று மூன்று ஆண்டுகள் அல்லது தேர்வாணையம் தீர்மானிக்கும் குறிப்பிட்ட சில ஆண்டுகளுக்கு விலக்கி வைக்கப்படுவார். விண்ணப்பதாரர்கள் தேர்வுகள் குறித்து நேரிடையாகவோ, கடிதம் மூலமாகவோ ஆதரவு நாடினாலும், தேர்வாளர் அல்லது தேர்வாணைய உறுப்பினர் அல்லது தேர்வாணையத்தின் பணியாளர்கள் மீது செல்வாக்கைச் செலுத்த முற்பட்டாலும், அன்னாரின் சார்பாக அவர்களது உறவினரோ, நண்பரோ, ஆதரவாளரோ, அலுவலரோ இவ்வாறு முயற்சி மேற்கொண்டாலும் விண்ணப்பதாரர்களுக்கு இத்தண்டனை விதிக்கப்படும். தங்களின் தேர்வு முடிவு குறித்துத் தேர்வாளர்களின் பரிவினைப் பெறுவதற்காக விடைத்தாளில் வேண்டுகோள் விடுக்கும் விண்ணப்பதாரர்களுக்கும் இத்தண்டனை விதிக்கப்படும்.

23. The answer books containing irrelevant or impertinent or insolent or vulgar answer will be invalidated and candidates guilty of writing such answers are also liable to be debarred from appearing for future examinations conducted by the Commission. If the candidate is a Government Servant the matter will be reported to the Head of the Department for taking disciplinary action.

தலைப்புக்குப் பொருத்தமற்ற அல்லது முறைகெட்ட அல்லது துடுக்குத்தனமான அல்லது இழிவான விடைகளை உடைய விடைத்தாட்கள் செல்லாதவைகளாக்கப்படுவதோடு அத்தகைய விடைகளை எழுதிய விண்ணப்பதாரர்கள் தேர்வாணையத்தினால் இனி நடத்தப்படவிருக்கும் தேர்வுகளை எழுதுவதிலிருந்தும் விலக்கி வைக்கப்பட நேரிடும். அத்தகைய விண்ணப்பதாரர் அரசு அலுவலராயிருப்பின் ஒழுங்கு நடவடிக்கை எடுக்கும் பொருட்டு சம்பந்தப்பட்ட துறைத்தலைவருக்கு தெரிவிக்கப்படும்.

24. Requests from candidates for furnishing the cause of failure in the test or for revaluation of their answer book will not be complied with. However the Commission reserves to itself the right to get any answer book revalued if in its opinion there are sufficient and valid grounds to do so.

விண்ணப்பதாரர்களிடமிருந்து தேர்வில் தேர்ச்சி பெறாமலான காரணங்களைத் தெரிவிக்குமாறும் அல்லது விடைத்தாட்களை மறு மதிப்பீடு செய்யுமாறும் கோரிவரும் வேண்டுகோள்கள் ஏற்றுக் கொள்ளப்படமாட்டா. ஆயினும், தேர்வாணையத்தின் கருத்தில் எந்தவொரு விடைத்தாளினையேனும் மீண்டும் மதிப்பீடு செய்வதற்கு தகுந்த முகாந்திரம் இருப்பதாகத் தோன்றின் அவ்வாறான விடைத்தாளை மறு மதிப்பீடு செய்வதற்கான உரிமை தேர்வாணையத்திற்கு உண்டு.

25. The results can be accessed through the Commission's website: [www.tnpsc.gov.in /](http://www.tnpsc.gov.in/) [www.tnpscexams.in](http://www.tnpscexams.in). A detailed list containing the Register Numbers, Name, Father's Name & Date of Birth and address of the successful candidates will be published in the Tamil Nadu Public Service Commission e- Bulletin in the Commission's website.



தேர்ச்சி பெற்றவர்களின் பதிவெண்கள், பெயர், தந்தை பெயர், பிறந்த தேதி மற்றும் முகவரி ஆகியவை அடங்கிய முழுவிவரப்பட்டியல் தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணைய இணையதளத்தில் மின்-செய்தி வெளியீட்டிதழாக வெளியிடப்படும்.

**26. The request for issue of duplicate Hall Tickets will not be entertained, strictly.**

மாற்று நுழைவுச் சீட்டு குறித்த கோரிக்கைகள் கண்டிப்பாக பரிசீலிக்கப்படமாட்டாது.

27. Any clarification may be obtained from the Help Desks No.044-25300336, 25300337, 25300338 and 25300339. You can also send us your queries at [helpdeskdeptl@gmail.com](mailto:helpdeskdeptl@gmail.com).

தெளிவுரை வேண்டுவோர் 044-25300336, 25300337, 25300338 மற்றும் 25300339 ஆகிய எண்களில் உள்ள உதவி மையத்தையோ அல்லது [helpdeskdeptl@gmail.com](mailto:helpdeskdeptl@gmail.com) என்ற மின்னஞ்சல் முகவரியையோ தொடர்புகொள்ளலாம்.

28. Compendium of Office Orders and Instructions to Applicants (Direct Recruitment) test is conducted only for the staff of Tamil Nadu Public Service Commission. Hence the above candidates are directed to inform the details of their employment in the application without fail. The applications if any, received from candidates other than the staff of TNPSC, will be rejected summarily / or made ineligible for the said tests, as the case may be.

ஒருங்கமைந்த அலுவலக ஆணை மற்றும் விண்ணப்பதாரர்களுக்கான அறிவுரைகள் (நேரடித் தெரிவு) தேர்வு, தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணைய ஊழியர்களுக்காக மட்டும் நடத்தப்படுகிறது. எனவே, இவ்விண்ணப்பதாரர்கள் தாங்கள் பணிபுரியும் விவரத்தை தவறாது தெரிவிக்குமாறு அறிவுறுத்தப்படுகிறார்கள். அவ்வாறில்லாத விண்ணப்பதாரர்களின் விண்ணப்பங்கள் முழுமையாக நிராகரிக்கப்படும் அல்லது இத்தேர்வுகளுக்கு விண்ணப்பிக்க தகுதியற்றவராக்கப்படுவார்கள்.

தேர்வுக் கட்டுப்பாட்டு அலுவலர்

நாள் : 16.03.2023

தொலைபேசி: 044 – 25300300 / 336 / 337 / 338 / 339

இணையதளம்: [www.tnpsc.gov.in](http://www.tnpsc.gov.in) / [www.tnpscexams.in](http://www.tnpscexams.in)

மின்னஞ்சல் : [helpdeskdeptl@gmail.com](mailto:helpdeskdeptl@gmail.com)

Toll Free No.: 1800 419 0958

**DEPARTMENTAL EXAMINATIONS**  
**REVISED SYLLABUS / SCHEME**

**AGRICULTURE DEPARTMENT (2 TESTS)**

**Name of the Test**

**T.C: 161:** Agricultural Department Test for the Members of the Tamil Nadu Ministerial Service in the Agriculture Department

**T.C: 167:** Agricultural Department Test for the Technical Officers of the Agriculture Department

**SYLLABUS**

**TEST CODE: 161**

**Agricultural Department Test for the Members of the Tamil Nadu Ministerial Service in the Agriculture Department.**

**Agricultural Departmental Manual Chapter I-**

**Organisation and control.**

The erstwhile Three – Tier System (District, Taluk and Block) was converted into Two Tier System (District and Block) and Technical Staff provided in the new setup in Agriculture, Horticulture, Agricultural Marketing and Agri Business and Seed Certification Departments. Staff was reorganized vide G.O.Ms.No.537, Agriculture (AA 8) Department, dated 24.12.2007.

In the G.O.Ms.No.60 Agriculture (AA 8) Department, dated 21.02.2008, the Ministerial and other Non-Technical Posts, surplus in the Agriculture Department due to the implementation of new staff as per G.O.Ms.No.537, Agriculture Department, dated 24.12.2007, were transferred to above Sister Departments.

**Chapter II - Accounts and Audit – General**

**Chapter III - Advisory Committees**

**Chapter IV**

**Agricultural Analytical Laboratories**

As per G.O.Ms.No.537, Agriculture (AA 8) Department, dated 24.12.2007, new staff was adopted at District level under the Direct Control of District Joint Director of Agriculture and one Additional Director of Agriculture (Research) at State Headquarters. STL increased from 14 to 30 Nos, PTL from 9 to 15 Nos, FTL from 6 to 14 Nos. besides establishing 15 BFPU and 1 BFQCL at State Level.

## **Chapter VII - Office Procedure**

## **Chapter IX Agricultural Marketing**

As per G.O.Ms.No.537, Agriculture (AA 8) Department, dated 24.12.2007, new staff was adopted and 29 District Offices were formed with Deputy Director of Agriculture as Head of Office and the State Head quarters was also reorganized.

## **Chapter X**

**Miscellaneous** – Paragraphs 304 to 310, 311, 314 to 316, 329, 332 to 335 of the Agricultural Departmental Manual.

### **TEST CODE: 167**

**Agricultural Department Test for the Technical Officers of the Agriculture Department.**

## **The Agricultural Departmental Manual Organisation and control.**

The erstwhile Three – Tier System (District, Taluk and Block) was converted into Two-Tier System (District and Block) and Technical Staff provided in the new setup in Agriculture, Horticulture, Agricultural Marketing and Agri Business and Seed Certification Departments. Staff Pattern was reorganized vide G.O.Ms.No.537, Agriculture (AA 8) Department, dated 24.12.2007.

In the G.O.Ms.No.60, Agriculture (AA 8) Department, dated 21.02.2008, the Ministerial and other Non-Technical Posts, surplus in the Agriculture Department due to the implementation of new staff as per G.O.Ms.No.537, Agriculture Department, dated 24.12.2007, were transferred to above Sister Departments.

## **Agricultural Analytical Laboratories**

As per G.O.Ms.No.537, Agriculture (AA 8) Department, dated 24.12.2007, new staff was adopted at District level under the Direct Control of District Joint Director of Agriculture and one Additional Director of Agriculture (Research) at State Headquarters. STL increased from 14 to 30 Nos, PTL from 9 to 15 Nos, FTL from 6 to 14 Nos, besides establishing 15 BFPU and 1 BFQCL at State Level.

- 1) Seasons – Prominent seasons and Rainfall
- 2) Agro Climatic Zones of Tamil Nadu
- 3) Area, Production and Productivity of crops in Tamil Nadu

- 4) Crop specific strategies – SRI, SPI, SSI, Precision farming, Micro irrigation
- 5) Farm level planning, Management of inputs and farmers specific extension – FCMS, FDMS through mobile application, voice enabled Data updation Module, scheme benefits Tracking system, IFS, FIHB, online farm machinery booking
- 6) State Sponsored Schemes – Soil Survey and Land Use Organization, Organic farming – Vermi composting, composting farm waste through Pleurotus, Bio-fertilizers, Liquid Bio-fertilizers, Blue green Algae, Green Manure Crops, Azolla, Seed Multiplication Scheme, Seed farms, SPU, Crop and Plant Protection, Bio control Agents, Insurance Schemes – NAIS, MNAIS & WBCIS, CPIS, Crop Yield Competition, Crop Cutting Experiments – CES, Laboratories – (FCL, PTL, STL, MSTL, BFPU) Parasite Breeding Centers and TNCCM
- 7) Extension in augmenting Agriculture – Farmers guide booklet, farmers Hub, PDA, Touch Screen Kiosk, FTC, Water Management Training centre, STAMIN
- 8) Centre – State Shared Schemes – NADP, NMOOP, NFSM, NMSA, SSEPERS (ATMA), SMSP, CDB
- 9) Centrally Sponsored Schemes – Integrated farming in coconut holdings for productivity improvement
- 10) External aided projects –IAMWARM
- 11) TAWDEVA
- 12) AWS, Agricultural Education in Tamil Nadu
- 13) Insecticide Act, 1968, Fertilizer Control Order,1985

### **Horticulture**

1. Area, Production and Productivity of Horticulture Crops
2. Dissemination of Hi-Tech Horticulture Practices
3. Capacity Building
4. State Plan Schemes
  - i) Integrated Horticulture Development Schemes (IHDS)
  - ii) Horticulture Training Centers (HTC)
  - iii) Integrated Tribal Development Programme (ITDP)
  - iv) Western Ghat Development Programme (WGDP)
  - v) Hill Area Development Programme (HADP)

- vi) City Vegetable Development Scheme (CVDS)
- vii) National Agriculture Insurance Scheme (NAIS)
- viii) Weather Based Crop Insurance Scheme (WBCIS)

#### **National Agriculture Development programme**

- 1. Precision Farming
- 2. Hi-Tech Productivity Enhancement Programme
- 3. Rainfed Area Development Programme (RADP)
- 4. Encouraging cultivation of Pandal Vegetables
- 5. Mechanization of Harvesting Processing in Turmeric and Sett cutting and harvesting in Tapioca
- 6. Modernization of State Horticulture Farms in Tamil Nadu
- 7. Perimetro Vegetable Cluster Development Programme

#### **Tamil Nadu Horticulture Development Agency (TANHODA) Government of India Shared Schemes**

- 1. National Horticulture Mission
- 2. National Mission on Micro Irrigation

#### **Government of India Schemes - Fully funded**

- 1. National Bamboo Mission
- 2. National Mission of Medicinal Plants(NMMP)

#### **Externally Aided Project - World Bank Funded Scheme**

- 1. IAMWARM

#### **Other Schemes**

- 1. Parks and Garden
- 2. Tamil Nadu Innovation Initiatives (Hitherto Part-II Schemes)

The Hon'ble Chief Minister made an announcement under Rule 110 in the Legislative Assembly on 08.08.2014 stating that, "to promote innovation culture in Tamil Nadu, Tamil Nadu Innovation Initiatives (TANII) has been established in the State Planning Commission to promote Innovation in Government. Initially, Tamil Nadu Innovation Initiatives (TANII) would work within Government and Government agencies to foster innovation. This idea could be eventually extended further to the non-Government sector as well. Prizes will also be instituted and awarded for innovative practices. A State Innovative Fund has been set up for this purpose.

New schemes would be financed from the State Innovation Fund, if they are truly innovative in nature. An amount of RS.150.00 Crores will be provided every year to this fund. An award in the name of "Chief Minister's Award for Innovation" has been instituted for the best innovative initiatives".

## **Tamil Nadu Horticulture Producers Co-operative Enterprises Limited (TANHOPE)**

### **Seed Certification & Organic Certification**

**Seed Certification** Concept of Seed Certification - Eligibility requirements for certification of crop varieties - Classes of seeds -Pollination behavior of crop plants - Chain of seed multiplication models - Seed certification regulation and procedures - Indian Minimum Seed Certification Standards for Agricultural and Horticultural crops

**Seed Inspection** Seed law enforcement - Seed legislations - The Seeds Act, 1966 , the Seeds (Amendment) Act, 1972, the Seeds Rules, 1968, the Seeds (Amendment) Rules, 1973, 1974, 1981, the Seeds (Control) Order, 1983, Amendment in Seeds ( Control) Order, 1983, the Essential Commodities Act, 1955, the Essential Commodities (Amendment) Act, 2006- Regulation of sale of Seeds of Genetically modified crops- The Environment (Protection) Act, 1986, the Environment (Protection) Rules, 1986.

**Seed Testing** Concept of Seed Testing - Principles and procedures for testing seed samples of different crops for ascertaining various seed quality parameters. Central Seed Laboratory and State Seed Laboratory-B.t toxin detection methods and DNA finger printing- Seed analysis report-Seed Act and rules in relation to seed testing. International Seed Testing Association (ISTA)

**Training** Orientation and refresher trainings - Training programmes to seed producers, farmers, seed dealers, National Seed Research and Training Centre

**Organic Certification** Concept of Organic Certification - Organic Certification Procedures - National Programme for Organic Production Standards.

### **Agricultural Marketing and Agri Business Agricultural Marketing**

As per G.O.Ms.No.537, Agriculture (AA 8) Department, dated 24.12.2007, new staff was adopted and 29 District Offices were formed with Deputy Director of Agriculture as Head of Office and the State Headquarters was also reorganized.

### **Agri. Marketing Activities**

- 1) Market Committees and Regulated Markets, Facilities provided in the Regulated Markets, Pledge Loan, and Dissemination of market price information
- 2) Drying yards at villages
- 3) Agmark Grading
- 4) Farmers Markets

### **Agri. Business Activities**

- 1) Specialized Market Complexes
- 2) Banana Ripening Chamber
- 3) Establishment of Terminal market complexes
- 4) Agri Export Zones
- 5) Food Processing Industries, National Mission on Food Processing (NMFP), Objectives of NMFP, Structure, Major programmes/Schemes to be covered under NMFP
- 6) Tamil Nadu Irrigated Agriculture modernization and water bodies Restoration and Management (TN-IAMWARM Project), Role of commodity Groups in increasing the Farm income
- 7) Tamil Nadu Small farmers Agri-Business consortium (TNSFAC), eligibility criteria for funding
- 8) Agro Marketing Intelligence and Business promotion center

### **Tamil Nadu State Agricultural Marketing Board**

- 1) Constitution
- 2) Sources of Income
- 3) Functions of Tamil Nadu State Agricultural Marketing Board, Training Programmes for Farmers and Marketing Personnel, Post Harvest Training to Farmers, Salem-Training Centre
- 4) Tamil Nadu Farmers Development and Welfare Scheme
- 5) Marketing Endowment Chair at Tamil Nadu Agricultural University
- 6) Domestic and Export Market Intelligence Cell(DEMIC)

### **TEST CODE : 161**

#### **TEST NAME: Agricultural Department Test for the Members of the Tamil Nadu Ministerial Service in the Agriculture Department**

Pattern / Type of Examination	Time Duration	Minimum Pass Marks	Maximum Marks
Objective Type – 80% without Books	2 hours	36	100
Descriptive Type – 20% With Books	30 minutes	9	
Total	2.30 hours	45	

### **TEST CODE : 167**

#### **TEST NAME: Agricultural Department Test for the Technical Officers of the Agriculture Department**

Pattern / Type of Examination	Time Duration	Minimum Pass Marks	Maximum Marks
Objective Type – 80% without Books	2 hours	36	100
Descriptive Type – 20% With Books	30 minutes	9	
Total	2.30 hours	45	

## **AGRICULTURAL MARKETING (1 TEST)**

### **Name of the Test**

**T.C. 128** :Departmental Test for Agricultural Marketing Department Employees

### **SYLLABUS**

#### **TEST CODE : 128**

#### **Departmental Test for Agricultural Marketing Department Employees**

TAMIL NADU AGRICULTURAL PRODUCE MARKETING ( REGULATION) ACT, 1987  
ANNEXURE – I

1. Short title, extent and commencement
2. Definitions
3. Notification of intention of regulating marketing of Agricultural produce in specified area
4. Declaration of notified area
5. Establishment of Market Committee
6. Establishment of Markets
7. Establishment of special and subsidiary Markets
8. Trading in Agricultural produce in notified area
9. Alteration of notified area, etc.,
10. Constitution of Market Committee
11. Publication of names of Members of Market Committee
12. Chairman and Vice-Chairman of Market Committee
13. Disqualifications for Membership of Market Committee
14. Assistant Director of Agriculture to be Ex-officio Member
15. Term of office of Members, etc.,
16. Incorporation of Market Committee
17. Market Committee to be a local authority
18. Sub-Committee, Special Committee and delegation of powers
19. General meeting
20. Proceeding of Market Committee not to be invalidated by informalities



21. Nominated person to cease to be a Member in certain cases
22. Officers and servants of Market Committee
23. Execution of contracts by Market Committee
24. Levy of fee by Market Committee
25. Establishment of check-post or barrier
26. Issue of receipt by Market Committee
27. Determination of fee, etc., not to be questioned in prosecution
28. Levy of subscription for Market reports, etc.,
29. Market Committee Fund
30. Purposes for which Market Committee Fund may be expended
31. Power to borrow
32. Trade allowance not permissible except in certain cases
33. Special provision where there is delay in reconstitution of new Market Committee, etc.,
34. Delivery of possession of records and properties of Market Committee
35. Establishment of Tamil Nadu State Agricultural Marketing Board
36. Constitution of Board
37. Officers and servants of Board
38. Powers and functions of Board
39. Execution of contracts by Board
40. Power to borrow
41. Estimates of income and expenditure of Board
42. Annual audit of accounts
43. Superintendence and control by Government
44. Market Board Fund
45. Market Development Fund
46. Powers and functions of Director
47. Delegation of powers
48. Penalties
49. Liability of accused to pay fee, or other amount
50. Composition of offences

51. Power of Magistrate to recover summarily fee or other amount
52. Power to make rules
53. Power to make Regulations and By-Laws
54. Power to write off irrecoverable amount, etc.,
55. Bar of certain proceedings
56. President, Vice-President, Chairman and Vice-Chairman to be Public Servants
57. Limitation for certain suits and prosecutions
58. Trial of offences
59. Recovery of sums
60. Revision
61. Registration of document executed on behalf of Board or Market Committee
62. Injunction not to be granted in certain proceedings, etc.,
63. Liability of President, Vice-President, Chairman, Vice-Chairman and Member for loss, waste or misapplication of property
64. Exemption
65. Power to amend the Schedule
66. Power to remove difficulties
67. Repeal and savings

**TAMIL NADU AGRICULTURAL PRODUCE MARKETING (REGULATION) RULES, 1991**

**ANNEXURE – II**

1. Short title
2. Definitions
3. Publication of Notification
4. Copy of the Act, Rules, etc. to be kept in the Office
5. Term of office to the Chairman and Vice-Chairman
6. Election of the Chairman and Vice-Chairman of the Market Committee
7. Election of the Vice-President of the Board
8. Cessation of office of the Chairman and Vice-Chairman
9. Cessation of office of the Vice-President of the Board
10. Resignation of Members, etc.,
11. Special Allowances
12. Powers and functions of the Chairman

13. Powers and functions of the Vice-Chairman
14. Notice of the meeting of the Market Committee
15. Preparation of Agenda
16. Presidency of the meeting
17. Quorum
18. Subject and motion in the meeting
19. Meeting of the Board
20. Conditions for association of person with the Board
21. Motion by Member to associate any person with the Board
22. Appointment of the Chief Executive Officer
23. Purchase of the executive authority of the Board and Market Committee
24. Application for License
25. Grant of License
26. Renewal of License
27. License fee
28. Fee for Renewal of License
29. Issue of Duplicate License
30. Suspension or Cancellation of License
31. Appeal
32. Submission of periodical return
33. Levy of fee on notified Agricultural produce
34. Person authorized to collect fee and charges
35. Subscription for supply of Market report
36. Exemption
37. Person to abide the instruction of the head of Market
38. Receipt of deposit of Agricultural produce
39. Storage and charge for storage
40. Storage after sales and charges therefore
41. Weighing of Agricultural produce
42. Returns by Weigh man, Broker, Measurer, Warehouseman
43. Engaging a broker
44. Exposure of Agricultural produce for sale
45. Regulation of purchase and sale in the market
46. Inspection
47. Accounts
48. Audit

49. Submission of audit report
50. Payment of cost of audit
51. Check on receipts and expenditure
52. Daily crediting of money
53. Payment to be made by cheque
54. Drawing of cheque
55. Passing of a bill
56. Passbook
57. Cash Book
58. Budget
59. Investment of surplus fund
60. Permanent Advance
61. Payment
62. Passing for payment
63. Acknowledgement of receipt
64. Sanction of Expenditure
65. Incurring of Expenditure
66. Time limit for presentation of bill
67. Overpayment
68. Defalcation or loss of money or valuable
69. Cheques
70. Signing of Cheque
71. Writing of Cheque
72. Cancellation of Cheque
73. Refund of Revenue
74. Stamp Account
75. Purchase of Stationery and Stores
76. Purchase of Books, Maps, Periodicals
77. Deposits
78. Authority to sanction refund of deposits
79. Diversion of loan amount
80. Checking the registers, etc., of the Board and Market Committee
81. Purchase, etc., by calling for tenders
82. Printing
83. Power to Condemn
84. Payment by the Market Committee to the Board

85. Contribution to the Market Development Fund
86. Payment of Travelling Allowance and Daily Allowance
87. Use of Motor Vehicle
88. Use of Telephone
89. Taking Building for Rent
90. Repayment of salaries of the officers and servants
91. Acquisition of Immovable Property, etc.,
92. Administrative approval for purchase of Immovable Property
93. Preparation of Plan and Estimates
94. Technical Sanction
95. Payment of centage charge
96. Administrative approval for work
97. Maintenance of Registers, Forms and Statements
98. Check-measurement, Inspection and Test-Check
99. Works in respect of which quotations have to be called for
100. Works in respect of which tenders have to be called for
101. Exercising the power of the Chief Engineer by the Superintending Engineer of the Board
102. Entrustment of work to other authority or agency
103. Payment to contractor
104. Completion Certificate
105. Entrustment of work
106. Heading over of the building, etc., by the Board
107. Authority competent to sanction fees to the Counsel and the Law Officers
108. Quantum of fees payable to the Counsel and the Law Officers
109. Appeal against the decision of a Court
110. Initiation or continuation of litigation against the interest of the Government
111. Maintenance of Suit Register
112. Submission of documents
113. Power to summon of documents
114. Authority to report material impropriety or irregularity, loss, waste or misapplication
115. Duty of the Secretary, Chief Executive Officer to remedy the defects or irregularities
116. Power of authority to disallow and surcharge
117. Submission of representation
118. Recovery
119. Returns

**TEST CODE : 128**

**TEST NAME: Departmental Test for Agricultural Marketing Department Employees**

<b>Pattern/ Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 80%</b> Without Books	2 hours	<b>36</b>	100
<b>Descriptive Type - 20%</b> With Books	30 minutes	<b>9</b>	
<b>Total</b>	<b>2.30 hours</b>	<b>45</b>	

**ANIMAL HUSBANDRY & VETERINARY SERVICES (1 TEST)**

Name of the Test

**T.C. 162** : Animal Husbandry Department Test**SYLLABUS****Test Code:162****Animal Husbandry Department Test**

Manual of Animal Husbandry Department

**TEST CODE : 162****TEST NAME: Animal Husbandry Department Test**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
<b>Objective Type - 100%</b> With Books	<b>2.30 hours</b>	45	100

**COMMERCIAL TAXES DEPARTMENT (3 TESTS)**

**Name of the Test**

**T.C. 129** - Departmental Test in Commercial Taxes Acts – Part – I

**T.C.145** - Departmental Test in Commercial Taxes Acts – Part – II

**T.C.155** - Departmental Test in Commercial Taxes Acts – Part – III

**SYLLABUS**  
**TEST CODE : 129**

**Existing syllabus**

Tamil Nadu VAT Act, 2006 (With relevant Rules & Amendments)

Central Sales Tax Act, 1956 (With latest Amendment & relevant Rules)

Tamil Nadu VAT Manual

VAT Audit Manual

Return Scrutiny, Identification of defects, issues of notice and passing of assessment Orders

Latest High Court and Supreme Court Judgments

Important Circulars issued by Commissioner of Commercial Taxes

**Revised syllabus**

1.volume IA-Legal framework of GST

2.Volume IB-Guide Book on Service Taxation

3.Volume IC-Compendium of standing Instructions/Circular of the Commissioner on GST



**T.C.145 - Departmental Test in Commercial Taxes Acts – Part – II**

Existing syllabus	Revised syllabus	
<b><u>Section A:</u></b>	<b>CHAPTER</b>	<b>CHAPTER HEADING</b>
i. The Tamil Nadu Entertainments Tax Act and Rules, 1939	I	Registration
ii. The Tamil Nadu Betting Tax Act, 1935	II	Levy and collection of tax
iii. Tamil Nadu Tax on Luxuries in Hotel and Lodging Houses Act, 1981 Tamil Nadu Tax on Luxuries in Hotels and Lodging Houses Rules, 1980	III	Time and value of supply
	IV	Input Tax Credit
	V	Tax invoice, credit and debit notes
	VI	Returns
	VII	Payment Of Tax
	VIII	Accounts And Records
	IX	Assessment
	X	Refunds
	XI	Audit
	XII	Inspection, search, Seizure and Arrest
	XIII	Offences and penalties
	XIV	Demands and Recovery
	XV	Liability to pay in certain cases
	XVI	Appeals and Revision
	XVII	Transitional provisions
	XVIII	Miscellaneous
	XIX	Integrated Goods and service act
	XX	The Goods And Services Tax (compensation to states) Act, 2017
	XXI	Volume –II-TNVAT Legacy and other Acts
<b><u>Section B:</u></b>		
(a) The Tamil Nadu Commercial Taxes Manual, Volume - II		
(b) The Tamil Nadu Commercial Taxes Manual, Volume - III		

**TEST CODE : 155**

**Departmental Test in Commercial Taxes Acts – Part – III**

Existing syllabus	Revised syllabus				
<p>Appendix XI of the Tamil Nadu Commercial Taxes Manual, Volume - I pages 323 - 396 containing extracts from the following Acts and codes:-</p> <ul style="list-style-type: none"><li>(a) Banker's Book Evidence Act (XVIII of 1891)</li><li>(b) The Code of Civil Procedure (V of 1908)</li><li>(c) The Indian Companies Act (VII of 1913)</li><li>(d) The Constitution of India</li><li>(e) The Indian Contract Act (IX of 1872)</li><li>(f) The Criminal Procedure Code (V of 1898)</li><li>(g) The Indian Evidence Act (I of 1872)</li><li>(h) The General Clauses Act (X of 1897)</li><li>(i) The Indian Limitation Act (IX of 1908)</li><li>(j) The Negotiable Instruments Act (XXVI of 1881)</li><li>(k.)The Indian Partnership Act (IX of 1932)</li><li>( l.)The Indian Penal Code Act (XLV of 1860)</li><li>(m)The sale of Goods Act (III of 1930)</li><li>(n) The Transfer of Property Act (IV of 1882)</li><li>(o) The Tamil Nadu General Clauses Act (I of 1891)</li><li>(p) The Tamil Nadu Revenue Recovery Act (II of 1864)</li></ul>	<table border="1"><thead><tr><th style="text-align: center;">Sl.no</th><th style="text-align: center;">Name of the manual</th></tr></thead><tbody><tr><td style="text-align: center;">1</td><td>Volume-III-Establishment and office procedures</td></tr></tbody></table>	Sl.no	Name of the manual	1	Volume-III-Establishment and office procedures
Sl.no	Name of the manual				
1	Volume-III-Establishment and office procedures				

<b><u>TEST CODE</u> : 129</b>			
<b><u>TEST NAME</u>: Departmental Test in Commercial Taxes Acts – Part – I</b>			
<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 80%</b> Without Books	2 hours	<b>36</b>	100
<b>Descriptive Type - 20%</b> With Books	30 minutes	<b>9</b>	
<b>Total</b>	<b>2.30 hours</b>	<b>45</b>	

<b><u>TEST CODE</u> : 145</b>			
<b><u>TEST NAME</u>: Departmental Test in Commercial Taxes Acts – Part – II</b>			
<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 80%</b> Without Books	2 hrs	<b>36</b>	100
<b>Descriptive Type - 20%</b> With Books	30 minutes	<b>9</b>	
<b>Total</b>	<b>2.30 hours</b>	<b>45</b>	

**TEST CODE : 155**

**TEST NAME: Departmental Test in Commercial Taxes Acts – Part – III**

<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 80%</b> Without Books	2 hours	<b>36</b>	100
<b>Descriptive Type - 20%</b> With Books	30 minutes	<b>9</b>	
<b>Total</b>	<b>2.30 hours</b>	<b>45</b>	

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## **CO-OPERATIVE AUDIT & CO-OPERATION DEPARTMENT (5 TESTS)**

### **Name of the Test**

- T.C.051** Departmental Test for Officers of the Co-operative Department - Co-operation
- T.C.061** Departmental Test for Officers of the Co-operative Department - Co-operative Credit and Banking
- T.C.068** Departmental Test for Officers of the Co-operative Department - Co-operative Management and Administration
- T.C.057** Departmental Test for Officers of the Co-operative Department - Book – keeping
- T.C.071** Departmental Test for Officers of the Co-operative Department – Auditing

### **SYLLABUS** **TEST CODE : 051**

#### **Departmental Test for Officers of the Co-operative Department - Co-operation**

##### **1) Origin and History of Co-operative Movement in Foreign Countries**

- x Early Co-operative Ideas – Robert Owen, Dr. William King, Charles Fourier, Rochdale Pioneers
- x Definition and concept of Co-operation - Rochdale Principles - Reformulated Principles of Co-operation – Co-operative Flag
- x Different systems of Economic Organizations
- x Evolution of Co-operative credit in Germany, Dairy Co-operative in Denmark and Consumer Co-operative in Japan and Sweden
- x International Co-operative Alliance

##### **2) History of Co-operative movement in India**

###### **1. Pre- Independence Era.**

Report of Sir Frederick Nicholson - Recommendation of Mac lagan Committee, Royal Commission on Agriculture, Central Banking Enquiry Committee, All India Co-operative Planning Committee

###### **2. Post Independence Era**

Post Independence Developments – Concept of Planning for Development – Five year plans

3. Committees – All India Rural Credit Survey Committee – Dantwala - All India Rural Credit Review Committee – CRAFTICARD – Bramprakash – Madhav Rao – Jagdish Capoor - Vaidyanathan

4. Co-operatives after New Economic Policy

### **3) Non Credit Co-operatives**

- a. Consumer Co-operatives – Structure - Primary (Students / Women) – District –State - National level - Retail Outlets - Departmental Stores & Super Markets – Public Distribution System
- b. Co-operative Marketing – Structure – Primary Level / State Level – National level - Functions – Regulated Market – Linking of Credit with Marketing – Growers Co-operative – Role of NCDC
- c. Co-operative Farming – Need for Co-operative farming – Features, Types of farming Co-operatives
- d. Dairy Co-operatives – Structure – Primary/District/State/NDDDB – Anand – Operation Flood
- e. Housing Co-operatives – Types – Structure
- f. Co-operative Processing – Sugar Factories – Spinning Mills – Fruits and Vegetables
- g. Industrial Co-operatives – Types – Structure and Functions
- h. Weavers Co-operatives – Types – Structure – Functions

Miscellaneous Co-operatives - Labour Contract – Printing Press – Social Welfare – KVI – Fisheries – Fertilizer Co-operatives Other Special Types

### **4) Co-operative Education and Training**

District Level – State Level Co-op Union – NCUI – NCCE -Member Education Programmes

Co-operative Training Institutes – State – National – Training of Personnel's of Co-operative Institutions and Departments

### **5) History of Co-operative Legislation**

Evolution of Co-operative Societies Acts from 1904 to 1934

- x Detailed study of Tamil Nadu Co-operative Societies Act 1983 and TNCS Rules 1988
- x Registration of a Co-operative Societies
- x Qualification, Rights and Liabilities of Members
- x Management of Registered Societies
- x Audit, Inquiry, Inspection, Investigation, Surcharge and Supersession
- x Settlement of Disputes
- x Winding Up
- x Appeal, Revision, Review Offences and Penalties

**6) Model State Co-operative Societies Act as per 97<sup>th</sup> Constitutional Amendment Act, 2011**

**7) Allied Laws applicable to Co-operatives** – Contract Act – Limitation Act – Shops and Establishment Act – Bonus Act

Labour Laws – Wage Legislation – Industrial Disputes – Social Security Acts

**TEST CODE : 061**

**Departmental Test for Officers of the Co-operative Department – Credit & Banking**

**SYLLABUS**

- 1) Meaning and Definition of banking** – Various types of Banks – Genesis and Growth of Co-operative Credit and Banking
- 2) Rural Credit**  
Short Term Co-operative Credit Structure – 3 Tier – PACCS – DCCB - TNSCB - Functions
- 3) Long term Co-operative Credit Structure – Two Tier – PCARDB –SCARDB – Functions**
- 4) Urban Credit** – Urban Co-operative Banks - Employees Thrift & Credit Societies
- 5) Industrial Credit** – Industrial Co-operative Bank
- 6) Approaches in Development of Agriculture Credit**
  - x Role of NABARD in Credit
  - x Service Area Approach
  - x Joint Liability Group
  - x Development Action Plan Kissan Credit Card
- 7) Co-operative Banking** - Banking Regulation Act, 1949 and Negotiable Instruments, Act 1881 applicable to Co-operative Banks – Licensing of Co-operative Banks – Prevention of Money Laundering Act, 2002 – Securitization and Reconstruction of Financial Assets and Enforcement of Security Interest Act (SARFAESI) 2002 – Debt Recovery Tribunal
- 8) Banker and Customer Relationship** – Definition - Rights and Responsibilities of Banks as collecting banks, paying bankers – Bankers’ rights and right to set off Appropriation of Accounts, Accepting and Collection of Cheques and bills, Demand Draft, etc., - Banking Ombudsman
- 9) Banking operations** - Mobilisation of resources – Acceptance of Deposits – Adherence to KYC Norms for Opening of Accounts – Documentation for Various Loans – Financial Inclusion – Opening of No Frill Accounts
- 10) Management of Funds in Banks** – Principles of Good Lending and Investment – Profit Planning – Consortium schemes
- 11) Types of Loans** – Secured and Unsecured - Overdraft, Cash Credit – Pledge – Hypothecation – Mortgage - Documents of title deeds - Land and Buildings, Gold, produce and goods
- 12) Non Performing Assets and Recovery management** – Income Recognition and Asset Classification Norms – Causes for Over dues – Recovery Ethics
- 13) Banking Services and Technology** – Core Banking Solutions (CBS)- Debit and Credit Card – Real Time Gross Settlement (RTGS) – National Electronic Fund Transfer (NEFT) – ECS Debit and Credit – Digital Cheques – Cheque Transaction – Indian Financial Services Code(IFSC)
- 13) Schemes-SHG/loans to weaker sections like Differently abled, Minorities, Backward classes, THADCO, Petty trades, loans to MSME sectors**

**TEST CODE : 068**

**Departmental Test for Officers of the Co-operative Department - Co-operative Management and Administration**

**Co-operative Management and Administration:-**

**1) Management** – Definition – Evolution of the Concept of Management – Principles of Management – Functions of Management.

**2) Management in Co-operatives** - Distinctive features - Need for Professional Management in Co-operatives.

**3) Important features of By laws** of Co-operative Institutions – Powers, Duties and Responsibilities of Members, Board of Directors

**4) Functions of Management**

- a) Planning in Co-operatives – Process of Planning in Co-operatives – Decision Making and its Techniques.
- b) Organizing – Methods – Delegation – Decentralization in Co-operatives – Functional Authority - Process of Departmentalization - Organizing in different types of Co-operatives
- c) Direction – Elements of Direction – Role of Leadership and Communication in Co-operatives
- d) Co-ordination – Need – Principles – Techniques of Co-ordination
- e) Control–Process and Types of Control–Requirement of Good Control System– Internal Checks and Control
- f) Staffing – Forecasting HR requirements in Co-operatives – Recruitment – Training - Appraisal

**5. Functional Areas of Management**

- a) Personnel Management - Personnel policy in Co-operatives–Organizational Setup – Wage and Salary Administration
- b) Production – Planning and Control –Standardization
- c) Materials Management – Inventory Management – Control –Techniques
- d) Marketing Management – Marketing Mix – PLC concept – Marketing research and strategies
- e) Financial Management–Financial Planning and Budget–Capital Structure– Working Capital Management – Financial Ratios
- f) Office Management – Office Layout – Location – File and Record Maintenance – Commercial Correspondence – Drafting Communication – Attendance and Discipline



**6. Co-operative Administration** - Present set up of Co-operative Department-Vertical and functional-Gazetted and non-Gazetted staff set up at the State, Divisional District and Sub Divisional levels-Variou records and registers Maintained by inspecting, supervisory and audit staff

**7.** Executive functions-Statutory functions and powers of various Co-operative officers at various levels- Delegation of various powers of Registrar to various officers

**8.** Various reports and returns submitted by Co-operative Societies- compilation of statistical data- Follow up inspection and enquiry reports

**9.** Operational Efficiency of Co-operatives – Criteria for measuring operational efficiency – Key Result and Performance Area – Performance Budgeting – Productivity and Profitability -MIS

**10.** Role of Members, Board of Management and General body of a Co-operative Societies

**11.** Role of Registrar of Co-operative Societies and Government in a Co-operative movement

**TEST CODE : 057**

**Departmental Test for Officers of the Co-operative Department – Book- keeping**

1. Double Entry – Book-keeping – Objects and Functions - Concepts and Conventions – Accounting Process – Difference between Book Keeping and Accounting – Accounting Cycle – Types of Accounts – Personal, Real, Nominal - Rules for Debit and Credit

2. Books of Accounts – Transaction – Journal – Ledger Postings – Balancing - Subsidiary books – Different kinds – Cashbook

3. Bank Reconciliation Statement

4. Preparation of Trial Balance and Rectification of Errors

5.Capital and Revenue Transactions–Valuation of Closing stock

6. Preparation of Trading Account – Profit and Loss Account and Balance Sheet

7. Depreciation and its Types - Methods of Calculating Different types of depreciation

8. Financial Statements Analysis and its Interpretation

9. Reserves- General and Specific Reserve fund

10. Consignment and Joint Venture Accounts

11. Maintenance of Accounts in Co-operative Societies – Registers and Books to be maintained as per TNCS Act and Rules - Common Accounting System (CAS) – Management Information System(MIS)

**Test Code : 071**

**Departmental Test for Officers of the Co-operative Department – Auditing**

1. Origin of Audit, definition and objectives of Audit - Principles - Advantages and Scope of Audit, Various Kinds of Audit – Special features of Co-operative Audit Difference between Commercial and Co-operative Audit
  2. Departmental set up for Co-operative Audit and Milk Co-operatives
  3. Responsibility of Audit Department for Completion of Audit – Co-ordination with all functional Registrars for conduct of Audit-Rights, Duties and Responsibilities of an Auditor.
  4. Audit programme with Internal Check and Internal Audit – Review of Books and Accounts.
  5. Vouching and routine Checking - Vouching of receipts and payments - Checking of postings in the Ledgers.
  6. Administrative Audit - Conduct of Audit as per TNCS Act, Rules, Manuals and By-Laws and Administrative Instructions.
  7. Verifications and Valuations of assets – Verification of Liabilities- Verification of fluid resources maintained by Co-operative Banks
    - x Distribution of profits – Fulfilling all statutory requirements (CEF, CDF – Reserve Fund etc.,) – Provision for bonus under Bonus Act and Provision for Income Tax Sales Tax, etc.,
    - x Depreciation – Statutory and Non Statutory Provisions – Creation and Release of Reserves
  - Valuation of Stock in trade including stock under processing – principles of valuation of different kinds of assets – Valuation of bad & doubtful debts
  8. Preparation of Receipts & Charges, Trading & Profit & Loss Account – Costing & Preparation of Manufacturing Accounts, Balance Sheet, Checking & Finalizing of Accounts – Contra entries & adjustment entries – Final closing of Accounts, Reconciliation of Bank balance & other balances as per books of accounts with audited statements
  9. Summary of Defects – Special Report on serious defects – Rectification of audit defects
  10. Audit of different kind of Co-operative Societies – PACCS – DCCB – UCB – CARDB – Weavers – Marketing – Dairy – Industrial - Consumer – Important Registers and Accounts to be checked by the Auditor for different types of societies - Levy and Collection of Audit fees – Societies exempted from payment of Audit fees.
  11. Preparation of Audit memorandum an den closures to Audit memorandum – Test Audit – Issue of Audit certificate.
- Placing of final Audit memorandum in the general body.

**TEST CODE : 051**

**TEST NAME:** Departmental Test for Officers of the Co-operative Department - Co-operation

<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 80%</b> Without Books	2 hours	<b>36</b>	100
<b>Descriptive Type - 20%</b> Without Books	30 minutes	<b>9</b>	
<b>Total</b>	<b>2.30 hours</b>	<b>45</b>	

**TEST CODE : 061**

**TEST NAME:** Departmental Test for Officers of the Co-operative Department - Co-operative Credit and Banking

<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 80%</b> Without Books	2 hours	<b>36</b>	100
<b>Descriptive Type - 20%</b> Without Books	30 minutes	<b>9</b>	
<b>Total</b>	<b>2.30 hours</b>	<b>45</b>	

**TEST CODE : 068**

**TEST NAME:** Departmental Test for Officers of the Co-operative Department – Co-operative Management and Administration

<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 80%</b> Without Books	2 hrs	<b>36</b>	100
<b>Descriptive Type - 20%</b> Without Books	30 minutes	<b>9</b>	
<b>Total</b>	<b>2.30 hours</b>	<b>45</b>	

**TEST CODE : 057**

**TEST NAME: Departmental Test for Officers of the Co-Operative Department  
- Book - keeping**

<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 40%</b> Without Books	1 hr	<b>18</b>	100
<b>Descriptive Type - 60%</b> Without Books	1.30 hours	<b>27</b>	
<b>Total</b>	<b>2.30 hours</b>	<b>45</b>	

**TEST CODE : 071**

**TEST NAME : Departmental Test for Officers of the Co-operative Department  
- Auditing**

<b>Pattern/ Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 40%</b> Without Books	1 hour	<b>18</b>	100
<b>Descriptive Type - 60%</b> Without Books	1.30 hours	<b>27</b>	
<b>Total</b>	<b>2.30 hours</b>	<b>45</b>	

## **ECONOMICS AND STATISTICS DEPARTMENT (1 TEST)**

### **Name of the Test**

**T.C.075:** Departmental Test for the Ministerial Staff of the Department of Economics and Statistics

### **SYLLABUS**

### **TEST CODE : 075**

### **Departmental Test for the Ministerial Staff of the Department of Economics and Statistics**

Measures of central Tendency Measures of Dispersion – Skewness and kurtosis, Correlation and Regression, Theory of Probability, Probability distributions like Binomial, Poisson, Normal, t, Chi-Square & F. Moment Generating Functions, Testing of Hypothesis using various Statistical Tests like Z, t, F, Chi-Square, Basics of Multiple Regression and Multivariate analysis and Sampling design. In addition, they should have basic skills in using MS-Excel.

### **T.C.075:**

### **Departmental Test for the Ministerial Staff of the Department of Economics and Statistics**

<b>Pattern/ Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 100%</b> Without Books	<b>2.30 hours</b>	45	100

**EMPLOYMENT AND TRAINING DEPARTMENT (2 TESTS)**

**Name of the Test**

**T.C.052:** Departmental Test for Members of the Tamil Nadu Ministerial Service in the National Employment Service

**T.C.058:** Departmental Test for Officers of the National Employment Service

**SYLLABUS**

**T.C.052:** Departmental Test for Members of the Tamil Nadu Ministerial Service in the National Employment Service

**EXISTING SYLLABUS**

The following portion of the National Employment Service Manual as amended from time to time

**PART – I – EMPLOYMENT EXCHANGE POLICY AND PROCEDURE**

Chapter–II – Employment Exchange Procedure  
Chapter–III – Employment Exchange Instructions  
Chapter–IV – Standard Employment Exchange Forms  
Chapter–VII – Registration of Employment Seekers  
Chapter – VIII – Documentation of Vacancies  
Chapter – X – Post Submission Action  
Chapter – XIII – Vacancy and Labour Clearing  
Chapter – XVI – Various General Instructions  
Chapter – XVIII – Reports and Returns

**PART - II – EMPLOYMENT MARKET INFORMATION**

Chapter - I - Introduction  
Chapter - II - Construction of Employer's Register  
Chapter - III - Collection of Employment Market Information

Chapter - IV- Progress Reports

**PART - III – VOCATIONAL GUIDANCE PROGRAMME**

Chapter - I - Organization and functions  
Chapter - V - Collection of Occupational Information

**PART - IV – PLACEMENT OF THE PERSONS WITH DISABILITIES**

**REVISED SYLLABUS**

The following portion of the National Employment Service Manual as amended from time to time

**PART – I – EMPLOYMENT EXCHANGE POLICY AND PROCEDURE**

Chapter–II – Employment Exchange Procedure  
Chapter–III – Employment Exchange Instructions  
Chapter–IV – Standard Employment Exchange Forms  
Chapter–VII – Registration of Employment Seekers  
Chapter – VIII – Documentation of Vacancies  
Chapter – X – Post Submission Action  
Chapter – XIII – Vacancy and Labour Clearing  
Chapter – XVI – Various General Instructions  
Chapter – XVIII – Reports and Returns

**PART - II – EMPLOYMENT MARKET INFORMATION**

Chapter - I - Introduction  
Chapter - II - Construction of Employer's Register  
Chapter - III - Collection of Employment Market Information

Chapter - IV- Progress Reports

**PART - III – VOCATIONAL GUIDANCE PROGRAMME**

Chapter - I - Organization and functions  
Chapter - V - Collection of Occupational Information

**PART - IV – PLACEMENT OF THE PERSONS WITH DISABILITIES**

	<p><b><u>1.Administration Section:</u></b> About administration set up,No. of Offices and Regions</p> <p><b><u>2.Computerisation Section:</u></b> About tnvelaivaippu portal and latest changes made in the portal</p> <p><b><u>3.Career Guidance:</u></b> About Study Circle,Virtual Learning System, State Career Guidance centre, University Coaching classes, Special career guidance programme, career awareness, vocational career guidance, book</p> <p><b><u>4.Employment Market Information:</u></b> About Private job portal, EMI-Collection of Online returns, Job fair</p> <p><b><u>5.Staff Training:</u></b> About important instruction regarding registration Renewal, vacancy and employment exchange activities, submission(including SEECM) except NESM</p> <p><b><u>6.Unemployment Assistance Scheme:</u></b> About Unemployment Assistance Scheme for general and Differently abled</p> <p><b><u>7.Thittam &amp; Velaivaippu:</u></b> Model Career Centre, Coaching Cum Guidance Centre for SC/ST, Coaching Cum Guidance Centre for Tribal Population Special Cell For Differently Abled Overseas Manpower Corporation Limited Registration ,Skill Registration ,Tamil Nadu Skill Development Corporation.</p>
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**T.C.058:** Departmental Test for Officers of the National Employment Service

<b>EXISTING SYLLABUS</b>	<b>REVISED SYLLABUS</b>
<p>The following portion of the National Employment Service Manual as amended from time to time:- <b><u>PART - I - EMPLOYMENT EXCHANGE POLICY AND PROCEDURE</u></b> Chapter-II - Employment Exchange Procedure Chapter-III - Employment Exchange Instructions Chapter-IV - Standard Employment Exchange Forms Chapter-VII - Registration of Employment Seekers Chapter - VIII - Documentation of Vacancies Chapter-X - Post Submission Action Chapter - XIII - Vacancy and Labour Clearing Chapter - XVI - Various General Instructions Chapter - XVIII - Reports and Returns <b><u>PART - II - Employment Market Information</u></b> Chapter - I - Introduction Chapter - II - Construction of Employer's Register</p>	<p>The following portion of the National Employment Service Manual as amended from time to time:- <b><u>PART - I - Employment Exchange Policy And Procedure</u></b> Chapter-II - Employment Exchange Procedure Chapter-III - Employment Exchange Instructions Chapter-IV - Standard Employment Exchange Forms Chapter-VII - Registration of Employment Seekers Chapter - VIII - Documentation of Vacancies Chapter-X - Post Submission Action Chapter - XIII - Vacancy and Labour Clearing Chapter - XVI - Various General Instructions Chapter - XVIII - Reports and Returns <b><u>PART - II - Employment Market Information</u></b> Chapter - I - Introduction Chapter - II - Construction of Employer's Register</p>

<p>Chapter - III - Collection of Employment Market Information  Chapter - IV - Progress Reports  <b><u>PART - III – Vocational Guidance Programme</u></b>  Chapter - I - Organization and functions  Chapter - V - Collection of Occupational Information  <b><u>PART - IV – Placement Of The Persons With Disabilities</u></b></p>	<p>Chapter - III - Collection of Employment Market Information  Chapter - IV - Progress Reports  <b><u>PART - III – Vocational Guidance Programme</u></b>  Chapter - I - Organization and functions  Chapter - V - Collection of Occupational Information  <b><u>PART - IV – Placement Of The Persons With Disabilities</u></b></p> <p><b><u>1.Administration Section:</u></b>  About administration set up,No. of Offices and Regions</p> <p><b><u>2.Computerisation Section:</u></b>  About tnvelaivaippu portal and latest changes made in the portal</p> <p><b><u>3.Career Guidance:</u></b>  About Study Circle,Virtual Learning System, State Career Guidance centre, University Coaching classes, Special career guidance programme, career awareness, vocational career guidance, book</p> <p><b><u>4.Employment Market Information:</u></b>  About Private job portal, EMI-Collection of Online returns, Job fair</p> <p><b><u>5.Staff Training:</u></b>  About important instruction regarding registration Renewal, vacancy and employment exchange activities, submission(including SEECM) except NESM</p> <p><b><u>6.Unemployment Assistance Scheme:</u></b>  About Unemployment Assistance Scheme for general and Differently abled</p> <p><b><u>7.Thittam&amp; Velaivaippu:</u></b>  Model Career Centre, Coaching Cum Guidance Centre for SC/ST, Coaching Cum Guidance Centre for Tribal Population Special Cell for Differently Abled Overseas Manpower Corporation Limited Registration, Skill Registration ,Tamil Nadu Skill Development Corporation.</p>
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<b><u>TEST CODE : 052</u></b>			
<b><u>TESTNAME:</u> Departmental Test for Members of the Tamil Nadu Ministerial Service in the National Employment Service</b>			
<b>Pattern/ Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 80%</b> Without Books	2 hours	<b>36</b>	100
<b>Descriptive Type - 20%</b> Without Books	30 minutes	<b>9</b>	
<b>Total</b>	<b>2.30 hours</b>	<b>45</b>	

<b><u>TEST CODE : 058</u></b>			
<b><u>TEST NAME:</u> Departmental Test for Officers of the National Employment Service</b>			
<b>Pattern/ Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 80%</b> Without Books	2 hours	<b>36</b>	100
<b>Descriptive Type - 20%</b> Without Books	30 minutes	<b>9</b>	
<b>Total</b>	<b>2.30 hours</b>	<b>45</b>	

## **EVALUATION AND APPLIED RESEARCH DEPARTMENT (1 TEST)**

### **Name of the Test**

**T.C.070** :Departmental Test for Evaluation and Applied Research Department

### **SYLLABUS**

#### **TEST CODE : 070**

#### **Departmental Test for Evaluation and Applied Research Department**

#### **I. SURVEY, RESEARCH AND EVALUATION:**

1. Socio-economic surveys : Nature, Scope and Limitations
2. Evaluation: Types & Methodologies of Evaluation (i.e. ex-ante, concurrent and ex-post) - Qualitative, quantitative and mixed methods of evaluation techniques
3. Evaluation Design: Process Evaluation, Impact Evaluation etc., Programme Theory, Design and Logical Framework, Tools used for data collection
4. Sampling methods & techniques – Introduction to Probability, Distribution, various sampling techniques (i.e. purposive sampling, random sampling, stratified sampling etc.)
5. Different stages in Executing Evaluation & Survey Techniques – Questionnaire Design, Pre-testing, Piloting, Quality control measures etc.,
6. Interpretation of Evaluation – Application of statistical techniques i.e., scaling techniques, linear programming, econometrics, causality, multi-varied regression, panel data and regression analysis

#### **II. PROJECT FORMULATION AND APPRAISAL:**

1. Introduction to Public Policies, Principles and Decision Making and Investment Criteria
2. Introduction to Principles of Project Appraisal and Techniques, Financial and Economic Analysis
3. Cost-Benefit analysis Vs. Cost Effectiveness Technique

#### **III. DATA BASE FOR GROWTH, DEVELOPMENT AND STRUCTURAL TRENDS IN TAMIL NADU & INDIAN ECONOMY:**

1. Sources for data relating to important items: Population, State Income, State Finance, Agriculture, Industries, Prices, Employment, Energy, Transport and Communication, Banking, Rural / Urban Development, Poverty, Education, Health and Nutrition  
(Data to be sourced from NFS, HDR, RBI, NSSO, Census, SRS Bulletin, Economic Survey, CMIE, NFHS etc.,)

2. Methodology adopted for estimates of State Domestic Product(SDP)
3. Methodology used for compiling key indicators of Tamil Nadu Economy viz., Index of Agricultural Production; Index of Wholesale Prices, Consumer Price Index, Index of Industrial Production
4. Budget documents of Tamil Nadu Government as sources of information relating to State Finance viz., Budget Memorandum, Detailed Estimates of Revenue and Detailed Demands for Grants

**IV. TRENDS IN ECONOMIC DEVELOPMENT OF TAMILNADU**

1. Sectoral Trends in the composition of State Domestic Product for the last ten years
2. Long term Trends with regard to the performance of Agricultural and Industrial Sectors covering the last ten year period
3. Trends in the economic magnitudes of Tamil Nadu Budget during the last ten years

**TEST CODE : 070**

**TEST NAME: Departmental Test for Evaluation and Applied Research Department**

<b>Pattern/ Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 40% Without Books</b>	1 hour	18	100
<b>Descriptive Type - 60% Without Books</b>	1.30 hours	27	
<b>Total</b>	<b>2.30 hours</b>	<b>45</b>	

## FIRE AND RESCUE SERVICES DEPARTMENT (3 TESTS)

### Name of the Test

**T.C.053**: Departmental Test in the Manual of Firemanship for Officers of Tamil Nadu Fire and Rescue Services - First Paper

**T.C.059**: Departmental Test in the Manual of Firemanship for Officers of Tamil Nadu Fire and Rescue Services – Second Paper

**T.C.066**: Departmental Test - Tamil Nadu Fire Service Manual

### SYLLABUS

#### TEST CODE : 053

#### **Departmental Test in the Manual of Firemanship for Officers of Tamil Nadu Fire and Rescue Services – First Paper**

##### Book 1. Elements of Combustion and Extinction

- I. Physics of Combustion
- II. Chemistry of Combustion
- III. Methods of Extinguishing fire\_

##### Book 2. Fire Service Equipment

- I. Hose
- II. Hose Fittings
- III. Ropes and Lines, Knots, Slings etc.,
- IV. Special and Small gear

##### Book 3. Hand pumps, Extinguisher and foam equipment

- I. Hand operated pumps
- II. Portable fire extinguishers and fire blankets
- III. Foam and foam making equipment\_

##### Book 5. Ladders and Appliances

- I. Extension Ladders, Hook Ladders and Roof Ladders
- II. Escapes
- III. Turntable Platforms
- IV. Special Appliances
- V. Pumping Appliances

Book 6. Breathing Apparatus and Resuscitation

- I. Breathing Apparatus
- II. Operational Procedure of Breathing Apparatus
- III. Resuscitation
- IV. Chemical Protective clothing

Book 7. Hydraulics Pumps and Pumps Operation

- I. Hydraulics
- II. Water supplies and hydrants
- III. Pumps Primers and Pump Operation
- IV. Water carrying and relaying

Book 8. Building construction and structural fire protection

- I. Building Materials
- II. Elements of Structure
- III. Building design
- IV. Examples of buildings
- V. Services in buildings

Book 9. Fire Protection of buildings

- I. Fire extinguishing systems (Automatic Sprinklers, other installations using water and not using water)
- II. Fire Alarm systems
- III. Fire venting systems
- IV. National Building Code of India, 2005 Part IV, Fire and Life Safety & Part III Development - Control Rules and General Building Requirements.

**TEST CODE: 059**

**Departmental Test in the Manual of Firemanship for Officers of Tamil Nadu Fire and Rescue Services – Second Paper**

Book 4 incidents involving Aircraft, Ships and Trains

- I. Incidents involving Aircrafts
- II. Incidents involving Ship
- III. Incidents involving Trains

### Book Part 6 A - Practical Firemanship - 1

- I. Practical Fire - Fighting
- II. Control at a fire
- III. After a fire
- IV. Methods of entry and cutting away
- V. Methods of rescue
- VI. Ventilation of fires
- VII. Salvage
- VIII. Knots, Splices, Slings and purchases, making up of lines

### Book Part 6B Practical Firemanship - II

- I. Fires in rural areas
- II. The gas industry and fires in gas works
- III. Electricity and the fire service
- IV. Fires in Aircraft
- V. Fires in oil Refineries

### Book Part 6 C Practical Firemanship - III

- i. Fire in dusts
- ii. Fires involving Explosives
- iii. Fat and Wax fires
- iv. Fire in fibrous materials
- v. Fires in fuels
- vi. Fires in grain hops and their derivatives
- vii. Metal fires
- viii. Fires in Animal and Vegetable Oils
- ix. Paints and Varnish fires
- x. Fires involving Plastics including Celluloid
- xi. Radioactive materials
- xii. Refrigeration plant risks
- xiii. Fires in Resins and Gums
- xiv. Rubber fires
- xv. Sugar fires

Alphabetical list of dangerous chemicals

### Book 10 Fire Service Communication

- i. The Public Telephones System and its relationship to the fire service
- ii. Mobilizing arrangements
- iii. Call- out and Remote Control System
- iv. Radio, Wireless
- v. Automatic Fire Alarm signaling system

## DISASTER MANAGEMENT

1. National Disaster Management Act of 2005 (India)
2. National Disaster Management Authority State
3. Disaster Management Authority and District Disaster Management Authorities
4. National Disaster Response Force (NDRF)
5. Safety Codes - Safety against Earthquake Hazards
6. Cyclones, Floods, Landslides, Underground Blasts
7. Fire Hazards - Safety Codes with reference to BIS

### Major Disasters

1. Water and climate related disasters (like Floods, Cyclones, Cloud Burst, Tsunami, etc.,)
2. Geologically related Disasters (like Earthquakes, Land Slides, Dam Bursts, etc.,)
3. Chemical, Industrial and Nuclear related disasters
4. Accident related Disasters (Like major building collapse, serial Bomb Blast, Air road or Rail Accidents, Forest Fires, Oil spill etc.,)
5. Biologically related Disasters (like Biological / Nuclear / Chemical attack, Biological Epidemics, Food poisoning etc.,)

SOPs (Standard Operation Procedure)

For handling various incidents and Role of Fire and Rescue Services.

**Test Code : 066**

### **Departmental Test - Tamil Nadu Fire Service Manual**

1. The Tamil Nadu Fire Service Manual
2. Right to Information Act,2005

**TEST CODE : 053**

**TESTNAME:** Departmental Test in the Manual of Fireman ship for Officers of Tamil Nadu Fire and Rescue Services – First Paper

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

**TEST CODE : 059**

**TESTNAME:** Departmental Test in the Manual of Firemanship for Officers of Tamil Nadu Fire and Rescue Services – Second Paper

Pattern/ Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

**TEST CODE : 066**

**TEST NAME:** Departmental Test - Tamil Nadu Fire Service Manual

Pattern/ Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100



## **FISHERIES DEPARTMENT (4 TESTS)**

### **Name of the Test**

**T.C.132:** Fisheries Departmental Test –I - Tamil Nadu Fisheries Manual - Part – I and II

**T.C.054:** Fisheries Departmental Test – II Part – A - Marine Fisheries

**T.C.060:** Fisheries Departmental Test – II Part - B - Inland Fisheries

**T.C.067:** Fisheries Departmental Test – II Part - C - Fisheries Technology

### **SYLLABUS**

#### **TEST CODE : 132**

#### **Fisheries Departmental Test –I - Tamil Nadu Fisheries Manual - Part – I and II**

Part - I -Tamil Nadu Fisheries Manual – Part – I

Part – II - Tamil Nadu Fisheries Manual – Part – II - Volume I  
(Chapters on Pearl and Chank Fisheries)

Tamil Nadu Fisheries Manual Part – II - Volume V  
(Chapters on Fisherman Co-operative Societies and Loans to Fisherman Co-operative Societies)

#### **TEST CODE : 054**

#### **Fisheries Departmental Test – II Part – A - Marine Fisheries**

##### **MARINE FISHERIES - THEORY**

**FISHERIES SCIENCE** : Biology of Marine Fishes, Anatomy and Taxonomy of Marine Fishes – Food, Feeding, Breeding habits – Parental care – Range of distribution according to temperature salinity, etc., - Food fishes contributing to major fishery - Fisheries Policy -Vision

#### **1) OCEANOGRAPHY:**

- i) Its relation to Fishery Science – Physical and Chemical Distribution of land and water – Topographic features of ocean floor with special reference to the Indian Ocean. Continental shelf and slope – Depth of Ocean - Terms used in describing sea bottom – Colours – Rise – Ridge – Physical properties of sea water – Temperature, Pressure, Density, Light penetration – Chemistry and Fertility of Sea water – Distribution of nutrients and dissolved gases – Instruments used for collection of samples etc.,



- ii) Water masses – General Ocean Currents of the World – Waves and Tides–Drifts–Trade Winds–Monsoons–their causes and distribution – Instruments used to measure current velocity and direction
- iii) Influence of Physico – Chemical factors on Fish behaviours and Fisheries

**2) METEOROLOGY:**

- i) Introduction - Weather and Climate
- ii) Elements of weather and observations – Air masses – Meteorology and Fisheries– Instruments used for Meteorological purposes
- iii) Synoptic Oceanography and its future applications – Fish location by Hydro graphic conditions

**3) MARINE BIOLOGY:**

- i) Plankton, Nekton, Benthos–Classification- Methods of collection and examination – Description of equipments used – Biological indicators of Fisheries - “Red Tide” and related phenomenon of discoloured waters – Primary production and standing crops–Plankton as fish food – Fish Eggs and Larvae – Preservation of specimens.
- ii) Study of the Planktonic Organisms of the Tamil Nadu Coast
- iii) Marine sea weeds of economic importance – Names of common sea weeds available in the Tamil Nadu Coast – Their availability, abundance and utility
- iv) Ichthyotoxicology

**4) MARINE FISH AND FISHERIES:**

- i) Ecology - Life History – Feeding – Breeding – Recruitment – Migration - Fishing grounds–Distribution-Fluctuations, Seasonsofavailability-Methodofcapture
- ii) Fishing grounds of the World – World Fisheries – Fisheries of India
- iii) Fisheries of Tamil Nadu including Shell fisheries – Statistics of marine fish landing – Tamil names for the different varieties of fishes

A. PELAGIC FISHERIES:

Sardines, Mackerals, Tuna, Bombay Duck, Pomfrets, Shark, Seer, White bait, Ribbon fish, Flying fish etc.,

B. DEMERSAL FISHERIES:

Fisheries of Prawn, Lobsters, Crabs, Sciaenid, Polynemids, Sole, Molluscs (Chank, Pearl, Oysters, Clams, Mussels, etc.) Flat fishes, Silver bellies, Rays, Eels, Perches, Echinoderms. Pearl and Chank fisheries of Tamil Nadu – Organization and Management Legislation relating to these fisheries - Inspection and Survey of Pearl and Chank Beds – Under water Survey and diving methods

C. OTHER MARINE FISHERIES:

Corals, Sponges, Turtle, Marine mammals

D. FISH POPULATION STUDIES:

- i) Unity stock distribution–Migration–Tagging–Recruitment–Age determination– Length and Weight relationships
- ii) Elementary principles and methods on Mortality and Survival
- iii) Catch: Fishing effort
- iv) Estimate of stock, Density, overfishing
- v) Conservation of Fisheries resources with special emphasis on Conservation of endangered species

5) MARICULTURE:

- i) Definition: Cultivable species – Methods of culture – Location of culture and Farm areas
- ii) Culture of Edible Oysters and Mussels – Crabs – Seaweeds – Pearl Oysters Breeding, Rearing, and Farming
- iii) Marine Fish Farming - Design and Construction – Pen culture, Cage culture – Sea ranching
- iv) Diseases of Marine fishes

6) MARINE POLLUTION:

- i) Definition – Types of pollution – Broad outlines of effects and control of pollution on Marine Fisheries

7) LAWS:

- i) Law of the sea–International Organizations and Commissions on Fisheries- Development
- ii) EEZ of India
- iii) Tamil Nadu Marine Fisheries Regulation Act and Rules

8) MARINE FISHERIESMANAGEMENT

9) STATISTICS

Collection of Fish Landings, Recording and Analysis – Compilation

**TEST CODE : 060**

**Fisheries Departmental Test – II Part - B - Inland Fisheries**

INLAND FISHERIES (THEORY)

1) LIMNOLOGY:

I) Origin of lakes – Morphometry and connected features – Physical features of waters – Importance of thermal properties of water and optical properties – Chemical features of Lakes and Ponds – Alkalinity and pH dissolved gases, dissolved salts, nutrient cycles, (Carbon, Nitrogen, Phosphorus, Silica, Sulphide, etc.) soil – water relationships, Lotic and Lentic water - Elementary limnological methods – Collection and analysis of water, Productivity–Productivity relationships - Biological productivity – Nutrient depletion – Carbon fixation, oxygen production, etc., - Photo – synthesis and Primary Production – Secondary production Chlorophyll and C1 trophic relationships

II) Biological Limnology – Plankton of fresh and brackish waters – Characteristics of Oligotrophic, Eutrophic, cold and warm waters – Phyto plankton Zoo - plankton relationships – Benthic fauna, Periphyton, Nekton – Relationship of plankton to water quality and fish production – Plankton collection and analysis, Identification of important groups of phyto plankton, zoo plankton and benthic fauna - Estimation of primary production – Vertebras, Otolith, etc.,- Petersons methods – Role of micro organisms

2) FISH BIOLOGY :

I) Anatomy and Taxonomy of Fresh Water fishes – Identification of Fishes - Estuarine Fish and Prawn – Food, Feeding, Breeding habits – Parental care – Range of distribution according to temperature, Salinity, Altitude, etc., - Food fishes, Public health fishes, Ornamental fishes – Fish diseases and their control - Removal of Pituitary Gland from fish and its storage - Preparation of extract and injection techniques - Examination of gut contents, gonads, maturity stages etc., - Determination of Age of fishes by scales, spines etc.,

### 3) FISH CULTURE :

I. Fish Farm design and construction – Nursery management - Pond preparation, Drying, Weed removal, Removal of unwanted fishes, Elimination of insects, Manuring

II. Breeding – Natural breeding of fish - Artificial breeding by stripping - Bund breeding – Hormone breeding – Techniques – Breeding of major carps – Chinese carps – by pituitary injections – Jar hatchery techniques – Chinese hatchery – Hatchlings production and stocking - Natural fish seed collections – Conditioning - Transport – Measuring and counting of ova, fertilized eggs, hatchings, fry etc., Live fish transport methods – Use of Tranquilizers and Oxygen; - Crafts and Gears in inland waters for collection of spawn, breeder fish from tanks and reservoirs etc.,

III. Stocking of fry in Nurseries, Floating cages - Rearing, Feeding, Thinning - Harvesting and Marketing

#### 4) POND CULTURE:

Pond Management: Weed control - Control by Chemical, Biological, Physical methods - Manuring, Fertilization - Stocking compatible species – Insect control by Oil emulsion - Poly culture with indigenous species and with exotic species (Chinese carps) – Principles of composite fish culture – Feeding niches – Cultivable fresh water fish – Culture of air breathers, Predators, Cat fishes, Eels etc., - Tilapia and its utility as food – Harvesting

#### 5) FISH ENEMIES AND CONTROL

#### 6) FLUVIATILE FISHERIES, RESERVOIR AND TANK FISHERIES:

River Fisheries – Effect of Weirs and Dams – Development of reservoir fisheries – Fish passes – Ladders fish ways etc., - Change in fish population – Fishing method in Reservoirs, Lakes, Rivers - Management practices – Conservancy - Types of tanks and methods of Fishing with reference to Adyar Estuary, Cauvery River, Poondi Reservoir, Veeranam Tank and Mettur Dam etc.,

#### 7) SPECIAL FISHERIES :

Integrated Fish Farming – Sewage Fish Farming – Use of Temple tanks and Fort Moats for fish culture – Running water fish culture – Culture of fish in enclosures – Race way fish culture

#### 8) CONSERVANCY AND FISHERY LEGISLATION:

i) Indian fisheries Act – Madras Act, 1929 – Regulations for Fishing in Rivers, Reservoirs, Tanks etc., - Closed seasons - Prohibited areas – Sanctuaries – Nilgiri Fishing Rules, Kodaikanal Fishing Rules – Tamil Nadu Inland Fishing Rules, 1972 – Boards Standing Orders – Auctioning of Water bodies

ii) Application of Biotechnology in Aquaculture – Cryopreservation of Fish Gametes – Coastal Aquaculture Authority - Specific Pathogen Free (SPF) stocks in shrimp culture – Bio - security – Bioremediation in aquaculture - GMP in aquaculture units – EIA studies – Risk management in aquaculture - Insurance schemes

9) EXOTIC INTRODUCTIONS:

Gourami, Mirror Carp varieties, Golden Carp, Tilapia, Common Carp, Chinese Carp, Grass Carp and Silver Carp, etc.,

10) SPORT FISHERIES AND HILL STREAM FISHERIES:

1) Masher, Chocolate Masher, B. carnaticus - Introduction of Rainbow Trout in Nilgiris and its progress - Introduction of other trouts and albino Trout in Nilgiris - Trout hatchery operations – Natural spawn collection stream and pond surveys

11) AQUARIUM KEEPING

12) FRESH WATER PRAWN CULTURE:

Culturable species and Natural collection – Breeding, Rearing, Farm management, etc.,

13) BRACKISH WATER FISH FARMING:

- I. Principles of culture–Identification of culturable species of Prawns and Fish - Location of culture and farm areas – Methods of culture
- II. Natural collection of juveniles – Acclimatization of euryhaline Fish and Shrimp– Transport - Nursery and Pond Management, Natural and artificial feeds–Prawn hatchery – Breeding, Hatching, Rearing techniques - Hatchery management
- III. Mono culture and Poly culture of Prawn and Fish
- IV. Brackish water Fish Farm Design and construction – Operational Techniques
- V. Fisheries of Pulicat Lake

14) FISHERIES EXTENSION :

Role of Extension officers, farmers and fishermen in extension work – Role of NGOs and SHGs in Fisheries Development – Farmer Field Schools for Aquaculture – BFDA – FFDA – ATMA Schemes

15. POLLUTION:

Definition – Types – Effects of domestic and industrial wastes in fishery waters

**TEST CODE : 067**

**Fisheries Departmental Test – II Part - C - Fisheries Technology**

FISHERIES TECHNOLOGY (THEORY)

A. FISH HANDLING, PRESERVATION AND PROCESSING

1. INTRODUCTION:

Importance of Fish Preservation and Processing Technology in Fisheries

2. BIO-CHEMISTRY:

- I. Chief components of Fish – Carbohydrates, Fats, Proteins and Minerals – Structure of Proteins - Amino acids –Enzymes
- II. Fish in nutrition - Chemical composition of Fish and Shell fish – Role of proteins, Fats and Carbohydrates in the diet – Vitamins – Biological value of Proteins - Contribution of fish to the nutritive value of the diet
- III. Simple techniques for analysis of fish for moisture fat, protein, ash, Trimethylamine and total volatile bases in fish and fishery products – Analysis of Salt.

3. BACTERIOLOGY:

Elementary bacteriology – Pathogens – Marine and Freshwater bacteria – Bacteria of fish and its environment – Role of Bacteria, Yeasts and fungi in the spoilage of Fish and Fishery products – Principles involved in the control of Bacteria in Food - Culture, Examination and Identification of bacteria – Examination of live and stained bacteria under microscope – Estimation of Total Plate Count – Identification of Pathogenic bacteria and their lethal level

4. FRESH FISH HANDLING AND PRESERVATION:

Mechanism of fish spoilage – Autolysis, bacterial and chemical types of spoilage – Breakdown of Proteins – Protein Nitrogenous extractives – Protein Nitrogen and Non Protein Nitrogen - Rigor Mortis – Use of Ice and Refrigerated brine – Use of chemicals and Antibiotics – Production of ice – Different types of ice - Use of ice in fish preservation - Organoleptic examination of fresh fish at the landing site - Packing of fish in ice and transport



## 5. FREEZING OF FISH:

Principle involved in the preservation of the fish by freezing – Freezing techniques – Sharp freezing, Plate freezing and Blast freezing – Immersion freezing - Glazing – Accelerated Freeze Drying – Individual Quick Freezing - Liquid Nitrogen Freezing - Preparation and handling of fish for freezing – Spoilage of frozen fish – Denaturation – Oxidative changes – Prevention – Processing and Freezing of shrimp lobsters, Cuttle fish and other fishes (whole, peeled, deveined, fillet, minced) – Storages of frozen foods – Export trade in frozen foods – Standards of quality prescribed by I.S.I.- Preparation of flow charts for each method of processing.

## 6. CANNING OF FISH:

History and principles of Canning - Fish and Shell fish canning – Spoilage of canned fish – Significance of botulism hazard – Handling and preparation of shrimp and fish for canning - Nutritive value of canned fish – Shelf life – Examination of canned foods for quality standards prescribed by I.S.I. - Export trade in canned fish – Standard tests - Preparation of a flow chart for canning of shrimp fish, etc.,

## 7. SALTING, DRYING AND SMOKING OF FISH:

Principle involved in the preservation of fish by Salting, Drying, Pickling and Smoking of fish – Sun drying with and without salt – Mechanical dehydration of fish – Tunnel drying – Quality of salt for curing – Bacteriology of salted fish – Halophiles in dried salted fish – Quality standards for dried fish prescribed by I.S.I. - Hot and Cold Smoking – Marinating - Export trade in dried fish products - Determination of quality of salt used – Examination of dried and cured products – Organoleptic scores for quality - Precautions to be undertaken for the maintenance of quality -Preservation

## 8. OTHER PRESERVED FISH PRODUCTS:

- i) Preservation of Fish by Irradiation
- ii) Preparation of Fish jam – Sausage – Sauce – Pastes – Hydrolysates – Fermented products – Marinates - Masmin – Fish flour – Fish Protein Concentrate – Certification of Fishery products.
- iii) Production of Communitated Fish meat - Definition - Raw materials for production of communitated fish meat – Freezing and cold storage of communitated fish meat – Colour of communitated fish meat – Changes occurring during Freezing and Cold Storage - Advantage and Disadvantage.

## 9. FISHERY BY- PRODUCTS :

- I. Fish Manure – Fish meal - Ensilaged products - Fish oil - Body oils – Liver oil – Shark skin - Fish leather – Fish glue – Isinglass – Peptone – Fish fins – Maws – Beche-de-mer - Pearl essence – Products from Whales, Dolphins, Porpoises, Dugong – Uses of the different by-products
- II. Shell fish , Cuttle fish bone – Chitin – Preparation and utilization
- III. Utilization of sea weeds for food, manure - marine phyto chemicals (Iodine, Potash, Agar, Alginate, etc.) - Agar preparation - Flow charts – Products from Sponges and Corals

## 10. QUALITY CONTROL, STANDARDS AND INSPECTION OF FISHERY PRODUCTS:

Quality and freshness tests for fish – Organoleptic tests - Standards for quality prescribed by Indian Standards Institution for frozen, canned, salted fish and other by-products - Inspection of fish products for the export trade – Taste panel studies – Insect infestation prevention

## 11. LAY OUT OF PROCESSING PLANTS – LOCATION – HYGIENIC CONDITION – I.S.I. CODE –ETC.,

## B. CRAFT , GEAR AND FISHING METHODS

### I. CRAFT:

1. Evolution of indigenous Fishing Crafts and Gears - Crafts and Gears of East and West Coast - Correlation to Coastal topography and kind of fishing
2. Indigenous boats – Catamaran of different kinds – Masula boat – Canoes – Dugouts – Coracles etc.,
3. Evolution of boat – Mechanization of Fishing Crafts – Advantages of Mechanization – Progress of Mechanization through the years – Mechanization of Fishing Crafts of Tamil Nadu – Improvements (IB)32' (STB) 43 ½ ZB combination boat for Gill netting and trawling
4. Rudimentary study of Naval architecture – Designs of Boats – Line drawing – Type of boats for Fishing – Round, V Bottom and Flat Bottom Trawlers – Seines – Trolling boats - Carrier boats – Factory ships
5. Boat Building materials – Wood – Steel- FerroCement – Fibreglasshulls –Quality – Construction methods
6. Maintenance and care of Fishing boats – Periodical cleaning of hulls - Painting – Rusting, dry, wet rot of timber - Use of Antifouling materials

7. Deck equipments – Winches – Types of Fish Finders – Sonar – Net Recorder - Radio Telephone - Radio Direction Finder –Radar

8. Recent advancement in crafts

## II. GEARS:

1. Fishing Gear – Factors determining the selection of Fishing gears – Classification of fishing gear – Fishing gears of Tamil Nadu - Fishing gear materials – Natural - Synthetic materials – Twines and Ropes – Floats - Sinkers–Buoys – Anchors – Fishing Techniques
2. Reading of Net design knots – bating – creating – Braiding, cutting and mounting of webbings - Attaching webbing to ropes - Principles of mending of nets – Design and Fabrication of Fishing gear
3. Gillnets–Surface, Mid water and Bottom sets nets and Trammel nets
4. Trawling – Different type – Beam trawl – Side trawling – Bull or Pair trawl – Multirig trawling – Mid water trawling – High opening trawls
5. Seine nets – Lampara nets, Purse seine, Ring nets, Danish seine, shore seines
6. Hook and lines, Long lines, Trolling lines, Pole and line fishing
7. Traps or pots – Shooting gears
8. Different kinds of Inland Gears
9. Treating and preservation of fishing gears

## III. Fish Aggregating Device

## IV. Exploratory and commercial fishing survey:

Survey of fishing areas for fishing potentials - Rational exploitation of Fishing grounds and banks

## C. NAVIGATION AND SEAMANSHIP

1. Solar system – Stars and Constellation
2. Earth – Speed of Rotation – Positions around the Sun – Latitudes and Longitudes – Tropic and Cancer and Capricorn, Equator, Prime Meridian, International data line – Equinox – Change of season

3. Winds – Currents
4. Admiralty chart – Reading of chart – Mercator Projection – Principles – Scales – Symbols and Abbreviations – Contour lines - Compass nexus – Compass variations - High water – Low water information – Notices to Mariners – Making of courses - Measurement of distances
5. Navigation instruments – Magnetic Compass – Gyro-Compass – Compass card markings – Symbol and Binnacle arrangements – Lubber lines – Deviation of magnetic compass – Checking of deviation – Application of deviation – Errors and Correction of courses – Standard compass – Beard compass – Azimuth circle – Poles – Sextant – Radio direction finders - Hand lead lines – Patent Log – Deep Sea Log – Marking Lead lines – Engine room telegraph – Echo sounder Chronometer – Barometers - Barograph – Aneroid barometer – Usage of Anchors and specifications of materials
6. Rules of the Road – Classification of different kinds of Ships and Crafts - Lights – colour - Rules to avoid collision at sea – Fog signals
7. Life saving appliances – Standards and specifications – Life jackets – Life belts – Lifebuoys–Buoyant apparatus (Life rafts all types) Usage of the seappliances– S.O.S. Signals - Indication of danger
8. Weather warning system – Laws of storms – Signals and signs used at Ports to indicate storms - Weather warning services
9. Uniform system of buoy ages – Main and Secondary channels wrecks
10. Vessels – General study of fishing vessels - all types – Equipments – Mechanical and electronic – Maintenance of hull and engines
11. Fishing Harbour and Fish Landing Centres and Management\_

#### D.MARINE ENGINES

1. Internal combustion engines (Marine types) Principles two stroke and four stroke engines – Petrol and Diesel engines - Parts of marine engines

<b><u>TEST CODE</u> : 132</b>			
<b><u>TEST NAME</u>: Fisheries Departmental Test – I - Tamil Nadu Fisheries Manual - Part – I and II</b>			
<b>Pattern/ Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 100% With Books</b>	<b>2.30 hours</b>	<b>45</b>	<b>100</b>

<b><u>TEST CODE</u> : 054</b>			
<b><u>TEST NAME</u>: Fisheries Departmental Test – II Part - A – Marine Fisheries</b>			
<b>Pattern/ Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 100% Without Books</b>	<b>2.30 hours</b>	<b>45</b>	<b>100</b>

<b><u>TEST CODE</u> : 060</b>			
<b><u>TEST NAME</u>: Fisheries Departmental Test – II Part - B – Inland Fisheries</b>			
<b>Pattern/ Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 100% Without Books</b>	<b>2.30 hours</b>	<b>45</b>	<b>100</b>

<b><u>TEST CODE</u> : 067</b>			
<b><u>TEST NAME</u>: Fisheries Departmental Test – II Part - C – Fisheries Technology</b>			
<b>Pattern/ Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 100% Without Books</b>	<b>2.30 hours</b>	<b>45</b>	<b>100</b>

## TAMIL NADU FOREST DEPARTMENT (3 TESTS)

### Name of the Test

**T.C:104**: Forest Department Test - Tamil Nadu Forest Department Code and Accounts

**T.C:121**: Forest Department Test - Fundamental Rules of Tamil Nadu Government, Tamil Nadu State Service Rules etc.,

**T.C:073**: Forest Department Test - Forest Law and Forest Revenue

### SYLLABUS

#### TEST CODE : 104

#### **Forest Department Test - Tamil Nadu Forest Department Code and Accounts**

1. The Tamil Nadu Forest Department Code
2. The Tamil Nadu Accounts Code
3. The Tamil Nadu Financial Code
4. The Tamil Nadu Treasury Code
5. The Tamil Nadu Transparency in Tenders Act, 1998.

#### TEST CODE : 121

#### **Forest Department Test - Fundamental Rules of Tamil Nadu Government, Tamil Nadu State Service Rules etc.,**

1. The Fundamental Rules of Tamil Nadu Government
2. The Tamil Nadu Government Office Manual
3. The Tamil Nadu Civil Services (Discipline and Appeal) Rules
4. The Tamil Nadu Forest Service Rules
5. The Tamil Nadu Forest General Service Rules
6. The Tamil Nadu Ministerial Service Rules
7. The Tamil Nadu Government Servants (Conditions of Services) Act, 2016
8. The Board of Standing Orders Nos. 105, 112, 175, 192 and Chapter XIX
9. Special Rules for the Tamil Nadu Basic Service

**TEST CODE: 073**

**Forest Department Test - Forest Law and Forest Revenue**

**Forest Law:**

1. The Tamil Nadu Forest Act, 1882
2. The Land Acquisition Act, 1894
3. The Tamil Nadu Survey and Boundaries Act, 1923
4. The Easement Act, 1882
5. The Cattle Trespass Act, 1871
6. The Indian Penal Code
7. The Criminal Procedure Code, 1889
8. The Indian Evidence Act, 1872
9. The Tamil Nadu Preservation of Private Forest Act, 1949
10. The Tamil Nadu Hill Area (Preservation of Tree) Act, 1955
11. The Prevention of Corruption Act, 1988
12. The Wild Life Protection Act, 1972
13. The Forest Conservation Act, 1980
14. The Biological Diversity Act, 2002
15. The Scheduled Tribes and other Traditional Dwellers (Recognition of Forest Rights) Act, 2006

**Forest Revenue:** Standing Orders of Board of Revenue Sections: 1 to 28, 30, 31, 33, 34, 41 to 49, 89 to 98, 196, 197, 201, 202, 205 and 207.

<b><u>TEST CODE</u> : 104</b>			
<b><u>TESTNAME</u>: Forest Department Test–Tamil Nadu Forest Department Code and Accounts</b>			
<b>Pattern/ Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 100% With Books</b>	<b>2.30 hours</b>	<b>45</b>	<b>100</b>

<b><u>TEST CODE</u> : 121</b>			
<b><u>TEST NAME</u>: Forest Department Test–Fundamental Rules of Tamil Nadu Government, Tamil Nadu State Service Rules etc.,</b>			
<b>Pattern/ Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 100% With Books</b>	<b>2.30 hours</b>	<b>45</b>	<b>100</b>

<b><u>TEST CODE</u> : 073</b>			
<b><u>TEST NAME</u>: Forest Department Test - Forest Law and Forest Revenue</b>			
<b>Pattern/ Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 100% With Books</b>	<b>2.30 hours</b>	<b>45</b>	<b>100</b>



**HINDU RELIGIOUS AND CHARITABLE ENDOWMENTS ADMINISTRATIVE  
DEPARTMENT (7 TESTS)**

**Name of the Test**

- T.C:141:** Hindu Religious and Charitable Endowment (Admn.) Department Test – First Paper
- T.C:163:** Hindu Religious and Charitable Endowment (Admn.) Department Test – Second Paper
- T.C:108:** Departmental Test for appointment as Assistant Audit Officers in the Audit wing of the Hindu Religious and Charitable Endowments (Admn.) Department - Part – I (a) Hindu Religious and Charitable Endowments (A) Act, 1959 and the Rules framed thereunder and other Acts (Theory and Practical)
- T.C:119:** Departmental Test for appointment as Assistant Audit Officers in the Audit wing of the Hindu Religious and Charitable Endowments (Admn.) Department - Part - I (b) Fundamental Rules, Travelling Allowance Rules, Pension Rules and Temple Servants Services Rules etc., (Theory and Practical)
- T.C:130:** Departmental Test for appointment as Assistant Audit Officers in the Audit wing of the Hindu Religious and Charitable Endowments (Admn.) Department - Part – II (a) Accounts and Audit of Hindu Religious Institutions (Theory and Practical)
- T.C:146:** Departmental Test for appointment as Assistant Audit Officers in the Audit wing of the Hindu Religious and Charitable Endowments (Admn.) Department - Part -II (b) Accounts and Audit of Tiruppani Works for Religious Institutions and General Accounts of Government of Tamil Nadu (Theory and Practical)
- T.C:156:** Departmental Test on Land Laws and other Religious Acts for Hindu Religious and Charitable Endowments Department

**SYLLABUS**

**TEST CODE : 141**

**Hindu Religious and Charitable Endowment (Admn.) Department Test – First Paper**

The Madras Hindu Religious and Charitable Endowments Act, 1959 (Madras Act XII of 1959)



**TEST CODE : 163**

**Hindu Religious and Charitable Endowment (Admn.) Department Test – Second Paper**

The rules framed under the Madras Hindu Religious and Charitable Endowments Act, 1959 (Madras Act XXII of 1959)

**TEST CODE : 108**

**Departmental Test for appointment as Assistant Audit Officers in the Audit wing of the Hindu Religious and Charitable Endowments (Admn.) Department -Part -I (a) Hindu Religious and Charitable Endowments (A) Act, 1959 and the Rules framed thereunder and other Acts (Theory and Practical)**

1. Provision in the Hindu Religious and Charitable Endowments Act, 1959 and rules framed thereunder
2. Provisions in Tamil Nadu Public Trust (Regulation of Administration of Agricultural Lands) Act, 1961 and rules issued thereunder
3. Provisions in Tamil Nadu Occupants of Kudiyruppu (Protection from Eviction) Act, 1961 and rules issued thereunder
4. Provisions in Tamil Nadu Cultivating Tenants Protection Act, 1955 and rules issued thereunder
5. Provisions in Tamil Nadu Cultivating Tenants (Payment of Fair Rent) Act, 1956 and rules issued thereunder
6. Other enactments and rules issued from time to time affecting the properties of Religious Institutions

The candidates will be tested in the knowledge of the Acts and Rules (Items 2 to 5) in so far as they apply to Religious Institutions

**TEST CODE :119**

**Departmental Test for appointment as Assistant Audit Officers in the Audit wing of the Hindu Religious and Charitable Endowments (Admn.) Department -Part -I (b) Fundamental Rules, Travelling Allowance Rules, Pension Rules and temple Servants Services Rules etc.. (Theory and Practical)**

1. Tamil Nadu Fundamental Rules and Subsidiary Rules of Tamil Nadu Government excluding Rules in Chapter VII and Rules Special to Military Officers and to Members of All India Services

2. Tamil Nadu Pension Rules, Tamil Nadu Liberalised Pension Rules, Tamil Nadu Family Pension Rules
3. Tamil Nadu Travelling Allowance Rules in the Manual of Special Pay and Allowances
4. Tamil Nadu Hindu Religious Institutions (Officers and Servants) Service Rules – Rules issued under Section 55 and 116 (2) of Hindu Religious and Charitable Endowments Act, 1959. (Page 189 of Tamil Nadu Hindu Religious and Charitable Endowments Act, 1959 Rules by V.Rajasikamani)
5. Punishments of Officer holders and Servants of Religious Institutions – Rules issued under Section 56 of Hindu Religious and Charitable Endowments Act, 1959 (Page 36 of Tamil Nadu Hindu Religious and Charitable Endowments Act, 1959 and Rules by Rajasikamani)
6. Rules regarding Grant of Travelling Allowance to Trustees (Page 82 of the Act)
7. Furnishing of Security by Officers and Servant Rules (Page 79 of the Act)
8. Other Enactments and Rules issued from time to time regarding the services of temple servants

**TEST CODE: 130**

**Departmental Test for appointment as Assistant Audit Officers in the Audit wing of the Hindu Religious and Charitable Endowments (Admn.) Department -Part – II (a) Accounts and Audit of Hindu Religious Institutions (Theory and Practical)**

The Accounts maintained by the Religious Institutions, Endowments, Kattalais and Thiruppani, Committees coming under the control of the Hindu Religious and Charitable Endowments Administration Department and audit checks to be exercised with regard to them – Instructions in the Manual of Accounts of Hindu Religious Endowments – Instructions issued for maintenance of accounts and registers, by the Religious Institutions – Instructions regarding audit in Chapter 65 of Local Fund Audit Department – Volume -V



**TEST CODE : 146**

**Departmental Test for appointment as Assistant Audit Officers in the Audit wing of the Hindu Religious and Charitable Endowments (Admn.) Department -Part II (b) Accounts and Audit of Tiruppani Works for Religious Institutions and General Accounts of Government of Tamil Nadu (Theory and Practical)**

- (i) Provisions and Rules issued in connection with the execution of Thiruppani and other works by Thiruppani committees as well as Religious Institutions under Hindu Religious and Charitable Endowments Administration Department– Accounts maintained and audit checks to be exercised in relation thereto
- (ii) Public Works Accounts and General Accounts of Government of Tamil Nadu – Sufficient knowledge as could be applied to the accounts of Religious Institutions

**TEST CODE : 156**

**Departmental Test on Land Laws and other Religious Acts for Hindu Religious and Charitable Endowments Department**

**Provisions in the following Acts related to administration of Religious Institution**

- 1) Tamil Nadu cultivating Tenants protection Act
- 2) Tamil Nadu cultivating Tenants (payment of fair rent) Act,1956
- 3) Tamil Nadu Agriculture land record of Tenancy Rights Act,1969
- 4) Tamil Nadu Public Trust Act
- 5) Major Inam (estates) Abolition Act
- 6) Minor Inam Abolition Act,1963
- 7) Land Acquisition Act
- 8) Patta Pass Book Act
- 9) Tamil Nadu Revenue Recovery Act,1864
- 10) Tamil Nadu Temple Entry Authorization Act,1947
- 11) Hindu Marriage Act
- 12) Tamil Nadu Prohibition of ritual and practice of burying alive of a person Act,2002
- 13) Tamil Nadu Animals and Birds sacrifices Prohibition (Repeal) Act,2004

The candidates will be tested in the knowledge of the above Acts in so far as they apply to Religious Institutions

**TEST CODE : 141**

**TEST NAME:** Hindu Religious and Charitable Endowments (Admn.) Department Test – First Paper

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

**TEST CODE : 163**

**TEST NAME:** Hindu Religious and Charitable Endowments (Admn.) Department Test – Second Paper

Pattern/ Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

**TEST CODE : 108**

**TEST NAME:** Departmental Test for appointment as Assistant Audit Officers in the Audit wing of the Hindu Religious and Charitable Endowments (Admn.) Department – **Part – I (a)** - Hindu Religious and Charitable Endowments (A) Act, 1959 and the Rules framed thereunder and other Acts(Theory & Practical)

Pattern/ Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

**TEST CODE : 119**

**TEST NAME:** Departmental Test for appointment as Assistant Audit Officers in the Audit wing of the Hindu Religious and Charitable Endowments (Admn.) Department – **Part – I (b)** - Fundamental Rules, Travelling Allowance Rules, Pension Rules and Temple Servants Services Rules etc (Theory & Practical)

Pattern/ Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

**TEST CODE : 130**

**TEST NAME:** Departmental Test for appointment as Assistant Audit Officers in the Audit wing of the Hindu Religious and Charitable Endowments (Admn.) Department – **Part- II (a)** - Accounts and Audit of Hindu Religious Institutions (Theory & Practical)

Pattern/ Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

**TEST CODE : 146**

**TEST NAME:** Departmental Test for appointment as Assistant Audit Officers in the Audit wing of the Hindu Religious and Charitable Endowments (Admn.) Department – **Part – II (b)** - Accounts and Audit of Tiruppani Works for Religious Institutions and General Accounts of Government of Tamil Nadu (Theory & Practical)

Pattern/ Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

**TEST CODE : 156**

**TESTNAME:** Departmental Test on Land Laws and other religious Acts for Hindu Religious and Charitable Endowments Department

Pattern/ Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100



## HIGHWAYS DEPARTMENT (9 TESTS)

### Name of the Test

**T.C.125:** Departmental Test for Audit Assistants of Highways Department - First Paper (Theoretical and Practical)

**T.C.139:** Departmental Test for Audit Assistants of Highways Department - Second Paper (Theoretical and Practical)

**T.C.106:** Account Test for Highways Department Officers and Subordinates - First Paper

**T.C.117:** Account Test for Highways Department Officers and Subordinates - Second Paper

**T.C.020:** Departmental Test for Audit Superintendents of Highways Department - First Paper (Precis and Draft)

**T.C.035:** Departmental Test for Audit Superintendents of Highways Department - Second Paper (Elementary Book-keeping)

**T.C.030:** Departmental Test for Audit Superintendents of Highways Department - Third Paper (Constitution of India)

**T.C.126:** Departmental Test for Audit Superintendents of Highways Department - Fourth Paper - (Public Works and General Accounts - Theoretical and Practical)

**T.C.140:** Departmental Test for Audit Superintendents of Highways Department - Fifth Paper (Establishment Audit - Theoretical and Practical)

### **SYLLABUS** **TEST CODE:125**

#### **Departmental Test for Audit Assistants of Highways Department - First Paper(Theoretical and Practical)**

1. Tamil Nadu Highways Manual Volume – IV

Part I-Chapter 1, paragraphs 1 to 80

Chapter 2, paragraphs 103 to 127, 137, 138 to 182, 188 to 196 and 199 to 207



Chapter 3, paragraphs 212 to 238 and 242 to 264

Chapter 4 and 5

Part II - Chapters II to IX (excluding portions relating to District Board Works)

Part IV – Appendices 1, 7, 8, 9, 11, 13, 14, 26, 27 and 30

2. The Tamil Nadu Financial Code, Volume I

Chapter - I

Chapter - III, Articles 7 to 23 and 31 to 37

Chapter - IV, V, VII and XII

Chapter - XIV, Articles 317 and 319

3. The Tamil Nadu Financial Code, Volume II - Appendix 25

4. The Tamil Nadu Budget Manual – Chapter VII

5. The Tamil Nadu Accounts Code, Volume III - Parts I and II

**TEST CODE : 139**

**Departmental Test for Audit Assistants of Highways Department - Second Paper(Theoretical and Practical)**

1. The Fundamental Rules of the Tamil Nadu Government

Part I - Fundamental Rules 9

Part III - Fundamental Rules 22 to 31-A, 44, 45, 45-A to 45-C, 49 and 52 to 56

Part IV - Fundamental Rules 59, 60, 65 to 81, 85 to 88, 101 and 103 to 108

Annexure II Part III

Annexure III

2. The Tamil Nadu Pension Rules

Part I - Chapter II

Part IV - Chapters XVI to XIX

3. The Tamil Nadu Account Code, Volume I - Chapters 2 to 6

4. The Tamil Nadu Treasury Code, Volume I

Part I – Tamil Nadu Treasury Rules

Part II - Treasury Rules 10, subsidiary Rules 5 and 10 and Instructions 5, 15 and 16  
and Subsidiary Rules 18

Treasury Rules 16, Subsidiary Rules 3, 31, Instructions 19, Subsidiary Rules 54 to 56  
Treasury Rules 32 Instructions 3 to 10

**TEST CODE : 106**

**Account Test for Highways Department Officers and Subordinates - First Paper**

1. Tamil Nadu Highways Manual, Volume IV

Part I - Chapter 1 - Paragraphs 63 -80

Chapter 2 - Paragraphs 117 - 126, 129 - 136, 138, 143, 149, 152, 159 - 160,  
163 - 171, 180 - 184, 186 - 196, 198 - 199, 203 - 207, 209 - 211

Chapter 3 - Paragraphs 213 - 221, 223 - 232, 237, 240 - 264

Chapter 4 - Paragraphs 266, 269, 273, 282, 284 - 285

Chapter 5 - Paragraphs 288-307

Part II - Chapter 4 - Paragraphs 375 - 377, 402 - 405, 413 - 415, 417 - 420, 424,  
426 - 436, 439 - 444, 446 - 447, 449, 473 - 482, 497, 515 - 523

Part IV Appendices - 1, 2, 6, 6-A, 7, 9, 10, 11, 14, 15, 18, 20 - 24, 28 - 30, 32 and 35

2. Fundamental Rules of the Tamil Nadu Government

Part I FR-9

Part III FR - 22 to 31A, 44, 45, 45 - A, 45 - B, 45 - C, 49, 52 to 56

Part IV FR - 59, 60, 65 to 81, 85 to 88, 101 & 103 to 108

Annexure II Part III , Annexure III

3. The Tamil Nadu Financial Code Volume I

Chapter I

Chapter III (Articles 7 - 23, 28 and 31 - 37)

Chapter IV and V

Chapter VI (Articles 91 - 112, 115 - 120)

Chapter VIII

Chapter XII

Chapter XIV (Articles 317, 319 and 326)

4. The Tamil Nadu Financial code, Volume II - Appendices 4, 14 and 25

**TEST CODE : 117**

**Account Test for Highways Department Officers and Subordinates - Second Paper**

1. Tamil Nadu Highways Manual Volume IV

Part II – Chapter VIII

Part IV – Appendix 31

2. The Tamil Nadu Account Code Volume I - Chapter 3 -4

3. The Tamil Nadu Account Code Volume III - chapter 1 –4

4. The Tamil Nadu Treasury Code Volume I

Part I – Tamil Nadu Treasury Rules

Part II – Treasury Rule 7 - Instruction under Treasury Rule 7(2)

Treasury Rule 10 - Subsidiary Rules 2 - 6, 7(c), 7(d) and 18 and Instructions 5, 15 and 16

Treasury Rule 11 - Subsidiary Rule 1 and Instructions 2

Treasury Rule 13 - Instructions

Treasury Rules 16 - Subsidiary Rule 1, 2(a), 4, 5, 28, 39-50, 54, 56, 61 and 63 and Instructions 3, 10, 40 - 43, 46, 49, 52 and 57 - 58

Treasury Rule 23 - Instructions 1, 2 and 4

Treasury Rule 32 - Subsidiary Rules 1 - 4 and Instructions 3 - 10

5. The Tamil Nadu Pension Code

6. Tamil Nadu Transparency in Tender Act 1998, Tamil Nadu Transparency in Tender Rules 2000, Tamil Nadu Transparency in Tenders (Public Private Partnership Procurement) Rule 2012

**TEST CODE : 020**

**Departmental Test for Audit Superintendents of Highways Department - First Paper (Precis and Draft)**

Precis and Draft paper will be up to the standard of B.A degree course (English) (questions to be set will be on the model of those set for the Initial Recruitment Examination for Divisional Accountants conducted by the Accountant General, Chennai)

**TEST CODE : 035**

**Departmental Test for Audit Superintendents of Highways Department - Second Paper (Elementary Book-keeping)**

The question will be of an elementary character. The student's Complete Commercial Book-Keeping, Accounting and Banking by Arthur Field House is prescribed for study - Supplemented by Chapters I, II, V to VII, IX, X, XVI to XVIII of Advanced Accounts by R.N. Carter (Third Revised Edition, 1949)

**NOTE-** Where the chapters cover the same ground as Field house, questions will be set from Carter.

**TEST CODE : 030**

**Departmental Test for Audit Superintendents of Highways Department - Third Paper (Constitution of India)**

Part I - Full

Part V - Chapter I, Chapter II - Articles 107 to 117, Chapter III, Chapter V

Part VI - Chapter I, Chapter II - Articles 153 to 164, Chapter III - Articles 196 to 207

Part XII - Chapter I - Articles 264 to 267, 283 to 293

Part XIV - Chapter I - Articles 308 to 323 with schedule to the Constitution

**TEST CODE : 126**

**Departmental Test for Audit Superintendents of Highways Department - Fourth Paper - (Public Works and General Accounts - Theoretical and Practical)**

1) Accounts Code Volume IV (Central )

Chapter 7 - All Articles except 77 to 79 and 82

Chapter 8 - Articles 98 to 100, 102 and 110 A

Chapter 9 - Article 111

Chapter 11 - Entire Chapter subject to amendments etc., issued from time to time

**DETAILED SYLLABUS**

Chapter 12 - Article 162

Chapter 13 - Articles 173 to 175

Chapter 19 - Entire Chapter

Chapter 21 - Article 281 with appendix 2

2 ) Tamil Nadu Highways Manual Volume IV

Parts I to III (All Chapters excluding portions relating to District Board Works)

3) The Tamil Nadu Accounts Code, Volume I (All Articles except the appendices)

4) The Tamil Nadu Accounts Code Volume III – Parts I and II

5) Tamil Nadu Financial Code, Volume I - Chapters I to VII, XI and XII

6) The Tamil Nadu Treasury Code, Volume I – Part I

Chapter III-Subsidiary Rule 5, 10, 18 under Treasury Rule 10 and Instructions 15 and 16

Chapter V – Subsidiary Rule 3, 31, Instruction 19 and Subsidiary Rule 54 to 56

Chapter VII – Subsidiary Rule 5, Instruction 3 -10

7 ) The Tamil Nadu Budget Manual - Chapter VII

8) Tamil Nadu Highways Manual, Volume I - Standard Specifications for Roads and Bridges, The Preliminary Specifications

9) Tamil Nadu Transparency in Tenders Act 1998, Tamil Nadu Transparency in Tenders Rules 2000, Tamil Nadu Transparency in Tenders (Public Private Partnership Procurement) Rule 2012

**TEST CODE : 140**

**Departmental Test for Audit Superintendents of Highways Department - Fifth Paper  
(Establishment Audit - Theoretical and Practical)**

1. Fundamental Rules of the Tamil Nadu Government
2. The Tamil Nadu Pension Rules
3. Tamil Nadu Manual of Special pay and Allowances

**TEST CODE : 125**

**TEST NAME: Departmental Test for Audit Assistants of Highways Department – First  
Paper (Theoretical & Practical)**

Pattern/ Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

**TEST CODE : 139**

**TESTNAME: Departmental Test for Audit Assistants of Highways Department –  
Second Paper (Theoretical and Practical)**

Pattern/ Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

**TEST CODE : 106**

**TEST NAME: Account Test for Highways Department Officers and Subordinates - First  
Paper**

Pattern/ Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

**TEST CODE : 117**

**TEST NAME: Account Test for Highways Department Officers and Subordinates - Second  
Paper**

Pattern/ Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100



**TEST CODE : 126****TEST NAME:** Departmental Test for Audit Superintendents of Highways Department - Fourth Paper (Public Works and General Accounts - Theoretical and Practical)

Pattern/ Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

**TEST CODE : 140****TEST NAME:** Departmental Test for Audit Superintendents of Highways Department - Fifth Paper (Establishment Audit - Theoretical and Practical)

Pattern/ Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

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**TEST CODE : 020****TEST NAME:** Departmental Test for Audit Superintendents of Highways Department – First Paper (Precis and Draft)

Pattern/ Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Descriptive Type - 100% Without Books	2.30 hours	45	100

-

**TEST CODE : 035****TEST NAME:** Departmental Test for Audit Superintendents of Highways Department - Second Paper (Elementary Book -keeping)

Pattern/ Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Descriptive Type - 100% Without Books	2.30 hours	45	100

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**TEST CODE : 030****TEST NAME:** Departmental Test for Audit Superintendents of Highways Department - Third Paper (Constitution of India)

Pattern/ Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Descriptive Type - 100% Without Books	2.30 hours	45	100

## INDUSTRIES AND COMMERCE DEPARTMENT (5 TESTS)

### Name of the Test

**T.C.001** : Departmental Test for Supervisors of Industrial Co-operative in the Industries Department – Co-operation General –First Paper – Co-operative Law

**T.C.011**: Departmental Test for Supervisors of Industrial Co-operative in the Industries Department – Co-operation General –Second Paper – Co-operative Principles and Practice

**T.C.049**:Departmental Test for Supervisors of Industrial Co-operative in the Industries Department - Co-operative Accounts and Audit including Book – keeping and Secretarial Practice

**T.C.012**:Departmental Test for Supervisors of Industrial Co-operative in the Industries Department – Industrial Co-operation

**T.C.063**:Departmental Test for Supervisors of Industrial Co-operative in the Industries Department – Business Administration including Cost Accounting

### **SYLLABUS**

#### **TEST CODE : 001**

**Departmental Test for Supervisors of Industrial Co-operative in the Industries Department – Co-operation General –First Paper – Co-Operative Law**

Co-operative Law - First Paper

- (1) The Tamil Nadu Co-operative Societies Act and Rules
- (2) Relevant portions of the Indian Contract Act (First 75 Sections), Sale of Goods Act and the Transfer of Property Act
- (3) Information about weights and measures and control regulations

#### **TEST CODE : 011**

**Departmental Test for Supervisors of Industrial Co-operative in the Industries Department – Co-operation General –Second Paper – Co-operative Principles and Practice**

Co-operative Principles and Practice - Second Paper

- (1) What is Co-operation - Principles of Co-operation - Difference between the working

of a Co-operative Society and other forms of organization such as Joint Stock Companies, Partnership Firm, etc.,

Co-operation as a measure of rural reconstruction in respect of Agriculture and Industries - Concessions allowed to Co-operative Societies - Co-operation and state aid

- (2) Objects, Organization and working of Co-operative Societies - How to organize a Society - Conditions necessary for registration of a Society - Application for registration

General Body - Framing of by-laws and their amendments - Managing Committee - Office bearers - Supervision and inspection

- (3) Classification of Societies - Credit - Non-credit – Agricultural, Non-agricultural\_

Working of various types of Societies:-

- (i) Agricultural Credit Societies
- (ii) Non-agricultural Credit Societies
- (iii) Multi-purpose Societies
- (iv) Farming and Land Colonization Societies
- (v) Marketing Societies
- (vi) Milk supply Societies
- (vii) Consumers Societies
- (viii) Housing Societies
- (ix) Weavers Co-operative Societies
- (x) Societies for Handicraftsmen and Artisans
- (xi) Other Industries Co-operatives (Village Small-Scale and Large-Scale)
- (xii) Labour Contract Societies and
- (xiii) Other Miscellaneous types

- (4) Central Bodies and Federations:-

- (i) District Central Banks
- (ii) Tamil Nadu State Co-operative Bank
- (iii) State Co-operative Marketing society
- (iv) Provincial Co-operative Union, and
- (v) State Handloom Weavers Co-operative Society

**TEST CODE : 049**

**Departmental Test for Supervisors of Industrial Co-operative in the Industries Department - Co-operative Accounts and Audit including Book – keeping and Secretarial Practice**

**Co-operative Accounts and Audit including Book-keeping and Secretarial Practice**

- (1) Principles of single and double entry book-keeping - Maintenance of accounts of Co-operative Societies - Various types of account books to be maintained - Principal and subsidiary, books - Their relative importance – Journals - Cash books - Ledgers - Stock registers, etc., - Posting from subsidiary books to the ledger.

Cash and trade discounts - Trading account - Trial balance - Profit and Loss Accounts - Manufacturing and cash account - Gross and net profit - Depreciation - Different methods - Audit and its scope Preparation of monthly and annual statements of accounts - Balance Sheet

- (2) Secretarial Practice, Rights and duties of Secretary - Managing Committee and Ordinary members - Other office bearers - Admission, Resignation, Dismissal of Members - General procedure at meetings - Taking down minutes - Preparation of reports and other statements - Maintenance of muster roll, records and registers - Members register - Shares register - Loans register - Files of invoices and vouchers - General business correspondence, etc.,

- (3) Banking Regulation Act, 1949

Origin of Banks – Classification of Banks – Functions of Banks – Banking Regulation Act, 1949 – Licensing, Opening of Branches, Inspection of Banks – Functions of Central Banks – Role of RBI and NABARD in regulating / implementing the Banks

- (4) Banking Functions – Accepting Deposits, Lending of Funds – Core Banking Systems – e-Banking, ATM Card, Debit Card, Personal Identification Number – Electronic Clearing System – Online encashing and updating facility – Electronic Fund Transfer

**TEST CODE : 012**

**Departmental Test for Supervisors of Industrial Co-operative in the Industries**  
**Department – Industrial Co-operation**

**Industrial Co-operation**

- (1) Main features of our rural economy - Causes of decay of Village Industries - Large scale, Small scale and Village Industries (including Cottage Industries) - Their definition and meaning - Possibilities of developing cottage and Small Scale Industries - Their handicaps in the past and present - Their place in national economy - subsidiary occupation -Decentralization
- (2) Importance of industrial Co-operation - Need for organization for artisans and workmen - Why Co-operation most suited to them - Need for balanced, decentralized economy and provision of increased and fuller employment opportunities – Other advantages
- (3) Industrial Co-operatives in other countries - Christian socialists and the Co-operative Workshops - Industrial Co-operatives in China - Industrial Co-operative in Japan
- (4) Objects, constitution and working of different types of producers Co-operative Societies:-
  - (i) Workshop Society
  - (ii) Society of artisans, working at home
  - (iii) Labour Contract Society
  - (iv) Producer-cum-Consumer Society
  - (v) Agricultural producer-cum-Industrial producer Society
  - (vi) Agricultural multi-purpose Society carrying on Industrial activities
  - (vii) Transport Society, etc.,
- (5) Structure of Industrial Co-operation - Model by-laws - Primary producers' Society - District Industrial Co-operative Association - State Industrial Co-operative Association - State Financial Corporation, etc.,
- (6) Organization - Factors to be considered - Choice of industries to be organized Co-operatively - Factors influencing the choice - Survival value - Organization of production whether in houses or in factories – Purchase of raw materials - Quantity - Quality – Budgeting - Finance - Difficulties of raising short term, medium term and long term finance - Sources - How the Government, the Reserve Bank of India, the State Financial Corporation and the Central Co-operative banks can help – Promotion of thrift-Production-Techniques-Use of latest processes- Implements and machines - Quality control - Designs - Internal technical

supervision - Standardization wage and price fixing of finished products - Marketing the products through the State and District Industrial Co-operative Associations and Consumers Co-operative Stores - Relation between Primaries and Central Organization and terms of sale - Sale depots - Export - Advertisement - Exhibitions -Shows and fairs

(7) Important Cottage Industries - Textile - Leather - Tanning - Fiber food products, coir, etc.,

(8) Industrial policy of the Government of India and the State Government - Objects and constitution of the various boards:-

- (i) All India Khadi and Village Industries Board
- (ii) All India Handloom Board
- (iii) All India Handicrafts Board
- (iv) Central Silk Board
- (v) Central Coir Board
- (vi) Small Scale Industries Board
- (vii) MSME Development Institute and
- (viii) National Small Industries Corporation

Experimentation and research and programme of various institutions - Technical advice and instruction - Peripatetic and Stationery Schools - Grant of stipends, scholarships, etc.,

(9) Financial assistance by the State - Schemes for the grant of loans and subsidies to hereditary craftsmen and others engaged in various cottage industries and to industrial societies - Subsidies to staff and management - Government subscription to share capital of industrial Co-operatives

(10) Industrial and Labour Laws - Important and relevant portions of Indian Factories Act - Payment of Wages Act, Workmen's Compensation Act and Maternity Benefit Act

**TEST CODE : 063**

**Departmental Test for Supervisors of Industrial Co-operative in the Industries**  
**Department – Business Administration including Cost Accounting**

Business Administration including Cost Accounting

I. (A) Nature and functions of Business Management

Appraising the outlook for an industrial Co-operative - Factors to be considered in appraising the outlook - Approach to forecasting problems - Importance of business cycles

(B) Policy Making

Sales policies - Products to be sold - Terms and conditions of sale – Quality - Price - Delivery - Payment - Packing and Marketing - Selection of customers - How to start business relations - Sales appeals and promotion - Current order offer - Tender - Indent trade references

Salesmanship - Qualifications of a good salesman

Procurement policies - Product to be purchased or produced - Correlating procurement with sales - Selecting vendors - Selection of general production process

Personal policies - Nature - New attitude towards personnel - Problems - Selection - Training - Compensation - Climate of work - Employee service – Industrial relations

Financial policies - Need for capital - Current and fixed capital - Effects of profit and loss on capital requirements - Use of capital - Sources of capital - Protection of capital - Distribution of earnings

(C) Organization

Administrative organization - Need for organization in growing business - Organization hierarchy in large concerns - Factors to be considered in establishment of an organization

Basic departmentation - Ways of grouping activities - Typical s used in departmentation - Grouping by produce or service - Territories - Types of customers - Process - Functions - Use of organization charts and manuals

Authority relationship - Line of authority - Functional authority - Staff authority

Delegation - Delegation of responsibility and authority

Span of control - Limitations to an effective span of control - Shortcomings of increase in the number of executives and levels supervision - Optimum span of control

Managerial personnel - Appraisal selection - Development and compensation

Co-ordination - Need for co-ordination - Techniques of securing Co-ordination

Communication in management - Traits of good communication - Forms and informal channels - Follow up - Standard indoctrination - explaining why? - Consultative direction - Links in the chain of command

Control - Essential steps in any control process – Setting

Standards - Appraisal of performance - Correction of deviations

Motivation - Need - determinants of behavior factors guiding individual behavior and reaction - Primary incentives

## II. Marketing and Distribution

Relating between production and distribution - Meaning of distribution - The distributors functions - Definition of marketing - The economic, social and political force behind marketing - Channels of distribution - Character and functions of retail trading - Types of retail trading unit - The economic case of wholesale trader - Whole sale distribution in practice - Functionaries in wholesaling and their role in the distribution of natural products - Manufactures and services - Direct selling choices of the channel - Trends in distribution cost - High pressure distribution - Definition of market - Different kinds of market - Market reports and how to read them - Market research and formulation of sales policy - Price policy and practices - Resale price and maintenance - Trade association - Risks in marketing and their control - Financing of marketing activities - Ware housing - Types, organization and management

Sale Promotional Activities - In relation to dealers, salesmen and the public - Choosing the dealer and relationship with the dealers - Designing and package - Sales contest - Advertisement branding - Different objective and media of advertisement - The economics of advertising - Production of publicity materials - Forms of publicity

The sales Department - Organizational problems - The sales budget - The sales quota - Control record - Stock turnover

The Salesmen - The Psychology of selling - Types of selling jobs and salesmanship involved - Traits of a good salesman - Knowledge of goods and customers - Different types of customers - Recruitment, Selection and training of salesmen - Incentive and assistance to salesmen - Control of sales form - Sales conventions and conferences - Legal aspects of selling - Aspect of social control in marketing

## III. Higher Business Control

Elementary Cost Accounting - Common terms involved in cost accounting basis of costing on cost - Methods of allocating on cost wages - Methods of charging raw materials and stores to various jobs - Price Fixing - Brief principles of budgetary control - Reconciliation of costing records with financial books

State Controls of Business and Industry - A study of law to acquaint the students with a few fundamental legal doctrines which control business and industry

Contracts - Sale of goods - Agency - Negotiable instruments and legal form of association - Important provisions of the Madras Shops and Establishment Act of 1947 - General Sales Tax Act, 1939 - Factories Act, 1948 - Workmen's Compensation Act - Industrial Disputes Act, 1947 - Payment of Wages Act, 1936 - Trade unions Act - Employees Provident Fund Act, 1952 - Employees State Insurance Act, 1948 - The Registration and Licensing of



Industrial Undertaking Rules, 1952 - Collective bargaining - Arbitration and Conciliation Councils – Tribunal

IV. Insurance and control of business risks

The coverage available - The insurance a business unit needs - Type of company to use - Specific insurance plans

Managerial Techniques of Internal Control

The basic process of control - Control over Policies - Rate of Operational Organization - Key personnel wages and salaries - Methods and power - Capital expenditure - Service departments - Line of products - Research and Development - External relations - Foreign operations - Demands on executive time - Control of over all performance

Basic concepts and definitions – Income, TDS, Advance Tax, Rates of Taxation (Specifically to the Industrial Co-operative Societies) – Filing of IT Returns – Assessment of procedures– Procedure for getting refund from IT– Appeal Procedures–Deduction And Exemption inspect of Industrial Co-operative Societies

**TEST CODE : 001**

**TEST NAME: Departmental Test for Supervisors of Industrial Co-operative in the Industries Department – Co-operation General –First Paper - Co-operative Law**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

**TEST CODE : 011**

**TEST NAME: Departmental Test for Supervisors of Industrial Co-operative in the Industries Department - Co-operation General - Second Paper - Co-operative Principles and Practice**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

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<b>TEST CODE : 012</b>			
<b>TEST NAME: Departmental Test for Supervisors of Industrial Co-operative in the Industries Department – Industrial Co-operation</b>			
<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 100% Without Books</b>	<b>2.30 hours</b>	<b>45</b>	<b>100</b>

<b>TEST CODE : 049</b>			
<b>TEST NAME: Departmental Test for Supervisors of Industrial Co-operative in the Industries Department - Co-operative Accounts and Audit including Book – keeping and Secretarial Practice</b>			
<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 100% Without Books</b>	<b>2.30 hours</b>	<b>45</b>	<b>100</b>

<b>TEST CODE : 063</b>			
<b>TEST NAME: Departmental Test for Supervisors of Industrial Co-operative in the Industries Department – Business Administration including Cost Accounting</b>			
<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 100% Without Books</b>	<b>2.30 hours</b>	<b>45</b>	<b>100</b>

**INDUSTRIAL SAFETY AND HEALTH (1 TEST)  
(INSPECTOR OF FACTORIES)**

**Name of the Test**

**T.C.160**: Labour and Factories Department Test – Part - A

**SYLLABUS**

**TEST CODE: 160**

**Labour and Factories Department Test – Part - A**

1. Factories Act, 1948
2. Payment of Wages Act, 1936
3. Tamil Nadu Industrial Establishments (National and Festival Holidays) Act, 1958
4. Maternity Benefit Act, 1961
5. Tamil Nadu Labour Welfare Fund Act, 1972
6. Minimum Wages Act, 1948
7. The Following Chapters in Criminal Procedure Code:-

Chapter-I : Definitions – Section 2, Criminal Procedure Code (2 of 1974)

Chapter-III : Power of courts – Section 26 & 29

Chapter-VII : Summons to produce – Section 91

Chapter-XII : Information to the Police and their powers to investigate

Chapter-XIV : Conditions requisite for intimation of proceedings - Section 190 and 197

Chapter-XVI : Conditions requisite for initiation of proceedings – Section 205

Chapter-XVII : Forms of charges - Section 211, 212, 217 to 221 and 223

Chapter-XX : Trial of summons – Cases by Magistrates - Sections 251, 252, 253, 254, 256, 257, 258 and 259

Chapter-XXIV : General provision as to inquiries and trials - Sections 309, 313 and 321

Chapter-XXIX : Appeals – Section 372

Chapter - XXXVI : Limitation for taking cognizance of certain offences - Section 468 and 473

Chapter - XXXVII : Miscellaneous - Section 482



8. The following Chapters in Indian Penal Code (Act XIV of 1960)

Chapter - I – Section 2

Chapter - II – General Explanations – Sections 17 & 21

Chapter - III - Punishments – Section 71

Chapter - IV - Section 76

Chapter - IX - Offence of / by relating to Public Servants – Section 166

Chapter - X - Offences of the lawful authority of Public Servants Sections 172,173, 174, 175, 178, 179, 180, 181, 186 and189

Chapter - XIV - Offences affecting the public health, safety, convenience, decency and morals - Sections 284 to 289

Chapter - XVI - Offences affecting the human body - Sections 304 and 304A

9. Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act,1986

10. Manufacture, Storage and Import of Hazardous Chemical Rules,1989

**TEST CODE : 160**

**TEST NAME: Labour and Factories Department Test - Part - A**

<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 100% With Books</b>	<b>2.30 hours</b>	<b>45</b>	<b>100</b>

## **JUDICIAL DEPARTMENT (5 TESTS)**

Name of the Test

**T.C.105:** The Civil and Criminal Judicial test for Members of the Judicial Department - Part - I

**T.C.116:** The Civil and Criminal Judicial test for Members of the Judicial Department - Part -II

**T.C.143:** The Civil and Criminal Judicial test for Members of the Judicial Department - Part -III

**T.C.157:** Departmental Test for Junior Assistants in the Office of the Administrator-General and Official Trustee – First Paper

**T.C.062:** Departmental Test for Junior Assistants in the office of the Administrator-General and Official Trustee – Second Paper

### **SYLLABUS**

#### **TEST CODE : 105**

#### **The Civil and Criminal Judicial test for Members of the Judicial Department - Part -I**

The Criminal Procedure Code and the Criminal Rules of Practice

#### **TEST CODE : 116**

#### **The Civil and Criminal Judicial test for Members of the Judicial Department - Part - II**

The Civil Procedure Code and the Civil Rules of Practice

#### **TEST CODE : 143**

#### **The Civil and Criminal Judicial test for Members of the Judicial Department - Part - III**

(i) The Madras Court fees and Suits Valuation Act, 1955 (Madras Act, XIV of 1955) and the Limitation Act of 1963 (Act XXXVI of 1963)

(ii) The Indian Stamp Act, 1899

(iii) Indian Registration Act, 1908

**TEST CODE : 157**

**Departmental Test for Junior Assistants in the Office of the Administrator - General and Official Trustee – First Paper**

Administrator - General's Act of 1963 and the rules framed there under

Note: The questions in the first paper should be such as to test the capacity of the candidate to refer intelligently to the Acts, Rules, etc., in dealing with questions that arise in the course of the administration of estate and trusts.

**TEST CODE : 062**

**Departmental Test for Junior Assistants in the office of the Administrator-General and Official Trustee – Second Paper**

Official Trustee's Act II of 1913 and the rules framed there under. The Government securities manual.

Note: The second paper should consist of questions affecting the principles and procedure to be followed in the taking over and administration of estates and trusts.

**TEST CODE : 105**

**TEST NAME: The Civil and Criminal Judicial test for Members of the Judicial Department - Part - I**

<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 80%</b> Without Books	2 hours	<b>36</b>	<b>100</b>
<b>Descriptive Type - 20%</b> With Books	30 minutes	<b>9</b>	
<b>Total</b>	<b>2.30 hours</b>	<b>45</b>	

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<b><u>TEST CODE</u> : 116</b>			
<b><u>TEST NAME</u>: The Civil and Criminal Judicial test for Members of the Judicial Department - Part - II</b>			
<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 80%</b> Without Books	2 hours	<b>36</b>	100
<b>Descriptive Type - 20%</b> With Books	30 minutes	<b>9</b>	
Total	<b>2.30 hours</b>	<b>45</b>	

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<b><u>TEST CODE</u> : 143</b>			
<b><u>TEST NAME</u>: The Civil and Criminal Judicial test for Members of the Judicial Department – Part - III</b>			
<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 80%</b> Without Books	2 hours	<b>36</b>	100
<b>Descriptive Type - 20%</b> With Books	30 minutes	<b>9</b>	
Total	<b>2.30 hours</b>	<b>45</b>	



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<b><u>TEST CODE</u> : 157</b>			
<b><u>TEST NAME:</u> Departmental Test for Junior Assistants in the Office of the Administrator - General and Official Trustee – First Paper</b>			
<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 80%</b> Without Books	2 hours	<b>36</b>	100
<b>Descriptive Type - 20%</b> With Books	30 minutes	<b>9</b>	
Total	<b>2.30 hours</b>	<b>45</b>	

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<b><u>TEST CODE</u> : 062</b>			
<b><u>TEST NAME:</u> Departmental Test for Junior Assistants in the office of the Administrator - General and Official Trustee – Second Paper</b>			
<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 80%</b> Without Books	2 hours	<b>36</b>	100
<b>Descriptive Type - 20%</b> Without Books	30 minutes	<b>9</b>	
Total	<b>2.30 hours</b>	<b>45</b>	

## KHADI AND VILLAGE INDUSTRIES BOARD (2 TESTS)

### Name of the Test

**T.C:158** : Departmental Test for Members of the Staff of the Tamil Nadu Khadi and Village Industries Board - First Paper on Gandhiji's Collected Works Volume-V (Tamil) (Tamil version only)

**T.C:168**: Departmental Test for Members of the Staff of the Tamil Nadu Khadi and Village Industries Board - Second Paper on Hand Book of Financial Assistance by the Khadi and Village Industries Commission

### SYLLABUS

#### Test Code:158

**Departmental Test for Members of the Staff of the Tamil Nadu Khadi and Village Industries Board - First Paper on Gandhiji's Collected Works Volume-V (Tamil) (Tamil version only)**

Gandhiji's Collected Works Volume - V

#### Test Code:168

**Departmental Test for Members of the Staff of the Tamil Nadu Khadi and Village Industries Board - Second Paper on Hand Book of Financial Assistance by the Khadi and Village Industries Commission**

Hand Book of Financial Assistance by Khadi and Village Industries Commission

### TEST CODE : 158

**TEST NAME:** Departmental Test for Members of the Staff of the Tamil Nadu Khadi and Village Industries Board – First Paper on Gandhiji's Collected Works Volume – V (Tamil) (Tamil version only)

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

### TEST CODE : 168

**TEST NAME:** Departmental Test for Members of the Staff of the Tamil Nadu Khadi and Village Industries Board - Second Paper on Hand Book of Financial Assistance by the Khadi and Village Industries Commission

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

## LABOUR DEPARTMENT (1 TEST)

### Name of the Test

**T.C.170:** Labour and Factories Department Test - Part –B

### SYLLABUS

#### Test Code:170

#### Labour and Factories Department Test - Part – B

1. The Industrial Dispute Act,1947
2. The Trade Unions Act,1926
3. The Industrial Employment (Standing Orders) Act,1946
4. The Employees' Compensation Act,1923
5. The Tamil Nadu Catering Establishments Act, 1958
6. The Tamil Nadu Shops and Establishments Act,1947
7. The Payments of Bonus Act,1965
8. The Payment of Gratuity Act,1972
9. The Beedi and Cigar Workers (Conditions of Employment) Act,1966
10. The Motor Transport Workers Act,1961
11. The Tamil Nadu Manual Workers (Regulation of Employment and Condition of Work) Act, 1982
12. The Plantations Labour Act,1951
13. The Legal Metrology Act,2009
14. The Legal Metrology (Packaged Commodities) Rules,2011
15. The Tamil Nadu Legal Metrology (Enforcement) Rules,2011

#### TEST CODE : 170

**TESTNAME:** Labour and Factories Department Test - Part –B

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% With Books	2.30 hours	45	100

**LOCAL FUND AUDIT DEPARTMENT (6 TESTS)**

**Name of the Test**

**T.C.102:** Subordinate Accounts Services Examinations Paper – I (Audit of Local Bodies / Universities and Other Auditable Institutions)

**T.C.114:** Subordinate Accounts Services Examinations Paper - IV (Fundamental Rules, Pension Rules and Other Applicable Rules and Codes)

**T.C.050:** Subordinate Accounts Services Examinations Paper - II (Accounts and Audit of Local Bodies Application of Rules and Audit Checks)

**T.C.138:** Subordinate Accounts Services Examinations Paper - III (Accounts and Audit in Internal Audit and Statutory Boards Audit)

**T.C.153:** Departmental Test for Local Fund Audit and Internal Audit Departments

**T.C.064:** Local Fund Audit Department Test - Commercial Book –keeping

**SYLLABUS**  
**TEST CODE : 102**

**Subordinate Accounts Services Examinations Paper – I (Audit of Local Bodies /Universities and Other Auditable Institutions)**

1. The Tamil Nadu District Municipalities Act, 1920
2. The Chennai City Municipal Corporation Act, 1919
3. The Madurai City Municipal Corporation Act, 1971
4. The Coimbatore City Municipal Corporation Act, 1984
5. The Tamil Nadu Panchayat Act, 1994
6. The Tamil Nadu Public Health Act, 1939
- 7) Manual of instructions for the maintenance of accounts of Panchayat Union Councils
- 8) The Elementary Education Act
- 9) The Accounts maintained by the Institutions mentioned below and checks to be exercised in auditing them.
  - (a) Corporations
  - (b) Municipalities
  - (c) Town Panchayats
  - (d) District Panchayats
  - (e) Panchayat Union
  - (f) Village Panchayats
  - (g) Local Library Authority
  - (h) Market Committees
  - (i) Universities
- 10) The Tamil Nadu Transparency in Tenders Act, 1998 and Rules, 2000
- 11) Municipal Accounting Manual
- 12) Local Fund Audit Department Manual Volume II & III
- 13) Tamil Nadu Local Fund Audit Act (Act No.24 of 2014) and the Rules framed thereunder

**Note** : A Knowledge of sections of the chapters of the Acts / Rules / Manual prescribed above bearing on the Revenue, Expenditure and Accounts matters will be expected

**TEST CODE : 114**

**Subordinate Accounts Services Examinations Paper - IV (Fundamental Rules, Pension Rules and Other Applicable Rules and Codes)**

- 1) The Fundamental Rules of the Tamil Nadu Government and Subsidiary Rules of the Tamil Nadu Government
- 2) Tamil Nadu Pension Rules,1978
- 3) Tamil Nadu Travelling Allowance Rules and Special Pay and Allowances
- 4) Tamil Nadu Financial Code - Volume I and II
- 5) Tamil Nadu Budget Manual
- 6) Tamil Nadu Treasury Code /Rules
- 7) Tamil Nadu Accounts Code – Volume III
- 8) Municipal Budget Manual

**TEST CODE : 050**

**Subordinate Accounts Services Examinations Paper-II (Accounts and Audit of Local Bodies Application of Rules and Audit Checks)**

- 1) The Accounts maintained by the Institutions mentioned below and checks to be exercised in auditing them.
  - a) Municipal Corporations
  - b) Municipalities
  - c) Panchayat Unions
  - d) District Panchayats
  - e) Village Panchayats
  - f) Local Library Authorities
  - g) Market Committees
  - h) Universities
  - i) Charitable Endowments
- 2) Accrual Based Accounting System of Urban Local Bodies(ABAS)
- 3) Tamil Nadu Town and Country Planning Act,1971
- 4) Tamil Nadu Transparency in Tenders Act, 1998 & Rules,2000

- 5) Municipal Accounting Manual
- 6) Local Fund Audit Department Manual-Volume II & III

Note: A Knowledge of application of various sections of the chapters of the Acts / Rules Manual prescribed above bearing on the Revenue, Expenditure and Accounts matters will be expected

**TEST CODE : 138**

**Subordinate Accounts Services Examinations Paper - III (Accounts and Audit in Internal Audit and Statutory Boards Audit)**

- 1) The Accounts and Registers pertaining to Accounts maintained in Government Departments and Statutory Boards and Institutions which come under the audit purview of the Internal Audit Department. Rules and Procedure prescribed for the stock verification organisation and the Accounts maintained by the Educational Institutions, Noon Meals Schemes, and Private Polytechnics and Government aided / Private Engineering Colleges.
- 2) Special emphasis is made on assessment of grant for Grant-in- aid Institutions, certification of Provident Fund, Pension including that of Assistant Elementary Education Officer's audit.
- 3) The Accounts maintained by the Institutions mentioned below and checks to be exercised in auditing them.
  - a) Puratchi Thalaivar M.G.R. Noon Meal Programme
  - b) Tamil Nadu Khadi and Village Industries Board
  - c) Tamil Nadu Wakf Board
  - d) Tamil Nadu Slum Clearance Board
  - e) The Agricultural Extension Centre
  - f) The Tamil Nadu Housing Board
  - g) Tamil Nadu Text Book Society
  - h) Chennai Metropolitan Development Authority
- 4) Tamil Nadu Labour Welfare Fund Act, 1972 and Rules thereunder
- 5) Tamil Nadu Town and Country Planning Act, 1971
- 6) Development Control Rules for Chennai Metropolitan Area

- 7) Tamil Nadu Transparency in Tenders Act, 1998 and Rules,2000
- 8) Official Receiver
- 9) Official Assignee and Official Liquidator
- 10) Government Aided / Private Polytechnics, Engineering Colleges
- 11) Local Fund Audit Department Manual-Volume III &V

Note : A Knowledge of sections of the chapters of the Acts / Rules / Manual prescribed above bearing on the Revenue, Expenditure and Accounts matters will be expected

**TEST CODE : 153**

**Departmental Test for Local Fund Audit and Internal Audit Departments**

1. The Tamil Nadu District Municipalities Act,1920
2. The Chennai City Municipal Corporation Act, 1919
3. The Madurai City Municipal Corporation Act, 1971
4. The Coimbatore City Municipal Corporation Act,1984
5. The Tamil Nadu Panchayats Act,1994
6. The Tamil Nadu Public HealthAct,1939
7. Manual of Instructions for the maintenance of accounts of Panchayat Union Councils
8. The Elementary Education Act
9. The Accounts maintained by the Institutions mentioned below and checks to be exercised in auditing them
  - (a) Corporations
  - (b) Municipalities
  - (c) Town Panchayats
  - (d) District Panchayats
  - (e) Panchayat Unions
  - (f) Local Library Authority
  - (g) Market Committees
  - (h) Puratchi Thalaivar M.G.R. Noon Meal Programme
  - (i) Tamil Nadu Khadi and Village Industries Board
  - (j) Tamil Nadu Wakf Board
  - (k) Tamil Nadu Slum Clearance Board



(l) The Agricultural Extension Centre

(m) The Tamil Nadu Housing Board

10) Municipal Accounts Manual

11) Local Fund Audit Department Manual-Volume II, III &V

Note : A Knowledge of sections of the chapters of the Acts / Rules / Manual prescribed above bearing on the Revenue, Expenditure and Accounts matters will be expected

**TEST CODE : 064**

**Local Fund Audit Department Test - Commercial Book – keeping**

A Complete Treatise on the Fundamentals of Accounting written Specially for Indian Students and Businessmen.

BY

Jamshed R. Batlibot, F.S.A.A. (Hons.), F.C.A., F.I.C.T.A. (22<sup>nd</sup> Edition)

**CHAPTER I - ELEMENTS OF DOUBLE ENTRY**

Definition – Object of Book keeping – Double Entry Book keeping – Explanation of Terms – First Principles of Double Entry – Personal Accounts – Property of Real Accounts – Nominal Accounts – Summary - Questions.\_

**CHAPTER II - RULE FOR JOURNALISING**

Subsidiary Records and the Ledger – Rules for Journalizing – Summary - Questions – Exercises.

**CHAPTER III - LEDGER ACCOUNTS**

Division of Accounts-The importance of Ledger-Balancing Personal Accounts – Cash Accounts – Goods Account – Closing of Real Accounts – Closing of Nominal and Fictitious Accounts – Capital Account – Drawings Account – Summary - Questions – Exercises.

#### CHAPTER IV - SUB DIVISIONS OF JOURNAL

Purchases-Book-Posting the purchases - Book-Sales - Book-Posting of Sales, Book>Returns of Goods - Returns Inwards and Outwards - Book-Postings of Return of Books - Summary – Questions -Exercises.

#### CHAPTER V - THE CASH BOOK

Cash Discount – Trade Discount – Posting of Cash Book – Balancing the Cash Book – Summary – Questions - Exercises.

#### CHAPTER VI - BANKING TRANSACTION

Bank Current Account – Cheques – Crossing a Cheque – Dishonour of Cheques-Banker's Draft - Record on Bank Transactions – Cash Book with Cash and Bank Columns – Cash Books with Bank Columns only - Petty Cash Book - Bank Reconciliation Statement – Analytical Petty Cash Book – The Imprest System of Petty Cash - Summary – Questions – Exercises.

#### CHAPTER VII - BILL TRANSACTIONS

Acceptance of a Bill-General and Qualified Acceptance – Negotiation of a Bill-Holder in due course – Endorsement of a Bill – Liability on a Bill of Exchange – Days of grace presentment for payment – Calculation of Time of Payment - Signature in Representative Capacity – Dishonour of Bills – Noting and Protesting – Acceptance for Honour Supra Protest – Referee in case of Need-Bills Receivable and Bills Payable – Discounting Bills – Entries for Bill Transactions - Bills Receivable Book-Postings from Bills Receivable Book – Bills Receivable Account – Collection of Bills by Bankers – Entries on Dishonour of Bills – Promissory Notes – Renewal of Bills - Retiring Bills under Discount – Bills Payable Book – Postings or Bills Payable Book – Bills Payable Account – Dishonour of Bills payable – Renewal of Bills payable – Retiring Bills payable under Discount – Accommodation Bills – Foreign and Documentary Bills – Summary – Questions – Exercises.

#### CHAPTER VIII - THE JOURNAL PROPER

Opening Entries –Rectification of Errors – Adjusting and Closing Entries –Theoretical - Use of Journal – Summary - Questions – Exercises.

#### CHAPTER IX - THE TRIAL BALANCE

What a Trial Balance is – How to prepare a Trial Balance – Errors not Disclosed by Trial Balance – Errors Disclosed by Trial Balance – Summary - Questions – Exercises.

## CHAPTER X - THE TRADING ACCOUNT

Capital and Revenue Expenditure – Trading Account – Sub-Division of Goods Account – Inclusion of Stock in Trading Account – Valuation of Stock – How to bring Closing Stock into Account – Purchases and Sales Returns – Freight, Duty and Carriage Inwards – Trading Account of a Manufacturer – Advantages of trading Account – Closing entries for Trading Account – Summary - Questions –Exercises.

## CHAPTER XI - THE PROFIT AND LOSS ACCOUNT

How to prepare Profit and Loss Account – Transfer of Net Profit or Loss – Adjustment of Nominal Accounts – Outstanding Expenses – Prepaid Expenses – Reserve for Doubtful Debts – Reserve for Discounts – Income Received in Advance – Income Earned and Not Received – Received - Depreciation Interest on Capital – Interest of Drawings – Important Points in Construction of Trading and Profit and Loss Account – Usual Adjusting Entries – Closing Entries – Summary – Questions –Exercises.

## CHAPTER XII - THE BALANCE SHEET

Object of Balance Sheet – Definition of Balance Sheet – Balance Sheet includes Profit – Balance Sheet must reflect true position – Valuation of Assets – Form of Balance Sheet, Dating the Final Accounts Sundry Debtors and Sundry Creditors – Reserve for Doubtful Debts – Reserve for Discounts – Deferred Revenue Expenditure – Closing stock not included in Trial Balance – Advantage of Double Entry – Summary – Questions – Exercises.

## CHAPTER XVII - CAPITAL AND REVENUE EXPENDITURE RECEIPTS AND PAYMENTS AND INCOME AND EXPENDITURE ACCOUNTS

Capital and Revenue Expenditure – Structural Alternation on Improvements to Existing Assets–Usual Items of Revenue Expenditure – Usual Items of Capital Expenditure–Receipts and Payments Account – Income and Expenditure Account – Different Classes of Assets–Working Capital – Watered Capital – Summary – Questions – Exercises.

## CHAPTER XVIII - SINGLE ENTRY BOOK KEEPING

Single Entry – Disadvantages of Single Entry – Statement of Affairs – Ascertainment of Profits from Single Entry Books – Conversion of Single Entry into Double Entry –Summary - Questions –Exercises.

**TEST CODE: 102**

**TESTNAME** : Subordinate Accounts Services Examinations Paper -I  
(Audit of Local Bodies / Universities and other Auditable Institutions)

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% With Books	2.30 hours	45	100

**TEST CODE : 114**

**TESTNAME**: SubordinateAccounts Services Examinations Paper -IV  
(Fundamental Rules, Pension Rules and Other Applicable Rules and Codes)

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% With Books	2.30 hours	45	100

**TEST CODE: 050**

**TEST NAME**: Subordinate Accounts Services Examinations Paper – II (Accounts and Audit of Local Bodies – Application of Rules and Audit Checks)

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

**TEST CODE: 138**

**TEST NAME**: Subordinate Accounts Services Examinations Paper-III (Accounts and Audit in Internal Audit and Statutory Boards Audit)

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% With Books	2.30 hours	45	100

**TEST CODE: 153**

**TEST NAME: Departmental Test for Local Fund Audit and Internal Audit Departments**

<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 100%</b> With Books	<b>2.30 hours</b>	<b>45</b>	<b>100</b>

**TEST CODE : 064**

**TEST NAME: Local Fund Audit Department Test - Commercial Book - keeping**

<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 60%</b> Without Books	1.30 hours	<b>27</b>	<b>100</b>
<b>Descriptive Type - 40%</b> Without Books	1 hour	<b>18</b>	
<b>Total</b>	<b>2.30 hours</b>	<b>45</b>	

## MARITIME BOARD (2 TESTS)

### Name of the Test

**T.C.112:** Tamil Nadu Maritime Board Test – Lower Grade

**T.C.135:** Tamil Nadu Maritime Board Test - Higher Grade

### **TEST CODE : 112**

### **Tamil Nadu Maritime Board Test - Lower Grade**

### **SYLLABUS**

1. The Tamil Nadu Port Manual (The whole)
2. The Indian Ports Act, 1908 (Central Act 15 of 1908) and the Rules issued thereunder
3. The Tamil Nadu Minor Ports Harbour Craft Rules, 1953 (The whole)
4. The Tamil Nadu Maritime Board Act,1995 (Tamil Nadu Act 4 of 1996)
5. Fundamental Rules of the Tamil Nadu Government : Chapters II, III, IV, X, XI and Annexure III
6. Tamil Nadu Maritime Board Port Regulations,2017
7. All Circulars Government Orders and Rules Issued In Connection With Tamil Nadu Maritime Board

### **TEST CODE : 135**

### **Tamil Nadu Maritime Board Test - Higher Grade**

### **SYLLABUS**

1. Tamil Nadu Port Manual (The whole)
2. The Merchant Shipping Act, 1958 (Central Act 44 of 1958) and the Rules issued thereunder (excluding Part II, IV, IX-A and X-A)
3. The Indian Ports Act, 1908 (Central Act 15 of 1908) and the Rules issued thereunder
4. Tamil Nadu Maritime Board Act,1995 (Act No.4 of 1996)
5. Tamil Nadu Minor Ports Harbour Crafts Rules,1953
6. The Indian Lighthouse Act, 1927 (Central Act XVII of 1927)
7. The Indian Port Health Rules,1955
8. Code of Storm Warning Signals for use at Indian Maritime Ports
9. Tamil Nadu Maritime Board Port Regulations, 2017
10. All Circulars, Government Orders and Rules issued in connection with Mercantile Marine Department of Directorate General of Shipping (including Notices to Mariners of permanent nature)
11. All Circulars, Government Orders and Rules issued in connection with Tamil Nadu Maritime Board

**TEST CODE: 112**

**TEST NAME: Tamil Nadu Maritime Board Test - Lower Grade**

<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 100%</b> Without Books	<b>2.30 hours</b>	45	100

**TEST CODE: 135**

**TEST NAME: Tamil Nadu Maritime Board Test – Higher Grade**

<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 100%</b> Without Books	<b>2.30 hours</b>	45	100

**MEDICAL AND RURAL HEALTH SERVICES DEPARTMENT (1 TEST)****Name of the Test****T.C.002**: Departmental Test in the Tamil Nadu Medical Code**SYLLABUS****TEST CODE :002****Departmental Test in the Tamil Nadu Medical Code**

All Chapters in Volume - I and the Appendices in Volume - II of the Tamil Nadu Medical Code (5<sup>th</sup> Edition)

**TEST CODE: 002****TEST NAME: Departmental Test in the Tamil Nadu Medical Code**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
<b>Objective Type - 100%</b> With Books	<b>2.30 hours</b>	45	100



## MUNICIPAL ADMINISTRATION DEPARTMENT (2 TESTS)

### Name of the Test

**T.C. 006** : Departmental Test for Municipal Commissioner in the Municipal Administration Department - Part - I

**T.C. 016** : Departmental Test for Municipal Commissioner in the Municipal Administration Department - Part - II

### SYLLABUS

#### TEST CODE : 006

#### Departmental Test for Municipal Commissioner in the Municipal Administration Department - Part - I

1. Tamil Nadu Municipal Manual Volume I & II
2. Municipalities Act and Rules
3. The Registration of Birth and Death Act, 1969
4. Municipal Solid Wastes (Management and Handling) Rules, 2000
5. Development Control Regulations
6. The Tamil Nadu Transparency in Tenders Act, 1998
7. The Tamil Nadu Transparency in Tenders Rules, 2000

#### TEST CODE : 016

#### Departmental Test for Municipal Commissioner in the Municipal Administration Department - Part - II

### SYLLABUS

1. Tamil Nadu Places of Public Resort Act
2. Public Building Licence and Regulation Act
3. Entertainment Act and Rules
4. Tamil Nadu Parks, Play - fields and Open Spaces (Preservation and Regulation) Act, 1959
5. The Tamil Nadu Public Health Act
6. Tamil Nadu Town and Country Planning Act, 1971
7. The Environmental (Protection) Act, 1986

#### TEST CODE : 006

#### **TESTNAME: Departmental Test for Municipal Commissioner in the Municipal Administration Department - Part - I**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

**TEST CODE : 016**

**TESTNAME: Departmental Test for Municipal Commissioner in the Municipal Administration Department - Part -II**

<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 100%</b> Without Books	<b>2.30 hours</b>	<b>45</b>	<b>100</b>

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## POLICE DEPARTMENT (1 TEST)

### Name of the Test

**T.C.169:** Departmental Test for Junior Assistants in the Police Department

### **SYLLABUS**

**Test Code: 169**

**Departmental Test for Junior Assistants in the Police Department**

Police Standing Order Book Volume I

**TEST CODE : 169**

**TEST NAME:** Departmental Test for Junior Assistants in the Police Department

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
<b>Objective Type - 80%</b> Without Books	2 hours	<b>36</b>	100
<b>Descriptive Type - 20%</b> With Books	30 minutes	<b>9</b>	
Total	<b>2.30 hours</b>	<b>45</b>	

## **PRISONS DEPARTMENT (8 TESTS)**

### **Name of the Test**

**T.C.107:** The Jail Test Part - I (a) Indian Penal Code

**T.C.118:** The Jail Test Part - I (b) Code of Criminal Procedure

**T.C.131:** The Jail Test Part – I (c) Laws, Rules, Regulations and Orders relating to Jail Management

**T.C.148:** Jail Test Part - II – The Juvenile Justice (Care and Protection of Children) Act, 2000 (Central Act 56 of 2000)

**T.C.127:** Departmental Test for Officers of the Probation Branch of the Jail Department - Part – I – Section - A (Indian Penal Code)

**T.C.142:** Departmental Test for Officers of the Probation Branch of the Jail Department – Part – I - Section – B (Criminal Procedure Code)

**T.C.150:** Departmental Test for Officers of the Probation Branch of the Jail Department - Part – II - Section – A

**T.C.151:** Departmental Test for Officers of the Probation Branch of the Jail Department Part - II - Section -B

### **SYLLABUS**

#### **TEST CODE : 107**

#### **The Jail Test Part - I (a) Indian Penal Code**

The Indian Penal Code - Chapters II, III, IV and Sections 128 to 130 and 217 to 225

#### **TEST CODE : 118**

#### **The Jail Test Part - I (b) Code of Criminal Procedure**

#### **Criminal Procedure Code:**

Chapters: I, II, III, IV, V, VI, VII, VIII, XII, XIII, XV, XVI, XVII, XVIII, XIX, XX, XXI, XXII, XXIII, XXIV, XXV, XXVII, XXVIII, XXIX, XXX, XXXII and XXXIII

**Note:** In the new Criminal Procedure Code Chapters have not been divided into different parts. Hence, there is no necessity of mentioning the parts.

**TEST CODE : 131**

**The Jail Test Part – I (c) Laws, Rules, Regulations and Orders relating to Jail Management**

- (a) The Prisoners Act, 1900 ( III of 1900)
- (b) The Prisons Act, 1894 ( IX of 1894)
- (c) Prisoners (Attendance in Courts) Act, 1955 ( 32 of 1955)
- (d) Mental Health Act, 1987 (14 of 1987)
- (e) Prevention of Corruption Act, 1988 (49 of 1988)
- (f) The Tamil Nadu Prison Manual, Volume II & III
- (g) Subsidiary Jail Manual
- (h) The Tamil Nadu Borstal Schools Act, 1925 (TN Act 5 of 1926)

**TEST CODE : 148**

**Jail Test Part - II – The Juvenile Justice (Care and Protection of Children) Act.2000 (Central Act 56 of 2000)**

- (i) Juvenile Justice (Care & Protection of Children) Act, 2000 (Central Act 56 of 2000)
- (ii) The examination should be a practical test of an Officer's acquaintance with and ability to utilize the codes and text books prescribed and the question papers should be so framed as to secure this object. (G.O.No.1634, Home (Judicial) Department, dated the 14<sup>th</sup> July 1918)

**TEST CODE : 127**

**Departmental Test for Officers of the Probation Branch of the Jail Department - Part – I – Section - A (Indian Penal Code)**

Part - I - Section (A) Indian Penal Code

**TEST CODE : 142**

**Departmental Test for Officers of the Probation Branch of the Jail Department  
- Part – I - Section – B (Criminal Procedure Code)**

Part – I - Section (B) Criminal Procedure Code (Full Code)

**TEST CODE : 150**

**Departmental Test for Officers of the Probation Branch of the Jail Department -Part –  
II - Section –A**

Probation of offenders Act, 1958 (Central) Act 20 of 1958 the Tamil Nadu Borstal Schools Act, 1925 Immortal Traffic Prevention Act, 1956 (Act 104 of 1956) and Juvenile Justice (Care & Protection of Children) Act, 2000 (Central Act 56 of 2000)

**TEST CODE : 151**

**Departmental Test for Officers of the Probation Branch of the Jail Department Part  
- II - Section -B**

Part - II - Section (B) Principles of the Probation System(Probation and related measures)

Note (i) Graduates in law are exempted from passing Section (A) in part I of the test.

(ii) Those who have passed the Apprentice Examination conducted by the Madras Bar Council are exempted from passing Section (B) in part I of the test

(iii) Candidates may appear for the test (comprising parts I and II) separately for each part. The provisions of G.O.No.1154 Public (Services) dated the 29<sup>th</sup> June 1936 will govern the admission of the candidates to the test

**TEST CODE: 107**

**TEST NAME: The Jail Test Part - I (a) Indian Penal Code**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

**TEST CODE: 118**

**TEST NAME: The Jail Test Part - I (b) Code of Criminal Procedure**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

**TEST CODE: 131**

**TEST NAME: The Jail Test Part - I (c) Laws, Rules, Regulations and Orders relating to Jail Management**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

**TEST CODE: 148**

**TEST NAME: Jail Test Part - II—The Juvenile Justice (Care and Protection of Children) Act, 2000 (Central Act 56 of 2000)**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

**TEST CODE: 127**

**TEST NAME: Departmental Test for Officers of the Probation Branch of the Jail Department – Part - I Section - A (Indian Penal Code)**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

**TEST CODE: 142**

**TEST NAME: Departmental Test for Officers of the Probation Branch of the Jail Department - Part-I Section-B (Criminal Procedure Code)**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

**TEST CODE: 150**

**TEST NAME: Departmental Test for Officers of the Probation Branch of the Jail Department - Part - II Section – A**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	1 Hour 15 Minutes	45	100

**TEST CODE: 151**

**TEST NAME: Departmental Test for Officers of the Probation Branch of the Jail Department - Part - II Section – B**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	1 Hour 15 Minutes	45	100



## PUBLIC WORKS DEPARTMENT (2 TESTS)

### Name of the Test

**T.C. 110** : The Account Test for Public Works Department Officers and Subordinates – Part - I

**T.C.122** : The Account Test for Public Works Department Officers and Subordinates - Part-II

### TEST CODE : 110

### The Account Test for Public Works Department Officers and Subordinates – Part -I

### SYLLABUS

- 1) The Tamil Nadu Public Works Department Code
- 2) The Tamil Nadu Financial Code Volume -I
- 3) The Tamil Nadu Fundamental Rules
- 4) Tamil Nadu Transparency in Tenders Act,1998
- 5) Tamil Nadu Transparency in Tenders Rules,2000
- 6) Tamil Nadu Transparency in Tenders (Public Private Partnership Procurement) Rules, 2012
- 7) Tamil Nadu Infrastructure Development Act, 2012
- 8) Tamil Nadu Infrastructure Development Rules, 2013
- 9) Tamil Nadu Government Servants (Conditions of Service), Act 2016

### TEST CODE : 122

### The Account Test for Public Works Department Officers and Subordinates - Part-II

### SYLLABUS

- 1) Tamil Nadu Account Code Volume -I
- 2) Tamil Nadu Account Code Volume -III
- 3) Tamil Nadu Public Works Account Code
- 4) Tamil Nadu Treasury Code Volume –I
- 5) Tamil Nadu Pension Rules (Formerly known as Tamil Nadu Pension Code)
- 6) Tamil Nadu Budget Manual

**TEST CODE: 110****TEST NAME: The Account Test for Public Works Department Officers and Subordinates – Part -I**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% With Books	2.30 hours	45	100

**TEST CODE: 122****TEST NAME: The Account Test for Public Works Department Officers and Subordinates - Part -II**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% With Books	2.30 hours	45	100

## **REGISTRATION DEPARTMENT (4 TESTS)**

### **Name of the Test**

**T.C.109:** Registration Department Test – Group - I - Paper – I

**T.C.120:** Registration Department Test – Group - I - Paper – II

**T.C.133:** Registration Department Test – Group - II

**T.C.147:** Registration Department Test – Group - III

### **SYLLABUS**

#### **TEST CODE :109**

#### **Registration Department Test – Group - I - Paper – I**

The Registration Act, 1908 with amendments Registration Rules, the Table of Fees and Departmental Orders, Tamil Nadu Document Writers' Licence Rules, 1982

#### **TEST CODE : 120**

#### **Registration Department Test – Group - I - Paper – II**

Tamil Nadu Registration Manual Part – II circulars and orders

#### **TEST CODE : 133**

#### **Registration Department Test – Group - II**

The Indian Stamp Act, 1899 and Rules thereunder Stamps Vendors Rules and sale of stamps by Stamp Vendors

#### **TEST CODE : 147**

#### **Registration Department Test – Group - III**

1. The Transfer of Property Act
2. The Evidence Act
3. The Civil Procedure Code sections 1 and 2 of the preliminary chapter sections 27 to 32, 75 to 78 and orders V, XVI and XXVI

4. The Registration of Births and Deaths Act, 1969 and Rules, 1977
5. Paris Marriage Act, 1939
6. The Special Marriage Act, 1954 (Central Act No.43 of 1954 and Rules framed thereunder)
7. The Tamil Nadu Societies Registration Act, 1975 and Rules thereunder
8. The Indian Christian Marriage Act, 1872
9. The Hindu Marriage Act, 1955 and Rules framed thereunder
10. The Dowry Prohibition Act, 1982 and Rules framed thereunder
11. Tamil Nadu Chit Funds Act, 1982 and Tamil Nadu Chit Funds Rules 1984
12. The Indian Partnership Act, 1932 and Rules framed thereunder
13. Tamil Nadu Marriage Registration Act, 2009 and Rules framed hereunder

**TEST CODE: 109**

**TEST NAME: Registration Department Test – Group - I - Paper – I**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 60% Without Books	1.30 Hours	27	100
Descriptive Type - 40% With Books	1 Hour	18	
Total	<b>2.30 hours</b>	45	

**TEST CODE: 120**

**TEST NAME: Registration Department Test – Group - I - Paper – II**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 60% Without Books	1.30 Hours	27	100
Descriptive Type - 40% With Books	1 Hour	18	
Total	<b>2.30 hours</b>	45	

**TEST CODE: 133**

**TEST NAME: Registration Department Test – Group – II**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 60% Without Books	1.30 Hours	27	100
Descriptive Type - 40% With Books	1 Hour	18	
Total	<b>2.30 hours</b>	45	

**TEST CODE: 147**

**TEST NAME: Registration Department Test – Group – III**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 60% Without Books	1.30 Hours	27	100
Descriptive Type - 40% With Books	1 Hour	18	
Total	<b>2.30 hours</b>	45	

## REVENUE ADMINISTRATION DEPARTMENT (9 TESTS)

### Name of the Test

**T.C.101:** The Revenue Test – Part – I

**T.C.113:** The Revenue Test – Part – II

**T.C.136:** The Revenue Test – Part - III

**T.C.172:** The Tamil Nadu Government Office Manual Test

**T.C.055:** The Criminal Judicial Test Part-I Indian Penal Code (General Principles)

**T.C.103:** The Criminal Judicial Test Part-I Indian Penal Code (Detailed Applications)

**T.C.069:** The Criminal Judicial Test Part-II Code of Criminal Procedure (General Principles)

**T.C.115:** The Criminal Judicial Test Part-II Code of Criminal Procedure (Detailed Applications)

**T.C.144:** The Criminal Judicial Test Part-III The Indian Evidence Act

### SYLLABUS

#### TEST CODE : 101

#### Revenue Test Part – I

Government of India Act of 1858 – Kudimaramat Indian

Treasure Trove Act, 1878 (Act No. VI of 1878)

Tamil Nadu Act II of 1864 - Revenue Recovery

Tamil Nadu Irrigation Cess Act, 1865 – Act 7 of 1865

Tamil Nadu Act III of 1899 - Regulation of Births and Deaths

Regulation XXIX of 1802 – Duties of Karnams

Regulation IX of 1822 – Malversation

Tamil Nadu Panchayat Act, 1958 & 1994

Standing Orders of Board of Revenue – Volume – II

Tamil Nadu Government Office Manual

Tamil Nadu Ministerial Service Rules

Tamil Nadu Government Servants (Conditions of Services) Act, 2016

Manual of Village and Taluk Accounts

Special Funds Code

Stamp Manual

Right to Information Act, 2005

Representation of People Act, 1951

**TEST CODE : 113**

**The Revenue Test – Part - II**

Standing Orders of Board of Revenue – Volume - I

The Land Acquisition Act, 1894 – Act No. 1 of 1894

The Land Acquisition (Amendment) Act, 1984

The Land Acquisition High Ways Act, 2001

The Land Acquisition of Land for Industrial Purpose Act, 1997

The Tamil Nadu Acquisition of Land for Harijan Welfare Schemes 1977 (Act 31/1978)

Tamil Nadu Act III of 1905 - Encroachments

Tamil Nadu Act V of 1882 - Forest

Tamil Nadu Act XXVI of 1948 - Tamil Nadu Estate (Abolition & Conversion into Ryotwari) Act

Tamil Nadu Land Utilization Order 1957

Tamil Nadu Inam Estate (Abolition and Conversion into Ryotwari) Act, 1963

Tamil Nadu Lease hold (Abolition and Conversion) Act, 1963

Tamil Nadu – Minor Inams

**TEST CODE : 136**

**The Revenue Test – Part - III**

Standing Orders of Board of Revenue – Volume - III & IV

Tamil Nadu Land Reforms (Fixation of Ceiling on Land) Act, 1961

Tamil Nadu Land Reforms of Reduction of Ceiling on Land 17/1970 (Amended Act)

The Tamil Nadu Cultivating Tenants Protection Act 25 of 1955

The Tamil Nadu Cultivation Tenants (Payment of fair Rent) Act of 1956

The Tamil Nadu Public Trusts (Regulation and Administration of Agricultural Lands) Act 57/1961

The Tamil Nadu Agricultural Lands (Record of Tenancy Rights) Act 10/1969

The Tamil Nadu Occupants of Kudiyiruppu (Conferment of Ownership) Act 40/1971

The Tamil Nadu Rural Artisans (Conferment of ownership of Kudiyiruppu) Act, 1976 (Tamil Nadu Act 38/1976)

The Tamil Nadu Agricultural Labourers Fair wages Act, 1969

Minimum Wages Act, 1948

Tamil Nadu Bhoodan Yagna Act, 1958

Tamil Nadu Act VIII of Survey & Boundaries Act

Chain Survey Manual

Survey & Lands Records Manual

Regulation Act of VII of 1817 – Charitable Endowments Act

Right to Education Act, 2009

Tamil Nadu Minor Mineral concessions Rules, 1959

**TEST CODE : 172**

**The Tamil Nadu Government Office Manual Test**

The Tamil Nadu Government Office Manual



**TEST CODE: 055**

**The Criminal Judicial Test Part-I Indian Penal Code (General Principles)**

- (i) The Indian Penal Code and the Acts amending the same candidates shall be expected to have read Mayne's commentaries, or any similar work
- (ii) The Probation of Offenders Act, 1958
- (iii) The Juveniles Justice (Care and Protection of Children) Act, 2000
- (iv) The Protection of Women against Sexual Harassment at the Workplace Act, 2010

**TEST CODE: 103**

**The Criminal Judicial Test Part-I Indian Penal Code (Detailed Applications)**

The Indian Penal Code and the Acts amending the same candidates shall be expected to have read Mayne's commentaries, or any similar work

**TEST CODE: 069**

**The Criminal Judicial Test Part-II Code of Criminal Procedure (General Principles)**

- I. The Code of Criminal Procedure and acts amending the same
- II. The Government desire that the examination should be a practical test of an officer's acquaintance with and understanding of the codes and text – books prescribed and the question papers should be so framed as to secure this object (G.O.No.1337 Home (Judicial), dated the 5<sup>th</sup> June 1918)

**TEST CODE: 115**

**The Criminal Judicial Test Part-II Code of Criminal Procedure (Detailed Applications)**

- I. The Code of Criminal Procedure and Acts, amending the same.
- II. The Government desire that the examination should be a practical test of an officer's acquaintance with and understanding of the codes and text-books prescribed and the question papers should be so framed as to secure this object. (G.O. No.1337, Home (Judicial), dated the 5<sup>th</sup> June 1918)

**TEST CODE: 144**

**The Criminal Judicial Test Part-III the Indian Evidence Act**

The Indian Evidence Act of 1872 Candidates shall be expected to have read Cunningham's commentaries, or any similar work

**TEST CODE : 101****TEST NAME: The Revenue Test – Part - I**

<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 40%</b> Without Books	1 hour	<b>18</b>	100
<b>Descriptive Type - 60%</b> With Books	1 .30 hours	<b>27</b>	
Total	<b>2.30 hours</b>	<b>45</b>	

**TEST CODE : 113****TEST NAME: The Revenue Test – Part – II**

<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 40%</b> Without Books	1 hour	<b>18</b>	100
<b>Descriptive Type - 60%</b> With Books	1.30 hours	<b>27</b>	
Total	<b>2.30 hours</b>	<b>45</b>	

**TEST CODE : 136**

**TEST NAME: The Revenue Test – Part - III**

<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 40%</b> Without Books	1 hour	<b>18</b>	100
<b>Descriptive Type - 60%</b> With Books	1.30 hours	<b>27</b>	
Total	<b>2.30 hours</b>	<b>45</b>	

**TEST CODE : 172**

**TEST NAME: The Tamil Nadu Government Office Manual Test**

<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 40%</b> Without Books	1 hour	<b>18</b>	100
<b>Descriptive Type - 60%</b> With Books	1.30 hours	<b>27</b>	
Total	<b>2.30 hours</b>	<b>45</b>	

**TEST CODE : 055****TEST NAME:** The Criminal Judicial Test Part-I Indian Penal Code (General Principles)

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
<b>Objective Type - 80%</b> Without Books	2 hours	<b>36</b>	100
<b>Descriptive Type - 20%</b> Without Books	30 minutes	<b>9</b>	
Total	<b>2.30 hours</b>	<b>45</b>	

**TEST CODE : 103****TEST NAME:** The Criminal Judicial Test Part – I Indian Penal Code (Detailed Applications)

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
<b>Objective Type - 80%</b> Without Books	2 hours	<b>36</b>	100
<b>Descriptive Type - 20%</b> With Books	30 minutes	<b>9</b>	
Total	<b>2.30 hours</b>	<b>45</b>	

**TEST CODE : 069**

**TEST NAME: The Criminal Judicial Test Part-II - Code of Criminal Procedure  
(General Principles)**

<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 80%</b> Without Books	2 hours	<b>36</b>	100
<b>Descriptive Type - 20%</b> Without Books	30 minutes	<b>9</b>	
Total	<b>2.30 hours</b>	<b>45</b>	

**TEST CODE : 115**

**TEST NAME: The Criminal Judicial Test Part-II - Code of Criminal Procedure  
(Detailed Applications)**

<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 80%</b> Without Books	2 hours	<b>36</b>	100
<b>Descriptive Type - 20%</b> With Books	30 minutes	<b>9</b>	
Total	<b>2.30 hours</b>	<b>45</b>	

**TEST CODE : 144**

**TEST NAME: The Criminal Judicial Test Part-III The Indian Evidence Act**

<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 80%</b> Without Books	2 hours	<b>36</b>	100
<b>Descriptive Type - 20%</b> With Books	30 minutes	<b>9</b>	
Total	<b>2.30 hours</b>	<b>45</b>	

**RURAL DEVELOPMENT AND PANCHAYAT RAJ DEPARTMENT (9TESTS)****Name of the Test**

**T.C.008:** Departmental Test for staff of Rural Development and Panchayat Raj Department Tamil Nadu Panchayat Act, 1994 & Rules and Constitution of India.

**T.C.166:** The Panchayat Development Account Test

**T.C.010:** Departmental Test for the staff of the Rural Development and Panchayat Raj Department – Scheme Administration

**T.C.111:** Departmental Test for the Officers of Rural Development and Panchayat Raj Department – Scheme Administration (RD&PR Institution) and The Tamil Nadu Transparency in Tenders Act, 1998 and The Tamil Nadu Transparency in Tenders Rules,2000

**T.C.123:** Departmental Test for the Officers of Rural Development and Panchayat Raj Department – Basic Technical skills for Administrators and e-gov modules of various RD Schemes and Administration

**T.C.134:** Departmental Test for the Officers of Rural Development and Panchayat Raj Department – Tamil Nadu Panchayat Act, 1994 and Rules

**T.C.056:** Departmental Test for the Officers of Rural Development and Panchayat Raj Department – Poverty alleviation through Self Help Groups

**T.C.152:** The Account test for Executive Officers

**T.C.172:** The Tamil Nadu Government Office Manual Test

**DEPARTMENTAL TESTS FOR JUNIOR ASSISTANTS /TYPIST /ASSISTANTS**

**T.C. 008:** Departmental Tests for the staff of Rural Development and Panchayat Raj Department - Tamil Nadu Panchayat Act, 1994 & Rules and Constitution of India

**T.C.166:** The Panchayat Development Account Test

**T.C.010:** Departmental Test for the staff of the Rural Development and Panchayat Raj Department - Scheme Administration

**T.C.172:** The Tamil Nadu Government Office Manual Test

## **DEPARTMENTAL TESTS FOR DIRECTLY RECRUITED ASSISTANT DIRECTORS**

**T.C.111:** Departmental Test for the Officers of Rural Development and Panchayat Raj Department – Scheme Administration (RD&PR Institution) and The Tamil Nadu Transparency in Tender Act, 1998 and The Tamil Nadu Transparency in Tenders Rules,2000

**T.C.123:** Departmental Test for the Officers of Rural Development and Panchayat Raj Department – Basic Technical skills for Administrators and e-gov modules of various RD Schemes and Administration

**T.C.134:** Departmental Test for the Officers of Rural Development and Panchayat Raj Department – Tamil Nadu Panchayat Act, 1994 and Rules

**T.C.056:** Departmental Test for the Officers of Rural Development and Panchayat Raj Department – Poverty alleviation through Self Help Groups

**T.C.152:** The Account test for Executive Officers

### **SYLLABUS**

#### **TEST CODE : 008**

#### **Departmental Test for staff of Rural Development and Panchayat Raj Department - Tamil Nadu Panchayat Act, 1994 & Rules and Constitution of India.**

Constitution of India and Miscellaneous Acts, the Miscellaneous Acts will be Tamil Nadu Elementary Education Act, 1920, Tamil Nadu Public Health Act, 1939, Places of Public Resort Act, 1888, The Tamil Nadu Public Libraries Act, 1948: Local Authorities Loans Act, 1914 (Central Act IX of 1914), Madras Local Authorities Finance Act, 1961, Madras Town Planning Act, 1920, The Madras District Development Councils Act, 1958, Tamil Nadu Panchayat Act, 1994 along with latest rules and amendments

#### **TEST CODE : 152**

#### **The Account test for Executive Officers**

(Syllabus framed by Treasuries & Accounts Department)

(1) The Tamil Nadu Financial Code – Chapters I – VII and XII -XIV

(2) The Tamil Nadu Treasury Code – Volume I - Part I, Part II (Chapters III, V and VII) and Part III (Chapter V)



- (3) The Tamil Nadu Budget Manual – Chapters I - V, VII and VIII
- (4) The Constitution of India, 1950- Articles 148 to 151, 202 to 207, 264 to 293 and 308 to 314.
- (5) The Tamil Nadu Pension Rules.

**TEST CODE : 172**

**The Tamil Nadu Government Office Manual Test**

(Syllabus framed by Revenue Department)

The Tamil Nadu Government Office Manual

**TEST CODE : 010**

**Departmental Test for the staff of the Rural Development and Panchayat Raj Department – Scheme Administration**

1. Centrally Sponsored Scheme implemented by RD & PR Department
2. State Schemes implemented by RD & PR Department  
Salient features of the Central and State Schemes - Methods of implementation - Implementing Agencies - Do's and Don'ts – Scheme Guidelines

**TEST CODE : 111**

**Departmental Test for the Officers of Rural Development and Panchayat Raj Department – Scheme Administration (RD&PR Institution) and The Tamil Nadu Transparency in Tenders Act, 1998 and The Tamil Nadu Transparency in Tenders Rules,2000**

1. Centrally Sponsored Scheme implemented by RD & PR Department.
2. State Schemes implemented by RD & PR Department  
Salient features of the Central and State Schemes - Methods of implementation - Implementing Agencies - Do's and Don'ts - Scheme Guidelines
3. The Tamil Nadu Transparency in Tenders Act, 1998 and The Tamil Nadu Transparency in Tenders Rules, 2000(with amendments) Updated in Finance Department website.

**TEST CODE : 123**

**Departmental Test for the Officers of Rural Development and Panchayat Raj Department – Basic Technical skills for Administrators and e-gov modules of various RD Schemes and Administration**

Technical Hand Books on Roads & Buildings – Online Monitoring System of all Schemes and [tnrd.gov.in](http://tnrd.gov.in)

**TEST CODE : 134**

**Departmental Test for the Officers of Rural Development and Panchayat Raj Department – Tamil Nadu Panchayat Act, 1994 and Rules**

Tamil Nadu Panchayat Act, 1994 Book and relevant Rules issued thereunder

**TEST CODE : 056**

**Departmental Test for the Officers of Rural Development and Panchayat Raj Department – Poverty alleviation through Self Help Groups**

Training Manual issued by Tamil Nadu Corporation for Development of Women

**TEST CODE : 166**

**The Panchayat Development Account Test**

1. The Fundamental Rules of the Tamil Nadu Government and Subsidiary Rules including Tamil Nadu Leave Rules
2. The Tamil Nadu Manual of Special Pay and Allowances Parts - I and II
3. The Tamil Nadu Financial Code Chapters – I to VIII and XII to XIV
4. The Tamil Nadu Treasury Code, Volume – I - Part-I, Part - II (Chapters - III, V and VII) and Part - III (Chapter -IV)
5. The Tamil Nadu Budget Manual - Chapters I to V, VII & VIII
6. An Introduction to Indian Government Accounts and Audit Chapter I, Part B of Chapter 2, Chapters 10, 13, 15, 16, 17, 24, 25, 27 and 28
7. The Tamil Nadu Pension Rules
8. Manual of Instructions for the Maintenance of Accounts of Panchayat Unions
9. 6<sup>th</sup> Pay Commission and consequential revision in rules and instruction

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<b><u>TEST CODE</u> : 166</b>			
<b><u>TEST NAME</u>: The Panchayat Development Account Test</b>			
<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 80%</b> Without Books	2 hours	<b>36</b>	100
<b>Descriptive Type - 20%</b> With Books	30 minutes	<b>9</b>	
Total	<b>2.30 hours</b>	<b>45</b>	

<b><u>TEST CODE</u> : 111</b>			
<b><u>TEST NAME</u>: Departmental Test for the Officers of Rural Development and Panchayat Raj Department – Scheme Administration (RD&amp;PR Institution) and The Tamil Nadu Transparency in Tenders Act, 1998 and The Tamil Nadu Transparency in Tenders Rules,2000</b>			
<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 80%</b> Without Books	2 hours	<b>36</b>	100
<b>Descriptive Type - 20%</b> With Books	30 minutes	<b>9</b>	
Total	<b>2.30 hours</b>	<b>45</b>	

**TEST CODE : 123**

**TEST NAME:** Departmental Test for the Officers of Rural Development and Panchayat Raj Department - Basic Technical skills for Administrators and e-gov modules of various RD Schemes and Administration

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
<b>Objective Type - 80%</b> Without Books	2 hours	<b>36</b>	100
<b>Descriptive Type - 20%</b> With Books	30 minutes	<b>9</b>	
Total	<b>2.30 hours</b>	<b>45</b>	

**TEST CODE : 134**

**TEST NAME:** Departmental Test for the Officers of Rural Development and Panchayat Raj Department – Tamil Nadu Panchayat Act, 1994 and Rules

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
<b>Objective Type - 80%</b> Without Books	2 hours	<b>36</b>	100
<b>Descriptive Type - 20%</b> With Books	30 minutes	<b>9</b>	
Total	<b>2.30 hours</b>	<b>45</b>	

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**TEST CODE : 056**

**TEST NAME: Departmental Test for the Officers of Rural Development and Panchayat Raj Department - Poverty alleviation through Self Help Groups**

<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 80%</b> Without Books	2 hours	<b>36</b>	100
<b>Descriptive Type - 20%</b> Without Books	30 minutes	<b>9</b>	
<b>Total</b>	<b>2.30 hours</b>	<b>45</b>	

**TEST CODE: 152**

**TEST NAME: The Account Test for Executive Officers**

<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
Objective Type - 60% Without Books	1.30 Hours	27	100
Descriptive Type - 40% With Books	1 Hour	18	
<b>Total</b>	<b>2.30 hours</b>	<b>45</b>	

<b><u>TEST CODE</u> : 172</b>			
<b><u>TESTNAME:</u> The Tamil Nadu Government Office Manual Test</b>			
<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 40%</b> Without Books	1 hour	<b>18</b>	100
<b>Descriptive Type - 60%</b> With Books	1.30 hours	<b>27</b>	
<b>Total</b>	<b>2.30 hours</b>	<b>45</b>	

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<b><u>TEST CODE</u> : 008</b>			
<b><u>TESTNAME:</u> Departmental Test for Staff of Rural Development and Panchayat Raj Department - Tamil Nadu Panchayat Act, 1994 &amp; Rules and Constitution of India</b>			
<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 100%</b> Without Books	<b>2.30 hours</b>	<b>45</b>	100

<b><u>TEST CODE</u> : 010</b>			
<b><u>TEST NAME:</u> Departmental Test for the staff of the Rural Development and Panchayat Raj Department – Scheme Administration</b>			
<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 100%</b> Without Books	<b>2.30 hours</b>	<b>45</b>	100

## **SCHOOL EDUCATION DEPARTMENT (6 TESTS)**

### **Name of the Test**

- T.C.065:** Tamil Nadu School Education Department Administrative Test – Paper - I - Higher Secondary / Secondary / Teacher Training and Special Schools
- T.C.072:** Tamil Nadu School Education Department Administrative Test – Paper - II - Elementary / Middle and Special Schools
- T.C.034:** Advanced Language Test for Officers of the Tamil Nadu Educational Subordinate Service – Tamil First Paper (Prose and Poetry)
- T.C.048:** Advanced Language Test for Officers of the Tamil Nadu Educational Subordinate Service - Tamil Second Paper (Translation and Essay)
- T.C.027:** Special Language Test for Officers of the Education Department Higher Standard - First Paper – Tamil (Text and Textual Grammar)
- T.C.042:** Special Language Test for Officers of the Education Department Higher Standard - Second Paper - Tamil (Translation and Composition)

### **SYLLABUS**

#### **TEST CODE : 065**

#### **Tamil Nadu School Education Department Administrative Test – Paper - I - Higher Secondary/ Secondary / Teacher Training and Special Schools**

- 1) Tamil Nadu Educational Inspection Code with Special Reference to the Office and General Duties and Responsibilities of the Education Department Officers
- 2) Tamil Nadu Educational Rules
- 3) The Tamil Nadu School Educational Service Rules
- 4) Tamil Nadu Higher Secondary Educational Service Rules
- 5) Tamil Nadu Higher Secondary Schools Vocational Teachers Adhoc Rules
- 6) Tamil Nadu School Educational Subordinate Service Special Rules
- 7) Tamil Nadu Recognised Private Schools (Regulation) Act, 1973 and The Tamil Nadu Recognised Private Schools (Regulation) Rules,1974
- 8) Tamil Nadu Minority Schools (Regulation and Payment of Grant) Rules,1977
- 9) Teachers Provident Fund Rules (General Provident Fund Rules)
- 10) Code of Regulations for Matriculation Schools – Tamil Nadu
- 11) Code of Regulations for Anglo Indian Schools- Tamil Nadu
- 12) SSLC and Higher Secondary – Examination Schemes
- 13) Rashtriya Madhyamik Shiksha Abhiyan
- 14) Hon'ble Chief Minister's Welfare Schemes for School Children





- 15) The Tamil Nadu Learning Act,2006
- 16) Non-Formal Education
- 17) Teachers Recruitment Board

**TEST CODE : 072**

**Tamil Nadu School Education Department Administrative Test – Paper - II – Elementary Middle and Special Schools**

- 1) Tamil Nadu Inspection code with Special Reference to the Office and General Duties and Responsibilities of the Education Department Officers
- 2) Tamil Nadu Educational Rules
- 3) Special Rules for the Tamil Nadu Elementary Education Subordinate Service
- 4) The Grant in Aid Code of the Tamil Nadu Educational Department
- 5) Tamil Nadu Recognised Private Schools (Regulation) Act, 1973 and the Tamil Nadu Recognised Private Schools (Regulation) Rules,1974
- 6) Rules for the Grant of Recognition and Aid to Elementary Schools
- 7) Teachers Pension Schemes
- 8) The Tamil Nadu Compulsory Elementary Education Act, 1994
- 9) The Tamil Nadu Compulsory Elementary Education Rules, 1998
- 10) Right of Children to Free and Compulsory Education Act, 2009 and Rules
- 11) Rules Relating to Elementary Schools – Framed Order of the Tamil Nadu Elementary Education Act,1920
- 12) Code of Regulation for Approved Nursery and Primary Schools in Tamil Nadu
- 13) Sarva Shiksha Abhiyan
- 14) Parent Teachers Association Rules
- 15) Hon'ble Chief Minister's Welfare Schemes for School Children
- 16) Latest Common Orders and Rules related to Elementary Education

**TEST CODE : 034 AND TEST CODE : 048**

**Advanced Language Test for Officers of the Tamil Nadu Educational Subordinate Service – Tamil First Paper (Prose and Poetry)**

**and**

**Advanced Language Test for Officers of the Tamil Nadu Educational Subordinate Service – Tamil Second Paper (Translation and Essay)**

**ADVANCED LANGUAGE TEST FOR OFFICERS OF THE TAMIL NADU EDUCATIONAL SUBORDINATE SERVICE**

The standard of the test shall be that of the examination in Part I of the B.A. Degree Examination of the University of Madras in Tamil. There will be two question papers. The first paper should relate to the selections from the Poetry and Prose text books for detailed study.

The Second paper should comprise of (i) English passage or passages for translation into Tamil; (ii) A subject for essay having reference to modern thought; and (iii) A subject for essay based on books prescribed for non-detailed study.

## FIRST PAPER

- 1) Prose and Poetry for detailed study

## SECOND PAPER

- 2) Translation from English into Tamil
- 3) Essay having reference to modern thought
- 4) Essay based on books prescribed for non-detailed study

**Note: -** The text books prescribed for Part - I – Tamil of the B.A. Degree Course of the University of Madras for every Academic year shall be the text books for the test.

**TEST CODE : 027 AND TEST CODE : 042**

**Special Language Test for Officers of the Education Department Higher Standard - First Paper – Tamil (Text and Textual Grammar)**

**and**

**Special Language Test for Officers of the Education Department Higher Standard - Second Paper - Tamil (Translation and Composition)**

SPECIAL LANGUAGE TEST FOR OFFICERS OF THE EDUCATION DEPARTMENT –  
HIGHER STANDARD SYLLABUS AND TEXT BOOKS –REVISION

The syllabus prescribed for the Special Language Test for Officers of the Education Department is as follows:

## **FIRST PAPER**

This paper will contain questions on Text and Textual Grammar of 10<sup>th</sup> Standard Tamil Book, published by Tamil Nadu Text Book and Educational Service Society, Chennai – 6.

## **SECOND PAPER**

This paper will contain two questions on Composition, one from the non-detailed text and one question on translation from English into the language (scope may be given for choice in answering the questions from non-detailed texts). The length of the composition will be not more than two pages of 9<sup>th</sup> Standard, Tamil Book, published by Tamil Nadu Text Book and Educational Service Society, Chennai –6.

<u>Name of Book</u>	<u>Author's Name</u>	<u>Publisher's name and address</u>
Tamil Nadu Text Book and Educational Service <b>Standard – X – Tamil</b>	State Educational Research and Training Institute, Chennai-6	Tamil Nadu PadaNool Kazhagam
Tamil Nadu Text Book and Non – Detailed study <b>Standard – IX – Tamil</b>	State Educational Research and Training Institute, Chennai-6	Tamil Nadu PadaNool Kazhagam
<p><b><u>Important Note:-</u></b> The text books prescribed for Tamil, Standard-X-Detailed Study and Tamil, Standard-IX- Non- Detailed Study, Published by Tamil Nadu PadaNool Kazhagam, Government of Tamil Nadu for every academic year shall be the text books for the test.</p>		

<b><u>TEST CODE : 027</u></b>			
<b><u>TEST NAME:</u></b> Special Language Test for Officers of the Education Department Higher Standard – First Paper - Tamil (Text and Textual Grammar)			
<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Descriptive Type - 100%</b> Without Books	<b>2.30 hours</b>	<b>45</b>	<b>100</b>

<b><u>TEST CODE : 042</u></b>			
<b><u>TEST NAME:</u></b> Special Language Test for Officers of the Education Department Higher Standard - Second Paper - Tamil (Translation and Composition)			
<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Descriptive Type - 100%</b> Without Books	<b>2.30 hours</b>	<b>45</b>	<b>100</b>

**TEST CODE : 034**

**TEST NAME: Advanced Language Test for Officers of the Tamil Nadu Educational Subordinate Service – Tamil First Paper (Prose and Poetry)**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Descriptive Type - 100% Without Books	2.30 hours	45	100

**TEST CODE : 048**

**TEST NAME: Advanced Language Test for Officers of the Tamil Nadu Educational Subordinate Service – Tamil Second Paper (Translation and Essay)**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Descriptive Type - 100% Without Books	2.30 hours	45	100

**TEST CODE: 065**

**TEST NAME: Tamil Nadu School Education Department Administrative Test – Paper-I- Higher Secondary / Secondary / Teacher Training and Special Schools**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

**TEST CODE: 072**

**TEST NAME: Tamil Nadu School Education Department Administrative Test – Paper-II - Elementary / Middle and Special Schools**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

# **SOCIAL WELFARE DEPARTMENT (5 TESTS)**

## **Name of the Test**

**T.C: 173 : Social Welfare Departmental Examination Paper –I- Child Development**

**T.C:174: Social Welfare Departmental Examination Paper –II- Nutrition**

**T.C:175: Social Welfare Departmental Examination Paper –III - Social Legislations**

**(Part - I)**

**T.C:176: Social Welfare Departmental Examination Paper –IV - Social Legislations**

**(Part - II)**

**T.C:177: Social Welfare Departmental Examination Paper –V - Advanced Law**

## **SYLLABUS**

### **TEST CODE: 173**

**T.C:173: Social Welfare Departmental Examination Paper –I - Child Development**

#### **I. Child Development – Definition, Concept, need and Process**

- Definition of Child Development
- Concept and definition of growth and development
- Importance of early childhood and needs of children related to health, nutrition, care, etc.,
- Stages of Child Development
- Developmental Milestones-pre-natal, at birth, infancy, 1-2years, 2-3years,3-6years
- Enhancing early childhood learning and personality development and associated functional Role of family in Child Development.
- Parenting skills
- Traditional Child care practices.

#### **II. Early Childhood Care and Education**

- Concept, need and Importance of Early Childhood Care and Education(ECCE)
- Service under Early Childhood Development (ECD) and ECCE
- Early Childhood Stimulation (birth to 3 years) definition, concept, need and objectives
- Pre – school Education
- School readiness concept and its importance.

### **III. Growth monitoring and promotion**

- Need and importance of growth monitoring of a child from conception
- Frequency of monitoring growth of children from birth to 3 years & 3 to 6 years
- Tools and techniques for growth monitoring
- Criteria and identification of “At Risk” Children and Special needs children

### **IV. Assessment of Childhood Illness & Common behavioral Problems**

- Assessment of general danger signs in children
- Classification of childhood illness
- Symptoms and associated factors
- Identifying children with common behavioral problems and handling them

### **V. Integrated Management of Neo-natal and Childhood Illness (IMNCI)**

- Concept, Strategy and need in ICDS

### **VI. Child Rights**

**TEST CODE: 174**

### **T.C:174: Social Welfare Departmental Examination Paper –II - Nutrition**

#### **I. Importance of Healthy Living and Good Nutrition**

- Definition of food and nutrients
- Importance of good nutrition, functions of food for Growth and Development, Protection against diseases and providing energy
- Need and Importance of Balanced diet.

#### **II. Malnutrition**

- Malnutrition - Definition, Cycle of Malnutrition Effects and causes.
- Classification and assessment of malnutrition
- Under nutrition – wasting and stunting, Protein Energy Malnutrition – type of PEM - Kwashiorkor, Marasmus causes and symptoms
- Prevention and Management of PEM during pregnancy, Neo-natal, Infancy, 6 months to 2 year and 2-6 years.

#### **III. Micronutrient Deficiencies**

Early detection, causes, signs & symptoms, Prevention and home management of Micronutrient, deficiency-Vitamin A deficiency, Iron deficiency, Anaemia and Iodine deficiency, disorders.

#### **IV. Nutrition and Health care of pregnant and nursing mothers**

- Nutritional care of pregnant and nursing mothers
- Need for additional food requirements during pregnancy and lactation
- Effects of inadequate diet and physical stress on birth weight of a new born baby
- Good practices, fads and beliefs associated with intake of supplementary food during pregnancy and lactation
- Importance of early initiation & exclusive breastfeeding
- Health care during pregnancy
- Early registration at AWC/PHC
- Ante natal & Post natal care
- Health Check up, Intake of supplementary food & nutritional supplements, Immunization, personal hygiene, exercise and rest, pregnant women at Risk.
- Danger & Warning signs during pregnancy and at the time of delivery
- Nutrition and Health care of a nursing mother.

#### **V. Nutrition and Health care of Newborns, Infants and young children**

- Care of new born child
- Nutrition and health care of infants feeding. Infant and Young Child Feeding Practices (IYCF) immunization , health check up& breastfeeding
- Recommended Dietary Allowances and Complementary feeding
- Nutritious Recipes for Children under 6years.
- Feeding children during illness
- Dietary practices, fads and fallacies associated with feeding of children.

#### **VI. Nutrition and Health care of Adolescent Girls**

- Definition of Adolescence
- Physical changes during adolescence
- Nutritional and health needs of girls and boys during adolescence
- Various Government Programmes for adolescence





## **VII. Vital Indicators & Statistics**

- Population, Birth rate, sex ratio, LBW, MMR, IMR, Mortality Rate, Still Birth, Fertility Rate, Couple Protection Rate, Neonatal Mortality Rate etc.,

### **TEST CODE: 175**

#### **T.C:175: Social Welfare Departmental Examination Paper –III- Social Legislations (Part - I)**

- Dowry Prohibition Act,1961
- D.V. Act (Domestic Violence Act),2005
- POCSO (Protection of Children from Sexual Offences Act),2012
- The Maintenance and Welfare of parents and Senior Citizen Act, 2007.
- The Prohibition of Child Marriage Act,2006
- Sexual Harassment of Women at work place (Prevention, Prohibition and Redressal), Act 2013.

### **TEST CODE: 176**

#### **T.C:176: Social Welfare Departmental Examination Paper –IV - Social Legislations (Part -II)**

- Right to Information Act,2005
- J.J.Act (Juvenile Justice (Care and Protection of Children) Act), 2015.
- Tamil Nadu Hostels and Homes for Women and Children Regulation Act,2014
- Tamil Nadu Transparency in Tender Act, 1998 and Tamil Nadu Transparency and Tender Rules
- Food Safety & Standards Act,2006

### **TEST CODE: 177**

#### **T.C:177 : Social Welfare Departmental Examination Paper –V - Advanced Law**

##### **A. IPC (Indian Penal Code) (Act.No.45 of1860)**

- Chapter III (of Punishments)
- Chapter VI (of Offences against the state)
- Chapter IX (of Offences by or relating to public servants)
- Chapter X (of contempt's of the lawful authority of public servants)
- Chapter XVI (of Offences affecting the human body)
- Chapter XIX (of the criminal breach of contracts of service)

**B. CRPC (Code of Criminal Procedure) (Act No.2 of 1974)**

- I. Chapter v (Arrest of persons)
- II. Chapter VI (Processes to compel appearance)
- III. Chapter IX (order for maintenance of wives, Children and parents)
- IV. Chapter X (Maintenance of public order and tranquillity)
- V. Chapter XXXII (Execution, suspension, remission and commutation of sentences)

**C. INDIAN EVIDENCE ACT (Act.No.1 of 1872)**

- I. Chapter II (of the relevancy of facts)
- II. Chapter V ( of documentary evidence, public documents, presumptions as to documents)
- III. Chapter VII (of the burden of proof) Chapter X  
(of the examination of witnesses)

**TEST CODE :173**

**T.C:173: Social Welfare Departmental Examination Paper – I - Child Development**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% With Books	2.30 hours	45	100

**TEST CODE :174**

**T.C: 174 : Social Welfare Departmental Examination Paper – II – Nutrition**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% With Books	2.30 hours	45	100

**TEST CODE :175**

**T.C: 175 : Social Welfare Departmental Examination Paper – III – Social Legislations (part-I)**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% With Books	2.30 hours	45	100

**TEST CODE :176**

**T.C: 176 : Social Welfare Departmental Examination Paper – IV – Social Legislations (part-II)**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% With Books	2.30 hours	45	100

**TEST CODE :177**

**T.C: 177 : Social Welfare Departmental Examination Paper – V – Advanced Law**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% With Books	2.30 hours	45	100

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## STATIONERY AND PRINTING DEPARTMENT (3 TESTS)

### Name of the Test

**T.C.149** : Departmental Test for Government Press Officers

**T.C.159**: The Stationery and Printing Department Test – Part -A

**T.C.165**: The Stationery and Printing Department Test – Part – B

### SYLLABUS

#### TEST CODE : 149

#### Departmental Test for Government Press Officers

1. Printing Manual
2. Press Office Manual

#### TEST CODE : 159

#### The Stationery and Printing Department Test - Part –A

Stationery Office Manual Volumes I and II

#### TEST CODE : 165

#### The Stationery and Printing Department Test - Part – B

Press Office Manual

#### TEST CODE: 149

#### TEST NAME: Departmental Test for Government Press Officers

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

#### TEST CODE: 159

#### TEST NAME: The Stationery and Printing Department Test - Part – A

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

**TEST CODE: 165**

**TEST NAME: The Stationery and Printing Department Test Part – B**

<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 100%</b> Without Books	<b>2.30 hours</b>	45	100

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## **SURVEY AND LAND RECORDS DEPARTMENT (12 TESTS)**

### **Name of the Test**

- T.C.005:** Survey Departmental Test - Deputy Inspector of Survey and Land Records Test – Paper -I
- T.C.033:** Survey Departmental Test - Deputy Inspector of Survey and Land Records Test - Paper -II
- T.C.004:** Survey Departmental Test - Field Surveyor's Test - Paper -I
- T.C.013:** Survey Departmental Test-Sub-Inspector of Survey and Land Records Test - Paper - I
- T.C.032:** Survey Departmental Test - Field Surveyor's Test - Paper -II
- T.C.045:** Survey Departmental Test-Sub-Inspector of Survey and Land Records Test - Paper - II
- T.C.003:** Survey Departmental Test - Draughtsman Test - Paper - I
- T.C.031:** Survey Departmental Test - Draughtsman Test - Paper – II
- T.C.014:** Survey Departmental Test - Senior Draughtsman Test - Paper –I
- T.C.047:** Survey Departmental Test - Senior Draughtsman Test - Paper – II
- T.C.015:** Survey Departmental Test - Head Draughtsman Test – Paper - I
- T.C.046:** Survey Departmental Test - Head Draughtsman Test - Paper –II

### **SYLLABUS**

#### **TEST CODE : 005**

#### **Survey Departmental Test - Deputy Inspector of Survey and Land Records Test – Paper -I**

- 1) Arithmetic
- 2) Mensuration
- 3) Trigonometry – Solution of plane triangles
- 4) Tamil Nadu Survey Manual – Volume - I (1976) Volume - II (1983) whole book
- 5) Chain Survey & Land Records Manual Part I (1978) whole book  
Chain Survey & Land Records Manual Part-II (1976) except Appendix - IV
- 6) Village Manual of Accounts and Taluk Manual of Accounts
- 7) Boards Standing Orders, 34-A,B,C,except Appendix –IV
- 8) Tamil Nadu Survey Manual Volume - IV Revised Edition (Whole book)
- 9) A manual or instruction for conducting re-settlement

**TEST CODE : 033**

**Survey Departmental Test - Deputy Inspector of Survey and Land Records**

**Test - Paper -II**

- 1) Arithmetic
- 2) Mensuration
- 3) Trigonometry – Solution of plane triangles
- 4) Tamil Nadu Survey Manual – Volume I (1976) Volume II (1983) whole book
- 5) Chain Survey & Land Records Manual Part - I (1978) whole book  
Chain Survey & Land Records Manual Part - II (1976) except Appendix-IV
- 6) Village Manual of Accounts and Taluk Manual of Accounts
- 7) Board's Standing Orders, 34 - A, B, C, except Appendix-IV
- 8) Tamil Nadu Survey Manual Volume - IV Revised Edition (Whole book)
- 9) A manual or instruction for conducting e-settlement
- 10) Traverse plotting
- 11) Time Sheet or Line Sheet
- 12) Solution of Triangle

**Proposed Field Practical Test - Examiner :** Regional Deputy Director of Survey and Land Records

**100 marks = 2 days**

1. 3 sets of azimuth using the odolite on village trijunction (The data should be recorded in the prescribed form: Azimuth, New form No.11 Old form No.13 in Tamil Nadu Survey Manual Volume - III [1986]) = 30marks
2. Closed traverse using GPS & ETS – Minimum 10 stations & field measurements with ETS (minimum 50 I.D. Points) (The data should be recorded in the prescribed form Nos.1, 2, 3, 6, 7, 8(1/5), 9 in Tamil Nadu Survey Manual Volume - IV Revised Edition [2012]) = 70 marks

**TEST CODE : 004**

**Survey Departmental Test - Field Surveyor's Test - Paper - I**

- 1) Arithmetic up to vulgar fractions and square root
- 2) Tamil Nadu Survey Manual – Volume - I (1976) and Tamil Nadu Survey Manual Volume - II (1983) Chapters I to VII, XIX, XXIV and XXV
- 3) Chain Survey & Land Records Manual Part - I (1978) whole book  
Chain Survey & Land Records Manual Part - II (whole book) (1976) except Appendix III,IV, V,VI,VII, X, XI, XII, XV & XVI and Manual of Village Accounts
- 4) Board's Standing Orders 34 - A,B,C, except Appendix III, IV,V,VI,VII, X,XI,XII, XV and XVI
- 5) Tamil Nadu Survey Manual Volume – IV Revised Edition (Chapters -I,V,VI & XVI only)

**TEST CODE : 032**

**Survey Departmental Test - Field Surveyor's Test - Paper - II**

- 1) Arithmetic up to vulgar fractions and square root
- 2) Tamil Nadu Survey Manual – Volume - I (1976) and Tamil Nadu Survey Manual Volume - II (1983) Chapters I to VII, XIX, XXIV and XXV only
- 3) Chain Survey & Land Records Manual Part - I (1978) whole book  
Chain Survey & Land Records Manual Part - II (whole book) (1976) except Appendix III,IV, V,VI,VII, X, XI, XII, XV & XVI and Manual of Village Accounts
- 4) Board's Standing Orders 34 - A,B,C, except Appendix III, IV,V,VI,VII, X,XI,XII, XV and XVI
- 5) Tamil Nadu Survey Manual Volume – IV Revised Edition (Chapters - I, V, VI & XVI only)
- 6) FMB Plotting with sub-division and topo detail and area calculation
- 7) Angle Plotting (Minimum 8 stations)
- 8) Simple Arithmetic

**TEST CODE : 013**

**Survey Departmental Test - Sub-Inspector of Survey and Land Records Test - Paper - I**

- 1) Arithmetic up to decimal fractions and square root
- 2) The whole of the book entitled Chain Survey and Land Records Manual – Part I (1978)
- 3) Tamil Nadu Survey Manual – Volume - I (1976) whole book except Chapters VIII & IX  
Tamil Nadu Survey Manual – Volume - II (1983) whole book except Chapters XX, XXI, XXII, XXIII and Appendix XXVI
- 4) Manual of Village Accounts Manual of Taluk Accounts, Register Nos. 4,5,6,7 &8A
- 5) Chain Survey & Land Records Manual Part - II (1976) except Appendix III, IV,V,VI,VII, X,XI,XII, XV and XVI
- 6) Board's Standing Orders 34-A, B, C, except Appendix - III, IV, V, VI, X, XI, XII, XV and XVI
- 7) Modern survey - Tamil Nadu Survey Manual Volume-IV Revised Edition whole book



**TEST CODE : 045**

**Survey Departmental Test - Sub-Inspector of Survey and Land Records Test - Paper -II**

- 1) Arithmetic up to decimal fractions and square root
- 2) The whole of the book entitled Chain Survey and Land Records Manual–PartI(1978)
- 3) Tamil Nadu Survey Manual – Volume - I (1976) whole book except Chapters VIII & IX  
Tamil Nadu Survey Manual – Volume - II (1983) whole book except Chapters XX, XXI, XXII, XXIII and Appendix XXVI
- 4) Manual of Village Accounts Manual of Taluk Accounts Register Nos. 4,5,6,7 & 8A
- 5) Chain Survey & Land Records Manual Part-II (1976) except Appendix - III, IV,V,VI,VII, X,XI,XII, XV and XVI
- 6) Board's Standing Orders 34 - A,B,C, except Appendix - III, IV,V,VI, X,XI,XII, XV and XVI
- 7) Tamil Nadu Survey Manual - Volume - IV Revised Edition whole book
- 8) Bearing Plotting (Minimum 8 station)
- 9) Traverse working up to area (12 station)
- 10) Solution of Triangle

**TEST CODE : 003**

**Survey Departmental Test - Draughtsman Test - Paper - I**

- 1) Construction of scales – simple and diagonal
- 2) Traverse and protractor Plotting
- 3) Plotting fields on scale 1:1000 mm or 1:2000 mm and computing areas with area square paper
- 4) Area computation with computing scale
- 5) Printing names and inserting topographical details in village maps.
- 6) Tamil Nadu Survey Manual–Volume-I (1976) Chapters - I, III, IV & V only and  
Tamil Nadu Survey Manual–Volume-II (1983) Chapters - XXI, XXIV & XXV only
- 7) Maintenance : Chain Survey & Land Records Manual Part - I (1978) whole book  
Chain Survey & Land Records Manual Part - II (1976) whole book
- 8) Modern Survey : Tamil Nadu Survey Manual Volume-IV Revised Edition (Chapter - XVI  
Digitization of FMS - Collabland Software) Tamil Nadu Survey Manual Volume - I (1976  
Edition) Chapters - I, II,III,IV,V

**TEST CODE : 031**

**Survey Departmental Test - Draughtsman Test - Paper - II**

- 1) Construction of scales – simple and diagonal
- 2) Traverse and protractor Plotting
- 3) Plotting fields on scale 1:1000 mm or 1:2000 mm and computing areas with area square paper
- 4) Area computation with computing scale
- 5) Printing names and inserting topographical details in village maps.
- 6) Tamil Nadu Survey Manual – Volume - I (1976) whole book Chapters - I, III, IV, & V only and Tamil Nadu Survey Manual – Volume - II (1983) Chapters - XXI, XXIV & XXV only
- 7) Maintenance : Chain Survey & Land Records Manual Part-I (1978) whole book and Chain Survey & Land Records Manual Part-II (1976) whole book
- 8) Modern Survey : Tamil Nadu Survey Manual Volume-IV Revised Edition (Chapter - XVI Digitization of FMS - Collabland Software) Tamil Nadu Survey Manual Volume I, (1976 Edition) Chapters – I, II, III, IV & V only
- 9) FMB plotting with sub division, area & detail marking
- 10) Angle or bearing plotting
- 11) Simple arithmetic
- 12) Questions from Traditional survey
- 13) Questions from Collabland

**TEST CODE : 014**

**Survey Departmental Test - Senior Draughtsman Test - Paper - I**

- 1) Plotting of Village Map on 1:5000 mm scale
- 2) Testing plotting of 1:5000 mm Village Maps and locating errors in measurement
- 3) In king field boundaries for reproduction to scale and reduction to smaller scales
- 4) Typing field numbers
- 5) Comparison of field and village boundaries and side measurements
- 6) Preparation of Stone Sketches
- 7) Tamil Nadu Survey Manual – Volume – I (1976 Edition) Chapters – I to IX only and Tamil Nadu Survey Manual - Volume – II (1983) Chapters - XXI, XXII, XXIII, XXIV & XXV only
- 8) Maintenance : Chain Survey & Land Records Manual Part - II (1976) whole book and Village Accounts Manual & Taluk Accounts Manual
- 9) Modern Survey : Tamil Nadu Survey Manual Volume-IV Revised Edition (Chapters - I, III, V, VI, X, XI, XII & XVI only) (Collabland Software) and Appendix-III – Downloading and data processing

**TEST CODE : 047**

**Survey Departmental Test - Senior Draughtsman Test - Paper - II**

- 1) Colouring by Washes and Binders
- 2) Tracing and inking Taluk and District Maps
- 3) Provisions of the Survey and Boundaries Acts and the rules and procedure relating to the preparation of Village and District Maps as laid down in the Survey Manual
- 4) Different systems of surveys done in the presidency, with their special features in relation to field sketches etc., and their advantages or disadvantages for maintenance purpose
- 5) Tamil Nadu Survey Manual - Volume - I,(1976 Edition) Chapters – I to IX only and Tamil Nadu Survey Manual - Volume - II(1983) Chapters - XXI, XXII, XXIII, XXIV & XXV only
- 6) Maintenance : Chain Survey & Land Records Manual Part-II (1976) whole book and Village Accounts Manual & Taluk Accounts Manual
- 7) Modern Survey : Tamil Nadu Survey Manual Volume - IV Revised Edition (Chapters - I, III, V, VI, X, XI & XII only)  
Appendix-III – Downloading and data processing
- 8) Map Tracing & Colour Wash
- 9) Village Map Plotting
- 10) Solution of triangle

**TEST CODE : 015**

**Survey Departmental Test - Head Draughtsman Test – Paper - I**

- 1) Arithmetic
  - (a) Simple and compound proportion, profit and loss and interest
  - (b) Square and cubic measure
  - (c) Square and cubic roots
  - (d) Decimals
- 2) Geometry
  - (a) Properties of triangles, quadrilaterals and polygons
  - (b) Circle, radius, diameters, chord and tangent and their relation to each other
- 3) Trigonometry
  - (a) Sine, cosine, tangent, their reciprocals and their relation to each other
  - (b) Solution of triangles – right angled and oblique angled
  - (c) Area of triangles
  - (d) Simple questions on logarithms and numbers and trigonometrical functions and capital logarithms

(e) Heights and distances

4) Mensuration

- (a) Area of geometrical figure – triangles, quadrilaterals and polygons
- (b) Surface of a Cube, Sphere cone and a Pyramid

5) Tamil Nadu Survey Manual – Volume - I (1976 Edition) whole book except Chapters – VI, VII, XI, XII & XVI and Tamil Nadu Survey Manual - Volume – II (1983) except Chapter – XIX and Appendix - XIII, XV, XVI, XX, XXI, XXII, XXIII, XXIX, XXXI and XXXII

6) Maintenance

Chain Survey & Land Records Manual Part - II (1976) whole book and Village Accounts Manual Taluk & Accounts Manual

7) Modern Survey

Tamil Nadu Survey Manual - Volume - IV Revised Edition whole book, Tamil Nadu Survey Manual - Volume - II Chapters - XXI, XXII, XXIV & XXV only and Question from Collabland software

**TEST CODE : 046**

**Survey Departmental Test - Head Draughtsman Test - Paper - II**

1) Traverse Survey

2) Traverse computation of

- (a) main circuits with reference to a Taluk or District origin
- (b) Village and Khandam circuits
- (c) location of errors and preparation of correction field book

3) Traverse plotting

4) Construction of scales, simple, diagonal and vernier

5) Computation of azimuths rectangular and spherical co-ordinates convergency of meridian and hypotenuse distance

6) Computation of latitudes and reverse azimuths and solution of spherical triangles

7) Reharmonising and computing of values of village trijunctions, graticule, projections, projection of points with rectangular and spherical values and method of reducing values of points from one origin to the other

8) Tamil Nadu Survey Manual - Volume – I (1976 Edition) whole book except Chapters VI, VII, XI, XII & XVI and Tamil Nadu Survey Manual Volume - II (1983) except Chapter XIX and Appendix - XIII, XV, XVI, XX, XXI, XXII, XXIII, XXIX, XXXI and XXXII

9) Maintenance

Chain Survey & Land Records Manual Part - II (1976) whole book and Village Accounts Manual & Taluk Accounts Manual

10) Modern Survey

Tamil Nadu Survey Manual Volume-IV Revised Edition whole book  
Tamil Nadu Survey Manual Volume-II Chapters- XXI, XXII, XXIV & XXV only

11) Time sheet or Line sheet

12) Traverse working sheet up to area

13) Solution of Triangle

14) Traverse plotting

**TEST CODE : 005**

**TEST NAME:** Survey Departmental Test – Deputy Inspector of Survey and Land Records Test – Paper -I

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

**TEST CODE : 004**

**TEST NAME:** Survey Departmental Test – Field Surveyor's Test – Paper -I

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

**TEST CODE : 013**

**TEST NAME:** Survey Departmental Test – Sub-Inspector of Survey and Land Records Test – Paper -I

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

**TEST CODE : 003**

**TEST NAME:** Survey Departmental Test – Draughtsman Test – Paper - I

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

**TEST CODE : 014**

**TEST NAME:** Survey Departmental Test – Senior Draughtsman Test – Paper - I

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

**TEST CODE : 015**

**TEST NAME: Survey Departmental Test – Head Draughtsman Test – Paper - I**

<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 100%</b> Without Books	<b>2.30 hours</b>	<b>45</b>	<b>100</b>

**TEST CODE : 033**

**TESTNAME: Survey Departmental Test – Deputy Inspector of Survey and Land Records Test – Paper -II**

<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Descriptive Type - 100%</b> Without Books	<b>2.30 hours</b>	<b>45</b>	<b>100</b>

**TEST CODE : 032**

**TEST NAME: Survey Departmental Test – Field Surveyor's Test – Paper -II**

<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Descriptive Type - 100%</b> Without Books	<b>2.30 hours</b>	<b>45</b>	<b>100</b>

**TEST CODE : 045**

**TEST NAME: Survey Departmental Test – Sub-Inspector of Survey and Land Records Test – Paper -II**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Descriptive Type - 100% Without Books	2.30 hours	45	100

**TEST CODE : 031**

**TEST NAME: Survey Departmental Test – Draughtsman Test – Paper - II**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Descriptive Type - 100% Without Books	2.30 hours	45	100

**TEST CODE : 047**

**TEST NAME: Survey Departmental Test – Senior Draughtsman Test –Paper-II**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Descriptive Type - 100% Without Books	2.30 hours	45	100

**TEST CODE : 046**

**TEST NAME: Survey Departmental Test – Head Draughtsman Test – Paper - II**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Descriptive Type - 100% Without Books	2.30 hours	45	100



## TAMIL NADU PUBLIC SERVICE COMMISSION (3 TESTS)

### Name of the Test

**T.C.009:** Departmental Test in the Tamil Nadu Services Manual Volume-I for the Staff of the Tamil Nadu Public Service Commission

**T.C.172:** The Tamil Nadu Government Office Manual Test

**T.C. 076:** Compendium of Office orders and Instructions to applicants (**Direct Recruitment**)

### TEST CODE : 009

**Departmental Test in the Tamil Nadu Services Manual Volume-I for the Staff of the Tamil Nadu Public Service Commission**

### SYLLABUS

1. The relevant articles of the Constitution of India
2. Tamil Nadu Public Service Commission Regulations, 1954(updated up to 29.02.2020)
3. Tamil Nadu Public Service Commission Rules of Procedure (revised w.e.f 15.07.2020)
4. Tamil Nadu Civil Services (Classification, Control and Appeal) Rules
5. Tamil Nadu Government Servants (Conditions of Service) Act 2016
6. (Disciplinary Proceedings Tribunal) Rules, 1955
7. The Tamil Nadu Civil Services (Safeguarding of National Security) Repeal Rules, 1971
8. Subsidiary Rules of procedure

### SYLLABUS

### TEST CODE : 172

**The Tamil Nadu Government Office Manual Test**

The Tamil Nadu Government Office Manual

### SYLLABUS

### TEST CODE : 076

**Compendium of Office orders and Instructions to Applicants (Direct Recruitment)**

Office orders of TNPSC and Instructions to Applicants(Direct Recruitment)

### TEST CODE : 009

**TEST NAME:** Departmental Test in Tamil Nadu Services Manual Volume-I for the Staff of the Tamil Nadu Public Service Commission

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

**TEST CODE : 172****TEST NAME: The Tamil Nadu Government Office Manual Test**

<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 40%</b> Without Books	1 hour	<b>18</b>	100
<b>Descriptive Type - 60%</b> With Books	1.30 hours	<b>27</b>	
<b>Total</b>	<b>2.30 hours</b>	<b>45</b>	

**TEST CODE : 076****TEST NAME: Compendium of Office orders and Instructions to Applicants(Direct Recruitment) for the Staff of the Tamil Nadu Public Service Commission**

<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 100%</b> Without Books	<b>2.30 hours</b>	<b>45</b>	100

## **TRANSPORT DEPARTMENT (2 TESTS)**

### **Name of the Test**

**T.C.007:** Departmental Test on Motor Vehicles Act and Rules for Transport Department Staff

**T.C.017:** Departmental Test in the Code of Criminal Procedure for the Staff of the Transport Department

### **SYLLABUS**

#### **TEST CODE : 007**

#### **Departmental Test on Motor Vehicles Act and Rules for Transport Department Staff**

1. Motor Vehicles Act, 1988 (Central Act 59 of 1988) Chapters I to XIV including the schedule thereunder
2. Central Motor Vehicles Rules, 1989 (Chapters I to VIII including the forms and notifications thereunder)
3. Tamil Nadu Motor Vehicles Rules, 1989 (Chapters I to XI including the forms) and the Tamil Nadu Motor Vehicles (special provisions) Act, 1992 (Tamil Nadu Act 41 of 1992 and other special rules and notifications)
4. Tamil Nadu Vehicles Taxation Act, 1974 (Tamil Nadu Act 13 of 1974) and the schedules notifications made thereunder
5. Tamil Nadu Motor Vehicles Taxation Rules, 1974

#### **TEST CODE : 017**

#### **Departmental Test in the Code of Criminal Procedure for the Staff of the Transport Department**

Chapters I to VI, XII to XXI, XXIII to XXVII of the Code of Criminal Procedures, 1973(Central Act 2 of 1974)

**TEST CODE : 007**

**TEST NAME:** Departmental Test on Motor Vehicles Act and Rules for Transport Department staff

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

**TEST CODE : 017**

**TEST NAME:** Departmental Test in the Code of Criminal Procedure for the Staff of the Transport Department

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

## **TREASURIES AND ACCOUNTS DEPARTMENT (4 TESTS)**

### **Name of the Test**

**T.C.164:** Departmental Test for Subordinate Officers in the Tamil Nadu Treasuries and Accounts Department

**T.C.124:** The Account Test for Subordinate Officers - Part - I

**T.C.137:** The Account Test for Subordinate Officers – Part - II

**T.C.152:** The Account Test for Executive Officers

### **SYLLABUS**

#### **TEST CODE : 164**

#### **Departmental Test for Subordinate Officers in the Tamil Nadu Treasuries and Accounts Department**

- i) The Tamil Nadu Treasury Code, Volume I and II (All Chapters)
- ii) Tamil Nadu Accounts Code, Volume II (All Chapters)
- iii) Pay and Accounts Offices Manual:  
All Chapters in Part I, All Chapters in Part II, All Chapters in Part III, Chapter XXIII in Part IV and, Chapters XXV and XXVI in Part V
- iv) Tamil Nadu GPF Rules
- v) Tamil Nadu SPF Rules
- vi) Tamil Nadu FBF Rules
- vii) Tamil Nadu Pension Rules

#### **TEST CODE : 124**

#### **The Account Test for Subordinate Officers - Part - I**

- 1) The Tamil Nadu Financial Code, Volume - I
- 2) The Tamil Nadu Financial Code, Volume - II
- 3) The Tamil Nadu Treasury Code, Volume I – Part I, Part II (Chapters III, V and VII) and Part III (Chapter V)

- 4) The Tamil Nadu Treasury Code, Volume II (Appendices 1,3,5,11,15 and17)
- 5) The Tamil Nadu Accounts Code, Volume I (Chapters 3 to 6 and Appendix 3)
- 6) The Tamil Nadu Budget Manual – Chapters I - V, VII and VIII
- 7) The Fundamental Rules and the subsidiary rules framed thereunder by the Tamil Nadu Government including the Tamil Nadu Leave Rules,1933
- 8) The Tamil Nadu Manual of Special Pay and Allowances – Part I (omitting appendix) and Part II
- 9) The Tamil Nadu Pension Rules
- 10) Tamil Nadu Government Servants (Conditions of Services) Act,2016
- 11) Tamil Nadu Government Servants conduct Rules

**TEST CODE : 137**

**The Account Test for Subordinate Officers – Part - II**

- 1) The Tamil Nadu Treasury Code, Volume I – Part II (Chapters VI, VIII, IX and X ) and Part III (Chapter V)
- 2) The Tamil Nadu Treasury Code, Volume II (Appendices 1,3,5,11,15 and17)
- 3) The Tamil Nadu Accounts Code, Volume II
- 4) The Constitution of India, 1950 - Articles 148 to 151, 202 to 207,264 to 293 and 308 to 314
- 5) The Tamil Nadu Pension Rules

**TEST CODE : 152**

**The Account Test for Executive Officers**

- (1) The Tamil Nadu Financial Code – Chapters I – VII and XII -XIV
- (2) The Tamil Nadu Treasury Code, Volume I – Part I, Part II (Chapters III, V and VII) and Part III (Chapter V)
- (3) The Tamil Nadu Budget Manual – Chapters I-V, VII and VIII
- (4) The Constitution of India, 1950- Articles 148 to 151, 202 to 207, 264 to 293 and 308 to 314
- (5) The Tamil Nadu Pension Rules

**TEST CODE: 164**

**TEST NAME: Departmental Test for Subordinate Officers in the Tamil Nadu Treasuries and Accounts Department**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 60% Without Books	1.30 Hours	27	100
Descriptive Type - 40% With Books	1 Hour	18	
Total	<b>2.30 hours</b>	45	

**TEST CODE: 124**

**TEST NAME: The Account Test for Subordinate Officers – Part – I**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 60% Without Books	1.30 Hours	27	100
Descriptive Type - 40% With Books	1 Hour	18	
Total	<b>2.30 hours</b>	45	

**TEST CODE: 137**

**TEST NAME: The Account Test for Subordinate Officers – Part – II**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 60% Without Books	1.30 Hours	27	100
Descriptive Type - 40% With Books	1 Hour	18	
Total	<b>2.30 hours</b>	45	

**TEST CODE: 152**

**TEST NAME: The Account Test for Executive Officers**

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 60% Without Books	1.30 Hours	27	100
Descriptive Type - 40% With Books	1 Hour	18	
Total	<b>2.30 hours</b>	45	

## **TAMIL NADU WAKF BOARD (2 TESTS)**

### **Name of the Test**

**T.C.171**: Tamil Nadu Wakf Board Department Test – First Paper (Detailed Application)

**T.C.074**: Tamil Nadu Wakf Board Department Test – Second Paper (General Principles)

### **SYLLABUS**

#### **TEST CODE : 171**

#### **Tamil Nadu Wakf Board Department Test – First Paper (Detailed Application)**

1. The Wakf Act, 1995 (Central Act 43 of 1995)
2. Tamil Nadu Wakf (General) Regulations, 2019
3. The Tamil Nadu Wakf Rules, 2000, as amended 2020
4. Tamil Nadu Public Premises (Eviction of Unauthorised Occupants) Act, 1975 (Act 1 of 1976) as amended by Tamil Nadu Act 33 of 2010
5. The Tamil Nadu State Wakf Board Service Regulations, 1971

### **SYLLABUS**

#### **TEST CODE : 074**

#### **Tamil Nadu Wakf Board Department Test – Second Paper (General Principles)**

1. The Wakf Act, 1995 (Central Act 43 of 1995)
2. Tamil Nadu Wakf (General) Regulations, 2019
3. The Tamil Nadu Wakf Rules, 2000 as amended 2020
4. Tamil Nadu Public Premises (Eviction of Unauthorised Occupants) Act, 1975 (Act 1 of 1976) as amended by Tamil Nadu Act 33 of 2010
5. The Wakf properties Lease Rules, 2014 as amended 2020



**TEST CODE :171****TEST NAME:** Tamil Nadu Wakf Board Department Test – First Paper (Detailed Application)

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
<b>Objective Type - 80%</b> Without Books	2 hours	<b>36</b>	100
<b>Descriptive Type - 20%</b> With Books	30 minutes	<b>9</b>	
Total	<b>2.30 hours</b>	<b>45</b>	

**TEST CODE :074****TEST NAME:** Tamil Nadu Wakf Board Department Test – Second Paper (General Principles)

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
<b>Objective Type - 80%</b> Without Books	2 hours	<b>36</b>	100
<b>Descriptive Type - 20%</b> Without Books	30 minutes	<b>9</b>	
Total	<b>2.30 hours</b>	<b>45</b>	

## **WATER SUPPLY AND DRAINAGE BOARD (1 TEST)**

### **Name of the Test**

**T.C.154:**Tamil Nadu Water Supply and Drainage Board Department Test

### **SYLLABUS**

### **TEST CODE : 154**

#### **Tamil Nadu Water Supply and Drainage Board Department Test**

- 1) Tamil Nadu Water Supply and Drainage Board Act,1970
- 2) Tamil Nadu Water Supply and Drainage Board Service Regulations,1972
- 3) Tamil Nadu Water Supply and Drainage Board Discipline and Appeal Regulations, 1972
- 4) Tamil Nadu Water Supply and Drainage Board Conduct Regulations, 1972
- 5) Tamil Nadu Water Supply and Drainage Board Travelling Allowances Regulations

-

### **TEST CODE : 154**

#### **TEST NAME:** Tamil Nadu Water Supply and Drainage Board Department Test

<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Objective Type - 80%</b> Without Books	2 hours	<b>36</b>	<b>100</b>
<b>Descriptive Type - 20%</b> With Books	30 minutes	<b>9</b>	
<b>Total</b>	<b>2.30 hours</b>	<b>45</b>	

**GENERAL EDUCATIONAL TEST (3 TESTS)**

**Name of the Test**

**T.C.043**: General Educational Test of the S.S.L.C. Standard – Paper – I - General Tamil  
(OR)

**T.C.044** : General Educational Test of the S.S.L.C. Standard – Paper – I - General English

(and)

**T.C.018**: General Educational Test of the S.S.L.C. Standard – Paper – II -  
General Knowledge

**SYLLABUS**

**TEST CODE: 043**

**General Educational Test of the S.S.L.C. Standard – Paper – I - General Tamil**

**பொதுத் தமிழ்**

பொதுத் தமிழ் என்ற தாள் கீழ்க்கண்ட பகுதிகளில் வினாக்களைக் கொண்டதாக இருக்கும்.

1. பொருத்திக் காட்டுதல்
2. வாக்கியத்தில் அமைத்து எழுதுதல்
3. வடிவத்தாலும் ஒலிப்பாலும் ஒத்த பிறச் சொற்களை எழுதச் செய்தல்
4. ஒரு சொல்லின் பகுதியைக் கொடுத்து அதனை பல வடிவமாக்கி எழுதச் செய்தல்
5. கொடுக்கப்பெறும் வாக்கியங்களில் உள்ள பிழைகளை திருத்தி எழுத செய்தல்
6. வாக்கிய மாற்றம்
7. கடிதம்/ விண்ணப்பம் எழுதுதல்
8. மூன்றில் ஒரு பங்காக சுருக்கி எழுதுதல்
9. கட்டுரை எழுதுதல்
10. பொருள் உணர் திறன்

(OR)

**TEST CODE: 044**

**General Educational Test of the S.S.L.C. Standard – Paper – I - General English**

**GENERAL ENGLISH**

The Paper on General English will consist of questions on the following:

1. Matching the words and phrases
2. Framing Sentences with the given idioms
3. Framing sentences with the words and forms
4. Framing sentences using the given pair of words
5. Correcting grammatical errors in the given sentences
6. Rewriting the sentences as directed
7. Drafting a reply to an official or business letter
8. Summarizing a given passage in one's own words not exceeding one-third of the length of the original
9. Writing two short essays
10. Comprehension of a prose passage.

**(AND)**

**TEST CODE : 018**

**General Educational Test of the S.S.L.C. Standard – Paper – II - General Knowledge**

**GENERAL KNOWLEDGE**

This paper consists of descriptive type questions to be answered either in Tamil or in English covering – General Science, Indian History, Geography of India, Economics and Commerce, Indian Politics, Indian National Movement and Current affairs and mental ability tests.

“Both the papers in the General Educational Test Examination have to be passed in one sitting”

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<b><u>TEST CODE</u> : 043</b>			
<b><u>TEST NAME:</u> General Educational Test of the S.S.L.C. Standard – Paper – I– General Tamil</b>			
<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Descriptive Type - 100%</b> Without Books	<b>2.30 hours</b>	<b>45</b>	<b>100</b>

(OR)

<b><u>TEST CODE</u> : 044</b>			
<b><u>TEST NAME:</u> General Educational Test of the S.S.L.C. Standard – Paper – I– General English</b>			
<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Descriptive Type - 100%</b> Without Books	<b>2.30 hours</b>	<b>45</b>	<b>100</b>

(AND)

<b><u>TEST CODE</u> : 018</b>			
<b><u>TEST NAME:</u> General Educational Test of the S.S.L.C. Standard – Paper – II – General Knowledge</b>			
<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Descriptive Type - 100%</b> Without Books	<b>2.30 hours</b>	<b>45</b>	<b>100</b>

## TRANSLATION TESTS (12 TESTS)

### Name of the Test

**T.C.021:** Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Tamil

**T.C.022:** Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Telugu

**T.C.023:** Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Malayalam

**T.C.024:** Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Hindi

**T.C.025:** Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Urdu

**T.C.026:** Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Kannada

**T.C.036:** Translation Test – Second Paper – Translation of News Paper Report in Tamil to English

**T.C.037:** Translation Test – Second Paper – Translation of News Paper Report in Telugu to English

**T.C.038:** Translation Test – Second Paper – Translation of News Paper Report in Malayalam to English

**T.C.039:** Translation Test – Second Paper – Translation of News Paper Report in Hindi to English

**T.C.040:** Translation Test – Second Paper – Translation of News Paper Report in Urdu to English

**T.C.041:** Translation Test – Second Paper – Translation of News Paper Report in Kannada to English

## SYLLABUS

### TEST CODES : 021 to 026 (First Paper), 036 to 041 (Second Paper)

The Examination shall comprise -

- Translation of English passage bearing on Court Judgment into the candidate's language.
- The translation of Newspaper report from the candidate's language to English.

The papers given for translation in this test shall be such as persons filling the appointments for which the test is prescribed may be expected to deal with in the ordinary course of business, and shall be sufficiently long and difficult to test the ability of the candidate to translate accurately and rapidly.

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<b><u>TEST CODE : 021</u></b>			
<b><u>TEST NAME:</u></b> Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Tamil			
Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Descriptive Type - 100% Without Books	2.30 hours	45	100

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<b><u>TEST CODE : 022</u></b>			
<b><u>TEST NAME:</u></b> Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Telugu			
Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Descriptive Type - 100% Without Books	2.30 hours	45	100

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<b><u>TEST CODE</u> : 023</b>			
<b><u>TEST NAME</u>: Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Malayalam</b>			
<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Descriptive Type - 100%</b> Without Books	<b>2.30 hours</b>	<b>45</b>	<b>100</b>

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<b><u>TEST CODE</u> : 024</b>			
<b><u>TEST NAME</u>: Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Hindi</b>			
<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Descriptive Type - 100%</b> Without Books	<b>2.30 hours</b>	<b>45</b>	<b>100</b>

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<b><u>TEST CODE</u> : 025</b>			
<b><u>TEST NAME</u>: Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Urdu</b>			
<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Descriptive Type - 100%</b> Without Books	<b>2.30 hours</b>	<b>45</b>	<b>100</b>



<b><u>TEST CODE</u> : 026</b>			
<b><u>TEST NAME</u>: Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Kannada</b>			
<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Descriptive Type - 100%</b> Without Books	<b>2.30 hours</b>	<b>45</b>	<b>100</b>

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<b><u>TEST CODE</u> : 036</b>			
<b><u>TEST NAME</u>: Translation Test – Second Paper – Translation of News Paper Report in Tamil to English</b>			
<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Descriptive Type - 100%</b> Without Books	<b>2.30 hours</b>	<b>45</b>	<b>100</b>

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<b><u>TEST CODE</u> : 037</b>			
<b><u>TEST NAME</u>: Translation Test – Second Paper – Translation of News Paper Report in Telugu to English</b>			
<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Descriptive Type - 100%</b> Without Books	<b>2.30 hours</b>	<b>45</b>	<b>100</b>

<b><u>TEST CODE</u> : 038</b>			
<b><u>TEST NAME</u>: Translation Test – Second Paper – Translation of News Paper Report in Malayalam to English</b>			
<b>Pattern / Type of Examination</b>	<b>Time Duration</b>	<b>Minimum pass marks</b>	<b>Maximum Marks</b>
<b>Descriptive Type - 100%</b> Without Books	<b>2.30 hours</b>	<b>45</b>	<b>100</b>

**TEST CODE : 039****TEST NAME:** Translation Test – Second Paper – Translation of News Paper Report in Hindi to English

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Descriptive Type - 100% Without Books	2.30 hours	45	100

**TEST CODE : 040****TEST NAME:** Translation Test– Second Paper–Translation of News Paper Report in Urdu to English

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Descriptive Type - 100% Without Books	2.30 hours	45	100

**TEST CODE : 041****TEST NAME:** Translation Test – Second Paper – Translation of News Paper Report in Kannada to English

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Descriptive Type - 100% Without Books	2.30 hours	45	100

## SECOND CLASS LANGUAGE TEST (1 FULL TEST)

### Name of the Test

**T.C. 019** : Second Class Language Test – Part – A – Written Examination (Translation, Composition, Letter Writing and Language Skills)

### SYLLABUS

### TEST CODE : 019

### Second Class Language Test – Part – A – Written Examination (Translation, Composition, Letter Writing and Language Skills)

(மொழி பெயர்ப்பு, கட்டுரை மற்றும் கடிதம்)

1. மொழி பெயர்ப்பு

மதிப்பெண்கள்- 10

ஆங்கிலத்திலிருந்து தமிழாக்கம் செய்தல்

2. கட்டுரை (நூற்றைம்பது சொற்களுக்கு மிகாமல்)

மதிப்பெண்கள் 2x 15=30

- தமிழின் பெருமை
- மக்கள் தொகைப்பெருக்கம்
- சுற்றுச்சூழல் பாதுகாப்பு
- அனைவருக்கும் கல்வி
- நாட்டுப்பற்று
- ஆன்மீகம் / பக்திநெறி
- ஊரக வளர்ச்சி / கிராமமுன்னேற்றம்
- கூட்டுறவு
- பெண்கள் முன்னேற்றம்
- சமூக சீர்த்திருத்தம் / சமுதாயப்பணி / சமூகத்தொண்டு
- அறிவியல் தொழில்நுட்பம்

3. விண்ணப்பம் எழுதுதல் (அலுவலகக் கடிதம்)

- பணியாளர் விடுப்பு விண்ணப்பம்
- ஆண்டு ஊதிய உயர்வு வேண்டி விண்ணப்பம்
- அலுவலகத்தில் நடவடிக்கை மேற்கொண்டு பதில் அளிக்கும் விண்ணப்பம்
- சட்டமன்ற வினாக்களுக்கான பதில் தயாரித்தல்

பகுதி-2

மதிப்பெண்கள் 2x 5=10

1. உரைநடைப் பத்திகளை படித்து வினாக்களுக்கு ஏற்ற விடையளித்தல்
2. கொடுக்கப்பட்ட சூழ்நிலைக்கேற்ப உரையாடலை நிறைவு செய்தல்

பகுதி-3

மொழிபயிற்சி (1 முதல் 10 வகுப்பு வரையிலான தமிழ் பாடநூலிலிருந்து) மதிப்பெண்கள் 40 x 1=40

- எண்களை எழுத்தால் எழுதுதல்
- வாக்கியத்தில் அமைத்து எழுதுதல்
- ஆங்கிலம் தமிழ் மாதங்களில் பெயர்கள் ,வார நாட்களின் பெயர்களை தமிழில் எழுதுதல்
- எழுத்துக்களின் வகைகளை எழுதுதல்
- பட்டப்படிப்பு ,முதுகலை பட்டப்படிப்பு பெயர்களை தமிழில் எழுதுதல்
- குறில் நெடில் வேறுபாடு எழுதுதல்
- திணை பால் பாகுபாடு அறிந்து எழுதுதல்
- கலைச்சொற்களை தமிழாக்கம் செய்தல்
- நூல் நூலாசிரியர் அறிந்து எழுதுதல்
- காலம் காட்டும் வினைச்சொற்களை எழுதுதல்
- விடைக்கேற்ற வினா எழுதுதல்
- மயங்கொலி வேறுபாடு அறிதல்
- இருபொருள் தருக
- பிறமொழி சொல்லுக்கான தமிழ் சொல் எழுதுதல்
- பெயர் சொற்களை எடுத்தெழுதுதல்
- வினைச்சொற்களை எடுத்தெழுதுதல்
- அகரவரிசைப்படுத்துதல்
- வர்க்க எழுத்துக்களை எழுதுதல் (நிரப்புதல்)
- தமிழ் நாடு அரசின் தேசிய சின்னம், மரம், விலங்கு, பறவை

TEST CODE : 019

**TEST NAME:** Second Class Language Test – Part – A – Written Examination  
(Translation, Composition, Letter Writing and Language Skills)

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Descriptive Type - 100% Without Books	2.30 hours	45	100

**SECOND CLASS LANGUAGE TEST**  
**SYLLABUS**

<b>Parts A to D (Full test) - Test Code : 019</b> <b>Part D only - Test Code :201</b>		
<b><u>PART - A</u></b> <b><u>Written Examination</u></b>  (Translation, Composition, Letter writing and Language Skills)	<b>Maximum Marks</b>	<b>Minimum Pass Marks</b>
	100	45
<b><u>VIVA - VOCE EXAMINATION</u></b>		
<b><u>SYLLABUS</u></b>		
<b><u>PART - B</u></b>	<b>Maximum Marks</b>	<b>Minimum Pass Marks</b>
	100	60 ( See note(2) below)
ii) Dictating an order or delivering a short address on a given subject in Tamil	50	25
<b><u>PART - C</u></b>	50	25
Taking down in English Evidence given in Tamil and asking questions thereon in Tamil		
<b><u>PART -D</u></b>	100	50
Reading with fluency and translating correctly three petitions or other official manuscripts in Tamil written in plain running hand		

**Notes:**

1. In the case of candidates who are required to pass the Second Class Language Test (Full Test) they will be allowed to appear for Part 'D' separately and will be required to appear for all the other parts at onetime
2. In the case of candidates, belonging to 'Linguistic Minorities' the minimum marks for a pass in part-B (i)"Conversing with accuracy and fluency in the Tamil will be 50'

## SYLLABUS

### THIRD CLASS LANGUAGE TEST : VIVA VOCE ONLY

#### Test Name and New Test Code

Hindi	-	Test Code: 202
Kannada	-	Test Code: 203
Malayalam	-	Test Code: 204
Tamil	-	Test Code: 205
Telugu	-	Test Code: 206
Urdu	-	Test Code: 207

<u>SYLLABUS</u>	Maximum Marks	Minimum Pass Marks
<b><u>PART - A</u></b>		
i) Dictating an order in the Language	100	40
ii) Rendering into English a report read out in the Language	100	40
<b><u>PART - B</u></b> Conversing on subjects likely to occur in the transaction of ordinary business or in the course of everyday life	100	60
<b><u>PART - D</u></b> Reading fairly and translating with accuracy an original letter or report of moderate length and difficulty in the Language	100	40

**Controller of Examinations**

Date: 16.03.2023

Telephone: 044 – 25300300/336/337/338 and 339

website: [www.tnpsc.gov.in](http://www.tnpsc.gov.in) / [www.tnpscexams.in](http://www.tnpscexams.in)

E-mail : [helpdeskdeptl@gmail.com](mailto:helpdeskdeptl@gmail.com)

Toll Free No. : 1800 419 0958

**ANNEXURE – III****THE NAME OF THE DEPARTMENTS AND DEPARTMENTAL TESTS IN WHICH THE EXAMINATIONS WILL BE HELD / PATTERN / TYPE OF EXAMINATION / TEST CODE NUMBER AND THE FEES PAYABLE ARE AS FOLLOWS:**

Sl. No	Name of the Departments	Name of the Departmental Tests	Pattern / Type		Test Code	Fees
			Objective (CBT)	Descriptive		
1.	AGRICULTURE	Agricultural Department Test for the Members of the Tamil Nadu Ministerial Service in the Agriculture Department	80%	20%	161	200
		Agricultural Department Test for the Technical Officers of the Agriculture Department	80%	20%	167	200
2.	AGRICULTURAL MARKETING	Departmental Test for Agricultural Marketing Department Employees	80%	20%	128	200
3.	ANIMAL HUSBANDRY AND VETERINARY SCIENCES	Animal Husbandry Department Test	100%	-	162	200
4.	COMMERCIAL TAXES	Departmental Test in Commercial Taxes Acts – Part – I	80%	20%	129	200
		Departmental Test in Commercial Taxes Acts – Part – II	80%	20%	145	200
		Departmental Test in Commercial Taxes Acts – Part – III	80%	20%	155	200

Sl. No.	Name of the Departments	Name of the Departmental Tests	Pattern / Type		Test Code	Fees Payable
			Objective (CBT)	Descriptive		
5.	CO-OPERATIVE AUDIT & CO - OPERATION	Departmental Test for Officers of the Co-operative Department - Co- operation	80%	20%	051	200
		Departmental Test for Officers of the Co-operative Department – Book-keeping	40%	60%	057	200
		Departmental Test for Officers of the Co-operative Department – Credit and Banking	80%	20%	061	200
		Departmental Test for Officers of the Co-operative Department – Co-operative Management and Administration	80%	20%	068	200
		Departmental Test for Officers of the Co-operative Department – - Auditing	40%	60%	071	200
6.	ECONOMICS AND STATISTICS	Departmental Test for the Ministerial Staff of the Department of the Economics and Statistics	100%	-	075	200
7.	EMPLOYMENT AND TRAINING	Departmental Test for Members of the Tamil Nadu Ministerial Service in the National Employment Service	80%	20%	052	200
		Departmental Test for Officers of the National Employment Service	80%	20%	058	200
8	EVALUATION AND APPLIED RESEARCH	Departmental Test for Evaluation and Applied Research Department	40%	60%	070	200



Sl. No.	Name of the Departments	Name of the Departmental Tests	Pattern / Type		Test Code	Fees Payable
			Objective (CBT)	Descriptive		
9.	FIRE AND RESCUE SERVICES	Departmental Test in the Manual of Firemanship for Officers of Tamil Nadu Fire and Rescue Services – First Paper	100%	-	053	200
		Departmental Test in the Manual of Firemanship for Officers of Tamil Nadu Fire and Rescue Services – Second Paper	100%	-	059	200
		Departmental Test - Tamil Nadu Fire Service Manual	100%	-	066	200
10.	FISHERIES	Fisheries Departmental Test – II Part - A – Marine Fisheries	100%	-	054	200
		Fisheries Departmental Test – II Part - B – Inland Fisheries	100%	-	060	200
		Fisheries Departmental Test – II Part - C – Fisheries Technology	100%	-	067	200
		Fisheries Departmental Test - I – Tamil Nadu Fisheries Manual - Part - I and II	100%	-	132	200
11.	FOREST	Forest Department Test - Forest Law and Forest Revenue	100%	-	073	200
		Forest Department Test – Tamil Nadu Forest Department Code and Accounts	100%	-	104	200
		Forest Department Test – Fundamental Rules of Tamil Nadu Government, Tamil Nadu State Service Rules etc.,	100%	-	121	200

Sl. No.	Name of the Departments	Name of the Departmental Tests	Pattern / Type		Test Code	Fees Payable
			Objective (CBT)	Descriptive		
12.	HINDU RELIGIOUS AND CHARITABLE ENDOWMENTS	Departmental Test for appointment as Assistant Audit Officers in the Audit wing of the Hindu Religious and Charitable Endowments (Admn.) Department - Part - I(a) Hindu Religious and Charitable Endowments (A) Act, 1959 and the Rules framed thereunder and other Acts (Theory & Practical)	100%	-	108	200
		Departmental Test for appointment as Assistant Audit Officers in the Audit wing of the Hindu Religious & Charitable Endowments (Admn.) Department - Part - I (b) Fundamental Rules, Travelling Allowance Rules, Pension Rules and Temple Servants Services Rules etc (Theory & Practical)	100%	-	119	200
		Departmental Test for appointment as Assistant Audit Officers in the Audit wing of the Hindu Religious and Charitable Endowments (Admn.) Department - Part - II (a) Accounts and Audit of Hindu Religious Institutions (Theory & Practical)	100%	-	130	200
		Hindu Religious and Charitable Endowments (Admn.) Department Test – First Paper	100%	-	141	200
		Departmental Test for appointment as Assistant Audit Officers in the Audit wing of the Hindu Religious and Charitable Endowments (Admn.) Department - Part - II (b) Accounts and Audit of Tiruppani Works for Religious Institutions and General Accounts of Government of Tamil Nadu (Theory & Practical)	100%	-	146	200

Sl. No.	Name of the Departments	Name of the Departmental Tests	Pattern / Type		Test Code	Fees Payable
			Objective (CBT)	Descriptive		
		Departmental Test on Land Laws and other religious Acts for Hindu Religious and Charitable Endowments Department	100%	-	156	200
		Hindu Religious and Charitable Endowments (Admn.) Department Test – Second Paper	100%	-	163	200
13.	HIGHWAYS	Departmental Test for Audit Superintendents of Highways Department - First Paper (Precis and Draft)	-	100%	020	200
		Departmental Test for Audit Superintendents of Highways Department - Third Paper (Constitution of India)	-	100%	030	200
		Departmental Test for Audit Superintendents of Highways Department - Second Paper (Elementary Book-keeping)	-	100%	035	200
		Account Test for Highways Department Officers and Subordinates - First Paper	100%	-	106	200
		Account Test for Highways Department Officers and Subordinates –Second Paper	100%	-	117	200
		Departmental Test for Audit Assistants of Highways Department – First Paper (Theoretical & Practical)	100%	-	125	200
		Departmental Test for Audit Superintendents of Highways Department - Fourth Paper (Public Works and General Accounts - Theoretical and Practical)	100%	-	126	200
		Departmental Test for Audit Assistants of Highways Department – Second Paper (Theoretical and Practical)	100%	-	139	200

Sl. No.	Name of the Departments	Name of the Departmental Tests	Pattern / Type		Test Code	Fees Payable
			Objective (CBT)	Descriptive		
		Departmental Test for Audit Superintendents of Highways Department - Fifth Paper (Establishment Audit - Theoretical and Practical)	100%	-	140	200
14	INDUSTRIES & COMMERCE	Departmental Test for Supervisors of Industrial Co-operative in the Industries Department – Co-operation General –First Paper - Co-operative Law	100%	-	001	200
		Departmental Test for Supervisors of Industrial Co-operative in the Industries Department - Co-operation General - Second Paper -Co-operative Principles and Practice	100%	-	011	200
		Departmental Test for Supervisors of Industrial Co-operative in the Industries Department – Industrial Co-operation	100%	-	012	200
		Departmental Test for Supervisors of Industrial Co-operative in the Industries Department - Co-operative Accounts and Audit including Book – keeping and Secretarial Practice	100%	-	049	200
		Departmental Test for Supervisors of Industrial Co-operative in the Industries Department – Business Administration including Cost Accounting	100%	-	063	200
15	INDUSTRIAL SAFETY AND HEALTH (INSPECTOR OF FACTORIES)	Labour and Factories Department Test - Part-A	100%	-	160	200

Sl. No.	Name of the Departments	Name of the Departmental Tests	Pattern / Type		Test Code	Fees Payable
			Objective (CBT)	Descriptive		
16.	JUDICIAL	Departmental Test for Junior Assistants in the office of the Administrator-General and Official Trustee – Second Paper	80%	20%	062	200
		The Civil and Criminal Judicial test for Members of the Judicial Department - Part – I	80%	20%	105	200
		The Civil and Criminal Judicial test for Members of the Judicial Department - Part – II	80%	20%	116	200
		The Civil and Criminal Judicial test for Members of the Judicial Department - Part – III	80%	20%	143	200
		Departmental Test for Junior Assistants in the Office of the Administrator-General and Official Trustee – First Paper	80%	20%	157	200
17	KHADI & VILLAGE INDUSTRIES	Departmental Test for Members of the Staff of the Tamil Nadu Khadi and Village Industries Board - First Paper on Gandhiji's Collected Works Volume - V (Tamil) (Tamil version only)	100%	-	158	200
		Departmental Test for Members of the Staff of the Tamil Nadu Khadi and Village Industries Board - Second Paper on Hand Book pattern of Financial Assistance by the Khadi and Village Industries Commission	100%	-	168	200

Sl. No.	Name of the Departments	Name of the Departmental Tests	Pattern / Type		Test Code	Fees Payable
			Objective (CBT)	Descriptive		
18.	LABOUR	Labour and Factories Department Test -Part – B	100%	-	170	200
19.	LOCAL FUND AUDIT	Subordinate Accounts Services Examinations - Paper - II (Accounts and Audit of Local Bodies Application of Rules and Audit Checks)	100%	-	050	200
		Local Fund Audit Department Test - Commercial Book keeping.	60%	40%	064	200
		Subordinate Accounts Services Examinations - Paper - I (Audit of Local Bodies / Universities and other Auditable Institutions)	100%	-	102	200
		Subordinate Accounts Services Examinations – Paper - IV (Fundamental Rules, Pension Rules and other applicable rules and codes)	100%	-	114	200
		Subordinate Accounts Services Examinations-Paper-III(Acct & Audit & Internal Audit & Satuary Board Audit)	100%	-	138	200
		Departmental Test for Local Fund Audit and Internal Audit Departments	100%	-	153	200
20	MARITIME BOARD	Tamil Nadu Maritime Board Test - Lower Grade	100%	-	112	200
		Tamil Nadu Maritime Board Test - Higher Grade	100%	-	135	200
21	MEDICAL AND RURAL HEALTH SERVICES	Departmental Test in the Tamil Nadu Medical Code	100%	-	002	200
22.	MUNICIPAL ADMINISTRATION	Departmental Test for Municipal Commissioner in the Municipal Administration Department - Part-I	100%	-	006	200
		Departmental Test for Municipal Commissioner in the Municipal Administration Department-Part-II	100%	-	016	200

Sl. No.	Name of the Departments	Name of the Departmental Tests	Pattern / Type		Test Code	Fees Payable
			Objective (CBT)	Descriptive		
23.	POLICE	Departmental Test for Junior Assistants in the Police Department	80%	20%	169	200
24.	PRISONS	The Jail Test Part - I (a) Indian Penal Code	100%	-	107	200
		The Jail Test Part - I (b) Code of Criminal Procedure	100%	-	118	200
		Departmental Test for Officers of the Probation Branch of the Jail Department - Part - I Section - A (Indian Penal Code)	100%	-	127	200
		The Jail Test Part - I (c) Laws, Rules, Regulations and Orders relating to Jail Management	100%	-	131	200
		Departmental Test for Officers of the Probation Branch of the Jail Department - Part - I Section - B (Criminal Procedure Code)	100%	-	142	200
		Jail Test Part - II – The Juvenile Justice (Care and Protection of Children) Act, 2000 (Central Act 56 of 2000)	100%	-	148	200
		Departmental Test for Officers of the Probation Branch of the Jail Department Part-II Section–A and Departmental Test for Officers of the Probation Branch of the Jail Department Part-II-Section-B	100% and 100%	-  -	150 and 151	400
25.	PUBLIC WORKS	The Account Test for Public Works Department Officers and Subordinates – Part - I	100%	-	110	200
		The Account Test for Public Works Department Officers and Subordinates - Part – II	100%	-	122	200

Sl. No.	Name of the Departments	Name of the Departmental Tests	Pattern / Type		Test Code	Fees Payable
			Objective (CBT)	Descriptive		
26.	REGISTRATION	Registration Department Test - Group-I Paper-I	60%	40%	109	200
		Registration Department Test - Group-I Paper-II	60%	40%	120	200
		Registration Department Test - Group - II	60%	40%	133	200
		Registration Department Test - Group - III	60%	40%	147	200
27.	REVENUE ADMINISTRATION	The Revenue Test – Part - I	40%	60%	101	200
		The Revenue Test – Part – II	40%	60%	113	200
		The Revenue Test – Part - III	40%	60%	136	200
		The Tamil Nadu Government Office Manual Test	40%	60%	172	200
		The Criminal Judicial Test Part - I Indian Penal Code (General Principles)	80%	20%	055	200
		The Criminal Judicial Test Part - II Code of Criminal Procedure (General Principles)	80%	20%	069	200
		The Criminal Judicial Test Part - I Indian Penal Code (Detailed Applications)	80%	20%	103	200
		The Criminal Judicial Test Part - II Code of Criminal Procedure (Detailed Applications)	80%	20%	115	200
		The Criminal Judicial Test Part - III The Indian Evidence Act	80%	20%	144	200



Sl. No.	Name of the Departments	Name of the Departmental Tests	Pattern / Type		Test Code	Fees Payable
			Objective (CBT)	Descriptive		
28	RURAL DEVELOPMENT AND PANCHAYAT RAJ	Departmental Test for Staff of Rural Development and Panchayat Raj Department - Tamil Nadu Panchayat Act, 1994 & Rules and Constitution of India	100%	-	008	200
		Departmental Test for the staff of the Rural Development and Panchayat Raj Department - Scheme Administration	100%	-	010	200
		Departmental Test for the Officers of Rural Development and Panchayat Raj Department - Poverty alleviation through Self Help Groups	80%	20%	056	200
		Departmental Test for the Officers of Rural Development and Panchayat Raj Department - Scheme Administration (RD & PR Institution) and The Tamil Nadu Transparency in Tenders Act, 1998 and the Tamil Nadu Transparency in Tenders Rules, 2000	80%	20%	111	200
		Departmental Test for the Officers of Rural Development and Panchayat Raj Department - Basic Technical skills for Administrators and e-gov modules of various RD Schemes and Administration	80%	20%	123	200
		Departmental Test for the Officers of Rural Development and Panchayat Raj Department - Tamil Nadu Panchayat Act, 1994 and Rules	80%	20%	134	200
		The Panchayat Development Account Test	80%	20%	166	200
		The Account Test for Executive Officers	60%	40%	152	200
		The Tamil Nadu Government Office Manual Test	40%	60%	172	200

Sl. No.	Name of the Departments	Name of the Departmental Tests	Pattern / Type		Test Code	Fees Payable
			Objective (CBT)	Descriptive		
29	SCHOOL EDUCATION	Advanced Language Test for Officers of the Tamil Nadu Educational Subordinate Service – Tamil First Paper (Prose and Poetry)	-	100%	034	200
		Advanced Language Test for Officers of the Tamil Nadu Educational Subordinate Service – Tamil Second Paper (Translation and Essay)	-	100%	048	200
		Tamil Nadu School Education Department Administrative Test – Paper - I - Higher Secondary/ Secondary / Teacher Training and Special Schools	100%	-	065	200
		Tamil Nadu School Education Department Administrative Test – Paper - II - Elementary / Middle and Special Schools	100%	-	072	200
		Special Language Test for Officers of the Education Department Higher Standard – First Paper - Tamil (Text and Textual Grammar)	-	100%	027	200
		Special Language Test for Officers of the Education Department Higher Standard - Second Paper - Tamil (Translation and Composition)	-	100%	042	200
29A	SOCIAL WELFARE DEPARTMENT	Social Welfare Departmental Examination Paper-I-Child Development	100%	-	173	200
		Social Welfare Departmental Examination Paper-II-Nutrition	100%	-	174	200
		Social Welfare Departmental Examination Paper – III – Social Legislations (Part-I)	100%	-	175	200
		Social Welfare Departmental Examination Paper- IV – Social Legislations (Part-II)	100%	-	176	200
		Social Welfare Departmental Examination Paper - V – Advanced Law	100%	-	177	200
30	STATIONERY & PRINTING	Departmental Test for Government Press Officers	100%	-	149	200
		The Stationery and Printing Department Test - Part – A	100%	-	159	200
		The Stationery and Printing Department Test - Part – B	100%	-	165	200

Sl. No.	Name of the Departments	Name of the Departmental Tests	Pattern / Type		Test Code	Fees Payable
			Objective (CBT)	Descriptive		
31	SURVEY & LAND RECORDS	Survey Departmental Test – Draughtsman Test – Paper - I	100%	-	003	200
		Survey Departmental Test – Field Surveyor's Test – Paper - I	100%	-	004	200
		Survey Departmental Test – Deputy Inspector of Survey and Land Records Test – Paper - I	100%	-	005	200
		Survey Departmental Test – Sub-Inspector of Survey and Land Records Test – Paper - I	100%	-	013	200
		Survey Departmental Test – Senior Draughtsman Test– Paper - I	100%	-	014	200
		Survey Departmental Test – Head Draughtsman Test – Paper - I	100%	-	015	200
		Survey Departmental Test – Draughtsman Test – Paper - II	-	100%	031	200
		Survey Departmental Test – Field Surveyor's Test – Paper - II	-	100%	032	200
		Survey Departmental Test – Deputy Inspector of Survey and Land Records Test – Paper - II	-	100%	033	200
		Survey Departmental Test – Sub-Inspector of Survey and Land Records Test – Paper - II	-	100%	045	200
		Survey Departmental Test – Head Draughtsman Test– Paper - II	-	100%	046	200
		Survey Departmental Test– Senior Draughtsman Test– Paper - II	-	100%	047	200
		32	TAMIL NADU PUBLIC SERVICE COMMISSION	Departmental Test in the Tamil Nadu Services Manual Volume-I for the Staff of the Tamil Nadu Public Service Commission	100%	-
The Tamil Nadu Government Office Manual Test	40%			60%	172	200
Compendium of Office Orders and Instructions to Applicants (Direct Recruitment)	100%			-	076	200

Sl. No.	Name of the Departments	Name of the Departmental Tests	Pattern / Type		Test Code	Fees Payable
			Objective (CBT)	Descriptive		
33	TRANSPORT	Departmental Test on Motor Vehicles Act and Rules for Transport Department staff	100%	-	007	200
		Departmental Test in the Code of Criminal Procedure for the Staff of the Transport Department	100%	-	017	200
34	TREASURIES & ACCOUNTS	The Account Test for Subordinate Officers - Part – I	60%	40%	124	200
		The Account Test for Subordinate Officers -Part – II	60%	40%	137	200
		The Account Test for Executive Officers	60%	40%	152	200
		Departmental Test for Subordinate Officers in the Tamil Nadu Treasuries and Accounts Department	60%	40%	164	200
35	TAMIL NADU WAKF BOARD	Tamil Nadu Wakf Board Department Test – Second Paper (General Principles)	80%	20%	074	200
		Tamil Nadu Wakf Board Department Test – First Paper (Detailed Application)	80%	20%	171	200
36	WATER SUPPLY AND DRAINAGE BOARD	Tamil Nadu Water Supply and Drainage Board Department Test	80%	20%	154	200
37	GENERAL EDUCATIONAL TEST(SSLC Standard)	General Educational Test of the S.S.L.C. Standard - Paper – I General Tamil and Paper – II - General Knowledge	-	100%	043(+ 18)	400
		OR General Educational Test of the S.S.L.C. Standard - Paper – I General English and Paper – II - General Knowledge	-	100%	044(+ 18)	400

Sl. No.		NAME OF THE EXAMINATIONS	Pattern / type		TEST CODE	FEE PAYABLE
			Objective	Descriptive type		
38	TRANSLATION TEST	Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Tamil	-	100%	021	200
		Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Telugu	-	100%	022	200
		Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Malayalam	-	100%	023	200
		Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Hindi	-	100%	024	200
		Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Urdu	-	100%	025	200
		Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Kannada	-	100%	026	200
		Translation Test – Second Paper – Translation of News Paper Report in Tamil to English.	-	100%	036	200
		Translation Test – Second Paper – Translation of News Paper Report in Telugu to English.	-	100%	037	200
		Translation Test – Second Paper – Translation of News Paper Report in Malayalam to English.	-	100%	038	200
		Translation Test – Second Paper – Translation of News Paper Report in Hindi to English.	-	100%	039	200
		Translation Test – Second Paper – Translation of News Paper Report in Urdu to English.	-	100%	040	200
		Translation Test – Second Paper – Translation of News Paper Report in Kannada to English.	-	100%	041	200
39	-	Second Class Language Test - Part-A Written Examination (Translation, Composition, Letter Writing and Language Skills)	-	100%	019	200

**\*Both the papers in the General Educational Tests i.e., Test Code No. 43 & 18 or 44 & 18 and both the papers in the Probation Branch of Jail Department Examinations Part-II Section-A & B Test Code 150 & 151 are compulsory.**

**Important Notes:**

- (i) **The question papers for all the Tests will be set both in Tamil and English.**
- (ii) The questions in the Departmental Test for the members of the staff of the Tamil Nadu Khadhi and Village Industries Board - First paper (Gandhiji's Collected Works) (Volume V) shall be set only in Tamil and the Candidates should answer the paper in Tamil only.
- (iii) The question paper for the following language tests will be set only in Tamil
- Test code 27**-Special Language Test for Officers of the Education Department Higher Standard – First Paper - Tamil (Text and Textual Grammar)
- Test Code 34**-Advanced Language Test for Officers of the Tamil Nadu Educational Subordinate Service – Tamil First Paper (Prose and Poetry)
- Test Code 43**-General Educational Test of the S.S.L.C. Standard - Paper - I - General Tamil
- (iv) The question paper for the following language tests will be set partly in English and Tamil.
- Test Code 19**-Second Class Language Test - Part-A Written Examination (Translation, Composition, Letter Writing and Language Skills)
- Test Code 42**-Special Language Test for Officers of the Education Department Higher Standard - Second Paper - Tamil (Translation and Composition)
- Test Code 48**-Advanced Language Test for Officers of the Tamil Nadu Educational Subordinate Service – Tamil Second Paper (Translation and Essay)
- (v) The question paper for the following translation tests will be set only in English.
- Test Code 21**-Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Tamil
- Test Code 22**- Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Telugu
- Test Code 23**- Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Malayalam
- Test Code 24**- Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Hindi
- Test Code 25**-Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Urdu

**Test Code 26**-Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Kannada

**Test Code 20**-Departmental Test for Audit Superintendents of Highways Department - First Paper (Precis and Draft)

(vi) The question paper for the following translation test will be set in the languages concerned :

**Test Code 37**- Translation Test – Second Paper – Translation of News Paper Report in Telugu to English.

**Test Code 38**- Translation Test – Second Paper – Translation of News Paper Report in Malayalam to English.

**Test Code 39**- Translation Test – Second Paper – Translation of News Paper Report in Hindi to English.

**Test Code 40**- Translation Test – Second Paper – Translation of News Paper Report in Urdu to English.

**Test Code 41**-Translation Test – Second Paper – Translation of News Paper Report in Kannada to English.

## **Controller of Examinations**

Date : 16 .03.2023

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**ANNEXURE- IV****TAMIL NADU PUBLIC SERVICE COMMISSION****DEPARTMENTAL EXAMINATIONS – MAY - 2023****TIME TABLE**

S. NO	NAME OF THE TEST	TEST CODE	TYPE OF EXAM	DATE OF EXAM	TIME OF EXAM	DAY OF EXAM
1	Departmental Test for Evaluation and Applied Research Department (Without Books)	070	OBJ	15.05.2023 FN	9.30 am to 10.30 am	Monday
2	Local Fund Audit Department Test - Commercial Book - keeping (Without Books)	064	OBJ	15.05.2023 FN	9.30 am to 11.00 am	Monday
3	Registration Department Test - Group-I Paper-I (Without Books)	109	OBJ	15.05.2023 FN	9.30 am to 11.00 am	Monday
4	Departmental Test for Subordinate Officers in the Tamil Nadu Treasuries and Accounts Department (Without Books)	164	OBJ	15.05.2023 FN	9.30 am to 11.00 am	Monday
5	Departmental Test for Officers of the Co-operative Department - Co-operation (Without Books)	051	OBJ	15.05.2023 FN	9.30 am to 11.30 am	Monday
6	Departmental Test for Members of the Tamil Nadu Ministerial Service in the National Employment Service (Without Books)	052	OBJ	15.05.2023 FN	9.30 am to 11.30 am	Monday
7	The Criminal Judicial Test Part - I Indian Penal Code (General Principles) (Without Books)	055	OBJ	15.05.2023 FN	9.30 am to 11.30 am	Monday
8	Departmental Test for the Officers of Rural Development and Panchayat Raj Department - Poverty alleviation through Self Help Groups (Without Books)	056	OBJ	15.05.2023 FN	9.30 am to 11.30 am	Monday
9	Departmental Test for Junior Assistants in the office of the Administrator-General and Official Trustee – Second Paper (Without Books)	062	OBJ	15.05.2023 FN	9.30 am to 11.30 am	Monday
10	Tamil Nadu Wakf Board Department Test – Second Paper (General Principles) (Without Books)	074	OBJ	15.05.2023 FN	9.30 am to 11.30 am	Monday



11	Departmental Test for Agricultural Marketing Department Employees (Without Books)	128	OBJ	15.05.2023 FN	9.30 am to 11.30 am	Monday
12	Departmental Test in Commercial Taxes Acts – Part – I (Without Books)	129	OBJ	15.05.2023 FN	9.30 am to 11.30 am	Monday
13	Tamil Nadu Water Supply and Drainage Board Department Test (Without Books)	154	OBJ	15.05.2023 FN	9.30 am to 11.30 am	Monday
14	Departmental Test for Junior Assistants in the Police Department(Without Books)	169	OBJ	15.05.2023 FN	9.30 am to 11.30 am	Monday
15	Departmental Test for Supervisors of Industrial Co-operative in the Industries Department – Co-operation General –First Paper - Co-operative Law (Without Books)	001	OBJ	15.05.2023 FN	9.30 am to 12.00 Noon	Monday
16	Departmental Test in the Tamil Nadu Medical Code (With Books)	002	OBJ	15.05.2023 FN	9.30 am to 12.00 Noon	Monday
17	Survey Department Test – Draughtsman Test – Paper - I(Without Books)	003	OBJ	15.05.2023 FN	9.30 am to 12.00 Noon	Monday
18	Survey Department Test – Field Surveyor's Test – Paper – I (Without Books)	004	OBJ	15.05.2023 FN	9.30 am to 12.00 Noon	Monday
19	Departmental Test for Municipal Commissioner in the Municipal Administration Department -Part-I (Without Books)	006	OBJ	15.05.2023 FN	9.30 am to 12.00 Noon	Monday
20	Departmental Test on Motor Vehicles Act and Rules for Transport Department staff (Without Books)	007	OBJ	15.05.2023 FN	9.30 am to 12.00 Noon	Monday
21	Departmental Test for Staff of Rural Development and Panchayat Raj Department - Tamil Nadu Panchayat Act, 1994 & Rules and Constitution of India (Without Books)	008	OBJ	15.05.2023 FN	9.30 am to 12.00 Noon	Monday
22	Departmental Test in the Tamil Nadu Services Manual Volume-I for the Staff of the Tamil Nadu Public Service Commission (Without Books)	009	OBJ	15.05.2023 FN	9.30 am to 12.00 Noon	Monday

23	Departmental Test in the Manual of Firemanship for Officers of Tamil Nadu Fire and Rescue Services – First Paper (Without Books)	053	OBJ	15.05.2023 FN	9.30 am to 12.00 Noon	Monday
24	Fisheries Departmental Test – II Part - A – Marine Fisheries (Without Books)	054	OBJ	15.05.2023 FN	9.30 am to 12.00 Noon	Monday
25	Forest Department Test - Forest Law and Forest Revenue (With Books)	073	OBJ	15.05.2023 FN	9.30 am to 12.00 Noon	Monday
26	Departmental Test for the Ministerial Staff of the Department of the Economics and Statistics (Without Books)	075	OBJ	15.05.2023 FN	9.30 am to 12.00 Noon	Monday
27	Account Test for Highways Department Officers and Subordinates - First Paper (Without Books)	106	OBJ	15.05.2023 FN	9.30 am to 12.00 Noon	Monday
28	The Jail Test Part - I (a) Indian Penal Code (Without Books)	107	OBJ	15.05.2023 FN	9.30 am to 12.00 Noon	Monday
29	Departmental Test for appointment as Assistant Audit Officers in the Audit wing of the Hindu Religious and Charitable Endowments (Admn.) Department - Part - I(a) Hindu Religious and Charitable Endowments (A) Act, 1959 and the Rules framed thereunder and other Acts (Theory & Practical) (Without Books)	108	OBJ	15.05.2023 FN	9.30 am to 12.00 Noon	Monday
30	The Account Test for Public Works Department Officers and Subordinates – Part - I(With Books)	110	OBJ	15.05.2023 FN	9.30 am to 12.00 Noon	Monday
31	Tamil Nadu Maritime Board Test - Lower Grade (Without Books)	112	OBJ	15.05.2023 FN	9.30 am to 12.00 Noon	Monday
32	Departmental Test for Government Press Officers (Without Books)	149	OBJ	15.05.2023 FN	9.30 am to 12.00 Noon	Monday
33	Departmental Test for Members of the Staff of the Tamil Nadu Khadi and Village Industries Board - First Paper on Gandhiji's Collected Works Volume - V (Tamil) (Tamil version only) (Without Books)	158	OBJ	15.05.2023 FN	9.30 am to 12.00 Noon	Monday
34	Animal Husbandry Department Test (With Books)	162	OBJ	15.05.2023 FN	9.30 am to 12.00 Noon	Monday

35	Social Welfare Departmental Examination Paper –I Child Development (With Books)	173	OBJ	15.05.2023 FN	9.30 am to 12.00 Noon	Monday
36	Registration Department Test - Group-I Paper-II (Without Books)	120	OBJ	15.05.2023 AN	2.30 pm to 4.00 pm	Monday
37	Departmental Test for Officers of the National Employment Service (Without Books)	058	OBJ	15.05.2023 AN	2.30 pm to 4.30 pm	Monday
38	Departmental Test for Officers of the Co-operative Department - Co-operative Credit and Banking (Without Books)	061	OBJ	15.05.2023 AN	2.30 pm to 4.30 pm	Monday
39	The Criminal Judicial Test Part - II Code of Criminal Procedure (General Principles) (Without Books)	069	OBJ	15.05.2023 AN	2.30 pm to 4.30 pm	Monday
40	The Civil and Criminal Judicial test for Members of the Judicial Department - Part - I (Without Books)	105	OBJ	15.05.2023 AN	2.30 pm to 4.30 pm	Monday
41	Departmental Test for the Officers of Rural Development and Panchayat Raj Department - Scheme Administration (RD & PR Institution) and The Tamil Nadu Transparency in Tenders Act, 1998 and the Tamil Nadu Transparency in Tenders Rules, 2000 (Without Books)	111	OBJ	15.05.2023 AN	2.30 pm to 4.30pm	Monday
42	Departmental Test in Commercial Taxes Acts – Part – II (Without Books)	145	OBJ	15.05.2023 AN	2.30 pm to 4.30 pm	Monday
43	Agricultural Department Test for the Members of the Tamil Nadu Ministerial Service in the Agriculture Department (Without Books)	161	OBJ	15.05.2023 AN	2.30 pm to 4.30 pm	Monday
44	Tamil Nadu Wakf Board Department Test – First Paper (Detailed Application) (Without Books)	171	OBJ	15.05.2023 AN	2.30 pm to 4.30 pm	Monday
45	Survey Department Test – Deputy Inspector of Survey and Land Records Test – Paper - I (Without Books)	005	OBJ	15.05.2023 AN	2.30 pm to 5.00 pm	Monday

46	Departmental Test for the staff of the Rural Development and Panchayat Raj Department - Scheme Administration (Without Books)	010	OBJ	15.05.2023 AN	2.30 pm to 5.00 pm	Monday
47	Departmental Test for Supervisors of Industrial Co-operative in the Industries Department - Co-operation General - Second Paper -Co-operative Principles and Practice (Without Books)	011	OBJ	15.05.2023 AN	2.30 pm to 5.00 pm	Monday
48	Departmental Test for Municipal Commissioner in the Municipal Administration Department-Part-II (Without Books)	016	OBJ	15.05.2023 AN	2.30 pm to 5.00 pm	Monday
49	Departmental Test in the Code of Criminal Procedure for the Staff of the Transport Department (Without Books)	017	OBJ	15.05.2023 AN	2.30 pm to 5.00 pm	Monday
50	Subordinate Accounts Services Examinations - Paper - II (Accounts and Audit of Local Bodies Application of Rules and Audit Checks) (Without Books)	050	OBJ	15.05.2023 AN	2.30 pm to 5.00 pm	Monday
51	Departmental Test in the Manual of Firemanship for Officers of Tamil Nadu Fire and Rescue Services – Second Paper (Without Books)	059	OBJ	15.05.2023 AN	2.30 pm to 5.00 pm	Monday
52	Fisheries Departmental Test – II Part - B – Inland Fisheries (Without Books)	060	OBJ	15.05.2023 AN	2.30 pm to 5.00 pm	Monday
53	Compendium of Office Orders and Instructions to Applicants (Without Books) for the Staff of the TNPSC	076	OBJ	15.05.2023 AN	2.30 pm to 5.00 pm	Monday
54	Forest Department Test – Tamil Nadu Forest Department Code and Accounts (With Books)	104	OBJ	15.05.2023 AN	2.30 pm to 5.00 pm	Monday
55	Account Test for Highways Department Officers and Subordinates - Second Paper (Without Books)	117	OBJ	15.05.2023 AN	2.30 pm to 5.00 pm	Monday
56	The Jail Test Part - I (b) Code of Criminal Procedure (Without Books)	118	OBJ	15.05.2023 AN	2.30 pm to 5.00 pm	Monday

57	Departmental Test for appointment as Assistant Audit Officers in the Audit wing of the Hindu Religious and Charitable Endowments (Admn.) Department - Part - I (b) Fundamental Rules, Travelling Allowance Rules, Pension Rules and Temple Servants Services Rules etc (Theory & Practical) (Without Books)	119	OBJ	15.05.2023 AN	2.30 pm to 5.00 pm	Monday
58	The Account Test for Public Works Department Officers and Subordinates - Part – II (With Books)	122	OBJ	15.05.2023 AN	2.30 pm to 5.00 pm	Monday
59	Tamil Nadu Maritime Board Test - Higher Grade (Without Books)	135	OBJ	15.05.2023 AN	2.30 pm to 5.00 pm	Monday
60	The Stationery and Printing Department Test- Part-A (Without Books)	159	OBJ	15.05.2023 AN	2.30 pm to 5.00 pm	Monday
61	Departmental Test for Members of the Staff of the Tamil Nadu Khadi and Village Industries Board - Second Paper on the Hand Book pattern of Financial Assistance by the Khadi and Village Industries Commission (Without Books)	168	OBJ	15.05.2023 AN	2.30 pm to 5.00 pm	Monday
62	Social Welfare Departmental Examination Paper-II Nutrition (With Books)	174	OBJ	15.05.2023 AN	2.30 pm to 5.00 pm	Monday
63	Departmental Test for Officers of the Co-operative Department - Book - Keeping (Without Books)	057	OBJ	16.05.2023 FN	9.30 am to 10.30 am	Tuesday
64	The Revenue Test – Part - I (Without Books)	101	OBJ	16.05.2023 FN	9.30 am to 10.30 am	Tuesday
65	Registration Department Test - Group - II (Without Books)	133	OBJ	16.05.2023 FN	9.30 am to 11.00 am	Tuesday
66	The Criminal Judicial Test Part - I Indian Penal Code (Detailed Applications) (Without Books)	103	OBJ	16.05.2023 FN	9.30 am to 11.30 am	Tuesday
67	The Civil and Criminal Judicial test for Members of the Judicial Department - Part - II (Without Books)	116	OBJ	16.05.2023 FN	9.30 am to 11.30 am	Tuesday

68	Departmental Test for the Officers of Rural Development and Panchayat Raj Department - Basic Technical skills for Administrators and e-gov modules of various RD Schemes and Administration (Without Books)	123	OBJ	16.05.2023 FN	9.30 am to 11.30 am	Tuesday
69	Departmental Test in Commercial Taxes Acts – Part – III (Without Books)	155	OBJ	16.05.2023 FN	9.30 am to 11.30 am	Tuesday
70	Agricultural Department Test for the Technical Officers of the Agriculture Department (Without Books)	167	OBJ	16.05.2023 FN	9.30 am to 11.30 am	Tuesday
71	Departmental Test for Supervisors of Industrial Co-operative in the Industries Department – Industrial Co-operation (Without Books)	012	OBJ	16.05.2023 FN	9.30 am to 12.00 Noon	Tuesday
72	Survey Department Test – Sub-Inspector of Survey and Land Records Test – Paper – I (Without Books)	013	OBJ	16.05.2023 FN	9.30 am to 12.00 Noon	Tuesday
73	Departmental Test - Tamil Nadu Fire Service Manual (Without Books)	066	OBJ	16.05.2023 FN	9.30 am to 12.00 Noon	Tuesday
74	Fisheries Departmental Test – II Part -C – Fisheries Technology (Without Books)	067	OBJ	16.05.2023 FN	9.30 am to 12.00 Noon	Tuesday
75	Subordinate Accounts Services Examinations - Paper - I (Audit of Local Bodies / Universities and other Auditable Institutions) (With Books)	102	OBJ	16.05.2023 FN	9.30 am to 12.00 Noon	Tuesday
76	Forest Department Test – Fundamental Rules of Tamil Nadu Government, Tamil Nadu State Service Rules etc.,(With Books)	121	OBJ	16.05.2023 FN	9.30 am to 12.00 Noon	Tuesday
77	Departmental Test for Audit Assistants of Highways Department – First Paper (Theoretical & Practical) (Without Books)	125	OBJ	16.05.2023 FN	9.30 am to 12.00 Noon	Tuesday
78	Departmental Test for Audit Superintendents of Highways Department - Fourth Paper (Public Works and General Accounts - Theoretical and Practical) (Without Books)	126	OBJ	16.05.2023 FN	9.30 am to 12.00 Noon	Tuesday

79	Departmental Test for Officers of the Probation Branch of the Jail Department - Part - I Section - A (Indian Penal Code) (Without Books)	127	OBJ	16.05.2023 FN	9.30 am to 12.00 Noon	Tuesday
80	Departmental Test for appointment as Assistant Audit Officers in the Audit wing of the Hindu Religious and Charitable Endowments (Admn.) Department - Part - II (a) Accounts and Audit of Hindu Religious Institutions (Theory & Practical) (Without Books)	130	OBJ	16.05.2023 FN	9.30 am to 12.00 Noon	Tuesday
81	The Jail Test Part - I (c) Laws, Rules, Regulations and Orders relating to Jail Management (Without Books)	131	OBJ	16.05.2023 FN	9.30 am to 12.00 Noon	Tuesday
82	The Stationery and Printing Department Test – Part– B (Without Books)	165	OBJ	16.05.2023 FN	9.30 am to 12.00 Noon	Tuesday
83	Social Welfare Departmental Examination Paper–III Social Legislations (Part - I) (With Books)	175	OBJ	16.05.2023 FN	9.30 am to 12.00 Noon	Tuesday
84	The Revenue Test – Part – II (Without Books)	113	OBJ	16.05.2023 AN	2.30 pm to 3.30 pm	Tuesday
85	Registration Department Test - Group - III (Without Books)	147	OBJ	16.05.2023 AN	2.30 pm to 4.00 pm	Tuesday
86	Departmental Test for Officers of the Co-operative Department – Co-operative Management and Administration (Without Books)	068	OBJ	16.05.2023 AN	2.30 pm to 4.30 pm	Tuesday
87	The Criminal Judicial Test Part - II Code of Criminal Procedure (Detailed Applications) (Without Books)	115	OBJ	16.05.2023 AN	2.30 pm to 4.30 pm	Tuesday
88	Departmental Test for the Officers of Rural Development and Panchayat Raj Department - Tamil Nadu Panchayat Act, 1994 and Rules (Without Books)	134	OBJ	16.05.2023 AN	2.30 pm to 4.30 pm	Tuesday
89	The Civil and Criminal Judicial test for Members of the Judicial Department - Part – III (Without Books)	143	OBJ	16.05.2023 AN	2.30 pm to 4.30 pm	Tuesday

90	Survey Department Test – Senior Draughtsman Test – Paper - I (Without Books)	014	OBJ	16.05.2023 AN	2.30 pm to 5.00 pm	Tuesday
91	Departmental Test for Supervisors of Industrial Co-operative in the Industries Department - Co-operative Accounts and Audit including Book – keeping and Secretarial Practice (Without books)	049	OBJ	16.05.2023 AN	2.30 pm to 5.00 pm	Tuesday
92	Subordinate Accounts Services Examinations - Paper - IV (Fundamental Rules, Pension Rules and other applicable rules and codes) (With Books)	114	OBJ	16.05.2023 AN	2.30 pm to 5.00 pm	Tuesday
93	Fisheries Departmental Test - I – Tamil Nadu Fisheries Manual - Part - I and II (With Books)	132	OBJ	16.05.2023 AN	2.30 pm to 5.00 pm	Tuesday
94	Departmental Test for Audit Assistants of Highways Department – Second Paper (Theoretical and Practical) (Without Books)	139	OBJ	16.05.2023 AN	2.30 pm to 5.00 pm	Tuesday
95	Hindu Religious and Charitable Endowments (Admn.) Department Test – First Paper (Without Books)	141	OBJ	16.05.2023 AN	2.30 pm to 5.00 pm	Tuesday
96	Departmental Test for Officers of the Probation Branch of the Jail Department - Part - I Section - B (Criminal Procedure Code) (Without Books)	142	OBJ	16.05.2023 AN	2.30 pm to 5.00 pm	Tuesday
97	Departmental Test for appointment as Assistant Audit Officers in the Audit wing of the Hindu Religious and Charitable Endowments (Admn.) Department - Part - II (b) Accounts and Audit of Tiruppani Works for Religious Institutions and General Accounts of Government of Tamil Nadu (Theory & Practical) (Without Books)	146	OBJ	16.05.2023 AN	2.30 pm to 5.00 pm	Tuesday
98	Jail Test Part - II – The Juvenile Justice (Care and Protection of Children) Act, 2000 (Central Act 56 of 2000) (Without Books)	148	OBJ	16.05.2023 AN	2.30 pm to 5.00 pm	Tuesday
99	Labour and Factories Department Test - Part-A (With Books)	160	OBJ	16.05.2023 AN	2.30 pm to 5.00 pm	Tuesday



100	Social Welfare Departmental Examination Paper-IV-Social Legislations (Part - II) (With Books)	176	OBJ	16.05.2023 AN	2.30 pm to 5.00 pm	Tuesday
101	Departmental Test for Officers of the Co-operative Department – Auditing (Without Books)	071	OBJ	17.05.2023 FN	9.30 am to 10.30 am	Wednesday
102	The Revenue Test – Part - III (Without Books)	136	OBJ	17.05.2023 FN	9.30 am to 10.30 am	Wednesday
103	Departmental Test for Officers of the Probation Branch of the Jail Department Part-II Section - A (Without Books)	150	OBJ	17.05.2023 FN	9.30 am to 10.45am	Wednesday
104	Departmental Test for Officers of the Probation Branch of the Jail Department Part-II–Section-B (Without Books)	151	OBJ	17.05.2023 FN	10.45 am to 12.00 Noon	Wednesday
105	The Criminal Judicial Test Part - III The Indian Evidence Act (Without Books)	144	OBJ	17.05.2023 FN	9.30 am to 11.30 am	Wednesday
106	Departmental Test for Junior Assistants in the Office of the Administrator-General and Official Trustee – First Paper (Without Books)	157	OBJ	17.05.2023 FN	9.30 am to 11.30 am	Wednesday
107	The Panchayat Development Account Test (Without Books)	166	OBJ	17.05.2023 FN	9.30 am to 11.30 am	Wednesday
108	Survey Department Test – Head Draughtsman Test-Paper – I (Without Books)	015	OBJ	17.05.2023 FN	9.30 am to 12.00 Noon	Wednesday
109	Departmental Test for Supervisors of Industrial Co-operative in the Industries Department – Business Administration including Cost Accounting (Without Books)	063	OBJ	17.05.2023 FN	9.30 am to 12.00 Noon	Wednesday
110	Subordinate Accounts Services Examinations - Paper - III (Accounts and Audit in internal Audit and Statutory Boards Audit) (With Books)	138	OBJ	17.05.2023 FN	9.30 am to 12.00 Noon	Wednesday
111	Departmental Test for Audit Superintendents of Highways Department - Fifth Paper (Establishment Audit - Theoretical and Practical) (Without Books)	140	OBJ	17.05.2023 FN	9.30 am to 12.00 Noon	Wednesday

112	Departmental Test on Land Laws and other religious Acts for Hindu Religious and Charitable Endowments Department (Without Books)	156	OBJ	17.05.2023 FN	9.30 am to 12.00 Noon	Wednesday
113	Hindu Religious and Charitable Endowments (Admn.) Department Test – Second Paper (Without Books)	163	OBJ	17.05.2023 FN	9.30 am to 12.00 Noon	Wednesday
114	Labour and Factories Department Test -Part – B (With Books)	170	OBJ	17.05.2023 FN	9.30 am to 12.00 Noon	Wednesday
115	Social Welfare Departmental Examination Paper – V-Advanced Law (With Books)	177	OBJ	17.05.2023 FN	9.30 am to 12.00 Noon	Wednesday
116	The Account Test for Subordinate Officers-Part- I (Without Books)	124	OBJ	17.05.2023 AN	2.30 pm to 4.00 pm	Wednesday
117	The Account Test for Subordinate Officers - Part-II (Without Books)	137	OBJ	18.05.2023 FN	9.30 am to 11.00 am	Thursday
118	The Account Test for Executive Officers (Without Books)	152	OBJ	18.05.2023 FN	9.30 am to 11.00 am	Thursday
119	The Tamil Nadu Government Office Manual Test (Without Books)	172	OBJ	18.05.2023 AN	2.30 pm to 3.30 pm	Thursday
120	Tamil Nadu School Education Department Administrative Test – Paper - I - Higher Secondary/ Secondary/ Teacher Training and Special Schools (Without Books)	065	OBJ	19.05.2023 FN	9.30 am to 12.00 Noon	Friday
121	Departmental Test for Local Fund Audit and Internal Audit Departments (With Books)	153	OBJ	19.05.2023 FN	9.30 am to 12.00 Noon	Friday
122	Tamil Nadu School Education Department Administrative Test – Paper - II - Elementary / Middle and Special Schools (Without Books)	072	OBJ	19.05.2023 AN	2.30 pm to 5.00 pm	Friday
123	Departmental Test for Officers of the Co-operative Department - Co-operation (Without Books)	051	DES	22.05.2023 FN	9.30 am to 10.00 am	Monday
124	Departmental Test for Members of the Tamil Nadu Ministerial Service in the National Employment Service (Without Books)	052	DES	22.05.2023 FN	9.30 am to 10.00 am	Monday

125	The Criminal Judicial Test Part - I Indian Penal Code (General Principles) (Without Books)	<b>055</b>	DES	22.05.2023 FN	9.30 am to 10.00 am	Monday
126	Departmental Test for the Officers of Rural Development and Panchayat Raj Department - Poverty alleviation through Self Help Groups (Without Books)	<b>056</b>	DES	22.05.2023 FN	9.30 am to 10.00 am	Monday
127	Departmental Test for Junior Assistants in the office of the Administrator-General and Official Trustee-Second Paper (Without Books)	<b>062</b>	DES	22.05.2023 FN	9.30 am to 10.00 am	Monday
128	Tamil Nadu Wakf Board Department Test – Second Paper (General Principles) (Without Books)	<b>074</b>	DES	22.05.2023 FN	9.30 am to 10.00 am	Monday
129	Departmental Test for Agricultural Marketing Department Employees (With Books)	<b>128</b>	DES	22.05.2023 FN	9.30 am to 10.00 am	Monday
130	Departmental Test in Commercial Taxes Acts – Part – I (With Books)	<b>129</b>	DES	22.05.2023 FN	9.30 am to 10.00 am	Monday
131	Tamil Nadu Water Supply and Drainage Board Department Test (With Books)	<b>154</b>	DES	22.05.2023 FN	9.30 am to 10.00 am	Monday
132	Departmental Test for Junior Assistants in the Police Department (With Books)	<b>169</b>	DES	22.05.2023 FN	9.30 am to 10.00 am	Monday
133	Local Fund Audit Department Test - Commercial Book - keeping (Without Books)	<b>064</b>	DES	22.05.2023 FN	9.30 am to 10.30 am	Monday
134	Registration Department Test - Group-I Paper-I (With Books)	<b>109</b>	DES	22.05.2023 FN	9.30 am to 10.30 am	Monday
135	Departmental Test for Subordinate Officers in the Tamil Nadu Treasuries and Accounts Department (With Books)	<b>164</b>	DES	22.05.2023 FN	9.30 am to 10.30 am	Monday
136	Departmental Test for Evaluation and Applied Research Department (Without Books)	<b>070</b>	DES	22.05.2023 FN	9.30 am to 11.00 am	Monday

137	General Educational Test of the S.S.L.C. Standard - Paper - II - General Knowledge (Without Books)	<b>018</b>	DES	22.05.2023 FN	9.30 am to 12.00 Noon	Monday
138	Second Class Language Test - Part-A Written Examination (Translation, Composition, Letter Writing and Language Skills) (Without Books)	<b>019</b>	DES	22.05.2023 FN	9.30 am to 12.00 Noon	Monday
139	Departmental Test for Audit Superintendents of Highways Department - First Paper (Precis and Draft) (Without Books)	<b>020</b>	DES	22.05.2023 FN	9.30 am to 12.00 Noon	Monday
140	Translation Test – First Paper - Translation of English passage bearing on Court Judgement into Tamil (Without Books)	<b>021</b>	DES	22.05.2023 FN	9.30 am to 12.00 Noon	Monday
141	Translation Test – First Paper - Translation of English passage bearing on Court Judgement into Telugu (Without Books)	<b>022</b>	DES	22.05.2023 FN	9.30 am to 12.00 Noon	Monday
142	Translation Test – First Paper - Translation of English passage bearing on Court Judgement into Malayalam (Without Books)	<b>023</b>	DES	22.05.2023 FN	9.30 am to 12.00 Noon	Monday
143	Translation Test – First Paper - Translation of English passage bearing on Court Judgement into Hindi (Without Books)	<b>024</b>	DES	22.05.2023 FN	9.30 am to 12.00 Noon	Monday
144	Translation Test – First Paper - Translation of English passage bearing on Court Judgement into Urdu (Without Books)	<b>025</b>	DES	22.05.2023 FN	9.30 am to 12.00 Noon	Monday
145	Translation Test – First Paper - Translation of English passage bearing on Court Judgement into Kannada (Without Books)	<b>026</b>	DES	22.05.2023 FN	9.30 am to 12.00 Noon	Monday
146	Special Language Test for Officers of the Education Department Higher Standard – First Paper - Tamil (Text and Textual Grammar) (Without Books)	<b>027</b>	DES	22.05.2023 FN	9.30 am to 12.00 Noon	Monday

147	Survey Departmental Test – Draughtsman Test – Paper-II (Without Books)	031	DES	22.05.2023 FN	9.30 am to 12.00 Noon	Monday
148	Survey Departmental Test – Field Surveyor's Test – Paper-II (Without Books)	032	DES	22.05.2023 FN	9.30 am to 12.00 Noon	Monday
149	Survey Departmental Test – Deputy Inspector of Survey and Land Records Test – Paper-II (Without Books)	033	DES	22.05.2023 FN	9.30 am to 12.00 Noon	Monday
150	Translation Test – Second Paper – Translation of News Paper Report in Tamil to English (Without Books)	036	DES	22.05.2023 FN	9.30 am to 12.00 Noon	Monday
151	Translation Test – Second Paper – Translation of News Paper Report in Telugu to English (Without Books)	037	DES	22.05.2023 FN	9.30 am to 12.00 Noon	Monday
152	Translation Test – Second Paper – Translation of News Paper Report in Malayalam to English (Without Books)	038	DES	22.05.2023 FN	9.30 am to 12.00 Noon	Monday
153	Translation Test – Second Paper – Translation of News Paper Report in Hindi to English (Without Books)	039	DES	22.05.2023 FN	9.30 am to 12.00 Noon	Monday
154	Translation Test – Second Paper – Translation of News Paper Report in Urdu to English (Without Books)	040	DES	22.05.2023 FN	9.30 am to 12.00 Noon	Monday
155	Translation Test – Second Paper – Translation of News Paper Report in Kannada to English (Without Books)	041	DES	22.05.2023 FN	9.30 am to 12.00 Noon	Monday
156	Departmental Test for Officers of the National Employment Service(Without Books)	058	DES	22.05.2023 AN	2.30 pm to 3.00 pm	Monday
157	Departmental Test for Officers of the Co-operative Department - Co-operative Credit and Banking(Without Books)	061	DES	22.05.2023 AN	2.30 pm to 3.00 pm	Monday
158	The Criminal Judicial Test Part - II Code of Criminal Procedure (General Principles) (Without Books)	069	DES	22.05.2023 AN	2.30 pm to 3.00 pm	Monday

159	The Civil and Criminal Judicial test for Members of the Judicial Department - Part-I (With Books)	105	DES	22.05.2023 AN	2.30 pm to 3.00 pm	Monday
160	Departmental Test for the Officers of Rural Development & Panchayat Raj Department - Scheme Administration (RD & PR Institution) & The Tamil Nadu Transparency in Tenders Act, 1998 & the Tamil Nadu Transparency in Tenders Rules, 2000 (With Books)	111	DES	22.05.2023 AN	2.30 pm to 3.00 pm	Monday
161	Departmental Test in Commercial Taxes Acts – Part – II (With Books)	145	DES	22.05.2023 AN	2.30 pm to 3.00 pm	Monday
162	Agricultural Department Test for the Members of the Tamil Nadu Ministerial Service in the Agriculture Department (With Books)	161	DES	22.05.2023 AN	2.30 pm to 3.00 pm	Monday
163	Tamil Nadu Wakf Board Department Test – First Paper (Detailed Application) (With Books)	171	DES	22.05.2023 AN	2.30 pm to 3.00 pm	Monday
164	Registration Department Test - Group-I Paper-II (With Books)	120	DES	22.05.2023 AN	2.30 pm to 3.30 pm	Monday
165	Departmental Test for Audit Superintendents of Highways Department - Third Paper (Constitution of India) (Without Books)	030	DES	22.05.2023 AN	2.30 pm to 5.00 pm	Monday
166	Advanced Language Test for Officers of the Tamil Nadu Educational Subordinate Service – Tamil First Paper (Prose and Poetry) (Without Books)	034	DES	22.05.2023 AN	2.30 pm to 5.00 pm	Monday
167	General Educational Test of the S.S.L.C. Standard - Paper - I - General Tamil (Without Books)	043	DES	22.05.2023 AN	2.30 pm to 5.00 pm	Monday
168	Survey Departmental Test – Sub-Inspector of Survey and Land Records Test – Paper-II (Without Books)	045	DES	22.05.2023 AN	2.30 pm to 5.00 pm	Monday
169	Survey Departmental Test – Head Draughtsman Test – Paper-II (Without Books)	046	DES	22.05.2023 AN	2.30 pm to 5.00 pm	Monday
170	Survey Departmental Test – Senior Draughtsman Test – Paper-II (Without books)	047	DES	22.05.2023 AN	2.30 pm to 5.00 pm	Monday
171	The Criminal Judicial Test Part - I Indian Penal Code (Detailed Applications)(With Books)	103	DES	23.05.2023 FN	9.30 am to 10.00 am	Tuesday
172	The Civil and Criminal Judicial test for Members of the Judicial Department-Part-II (With Books)	116	DES	23.05.2023 FN	9.30 am to 10.00 am	Tuesday

173	Departmental Test for the Officers of Rural Development & Panchayat Raj Department - Basic Technical skills for Administrators and e-gov modules of various RD Schemes and Administration (With Books)	123	DES	23.05.2023 FN	9.30 am to 10.00 am	Tuesday
174	Departmental Test in Commercial Taxes Acts – Part – III (With Books)	155	DES	23.05.2023 FN	9.30 am to 10.00 am	Tuesday
175	Agricultural Department Test for the Technical Officers of the Agriculture Department (With Books)	167	DES	23.05.2023 FN	9.30 am to 10.00 am	Tuesday
176	Registration Department Test - Group –II (With Books)	133	DES	23.05.2023 FN	9.30 am to 10.30 am	Tuesday
177	Departmental Test for Officers of the Co-operative Department – Book - Keeping (Without Books)	057	DES	23.05.2023 FN	9.30 am to 11.00 am	Tuesday
178	The Revenue Test – Part - I (With Books)	101	DES	23.05.2023 FN	9.30 am to 11.00 am	Tuesday
179	Departmental Test for Audit Superintendents of Highways Department - Second Paper (Elementary Book-keeping) (Without Books)	035	DES	23.05.2023 FN	9.30 am to 12.00 Noon	Tuesday
180	Special Language Test for Officers of the Education Department Higher Standard - Second Paper (Without Books)	042	DES	23.05.2023 FN	9.30 am to 12.00 Noon	Tuesday
181	General Educational Test of the S.S.L.C. Standard - Paper - I - General English (Without Books)	044	DES	23.05.2023 FN	9.30 am to 12.00 Noon	Tuesday
182	Departmental Test for Officers of the Co-operative Department – Co-operative Management and Administration (Without Books)	068	DES	23.05.2023 AN	2.30 pm to 3.00 pm	Tuesday
183	The Criminal Judicial Test Part - II Code of Criminal Procedure (Detailed Applications) (With Books)	115	DES	23.05.2023 AN	2.30 pm to 3.00 pm	Tuesday
184	Departmental Test for the Officers of Rural Development and Panchayat Raj Department - Tamil Nadu Panchayat Act, 1994 and Rules (With Books)	134	DES	23.05.2023 AN	2.30 pm to 3.00 pm	Tuesday
185	The Civil and Criminal Judicial test for Members of the Judicial Department - Part - III (With Books)	143	DES	23.05.2023 AN	2.30 pm to 3.00 pm	Tuesday

186	Registration Department Test - Group - III (With Books)	147	DES	23.05.2023 AN	2.30 pm to 3.30 pm	Tuesday
187	The Revenue Test – Part – II (With Books)	113	DES	23.05.2023 AN	2.30 pm to 4.00 pm	Tuesday
188	Advanced Language Test for Officers of the Tamil Nadu Educational Subordinate Service – Tamil Second Paper (Translation and Essay) (Without Books)	048	DES	23.05.2023 AN	2.30 pm to 5.00 pm	Tuesday
189	The Criminal Judicial Test Part - III The Indian Evidence Act (With Books)	144	DES	24.05.2023 FN	9.30 am to 10.00 am	Wednesday
190	Departmental Test for Junior Assistants in the Office of the Administrator-General and Official Trustee – First Paper (With Books)	157	DES	24.05.2023 FN	9.30 am to 10.00 am	Wednesday
191	The Panchayat Development Account Test (With Books)	166	DES	24.05.2023 FN	9.30 am to 10.00 am	Wednesday
192	Departmental Test for Officers of the Co-operative Department – Auditing (Without Books)	071	DES	24.05.2023 FN	9.30 am to 11.00 am	Wednesday
193	The Revenue Test – Part – III (With Books)	136	DES	24.05.2023 FN	9.30 am to 11.00 am	Wednesday
194	The Account Test for Subordinate Officers - Part –I (With Books)	124	DES	24.05.2023 AN	2.30 pm to 3.30pm	Wednesday
195	The Account Test for Subordinate Officers - Part –II (With Books)	137	DES	25.05.2023 FN	9.30 am to 10.30 am	Thursday
196	The Account Test for Executive Officers (With Books)	152	DES	25.05.2023 FN	9.30 am to 10.30 am	Thursday
197	The Tamil Nadu Government Office Manual Test (With Books)	172	DES	25.05.2023 AN	2.30 pm to 4.00 pm	Thursday

Date: 16.03.2023

Controller of Examinations

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