



## TAMIL NADU PUBLIC SERVICE COMMISSION

Advertisement No.687

Notification No.8/2024

Date: 20.06.2024

### Combined Civil Services Examination - II (Group II and IIA Services)

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

#### 1. Important Instructions:

##### 1.1. Candidates to ensure their eligibility for the examination:

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

##### 1.2. Important Date and Time:

Date of Notification	20.06.2024	
Last date and time for submission of online application	19.07.2024 11.59 P.M	
Application Correction Window period	From 24.07.2024 12.01 A.M to 26.07.2024 11.59 P.M	
Date and time of preliminary examination	14.09.2024 FN	09.30 A.M. to 12.30 P.M.
Date of main examination	Will be announced later at the time of the declaration of the results of the preliminary examination.	

##### 1.3. How to Apply:

##### 1.3.1. One Time Registration and Online Application:

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

##### 1.3.2. Application Correction Window:

After the last date for submission of online application, the Application Correction Window will open for three days from 24.07.2024 to 26.07.2024. During this period, candidates will be able to edit the details in their online application. After the last date of the Application Correction Window period, no modification will be allowed in the online application.

### 1.3.3. Option for the post of Forester:

The candidates shall mandatorily exercise the option of being considered for the posts of Forester in Tamil Nadu Forest Subordinate Service and in Tamil Nadu Forest Plantation Corporation Limited., (TAFORN) in their online application itself, as the selection of post involves Endurance Test.

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

### 1.4. Banned Items:

1.4.1. Candidates are not allowed to bring mobile phone, pager or any electronic equipment or programmable device or storage media like pen drive, smart watches, watches and rings with in-built memory notes, etc., or camera or bluetooth devices or communication chips or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device into the examination hall / room. Candidates are not allowed to bring non-electronic devices such as P&G Design Data Book, mathematical and drawing instruments, log tables, stencils of maps, slide rules, books, notes, loose sheets, guides, rough sheets, hand bags into the examination hall/room.

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

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

### 2. Warning:

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

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

### 3. Posts and Vacancies:

#### 3.1. Group II Services

S. No.	Name of the Post	Post Code	Name of the Service	Name of the Department / Organisation	No. of vacancies	Level of pay
1.	Assistant Inspector	1068	Tamil Nadu Labour Subordinate Service	Labour	13	Level 18 (CPS)
2.	Deputy Commercial Tax Officer	1013	Tamil Nadu Commercial Taxes Subordinate Service	Commercial Taxes	336*	

3.	Junior Employment Officer (Non-Differently Abled)	1017	Tamil Nadu General Subordinate Service	Employment and Training	5	Level 18 (CPS)
4.	Probation Officer	1011	Tamil Nadu Social Defence Subordinate Service	Children Welfare and Special Services	1	
5.	Sub Registrar, Grade-II	1071	Tamil Nadu Registration Subordinate Service	Registration	5	
6.	Special Assistant	2265	Tamil Nadu Ministerial Service	Vigilance and Anti-Corruption	2	
7.	Special Branch Assistant	2279	Tamil Nadu Ministerial Service	Greater Chennai Police	2	
8.	Special Branch Assistant	3116	Tamil Nadu Ministerial Service	Criminal Investigation	19	
9.	Assistant Section Officer	1073	Tamil Nadu Secretariat Service	Law	3	Level 16 (CPS)
10.	Assistant Section Officer	2201	Tamil Nadu Secretariat Service	Tamil Nadu Public Service Commission	3	
11.	Assistant Section Officer cum Programmer	2215	Tamil Nadu Secretariat Service	Tamil Nadu Public Service Commission	4	
12.	Forester	3362	Tamil Nadu Forest Subordinate Service	Forest	107**	
13.	Forester	3363	Tamil Nadu Forest Plantation Corporation Limited		7	Level 16 (EPF)
<b>Total</b>					<b>507</b>	
*Including Shortfall vacancies						
** Vacancies after deduction of reservation for meritorious sportspersons						

### 3.2. Group IIA Services:

S. No.	Name of the Post	Post Code	Name of the Service	Name of the Department / Organisation	Number of vacancies**	Level of pay
1.	Personal Assistant to Chairman and Managing Director	3355	Tamil Nadu Power Finance and Infrastructure Development Corporation		1	Level 15 (EPF)
2.	Full Time Residential Warden	3216	Tamil Nadu Ministerial Service	Legal Studies	1	Level 13 (CPS)
3.	Senior Inspector	1014	Tamil Nadu Cooperative Subordinate Service	Co-operative Societies	497*	Level 12 (CPS)
4.	Audit Inspector	1029	Tamil Nadu Ministerial Service	Hindu Religious and Charitable Endowments	4	
5.	Assistant Inspector	1069	Tamil Nadu Local Fund Audit Subordinate Service	Local Fund Audit	273	

6.	Handloom Inspector	1868	Tamil Nadu Handloom Subordinate Service	Handlooms	2*	Level 12 (CPS)
7.	Supervisor / Junior Superintendent	1087	Tamil Nadu Agricultural Marketing Subordinate Service	Agricultural Marketing and Agri Business	12	Level 11 (CPS)
8.	Assistant		Tamil Nadu Ministerial Service	Commercial Taxes		Level 10 (CPS)
	Erode Division	3365			3	
	Tiruppur Division	3366			6	
	Coimbatore Division	2212			1	
	Virudhunagar Division	3367			4	
	Commissionerate of Commercial Taxes	1025			13	
9.	Revenue Assistant		Tamil Nadu Ministerial Service	Revenue Administration and Disaster Management		Level 10 (CPS)
	Chengalpattu	3217			2	
	Chennai	1033			22	
	Coimbatore	1034			11	
	Cuddalore	1035			2	
	Dharmapuri	1036			2	
	Dindigul	1037			1	
	Erode	1038			2	
	Kancheepuram	1039			2	
	Kanniyakumari	1040			1	
	Krishnagiri	2200			15	
	Madurai	1042			4	
	Mayiladudhurai	3222			5	
	Nagapattinam	1043			4	
	Namakkal	1044			2	
	The Nilgiris	1045			3	
	Pudukottai	1047			2	
	Ramanathapuram	1048			2	
	Ranipet	3219			2	
	Sivagangai	1050			4	
	Tenkasi	3218			1	
	Thanjavur	1051			8	
	Theni	1052			2	
	Tirupathur	3220			2	
	Tirunelveli	1058			6	
	Tiruvallur	1053			11	
Villupuram	1060	3				
Virudhunagar	1061	3				
10.	Assistant	1026	Tamil Nadu Ministerial Service	Civil Supplies and Consumer Protection	2	
11.	Assistant	1027	Tamil Nadu Ministerial Service	Industries and Commerce	1*	
12.	Assistant	2206	Tamil Nadu Ministerial Service	Police	61	



13.	Assistant	2207	Tamil Nadu Ministerial Service	Medical and Rural Health Services	28	Level 10 (CPS)
14.	Assistant	2216	Tamil Nadu Ministerial Service	Transport	32	
15.	Assistant	2218	Tamil Nadu Ministerial Service	Registration	6	
16.	Assistant	2273	Tamil Nadu Ministerial Service	Public Health and Preventive Medicine	25	
17.	Assistant	2261	Tamil Nadu Ministerial Service	Fisheries and Fisherman Welfare	11*	
18.	Assistant	2264	Tamil Nadu Ministerial Service	Labour	42	
19.	Assistant / Accountant / Store Keeper	2266	Tamil Nadu Ministerial Service	Employment and Training (Training Wing)	18	
20.	Assistant	2268	Tamil Nadu Ministerial Service	Highways	4	
21.	Assistant	2269	Tamil Nadu Ministerial Service	Archives and Historical Research	5	
22.	Assistant	2271	Tamil Nadu Ministerial Service	Hindu Religious and Charitable Endowments	18	
23.	Assistant	2272	Tamil Nadu Ministerial Service	National Cadet Corps	6	
24.	Assistant	2274	Tamil Nadu Ministerial Service	School Education	172*	
25.	Assistant	2277	Tamil Nadu Ministerial Service	Vigilance and Anti-Corruption	3	
26.	Assistant	2278	Tamil Nadu Ministerial Service	Forest	38	
27.	Assistant	2282	Tamil Nadu Ministerial Service	Stationery and Printing	17	
28.	Assistant / Accountant	3118	Tamil Nadu Ministerial Service	Sericulture	2	
29.	Assistant	2263	Tamil Nadu Ministerial Service	Technical Education	26	
30.	Executive Officer, Grade-II	1091	Tamil Nadu Town Panchayat Subordinate Service	Town Panchayat	2	
31.	Junior Cooperative Auditor	1016	Tamil Nadu Co-operative Audit Subordinate Service	Co-operative Audit	8	

32.	Audit Assistant	1018	Tamil Nadu General Subordinate Service	Highways	8	Level 10 (CPS)
33.	Assistant	3240	Tamil Nadu Ministerial Service	Social Welfare and Women Empowerment	68	
34.	Personal Clerk	1078	Tamil Nadu Secretariat Service	Secretariat (Other than Law and Finance)	121	
35.	Assistant	3285	Sports Development Authority of Tamil Nadu		9	
36.	Assistant Grade-III	3286	Tamil Nadu Industrial Investment Corporation Limited		44	Level 10 (#)
37.	Assistant	3353	Tamil Nadu Textile Corporation Limited		3	Level 10 (EPF)
38.	Assistant	3354	Tamil Nadu Power Finance and Infrastructure Development Corporation Limited		2	
39.	Accountant (Finance)	3358	Tamil Nadu Small Industries Development Corporation Limited		26	
40.	Accountant	3357	Tamil Nadu Handicrafts Development Corporation Limited		12	
41.	Junior Accountant	3356	Tamil Nadu Fisheries Development Corporation Limited		5	
42.	Male Warden	3359	Tamil Nadu Institute of Labour Studies		1	
43.	Extension Officer (Grade-II)	3282	Tamil Nadu Co-operative Milk Producers' Federation Limited		22	Level 10 (@)
44.	Assistant	1075	Tamil Nadu Secretariat Service	Secretariat (Other than Law and Finance)	6	Level 9 (CPS)
45.	Assistant	1077	Tamil Nadu Secretariat Service	Finance	8	
46.	Assistant	1081	Tamil Nadu Secretariat Service	Tamil Nadu Public Service Commission	9	
47.	Assistant	1084	Tamil Nadu Legislative Assembly Secretariat Service	Tamil Nadu Legislative Assembly	3	
48.	Lower Division (Counter) Clerk	1086	Tamil Nadu Legislative Assembly Secretariat Service	Tamil Nadu Legislative Assembly	5	
<b>Total</b>					<b>1820</b>	

\* Including Shortfall vacancies

\*\* Vacancies for reservation for meritorious sportspersons, are deducted wherever applicable

Abbreviations:

• CPS - Contributory Pension Scheme

• EPF – Employees' Provident Fund

# - As per Tamil Nadu Industrial Investment Corporation Limited EPF & EGF Rules

@ - The payment of terminal benefits is as per the provisions available in the Special Bye-Laws

3.3. The number of vacancies notified is tentative and is liable for modification, before the publication of the results of the examination. Whenever the vacancies are revised, the number of candidates selected for the successive stages will also be revised commensurately.

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

#### 4. Eligibility Conditions:

##### 4.1. Age Limit: (as on 01.07.2024)

##### 4.1.1. Others [Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s and BCMs]:

##### 4.1.1.1. Group II Services

S. No.	Name of the Post	Post Code	Minimum Age (Should have completed)	Maximum Age (Should not have completed)	Age Concession			
					Persons with Benchmark Disability	Ex-Service men	Destitute Widow	
1.	Probation Officer	1011	26	42	52	50	No maximum age limit	
2.	Deputy Commercial Tax Officer	1013	18	32	42	50	37	
				For the persons holding a degree in Law				
				34	44	52	39	
3.	Forester	3362	21	32	NA	37*	37	
4.	Forester	3363	21	32	NA	37*	37	
5.	Sub Registrar, Grade-II	1071	20	18	32	42	50	No maximum age limit
6.	Assistant Inspector	1068						
7.	Junior Employment Officer (Non-Differently Abled)	1017						
8.	Special Assistant	2265						
9.	Special Assistant Branch	2279						
10.	Special Assistant Branch	3116						
11.	Assistant Officer Section	1073						
12.	Assistant Officer Section	2201						
13.	Assistant Officer cum Programmer	2215						
NA - Not Applicable, since persons with benchmark disability are not eligible to apply for this post								
* For the posts of Forester (Post Codes: 3362 and 3363), a person who has been discharged from any of the Defence services namely, the Army, the Navy, or the Air Force shall be eligible for appointment, if after deducting the period of his services in such service, he has not completed the age of 37 years.								

#### 4.1.1.2. Group IIA Services

S. No.	Name of the Post	Post Code	Minimum Age (Should have completed)	Maximum Age (Should not have completed)	Age Concession		
					Persons with Benchmark Disability	Ex-Service men	Destitute Widow
1.	For all posts (except for the post of Full Time Residential Warden)		18	32	42	50	No maximum age limit
2.	Full Time Residential Warden	3216	18	52	NA	52	

NA - Not Applicable, since persons with benchmark disability are not eligible to apply for this post

#### 4.1.2. BC (OBCM)s, BCMs, MBCs/DCs, SCs, SC(A)s and STs:

##### 4.1.2.1. Group II Services

S. No.	Name of the Post	Post Code	Minimum Age (Should have completed)	Maximum Age (Should not have completed)	Age Concession				
					Persons with Benchmark Disability	Ex-Service men	Destitute Widow		
1.	Deputy Commercial Tax Officer	1013	18	37	47	50	37		
				For the persons holding a degree in Law					
				39	49	52	39		
2.	Forester	3362 and 3363	21	37	NA	37*	37		
3.	Probation Officer	1011	26	No maximum age limit					
4.	Sub Registrar Grade II	1071	20						
5.	For all posts [except for the post of Deputy Commercial Tax Officer, Forester (3362 and 3363), Probation Officer, Sub Registrar Grade II ]		18						

NA - Not Applicable, since persons with benchmark disability are not eligible to apply for this post

\* For the posts of Forester (Post Codes: 3362 and 3363), a person who has been discharged from any of the Defence services namely, the Army, the Navy, or the Air Force shall be eligible for appointment, if after deducting the period of his services in such service, he has not completed the age of 37 years.

##### 4.1.2.2. Group IIA Services

S. No.	Name of the Post	Post Code	Minimum Age (Should have completed)	Maximum Age (Should not have completed)	Age Concession		
					Persons with Benchmark Disability	Ex-Service men	Destitute Widow
1.	For all posts (except for the post of Full Time Residential Warden)		18	No maximum age limit			
2.	Full Time Residential Warden	3216		No maximum age limit	NA	No maximum age limit	No maximum age limit

**Abbreviations:**

BC(OBCM)	- Backward Classes (Other than Backward Class Muslims)
BCM	- Backward Class Muslims
MBC / DC	- Most Backward Classes / Denotified Communities
SC	- Scheduled Castes
SCA	- Scheduled Castes (Arunthathiyars)
ST	- Scheduled Tribes
NA	- Not Applicable, since persons with benchmark disability are not eligible to apply for this post

4.1.3. No maximum age limit shall mean that the candidates should not have completed 60 years of age as on 01.07.2024 or at the time of selection / appointment to the post.

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

4.1.5. Instructions given about the maximum age limit under Para 5B of the "Instructions to Applicants" will not apply to the posts of Deputy Commercial Tax Officer (Post Code: 1013) and Forester (Post Codes: 3362 and 3363).

**4.1.6. Supporting Documents:**

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

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

**4.2. Educational and Technical Qualification:****4.2.1. Group II Services**

S. No.	Name of the Post	Post Code	Educational Qualification								
1.	Probation Officer	1011	(i) A degree in Arts or Science (ii) Other things being equal preference shall be given to candidates who possess a degree in Sociology or Psychology (iii) Other things being equal preference shall be given to those who have practical experience in having done social welfare work or who possess a Diploma in Social Service including experience in social and moral hygiene and aftercare work								
2.	Deputy Commercial Tax Officer	1013	(i) Must possess the degree of B.A., B.Sc., or B.Com., (ii) Other things being equal preference shall be given to candidates as follows: <table border="1" data-bbox="603 1783 1418 1960"> <tr> <td>First</td> <td>Candidates who hold a Degree both in Commerce and Law together with a Diploma in Taxation Law</td> </tr> <tr> <td>Second</td> <td>Candidates who hold Degree in Commerce and Law</td> </tr> <tr> <td>Third</td> <td>Candidates who hold a Degree either in Commerce or Law together with a Diploma in Taxation Law</td> </tr> <tr> <td>Fourth</td> <td>Candidates who hold a Degree in Commerce</td> </tr> </table>	First	Candidates who hold a Degree both in Commerce and Law together with a Diploma in Taxation Law	Second	Candidates who hold Degree in Commerce and Law	Third	Candidates who hold a Degree either in Commerce or Law together with a Diploma in Taxation Law	Fourth	Candidates who hold a Degree in Commerce
First	Candidates who hold a Degree both in Commerce and Law together with a Diploma in Taxation Law										
Second	Candidates who hold Degree in Commerce and Law										
Third	Candidates who hold a Degree either in Commerce or Law together with a Diploma in Taxation Law										
Fourth	Candidates who hold a Degree in Commerce										

			Fifth	Candidates who hold a Degree in Law
			Sixth	Candidates who hold a Diploma in Commerce
			(iii) Other things being equal preference shall be given to Released Emergency Commissioned Officers / Released Short service / Regular Commissioned Officers / Other Ex-Servicemen	
3.	Junior Employment Officer (Non-Differently Abled)	1017	Must possess a degree in Arts, Science or Commerce	
4.	Assistant Inspector	1068	<p>A degree from any University recognised by the University Grants Commission</p> <p>Other things being equal preference shall be given to candidates</p> <p>(i) Who possesses the M.A., Degree in Social Work or</p> <p>(ii) Who possesses the Diploma awarded by the Madras School of Social Work or</p> <p>(iii) Who possesses the M.A., Degree in Applied Psychology of the Sagar University or</p> <p>(iv) Who has undergone the Diploma Course of 2 years duration of the Institute for Labour Welfare Workers, Bombay (or) The Xavier Labour Relation Institute, Bihar or</p> <p>(v) Who has undergone the diploma course of PSG School of Social Work, Coimbatore on Labour Specialisation or the Post Graduate Diploma Course in Social Services conducted by the Institute of Social Science, Loyola College, Madras under the direction of the Indian Institute of Social Order, Pune or</p> <p>(vi) Who possesses the Master's degree in Social Work (MSW) of the University of Baroda or</p> <p>(vii) Who possesses a Post Graduate Diploma in Labour Administration awarded by the Tamil Nadu Institute of Labour Studies or</p> <p>(viii) Who possesses a Post Graduate Diploma in Personnel Management, Industrial Relations and Labour Welfare awarded by the Madras Productivity Council or</p> <p>(ix) Who possesses a P.G. Diploma in Personnel Management and Industrial Relations, conducted by the Madurai Institute of Social Work, Madurai or</p> <p>(x) Who possesses a M.A., Degree in Work Education awarded by the University of Madras or</p> <p>(xi) Who are released Short Service, Regular Commissioned Officers or Emergency Commissioned Officers or Other Ex-Servicemen</p>	
5.	Sub Registrar, Grade-II	1071	<p>(i) A Degree from any University recognised by the University Grants Commission</p> <p>(ii) Other things being equal, preference shall be given to persons who, in addition to the qualification specified above possess a B.L., Degree</p>	
6.	Special Assistant	2265	(i) A Degree from any University recognised by the University Grants Commission; and	

			(ii) Must have passed the Government Technical Examinations in Typewriting, both in English and Tamil, by the Higher Grade
7.	Special Branch Assistant	2279	(i) A Degree from any University recognised by the University Grants Commission  (ii) Preference will be given to those who have passed the Government Technical Examination in Typewriting and Shorthand atleast by the Lower Grade
8.	Special Branch Assistant	3116	Note: A person appointed to the post shall pass the Government Technical Examination in Typewriting by the Higher Grade within the prescribed period of his / her probation, unless he / she has already passed the said examination
9.	Assistant Section Officer	1073	B.L., Degree awarded by any University recognised by the University Grants Commission
10.	Assistant Section Officer	2201	(i) A Master's degree; or (ii) A Bachelor's degree and a Bachelor of General Law (B.G.L) degree; or (iii) A Bachelor's degree with I class in any one of the parts:  Provided that in the case of a candidate belonging to the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Most Backward Class / Denotified Communities, Backward Classes (Other than BCM) and Backward Classes (Muslim) it shall be sufficient if he / she holds a Bachelor's Degree
11.	Assistant Section Officer cum Programmer	2215	Must possess Master's degree in Computer Application or Master's degree in Science (Information Technology / Computer Science)
12.	Forester	3362	(i) A Bachelor's Degree in Science or Engineering in any one of the following subjects of any University recognised by the University Grants Commission
13.	Forester	3363	1. Agriculture 2. Animal Husbandry 3. Botany 4. Chemistry 5. Computer Applications / Computer Science 6. Engineering (All Engineering subjects including Agricultural Engineering) 7. Environment Science 8. Forestry 9. Geology 10. Horticulture 11. Marine Biology 12. Mathematics 13. Physics 14. Statistics 15. Veterinary Science 16. Wildlife Biology 17. Zoology  (ii) Other things being equal, preference shall be given to persons who have been discharged from the Army Service (Land Force)

#### 4.2.2. Group IIA Services

S. No.	Name of the Post	Post Code	Educational Qualification
1.	Full Time Residential Warden	3216	(i) A Degree from any University recognised by the University Grants Commission (ii) Must be an Ex-Servicemen who has worked in the Army in the rank of Junior Commissioned Officer
2.	Senior Inspector	1014	a) A Degree of any University or Institution recognised by the University Grants Commission or other Educational Institutions established by an Act of Parliament or declared to be Deemed as University under Section 3 of UGC Act, 1956 or b) A Diploma in Rural Services awarded by the National Council of Rural Higher Education



			<p style="text-align: center;">or</p> <p>c) A Diploma of Associate Member of the Institute of Chartered Accountants</p> <p>Other things being equal, preference shall be given to the candidates possessing such qualification and in such order as specified below:</p> <p>i) M.A., Degree in Co-operation; or  ii) M.Com., Degree with Co-operation as one of the subjects; or  iii) B.A., Degree in Co-operation; or  iv) Higher Diploma in Co-operative Management awarded by the Natesan Institute of Co-operative Management, Chennai; or Institute of Co-operative Management, Madurai; or  v) Diploma in Cooperative Business Management awarded by the Vaikunta Mehta National Institute of Cooperative Management, Pune.</p>
3.	Audit Inspector	1029	Must possess a degree in Arts, Science or Commerce
4.	Assistant Inspector	1069	Must possess the degree of B.A., or B.Sc., or B.Com of any University recognised by the University Grants Commission for the purpose of its grant
5.	Handloom Inspector	1868	(i) Degree in B.A., or B.Sc., or B.Com., of any university recognised by University Grants Commission; or (ii) A Diploma in Handloom Technology or Textile Technology or Textile Processing or Manmade Fiber Technology awarded by the State Board of Technical Education and Training in Tamil Nadu
6.	Supervisor / Junior Superintendent	1087	(i) A Degree from any University recognised by the University Grants Commission (ii) Other things being equal preference shall be given to persons who have passed the Government Technical Examination in Book-Keeping by Higher / Senior Grade
7.	Revenue Assistant in various Districts	-	A Degree from any University recognised by the University Grants Commission
8.	Assistant	1026, 1027, 2206, 2207, 2216, 2218, 2273, 2261, 2264, 2268, 2269, 2271, 2272, 2274, 2277, 2278, 2282, 2263, 3240, 3285, 1075, 1081, 1084, 3365, 3366, 2212, 3367, 1025	A Degree from any University recognised by the University Grants Commission
9.	Assistant / Accountant / Storekeeper	2266	A Degree from any University recognized by the University Grants Commission
10.	Assistant / Accountant	3118	
11.	Executive Officer, Grade-II	1091	
12.	Lower Division (Counter) Clerk	1086	
13.	Assistant Grade-III	3286	
14.	Assistant	3354	
15.	Accountant	3357	
16.	Audit Assistant	1018	(i) A Degree from any University recognised by the University Grants Commission (ii) Preference shall be given to graduates in Commerce
17.	Assistant	3353	(i) A Degree from any University recognised by the University Grants Commission  (ii) Preferable: Computer on Office Automation (Certificate issued by the Directorate of Technical Education, Chennai)

18.	Male Warden	3359	(i) A Degree from any University recognised by the University Grants Commission (ii) Preference will be given to those who have passed the Certificate Course in Computer on Office Automation awarded by Directorate of Technical Education
19.	Personal Clerk	1078	(i) A Degree from any University recognised by the University Grants Commission (ii) A pass in the Government Technical Examination in Typewriting in Tamil and English both by the Higher / Senior Grade (iii) A pass in the Government Technical Examinations in Shorthand in Tamil and English both by Higher / Senior Grade Provided that if candidates with the qualifications referred to in items (ii) and (iii) above are not available, candidates who have passed the following examinations in the order of preference indicated below may be appointed, namely; a. Government Technical Examination in Typewriting and Shorthand in Tamil both by the Higher / Senior Grade and Typewriting and Shorthand in English both by the Lower / Junior Grade. b. Government Technical Examination in Typewriting and Shorthand in English both by the Higher / Senior Grade and Typewriting and Shorthand in Tamil both by the Lower / Junior Grade.
20.	Personal Assistant to Chairman and Managing Director	3355	(iv) Pass in "Certificate course in Computer on Office Automation awarded by the Directorate of Technical Education Note: Candidates who do not possess the qualification "Certificate Course in Computer on Office Automation" conducted by the Directorate of Technical Education may also apply. If selected they should acquire such qualification within the period of their probation
21.	Junior Cooperative Auditor	1016	Must possess B.B.M., (Bachelor of Banking Management) degree or B.Com., degree or B.Com., (Computer Application) degree or B.A. (Co-operation) degree or Diploma in Rural Services awarded by the Gandhigram Rural University or B.A. (Economics) degree or B.A. (Corporate Secretaryship) degree or B.B.E.(Bachelor of Business Economics) Degree awarded by any University recognised by the University Grants Commission
22.	Assistant	1077	Must possess Bachelor's Degree in Commerce or Economics or Statistics of any University or Institution recognised by the University Grants Commission
23.	Accountant (Finance)	3358	Must be a graduate in Commerce from a University recognised by the University Grants Commission
24.	Junior Accountant	3356	Should possess a degree in Commerce preferably with qualification in Type writing in English / Tamil in Higher Grade
25.	Extension Officer Grade II	3282	Must possess Post Graduate Degree and pass in Co-operative Training

**4.2.3. Co-operative Training** means,

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

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

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

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

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

A candidate who is a B.Com Degree holder with Cooperation as an optional Subject and B.A (Cooperation) Degree holders shall be exempted from undergoing the training referred to in para 4.2.3 (i) above, but shall not be exempted from passing the examination referred to in para 4.2.3 (ii) above in subjects which he / she had not studied in the B.Com or B.A (Cooperation) degree course.

A candidate who is a M.Com., B.Com (Hons) degree holder with a subject other than Cooperation as his / her special subject shall undergo the training course referred to in item 4.2.3 (i) and shall pass the examinations mentioned in para 4.2.3 (ii) above, in subjects which he / she had not studied in his / her M.Com or B.Com (Hons) Course.

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

#### **4.2.5. Supporting Documents:**

4.2.5.1. The candidates should possess the educational qualifications prescribed for the posts, on the date of notification.

4.2.5.2. The Under Graduate / Post Graduate degree qualification prescribed for the above posts should have been obtained by passing the required qualification in the following order of studies viz., SSLC + HSC / Diploma or its equivalent + Under Graduate Degree + Post Graduate Degree.

4.2.5.3. Degree / Provisional Degree / Consolidated Mark Sheet along with Degree or Provisional Degree Certificate shall be accepted as proof of educational qualification.

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

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

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

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

**4.2.6. Equivalence of Qualification:**

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

4.2.7 Candidates to be admitted to the Main Examination should upload / produce evidence relating to all claims including preferential qualifications, if any, claimed by them when called for.

**4.3. Medical and Physical Standards:**

**4.3.1. For the posts other than Forester**

4.3.1.1 Candidates selected for appointment to all the posts will be required to produce a certificate of physical fitness to the appointing authority at the time of joining the post.

4.3.1.2. The visual acuity of the candidates selected for the following posts, the prescribed standards are mentioned below;

S. No	Name of the Post	Post Code	Vision Standard prescribed
1.	Probation Officer	1011	Standard-I
2.	Forester	3362 and 3363	
3.	Assistant Inspector	1068	Standard-II or better
4.	For all other posts in Group II and Group IIA Services	-	Standard-III or better

4.3.1.3. Candidates with defective vision should produce an Eye Fitness certificate from a qualified Eye Specialist working in a Government Hospital at the time of joining the post, to the appointing authority.

**4.3.2. For the post of Forester**

4.3.2.1. Candidate must possess the following minimum physical standards:

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

4.3.2.2. For the candidate belonging to Scheduled Tribes, the following shall be the minimum height standards:

Male Candidate .....152 cm

Female and Third gender Candidate .....145 cm

4.3.2.3. Candidates possessing the above-said minimum physical standards are only eligible to apply for these posts.

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

(1) Height .....cm

(2) Chest Measurement

(i) On full inspiration .....cm

(ii) On full expiration .....cm

(iii) Difference (Expansion) .....cm

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

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

#### **4.4. Knowledge in Tamil:**

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

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

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

#### **4.5. Restrictions on applying for the Examination:**

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

4.5.2. The Persons with Benchmark Disabilities are not eligible for the posts of Probation Officer, Special Assistant in Directorate of Vigilance and Anti-Corruption, Special Branch Assistant in Greater Chennai Police and Criminal Investigation Department, Full Time Residential Warden and Forester in Forest Department and TAFCON.

4.5.3. Persons professing Hindu religion alone are eligible for the posts of Audit Inspector and Assistant in the Tamil Nadu Hindu Religious and Charitable Endowments Department. Candidates applying for these posts should produce / upload a Community Certificate / Certificate from the Revenue Authorities concerned, in support of the religion claimed in the online application, when called for by the Commission. Failure to upload / produce such a certificate, shall result in the rejection of candidature after due process.

4.5.4. Persons with colour blindness and night blindness will be disqualified for the posts of Assistant Inspector of Labour and Handloom Inspector.

4.5.5. For the post of Full Time Residential Warden in Legal Studies Department, an ex-serviceman who has worked in the Army in the rank of Junior Commissioned Officer alone are eligible.

**4.5.6. Posts identified suitable for Persons with Benchmark Disability:**

4.5.6.1. The following posts are identified as suitable posts for 4% reservation to Persons with Benchmark Disabilities as detailed below:

**Group II Services**

Name of the Post	Post Code	Suitable Category of Benchmark Disabilities
Deputy Commercial Tax Officer	1013	LV,HH,HI,LD, CP,LC,DF,AC,MuD, SLD,MD
Junior Employment Officer (Non-Differently Abled)	1017	LV,HH, LD (OA,OL OAL), LC, DF, AC, SLD, MD
Assistant Inspector	1068	LV, HI, HH, LD, LC, DF, AC, MD
Sub Registrar, Grade-II	1071	LV, LD(OA, OL), HH, AC, LC, DF
Assistant Section Officer	1073	LV,HH, LD (OA,OL,BL,OAL,BLOA), LC,DF, AC
Assistant Section Officer	2201	LV,HH, LD (OA,OL,BL,OAL,BLOA), LC,DF, AC
Assistant Section Officer cum Programmer	2215	LV,HH, LD (OA,OL,BL,OAL,BLOA), LC,DF, AC

**Group IIA Services**

Name of the Post	Post Code	Suitable Category of Benchmark Disabilities
All posts in Group IIA Services (Except Full Time Residential Warden, Junior Cooperative Auditor and Handloom Inspector)	-	All Differently Abled categories are suitable
Junior Cooperative Auditor	1016	HH, HI, LD (CP, LC, DF, AC, MuD)
Handloom Inspector	1868	LD
Full Time Residential Warden	3216	NA

**Abbreviations:**

LV – Low Vision	MD – Multiple Disabilities
HH – Hard of Hearing	VI – Visually Impaired
LD – Locomotor Disability	HI – Hearing Impaired
CP – Cerebral Palsy	MuD – Muscular Dystrophy
LC – Leprosy Cured	OA – One Arm
DF – Dwarfism	OL – One Leg
ASD – Autism Spectrum Disorder	OAL – One Arm One Leg
MI – Mentally illness	NA – Not Applicable, since persons with benchmark disability are not eligible to apply for this post
AC – Acid Attack Victims	
SLD – Specific Learning Disability	

4.5.6.2. Persons with Benchmark Disability with only those category (ies) of disability (ies) mentioned above shall be eligible to apply for the examination under Persons with Benchmark Disability category. Therefore, candidates concerned are advised to read it carefully before applying appropriately for admission to the examination.

## 5. Plan of Examination

5.1. The Combined Civil Services Examination - II (Group II and IIA Services) comprises of two successive stages (i) Common Preliminary Examination (ii) Separate Main examination for Group II and Group IIA Services, except for the post of Forester in Forest Department and TAF CORN for which selection will be made in three successive stages (i) Common Preliminary Examination (ii) Main Examination and (iii) Endurance Test.

(i) **Common Preliminary Examination** for the selection of candidates for Main Examinations;  
(ii) **Main Examination for Group II Services** for selection of candidates for the posts in Group II Services;  
(iii) **Main Examination for Group IIA Services** for selection of candidates for the posts in Group IIA Services.

5.2. Preliminary Examination is meant to serve as a screening test only and the marks obtained in the Preliminary Examination by the candidates who are declared qualified for admission to the Main Examination will not be counted for determining their final order of merit.

5.3. The Commission will draw a list of candidates to be qualified for the Main Examination based on the criterion of minimum qualifying marks as mentioned in Para 6 of this Notification.

5.4. For the Main Examination of Group II Services, the number of candidates to be admitted will be in the ratio of 1:10. However, in each reservation group, all the candidates who secure the same marks as that of cut-off marks of their reservation group shall also be admitted to the Main Examination for Group II Services though the number of candidates to be admitted to the Main Examination for Group II Services, may exceed the 1:10 ratio.

5.5. For the Main Examination of Group IIA Services, the number of candidates to be admitted will be in the ratio of 1:10. However, in each reservation group, all the candidates who secure the same marks as that of cut-off marks of their reservation group shall also be admitted to the Main Examination for Group IIA Services, though the number of candidates to be admitted to the Main Examination for Group IIA Services, may exceed the 1:10 ratio.

5.6. The Main Examination for Group II Services will consist of two papers in the subjects set out in Para 6 of this Notification, out of which Paper I will be qualifying in nature. Marks obtained in paper II alone will be counted for ranking.

5.7. The Main Examination for Group IIA Services will consist of two papers in the subjects set out in Para 6 of this Notification, out of which Paper I will be qualifying in nature. Marks obtained in paper II alone will be counted for ranking.

5.8. The final selection will be made based on the marks obtained by the candidates in the Paper II of Main Examination, subject to the rule of reservation of appointments.

5.9 The candidates who are to be specifically admitted to the Main Examination only for certain posts based on their educational qualification / technical qualification / special category claim etc., will be considered only for the respective posts, irrespective of the marks obtained by them in the Main Examination.

5.10. Group II Services: Based on the marks obtained by the candidates in the Paper II of Main Examination for Group II Services, rank list will be published. The candidates will be admitted to the Onscreen Certificate Verification in the ratio of 1:3 and 1:2 for General Turn category and all Reserved categories respectively. The candidates who have opted for the post of Forester will be admitted for Physical Standard Verification and Endurance Test in the ratio of 1:5. Based on the Onscreen Certificate verification, Physical Standards Verification and Endurance Test (for the post of Forester only), the candidates will be admitted to Physical Certificate Verification and Counseling in the ratio of 1:3 and 1:1.5



for General Turn category and all Reserved categories respectively. Candidates will be allowed to participate in the counseling based on his / her rank.

5.11. Group IIA Services: Based on the marks obtained by the candidates in the Main Examination for Group IIA Services, rank list will be published. The candidates will be admitted for all the posts to the Onscreen Certificate Verification in the ratio of 1:3 and 1:2 for General Turn Category and all Reserved categories respectively. Based on the Onscreen certificate verification, the candidates will be admitted to Physical Certificate Verification, in the ratio of 1:3 and 1:1.5 for General Turn category and all Reserved categories respectively. Candidates will be allowed to participate in the counselling based on his / her rank.

**5.12. Endurance Test for the post of Forester:**

5.12.1. The Physical Standard Verification and Endurance Test consisting of a walk over 25 km and 16 km to be completed in four hours by male and female / third gender candidates respectively which will be conducted by the Principal Chief Conservator of Forest. A certificate to this effect must be obtained from a Gazetted Officer nominated by the Principal Chief Conservator of Forest on his behalf and produced. The Physical Standards Verification and Endurance Test will be conducted only at Chennai. The candidates who have passed the Endurance Test will be considered for further selection process.

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

**6. Scheme of Examination:**

**6.1. Common Preliminary Examination for Combined Civil Services Examination – II (Group II and Group IIA Services) (Single Paper)**

Subject	Standard	No. of Questions	Maximum Marks / Duration	Minimum Qualifying Marks (For all Communities)	Type of Examination	Mode of Examination
A. General Studies	Degree	75	300 / 3 hours	90	Objective	Optical Mark Recognition (OMR)
B. Aptitude and Mental Ability	SSLC	25				
C. Language (General Tamil or General English)		100				
<b>Total</b>		<b>200</b>				

## 6.2. Main Examination for Group II Services

Paper	Subject	Standard	Maximum Marks	Duration	Minimum Qualifying Marks (For all Communities)	Type of Examination
Paper I	Tamil Eligibility Test	SSLC	100	3 hours	40	Descriptive
Paper II	General Studies	Degree	300	3 hours	90	

## 6.3. Main Examination for Group IIA Services

Paper	Subject	Standard	No. of Questions	Maximum Marks / Duration	Minimum Qualifying Marks (For all Communities)	Type of Examination	Mode of Examination
Paper I	Tamil Eligibility Test	SSLC	-	100 / 3 hours	40	Descriptive	-
Paper II	A. General Studies	Degree	100	300 / 3 hours	90	Objective	Computer Based Test (CBT)
	B. General Intelligence and Reasoning	SSLC	40				
	C. Language (General Tamil or General English)		60				
	Total		200				

6.4. The questions on General Studies for Preliminary and Main Examination will be set both in Tamil and English.

6.5. The answer sheets of Paper II of Main Examinations of Group II and Group IIA Services will be evaluated, only if the candidate secures minimum qualifying marks in Paper I of the Main Examination.

6.6. Appearance in both the papers of the Main Examination is compulsory. Candidates who have not appeared for any one of two papers of the Main Examination, shall not be considered for selection, even if they secure the minimum qualifying marks for selection.

6.7. The differently abled candidates can avail exemption from writing Paper I of the Main Examination (Tamil Eligibility Test) of Group II and IIA Services. Such candidates have to furnish the required details in the online application without fail. Subsequent claims will receive no attention. The candidates need to upload the Certificate in the format prescribed in the para 5 of Annexure IV of this notification, when called for by the Commission.

6.8. The syllabus for the Preliminary and Main examinations are available in Annexure III of this Notification.

6.9. The instructions to be followed while appearing for the examination, are available in Annexure IV of this Notification.

## **7. Reservation of Appointments:**

The rule of reservation of appointments applies to each post separately in this recruitment, except for the shortfall vacancies. The details of the reservation to candidates belonging to various categories are given in Annexure II of this Notification. The post-wise distribution of vacancies will be announced later. Reservation of appointment to Destitute Widow is applicable only for the posts with level of pay upto Level-10 in the pay matrix. Reservation of appointment to Ex-Servicemen is applicable only for the posts in the level of pay of 9 – 12 in the pay matrix in this notification.

## **8. Communication to Candidates:**

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

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

## **9. Communication with the Commission:**

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

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

9.3. All communications to the Commission should invariably contain the following particulars. Communications not containing the following particulars will not be attended to.

- a. Name and Year of the examination
- b. Registration No.
- c. Name of the Candidate (in full and in block letters)
- d. Complete postal address as given in the application
- e. Valid and Active E-mail ID

9.4. Request for exemption from age limit or other qualifications will receive no attention. Requests for furnishing causes of failure in the written examination or for non-selection based on the results of the written examination or for reevaluation of answer sheets / answer booklets will not be entertained.

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

**10. Litigations:**

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

Secretary

## Annexure I

### How to Apply Online

**1. Website:** Candidates should apply only through online mode in the Commission's website viz., [www.tnpscexams.in](http://www.tnpscexams.in).

#### **2. One Time Registration:**

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

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

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

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

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

#### **2.6. Details to be furnished during One Time Registration:**

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

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

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

### 2.7. One-Time Registration (OTR) Edit:

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

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

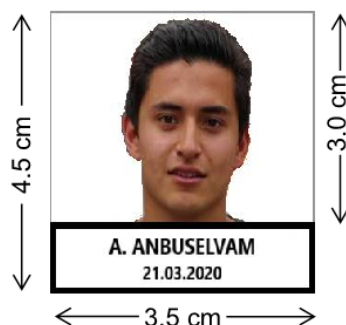
2.7.3. The Commission will not be responsible for any consequences arising out of failure on the part of the candidates to adhere to the instructions issued regarding One Time Registration or filling up of online application.

2.7.4. The instructions and illustration regarding One Time Registration are available on the website viz., [www.tnpscexams.in](http://www.tnpscexams.in)

### 3. Online Application:

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

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



3.3. Candidates shall upload their photograph taken on or after the date of notification at the time of submission of each and every online application. The photograph should be in colour, of passport size, against a white background and taken in a photo studio. The candidate should be photographed in frontal view showing both ears and part of the neck. The candidate should ensure that the name of the candidate and the date of photography (i.e., on or after the date of notification) are printed at the bottom of the

photograph. The face of the candidate as well as his / her name and date of photography should be clearly visible in the photograph of height 4.5 cm (170 pixels) and width 3.5 cm (130 pixels). Of the total height of the photograph, the image of the candidate shall be 3.0 cm (115 pixels) and the candidate's name and date of photography shall be 1.5 cm (55 pixels), as illustrated above. The photograph should be saved in a digital format (in CD / DVD / pen drive/ hard drive), ready for uploading.

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

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

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

### **3.7. Examination Centres:**

#### **A. Preliminary Examination:**

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

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

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

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

<b>District</b>	<b>Centre</b>	<b>Centre Code</b>
<b>Ariyalur</b>	Ariyalur	3001
	Udaiyarpalayam	3004
<b>Chengalpattu</b>	Chengalpattu	3301
	Maduranthakam	3303
	Tambaram	3305



<b>Chennai</b>	Alandur	0102
	Ambattur	0103
	Egmore	0106
	Guindy	0107
	Madhavaram	0108
	Mylapore	0111
	Perambur	0112
	Thiruvottriyur	0115
	Tondiarpet	0116
	Velachery	0117
<b>Coimbatore</b>	Coimbatore (North)	0204
	Coimbatore (South)	0205
	Mettupalayam	0208
	Pollachi	0210
<b>Cuddalore</b>	Cuddalore	0301
	Chidambaram	0303
	Panruti	0306
	Virudhachalam	0310
<b>Dharmapuri</b>	Dharmapuri	0401
	Harur	0402
	Pappireddipatti	0406
<b>Dindigul</b>	Dindigul	0501
	Kodaikanal	0506
	Palani	0510
<b>Erode</b>	Erode	0601
	Bhavani	0603
	Gobichettipalayam	0604
<b>Kallakurichi</b>	Kallakurichi	3401
	Tirukoilur	3405
<b>Kancheepuram</b>	Kancheepuram	0701
	Sriperumbudur	0703
	Uthiramerur	0704
<b>Kanniyakumari</b>	Nagercoil	0801
	Vilavancode	0807
<b>Karur</b>	Karur	0901
	Kulithalai	0905
<b>Krishnagiri</b>	Krishnagiri	3101
	Hosur	3104
	Pochampalli	3105
<b>Madurai</b>	Madurai (North)	1004
	Madurai (South)	1005
	Melur	1007

<b>Madurai</b>	Thiruparankundram	1010
	Usilampatti	1011
<b>Mayiladuthurai</b>	Mayiladuthurai	3801
	Sirkali	3803
<b>Nagapattinam</b>	Nagapattinam	1101
<b>Namakkal</b>	Namakkal	1201
	Rasipuram	1206
	Tiruchengode	1208
<b>Perambalur</b>	Perambalur	1401
<b>Pudukottai</b>	Pudukottai	1501
	Aranthangi	1503
<b>Ramanathapuram</b>	Ramanathapuram	1601
	Paramakudi	1606
<b>Ranipet</b>	Ranipet	3501
	Arakkonam	3502
<b>Salem</b>	Salem	1701
	Attur	1702
	Mettur	1706
	Omalur	1707
	Sangagiri	1711
	Vazhapadi	1712
<b>Sivagangai</b>	Sivagangai	1801
	Devakottai	1802
	Karaikudi	1805
<b>Tenkasi</b>	Tenkasi	3601
	Sankarankovil	3604
<b>Thanjavur</b>	Thanjavur	1901
	Kumbakonam	1903
	Orathanadu	1904
	Pattukottai	1906
<b>The Nilgiris</b>	Udagamandalam	1301
	Coonoor	1302
	Gudalur	1303
<b>Theni</b>	Theni	2001
	Periyakulam	2004
	Uthamapalayam	2005
<b>Thiruvallur</b>	Thiruvallur	2101
	Avadi	2102
	Ponneri	2105
	Poonamallee	2106
	Tiruthani	2108
<b>Thiruvannamalai</b>	Thiruvannamalai	2201
	Arani	2202
	Kilpennathur	2208
	Polur	2209

<b>Thiruvarur</b>	Thiruvarur	2301
	Mannargudi	2304
	Thiruthuraipoondi	2307
<b>Thoothukudi</b>	Thoothukudi	2401
	Kovilpatti	2405
	Srivaikundam	2408
	Tiruchendur	2409
<b>Tiruchirappalli</b>	Tiruchirappalli (West)	2510
	Lalgudi	2502
	Manapparai	2504
	Musiri	2506
	Srirangam	2507
	Thuraiyur	2509
	Tiruchirappalli (East)	2511
<b>Tirunelveli</b>	Tirunelveli	2601
	Ambasamudram	2602
	Cheranmahadevi	2603
	Palayamkottai	2606
<b>Tirupathur</b>	Tirupathur	3701
	Vaniyambadi	3704
<b>Tiruppur</b>	Tiruppur (North)	3208
	Dharapuram	3203
	Tiruppur (South)	3209
<b>Vellore</b>	Vellore	2701
	Gudiyatham	2703
<b>Villupuram</b>	Villupuram	2801
	Tindivanam	2807
<b>Virudhunagar</b>	Virudhunagar	2901
	Aruppukottai	2902
	Rajapalayam	2904
	Sathur	2905
	Sivakasi	2906
	Srivilliputhur	2907

**B. Main Examination:**

3.7.5. Centres for Main Examinations:

3.7.5.1. Paper II of the Main Examination of Combined Civil Services Examination – II (Group II Services), will be held in the centres given below:

Sl. No	Name of the Centre	Centre Code
1.	Chennai	0101
2.	Coimbatore	0201
3.	Madurai	1001

3.7.5.2. Paper I - Common Tamil Eligibility Test for both Group II and IIA Services Main Examination and Paper II of Group IIA Services Main Examination will be held in the centres given below:

Sl. No	Name of the Centre	Centre Code	Sl. No	Name of the Centre	Centre Code
1.	Chennai	0101	11.	Ramanathapuram	1601
2.	Coimbatore	0201	12.	Salem	1701
3.	Cuddalore	0301	13.	Thanjavur	1901
4.	Dharmapuri	0401	14.	Thiruvarur	2301
5.	Dindigul	0501	15.	Tiruchirappalli	2501
6.	Erode	0601	16.	Tirunelveli	2601
7.	Kancheepuram	0701	17.	Vellore	2701
8.	Nagercoil	0801	18.	Villupuram	2801
9.	Madurai	1001	19.	Virudhunagar	2901
10.	Pudukkottai	1501	20.	Tiruppur	3201

### 3.8. Application Preview:

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

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

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

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

### 3.9. Examination Fee:

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

3.9.2. The main examination fee of Rs. 150/- (Rupees One Hundred and Fifty only) have to be paid by the candidates who have not claimed fee exemption, if they are shortlisted for the Main Written Examination

based on the results of Preliminary Examination and on receipt of such intimation from Tamil Nadu Public Service Commission.

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

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

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

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

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

### **3.10. Examination Fee Payment:**

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

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

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

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

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

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

### **3.11. Online Application Edit:**

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

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

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

3.11.4. After editing the online application, if the edited details are not finally saved and submitted by the candidate, the details provided by the candidate in the application submitted before editing shall only be considered. If the candidate has to pay a fee based on the edited details, the candidate shall pay the prescribed examination fee in online. Candidates who have already paid the examination fee are not required to pay.

### **3.12. Application Correction Window:**

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

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

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

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

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

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

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

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

### **3.19. Upload of Documents:**

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

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

3.19.3. The uploaded credentials shall be mapped with the One Time Registration of the respective candidate along with the Application number and Notification Number (i.e., with reference to the notification for each post), so that they can be used during future submission of application by the same candidates.

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

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

### **4. Information regarding criminal cases / disciplinary cases:**

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

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

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



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

**5. Employment Details:**

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

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

**No Objection Certificate**

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

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

Appointing Authority (Signature with Seal)

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

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

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

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

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

## **Annexure II**

### **1. Ex-Servicemen:**

#### **1.1. 'Ex-serviceman' means,**

1.1.1. Any person who had served in any rank (whether as combatant or not) in the Armed Forces of the Union for a continuous period of not less than six months after attestation, if released between 1st July 1979 and 30th June 1987 (both days inclusive):

- a. for reasons other than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency; or
- b. at his own request after serving for a period of not less than five years; or

1.1.2. Any person who had served in any rank (whether as combatant or not) in the Armed Forces of the Union, and had retired or had been released on or after 1st July 1987 from such service:

- a. at his own request after earning his pension; or
- b. on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
- c. otherwise than at his own request after earning his pension, as a result of reduction in establishment; or
- d. after completing specific period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency and has been given a gratuity.

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

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

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

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

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

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

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

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

1.4. In all cases, an ex-serviceman once recruited to a post in any class or service or category, cannot claim the concession of being called an ex-serviceman for his further recruitment.

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

1.6. The age concession will not apply to the Ex-Servicemen candidates who have already been recruited to any class or service or category.

**1.7. Fee Concession:** Two free chances.

**1.8. Reservation of Appointments:** The rule of reservation of appointment to Ex-Servicemen will apply to this recruitment. The reservation of appointment to Ex-Servicemen is applicable only for the posts in the Level of Pay of 9-12 in the pay matrix in this notification. If no qualified and suitable Ex-Servicemen belonging to a particular category is available for selection for appointment against reserved turn, such turn shall be filled up by a candidate other than Ex-Servicemen belonging to the particular communal category.

**1.9. Supporting Documents:**

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

**Form of Bonafide Certificate to be produced by Ex-Servicemen**

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

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

**Form of undertaking to be given by the Serving Personnel**

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

Place:

Signature of the Applicant

### **Form of Certificate for Serving Personnel**

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

Place:

Signature of the Commanding Officer

Date:

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

#### **2. Persons with Benchmark Disability:**

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

**2.2. Fee Concession:** Full exemption.

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

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

#### **2.4. Supporting Documents:**

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

**Form V**

**Certificate of Disability**

**(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)**

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

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

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

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

(A) he / she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his / her case is \_\_\_\_\_

(C) he / she has \_\_\_\_\_ % (in figure) \_\_\_\_\_ percent (in words) permanent locomotor disability / dwarfism / blindness in relation to his / her \_\_\_\_\_ (part of body) as per guidelines

(..... number and date of issue of the guidelines to be specified).

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

Nature of Document	Date of Issue	Details of authority issuing certificate
--------------------	---------------	--

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

(Signature and Seal of Authorized Signature of notified Medical Authority)

**Form VI**  
**Certificate of Disability**  
**(In cases of multiple disabilities)**

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

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

Certificate No. \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

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

In figures :- ----- percent

In words :- ----- percent

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

3. Reassessment of disability is:

(i) not necessary, or

(ii) is recommended / after ..... years ..... months, and therefore this certificate shall be valid till --- --- ---

(DD) (MM) (YY)

@ e.g. Left/ right/ both arms/ legs

# e.g. Single eye

£ e.g. Left/ Right/ both ears

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

Nature of document	Date of issue	Details of authority issuing certificate
--------------------	---------------	--

5. Signature and seal of the Medical Authority.

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

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

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

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

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

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

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

(Please strike out the disabilities which are not applicable)

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



3. Reassessment of disability is:

(i) not necessary, or

(ii) is recommended/ after \_\_\_ years \_\_\_ months, and therefore this certificate shall be valid till (DD/ MM/ YY) \_\_\_\_\_

@ - eg. Left/ Right/ both arms/ legs

# - eg. Single eye/ both eyes

€ - eg. Left/ Right/ both ears

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

Nature of Document	Date of Issue	Details of authority issuing certificate
--------------------	---------------	--

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

Countersigned

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

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

**List of Certifying Authority for the issue of disability certificate**

**TABLE – I**

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

**TABLE – II**

Sl. No.	Category	Specialist
1	Locomotor disability other than amputation or complete permanent paralysis of limbs and dwarfism	Specialist in Physical Medicine and Rehabilitation or Orthopaedician.
2	Muscular Dystrophy	Specialist in Physical Medicine and Rehabilitation or Orthopaedician.
3	Leprosy cured person	Specialist in Physical Medicine and Rehabilitation or Orthopaedician.
4	Cerebral Palsy	Specialist in Physical Medicine and Rehabilitation or Orthopaedician.
5	Acid Attack Victim	Specialist in Physical Medicine and Rehabilitation or Orthopaedician.
6	Blindness	Specialist in the field of Ophthalmology.
7	Low Vision	Specialist in the field of Ophthalmology.
8	Deaf	Specialist in the field of Ear, Nose, Throat (E.N.T).
9	Hard of Hearing	Specialist in the field of Ear, Nose, Throat (E.N.T).
10	Speech and Language Disabilities	Specialist in the field of Ear, Nose, Throat (E.N.T) and Neurologist.

11	Intellectual Disability	Psychiatrist.
12	Specific Learning Disabilities	Medical board consisting of a) Paediatrician; and b) Psychiatrist and Trained Psychologist.
13	Autism spectrum disorder	Medical Board consisting of a) Psychiatrist and Trained psychologist; and b) Paediatrician or General Physician.
14	Mental Illness	Psychiatrist.
15	Chronic Neurological Conditions such as Multiple Sclerosis and Parkinson's Disease	Medical Board consisting of a) Psychiatrist and Trained Psychologist; and b) Neurologist; and c) Orthopaedician or Specialist in Physical Medicine and Rehabilitation.
16	Hemophilia	Hematologists or Orthopaedician or Paediatrician or General Physician.
17	Thalassemia	Hematologists or Orthopaedician or Paediatrician or General Physician.
18	Sickle Cell Disease	Hematologists or Orthopaedician or Paediatrician or General Physician.

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

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

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

### 3. Destitute Widow:

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

**3.2. Fee Concession:** Full exemption.

**3.3. Reservation of Appointments:** The rule of reservation of appointment to Destitute Widow candidates will apply for this recruitment. 10% of vacancies out of 30% of vacancies set apart for Women candidates in direct recruitment are reserved for Destitute Widows. The reservation of appointment to Destitute Widow is applicable only for the post which does not exceed Level-10 in the pay matrix in this notification. If no qualified and suitable destitute widow is available, then, the turn so set apart for destitute widow shall go to the women / Transgender (Women) (other than destitute widow) belonging to the respective category.

### 3.4. Supporting Documents:

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

**Form of Destitute Widow Certificate**

1. Name of the individual
2. Full Postal Address
3. Details of job held, if any:
4. Particulars of her children, if any
5. Name and last occupation of her late husband
6. Date of demise of her husband
7. Monetary benefits received after her husband's death by way of family pension, insurance, etc., if any
8. Details of Properties if any immovable and movable left behind by him
9. Present monthly income —
  - a. From salaries / wages
  - b. From family pension
  - c. From private properties
  - d. Rents received
  - e. From private practice
  - f. Other sources, if any
  - g. Total
10. Whether living alone or living with her husband's parents / in-laws / parents / brother(s)
11. Whether she satisfies the definition of the term "Destitute Widow" as defined in section 20(8) and 26 of Tamil Nadu Government Servants (Conditions of Service) Act, 2016.
12. Certified that I have verified the particulars furnished by the individual and satisfied myself as to the correctness of her claim with reference to the definition of the term – "Destitute Widow" in section 20(8) and 26 of Tamil Nadu Government Servants (Conditions of Service) Act, 2016.

Certificate Reference No.:  
Place:  
Date:

Signature:  
Name:  
Designation:

Revenue Divisional Officer / Assistant Collector / Sub-Collector

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

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

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

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

**4. Person Studied in Tamil Medium (PSTM):**

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

4.1.1. In cases where a Degree is prescribed as the educational qualification, one shall have studied from first standard to Degree through Tamil medium of instruction.

4.1.2. In cases where a Post Graduate Degree is prescribed as the educational qualification, one shall have studied from first standard to Post Graduate Degree through Tamil medium of instruction.

#### **4.2. Supporting Documents:**

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

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

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

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

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

**Certificate for having studied in Tamil Medium #**

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

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

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

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

Place: \_\_\_\_\_  
Date: \_\_\_\_\_ Seal of the Institution \_\_\_\_\_ **Mobile No.** \_\_\_\_\_

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

**Certificate for having studied in Tamil Medium@**

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

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

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

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

Place: \_\_\_\_\_  
Date: \_\_\_\_\_ Seal of the Institution \_\_\_\_\_ **Mobile No.** .....

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

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

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

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

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

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

**5.4. Fee Concession:** Full exemption

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

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

## 5.6. Supporting Documents:

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

5.6.2. The Scheduled Tribe candidates should produce the Community certificate, citing either father's / mother's name, issued by the Revenue Divisional Officer / Assistant Collector / Sub-Collector / Personal Assistant (General) to the Collector of Chennai / District Adi-Dravidar Welfare Officer, in whose jurisdiction the candidate claims to have permanent residence.

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

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

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

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

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

5.6.8. Failure to upload the supporting documents, when called for, shall result in the rejection of candidature after due process.

## **6. Backward Classes:**

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

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

**6.3. Fee Concession:** Three Free Chances

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

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

## **6.5. Supporting Documents:**

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

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



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

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

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

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

6.5.7. Failure to upload/produce the supporting documents, when called for, shall result in the rejection of candidature after due process.

## **7. Women:**

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

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

## **8. Transgender:**

### **8.1. Supporting Documents:**

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

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

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

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

## **8.2. Community:**

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

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

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

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

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

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

### Annexure III

#### Combined Civil Services Examination – II (Group – II and IIA Services) Preliminary Examination

#### பொதுத்தமிழ் (பத்தாம் வகுப்புத் தரம்)

#### பகுதி - அ - இலக்கணம்

1. பொருத்துதல் - பொருத்தமான பொருளைத் தேர்வு செய்தல், புகழ் பெற்ற நூல், நூலாசிரியர்.
2. தொடரும் தொடர்பும் அறிதல் (i) இத்தொடரால் குறிக்கப்படும் சான்றோர் (ii) அடைமொழியால் குறிக்கப்படும் நூல்.
3. பிரித்தெழுதுக.
4. எதிர்ச்சொல்லை எடுத்தெழுதுதல்.
5. பொருந்தாச் சொல்லைக் கண்டறிதல்.
6. பிழைதிருத்தம் - சந்திப்பிழையை நீக்குதல், ஒருமை பன்மை பிழைகளை நீக்குதல், மரபுப் பிழைகள், வழுஉச் சொற்களை நீக்குதல், பிறமொழிச் சொற்களை நீக்குதல்.
7. ஆங்கிலச் சொல்லுக்கு நேரான தமிழ்ச் சொல்லை அறிதல்.
8. ஒலி வேறுபாடறிந்து சரியான பொருளை அறிதல்.
9. ஓரெழுத்து ஒரு மொழி உரிய பொருளைக் கண்டறிதல்.
10. வேர்ச்சொல்லைத் தேர்வு செய்தல்.
11. வேர்ச்சொல்லைக் கொடுத்து, வினைமுற்று, வினையெச்சம், வினையாலணையும் பெயர், தொழிற்பெயரை உருவாக்கல்.
12. அகர வரிசைப்படி சொற்களைச் சீர்செய்தல்.
13. சொற்களை ஒழுங்குபடுத்தி சொற்றொடர் ஆக்குதல்.
14. பெயர்ச் சொல்லின் வகை அறிதல்.
15. இலக்கணக் குறிப்பறிதல்.
16. விடைக்கேற்ற வினாவைத் தேர்ந்தெடுத்தல்.
17. எவ்வகை வாக்கியம் எனக் கண்டெழுதுதல்.
18. தன்வினை, பிறவினை, செய்வினை, செய்ப்பாட்டுவினை வாக்கியங்களைக் கண்டெழுதுதல்.
19. உவமையால் விளக்கப்பெறும் பொருத்தமான பொருளைத் தேர்ந்தெழுதுதல்.
20. எதுகை, மோனை, இயைபு இவற்றுள் ஏதேனும் ஒன்றை தேர்ந்தெழுதுதல்.
21. பழமொழிகள்.

#### பகுதி-ஆ - இலக்கியம்

1. திருக்குறள் தொடர்பான செய்திகள், மேற்கோள்கள், தொடரை நிரப்புதல் (இருபத்தைந்து அதிகாரம் மட்டும்)  
அன்பு, பண்பு, கல்வி, கேள்வி, அறிவு, அடக்கம், ஒழுக்கம், பொறை, நட்பு, வாய்மை, காலம், வலி, ஒப்புரவறிதல், செய்நன்றி, சான்றாண்மை, பெரியாரைத் துணைக் கோடல், பொருள்செயல்வகை, வினைத்திட்டம், இனியவை கூறல், ஊக்கமுடைமை, ஈகை, தெரிந்து செயல்வகை, இன்னா செய்யாமை, கூடா நட்பு, உழவு.
2. அறநூல்கள் - நாலடியார், நான்மணிக்கடிகை, பழமொழி நானூறு, முதுமொழிக் காஞ்சி, திரிகடுகம், இன்னா நாற்பது, இனியவை நாற்பது, சிறுபஞ்சமூலம், ஏலாதி, ஔவையார் பாடல்கள் தொடர்பான செய்திகள், பதினெண்கீழ்க்கணக்கு நூல்களில் பிற செய்திகள்.

3. கம்பராமாயணம், இராவண காவியம் தொடர்பான செய்திகள், பாவகை, சிறந்த தொடர்கள்.
4. புறநானூறு, அகநானூறு, நற்றிணை, குறுந்தொகை, ஐங்குறுநூறு, கலித்தொகை தொடர்பான செய்திகள், மேற்கோள்கள், அடிவரையறை, எட்டுத்தொகை, பத்துப்பாட்டு நூல்களில் உள்ள பிற செய்திகள்.
5. சிலப்பதிகாரம்-மணிமேகலை தொடர்பான செய்திகள், மேற்கோள்கள், சிறந்த தொடர்கள், உட்பிரிவுகள் மற்றும் ஐம்பெரும்-ஐஞ்சிறுங் காப்பியங்கள் தொடர்பான செய்திகள்.
6. பெரியபுராணம் - நாலாயிர திவ்வியப்பிரபந்தம் - திருவிளையாடற் புராணம் - தேம்பாவணி - சீறாப்புராணம் தொடர்பான செய்திகள்.
7. சிற்றிலக்கியங்கள்:  
திருக்குற்றாலக்குறவஞ்சி - கலிங்கத்துப்பரணி - முத்தொள்ளாயிரம், தமிழ்விடு தூது - நந்திக்கலம்பகம் - முக்சூடற்பள்ளு - காவடிச்சிந்து - முத்துக்குமாரசாமி பிள்ளைத் தமிழ் - இராஜராஜ சோழன் உலா - தொடர்பான செய்திகள்.
8. மனோன்மணியம் - பாஞ்சாலி சபதம் - குயில் பாட்டு - இரட்டுற மொழிதல் (காளமேகப் புலவர்) - அழகிய சொக்கநாதர் தொடர்பான செய்திகள்.
9. நாட்டுப்புறப் பாட்டு - சித்தர் பாடல்கள் தொடர்பான செய்திகள்.
10. சமய முன்னோடிகள் - அப்பர், சம்பந்தர், சுந்தரர், மாணிக்கவாசகர், திருமூலர், குலசேகர ஆழ்வார், ஆண்டாள், சீத்தலைச் சாத்தனார், எச்.ஏ.கிருட்டிணனார், உமறுப்புலவர் தொடர்பான செய்திகள், மேற்கோள்கள், சிறப்புப் பெயர்கள்.

#### **பகுதி-இ - தமிழ் அறிஞர்களும், தமிழ்த் தொண்டும்**

1. பாரதியார், பாரதிதாசன், நாமக்கல் கவிஞர், கவிமணி தேசிக விநாயகனார் தொடர்பான செய்திகள், சிறந்த தொடர்கள், சிறப்புப் பெயர்கள்.
2. மரபுக் கவிதை - முடியரசன், வாணிதாசன், சுரதா, கண்ணதாசன், உடுமலை நாராயண கவி, பட்டுக்கோட்டை கல்யாணசுந்தரம், மருதகாசி தொடர்பான செய்திகள், அடைமொழிப் பெயர்கள்.
3. புதுக்கவிதை - நபிச்சமுர்த்தி, சி.சு.செல்லப்பா, தருமு சிவராமு, பசுவய்யா, இரா.மீனாட்சி, சி.மணி, சிற்பி, மு.மேத்தா, ஈரோடு தமிழன்பன், அப்துல்ரகுமான், கலாப்ரியா, கல்யாண்ஜி, ஞானக்கூத்தன் - தொடர்பான செய்திகள், மேற்கோள்கள், சிறப்புத் தொடர்கள் மற்றும் எழுதிய நூல்கள்.
4. தமிழில் கடித இலக்கியம் - நாட்குறிப்பு, ஜவகர்லால் நேரு, மகாத்மா காந்தி, மு.வரதராசனார், பேரறிஞர் அண்ணா தொடர்பான செய்திகள்.
5. நிகழ்கலை (நாட்டுப்புறக் கலைகள்) தொடர்பான செய்திகள்.
6. தமிழில் சிறுகதைகள் தலைப்பு - ஆசிரியர் - பொருத்துதல்.
7. கலைகள் - சிற்பம் - ஓவியம் - பேச்சு - திரைப்படக்கலை தொடர்பான செய்திகள்.
8. தமிழின் தொன்மை - தமிழ்மொழியின் சிறப்பு, திராவிட மொழிகள் தொடர்பான செய்திகள்.
9. உரைநடை - மறைமலை அடிகள், பரிதிமாற்கலைஞர், ந.மு.வேங்கடசாமி நாட்டார், ரா.பி.சேது, திரு.வி.கல்யாண சுந்தரனார், வையாபுரி, பேரா.தனிநாயகம் அடிகள், செய்குதம்பி பாவலர் - மொழி நடை தொடர்பான செய்திகள்.
10. உ.வே.சாமிநாதர், தெ.பொ.மீனாட்சி சுந்தரனார், சி.இலக்குவனார் - தமிழ்ப்பணி தொடர்பான செய்திகள்.
11. தேவநேயப்பாவாணர்-அகரமுதலி, பாவலரேறு பெருஞ்சித்திரனார், தமிழ்த்தொண்டு தொடர்பான செய்திகள்.
12. ஜி.யு.போப் - வீரமாமுனிவர் தமிழ்த்தொண்டு சிறப்புத் தொடர்கள்.

13. தந்தை பெரியார் - பேரறிஞர் அண்ணா - முத்துராமலிங்கர் - அம்பேத்கர் - காமராசர் - ம.பொ.சிவஞானம் - காயிதேமில்லத் - சமுதாயத் தொண்டு.
14. தமிழகம் - ஊரும் பேரும், தோற்றம் மாற்றம் பற்றிய செய்திகள்.
15. உலகளாவிய தமிழர்கள் சிறப்பும் - பெருமையும் - தமிழ்ப் பணியும்.
16. தமிழ்மொழியின் அறிவியல் சிந்தனைகள் தொடர்பான செய்திகள்.
17. தமிழ் மகளிரின் சிறப்பு - மூவலூர் ராமமிர்தம்மாள், டாக்டர் முத்துலட்சுமி அம்மையார், வேலு நாச்சியார் மற்றும் சாதனை மகளிர் - விடுதலைப் போராட்டத்தில் மகளிர் பங்கு - தில்லையாடி வள்ளியம்மை, ராணி மங்கம்மாள், அன்னி பெசன்ட் அம்மையார்.
18. தமிழர் வணிகம் - தொல்லியல் ஆய்வுகள் - கடற் பயணங்கள் - தொடர்பான செய்திகள்.
19. உணவே மருந்து - நோய் தீர்க்கும் மூலிகைகள் தொடர்பான செய்திகள்.
20. சமயப் பொதுமை உணர்த்திய தாயுமானவர், இராமலிங்க அடிகளார், திரு.வி.கல்யாண சுந்தரனார் தொடர்பான செய்திகள் - மேற்கோள்கள்.
21. நூலகம் பற்றிய செய்திகள்.

### General English (SSLC Standard)

#### Part-A – Grammar

1. Match the following words and phrases given in Column A with their meanings in Column B.
2. Choose the correct 'Synonym' for the underlined word from the options given.
3. Choose the correct 'Antonym' for the underlined word from the options given.
4. Select the correct word (Prefix, Suffix).
5. Fill in the blanks with suitable Article.
6. Fill in the blanks with suitable Preposition.
7. Select the correct Question Tag.
8. Select the correct Tense.
9. Select the correct Voice.
10. Fill in the blanks (Infinitive, Gerund, Participle).
11. Identify the sentence pattern of the following sentence (Subject, Verb, Object...).
12. Fill in the blanks with correct Homophones.
13. Find out the Error (Articles, Preposition, Noun, Verb, Adjective, Adverb).
14. Select the correct sentence.
15. Find out the odd words (Verb, Noun, Adjective, Adverb).
16. Select the correct Plural forms.
17. Identify the sentence (Simple, Compound, Complex Sentence).
18. Identify the correct Degree.
19. Form a new word by blending the words.
20. Form compound words (eg.: Noun+Verb, Gerund+Noun).
21. British English – American English.

### Part-B - Poetry

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

### LIST OF POEMS

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

### Part-C - Literary Works

#### I. LIST OF PROSE

1. **His First Flight** - Liam O'Flaherty
2. **The Tempest** - Tales From Shakespeare
3. **The Last Lesson** - Alphonse Daudet
4. **The Little Hero of Holland** - Mary Mapes Dodge
5. **The Dying Detective** - Arthur Conan Doyle
6. **Learning the Game** (Book Extract) - Sachin Tendulkar

7. **The Cat and the Painkiller** (An Extract from The Adventures of Tom Sawyer) – Mark Twain
8. **Water – The Elixir of Life** - Sir C.V.Raman
9. **The Story of a Grizzly Cub** - William Temple Hornaday
10. **Sir Isaac Newton** - Nathaniel Hawthorne
11. **My Reminiscence** - Rabindranath Tagore
12. **The Woman on Platform 8** - Ruskin Bond
13. **The Nose Jewel** - C.Rajagopalachari
14. **A Birthday Letter** - Jawaharlal Nehru

## II. Biographies of -

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

## III. General Comprehension

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**General Studies (Degree Standard)**

**Code : 003**

### Unit-I: General Science

- (i) Scientific Knowledge and Scientific Temper - Power of Reasoning - Rote Learning vs Conceptual Learning - Science as a tool to understand the past, present and future.
- (ii) Nature of Universe - General Scientific Laws – Mechanics - Properties of Matter, Force, Motion and Energy - Everyday application of the Basic Principles of Mechanics, Electricity and Magnetism, Light, Sound, Heat, Nuclear Physics, Laser, Electronics and Communications.
- (iii) Elements and Compounds, Acids, Bases, Salts, Petroleum Products, Fertilisers, Pesticides.
- (iv) Main concepts of Life Science, Classification of Living Organisms, Evolution, Genetics, Physiology, Nutrition, Health and Hygiene, Human Diseases.
- (v) Environment and Ecology.

### Unit-II: Current Events

- (i) History - Latest diary of events - National symbols - Profile of States - Eminent personalities and places in news – Sports - Books and authors.
- (ii) Polity - Political parties and political system in India - Public awareness and General administration - Welfare oriented Government schemes and their utility, Problems in Public Delivery Systems.
- (iii) Geography - Geographical landmarks.
- (iv) Economics - Current socio - economic issues.
- (v) Science - Latest inventions in Science and Technology.
- (vi) Prominent Personalities in various spheres – Arts, Science, Literature and Philosophy.

### Unit-III: Geography of India

- (i) Location – Physical features - Monsoon, Rainfall, Weather and Climate - Water Resources - Rivers in India - Soil, Minerals and Natural Resources - Forest and Wildlife - Agricultural pattern.
- (ii) Transport - Communication.
- (iii) Social Geography – Population density and distribution - Racial, Linguistic Groups and Major Tribes.

- (iv) Natural calamity – Disaster Management – Environmental pollution: Reasons and preventive measures – Climate change – Green energy.

#### **Unit-IV: History and Culture of India**

- (i) Indus Valley Civilization - Guptas, Delhi Sultans, Mughals and Marathas - Age of Vijayanagaram and Bahmani Kingdoms - South Indian History.
- (ii) Change and Continuity in the Socio-Cultural History of India.
- (iii) Characteristics of Indian Culture, Unity in Diversity – Race, Language, Custom.
- (iv) India as a Secular State, Social Harmony.

#### **Unit-V: Indian Polity**

- (i) Constitution of India - Preamble to the Constitution - Salient features of the Constitution - Union, State and Union Territory.
- (ii) Citizenship, Fundamental Rights, Fundamental Duties, Directive Principles of State Policy.
- (iii) Union Executive, Union Legislature – State Executive, State Legislature – Local Governments, Panchayat Raj.
- (iv) Spirit of Federalism: Centre - State Relationships.
- (v) Election - Judiciary in India – Rule of Law.
- (vi) Corruption in Public Life – Anti-corruption measures – Lokpal and Lok Ayukta - Right to Information - Empowerment of Women - Consumer Protection Forums, Human Rights Charter.

#### **Unit-VI: Indian Economy**

- (i) Nature of Indian Economy – Five year plan models - an assessment – Planning Commission and Niti Ayog.
- (ii) Sources of revenue – Reserve Bank of India – Fiscal Policy and Monetary Policy - Finance Commission – Resource sharing between Union and State Governments - Goods and Services Tax.
- (iii) Structure of Indian Economy and Employment Generation, Land Reforms and Agriculture - Application of Science and Technology in Agriculture - Industrial growth - Rural Welfare Oriented Programmes – Social Problems – Population, Education, Health, Employment, Poverty.

#### **Unit-VII: Indian National Movement**

- (i) National Renaissance – Early uprising against British rule - Indian National Congress - Emergence of leaders – B.R.Ambedkar, Bhagat Singh, Bharathiar, V.O.Chidambaranar, Jawaharlal Nehru, Kamarajar, Mahatma Gandhi, Maulana Abul Kalam Azad, Thanthai Periyar, Rajaji, Subash Chandra Bose, Rabindranath Tagore and others.
- (ii) Different modes of Agitation: Growth of Satyagraha and Militant Movements.
- (iii) Communalism and Partition.

#### **Unit-VIII: History, Culture, Heritage and Socio - Political Movements in Tamil Nadu**

- (i) History of Tamil Society, related Archaeological discoveries, Tamil Literature from Sangam Age till contemporary times.
- (ii) Thirukkural : (a) Significance as a Secular Literature  
(b) Relevance to Everyday Life  
(c) Impact of Thirukkural on Humanity  
(d) Thirukkural and Universal Values - Equality, Humanism, etc.,  
(e) Relevance to Socio - Politico - Economic affairs  
(f) Philosophical content in Thirukkural



- (iii) Role of Tamil Nadu in freedom struggle - Early agitations against British Rule - Role of women in freedom struggle.
- (iv) Evolution of 19<sup>th</sup> and 20<sup>th</sup> Century Socio-Political Movements in Tamil Nadu - Justice Party, Growth of Rationalism - Self Respect Movement, Dravidian Movement and Principles underlying both these Movements, Contributions of Thanthai Periyar and Perarignar Anna.

#### Unit-IX: Development Administration in Tamil Nadu

- (i) Human Development Indicators in Tamil Nadu and a comparative assessment across the Country – Impact of Social Reform Movements in the Socio - Economic Development of Tamil Nadu.
- (ii) Political parties and Welfare schemes for various sections of people – Rationale behind Reservation Policy and access to Social Resources - Economic trends in Tamil Nadu – Role and impact of social welfare schemes in the Socio - Economic Development of Tamil Nadu.
- (iii) Social Justice and Social Harmony as the Cornerstones of Socio-Economic Development.
- (iv) Education and Health Systems in Tamil Nadu.
- (v) Geography of Tamil Nadu and its impact on Economic growth.
- (vi) Achievements of Tamil Nadu in various fields.
- (vii) e-Governance in Tamil Nadu.

#### UNIT-X: Aptitude and Mental Ability

- (i) Simplification – Percentage - Highest Common Factor (HCF) - Lowest Common Multiple (LCM).
- (ii) Ratio and Proportion.
- (iii) Simple interest - Compound interest - Area - Volume - Time and Work.
- (iv) Logical Reasoning - Puzzles-Dice - Visual Reasoning - Alpha numeric Reasoning – Number Series.

### Combined Civil Services Examination – II (Group – II and IIA Services) Main Examination Tamil Eligibility Test Paper-I (SSLC Standard)

#### தேர்வுத்திட்டம்

1. மொழி பெயர்த்தல்
  - (i) தமிழிலிருந்து ஆங்கிலத்துக்கு மொழிபெயர்த்தல்
  - (ii) ஆங்கிலத்திலிருந்து தமிழுக்கு மொழிபெயர்த்தல்
2. சுருக்கி வரைதல்
3. பொருள் உணர்திறன்
4. சுருக்கக் குறிப்பிலிருந்து விரிவாக்கம் செய்தல்
5. திருக்குறள் தொடர்பான கட்டுரை வரைதல்
  - அ) மதச்சார்பற்ற தனித் தன்மையுள்ள இலக்கியம்
  - ஆ) அன்றாட வாழ்வியலோடு தொடர்புத் தன்மை
  - இ) மானுடத்தின் மீதான திருக்குறளின் தாக்கம்
  - ஈ) திருக்குறளும் மாறாத விழுமியங்களும் மனிதநேயம், சமத்துவம் முதலானவை
  - உ) சமூக அரசியல் பொருளாதார நிகழ்வுகளில் திருக்குறளின் பொருத்தப்பாடு
  - ஊ) திருக்குறளில் தத்துவக் கோட்பாடுகள்

6. கடிதம் வரைதல் (அலுவல் சார்ந்தது)
7. தமிழ் மொழி அறிவு

### பாடத்திட்டம்

1. தற்கால நிகழ்வுகள்
2. சமுதாயப் பிரச்சனைகள்
3. சுற்றுச்சூழல் தொடர்பான தலைப்புகள்
4. இந்தியப் பொருளாதாரம் தொடர்பான தலைப்புகள்
5. அறிவியலும் தொழில்நுட்பமும்
6. கலையும் பண்பாடும்
7. பகுத்தறிவு இயக்கங்கள் - திராவிட இயக்கம், சுயமரியாதை இயக்கம்.
8. இக்காலத் தமிழ்மொழி - கணிணித் தமிழ், வழக்கு மன்றத் தமிழ், அலுவலக மொழியாகத் தமிழ், புதிய வகைமைகள்.
9. தமிழ்நாட்டின் சமூகப் பொருளாதார முன்னேற்றம் மற்றும் தமிழக அரசின் நலத் திட்டங்கள் (பெண்கள்/விவசாயிகள்...), சமூக நலத் திட்டங்களை நடைமுறைப்படுத்துதலில் சமூக சீர்திருத்த இயக்கங்களின் பங்கு-இடஒதுக்கீடும் அதன்பயன்களும்-தமிழ்நாட்டின் சமூகப் பொருளாதார வளர்ச்சியில் சமூக நீதி மற்றும் சமூக ஒற்றுமையின் பங்கு
10. சொந்த வாக்கியத்தில் அமைத்து எழுதுக, பொருள் வேறுபாடு அறிதல், பிரித்தெழுதுக, எதிர்ச்சொல், எதிர்மறை வாக்கியம், பிழை நீக்கி எழுதுக.
11. திருக்குறளிலிருந்து கீழ்க்காணும் தலைப்புகள் தொடர்பாக கட்டுரை எழுதுதல்
  - அ) மதச்சார்பற்ற தனித் தன்மையுள்ள இலக்கியம்
  - ஆ) அன்றாட வாழ்வியலோடு தொடர்புத் தன்மை
  - இ) மானுடத்தின் மீதான திருக்குறளின் தாக்கம்
  - ஈ) திருக்குறளும் மாறாத விழுமியங்களும், சமத்துவம், மனிதநேயம் முதலானவை
  - உ) சமூக அரசியல் பொருளாதார நிகழ்வுகளில் திருக்குறளின் பொருத்தப்பாடு
  - ஊ) திருக்குறளில் தத்துவக் கோட்பாடுகள்

### Combined Civil Services (Main) Examination-II (Group II Services)

#### Paper - II

#### General Studies (Degree Standard) [300 marks]

Code: 469

### Unit I: Modern History of India with specific reference to Tamil Nadu (40 marks)

Advent of Europeans: The Portuguese, the Dutch, the English, the Danish and the French; Expansion of British rule: Carnatic Wars; Early uprisings against British Rule: Revolt of Poligars, South Indian Rebellion, Vellore Mutiny, Indian National Movements - Moderates, Extremists and Terrorist Movements - Gandhian Era; Early stage of Freedom movement in Tamil Nadu - First voice for freedom struggle from Tamil Nadu - Protests by Pulithevar, Veerapandya Kattabomman, Dheeran Chinnamalai, Velunachiar, Kuyili and others; Role of Tamil Nadu in freedom struggle - V.O.Chidambaram,

Bharathiyar, V.V. Subramanian, Vanchinathan, Subramania Siva, T.S.S Rajan, Rajaji, Sathyamoorthy, Kamaraj, Rukmani Lakshmi Pathi, Ambujammal and others; Types of freedom struggle – Sacrifices – Magazines – Literature – Plays/Drama – Songs – Films etc.; Contribution of women in the freedom struggle and social work: Dr Muthulakshmi Ammaiyar, Muvalur Ramamirtham, Cuddalore Anjalai Ammal, Thillaiyadi Valliammai, and others; Impact of British Rule: Christian Missionaries, Development of Education, Judiciary, Local Self Governance System, Police, Transport and Communication - Disappearance of Indigenous Industries - Spread of Western Culture; Origin and Growth of “Social – Justice” ideology, Socio- Religious Movements, Political Parties and Achievements.

### **Unit II: Tamil Society – Culture and Heritage (30 marks)**

**(Candidates may answer the questions in this unit EITHER in Tamil OR in English)**

Ancient Tamil Society – Archeological excavation evidence – Arikamedu, Adichanallur, Keezhadi – Sangam Literature – Classical Tamil; Thirukkural - Guidance for way of life to human elevation - Guidelines given by Thirukkural in the field of administration, judiciary and day to day life - Philosophical thoughts laid down by Thirukkural for betterment and integration of the whole of humanity; Socio-political movements of 19<sup>th</sup> and 20<sup>th</sup> centuries, Vallalar’s Samarasa Sutha Sanmarga Satya Sangam – Origin and development of Justice Party – Impact of Rationalism Movement, Self-Respect Movement, History and Development of Dravidian Movement, Tani Tamil Iyakkam (Pure Tamil Movement) - Tamil Society Reforms personalities – Thanthai Periyar, Arignar Anna, and other scholars; Arts – Cultural conventions of Tamilians – Ancient cultural knowledge of Tamilians – Conventional thoughts of Tamilians; Cultural Elements: Tamil Nadu State Government Symbols - Experts in Cultural Fields - Folk Dances, Folk Music, Folk Drama, and World Tamil Conferences.

### **Unit III: Social Issues in India with specific reference to Tamil Nadu (50 marks)**

Population Explosion: Fertility – Mortality – Migration – Morbidity – Census 2011 - Population control programmes – National Population Policy 2000 – Family planning and its achievements; Health Care: Poor sanitation – Rural and Urban disparities – Poor infrastructure – Insufficient health care delivery – Role of Panchayat Raj and Urban Development Agencies – Health policy in India – Health care programmes in India; Child Labour and Child Abuse: Child Education – School Dropouts – Gender disparities – Initiatives to eliminate Child Labour in India – Media and enhanced vulnerability – Laws to protect child abuse and welfare schemes; Women Empowerment: Domestic violence – Dowry problems – Sexual assault – Eve teasing – Kidnapping – Laws and awareness programmes – Role of Government and NGOs in women empowerment – Welfare schemes; Marginalised Groups: Problems – Scheduled Castes and Scheduled Tribes – Elderly – People with disability – Transgender - Religious minorities – Central and State Government welfare programmes to marginalised groups. Social Changes: Urbanization - Modernization – Globalization – Policy, Planning and Programmes in India – Impact of Violence on Society – Religious Violence – Terrorism and Communal Violence – Causes and Remedies; Current Affairs.

### **Unit IV: Science and Technology in Development (40 marks)**

Robotics and Applications; Atomic and Nuclear Physics – Applications of nuclear energy; Diodes and Transistors and their Applications; Broadcasting Technology; Electrochemical cells - Types of electrodes – Batteries - Lithium-ion Battery; Fuels: Gaseous fuels – LPG, Natural gas and water gas; Polymers: Thermoplastics and Thermosetting plastics, PVC, PET, Nylon 66, Teflon; Medicinal Chemistry: Analgesics - Paracetamol and Aspirin, Antibiotics - Penicillin and Chloromycetin; Biotechnology: Applications of Biotechnology – Plant Genetic Engineering – concepts - transgenic plants, edible vaccines, Terminator Gene technology, BT Cotton, Golden rice, Flavr Savr tomato, Social and ecological impact of genetically modified crops - Biotechnological methods for crop improvement - Application of plant tissue culture in Forestry, Horticulture - Recombinant DNA Technology – DNA cloning - DNA fingerprinting – applications of PCR and ELISA in disease diagnosis – hybridoma

techniques in the production of Mono Clonal Antibodies (MCA) – Animal cell culture techniques – stem cells and its applications; Applications of GIS; Nanotechnology – Fundamentals – Applications - Nano Fertilizer, Nano Pesticides, Green Nanotechnology and Nano-farming; Advanced reproductive techniques: In-Vitro Fertilisation (IVF) – Intra–Uterine Insemination (IUI) – Intra Cytoplasmic Sperm Injection (ICSI) – Gamete Intra-Fallopian Transfer (GIFT) – cryopreservation of sperm; Components of Computer – Computer Organization and Architecture – System Software and Application Software – Data Communication Networks – Cryptography – Computer Graphics and Multimedia – Mobile Computing and Communication – Web Technology and applications – E-Commerce – Cloud Computing Architecture – IOT – Artificial Intelligence Applications – Machine learning - Cyber Security – Biometrics – Blockchain Technology; Current Affairs.

**Unit V: Constitution, Polity and Governance in India with specific reference to Tamil Nadu (60 marks)**

Constitution of India: Preamble and Philosophical features – Salient features and Sources – Union, States and Union Territories - Citizenship - Fundamental Rights, Fundamental Duties, Directive Principles of State Policy; Union Executive: President, Vice-President, Prime Minister and Council of Ministers – Cabinet – Parliament (Lok Sabha and Rajya Sabha) – Parliament Committees – Major Constitutional Amendments; State Government: Chief Minister and Council of Ministers – Tamil Nadu Legislative Assembly: Structure, Powers and Functions; Local Governments: Three-tier system - 73<sup>rd</sup> and 74<sup>th</sup> Constitutional Amendments - Tamil Nadu Panchayat Act 1994 – Grama Sabha – Working of PRIs in Tamil Nadu – District Collector's role in Development Administration; Dynamics of Indian Federalism: Centre-State relations: Administrative, Legislative, Financial – Issues and Challenges; Judiciary in India: Supreme Court, High Courts, District Courts – Subordinate Courts (Structure and Functions) – Judicial Review - Judicial Activism – Public Interest Litigation; Electoral System in India – Election Commission (Constitutional Provisions, Composition, powers and functions); Party system in India: Regional and National political parties in India and Tamil Nadu; Integrity in Indian Polity: Corruption in Politics – Anti-Corruption measures: Lokpal and Lok Ayukta – Central Vigilance Commission, Comptroller and Auditor General of India - Central Bureau of Investigation - Enforcement Directorate - Right to Information – Right to Services – Consumers' Rights – Consumer Protection Act 2019 – Human Rights Act 1993 – National Human Rights Commission, State Human Rights Commission - Social Audit – Citizen's Charter; Political parties in Tamil Nadu: Regional and National Parties – Welfare schemes and measures of successive Governments in Tamil Nadu after 1947 – Reservation and Language policy in Tamil Nadu – Impact of welfare schemes and measures in the socio-economic development of Tamil Nadu; Education and Health Administrative Structure in Tamil Nadu: Evolution – Achievements of Tamil Nadu in various fields: Education, Health, Industrial, Information Technology, Agriculture, Women and Marginalised Groups; E-governance and Mobile-governance initiatives in Tamil Nadu – Public Service Delivery through e-governance. TNeGA – e- Service Centres; Problems in Public Service delivery in Tamil Nadu; Current Affairs.

**Unit VI: Geography of India, Environment, Biodiversity and Disaster Management in India with specific reference to Tamil Nadu (40 marks)**

Geographical Location – Physical units – River system – Climate – Soil – Natural vegetation – Agriculture crops – Livestock – Fisheries; Irrigation – Multipurpose Projects; Minerals: iron ore, manganese, copper, bauxite, gold, silver, mica, coal, petroleum and natural Gas; Energy Resources: hydel, thermal, nuclear, wind, tidal and solar; Industries: textile, jute, sugar, cement, iron and steel, automobile and shipbuilding; Transport: road, railway, water and air; Environment - Global and national environmental issues – pollution - air, water, soil, thermal, radioactive, noise, electronic and solid wastes - Management of municipal solid wastes and bio-medical wastes; Biodiversity and Conservation: Definition, types - genetic, species and ecosystem diversity - values - threats to biodiversity - habitat destruction, invasive species and anthropogenic activities - climatic change and wildfire; Causes and consequences of species extinction; Biodiversity conservation: *in-situ and ex-situ*;

Biodiversity conservation strategies: international environmental governance - Biodiversity Act (BDA), International Union for Conservation of Nature (IUCN), Convention on International Trade in Endangered Species (CITES), and World Wide Fund for Nature (WWF); Biodiversity hotspots of India; Sustainable development – Sustainable development goals and targets - Clean and Green energy - Paris Agreement and COP28; Disaster Management: Overview of disasters - definitions and types; Introduction to disaster risk management framework; Natural calamities - Anthropogenic disasters - global warming and climate change, industrial accidents; Climate change governance - mitigations and adaptations; Role of space technology in disaster management, National action plan for climate change - Tamil Nadu State Disaster Management Authority – Tamil Nadu Disaster Management Plan – Role of NGO and Civil society organisation in disaster management and mitigation in Tamil Nadu; Current Affairs.

#### **Unit VII: Indian Economy with specific reference to Tamil Nadu (40 marks)**

Nature of Indian Economy: An assessment – Structure of Indian Economy - New Economic Policy: Rationale – Components – Privatisation, Deregulation, Trade Liberalisation. Indian Economy since 1991 Reforms (Overview only) - Sources of Revenue: Revenue Receipts – Capital Receipts – Revenue Expenditure – Capital Expenditure; Reserve Bank of India: Functions, Monetary Policy – Components - Fiscal Policy: Fiscal reforms – Fiscal Responsibility and Budgetary Management (FRBM) Act - Finance Commission: Revenue sharing between Union and State Governments – Recommendations of recent Finance Commission; Agricultural and Rural Development: Land Reforms – Rural Credit, Modern Farming Technics and Marketing - e-NAM (electronic – National Agricultural Marketing) – Price Policy – M.S. Swaminathan Commission's Recommendations - Subsidies – Commercialisation and Diversification of Agriculture – Rural Development Programmes – Poverty Alleviation Programmes – National Rural Employment Guarantee Scheme (NREGS); Labour: Employment – Types – Sectoral Distribution – Labour Welfare Measures – Recent Indian Employment Report of International Labour Organisation (ILO) (Overview only); Poverty and Human Development: Estimates of Inequality and Poverty alleviation measures – Human Development Index (HDI), Gender Development Index (GDI), Gender Empowerment Measure (GEM) and Happiness Index (HI); Foreign trade: Composition, Direction and Organisation of Trade – Foreign Direct Investment (FDI) - Balance of Trade – Balance of Payment – External Debt; Current Affairs.

#### **Combined Civil Services (Main) Examination–II (Group IIA Services)**

##### **Paper - II**

**[Single Paper consisting of General Studies (50% of questions - Degree Standard), General Intelligence and Reasoning (20% of questions – SSLC Standard) and Language (General Tamil or General English) (30% of questions – SSLC Standard)]**

**Code: 470**

#### **Part A - General Studies (Degree Standard - 100 Questions)**

##### **Unit I: Modern History of Tamil Nadu, Tamil Society – Culture and Heritage (20 Questions)**

Advent of Europeans - the Portuguese, the Dutch, the English, the Danish and the French-Anglo French Rivalry - Anglo-Mysore War – Anglo-Maratha War - The Polligar rebellion – Vellore Mutiny; Socio-religious reforms in the 18<sup>th</sup> and 19<sup>th</sup> centuries: Christian Missionaries - Brahma Samaj - Arya Samaj - Theosophical Society - Ramakrishna Mission; Reforms of British East India Company's rule in Tamil Nadu; Emergence of Freedom Struggle in Tamil Nadu - Madras Native Association - Madras Mahajana Sabha - Indian National Movement – Swadeshi Movement - Moderates and Extremists in Tamil Nadu -Home Rule Agitation - Non-Cooperation Movement - Civil Disobedient Movement - Quit India Movement; Ancient Tamil Society – Archeological excavation evidence – Arikamedu, Adichanallur, Keezhadi – Sangam Literature – advent of Sangam era; Thirukkural - Philosophical thoughts in Thirukkural for humanity and way of life – concepts in Thirukkural for betterment of humanity – life principles, social principles, management principles and other principles laid down in Thirukkural; Contribution of

Tamilians in Freedom movement: Literary personalities – Journalists – Women activists – Types of struggles – revolutionary songs; Socio-political movements of 19<sup>th</sup> and 20<sup>th</sup> centuries: Justice Party, Development of Rationalism – Self-Respect Movement – Dravidian Movement – *Tani Tamil Iyakkam* (Pure Tamil Movement); Tamil Society Reforms personalities: Thanthai Periyar, Arignar Anna, and other scholars.

### **Unit II: Administration of States with reference to Tamil Nadu (30 Questions)**

Constitution of India: Preamble and Philosophical features – Salient features and Sources – Union, States and Union Territories; Citizenship - Fundamental Rights, Fundamental Duties, Directive Principles of State Policy; Union Government: President, Vice-President, Prime Minister and Council of Ministers – Parliament (Lok Sabha and Rajya Sabha); State Government: Chief Minister and Council of Ministers - Tamil Nadu Legislative Assembly: Structure, Powers and Functions; Local Governments: Three-tiersystem – 73<sup>rd</sup> and 74<sup>th</sup> Constitutional amendments - Tamil Nadu Panchayat Act 1994 – Grama Sabha; Tamil Nadu Administration: Nature, evolution and organisational structure and functions – Salient features of Tamil Nadu administration – Secretariat, Chief Secretary, Additional Chief Secretary, Principal Secretary to Government of Tamil Nadu; District Administration: Role and functions of District Collector, District Revenue Officer, Revenue Divisional Officer, Tahsildar, Block Development Officer, Revenue Inspector, and Village Administrative Officer; E-Governance Policy of Government of Tamil Nadu – E-Governance and Mobile-Governance initiatives of Government of Tamil Nadu - Tamil Nadu State's Specialised Undertakings and Agencies; Tamil Nadu Government sponsored welfare schemes and measures (Since 1990) – objectives, issues and challenges in the implementation – Impact of welfare schemes and measures on the socio-economic development of the people; Current Affairs.

### **Unit III: Science and Technology in Development (15 Questions)**

Atomic and Nuclear Physics – Applications of nuclear energy - Electronics and Communication - Robotics and applications; Nanotechnology and its applications; Electrochemical cells – Batteries – Gaseous fuels – LPG – Polymers – Carbohydrates – Vitamins – Antibiotics; Applications of Geographic Information System (GIS); Biotechnology: Applications of biotechnology – concepts - tools used – plant genetic engineering – concepts - transgenic plants, edible vaccines, BT cotton, Golden rice - social and ecological impact of genetically modified crops - Biotechnological methods for crop improvement - Application of plant tissue culture in forestry and horticulture - DNA fingerprinting – Applications of Polymerase Chain Reaction (PCR) and Enzyme-Linked Immuno Sorbent Assay (ELISA) in disease diagnosis; Advanced reproductive techniques: In-Vitro Fertilisation (IVF) – Artificial insemination – test tube baby; Vaccines: types – vaccination schedule in humans; Contribution of the scientists from Tamil Nadu; Digital Computer Fundamentals: Hardware Components – Input / Output Devices; Memory types: RAM, ROM, PROM, EPROM, EEPROM; Secondary Storage Devices: HDD, SSD, CD Type – CPU: Control Unit - Arithmetic Logic Unit - Software types: System Software: OS – System Commands of Windows and Linux – Application Software: DBMS – Database Creation, Queries – Word Processor, Spreadsheet, Presentation Software – Communication Software: Browser, Email: Sending and receiving email, Document sharing and Folder Management – Computer Network: Classification of Networks - Topology – Multimedia and Applications: Image, Audio, Video File types – Network Security: User Authentication; Current Affairs.

### **Unit IV: Tamil Nadu Economy and Social Issues in Tamil Nadu (20 Questions)**

Tamil Nadu Economy – Features – State Budget: Major revenue and expenditure – State Income types – State's Economic growth: Agriculture - Industry – Service Sector; Agriculture: Major crops – Food grains – Cash crops – Types of farming – Organic farming – Inorganic farming – Contract farming – Farmers Producers Organisation (FPO) – Agricultural Marketing – Issues of Marketing – Online

Marketing – Agriculture Budgeting in Tamil Nadu – Features; Education: Illiteracy - Gross Enrolment Ratio (GER) in schools and colleges – Measure and recent data - Student welfare schemes – Recent schemes for education - Linkage between education and social development; Poverty and Unemployment: Unemployment issues in Tamil Nadu - State Government poverty alleviation schemes and employment generation schemes; Labour migration; Population growth rate – Sex ratio – Density of population – Causes for population growth - Population control programmes – Family planning and its achievements; Child Labour issues; Health: Vital Statistics – Recent health schemes; Women Empowerment: Domestic violence – Dowry problems – Sexual assault – Laws and awareness programmes - Women welfare schemes - Self Help Groups; Marginalised Groups: Problems – Scheduled Castes and Scheduled Tribes - Elderly – People with disability – Transgender – Religious minorities – State Government welfare programmes to marginalised groups; Current Affairs.

**Unit V: Geography of Tamil Nadu, Environment, Biodiversity and Disaster Management in Tamil Nadu (15 Questions)**

Geography: Location – Administrative units – Relief features – Major Rivers; Climate: temperature, rainfall and monsoon; Soil: classification and distribution; Forests: classification, distribution, wildlife and birds sanctuaries, forest products; Livestock: cattle and dairying; Fishing: freshwater and saline water fishing; Irrigation: types and distribution of canal, tank and well irrigation, watershed and minor irrigation projects; Minerals: distribution and production of iron ore and bauxite; Power Resources: coal and petroleum; Industries: iron and steel, textiles, cement, automobile, sugarcane and cotton industries; Transport: road, railway, air and sea transport; Environment: Environmental issues in Tamil Nadu – pollution - air, water, soil, thermal, radioactive, noise; Natural resource types – renewable and non-renewable energy resources; Biodiversity and Conservation: Definition, types - genetic, species and ecosystem diversity – values - threats to biodiversity - habitat destruction, invasive species and anthropogenic activities - climatic change and forest fire. Causes and consequences of species extinction; Biodiversity conservation: *in-situ* and *ex-situ* - Biodiversity conservation strategies - State Biodiversity action plan - Biodiversity hotspots in Tamil Nadu; Sustainable development - Sustainable development goals and targets; Green energy - Paris Agreement and COP28; Disaster Management: Overview of disasters - definitions and types. Natural calamities in Tamil Nadu; Anthropogenic disaster - global warming and climate change issues in Tamil Nadu - Climate change governance - mitigations and adaptations - State action plan for climate change; Tamil Nadu State Disaster Management Authority – Tamil Nadu Disaster Management Plan – Role of NGO and Civil society organisation in disaster management and mitigation in Tamil Nadu; Current Affairs.

**Part B: General Intelligence and Reasoning (SSLC Standard - 40 Questions)**

- |  |                                      |
|--|--------------------------------------|
| 1. Analogy                                 | 15. Inserting the missing characters |
| 2. Classification                          | 16. Logical reasoning                |
| 3. Coding and decoding                     | 17. Figural series                   |
| 4. Relationship Concepts                   | 18. Numerical Operations             |
| 5. Puzzles                                 | 19. Symbolic operations              |
| 6. Dice                                    | 20. Word building                    |
| 7. Direction and Distance                  | 21. Statement and Conclusion         |
| 8. Logical Venn diagrams                   | 22. Address matching                 |
| 9. Alpha-numeric reasoning                 | 23. Mirror images                    |
| 10. Arithmetical reasoning                 | 24. Embedded figures                 |
| 11. Verification of Truth of the Statement | 25. Visual reasoning                 |
| 12. Similarities and Differences           | 26. Figural classification           |
| 13. Calendar                               | 27. Square completion                |
| 14. Permutation Combination                |                                      |



**Part C: Language (General Tamil or General English) (SSLC Standard - 60 Questions)**

**General Tamil (பொதுத் தமிழ்)**

1. பொருத்துதல் - பொருத்தமான பொருளைத் தெரிவு செய்தல், புகழ் பெற்ற நூல், நூலாசிரியர்.
2. தொடரும் தொடர்பும் அறிதல்  
(i) இத்தொடரால் குறிக்கப்படும் சான்றோர் (ii) அடைமொழியால் குறிக்கப்படும் நூல்.
3. பிரித்தெழுதுதல்.
4. எதிர்ச்சொல்லை எடுத்தெழுதுதல்.
5. பொருந்தாச் சொல்லைக் கண்டறிதல்.
6. பிழைதிருத்தம் - சந்திப் பிழையை நீக்குதல், ஒருமை பன்மை பிழைகளை நீக்குதல், மரபுப் பிழைகள், வழுஉச் சொற்களை நீக்குதல், பிறமொழிச் சொற்களை நீக்குதல்.
7. ஆங்கிலச் சொல்லுக்கு நேரான தமிழ்ச் சொல்லை அறிதல்.
8. ஒலி வேறுபாடறிந்து சரியான பொருளை அறிதல்.
9. ஓரெழுத்து ஒருமொழி உரிய பொருளைக் கண்டறிதல்.
10. வேர்ச்சொல்லைத் தேர்வு செய்தல்.
11. வேர்ச்சொல்லைக் கொடுத்து, வினைமுற்று, வினையெச்சம், வினையாலணையும் பெயர், தொழிற்பெயரை உருவாக்கல்.
12. அகரவரிசைப்படி சொற்களைச் சீர்செய்தல்.
13. சொற்களை ஒழுங்குபடுத்தி சொற்றொடர் ஆக்குதல்.
14. பெயர்ச் சொல்லின் வகை அறிதல்.
15. இலக்கணக் குறிப்பறிதல்.
16. விடைக்கேற்ற வினாவைத் தேர்ந்தெடுத்தல்.
17. எவ்வகை வாக்கியம் எனக் கண்டெழுதுதல்.
18. தன்வினை, பிறவினை, செய்வினை, செய்ப்பாட்டுவினை வாக்கியங்களைக் கண்டெழுதுதல்.
19. உவமையால் விளக்கப்பெறும் பொருத்தமான பொருளைத் தேர்ந்தெழுதுதல்.
20. எதுகை, மோனை, இயைபு இவற்றுள் ஏதேனும் ஒன்றை தேர்ந்தெழுதுதல்.
21. பழமொழிகள்.

**General English**

1. Match the following words and phrases given in Column A with their meanings in Column B.
2. Choose the correct 'Synonym' for the underlined word from the options given.
3. Choose the correct 'Antonym' for the underlined word from the options given.
4. Select the correct word (Prefix, Suffix).
5. Fill in the blanks with suitable Article.
6. Fill in the blanks with suitable Preposition.



7. Select the correct Question Tag.
8. Select the correct Tense.
9. Select the correct Voice.
10. Fill in the blanks (Infinitive, Gerund, Participle).
11. Identify the sentence pattern of the following sentence (Subject, Verb, Object...).
12. Fill in the blanks with correct Homophones.
13. Find out the Error (Articles, Preposition, Noun, Verb, Adjective, Adverb).
14. Select the correct sentence.
15. Find out the odd words (Verb, Noun, Adjective, Adverb).
16. Select the correct Plural forms.
17. Identify the sentence (Simple, Compound, Complex Sentence).
18. Identify the correct Degree.
19. Form a new word by blending the words.
20. Form compound words (eg.: Noun+Verb, Gerund+Noun).
21. British English – American English.
22. General Comprehension.

## **Annexure IV**

### **Instructions to be followed by candidates while appearing for written examinations (Objective Type, Descriptive Type and Computer Based Test) conducted by the Commission**

#### **1. General Instructions**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **2. Objective Type Examinations**

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

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

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

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

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

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

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

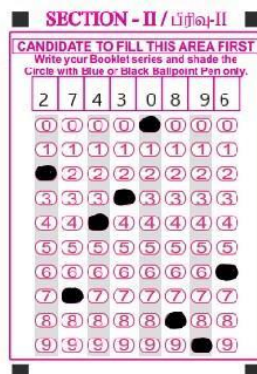
2.8. Candidates must not tick mark / mark the answers in the question booklet. Failure to comply with this instruction will result in rejection of candidature.

2.9. Before writing and shading the Question Booklet Number in the OMR answer sheet, the candidate shall verify whether all the questions are printed without any omission. In case any defect is found, it shall immediately be reported to the Room Invigilator and a replacement shall be obtained which is complete in all aspects. Correct Question Booklet Number which is used by the candidate shall be written in the OMR answer sheet. If any defect is noticed in the question booklet or OMR answer sheet after the commencement of the examination, it will not be replaced.

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

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

2.12. The correct method of shading Question Booklet Number is illustrated below. For example, if the Question Booklet Number is 27430896:



2.13. If the Question Booklet Number shaded by the candidate is not read by the OMR scanner, which may be due to improper or absence of shading of Question Booklet Number by the candidates, such answer sheets shall not be subjected to evaluation. Therefore, the said answer sheets shall be invalidated.

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

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

2.16. The correct method of writing & shading in section – III (a) & section III (b) of the Part – II of OMR Answer Sheet is illustrated below:

For eg., 36 [A]s are shaded as answers in Response portion, then 036 shall be written in the boxes provided in Section – III (a) and the corresponding bubbles 0,3 and 6 should be shaded in Section – III (b) as illustrated below:

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

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

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

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

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

### **3. Descriptive type examinations:**

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

3.2. In respect of descriptive type examination, the question-cum-answer booklet as well as instructions regarding filling up of the same, shall be given fifteen minutes before the time scheduled for the commencement of the examination.

3.3. Candidates must sign in the attendance sheet, after verifying his name and register number therein, duly mentioning the question-cum-answer booklet number.

3.4. In cases where the question number and the answer written therein or the question and answer written therein do not correspond to each other or the candidate makes any modification in the question number, such an answer shall not be evaluated.

3.5. If an answer booklet of a candidate for one paper is declared deemed not fit for valuation, the answer booklets of the candidate for the remaining papers will also be treated as invalid / not subjected for evaluation.

### **4. Computer Based Test (CBT) Examinations**

4.1. The Registration for the examination shall start one hour before the time scheduled for the commencement of the examination. Further, the candidates should present themselves at the examination venue 30 minutes before the time scheduled for the commencement of examination and no one shall be allowed into the venue thereafter.

4.2. Each candidate will be assigned a Computer to take up the examination.

4.3. No computer knowledge is required to take up the Computer Based Test. Knowledge in Mouse operation would suffice to take up the Computer Based Test.

4.4. Candidates will be provided with a user name and password to login the system.

4.5. Use the keyboard only to key – in the Register Number, User id (registration id) and password.






4.6. Necessary instructions will be displayed on the screen. Kindly read all the instructions carefully and follow the instructions without fail.

4.7. In case of doubt in the questions and answers, English version is the final.

- 4.8. In Computer Based Test, questions with five options each will be displayed in the computer screen.
- 4.9. The Question and optional answers will be shuffled randomly and displayed to the candidate.
- 4.10. Candidates will be provided with a paper for doing rough work. After closure of the examination, rough sheet will be collected.
- 4.11. 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.
- 4.12. Candidate can use only the mouse to select the correct answers and proceed with answering the questions.
- 4.13. Candidates can recheck his / her answers and if he / she feels to correct the answers, it can be done at any time before the closure of examination. They can skip the questions also, if they desire so.
- 4.14. Candidate can submit their answers at any time during the examination.
- 4.15. If he / she wants to close the examination, he / she shall remain in the seat till the completion of the scheduled time of examination.
- 4.16. Once the entire answers are submitted, the candidates have no option to proceed further.
- 4.17. If the candidates fail to submit their answers, the system will automatically submit the answers to the server, at the closure of the examination.
- 4.18. The question and answers can be zoomed to the required level for the candidates with visual impairment.
- 4.19. Candidates have to sign the attendance sheet and affix thumb impression for verification of his / her identity.
- 4.20. 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.
- 4.21. The Examination Hall will be under camera surveillance.
- 4.22. To acquaint with the operation of Mouse and the CBT, the candidates can take up the mock test available in the Commission's 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. Candidates can practice the mock test as many times as he / she likes.
- 4.23. Answer sheet answered other than the subject opted by the candidate in the online application / specified in the Hall Ticket will be invalidated.
- 4.24. One question will be displayed on the screen at a time.
- 4.25. Time available for the candidate to complete the examination will be displayed through a countdown timer in the top right-hand corner of the screen. It will display the remaining time as Time Left. (For example: if duration of examination is 3 hours, at the beginning of exam, timer will show 180 minutes and



for Differently Abled candidates with scribe / without scribe 240 minutes, which will reduce gradually with passage of time). When the timer reaches zero, the examination will end by itself and the examination will be submitted by the system automatically.

4.26. Question Number Box: 1. Question Number Box displayed on the right side of the screen will show the status of each question using one of the following symbols:

-  You have not visited the question yet.
-  You have not answered the question.
-  You have answered the question.
-  You have NOT answered the question, but have marked the question for review.
-  You have answered the question and marked for review. This will be considered for evaluation.

The 'Marked for Review' status for a question simply indicates that you would like to look at that question again.

You can click on the ">" arrow which appears to the left of question number box to minimize the question number box. This will enable you to view the question on a bigger area of the screen. To view the question number box again, you can click on "<" arrow which appears on the right side of the screen.

You can click on  to navigate to the bottom and  to navigate to the top of the question area, without scrolling.

4.27. The summary of number of questions answered, not answered, not visited, marked for review and answered and marked for review will be displayed above the question number box.

4.28. The questions will appear on the screen in ascending order, which can be answered one by one.

4.29. To select your answer of a question, click on the button of one of the options.

4.30. Click on Save and Next button after answering every question to save your answer. Otherwise your answer will not be saved.

4.31. To deselect your chosen answer, click on the button of the chosen option again or click on the Clear Response button.

4.32. Instruction for enlarging images, to view the image provided in the question in a bigger size, click on the image and rotate the scrolling wheel on the mouse.

4.33. Any attempt of malpractice found, will render you liable to such penal action as the Commission may decide.

## 5. Other Instructions

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



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

5.3. Candidates are allowed to take with them, the question booklet, in the case of objective examination, only after the examination is over. In case of descriptive type of examination the candidate is to write answers in question cum answer booklet.

5.4. Tentative answer keys will be hosted in the Commission's website within six working days from the date of conduct of objective type examination. Candidates can challenge the tentative answer keys of the objective type examination through the 'Answer Key Challenge' window available in the Commission's website [Results → Answer Keys]. Representations, if any, challenging the tentative answer keys shall be submitted only through online mode within seven days from the date of publication of tentative answer keys. Representations received by post or e-mail will receive no attention.

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

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

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

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

5.9. After conclusion of the entire selection process, copies of OMR answer sheet / descriptive type answer booklet shall be made available to the candidates on the Commission's website. On requisite payment, the candidates can download the answer papers.

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

## **6. Special Instructions for Persons with Benchmark Disabilities, Usage of scribes, etc.,**

6.1. Candidates with benchmark disability, shall be permitted to utilize the services of a scribe upon making such request in their online application. Such candidates should produce / upload the following certificate for utilizing services of the scribe and to claim exemption from Tamil Eligibility Test. Requests for scribes made after the submission of application or on the date of examination will receive no attention.

Certificate

This is 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 has  
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. Exemption from Tamil / Second Language.
2. Extra \_\_\_\_\_ hours for writing theory exam.
3. Allocation of a scribe.
4. Overlooking spelling mistakes and grammatical errors.
5. Using calculator / assistive devices
6. \_\_\_\_\_ (Any other assistive devices or  
concessions).

\*strike out the non applicable.

Signature

(Name of Government Hospital / 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  
(e.g. Visual Impairment – Ophthalmologist, Locomotor disability – Orthopedic  
Specialist / PMR etc.,)

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

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

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

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

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

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

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

6.2.7. Compensatory time of not less than 20 minutes per hour of examination will be allowed to candidates with benchmark disability, who have physical limitation to write including that of speed and who are utilizing the services of a scribe.

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

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

## **7. Penalty for Violation of Commission's Instructions in the Objective Type and Descriptive Type Examinations**

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

### **7.1. Invalidation of Answer Sheet (Objective Type)**

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

7.1.2. Usage of pencil.

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

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

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

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

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

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

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

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

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

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

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

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

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



## 7.2. Invalidation of Answer Sheet (Descriptive Type)

7.2.1. Usage of pens other than black ink pens. The candidate shall use the same black ink pen (Fountain pen or Ball point pen or Gel pen) in the entire answer booklet for all purposes including writing the register number, signing on the first page, answering, drawing, underlining, highlighting, striking off unused space in the answer booklet, striking off answers in excess of the number required, etc. For this purpose, candidates should keep sufficient number of additional black ink pens of same type, with same colour and shade of ink.

7.2.2. Usage of whitener, sketch pens, pencil, colour pencils, multicolour pens, crayons or any other writing materials, for any purpose.

7.2.3. Writing religious symbols, writing their name, signature, phone number, cell phone number, initials, address and writing any other name, initial or address in the answer booklet except in the manner instructed in the question-cum-answer booklet.

7.2.4. Appealing to the examiner in the answer booklet, invoking sympathy of examiners in connection with their results.

7.2.5. Candidates writing anything unconnected to the question, or any impertinent remarks and irrelevant matter revealing his identity.

7.2.6. Writing the answers in more than one language (i.e., partly in Tamil and partly in English) except in cases where specifically permitted. If the candidates answer in Tamil, they should write the entire examination in Tamil only or if the candidates answer in English, they should write the entire examination in English only. However, technical words which cannot be translated, can be written in the respective languages, i.e., only the technical words and not the entire sentence / entire answers. The answer booklet of the candidate who violates this instruction will be invalidated.

7.2.7. Wrongly seated in the place of other candidates and/or written the examination using the answer booklet of other candidates.

7.2.8. Tampering with the Barcode printed on the question-cum-answer booklet.

7.2.9. The question-cum-answer booklet for Main Examination which has not been signed by the candidates in the designated places.

### **7.3. Deduction of Marks (Objective Type)**

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

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

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

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

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

**7.4. Criminal Action:** Criminal action will be initiated against the candidates for the following reasons (Objective, Descriptive Type and Computer Based Test (CBT))

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

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

7.5. Invalidation of OMR answer sheet / Question Cum Answer booklet as well as debarment for such period as the Commission may deem fit will be imposed on candidates resorting to any kind of irregularity or malpractice within / outside the examination hall including:

- a. Consulting with / copying from another candidate in the examination hall.
- b. Permitting others to copy from his/her OMR answer sheet / Question Cum Answer Booklet.
- c. Copying from books or notes which are printed / typewritten / handwritten.
- d. Seeking the help / assistance of any official / hall supervisor in answering questions in examination hall.
- e. Approaching or attempting to approach an examiner or getting other people to approach an examiner on his behalf.
- f. Possession of electronic devices such as cellular phones, watches and rings with in-built memory notes, Bluetooth devices, communication chip, other electronic devices and non-electronic devices such as P&G design data book, books, notes, handbags, other non-permitted materials, etc.
- g. Taking away from the examination hall, the whole or part of any used / unused OMR answer sheet or used / unused Question Cum Answer Booklet without handing it over to the room invigilator.
- h. Tampering with the Barcode / OMR-track printed on page 1 of the OMR answer sheet and tampering with the Barcode printed on the Question Cum Answer Booklet.

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

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

S. No	Nature of Offence	Period of Debarment
1	Attempts to influence the Chairman, Members of the Commission, Secretary, Controller of Examinations or any officer or staff of the Commission, personally / by letter / through relatives, friends, patrons, officials or other persons.	Three Years
2	Production of bogus community / destitute widow / differently abled / ex-serviceman / transgender / person studied in Tamil medium certificates, etc. Tampering or alteration in the documents or certificates.	Permanent, Initiation of criminal action
3	Suppression of material information, at any stage of the selection process, regarding:  (i) Previous appearances or availing free chances. (ii) Regular / temporary employment in Government or Quasi-Government organizations, local bodies, public sector undertakings, statutory bodies, public corporations, Universities, etc., (iii) Criminal cases, arrests, convictions, disciplinary proceedings, etc. (iv) Debarment or disqualification by Union Public Service Commission / State Public Service Commissions / other agencies	One Year
4	Possession of electronic devices such as cellular phones, watches and rings with in-built memory notes, Bluetooth devices, communication chip, any other electronic devices inside the examination room and also seeking the help of / assistance of any official / invigilator / any outsider in answering question	Permanent
5	Possession of non-electronic devices such as P&G Design Data Book, books, notes, guides, handbags, other non-permitted materials, etc. inside the examination room.	Three Years
6	Consulting with other candidates, copying from other candidates, permitting others to copy from his / her answer paper, copying from books or notes which are printed / typewritten / hand written, etc.	Three Years
7	In addition to the offences listed herein, the involvement of candidates in any indiscipline or irregular practices within / outside the examination room.	Three Years
8	Written certain unwarranted remarks unconnected with answers to the subject concerned in the answer books, etc., i.e., vulgar, derogatory and obscene language.	Three Years
9	Appeal to the examiners in the answer books, to value liberally or to award more marks or to be sympathetic, etc.	One Year

10	Approaching or attempting to approach an examiner or getting other people to approach an examiner on his / her behalf	Permanent, Initiation of criminal action
11	Taking away from the examination hall, the whole or part of any used / unused OMR answer sheet, without handing it over to the room invigilator. Tampering with the Barcode and/or OMR Track printed on the OMR answer sheet.	Three Years
12	Candidates found smoking / intoxicated, or found to have entered into a quarrel of any kind, or to have misbehaved with the Chief Invigilator or with the inspection authorities or with the invigilator or with any other candidate either in the examination hall or inside the campus of the examination venue, either before, during or after the examination.	Three Years
13	Indulging in grave malpractices, including impersonation, amounting to subversion of the conduct of examination.	Permanent, Initiation of criminal action