



TAMIL NADU PUBLIC SERVICE COMMISSION

Advertisement No. 610
Notification No. 07/2022

DATED: 30.03.2022

Combined Civil Services Examination-IV (Group-IV). Applications are invited from eligible candidates only through online mode upto **28.04.2022** for Direct Recruitment against the vacancies in the following posts included in the Tamil Nadu Ministerial Service, Tamil Nadu Judicial Ministerial Service, Tamil Nadu Secretariat Service, Tamil Nadu Legislative Assembly Secretariat Service, Tamil Nadu Slum Clearance Board Non-Technical Subordinate Service and Tamil Nadu Housing Board Subordinate Service.

Warning

- All recruitments by the Tamil Nadu Public Service Commission are purely merit based.
- The Tamil Nadu Public Service Commission hereby cautions the applicants 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 applicants on account of indulging in any sort of dealings with such unscrupulous elements.
- Applicants are solely responsible for their claims in the online application. They cannot blame service providers like internet cafes/browsing centres/Common Service centres for the mistakes made while applying online for recruitment. Applicants are advised to check the filled in online application before finally submitting the same.

எச்சரிக்கை

- தேர்வாணையத்தின் தெரிவுகள் அனைத்தும் விண்ணப்பதாரரின் தர வரிசைப்படியே மேற்கொள்ளப்படுகின்றன.
- பொய்யான வாக்குறுதிகளைச் சொல்லி, தவறான வழியில் வேலை வாங்கித் தருவதாகக் கூறும் இடைத்தரகர்களிடம் விண்ணப்பதாரர் மிகவும் கவனமாக இருக்குமாறு எச்சரிக்கப்படுகின்றனர்.
- இதுபோன்ற தவறான மற்றும் நேர்மையற்றவர்களால் விண்ணப்பதாரருக்கு ஏற்படும் எவ்வித இழப்புக்கும் தேர்வாணையம் எந்தவிதத்திலும் பொறுப்பாகாது.
- இணையவழி விண்ணப்பத்தில் குறிப்பிடப்படும் அனைத்துத் தகவல்களுக்கும் விண்ணப்பதாரரே முழுப் பொறுப்பாவார். விண்ணப்பதாரர், தேர்விற்கு இணையவழியில் விண்ணப்பிக்கும்பொழுது, ஏதேனும் தவறு ஏற்படின், தாங்கள் விண்ணப்பித்த இணையச் வேலை மையங்களையோ/ பொதுச்சேவை மையங்களையோ (Browsing centre / Internet cafe) குற்றம் சாட்டக் கூடாது. விண்ணப்பதாரர் பூர்த்தி செய்யப்பட்ட இணையவழி விண்ணப்பத்தினை இறுதியாக சமர்ப்பிக்கும் முன்னர், நன்கு சரிபார்த்த பின்னரே சமர்ப்பிக்குமாறு அறிவுறுத்தப்படுகிறார்.

1. ONE TIME REGISTRATION

It is mandatory for applicants to register their basic particulars through One Time online Registration system on payment of Rs. 150/- (Rupees One Hundred and Fifty only) towards registration fee and then they should apply only through online for this recruitment. [The One Time Registration will be valid for five years from the date of registration. Thereafter, the registration should be renewed by paying the prescribed fee]. **One Time Registration will not be considered as an application for any post.**

2. DETAILS OF VACANCIES

TABLE-A
VAO & Group-IV

Sl. No.	Name of the Post and Post Code No.	Name of the Service and Service Code No.	Number of vacancies	Scale of pay	
1.	Village Administrative Officer (Post Code: 2025)	Tamil Nadu Ministerial Service (Service Code. 050)	274*	Rs.19,500 - 71,900/- (Level 8)	
2.	Junior Assistant (Non - Security) (Post Code: 2600)	Tamil Nadu Ministerial Service / Tamil Nadu Judicial Ministerial Service (Service Code. 006)	3590*+3 C/F		
3.	Junior Assistant (Security) (Post Code: 2400)		88*		
4.	Bill Collector, Grade-I (Post Code: 2500)	Tamil Nadu Ministerial Service (Service Code. 006)	50		
5.	Typist (Post Code: 2200)	Tamil Nadu Ministerial Service / Tamil Nadu Judicial Ministerial Service / Tamil Nadu Secretariat Service / Tamil Nadu Legislative Assembly Secretariat Service (Service Code. 006)	2069*+39 C/F		
6.	Steno-Typist (Grade-III) (Post Code: 2300)	Tamil Nadu Ministerial Service / Tamil Nadu Judicial Ministerial Service (Service Code. 006)	885*+139C/F		Rs.20,600 - 75,900/- (Level 10)
7.	Store Keeper in Tamizhagam Guest House, Udhagamandalam (Post Code: 3210)	Tamil Nadu Ministerial Service (Service Code. 050)	1		Rs.18,500 - 68,000/- (Level 6)
Total			7138		

TABLE-B**Posts in various Boards included as per Tamil Nadu Public Service Commission (Additional Functions) Act, 2022 (Act No. 14 of 2022)**

Sl. No.	Name of the Post and Post Code No.	Name of the Service and Service Code No.	Number of vacancies	Scale of pay
1.	Junior Assistant in Tamil Nadu Urban Habitat Development Board (Post Code: 3213)	Tamil Nadu Slum Clearance Board Non-Technical Subordinate Service (Service Code. 109)	64*	Rs.19,500 - 71,900/- (Level 8)
2.	Junior Assistant in Tamil Nadu Housing Board (Post Code: 3229)	Tamil Nadu Housing Board Subordinate Service (Service Code. 110)	39*+4 C/F	
3.	Bill Collector in Tamil Nadu Urban Habitat Development Board (Post Code: 3214)	Tamil Nadu Slum Clearance Board Non-Technical Subordinate Service (Service Code. 109)	49*	Rs.16,600 - 60,800/- (Level 3)
4.	Steno-Typist (Grade-III) in Tamil Nadu Urban Habitat Development Board (Post Code: 3215)		7	Rs.20,600 - 75,900/- (Level 10)
Total			163	

Total Number of Vacancies (Table A & B) - 7301**C/F - Carry Forward Vacancies****Note :**

- (i) *Vacancies shown here are the vacancies after deducting 3% of vacancies for the reservation for meritorious sportspersons as per [G.O.\(Ms\).No.6, Youth Welfare and Sports Development \(S1\) Department, Dated 20.02.2019](#)
- (ii) Unless and otherwise specified, the number of vacancies notified is approximate and is liable to modification as indicated in [Para 11-A of "Instructions to Applicants"](#).
- (iii) The Carried forward vacancies details for the above said posts will be added before the start of the Counselling process.
- (iv) First, the selection will be made for the carried forward vacancies [[Section 27 of the Tamil Nadu Government Servants \(Conditions of Service\) Act, 2016](#)]
- (v) Secondly, the selection will be made for regular vacancies following the rule of reservation of appointments.

3. DISTRIBUTION OF VACANCIES

The rule of reservation of appointments is applicable for this recruitment and the District/Unit Wise Distribution of vacancies will be announced later.

Note :

- (i) The distribution of vacancies will be, subject to the outcome of final orders of the Hon'ble Supreme Court of India on the Special Leave to Appeal [SLP] filed by the Government of Tamil Nadu with regard to the Tamil Nadu Act 8 of 2021.
- (ii) Information regarding MBC(V), MBC-DNC and other MBC will be obtained in the online application pending outcome of the above said Special Leave Petition before the Hon'ble Supreme Court of India.

4. IMPORTANT DATES AND TIME

a.	Date of Notification	30.03.2022	
b.	Last date for submission of online application	28.04.2022	
c.	Date and Time of Written Examination	24.07.2022	9.30 A.M.to 12.30 P.M.

Note:

Refer Annexure-V of this Notification regarding tentative timeline for the recruitment process.

5. QUALIFICATIONS

AGE LIMIT (as on 01.07.2022)

(A)(1) VILLAGE ADMINISTRATIVE OFFICER

Sl. No.	Category of Applicants	Minimum Age (should have completed)	Maximum Age (should not have completed)
1.	SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s, BCs and Destitute Widows of all Castes.	21 Years	42** Years
2.	"Others"	21 Years	32** Years

**As per G.O (Ms). No.91, Human Resources Management (S) Department, dated 13.09.2021, the Maximum Age Limit prescribed for appointment by direct recruitment has been enhanced by 2 years.

Note:

- (i) **“Others”** [i.e., Applicants not belonging to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s and BCMs] who have put in 5 years and more of service in the State / Central Government are not eligible to apply even if they are within the age limit.
[For further details refer Para 3(F) of “Instructions to Applicants” and Section 3(r) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016]
- (ii) Instructions given with regard to maximum age limit under [Para 5A of the “Instructions to Applicants”](#) **will not apply to the post of Village Administrative Officer.**

(A)(2) For the Posts of Junior Assistant (Non-Security), Junior Assistant (Security), Junior Assistant in Tamil Nadu Urban Habitat Development Board, Junior Assistant in Tamil Nadu Housing Board, Bill Collector Grade-I, Bill Collector in Tamil Nadu Urban Habitat Development Board, Typist, Steno-Typist (Grade -III) , Steno-Typist (Grade -III) in Tamil Nadu Urban Habitat Development Board and Store Keeper in Tamizhagam Guest House, Udthagamandalam

AGE LIMIT (as on 01.07.2022)

Sl. No.	Category of Applicants	Minimum Age (should have completed)	Maximum Age (should not have completed)
1.	SCs, SC(A)s, STs and Destitute Widows of all Castes	18 Years	37** Years
2.	MBCs/DCs, BC(OBCM)s and BCMs		34** Years
3.	“Others” [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s and BCMs]		32** Years

**As per G.O (Ms). No.91, Human Resources Management (S) Department, dated 13.09.2021, the Maximum Age Limit prescribed for appointment by direct recruitment has been enhanced by 2 years.

Note:

- (i) **“Others”** [i.e., Applicants not belonging to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s and BCMs] who have put in 5 years and more of service in the State / Central Government are not eligible to apply even if they are within the age limit. [For further details refer Para 3(F) of “Instructions to Applicants” and Section 3(r) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016]
- (ii) No maximum age limit for applicants belonging to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s, BCMs and Destitute Widows of all castes who possess a General Educational Qualification which is higher than the Minimum General Educational Qualification (i.e. who have passed P.U.C/H.S.C/Diploma/Degree).

Explanation:

“No maximum age limit” shall mean that the applicants should not have completed 60 years of age either on the date of Notification or at the time of selection/appointment to the post.

Age Concession (for all posts)(i) **For Persons with Benchmark Disability:**

Persons with Benchmark Disability are eligible for age concession upto 10 years over and above the maximum age limit prescribed above.

[Section 64 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 and as per Para 5D of “Instructions to Applicants”]

(ii) **For Ex-Servicemen:**

(a) The maximum age limit is 55 Years for the applicants who belong to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s and BCMs.

(b) The maximum age limit is 50 years for “Others” (i.e.) Applicants not belonging to any of the above said categories.

[Section 63 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 and as per G.O (Ms). No.91, Human Resources Management (S) department, dated 13.09.2021] [Refer Para 5B of “Instructions to Applicants”]

(c) The above mentioned age concession **will not apply** to the Ex-Servicemen applicants who have already been recruited to any class or service or category.

[Section 3(j) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016]

(iii) **For other kinds of Persons:**

As per **“Para 5C, 5E and 5F of Instructions to Applicants”**.

(B) EDUCATIONAL AND TECHNICAL QUALIFICATION: (as on 30.03.2022)

(The results of the qualifying examinations should have been declared on or before this date)

NAME OF THE POST	QUALIFICATION
VILLAGE ADMINISTRATIVE OFFICER	Must possess Minimum General Educational Qualification viz., Must have passed S.S.L.C Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies (or) to College Courses of Studies.
JUNIOR ASSISTANT (Non - Security), JUNIOR ASSISTANT (Security), JUNIOR ASSISTANT IN TAMIL NADU HOUSING BOARD, BILL COLLECTOR GRADE-I, BILL COLLECTOR IN TAMILNADU URBAN HABITAT DEVELOPMENT BOARD	Must possess Minimum General Educational Qualification viz., Must have passed S.S.L.C Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies.
TYPIST	<p>I. Must possess Minimum General Educational Qualification viz., Must have passed S.S.L.C Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies.</p> <p>II. Must have passed the Government Technical Examination in Typewriting:-</p> <ul style="list-style-type: none"> i) by Higher / Senior Grade in Tamil and English (or) ii) by Higher / Senior Grade in Tamil and Lower/ Junior Grade in English (or) iii) by Higher/Senior Grade in English and Lower/ Junior Grade in Tamil. <p>Note: Selection Procedure for Typist</p> <ul style="list-style-type: none"> a) Candidates with technical qualification referred to in item (i) will be selected first. b) In case candidates with technical qualification referred to in item (i) are not available, candidates with technical qualification referred to in item (ii) will be selected. c) In case candidates with technical qualification referred to in item (i) and (ii) are not available, candidates with technical qualification referred to in item (iii) will be selected.

**STENO-TYPIST (GRADE- III) &
STENO-TYPIST (GRADE-III) IN
TAMIL NADU URBAN HABITAT
DEVELOPMENT BOARD**

- I.** Must possess Minimum General Educational Qualification viz., Must have passed S.S.L.C Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies.
- II.** Must have passed the Government Technical Examination both in Typewriting and in Shorthand:-
 - i) by Higher / Senior Grade in Tamil and English (or)
 - ii) by Higher / Senior Grade in Tamil and Lower/Junior Grade in English (or)
 - iii) by Higher / Senior Grade in English and Lower/ Junior Grade in Tamil.

Note:

Selection Procedure for Steno-Typist (Grade-III)

- a) Candidates with technical qualification referred to in item (i) will be selected first.
- b) In case candidates with technical qualification referred to in item (i) are not available, candidates with technical qualification referred to in item (ii) will be selected.
- c) In case candidates with technical qualification referred to in item (i) and (ii) are not available, candidates with technical qualification referred to in item (iii) will be selected.

Note:

“Intermediate Grade in Shorthand is not equivalent to Senior Grade.”

**STORE KEEPER IN TAMIZHAGAM
GUEST HOUSE,UDHAGAMANDALAM**

- I.** Must possess Minimum General Educational Qualification viz., Must have passed S.S.L.C Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies.
- II.** Experience in the maintenance of store accounts for a period of not less than two years.

**JUNIOR ASSISTANT IN TAMILNADU
URBAN HABITAT DEVELOPMENT
BOARD**

Must have passed H.S.C Public Examination or its equivalent with eligibility for admission to College Courses of studies.

Note:

1. Those who have not passed SSLC Examination or its equivalent are not eligible even if they possess a higher qualification.
2. Applicants claiming equivalence of qualification to the prescribed qualification should upload and submit evidence for equivalence of qualification in the form of Government Order (G.O) issued on or before the date of this notification when called for, failing which, their application **will be summarily rejected after due process**. The Government Orders regarding equivalence of qualification issued after the date of this notification will not be accepted for this recruitment. **[For further details regarding equivalent of qualification refer note under para 9 of "Instructions to Applicants"]**
3. The equivalence of qualifications in respect of Typewriting and Shorthand are provided in **Annexure-IV**.

Important Note:

The eligibility criteria for the possession of the claims of Educational qualification / Technical qualifications including the publication of results and claims towards special reservation to Differently Aabled persons, Destitute Widows and Ex-servicemen should be as on the date of this Notification (i.e. as on 30.03.2022)

(C) COMPUTER QUALIFICATION (for Typist and Steno-Typist (Grade - III):

Applicants should have passed the "Certificate Course in Computer on Office Automation" awarded by the Technical Education Department.

Note:

Applicants who do not possess the said qualification (viz. Certificate Course in Computer on Office Automation) conducted by the Technical Education Department may also apply. If selected, they should acquire the qualification within the period of their probation.

(D) KNOWLEDGE IN TAMIL

Applicants should possess adequate knowledge in Tamil on the date of this Notification. **(For further details refer Para 14-I of "Instructions to Applicants")**

(E) CERTIFICATE OF PHYSICAL FITNESS

Applicants selected for appointment to the posts will be required to produce a Certificate of Physical Fitness in the form prescribed below. The model format is enclosed in **Annexure-III** of this Notification. **The said Certificate should be submitted by the selected candidate to the Appointing Authority, at the time of joining the post.**

Standard of Vision	Certificate of Physical Fitness
Standard-III (or) better	Form prescribed for the posts included in Tamil Nadu Ministerial Service / Tamil Nadu Judicial Ministerial Service / Tamil Nadu Secretariat Service/Tamil Nadu Slum Clearance Board Non-Technical Subordinate Service / Tamil Nadu Housing Board Subordinate Service

Applicants with defective vision should produce Eye Fitness Certificate from a qualified Eye Specialist working in Government Hospital.

(F) CASH SECURITY (for the Post of VAO only)

- (i) Every person appointed to the post shall pay a Cash Security of Rs.2000/- (Rupees Two thousand only) within a period of one month from the date on which he/she joins duty.
 - (ii) Provided that a person belonging to MBCs/DCs, BC(OBCM)s and BCMs shall pay a cash security of Rs. 1000/- (Rupees One thousand only) within a period of one month from the date on which he/she joins duty.
 - (iii) Provided further that a person belonging to SCs, SC(A)s and STs shall not pay cash security.
- (Failure to pay cash security as stated above shall render a person liable to be discharged from service).

(G) PLACE OF RESIDENCE ON APPOINTMENT (for the Post of VAO only)

Every person appointed to the post of VAO shall reside in the Village under his charge and shall continue to reside in the said Village as long as he/she is in-charge of that Village.

(H) CASH SECURITY (for the Posts of Junior Assistant (Security), Bill Collector Grade-I, Bill Collector and Store Keeper)

Applicants to be selected for appointment as Junior Assistant (Security) in Agriculture/ Treasuries and Accounts/Government of Chief Electrical Inspector (or) Bill Collector Grade-I in Town Panchayat (or) Bill Collector in

Tamil Nadu Urban Habitat Development Board (or) Store Keeper in Tamizhagam Guest House, Udthagamandalam should pay the security amount as may be prescribed by the appointing authority concerned at the time of appointment.

6. (A) FEES

a)	<p>Registration Fee</p> <p>For One Time Registration [G.O.(Ms).No. 32, Personnel and Administrative Reforms (M) Department, dated 01.03.2017]</p> <p>Note</p> <p>Applicants who have already registered in One Time online Registration system and within the validity period of 5 years are exempted.</p>	Rs.150/-
b)	<p>Examination Fee</p> <p>Note</p> <p>The Examination fee should be paid at the time of submitting the online application for this recruitment, unless exemption of fee is claimed.</p>	Rs.100/-

Note :

- (i) Linking Aadhaar number with One Time Registration (OTR) is mandatory for applicants. [For further details refer Para 2B of "Instructions to Applicants"]
- (ii) One Time Registration is valid for five years from the date of registration. After completion of five years, the applicant must renew the One Time Registration by paying the fee prescribed. The One Time Registration is different from the application for the examination. An applicant should make an online application separately for each and every examination for which he intends to appear. [Refer Para 2C of "Instructions to Applicants"]
- (iii) Applicants who have already registered for One Time Registration by paying Rs.150/- towards One Time Registration and having validity of Registration are exempted from paying the registration fee for this recruitment.

(B) EXAMINATION FEE CONCESSIONS

Category	Concession
Scheduled Castes/ Scheduled Caste (Arunthathiyars)	Full Exemption
Scheduled Tribes	Full Exemption
Most Backward Classes/ Denotified Communities	Three Free Chances
Backward Classes (Other than Muslim)/ Backward Classes (Muslim)	Three Free Chances
Ex-Servicemen	Two Free Chances
Persons with Benchmark Disability	Full Exemption
Destitute Widow	Full Exemption

Note:

- a) The total number of free chances availed will be calculated on the basis of claims made in previous applications.
- b) The number of free chances availed by the applicant will be verified by the Commission at any stage of the selection process.
- c) In case an applicant who makes a false claim for exemption from payment of application fee by suppressing information regarding his/her previous application(s), his/her candidature shall be rejected after due process and he/ she will be debarred for a period of one year, from appearing for examinations and selections conducted by the Commission.
- d) Applicants are therefore directed to carefully choose the options "Yes" or "No" regarding availing the fee concession. The choice made, cannot be modified or edited after successful submission of online application.
- e) Applicants 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 applicant dashboard.
- f) An application (irrespective of the post applied for) claiming fee concession will operate to exclude one chance from the number of free chances allowed.
- g) Applicants who have availed the maximum number of free chances permitted / applicants who do not wish to avail of the fee concession / applicants who are not eligible for fee concession, shall choose the option "No" against the query regarding fee concession. Such applicants shall thereafter pay the requisite fee through the prescribed mode of payment.
- h) Failure to pay the prescribed fee in time, along with the online application, will result in the rejection of application after due process. [\[For further details regarding examination fee concessions refer to Para 6 of "Instructions to Applicants"\]](#)

7. MODE OF PAYMENT OF EXAMINATION FEE

- ❖ Written Examination fee of **Rs.100/-** (Rupees One Hundred only) is payable by online mode through Net Banking / Credit card / Debit card on or before last date of submission of online application, by choosing any of the option in the online application.
- ❖ Applicants have also to pay the service charges as applicable.
- ❖ Applicants can avail exemption from paying examination fee as per eligibility criteria.
- ❖ **Offline mode of payment 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.**

[For further details regarding the Examination fee, refer Para 2(V) of "Instructions to Applicants"]

8. CONCESSIONS

- (i) Concessions in the matter of age and/or examination fees allowed to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s, BCMs, Destitute Widows, Persons with Benchmark Disability and Ex-servicemen are given in [Para 3D, 5 and 6 of the "Instructions to Applicants"](#).
- (ii) Persons claiming concession referred to above and other claims made in the application have to produce evidence for such claim when called for, otherwise their application will be **rejected after due process**.

Note:

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.

[Section 3(j) of Tamil Nadu Government Servant (Conditions of Service) Act, 2016].

9. SCHEME OF EXAMINATION (OBJECTIVE TYPE) (OMR METHOD)

Subject	Duration	Maximum Marks	Minimum Qualifying Marks for selection (All Communities)
<u>Single Paper (S.S.L.C Std.)</u>			
<u>Part-A</u> கட்டாயத் தமிழ் மொழித் தகுதி மற்றும் மதிப்பீட்டுத் தேர்வு (100 Questions/150 Marks)	3 Hours	300	90
<u>Part-B</u> General Studies (75 Questions) + Aptitude and Mental Ability Test (25 Questions) (100 Questions/150 Marks)			
Total=200 Questions /300 Marks			

Note :

- (i) The **Part-B** of the answer sheets will be evaluated only, if the candidate secures minimum qualifying marks **40% (i.e., 60 Marks)** in **Part-A**.
- (ii) Total marks secured in **Part-A** and **Part-B** taken together will be considered for ranking.

- (iii) The questions in **Part-A** will be set in Tamil only. The questions in **Part-B** will be set both in Tamil and English.
- (iv) Refer to [Para 17 of "Instructions to Applicants"](#) with regard to Instructions to be followed while appearing for Competitive Examinations conducted by the Commission.
- (v) The syllabus for written examination is available in **Annexure-II** of this Notification and also available in the Commission's website www.tnpsc.gov.in.

10. SELECTION PROCEDURE

Based on the marks obtained by the candidates in the Written Examination, the tentative list of eligible candidates will be announced in the Commission's website for uploading all the certificates in support of their claim for onscreen certificate verification. After verification, the eligible candidates will be summoned for Counselling for Departmental Unit allotment in the order of rank and category to which they are eligible as per the vacancy position.

[Refer Para 18C of "Instructions to Applicants"]

11. CENTRE FOR EXAMINATION

The Written Examination will be held at the Centres mentioned in **Annexure-I** of this notification.

Note :

- (i) Applicants shall choose any two District Centres for writing the examination. Applicants will be allotted a venue in one of those two District Centres. However, applicants with benchmark disability (Differently-Abled Persons applicants), will be permitted to choose only one District Centre. [Refer Para 2(R) of "Instructions to Applicants"]
- (ii) Request for change of Examination Centre will not be permitted. [Refer Para 17(A)(ii) of "Instructions to Applicants"]
- (iii) The Commission reserves the right to increase or decrease the number of Examination Centres and to re-allot the applicants accordingly.
- (iv) Applicants should appear for the Written Examination and Counselling at their own expenses.

12. (A) EMPLOYMENT DETAILS

Candidates who are in the service of the Indian Union or a State in India or in the employment of Local Bodies or Universities or Quasi Government Organizations or Public Sector Units constituted under the authority of the Government of India or of a State in India, whether in regular service or in temporary service must inform the Commission of such fact, at the time of

applying. Suppression of the fact of employment by candidates shall result in rejection of candidature after due process. Candidates should produce No Objection Certificate when called for. [[Refer Para 14 \(P\) of "Instructions to Applicants"](#)]

(B) DECLARATION REGARDING CRIMINAL CASES (OR) DISCIPLINARY CASES:

- (i) Candidates who have declared pending criminal or disciplinary cases in their online application, must upload / produce the copy of 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.
- (ii) 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 rejection of candidature after due process.
- (iii) In case of any criminal case is filed / disciplinary action is taken against or conviction / punishment is imposed on a candidate after submission of the on-line application at any stage of the recruitment process before the completion of entire selection process such candidates should report this fact to the Commission in the next immediate stage when Commission call for uploading/ producing documents. Failure to comply with these instructions shall result in rejection of candidature after due process and debarment for a period of one year.

[[For further details refer Para 14\(S\) of "Instructions to Applicants"](#)]

Any violation of instruction therein will result in rejection of application and forfeiture of his/her candidature after due process.

13. GENERAL INFORMATION

(A) The Rule of reservation of appointments applies to each post District/Zonal/Unit wise separately. The Unit wise distribution of vacancies as per the rules in force will be announced later before the commencement of counselling for final selection.

(B) Persons Studied in Tamil Medium

- (i) As per Section 2(d) of the Tamil Nadu Appointment on preferential basis in the services under the State of Persons Studied in Tamil Medium Act, 2010, as amended by Act 35 of 2020, **Persons studied in Tamil medium means a person who has studied through Tamil medium of instruction upto the educational qualification**

prescribed for direct recruitment in the rules or regulations or orders applicable to any appointment in the services under the State.

- (ii) 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, Mark Sheet, Certificate from the Board or from the Institution, as the case may be, with a recording that he/she had studied **the entire duration of the respective course(s) through Tamil Medium of instruction.**
- (iii) Candidates must upload / produce documents as evidence of having studied in the Tamil medium, all educational qualification upto the educational qualification prescribed.

Example:

If the prescribed educational qualification is SSLC, then the candidate should have studied from the First standard to SSLC, through Tamil Medium of instruction.

If the prescribed educational qualification is HSC, then the candidate should have studied from the First standard to SSLC and Higher Secondary Course through Tamil Medium of instruction.

- (iv) If no such document as evidence for 'PSTM' is available, a certificate from the Head Master of the Educational Institution, in the prescribed format must be uploaded / produced, for the qualification upto the educational qualification prescribed.
- (v) Failure to upload / produce such documents as evidence for 'Persons Studied in Tamil Medium' by candidates claiming PSTM reservation will result in the rejection of candidature after due process.
- (vi) 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.

[\(Refer to Para 14 \(R\) of the "Instructions to Applicants"\)](#)

(C) The selection for appointment to the said posts is purely provisional subject to the final orders in the writ petitions, if any, pending on the files of the Hon'ble Madras High Court and Madurai Bench of Madras High Court.

(D) As per **Section 26(2)** of Tamil Nadu Government Servants (Conditions of Service) Act, 2016, 10% of vacancies out of 30% of vacancies set apart for women candidates in direct recruitment are reserved for Destitute Widows in respect of the posts for which the level of pay does not exceed Level-10 (Rs.20,600-75,900/-) in the pay matrix. If no qualified and suitable destitute widow is available, then the turn so set apart for

destitute widow shall go to the women (other than destitute widow) belonging to the respective category.

- (E)** As per **Section 27(c)** of Tamil Nadu Government Servants (Conditions of Service) Act, 2016, reservation to Ex-Servicemen **will apply** for the said post. 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 but belonging to the same communal category.
- (F)** As per the G.O.(Ms.) No. 51, Welfare of Differently Abled Persons (DAP3-2) Department, dated 26.12.2017 all the posts in respect of 'C' and 'D' categories are eligible for 4% reservation for Differently Abled Persons. Hence, the Differently Abled Persons may apply to this recruitment. However, in respect of the posts in Judicial Department, the persons with blindness and low vision are not eligible as per G.O (Ms) No. 225, Home (Courts) Department, dated 15.06.2021.
- (G)** Persons with Benchmark Disability should submit / upload a copy of Disability Certificate in the format prescribed in the Rights of Persons with Disabilities Rules, 2017 [Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Government of India] and issued by the competent authority defined in G.O.(Ms.) No. 28, Welfare of Differently Abled Persons (DAP 3.1), dated 27.07.2018. [[Refer Para 14 \(M\) of "Instructions to Applicants"](#)]
- (H)** If no qualified and suitable women applicants are available for selection against the vacancies reserved for them, those vacancies will be filled by male applicants belonging to the respective communal categories. [[Section 26\(5\) of the Tamil Nadu Government Servants \(Conditions of Service\) Act, 2016](#)].
- (I)** Wherever vacancies are reserved for Arunthathiyars on preferential basis, even after filling the vacancies reserved for SC(Arunthathiyars) on preferential basis, if more number of qualified Arunthathiyars are available, they shall be entitled to compete with the Scheduled Castes other than Arunthathiyars in the inter-se-merit among them and if any posts reserved for Arunthathiyars remain unfilled for want of adequate number of qualified candidates, it will be filled by Scheduled Castes other than Arunthathiyars. [[Section 27 of the Tamil Nadu Government Servants \(Conditions of Service\) Act, 2016](#)]
- (J)** **Evidence for all the claims made in the online application should be uploaded / submitted in time when documents are called for. Any subsequent claim made after submission of online application will not be entertained. Failure to upload / submit the documents within the stipulated time limit will entail rejection of application after due process.**

- (K) Suppression of following material information in the online application regarding (i) free chances availed (ii) Employment in the Service of the Indian Union or a State in India or in the employment of Local Bodies or University or Quasi Government Organization or Public Sector Units constituted under the authority of the Government of India or of a State in India in regular service or temporary service (iii) Wilful suppression of criminal cases / disciplinary action pending / punishments if any, against the applicant (iv) violation of undertaking given by the applicant in the online application etc., may invite suitable penal action including debarment for a specific period as decided by the Commission for various recruitments/ selections conducted by the Commission, besides rejection of application after due process.
- (L) Correct and true information regarding arrest, convictions, criminal or any disciplinary proceedings initiated / pending or finalised, debarment / disqualification by any recruiting agency, if any, should also be furnished to the Commission at the time of application. The details thereof, i.e. originals of the Judgement / order / G.O. dropping further action in the departmental proceedings or any document that may prove the suitability of such applicants for appointment in such cases must be produced at the stage / time of certificate verification without fail. All such events that occur after the submission of application and till the date of his / her selection and appointment shall be reported to the Commission forthwith. Failure to report on the part of the applicant will be considered as suppression of material information and will entail suitable penal action as decided by the Commission.
- (M) Regarding the vacancies available in the Department of Hindu Religious and Charitable Endowments, persons professing Hindu Religion alone are eligible.
- (N) Incomplete applications and applications containing wrong claims or incorrect particulars relating to category of reservation / eligibility / age/ gender / communal category / educational qualification / medium of instruction / physical qualification / other basic qualifications and other basic eligibility criteria will be **summarily rejected** after due process.
- (O) One Time Registration is not an application for any post / recruitment. Though the details/particulars have already been furnished by the applicants under One Time Registration system, **the claims made in the online application for this recruitment alone will be taken into consideration.** The Commission will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application for this recruitment.
- (P) **Determination of Community for Transgender**
- (i) The Transgender candidates, who do not possess any community certificate may choose to be considered under Most Backward

Classes as per G.O.(Ms) No.28, Backward Classes, Most Backward Classes and Minorities Welfare Department, dated 06.04.2015 or under 'Others'.

- (ii) The Transgender candidates who belong to Scheduled Castes/ Scheduled Castes (Arunthathiyars)/ Scheduled Tribes communities and possess community certificate as such, shall be considered as per their respective community.
- (iii) The Transgender candidates who belong to the communities other than Scheduled Castes/ Scheduled Castes (Arunthathiyars) / Scheduled Tribes and possess community certificate as such are permitted to choose to be considered as belonging to their own community or as Most Backward Classes 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 future. [(Refer G.O.(Ms.) No. 90, Social Welfare and Nutritious Meal Programme [SW8(2)] Department, dated 22.12.2017 and Para 14 (F) (vi – xi) of "Instructions to Applicants"]

(Q) Reservation in Employment for Transgender

- (i) The Transgender candidates who identify themselves as 'Female' shall be considered against both 30% reservation for women as well as 70% reservation for the General Category (both Men & Women).
- (ii) The Transgender candidates, who identify themselves as 'Male' or 'Transgender', shall be considered against the 70 % reservation for General category (both Men & Women).
- (iii) The above concessions shall be granted subject to production of certificate identifying them as Transgender or Transgender (Male) or Transgender (Female), as the case may be, issued by the Tamil Nadu Transgender Welfare Board (TNTGWB).

14. OTHER IMPORTANT INSTRUCTIONS

- a) **Applicants should ensure their eligibility for the examination.** Before applying for / appearing for the examination, the applicants should ensure their eligibility for such examination and that they fulfil all the conditions in regard to age, educational qualifications, number of chances for fee concession, etc., as prescribed by the Commission's notification. **Their admission to all stages of the examination will be purely provisional, subject to their satisfying the eligibility conditions.** Mere admission to the written examination / certificate verification / counselling or inclusion of name in the selection list will not confer on the candidates any right to appointment. The candidature is therefore, provisional at all stages and 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. [Refer Para 11(B), (C) and (D) of "Instructions to Applicants"]

- b) The memorandum of admission (hall ticket) for eligible applicants will be made available in the Commission's website **www.tnpscexams.in** / **www.tnpsc.gov.in** for downloading by applicants. The memorandum of admission will **not** be sent by post. The applicants must comply with each and every instruction given in the memorandum of admission.[Refer in Note (g) under Para 2(V) of "Instructions to Applicants"]
- c) Applicants 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. Queries relating to One Time Registration/ online application may be sent to helpdesk@tnpscexams.in. Other queries may be sent to grievance.tnpsc@tn.gov.in [Refer in Note (h),(i),(j) under Para 2(V) of "Instructions to Applicants"]
- d) **COMMUNICATION TO APPLICANTS:** Individual communication regarding the date and time of certificate verification and counselling will not be sent to the applicants by post. The details will be made available on the Commission's website. Applicants will be informed of the above fact only through SMS and e-mail and they should watch the Commission's website in this regard. Commission is not responsible for non-delivery of SMS/e-mail due to any reasons.
- e) ***During the process of recruitment from Notification till completion of Selection process, no information under Right to Information Act, CM Cell petitions and GRC would be furnished.***
- f) **MOBILE PHONES AND OTHER ARTICLES BANNED**
- (i) Except the permitted writing material (Black ball point pen), applicants are not allowed to bring cellular phones, electronic or any other type of calculators, watches and rings with inbuilt memory notes, recording devices either as a separate piece or part of something used by the applicant such as watch or ring etc., or any other electronic devices and non - electronic devices such as P&G design data book, mathematical and drawing instruments, log tables, stencils of maps, slide rules books, notes, loose sheets, rough sheets, hand bags etc., into the examination hall/room.
- (ii) If they are found to be in possession of any such things or instruments, they will not be allowed to write the examination further, besides invalidation of answer paper and / or debarment. If it is considered necessary, they will be subjected to thorough physical search including frisking on the spot.

- (iii) Applicants 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. ([Refer Para 17-E of "Instructions to Applicants"](#))
- g) Unless specific instruction is given, applicants are not required to submit along with their application any certificates (in support of their claims regarding age, educational qualifications, physical qualification, community, physical disability etc.,) which should be submitted when called for by the Commission. Applicants applying for the examination should ensure that they fulfil all the eligibility conditions for admission to the examination. Their admission at all the stages of examination for which they are admitted by the Commission will be purely provisional, subject to their satisfying the prescribed eligibility conditions. **If, on verification at any time before or after the written examination / certificate verification, it is found that they do not fulfil any of the eligibility conditions, their candidature for the recruitment will be summarily rejected after due process.**
- h) If any of their claims is found to be incorrect, it will lead to rejection of their candidature after due process and suitable penal action including debarment.
- i) **UNFAIR MEANS STRICTLY PROHIBITED:** No applicant shall copy from the papers of any other applicant or permit his / her papers to be copied or give or attempt to give or obtain or attempt to obtain irregular assistance of any description.
- j) **CONDUCT IN THE EXAMINATION HALL:** No applicant should misbehave in any manner or create a disorderly scene in the examination hall or harass the staff employed by the Commission for the conduct of the examination. Any such misconduct will be viewed seriously and penalised.
- k) For violation of "Instructions to Applicants" in any manner, suitable penalty will be imposed as per [Para 17-E of "Instructions to Applicants"](#) or as deemed fit by the Commission.
- l) Tentative answer keys will be hosted in the Commission's website within 6 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.

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.

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.

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

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.

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.

[Refer Para 17(D) (v) to (xii) of "Instructions to Applicants"]

15. HOW TO APPLY

- 1) Applicants should apply only through online mode in the Commission's websites www.tnpsc.gov.in or www.tnpscexams.in
- 2) "One Time Registration" using Aadhaar is mandatory before applying for any post. Applicant 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. All the applications should be submitted using the One Time Registration ID and password registered by the applicant.
- 3) To apply under One Time Registration system, applicants should have a scanned image of their photograph, certificates specified, if any, and signature in CD/DVD/Pen Drive to upload the same, as per the specifications given in the guidelines for scanning and uploading of photograph and signature.
- 4) No applicant is permitted to create more than one registration ID under One Time Registration system.
- 5) Applicants should enter the Unique ID and password to view the already available information and update them. They shall not share the ID/PASSWORD with any other person or agency.
- 6) One Time Registration is not an application for any post. It is just a collection of information from the applicants and provides a separate dashboard to each applicant to facilitate maintenance of their own profile. Applicants who wish to apply for this recruitment shall click "[Apply](#)"

against the recruitment notified in the Commission's website using the same USER ID and PASSWORD given for ONE TIME REGISTRATION.

- 7) Applicants should select the name of the post for which the applicant wishes to apply.
- 8) **Online applications uploaded without the photograph, details of specified documents and signature will be rejected after due process.**
- 9) All the particulars mentioned in the online application will be considered as final and no modifications will be allowed after the submission of the application. Once an application is submitted, no further request for change of details will be entertained. Hence, the applicants are instructed to fill the online application with utmost care and caution as no correspondence regarding change of details will be entertained.
- 10) **PRINT OPTION**
 - (a) After submitting the application, applicants can print / save their application in PDF format.
 - (b) On entering user ID and password, applicants can download their application and print, if required.
 - (c) **Applicants need not send the printout of the online application or any other supporting documents to the Commission. Application and all the required certificates will be verified only when the applicants come up for certificate verification.**
[For further details refer Para 2 of "Instructions to Applicants"]

16. UPLOAD OF DOCUMENTS

Applicants should upload the required documents for 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 applicant, within the stipulated time, his/her application will be rejected after due process.

[For further details refer Para 13 of "Instructions to Applicants"]

17. LAST DATE FOR SUBMISSION OF APPLICATION

The Online Application can be submitted upto **28.04.2022** till **11.59 p.m.**, after which the link will be disabled.

(For detailed information, applicants may refer to the "[Instructions to Applicants](#)" at the Commission's website www.tnpsc.gov.in).

Secretary

DISCLAIMER

“The Government orders relating to Equivalence of qualification are available on the Tamil Nadu Public Service Commission’s website. However, if the applicant 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, applicants should furnish the details of the same while applying and should produce a copy of the Government orders, when called for by the Tamil Nadu Public Service Commission, failing which their application 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”.

Secretary

ANNEXURE-I

DISTRICT	CENTRE	CODE NO.
ARIYALUR	Ariyalur	3001
	Andimadam	3002
	Sendurai	3003
	Udaiyarpalayam	3004
CHENGALPATTU	Chengalpattu	3301
	Cheyur	3302
	Maduranthakam	3303
	Pallavaram	3304
	Tambaram	3305
	Thirukalukundram	3306
	Tiruporur	3307
	Vandalur	3308
CHENNAI	Chennai	0101
	Alandur	0102
	Ambattur	0103
	Aminjikarai	0104
	Ayanavaram	0105
	Egmore	0106
	Guindy	0107
	Madhavaram	0108
	Madhuravoyal	0109
	Mambalam	0110
	Mylapore	0111
	Perambur	0112
	Purasavakkam	0113
	Sholinganallur	0114
	Thiruvottriyur	0115
	Tondiarpet	0116
	Velacherry	0117
COIMBATORE	Coimbatore	0201
	Aanaimalai	0202
	Annur	0203
	Coimbatore North	0204
	Coimbatore South	0205
	Kinathukadavu	0206
	Madukarai	0207
	Mettupalayam	0208
	Perur	0209
	Pollachi	0210
	Sulur	0211
	Valparai	0212

CUDDALORE	Cuddalore	0301
	Bhuvanagiri	0302
	Chidambaram	0303
	Kattumannarkoil	0304
	Kurinjipadi	0305
	Panruti	0306
	Srimushnam	0307
	Thittakudi	0308
	Veppur	0309
	Virudhachalam	0310
DHARMAPURI	Dharmapuri	0401
	Harur	0402
	Karimangalam	0403
	Nallampalli	0404
	Palacode	0405
	Pappireddipatti	0406
	Pennagaram	0407
DINDIGUL	Dindigul	0501
	Atthur	0502
	Dindigul East	0503
	Dindigul West	0504
	Guziliyamparai	0505
	Kodaikanal	0506
	Natham	0507
	Nilakottai	0508
	Oddanchatram	0509
	Palani	0510
	Vedasandur	0511
ERODE	Erode	0601
	Anthiyur	0602
	Bhavani	0603
	Gobichettipalayam	0604
	Kodumudi	0605
	Modakurichi	0606
	Nambiyur	0607
	Perundurai	0608
	Sathiyamangalam	0609
KALLAKURICHI	Kallakurichi	3401
	Chinnasalem	3402
	Sankarapuram	3404
	Tirukoilur	3405
	Ulundurpet	3406

KANCHEEPURAM	Kancheepuram	0701
	Kundrathur	0702
	Sriperumbudur	0703
	Uthiramerur	0704
	Walajabad	0705
KANNIYAKUMARI	Nagercoil	0801
	Agasteeswaram	0802
	Kalkulam	0803
	Killiyur	0804
	Thiruvatar	0805
	Thovalai	0806
	Vilavankodu	0807
KARUR	Karur	0901
	Aravakurichi	0902
	Kadavur	0903
	Krishnarayapuram	0904
	Kulithalai	0905
	Manmangalam	0906
	Pugalur	0907
KRISHNAGIRI	Krishnagiri	3101
	Anjetty	3102
	Bargur	3103
	Hosur	3104
	Pochampalli	3105
	Sulagiri	3106
	Thenkanikottai	3107
	Uthangarai	3108
MADURAI	Madurai	1001
	Kallikudi	1002
	Madurai East	1003
	Madurai North	1004
	Madurai South	1005
	Madurai West	1006
	Melur	1007
	Peraiyur	1008
	Thirumangalam	1009
	Thiruparankundram	1010
	Usilampatti	1011
	Vadipatti	1012
MAYILADUTHURAI	Mayiladuthurai	3801
	Kuthalam	3802
	Sirkali	3803
	Tharangambadi	3804
NAGAPATTINAM	Nagapattinam	1101
	Kilvelur	1102
	Thirukkuvalai	1103
	Vedaranyam	1104

NAMAKKAL	Namakkal	1201
	Kumarapalayam	1203
	Mohanoor	1204
	Paramathi Velur	1205
	Rasipuram	1206
	Senthamangalam	1207
	Tiruchengode	1208
PERAMBALUR	Perambalur	1401
	Alathur	1402
	Kunnam	1403
	Veppanthattai	1404
PUDUKKOTTAI	Pudukkottai	1501
	Alangudi	1502
	Aranthangi	1503
	Avudaiyarkoil	1504
	Gandarvakottai	1505
	Iluppur	1506
	Karambakudi	1507
	Kulathur	1508
	Manamelkudi	1509
	Ponnamaravathi	1510
	Thirumayam	1511
	Viralimalai	1512
RAMANATHAPURAM	Ramanathapuram	1601
	Kadaladi	1602
	Kamuthi	1603
	Kezhakarai	1604
	Mudukulathur	1605
	Paramakudi	1606
	Rajasingamangalam	1607
	Rameswaram	1608
	Tiruvadana	1609
RANIPET	Ranipet	3501
	Arakkonam	3502
	Arcot	3503
	Kalavai	3504
	Nemili	3505
	Sholingur	3506
	Walajah	3507
SALEM	Salem	1701
	Attur	1702
	Edapadi	1703
	Gangavalli	1704
	Kadaiyampatti	1705
	Mettur	1706
	Omalur	1707
Pethanayakanpalayam	1708	

	Salem South	1709
	Salem West	1710
	Sankari	1711
	Vazhapadi	1712
	Yercaud	1713
SIVAGANGAI	Sivagangai	1801
	Devakottai	1802
	Ilayankudi	1803
	Kalaiyarkovil	1804
	Karaikudi	1805
	Manamadurai	1806
	Singampunari	1807
	Thirupuvanam	1808
	Tirupathur	1809
TENKASI	Tenkasi	3601
	Alangulam	3602
	Kadayanallur	3603
	Sankarankovil	3604
	Shenkottai	3605
	Sivagiri	3606
	Thiruvengadam	3607
	Veerakeralampudur	3608
THANJAVUR	Thanjavur	1901
	Boothalur	1902
	Kumbakonam	1903
	Orathanadu	1904
	Papanasam	1905
	Pattukottai	1906
	Peravurani	1907
	Thiruvaiyaru	1908
	Thiruvidadimaruthur	1909
THE NILGIRIS	Udhagamandalam	1301
	Coonoor	1302
	Gudalur	1303
	Kothagiri	1304
	Kundah	1305
	Pandalur	1306
THENI	Theni	2001
	Aandipatti	2002
	Bodinayakanur	2003
	Periyakulam	2004
	Uthamapalayam	2005
THIRUVALLUR	Thiruvallur	2101
	Avadi	2102
	Gummidipoondi	2103
	Pallipattu	2104
	Ponneri	2105

	Poonamallee	2106	
	R.K.Pet	2107	
	Tiruthani	2108	
	Uthukottai	2109	
THIRUVANNAMALAI	Thiruvannamalai	2201	
	Arni	2202	
	Chengam	2203	
	Chetpet	2204	
	Cheyyar	2205	
	Jamunamarathur	2206	
	Kalasapakkam	2207	
	Kilpennathur	2208	
	Polur	2209	
	Thandramet	2210	
	Vandavasi	2211	
	Vembakkam	2212	
	THIRUVARUR	Thiruvarur	2301
		Kodavasal	2302
Mannargudi		2304	
Nannilam		2305	
Needamangalam		2306	
Thiruthuraipoondi		2307	
Valangaiman		2308	
THOOTHUKUDI	Thoothukudi	2401	
	Eral	2402	
	Ettayapuram	2403	
	Kayathar	2404	
	Kovilpatti	2405	
	Ottapidaram	2406	
	Sattankulam	2407	
	Srivaikundam	2408	
	Tiruchendur	2409	
	Vilathikulam	2410	
TIRUCHIRAPPALLI	Tiruchirappalli	2501	
	Lalgudi	2502	
	Manachanallur	2503	
	Manapparai	2504	
	Marungapuri	2505	
	Musiri	2506	
	Srirangam	2507	
	Thottiam	2508	
	Thuraiyur	2509	
	Tiruchirappalli West	2510	
	Tiruchirappalli East	2511	
	Thiverumbur	2512	

TIRUNELVELI	Tirunelveli	2601
	Ambasamudram	2602
	Cheranmahadevi	2603
	Manur	2604
	Nanguneri	2605
	Palayamkottai	2606
	Radhapuram	2607
	Thisayanvilai	2608
TIRUPATHUR	Tirupathur	3701
	Ambur	3702
	Natrampalli	3703
	Vaniyambadi	3704
TIRUPPUR	Tiruppur	3201
	Avinashi	3202
	Dharapuram	3203
	Kangeyam	3204
	Madathukkulam	3205
	Uthukuli	3206
	Palladam	3207
	Tiruppur North	3208
	Tiruppur south	3209
	Udumalaipettai	3210
VELLORE	Vellore	2701
	Aanaikattu	2702
	Gudiyatham	2703
	K.V.Kuppam	2704
	Katpadi	2705
	Pernampet	2706
VILLUPURAM	Villupuram	2801
	Gingee	2802
	Kandachipuram	2803
	Marakanam	2804
	Melmalaiyanur	2805
	Thiruvannainallur	2806
	Tindivanam	2807
	Vanur	2808
	Vikravandi	2809
VIRUDHUNAGAR	Virudhunagar	2901
	Aruppukottai	2902
	Kariyapatti	2903
	Rajapalayam	2904
	Sathur	2905
	Sivakasi	2906
	Srivilliputhur	2907
	Tiruchuli	2908
	Vembakottai	2909
	Watrap	2910

ANNEXURE-II**Combined Civil Services Examination-IV****PART-A****கட்டாயத் தமிழ் மொழித் தகுதி மற்றும் மதிப்பீட்டுத் தேர்விற்கான பாடத்திட்டம்****(கொள்குறி வினா வகைக்கான தலைப்புகள்)****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, செயப்பாட்டுவினை வாக்கியங்களைக் கண்டெழுதுதல்.
19. உவமையால் விளக்கப் பெறும் பொருத்தமான பொருளைத் தேர்ந்தெழுதுதல்.
20. எதுகை, மோனை, இயைபு இவற்றுள் ஏதேனும் ஒன்றை தேர்ந்தெழுதுதல்.
21. பழமொழிகள்.

பகுதி-ஆ இலக்கியம்

1. திருக்குறள் தொடர்பான செய்திகள், மேற்கோள்கள், தொடரை நிரப்புதல் (இருபத்தைந்து அதிகாரம் மட்டும்)
அன்பு, பண்பு, கல்வி, கேள்வி, அறிவு, அடக்கம், ஒழுக்கம், பொறை, நட்பு, வாய்மை, காலம், வலி, ஒப்புரவறிதல், செய்நன்றி, சான்றாண்மை, பெரியாரைத் துணைக் கோடல், பொருள்செயல்வகை, வினைத்திட்டம், இனியவை கூறல், ஊக்கமுடைமை, ஈகை, தெரிந்து செயல்வகை, இன்னா செய்யாமை, கூடா நட்பு, உழவு.
2. அறநூல்கள் - நாலடியார், நான்மணிக்கடிகை, பழமொழிநானூறு, முதுமொழிக் காஞ்சி, திரிகடுகம், இன்னா நாற்பது, இனியவை நாற்பது, சிறுபஞ்சமூலம், ஏலாதி, 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, தமிழ்விடுதாது - நந்திக்கலம்பகம் - முக்கூடற்பள்ளு - காவடிச்சிந்து - முத்துக்குமாரசாமி பிள்ளைத் தமிழ் - இராஜராஜ சோழன் உலா - தொடர்பான செய்திகள்.
8. மனோன்மணியம் - பாஞ்சாலி சபதம் - குயில் பாட்டு - இரட்டுற மொழிதல் (காளமேகப்புலவர்) அழகிய சொக்கநாதர் தொடர்பான செய்திகள்.
9. நாட்டுப்புறப்பாட்டு - சித்தர் பாடல்கள் தொடர்பான செய்திகள்.

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

பகுதி-இ
தமிழ் அறிஞர்களும், தமிழ்த் தொண்டும்

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

14. தமிழகம் - ஊரும் பேரும், தோற்றம் மாற்றம் பற்றிய செய்திகள்.
15. உலகளாவிய தமிழர்கள் சிறப்பும் - பெருமையும் - தமிழ்ப் பணியும்.
16. தமிழ் மொழியின் அறிவியல் சிந்தனைகள் தொடர்பான செய்திகள்.
17. தமிழ் மகளிரின் சிறப்பு - மூவலூர் ராமாமிர்தம்மாள், டாக்டர் முத்துலட்சுமி அம்மையார், வேலு நாச்சியார் மற்றும் சாதனை மகளிர் - விடுதலைப் போராட்டத்தில் மகளிர் பங்கு - தில்லையாடி வள்ளியம்மை, ராணி மங்கம்மாள், அன்னி பெசன்ட் அம்மையார்.
18. தமிழர் வணிகம் - தொல்லியல் ஆய்வுகள் - கடற் பயணங்கள் - தொடர்பான செய்திகள்.
19. உணவே மருந்து - நோய் தீர்க்கும் மூலிகைகள் தொடர்பான செய்திகள்.
20. சமயப் பொதுமை உணர்த்திய தாயுமானவர், இராமலிங்க அடிகளார், திரு.வி.கல்யாண சுந்தரனார் தொடர்பான செய்திகள்- மேற்கோள்கள்.
21. நூலகம் பற்றிய செய்திகள்.

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

1. GENERAL SCIENCE

- i. Nature of Universe – Measurement of Physical Quantities – General Scientific Laws in Motion – Force, Pressure and Energy – Everyday application of the basic principles of Mechanics, Electricity, Magnetism, Light, Sound, Heat and Nuclear Physics in our daily life.
- ii. Elements and Compounds, Acids, Bases, Salts, Petroleum Products, Fertilizers, Pesticides, Metallurgy and Food Adulterants.
- iii. Main concepts of Life Science, Classification of living organisms, Evolution, Genetics, Physiology, Nutrition, Health and Hygiene, Human diseases.
- iv. Environmental Science.

2. CURRENT EVENTS

- i. Latest diary of events – National symbols – Profile of states – Eminent personalities and places in news – Sports – Books and Authors.
- ii. Welfare Scheme of Government – Political parties and Political system in Tamil Nadu and India.
- iii. Latest inventions in Science and Technology – Geographical Land Marks – Current Socio – Economic issues.

3. GEOGRAPHY

- i. Earth Location – Physical Features – Monsoon, rainfall, weather and climate– Water resources–Rivers –Soil, Minerals and Natural resources– Forest and Wildlife–Agriculture pattern.
- ii. Transport– Communication.
- iii. Population density and distribution in Tamil Nadu and India.
- iv. Calamities – Disaster Management – Environment – Climate change.

4. **HISTORY AND CULTURE OF INDIA**

- i. Indus Valley Civilization – Guptas, Delhi Sultans, Mughals and Marathas – South Indian History.
- ii. Characteristics of Indian Culture, Unity in Diversity – Race, Language, Custom.
- iii. India as a Secular State.

5. **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 Lokayukta – Right to Information – Empowerment of Women – Consumer Protection Forums – Human Rights Charter.

6. **INDIAN ECONOMY**

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

7. **INDIAN NATIONAL MOVEMENT**

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

8. **HISTORY, CULTURE, HERITAGE AND SOCIO-POLITICAL MOVEMENTS OF 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 against British Rule – Role of women in freedom struggle.
- iv. Various Social reformers, Social reform movements and Social transformation of Tamil Nadu.

9. **DEVELOPMENT ADMINISTRATION IN TAMIL NADU**

- i. Social Justice and Social Harmony as the Cornerstones of Socio-Economic Development.
- ii. Education and Health systems in Tamil Nadu.
- iii. Geography of Tamil Nadu and its impact on Economic growth.

10. APTITUDE & MENTAL ABILITY TESTS

- 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.

ANNEXURE-III

CERTIFICATE OF PHYSICAL FITNESS BY

A SINGLE MEDICAL OFFICER

 THE CIVIL MEDICAL BOARD

Signature of Candidate _____

I/We do hereby certify that I/We have examined (full name) Thiru / Thirumathi / Selvan / Selvi _____ a Candidate _____ for employment under the Government as _____ in the _____ Office in the _____ Department and whose signature is given above and cannot discover that he/she has any disease, communicable or otherwise constitutional affliction or bodily infirmity/except that his/her weight is in excess of/below the standard prescribed or except.

I/We do not consider this a disqualification of the employment he/she seeks.

His/Her age is according to his / her own statement _____ years and by appearance about _____ years.

I/We also certify that he/she has marks of Small Pox/ Vaccination.

	On full inspiration
Chest measurement in Inches	On full expiration
	Difference expansion

Height in ft.

Weight in kg.

Cardio-Vascular System

Respiratory System

His/Her vision is normal

Hypermetropic/

Myopic/

Astigmatic/

[Here enter the degree of defect and the strength of correction glasses]

Hearing is normal / defective (much or slight)

Urine-Does chemical examination show

(i) Albumen

(ii) Sugar

State specific gravity

Personal marks (at least two should be mentioned)

For Identification

1.

2.

Signature:

Rank:

Designation:

President

Members (i)

(ii)

Station:

Date:

Station:

Date:

The candidate must make the statement required below prior to his / her medical examination and must sign the declaration appended thereto. His attention is specially directed to the warning contained in the note below:-

1. State your name in full:
2. State your age and date of birth:
3. (a) Have you ever had small pox, intermittent or any other fever, enlargement or suppuration of glands, spitting of blood, asthma, inflammation of lungs, heart disease, fainting attacks, rheumatism, appendicitis?
OR
(b) Any other disease or accident requiring confinement to bed and medical or surgical treatment?
4. When, where your last vaccinated
5. Have you or any of your near relations been afflicted with consumption, serofula gout, asthma, fits, epilepsy or insanity?
6. Have you suffered from any form of nervousness due to over work or any other cause?
7. Furnish the following particulars concerning your family:

Father's age, if living and state of health	Father's age at death and cause of death	No. of brothers living, their ages and state of health	No. of brothers dead, their ages at and cause of death
(1)	(2)	(3)	(4)

Mother's age, if living and state of health	Mother's age at death and cause of death	No. of sisters living, their ages and state of health	No. of sisters dead, their ages at and cause of death
(1)	(2)	(3)	(4)

I declared all the above answers to be to the best of my belief, true and correct.

Candidate's Signature

Note: The candidate will be held responsible for the accuracy of the above statement by willfully suppressing any information he will incur the risk of losing the appointment and if appointed, of forfeiting all claim to superannuation allowance or gratuity.

ANNEXURE-IV**EQUIVALENT QUALIFICATIONS FOR GOVERNMENT TECHNICAL EDUCATION
IN TYPEWRITING AND SHORTHAND**

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

87/13-1017
 G.O.No.1546, Education Department dated 14.10.1969
 Secretary to Government, Education Department addressed
 Director of Technical Education, Madras-25 communicated
 Govt's Endt.No.D.Dis.47060/Ex.II(1)68, dated 27.10.69.

ABSTRACT

1. Education - "Diploma Course in Commercial Practice -
 Section of Typewriting and Shorthand as equivalent to Exam-
 conducted by Commissioner for Government Examinations,
 Orders - Issued.

as following:

- 1. From the Director of Technical Education Lr.No.
53964/Exam.II (1) 68, dated 22.10.1969.
- 2. From the Commissioner for Government Examinations
Lr.No.147/D2/68, dated 12.3.1969
- 3. From the Tamil Nadu Public Service Commission
Lr.No.2524/C:69-1, dated 12.6.1969.
- 4. From the Director of Technical Education Lr.No.
47060/Exam.II (1)68, dated 9.7.1969.

The Government direct that each of the certificates issued
 Diploma holders in Commercial Practice by the State Board
 Technical Education and TEE Training, Tamil Nadu mentioned in
 (1) of the statement below the recognised as equivalent
 certificate issued by the Commissioner for Government Exa-
 minations, Madras mentioned against it in column (2) thereof
 purposes of employment under the State Government.

Certs issued by the Board of Technical Education	Certificates issued by the Commissioner for Government Examinations, Madras-600006
1. in Part II of the First Diploma course in Commercial Practice.	Certificates in Typewriting (English) Lower Grade
2. in Typewriting and/or Shorthand examinations conducted by Board for the Second year Diploma Course in Commercial Practice	Certificates in Typewriting (English) Higher and Shorthand (English) Lower Grade
3. in Typewriting and/or Shorthand examinations conducted by Board for the Third and Fourth Year Diploma course in Commercial Practice	Certificates in Typewriting (English) High speed and Shorthand (English) Higher Grade

The orders issued in para 1 above will apply only to the revised
 3 year Diploma course introduced from 1958-59

(By order of the Governor)

/True copy/

J. Krishnasami
 Secretary to Government

- 105 / 15 /

PROCEEDINGS OF THE DIRECTOR OF SCHOOL EDUCATION MADRAS 6
 Re. No. 276649 / Merika / 81 / 89 Dated : 28.08.83

GOVERNMENT OF TAMIL NADU
 ABSTRACT

Higher Secondary Education - Vocational Course in Office Secretaryship - Recognition of a pass in the subjects 'Typewriting and shorthand in that course as equivalent to a pass in the Tamilnadu Government Technical Examinations in Typewriting English Higher and shorthand English Lower orders issued.

DEPARTMENT OF EDUCATION SCIENCE AND TECHNOLOGY

G.O.No. No. 1512

Dated : 9.8.1983

Read :

1. From the Director of School Education Re. 276649 w/80 dt. 24.11.80, 10.06.82 and 21.09.1982
2. From the Director of Government Examination Re. 45 ISSI/ 82 dt. 19.10.81.
3. From the Director of Technical Examination Lr. 9492 / SI / 81 dt. 30.12.81.
4. From the Joint Secretary, Tamilnadu Public Service Commission 44227C/83 dt. 8.6.83

ORDER:

The syllabus for the Higher Secondary Vocational Course in Office Secretaryship is of the level of the Government Technical Examination in Typewriting (Higher) for the subject Typewriting as concerned and the of-10 examination in shorthand (lower) so far as the subject concerned. Even when the subjects 'Typewriting and Shorthand were taught earlier in standards 10-11 under the bifurcated course.

Secretarial practice, the Government had in G.O.No. 1 Education dt. 30.07.74 issued specific orders that they be equivalent to the Government Typical Examinations in Typewriting (Higher) and Shorthand (Lower).

2. The Director of School Education has proposed that the orders issued in G.O.No. 1318 Education dt. 30.7.74 may be retired now in the context of the transfer of the course office Secretaryship to Higher Secondary level as a vocational Higher Secretary course and that the Director of Government Examination may be asked to indicate the equivalence specifically in the Higher Secondary Lea Certificate Mark sheets issued to the students of that the Director School Education but the Director of Government Examination has contended that making entry in the Certificate regarding equivalence for qualification will not be advance. The Tamilnadu Public Service Commission has accept the proposal of the Director of School Education.

PROCEEDINGS OF THE DIRECTION OF SCHOOL EDUCATION MADRAS - 6.

3. The Government direct that a pass in the subjects "Type writing" and shorthand in the "Office Secretaryship" course in the Tamil Nadu Higher Secondary School Leaving Technical Examination in Typewriting English by Higher Grade and Shorthand English by Lower Grade respectively. The Government also consider that here is no need to make any entry in the Higher Secondary Leaving Certificate marksheet in this regard.

(By Order of the Governor)

T.D. SUNBARAJ
 COMMISSIONER AND SECRETARY TO GOVERNMENT

// True Copy //

S. Saravanan
 Commissioner
 Tamil Nadu Government
 Secretariat - Chennai
 dt. - 6.8.1983

OV
 10/11

S. Saravanan
 Commissioner
 Tamil Nadu Government
 Secretariat - Chennai

- 103 -

COPY OF:

GOVERNMENT OF MADRAS.

ABSTRACT.

PUBLIC SERVICES - Subordinate Service - Typists including Steno-typist - Certificate in Stenography trade issued by the National Council for Training in Vocational Trades - Recognition of equivalent to certificate in Lower Grade in Shorthand Examinations - Orders - Issued.

DEPARTMENT OF INDUSTRIES, LABOUR AND CO-OPERATION.

G.O.No.1711 (Labour)

Dated 27th March, 1966.

From the Director of Industries and Commerce letter No. L29321/K2/64 dated 6.9.64.
 From the Commissioner for Government Examinations, letter No.91 D/63 dated 28.9.64.
 From the Director of Employment and Training, letter No.L29321/K2/64 dated 24.11.1964.
 From the Madras Public Service Commission, letter No.910-02/65-1 dated 5.3.1966.

ORDER:

The Stenography trade issued by the National Council for Training in Vocational Trades, Government of India, Ministry of Labour and Employment be recognised as equivalent to the certificates in Shorthand and Typewriting, in the Lower Grade issued by the Commissioner for Government Technical Examinations.

2. The departments of Secretariate and the Heads of Departments are requested to bring these order to the notice of all the sub-ordinate officers under their control.

(BY ORDER OF THE GOVERNOR)

T.S. Sankaran,
 Joint Secretary to Government.

// true copy //

rml.y/g.

Signature
 Superintendent

-107-

Clean copy

GOVERNMENT OF TAMIL NADU

Education Department
Fort St. George
Madras-9.

Letter No. 96971/H².3/83-22,

Dated 24th May, 1980.

From
Dr. H.S.N. Sathy, I.A.S.,
Special Commissioner and
Secretary to Government.

- To
1. The Director of School Education, Madras-6.
 2. The Secretary, Tamil Nadu Public Service Commission, Madras-2.
 3. The Director of Government Examinations, Madras-6.
 4. The Director of Technical Education, Madras-25.
 5. The Director, Information and Public Relations, Madras-9.
 6. All Other Heads of Departments.

Sir,

Sub: Higher Secondary Education - Vocational Course
Office Secretaryship - Certifying to level of
attainments as equal to Typewriting (Higher)
and Shorthand (Lower) Tamil - Regarding.

- Ref: 1. G.O.No. 1512, Education, dt. 9.8.1983.
2. From the Director of School Education, letter
No. 39674/H²E/A1/83, dt. 30.9.1983.
3. From Director of ~~Technical~~ Technical Education,
letter No. 59989/T3/86, dt. 31.10.1986.
4. From the Director of Government Examinations,
letter No. 7.1/24 C²/83, dt. 24.12.1986.
5. From the Tamil Nadu Public Service Commission,
letter No. 7491/E4/87, dt. 20.4.1988.

(For the existing para 3 of G.O.No. 1512, E.S.&I. Department
dated 9.8.1983 the following shall be substituted

- " 3. The Government direct that a pass in the
subjects indicated below in the vocational
course 'Office Secretaryship' of the Tamil Nadu
Higher Secondary Certificate Examination shall
be recognised as equivalent to a pass in the
subjects indicated against each in the Tamil Nadu
Government Technical Examinations (Conducted by
Director of Technical Education)

.....2/-

/2/

Subjects in the Examination under Office Secretaryship Course in which a pass is obtained.

Equivalent to pass in the Government Technical Examination in the subjects of.

Typewriting English

Typewriting (English) Higher

Typewriting Tamil

Typewriting Higher (Tamil)

Shorthand English

Shorthand Lower (English)

Shorthand Tamil

Shorthand Lower (Tamil)

The Government also consider that there is no need to make any entry in the Higher Secondary School Leaving Certificate marks list in this regard"

2. This order will take effect from 9.8.1983.

Yours faithfully,

S. Rangaswami
for Special Commissioner & Secretary
to Government.

Copy to:
All Departments of Secretariat, Madras-9.
The P.O.A.R. (P.O.R) Department, Madras-9.

tom./24/5.

ANNEXURE-V**Tentative Timeline for the Recruitment Process for the
Posts included in CCSE-IV Examination**

Sl. No.	Process	Timeline
1.	Publication of Written Examination Results	October 2022
2.	Uploading of Certificates for Certificate Verification	October 2022
3.	Certificate Verification	November 2022
4.	Counselling	November 2022

Secretary