



TAMIL NADU PUBLIC SERVICE COMMISSION

Notification / Advertisement

Applications are invited upto 5.45 p.m. on **11-02-2011** for direct recruitment to the following posts included in **Combined Subordinate Services Examination-I [Examination/Service Code No.004]**.

Posts for which selection is made in two successive stages (i) Written Examination, (ii) Oral Test.

TABLE - I

Sl. No.	Name of the Post & Scale of Pay	Service	Post Code	No. of Vacancies
1.	Assistant Commercial Tax Officer Rs.9300-34800+ Grade PayRs.4800/- (PB2)	Tamil Nadu Commercial Taxes Subordinate Service	1013	125
2.	Sub-Registrar Grade –II Rs.9300-34800+ Grade PayRs.4800/- (PB2)	Tamil Nadu Registration Subordinate Service	1071	7 (including 1 ST Backlog vacancy)
3.	Assistant Inspector of Labour in Labour Department. Rs.9300-34800+ Grade PayRs.4800/- (PB2)	Tamil Nadu Labour Subordinate Service	1068	13
4.	Municipal Commissioner, Grade-II Rs.9300-34800+ Grade PayRs.4600/- (PB2)	Tamil Nadu Municipal Commissioner Subordinate Service	1092	5
5.	Assistant Section Officer in Finance Department, Secretariat. Rs.9300-34800+ Grade PayRs.4600/- (PB2)	Tamil Nadu Secretariat Service	1074	33
6.	Assistant Section Officer in TNPSC Rs.9300-34800+ Grade PayRs.4600/- (PB2)	Tamil Nadu Secretariat Service (TNPSC)	2201	2
7.	Assistant Section Officer-cum- Programmer in TNPSC Rs.9300-34800+ Grade PayRs.4600/- (PB2)	Tamil Nadu Secretariat Service (TNPSC)	2215	26
8.	Junior Employment Officer in Employment and Training Department Rs.9300-34800+ Grade PayRs.4400/- (PB2)	Tamil Nadu General Subordinate Service	1017	5
9.	Junior Employment Officer (Differently Abled) in Employment and Training Department Rs.9300-34800+ Grade PayRs.4400/- (PB2)	Tamil Nadu General Subordinate Service	2203	1
10.	Senior Inspector of Co-operative Societies Rs.9300-34800+ Grade PayRs.4200/- (PB2)	Tamil Nadu Co-operative Subordinate Service	1014	450
11.	Audit Inspector in the Audit Wing of Hindu Religious and Charitable Endowments Administration Department. Rs.9300-34800+ Grade PayRs.4200/- (PB2)	Tamil Nadu Ministerial Service	1029	30
12.	Supervisor of Industrial Co-operatives in the Industries and Commerce Department Rs.9300-34800+ Grade PayRs.4200/- (PB2)	Tamil Nadu Industries Subordinate Service	1022	22

13.	Junior Technical Assistant in Civil Supplies and Consumer Protection Department Rs.5200-20200+ Grade PayRs.2400/- (PB1)	Tamil Nadu General Subordinate Service	1020	2
14.	Junior Co-operative Auditor in the Department of Co-operative Audit Rs.5200-20200+Grade PayRs.2400/- (PB2)	Tamil Nadu Co-operative Subordinate Service	1016	83
15.	Revenue Assistant in Revenue Department in the following Districts(District-wise Number of vacancies / Post Code No.) Ariyalur -31*(Post Code No.2120) Chennai -40*(Post Code No.1033) Coimbatore -151*(Post Code No.1034) Cuddalore -64*(Post Code No.1035) Dharmapuri -43*(Post Code No.1036) Dindigul -95*(Post Code No.1037) Erode -74*(Post Code No.1038) Kancheepuram -216*(Post Code No.1039) Kanyakumari -40*(Post Code No.1040) Karur -19*(Post Code No.1041) Krishnagiri -78*(Post Code No.2200) Madurai -70*(Post Code No.1042) Nagapattinam -32*(Post Code No.1043) Namakkal -48*(Post Code No.1044) The Nilgiris -19*(Post Code No.1045) Perambalur -09*(Post Code No. 1046) Pudukkottai -53*(Post Code No.1047) Ramanathapuram-48*(Post Code No. 1048) Salem -42*(Post Code No.1049) Sivaganga -50*(Post Code No.1050) Thanjavur -59*(Post Code No.1051) Theni -43*(Post Code No.1052) Thoothukudi -51*(Post Code No.1056) Tiruchirappalli -83*(Post Code No.1057) Tirunelveli -09*(Post Code No.1058) Tiruppur -62*(Post Code No.2202) Tiruvallur -81*(Post Code No.1053) Tiruvannamalai -47*(Post Code No.1054) Tiruvarur -48*(Post Code No.1055) Vellore -37*(Post Code No.1059) Villupuram -77*(Post Code No.1060) Virudhunagar -65*(Post Code No.1061) Rs.5200-20200+ Grade PayRs.2400/- (PB1)	Tamil Nadu Ministerial Service	--	1884
16.	Audit Assistant in the Accounts Branch of Highways Department. Rs.5200-20200+Grade Pay Rs.2400/- (PB1)	Tamil Nadu General Subordinate service	1018	13

Posts for which selection is made only by Written Examination**TABLE-II**

17.	Personal Clerk in Finance Department, Secretariat, Rs.5200-20200+ Grade PayRs.2800/- (PB1)	Tamil Nadu Secretariat Service	1079	2
18.	Personal Clerk in Secretariat (Other than Finance Department), Rs.5200-20200+ Grade PayRs.2800/- (PB1)	Tamil Nadu Secretariat Service	1078	6 ST C/F + 1 GT (Blind) C/F
19.	Assistant in the Office of the Commissioner of Revenue Administration Rs.5200-20200+Grade Pay Rs.2400/- (PB1)	Tamil Nadu Ministerial Service	1030	6
Assistant in various Departments in the Tamil Nadu Ministerial Service Scale of pay Rs.5200-20200 + Grade Pay Rs.2400/- (PB1)				
20.	Industries and Commerce Department	Tamil Nadu Ministerial Service	1027	26
21.	Registration Department.		2218	320
22.	Highways Department		2217	28
23.	Land Reforms Department		2204	8
24.	Prison Department		2205	48
25.	Police Department		2206	200
26.	Land Administration. Department		1031	3
27.	Office of the Commissioner of Commercial Taxes.		1025	12
28.	Transport Department		2216	170
29.	Medical and Rural Health Services.		2207	485*
30.	In the Office of the Tamil Nadu Public Service Commission	Tamil Nadu Secretariat Service(TNPSC)	1081	13
31.	Finance Department (Secretariat)	Tamil Nadu Secretariat Service	1077	37
32.	Law Department (Secretariat)		1076	6
Assistant in the Divisions of Commercial Taxes Department, Scale of pay Rs.5200-20200 + Grade Pay Rs.2400/- (PB1)				
33.	Trichy Division.	Tamil Nadu Ministerial Service	2209	37
34.	Salem Division.		2210	177*
35.	Coimbatore Division.		2212	53*
36.	Tirunelveli Division		2214	21
37.	Planning Junior Assistant in the State Planning Commission. Rs.5200-20200+ Grade PayRs.2200/- (PB1)	Tamil Nadu Ministerial Service	1032	2

The vacancies for the posts with '' mark will be filled up only on receipt of Staff Committee's approval.*

2. IMPORTANT DATES :

		Date	Time
A	Date of Notification	30-12-2010	-
B	Last date for receipt of applications	11-02-2011	5.45 P.M.
C	Date of Written Examination	12-06-2011	10.00 A.M. to 1.00 P.M.

3. GENERAL INFORMATION:-

- A. (i) The rule of reservation of appointments is applicable to each post /District Unit in respect of Revenue Assistant, each Division in respect of Commercial Taxes Department separately and the distribution of vacancies will be as per the rules in force.
- (ii) In G.O. Ms. No.145, Personnel and Administrative Reforms (S) Department, dated 30.09.2010, the Government have issued orders to fill up 20% of all vacancies in direct

recruitment on preferential basis to persons studied in Tamil Medium(PSTM). Clarification in this regard is awaited from the Government. The selection for the previous recruitment of CSSE-I has not yet finalised. Hence, the distribution of vacancies is not announced in this notification. The Distribution of vacancies will be hosted in the Commission's website before the conduct of Oral Test.

- (iii) Candidates who claim reservation with reference to orders issued in the above G.O. should enclose evidence in support of their claim. Applications submitted without evidence will not be considered for the above said reservation.
- B. The number of vacancies advertised is only approximate and is liable to modification with reference to vacancy position at any time before finalisation of selection for Oral Test or summoning of candidates for Certificate verification, as the case may be.
- C. The selection for appointment to the above said posts is purely provisional subject to final orders on pending W Ps. filed in High Court of Madras.
- D. If no qualified and suitable women candidates are available for selection against the vacancies reserved for them, those vacancies will be filled by male candidates belonging to the respective communal categories.
- E. 5% reservation for Ex-Servicemen is applicable in respect of the posts for which the minimum of old scale of pay is below Rs.5,500/-(Revised Pay Band + Grade Pay:PB-2 below Rs. 9300-34800 + Rs. 4400/-). 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 particular communal category.
- F. **10%** of vacancies out of 30% of vacancies set apart for Women candidates in direct recruitment are reserved for DWs in respect of the posts for which the Scale of Pay does not exceed Rs.4,000/-(Old pay Rs. 4,000/- Revised Pay Band + Grade Pay: PB1 Rs. 5200 - 20200 + Rs. 2400).
- G. 3% reservation for Differently Abled person is applicable for this recruitment except for the posts of Junior Employment Officer (Non-DA), Assistant Inspector of Labour, A.S.O in Finance Department, Secretariat. If no suitable DA candidate belonging to the respective category to which it is earmarked is available for selection, it will be carried forward to next recruitment to those posts. In respect of Personal Clerk (other than Finance Department) Secretariat, if no blind candidate is available, it will be filled as per rules in force.
- H. **CERTIFICATE OF PHYSICAL FITNESS** -

Candidates selected for appointment to the post will be required to produce a certificate of physical fitness in the form prescribed below:

Sl. No.	Name of the Post	Form of Certificate of Physical fitness	Standard of Vision Prescribed
1	Municipal Commissioner. Grade-II Senior Inspector of Cooperative Societies Assistant Commercial Tax Officer, Junior Cooperative Auditor	Form prescribed for Executive Posts	Standard –III
2.	Supervisor of Industrial Co- operatives ,Junior Employment Officer, Junior Employment Officer (DA),		Standard –III or better.
3.	Assistant Inspector of Labour		Standard –II or better. (Colour Blindness, Night Blindness will be a disqualification for the post.)

4.	Sub-Registrar, Grade-II	Form prescribed for posts other than Executive Posts and Ministerial Posts.	Standard –III
5.	Junior Technical Assistant in Civil Supplies, Department.	Form prescribed for Executive Posts	Standard –III or better. Night Blindness Colour blindness to be a disqualification.
6.	For all other posts	Form prescribed for posts in Tamil Nadu Ministerial Service, Tamil Nadu Judicial Ministerial Service and Tamil Nadu Secretariat Service	Standard –III or better.

Candidates with defective vision should produce eye fitness certificate from qualified eye Specialist.

- I. The Differently Abled persons should produce a certificate of physical fitness from the Medical Board to the effect that his/her handicap will not render him/her incapable of efficiently discharging the duties attached to the post to which he/she has been selected, before appointment.
- J. Even after filling up of the posts 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 shall be filled up by Scheduled Castes other than Arunthathiyars.
- K. Any claim relating to the selection (Not related to the Candidature or/and claim made in the application) should be received within 90 days from the date of announcement of results. Claims received thereafter will receive no attention.

4. **QUALIFICATIONS:** -

(A) **AGE (as on 01.07.2010):**

- (i) **MINIMUM AGE LIMIT – Should have completed 18 years.**
- (ii) **MAXIMUM AGE LIMIT – Should not have completed - 30 years.**

The Minimum and Maximum age limits will be applicable to all the posts **except** for the following posts: -

Sub-Registrar, Grade-II – Minimum 20 years Maximum 30 years.

Assistant Commercial Tax Officer– Minimum 18 years Maximum 30 years.

[For SC, ST, SCA, MBC/DC, BC, BCM & DW's of all castes – Below 35 years]

[For the persons holding a degree in Law 32 years]

[Para 2 of Sl. No. 4 of Instructions etc. to candidates will not apply to the post of Assistant Commercial Tax Officer]

For Junior Employment Officer (DA) - Minimum 18 years, Maximum 40 years.

Note:

- (1) No maximum age limit for SCs, SC (Arunthathiyar), STs, MBCs/DCs, BCs (Other than BCMs), BCMs and Destitute Widows of all castes (Except for the post of Assistant Commercial Tax Officer) .
- (2) Age relaxation of 5 years in the maximum age limit will be applicable to persons (viz., unemployed youth and those who are in Government Service) affected by the ban orders.
- (3) Candidates not belonging to SCs, SC (Arunthathiyar), STs, MBCs/DCs, BCs (Other than BCMs), BCMs (i.e. others) who have put in five years of service in the State/Central Government are not eligible to apply, even though they are within the age limit.

- (4) The Technical and Non-technical staff of TANSI/IFAD who are facing retrenchment and have not been absorbed in the Government Corporations/Undertakings may also apply (evidence to be produced), if they satisfy all the prescribed qualifications **except** age. The relevant age rule will be relaxed by the Government in their favour, if they come up for selection.

(B) EDUCATIONAL QUALIFICATION:

Candidates should possess the following or its equivalent Qualification on the date of this Notification. Viz. **30.12.2010**

Sl. No.	Name of the Post	Educational Qualification
1.	Assistant Commercial Tax Officer	<p>Must possess a degree of B.A or B.Sc., or B.Com., of any University or institution recognized by the UGC.Or BOL of Annamalai University or B.B.A., of Madurai Kamaraj University or B.Litt., of Madras University or B.B.M., or B.Litt., of Bharathiar University.</p> <p>Provided that other things being equal preference shall be given firstly to the candidates who hold a degree both in Commerce and Law together with a Diploma in Taxation Law. Secondly to those who hold degree in Commerce and Law. Thirdly to those who hold a degree either in commerce or Law together with a Diploma in Taxation Law. Fourthly to those who hold a degree in Commerce. Fifthly to those who hold a degree in Law and Lastly to those who hold a Diploma in Commerce.</p> <p>Provided further that other things being equal preference shall be given to Released Emergency Commissioned Officer, Released Short service Regular Commissioned Officer / Other Ex-Servicemen in Selection for appointment as ACTO.</p>
2.	Sub-Registrar Grade –II	<p>Must possess a Bachelor's degree.</p> <p>Provided that other things being equal preference shall be given to persons who in addition to the qualification specified above possess a B.L. degree.</p>
3.	Municipal Commissioner, Grade-II	A Degree of any University or Institution recognised by the University Grants Commission.
4.	Assistant Section Officer <i>(Finance Department) in Secretariat.</i>	<p><i>A Master's Degree in Commerce or Economics or Statistics of any University or Institution recognised by the University Grants Commission.</i></p> <p><i>OR</i></p> <p><i>A Bachelor's Degree in Commerce or Economics or Statistics of any University or Institution recognised by the University Grants Commission with a pass in the final examination of the ICWA.</i></p>

5.	Assistant Section Officer in TNPSC.	<p>(i) A Master's Degree. OR</p> <p>(ii) A Bachelor's Degree and BGL Degree OR</p> <p>(iii) A Bachelor's Degree with first class in any one of the parts. Provided that in the case of a candidate belonging to SC,SC(A),ST,MBC/DC, BC(Other than BCM) and BCM it shall be sufficient if he/she holds a Bachelor's degree.</p>
6.	Assistant Section Officer Cum Programmer in TNPSC	<p>Must possess Master's degree in Computer Application OR Master's degree in Science (Information Technology / Computer Science).</p>
7.	Assistant Inspector of Labour	<p>Must possess a degree in Arts or Science or Commerce or Engineering of any University or Institution recognised by the University Grants Commission or B.O.L., of Annamalai University or B.B.A., of Madurai Kamaraj University or B.Litt., of Madras University or B.B.M., or B.Litt., of Bharathiar University. Other things being equal preference shall be given to candidates</p> <p>(i) Who possess the M.A. degree in Social Work. (or)</p> <p>(ii) Who possess the diploma awarded by the Madras School of Social Work. (or)</p> <p>(iii) Who possess 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 possess the Master's degree in Social Work (MSW) of the University of Baroda. (or)</p> <p>(vii) Who possess a Post Graduate Diploma in Labour Administration</p>

		<p>awarded by the Tamil Nadu Institute of Labour Studies. (or)</p> <p>(viii) Who possess a Post Graduate Diploma in Personnel Management, Industrial Relations and Labour Welfare awarded by the Madras Productivity Council. (or)</p> <p>(ix) Who possess a P.G. Diploma in Personnel Management and Industrial Relations, conducted by the Madurai Institute of Social Work, Madurai. (or)</p> <p>(x) Who possess 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>
8.	Junior Employment Officer	Must possess a degree in Arts or Science or Commerce or B.O.L., of Annamalai University or B.B.A., of Madurai Kamaraj University or B.Litt., of Madras University or B.B.M., or B.Litt., of Bharathiar University.
9.	Junior Employment Officer (DA)	<p>a) Must possess a degree in Arts or Science or Commerce or B.O.L., of Annamalai University or B.B.A., of Madurai Kamaraj University or B.Litt., of Madras University or B.B.M., or B.Litt., of Bharathiar University.</p> <p>(b) Is a Differently Abled persons whose physical disability shall not be less than 40%. Differently Abled person who applies for appointment to the post of Junior Employment Officer-DA should produce with their application form, a Medical Certificate obtained from a Medical Officer of the rank not lower than that of the Civil Assistant Surgeon showing the nature and degree of his Physical impairment.</p>
10.	Senior Inspector of Co-operative Societies	<p>A Degree of any University or Institution recognised by the University Grants Commission or other Educational Institution or A Diploma in Rural Services awarded by the National Council for Rural Higher Education. or A Diploma of Associate Member of the Institute of Chartered Accountants. Other things being equal, preference shall be given to the candidates possessing such qualification and in such order as specified below: (i) M.A. Degree in Co-operation; or</p>

		<p>(ii) M.Com. Degree with Co-operation as one of the subject; or</p> <p>(iii) B.A. Degree in Co-operation; or</p> <p>(iv) Higher Diploma in Co-operative Management awarded by the Natesan Institute of Co-operative Management, Madras; or Institute of Co-operative Management, Madurai.</p>
11.	Audit Inspector in the Audit Wing of Hindu Religious and Charitable Endowments Administration Department	<p>B.A. or B.Sc. or B.Com. degree of any University or Institution recognised by the University Grants Commission for the purpose of its grants or B.O.L. of Annamalai University or B.B.A. of Madurai Kamaraj University or B.Litt. of Madras University or B.B.M. or B.Litt of Bharathiyar University.</p> <p>Note: Persons professing the Hindu Religion alone are eligible to apply for this post.</p>
12.	Supervisor of Industrial Co-operatives in the Industries and Commerce Department.	<p>A degree of B.A., or B.Sc., or B.Com., of any University or Institution recognised by the University Grants Commission for the purpose of its grants or B.O.L., of Annamalai University or B.B.A., of Madurai Kamaraj University or B.Litt., of Madras University or B.B.M or B.Litt., of Bharathiar University.</p> <p style="text-align: center;">OR</p> <p>P.G. Diploma in Agricultural Economics and Co-operation awarded by the National Council for Rural Higher Education.</p>
13.	Junior Technical Assistant in Civil Supplies and Consumer Protection Department	B.Sc. Degree with Chemistry / Zoology / Botany as main subject.
14.	Junior Co-operative Auditor in the Department of Co-operative Audit in the Tamil Nadu Co-operative Subordinate Service.	B.Com. or B.A. (Co-operation) or B.A. (Economics) or B.A. (Corporate Secretaryship) or B.B.M. (Bachelor of Bank Management) of Madras University or Institution from Tamil Nadu.
15.	Revenue Assistant in the Revenue Department in the various Revenue Units.	A degree of B.A., or B.Sc., (Other than in a Professional Subject) or B.Com., of any University or Institution recognised by the University Grants Commission for the purpose of its grants or B.O.L., of Annamalai University or B.B.A., of Madurai Kamaraj University or B.Litt., of Madras University or B.B.M or B.Litt., of Bharathiar University.
16.	Audit Assistant in Highways Department.	<p>Any degree of any University or Institution recognised by the University Grants Commission.</p> <p>Provided that other things being equal preference shall be given to persons who possess a degree in Commerce.</p>
17.	Assistant in the office of the CRA	A degree of B.A., or B.Sc., or B.Com., of any University or Institution recognised by the University Grants Commission for the purpose of its grants or B.O.L. of

		Annamalai University or B.B.A., of Madurai Kamaraj University or B.Litt., of Madras University or B.B.M or B.Litt., of Bharathiar University.
18.	Assistant in Industries and Commerce Department	Must possess a degree of B.A, or B.Sc., or B.Com., or B.A (Hons), B.Com(Hons), M.A or M.Sc., or M.Com., of any university recognised by the UGC for the purpose of its grant. OR Must have completed the training conducted by Industries Department for a period of 6months (3months theoretical and 3 months practical)
19.	Assistant in the following departments Registration, Highways, Prison, Police, Transport, Medical and Rural Health Services and in the Divisions of Commercial Taxes Department	Any Degree
20.	Assistant in the office of the Commissioner of Commercial Taxes Land Administration, Land Reforms and Planning Junior Assistant	A degree of B.A., or B.Sc., or B.Com., of any University or Institution recognised by the University Grants Commission for the purpose of its grants or B.O.L., of Annamalai University or B.B.A., of Madurai Kamaraj University or B.Litt., of Madras University or B.B.M or B.Litt., of Bharathiar University.
21.	Assistant in TNPSC	A Bachelor's degree of any university or Institution recognised by the UGC for the purpose of its grant.
22.	Assistant in Finance Department in the Tamil Nadu Secretariat.	A Bachelor's Degree in Commerce or Economics or Statistics of any University or Institution recognised by the University Grants Commission.
23.	Assistant in Law Department in the Tamil Nadu Secretariat.	B.L. Degree awarded by any University recognised by the University Grants Commission.
24.	Personal Clerk in Finance Department and Personal Clerk Other than Finance Department in Secretariat.	<u>A. Educational Qualificaion;</u> <u>For PC(other than Finance Department)</u> (i) A Bachelor's Degree; <u>For PC in Finance Department.</u> (i) Bachelor's Degree in Commerce or Economics or Statistics <u>B. Techinical Qualification for both posts:</u> (ii) A pass in the Government Technical Examinations in Typewriting in Tamil and English both by the Higher Grade. (iii) A pass in the Govt Technical Examinations in shorthand in Tamil and English both by the Higher 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

		<p>examinations in the order of preference indicated below will be considered for selection namely: -</p> <p>(a) Government Technical Examination in Typewriting and Shorthand in Tamil both by the Higher Grade and Typewriting and Shorthand in English both by the Lower Grade.</p> <p>(b) Government Technical Examination in Typewriting and Shorthand in English both by the Higher Grade and Typewriting and Shorthand in Tamil both by the Lower Grade.</p> <p>(iv) Certificate course in computer on office automation awarded by the Technical Education Department.</p> <p>Note: Candidates who do not possess the said qualification conducted by the Technical Education Department may also apply. If selected they should acquire such qualification within the period of their probation.</p>
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Note:

- (1) The qualification prescribed for these posts should have been obtained by passing the required qualification in the order of studies 10th, HSC, U.G. degree, P.G. degree.
- (2) Persons claiming equivalence of qualification should enclose evidence for such claim failing which their application will be summarily rejected. For further details refer para-9 of the Instructions etc. to candidates.

(C) KNOWLEDGE OF TAMIL:

Candidates should possess adequate knowledge of Tamil on the date of this Notification. (For details refer para10 of Commission's 'Instruction etc. to candidates')

5. SCHEME OF WRITTEN EXAMINATION:-

Subject	Duration	Maximum Marks	Minimum Qualifying Marks for selection	
			Written-cum-Oral Test	Written Test only
Single Paper in General Knowledge (Degree Std.) (100 items) + General Tamil / General English (S.S.L.C. Std.) (100 items) Oral Test	3 Hours	150 } + } 300 150 } 40 }	102	90
Total	--	340		

Note:-

- (i) The question papers will be set in two types (i.e.) 1) General Knowledge (100 items) with General Tamil (100 items) and 2) General Knowledge (100 items) with General English (100 items). The candidates are given the option to choose either General Tamil or General English for answering the second 100 items apart from answering the first 100 items on General Knowledge. The candidates should mention in column 22 of the OMR application form the

option (i.e. General Tamil or General English) chosen by them, failing which they will be penalised.

- (ii) The questions on “General Knowledge” will be set both in English and in Tamil and the questions on General Tamil/General English will be set in the respective languages.

The Syllabi for the said subjects are published in TNPSC Bulletin as follows:

SI.No.	Subject	Page No.	Tamil Nadu Public Service Commission Bulletin No.& Date
1.	General Knowledge	490	No.16, dated 01.08.2004
2.	General Tamil	721	No.11, dated 16.05.2001
3.	General English	722	No.11, dated 16.05.2001

The syllabi have also been made available in the Commission’s Website at www.tnpsc.gov.in

6. **CENTRES FOR EXAMINATION:**

The Written Examination will be held at the Centres mentioned under classes A, B, C, D & E in Annexure –I of the Information Brochure to Candidates.

Note:

- i Candidates should choose and write the Examination at any one of the Centres.
- ii. Candidates will be required to appear for the Written Examination / Oral Test / Certificate verification (if they are called) at their own expenses.
- iii. Request for change of centre will not be complied with.
- iv The Commission reserves the right to increase or decrease the number of examination centres and to re-allot the candidates.

7. **EXERCISING OF OPTION:-**

Candidates, who are admitted to the Oral Test, will be required to exercise their option regarding post preference, in respect of interview and non-interview posts at the time of Oral Test. Candidates who are to be considered, only for non-interview post and are summoned for Certificate verification will be required to submit post option at the time of Certificate verification which will be held immediately after the conclusion of Oral Test.

8. **PROCEDURE OF SELECTION :-**

The selection of candidates for appointment to the posts mentioned against Sl. Nos. 1 to 16 of the Table-I will be made in two successive stages viz. (i) Written Examination and (ii) Oral Test in the shape of an Interview and the Final selection will be made on the basis of the total marks obtained by the candidates at the Written Examination and Oral Test taken together and the post option exercised by the candidates and following the rule of reservation of appointments separately for each post and unit. Candidate's appearance in the Written Examination and for Oral Test is compulsory.

The selection for appointment to the posts mentioned against Sl.No.17 to 37 of Table-II will be made on the basis of total marks obtained by the candidates in the Written Examination and the post option exercised by the candidates following the rule of reservation of appointments separately for each post and unit.

Two separate Rank Lists will be prepared for Interview posts mentioned against Sl.No.1 to 16 under Table-I and Non Interview posts (Sl.No.17 to 37) under Table-II.

The candidates who are to be considered only for non-interview post, will be summoned for certificate verification after the conduct of oral test.

Selection in respect of Non-Interview posts will be taken up after finalising the selection for Interview posts mentioned against Sl.No.1 to 16 excluding those who have been selected for Interview posts.

9. **EXAMINATION FEE:-** Rs 100/- (Rupees One Hundred only) Examination fee should be paid only through any one of the Post offices listed in Annexure - III to the Brochure and the Postal receipt obtained for the payment of fee should be pasted in the space provided in the application (For further details refer para 2 under part -III of Information Brochure to candidates and for Examination fee concessions refer para 12 of the 'Instructions, etc., to candidates'). All candidates should pay Rs 12/- (Rupees twelve only) as service charge to the Post Office while obtaining the Postal Receipt. Candidates should inform the OMR application Number to the Counter Clerk of the Post Office for obtaining the Postal Receipt.

10. **ENCLOSURES TO BE SENT ALONG WITH APPLICATION:-**

Candidates should enclose attested copies of all certificates (including evidence for Educational Qualification i.e SSLC, HSC, Diploma, U.G. Degree and PG degree possessed by them) as mentioned in para 15 of the Commission's 'Instructions etc., to candidates' and item 26 under part -II of Information Brochure to candidates along with a Postal Receipt to the value of Rs.100/- (Rupees One hundred only) pasted in the column provided in the application, unless exemption of fee is claimed Original Certificates should not be sent. Those applying Online please refer sub para D of para 13 of this Notification/ Advertisement.

In addition to the above said enclosures evidence for PSTM should be enclosed if the candidates claim reservation for **PSTM**.

Applications received without the attested copies of certificates as specified above will be rejected.

11. **NO OBJECTION CERTIFICATE :-**

For details please refer to paragraph 15(g) of the Commission's 'Instructions etc., to Candidates'.

12. **CONCESSIONS:-**

Concession in the matter of age, and/or fee concession allowed to SCs, SC (Arunthathiyar), STs, MBCs/DCs, BCs(other than BCMs), BCMs, DWs, Ex-Servicemen, Bonded Labourers, Differently Abled persons, Discharged and Serving temporary State Government Employees below 40 years of age etc., are given in the Commission's "Instruction, etc., to candidates". Concession if any to be availed evidence has to be produced, along with application.

13. **ISSUE OF APPLICATION FORMS: -**

- A OMR application form along with an 'INFORMATION BROCHURE TO CANDIDATES' containing General Instructions for filling up the application form,. Commission's 'Instructions, etc., to candidates' and an envelope for sending application can be obtained from any one of the HEAD POST OFFICES or selected Sub-Post Offices in Tamil Nadu / Puducherry and Alagapuram Post Office, Sivaganga on payment of Rs 30/- (Rupees Thirty only) (The list showing the names of Post Offices is available in the Commissions Website at www.tnpsc.gov.in)
- B OMR application forms can also be obtained in person from the sales counter of the office of the Tamil Nadu Public Service Commission, No.1. Greams Road, Commercial Taxes Office Annex Building, Chennai – 600 006, on all the working days till the closing date upto 5.00 p.m. (Excluding lunch interval between 1.30 and 2.00 p.m.) only on cash payment of Rs.30/- (Rupees thirty only) **Application forms will not be supplied to the candidates by Post.**
- C. Candidates should use only the OMR application form. No other typed or printed or Xeroxed / Photocopy of the application form will be accepted and such application, if any received, will be summarily rejected.
- D. Candidates can also avail of the facility of applying 'Online' on the Commission's Website at **www.tnpsc.gov.in**. Candidates applying 'Online' should possess and keep ready Postal Receipt for Rs.130/- (i.e. Application fee Rs.30/- and Examination fee Rs. 100/-) obtained from any one of the Post Offices listed in Annexure-III to the Information Brochure to candidates before Registering Online. Candidates claiming exemption from payment of Examination fee should possess and keep ready Postal Receipt for Rs.30/- towards the application fee. The

Postal Receipt obtained for the payment of Application Fee/ Examination Fee should be pasted in the space provided in the application. Candidates applying 'Online' shall also abide by the Commission's Instructions laid down in this Notification / Advertisement/Commission's "Instructions, etc., to candidates" / Information Brochure to candidates. Candidates applying Online should send the applications (i.e. The printout generated from the web site and signed by the candidates) with the Postal Receipt along with attested copies of certificates so as to reach the Commission's office on or before the last date for receipt of applications, failing which his/her application will be rejected. The facility of applying online will be closed on **09-02-2011** at 5.45.p.m.

14 RECEIPT OF APPLICATION:-

- (A) Candidates are advised to verify the following aspects also before sending their filled in OMR applications to the Commission's office:
- (i) Signature by the candidate below the declaration in Ballpoint pen or fountain pen only.
Failure to sign will entail rejection of his/her application.
 - (ii) Columns 1, 1(a), 3, 4, and Column 22 in OMR application form to be filled up based on the details available in this Notification/ Advertisement.
 - (iii) Candidates should shade column 14(b), 15, 23, 23(a) and 23(c) of OMR application form compulsorily. If yes [for column 23, 23(a) and 23(c)] full details should be enclosed in a separate paper.
- (B) **Filled in applications must be sent to the Controller of Examinations, Tamil Nadu Public Service Commission, No 1. Greams Road, Commercial Taxes Office Annexe Building, Chennai-600 006 well in advance so as to reach the Commission's Office before 5.45 p.m. on 11-02-2011.**

Secretary.