



TAMIL NADU PUBLIC SERVICE COMMISSION

NOTIFICATION NO:19(B) /2012

DATED: 13 .06.2012

Applications are invited only through online mode upto 13.07.2012 from **candidates professing Hindu Religion only** for direct recruitment against the vacancies for the years 2009 – 2010 and 2010-2011 in the following post included in **Group-VII-B** Service :-

Sl. No	Name of the Post and Post Code	Name of the Service and Code No.	No. of vacancies	Scale of pay
1	EXECUTIVE OFFICER, GRADE-III (Post Code: 1654)	Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Service. (Code No. 009)	24	Rs.5200-20200+2400 Grade Pay (PM) (PB1)

2. **IMPORTANT DATES:-**

A	Date of Notification	13.06.2012	-	
B	Last date for submission of applications	13.07.2012	-	
C	Last date for payment of Fee through Bank or Post Office	17.07.2012	-	
D	Date of Written Examination	Paper - I	12.08.2012	10:00 A.M. to 1:00 P.M.
		Paper - II		2:30 P.M. to 5:30 P.M.

3. **QUALIFICATIONS: -**

(A) **AGE (as on 1.07.2012)**

Sl. No.	Category of Candidates	Minimum Age	Maximum Age
1	Scheduled Caste / Scheduled Caste (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	25 Years	No Maximum Age limit
2	Most Backward Classes / Denotified Communities., and Backward Classes		
3	"Others" [i.e Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, and BCs]		35 years

Note:

- The minimum age limit prescribed for this post shall not apply to the persons possessing a degree of a college of Oriental Culture of any University recognized by the University Grants Commission for the purpose of its Grant.

- (ii) Candidates not belonging to SCs/ SC(Arunthathiyars), STs, MBC/DCs, BCs 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.
- (iii) The Technical and Non-technical staff of TANSI 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)(a) EDUCATIONAL QUALIFICATION:

Candidates should possess the following or its equivalent qualification on the date of this Notification, viz 13.06.2012

Must possess a degree in Arts, Science or Commerce of any University recognized by the University Grants Commission for the purpose of its grant 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.

Provided that, other things being equal, preference shall be given to employees of Religious Institutions (other than Government Servant) who have put in not less than 5 years of Service.

Provided that, other things being equal, preference shall be given to persons who hold B.A. degree in Indian Culture and Religious Institutions Management and to those who hold a Diploma in Epigraphy and Archaeology awarded by the Institute of Epigraphy in Tamil Nadu.

(b) Knowledge of Tamil:-

Candidates should possess adequate knowledge of Tamil on the date of this Notification (for detail refer para 10 of Commission's Instruction to candidates)

4. GENERAL INFORMATION:-

- A. The Rule of reservation of appointments applies to this post. **Distribution of vacancies as per the rule in force will be announced later.**
- B. 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 the **prescribed qualification** in Tamil Medium. The 20% reservation of vacancies on preferential allotment to **Persons Studied in Tamil Medium (PSTM)** will apply for this recruitment.
- C. The number of vacancies advertised is only approximate and is liable for modification with reference to vacancy position at any time before finalisation of selection.

- 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. Only persons Professing the Hindu Religion as required by Section 10 of the Tamil Nadu Hindu Religious and Charitable Endowments Act,1959 (Tamil Nadu Act 22 of 1959) are eligible to apply.

F. 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:-

Name of the Post	Standard of Vision Prescribed	Form of Certificate of Physical Fitness
Executive Officer, Grade-III	Standard-III	Executive Posts

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

- G.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. Among the three categories of Differently Abled persons, Deaf and Orthopaedically Challenged persons alone are eligible for the 3% reservation of vacancies intended for DA persons, for this post.
- H. Reservation to “Destitute Widows” and “Ex-Servicemen” will apply for this recruitment.
- I. If no qualified and suitable Ex-Servicemen candidates belonging to a particular category are available for selection against the vacancies reserved for them, those vacancies shall be filled by other than the Ex-Servicemen candidate belonging to the respective Communal category
- J. Evenafter 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 Candidates selected for appointment to the post should be prepared to serve compulsorily in Hill Stations in Tamil Nadu. If they refuse or resort to dilatory tactics to serve in Hill Stations they will loose their appointments. The candidates should furnish a declaration in the format given below along with the application form.

“If selected I assure that I will not refuse or delay to serve in Hill Stations. I am aware that I will lose my appointment if I refuse or delay to serve in Hill Stations”.

- L. Any claim relating to the selection (not related to candidature or / and claims made in the application) should be received within 90 days from the date of announcement of results. Any claim received thereafter will receive no attention.

5. SCHEME OF WRITTEN EXAMINATION (OBJECTIVE TYPE) AND ORAL TEST:-

Subject	Duration of Examination	Maximum Marks	Minimum Qualifying Marks for Selection
Paper-I General Knowledge (100 items) (Degree Std.) + General Tamil / General English (100 items) (SSLC Std.)	3 Hours	150 + 150 } 300	204
Paper-II 1. ,e;Jkjk; (gl;lg;gog;gj; juk;) (Code No.180) 2/ irtKk; itztKk; (gl;lg;gog;gj; juk;) (Code No.181) (200 items)	3 Hours	300	
Interview and Records		80	
TOTAL		680	

Note :

- (i) Two Types of question papers will be set. One type of question paper will contain questions on General Knowledge (100 items) and General English (100 items) / General Tamil (100 items). The other will contain questions on 1/ ,e;Jkjk; 2/ irtKk; itztKk; (200 items). 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.
- (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 language.
- (iii) The question on A treatise of Saivism and Vaishnavism in respect of paper-II (i.e. 1.,e;Jkjk; 2/ irtKk; itztKk;) will be set in Tamil only.

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

Subject	Page No.	Bulletin No. & Date
General Knowledge	490	16, dated 01.08.2004
General Tamil	721	11, dated 16.05.2001
General English	722	
1. ,e;Jkjk; 2/ irtKk; itztKk;	---	Refer Annexure – I of this notification 1. ,e;Jkjk; 2/ irtKk; itztKk;

The syllabi are also available in the Commission's Website 'www.tnpsc.gov.in'

6. CENTRES FOR EXAMINATION:-

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

Note: The Commission reserves the right to increase / decrease the number of Examination Centres and to re-allot the candidates.

7 FEE:-

Executive Officer, Grade - III	Examination Fee	Rs.100/-
	Cost of Application	Rs.50/-
	Total	Rs.150/-

- Candidates claiming exemption from examination fee should pay only Rs.50/- towards Application fee.
- Candidates have also to pay the service charges applicable to the Bank or Post Office or Fee Processing Agency
- Those who have registered in **One - Time Registration** system, and paid the registration fee of Rs.50/- and received the registration ID **need not pay** the application fee for a period of 5 years from the date of registration even if he applies for any other posts subsequently notified by the Commission. But those candidates shall pay examination fee, if applicable, on any other occasion.

(For further details regarding the Examination fee concessions refer para 12 of the 'Instructions to candidates').

8. PROCEDURE OF SELECTION:-

Selection will be made in two successive stages i.e. (i) Written Examination and (ii) Oral Test
(For further details refer para 21 (b) of the Instruction to candidates).

9.SECURITY:

In regard to the security to be furnished by the Executive Officer, Grade –III the rules framed under Section 116(2) (xvi) of the Tamil Nadu Hindu Religious and Charitable Endowments Act, 1959 (Tamil Nadu Act 22 of 1959) shall apply.

10. NO OBJECTION CERTIFICATE:

For details refer para 15 (g) of the Commission's 'Instructions to candidates'.

11. CONCESSIONS:-

Concessions in the matter of age and/or qualification and / or fees allowed to SCs, SC(A)s, STs, MBCs/DCs, BCs, Destitute Widows, Ex-Servicemen, Differently Abled persons, other categories of persons etc., are given in paras 12 to 14 of the Commission's 'Instructions to candidates'.

12. HOW TO APPLY:

- Candidates should apply only through online in the Commission's Website www.tnpsc.gov.in or in www.tnpscexams.net.
- Before applying, the candidates should have scanned image of their photograph and signature in Data Storage Devices like CD/DVD/Pen drive as per their convenience.
- A valid e-mail ID or Mobile Number is mandatory for registration and email ID should be kept active till the declaration of results. You are cautioned to keep your e-mail ID and pass word confidentially. TNPSC will send Hall Tickets (Memorandum of Admission) for Written Examination, Interview Call Letters, Other Memos etc. to the registered / given e-mail ID only.
- Please note that all the particulars mentioned in the online application including Name of the Candidate, Post Applied, Communal Category, Date of birth, Address, Email ID, Centre of Examination etc. will be considered as final and **no modifications will be allowed after the last date specified for applying online**. Since certain fields are firm and fixed and cannot be edited, candidates are requested to fill in the online application form with the utmost care and caution as no correspondence regarding change of details will be entertained.
- The candidates who wish to receive SMS should register their mobile number in the application.
 - **12(A) Applying Online:**
 - a) Candidates are first required to log on to the TNPSC's website www.tnpsc.gov.in or www.tnpscexams.net.
 - b) Click "Apply Online" to open up the On-Line Application Form.
 - c) Select the name of the post or service for which you wish to apply.
 - d) If you already have Unique ID, enter the Unique ID and password to view the already available information and update them, if necessary.

- e) If you do not have valid ID, enter all the required particulars without skipping any field.
- f) Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature. An online application is incomplete without the photograph and signature upload.
- **12(B) Mode of Fee Payment:**
 - Please select the mode of payment (Online Payment/Offline Payment).
- **B(i) Online Payment (Net Banking, Credit card/Debit card)**
 - 1) In case candidates who wish to pay fees through the online payment gateway, i.e Net Banking, Credit Card and Debit card Payment, **an additional page of the application form will be displayed** wherein candidates may follow the instructions and fill in the requisite details to make payment.
 - 2) After submitting your payment information in the online application form, wait for the intimation from the server, **DO NOT press Back or Refresh button in order to avoid double charge.**
 - 3) If the online transaction has been successfully completed a Registration Number and Password will be generated. Candidates should note their Application Number and Password for future reference in respect of the post applied for.
- **B(ii) Offline Payment (Post Office or Indian Bank)**
 - 1) For offline mode of payment candidates have to select either Post Office or Indian Bank.
 - 2) Click "SUBMIT" to submit the Application form.
 - 3) Candidates will be provided with Application Number and password. Please note down the Application Number and password.
 - 4) On Submission, system will generate the payment chalan which the candidate need to take print out and go to the nearest branch of Indian bank or the Designated Post Offices as the case may be, to make the payment
 - 5) Collect the candidate's copy of the fee payment chalan from the Branch. Please check that the chalan is properly signed and the details of Transaction Number, Branch Name and DP Code Number, Deposit Date have been noted in the chalan by the Branch authorities.
 - 6) Online Application Registration will be taken as successful one, only if the payment is made either in the post office or in the Indian Bank **within two working days from the date of registration/submission of application.**

○ **12(C)Print Option:**

- 1) After submitting the application, candidates can print /save their application in PDF format.
- 2) On entering Application Number and password, Candidates can download their application and print, if required.
- 3) Candidates need not send the printout of the online application or any other supporting documents to the Commission. The certificates will be verified only when the candidates come up for next stage of selection.

Note:

- I. Candidates are advised in their own interest to apply On-Line much before the closing date and not to wait till the last date for depositing the fee/ intimation charges to avoid the possibility of disconnection/inability/failure to log on the TNPSC's website on account of heavy load on internet/website jam.
- II. TNPSC does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the TNPSC.
- III. Under no circumstances, a candidate should share/mention e-mail ID or Mobile Number to any other person. In case a candidate does not have a valid personal e-mail ID, they should create a new e-mail ID before applying on-line and must maintain that email account.
- IV. There is a provision to modify the submitted On-Line Application. Candidates are requested to make use of this facility to correct their details in the On-Line Application if any till last date of submission. This modification facility will be available up to the last date for applying online for the particular post. After this date, no modification will be permitted. Candidates should take utmost care and caution while filling in the Online Application. Please note that no modification in fee payment details will be permitted for candidates who pay fees/ intimation charges through the online mode. Since certain fields are firm, fixed and cannot be edited, candidates are requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained.
- V. Candidates should carefully fill in the details in the On-Line Application at the appropriate places and click on the "SUBMIT" button at the end of the On-Line Application format. Before pressing the "SUBMIT" button, candidates are advised to verify each and every particular filled in the application. The name of the candidate or his /her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.
- VI. Request for change/correction in any particulars in the Application Form shall not be entertained under any circumstances AFTER THE LAST DATE FOR Editing/ Updating

application details specified. TNPSC 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 form.

- VII. Commission is not responsible for the On-Line payment failure.
- VIII. Any clarification may be obtained from the Help Desk (No.1860 345 0112)

13. OTHER IMPORTANT INSTRUCTIONS:

- a. **Candidates should ensure their eligibility for examination:** The candidates applying for the examination should ensure that they fulfil all eligibility conditions for admission to examination. **Their admission to all stages of the examination will be purely provisional subject to satisfying of the eligibility conditions.** Mere issue of memo of admission to the candidate will not imply that his/her candidature has been fully cleared by the Commission.
- b. **How to apply:** Candidates are required to apply Online by using the website www.tnpsc.gov.in or www.tnpscexams.net. Detailed instructions for filling up online application are given in Para 12 of this Notification
- c. The Hall Tickets for eligible candidates will be made available in the Commission's Website www.tnpsc.gov.in or www.tnpscexams.net for downloading by candidates. No Hall Tickets will be sent by post.
- d. **Grievance Redressal Cell for guidance of candidates:** In case of any guidance/information/clarification of their applications, candidature, etc. candidates can contact Tamil Nadu Public Service Commission's Office in person or over Telephone No.044-28297591-92, 044-28297584-86 or the Commission's Office Toll-Free No. 1800 425 1002 on all working days between 10.00 a.m. and 05.45 p.m.
- e. **Mobile Phones and other Articles Banned:**
 - (i) Candidates are not allowed to bring Pager, Cellular Phone, Calculator, Memory Notes and books etc. or any other Electronic device or Recording Device either as separate piece or part of something used by the candidate such as Watch or Ring
 - (ii) If they are found to be in possession of any such thing or instrument 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 for a physical search including frisking on the spot.
 - (iii) Do not bring into the Examination Hall any article such as books, notes, loose sheets mathematical and drawing instruments, Log Tables, stencils of maps,

slide rules, Text Books, rough sheets etc. except the permitted writing material i.e. pen, no colour pen or pencil must be used.

- (iv) Candidates are advised in their own interest not to bring any of the banned items including Mobile Phones / Pagers to the venue of the examination, as arrangements for safekeeping cannot be assured.
- f. Candidates are not required to submit along with their application any certificates in support of their claims regarding Age, Educational Qualification, Experience, Community Certificates and certificates regarding their Physical Disability, etc., They should be submitted when called for by the Tamil Nadu Public Service Commission. The candidates applying for the examination should ensure that they fulfill 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 viz. Written Examination and Oral Test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the written Examination and Oral Test, it is found that they do not fulfil any of the eligibility conditions, their candidature for the examination will be cancelled by the Commission.
- g. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the Commission.
- h. **Unfair means strictly prohibited:** No candidate shall copy from the papers of any other candidate nor permit his papers to be copied nor give nor attempt to give nor obtain nor attempt to obtain irregular assistance of any description.
- i. **Conduct in Examination Hall:** No candidate 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 severely viewed & penalised.

The Online Application can be filled upto 13.07.2012 till 11.59 p.m., after which the link will be disabled

(For any additional information the candidates may refer Commission's 'Instructions to candidates' at the Commission's website www.tnpsc.gov.in)

Secretary

1. ,e;Jkjk; ? njhw;wKk; tuyhWk;
2. ntj';fs;
3. cgeplj';fs;
4. ,e;J kj cl;gphpt[fs; (mWtifr; rka';fs;)
5. ,jpfhrk; g[uhz';fs;
6. mj;itj tprpl;lhj;itj. Jitj rpj;jhe;j';fs;
7. flt[fs; ? Xk;
8. cyfj;njhw;wk;
9. ke;jpu';fs;
10. Md;khf;fs;
11. kuzj;jpd; gpd; kdpjh; epiy
12. Kj;jpbewp (Kj;jpkhh;f;fk;)
13. FU
14. Myak;. Mya mikg;g[. Mya tHpghL
15. jpUK:yh;
16. g{ir
17. rpj;jh;fs;
18. rhj;jpu';fs;
19. jpUf;nfhapy; jpUtpHhf;fs;
20. gz;oiffs;
21. ,e;Jf;fspd; rl';F Kiwfs;
22. nghw;wpfs; njhj;jpukhiy
23. nfhapw;fiy (rpw;g';fis guhkhj;jy;)
24. nfhapy; jpUnkdpfs;
25. Mfk';fs;
26. gl;odj;jhh;
27. jha[khdth;
28. gf;jp ,af;fk;
29. mz;ikf; fhy mUshsh;fs;. ,uhkfpUc&z guk~k;rh;. tpntfhde;jh;. ghk;gd; Rthkpfs;
30. mUl;gpufhr ts;syhh;

irtKk; itztKk; (gl;lg;gog;glj; juk;)
(Code No. 181)

- I. irtk;
 1. irtKk; rptKk;
 2. jkpGk; irtKk;
 3. irt ,yf;fpaKk;. tuyhWk;
 4. Kg;bghUs; ,ay;g[
 5. vz; Fz';fs;
 6. tHpghL
 7. rpt jPf;if

8. jpUj;bjhz;lh;g[uhzk; (bghpa g[uhzk;)
9. irt FUKhh;fs; (irt Mr;rhhpah;fs;)
10. gd;dpU jpUKiwfs; ? mwpKfk;
11. irt rpj;jhe;j rhj;jpu';fs;
12. gHe;jkpH; ,yf;fpa';fspy; rptd;

II. itztk;

1. itztk;
2. itzt ,yf;fpaKk;. tuyhWk;
3. MfKk; ehuhazDk;
4. fPijapd; cl;bghUs;
5. MH;thh;fspd; tuyhW
6. ek;khH;thUk; itztKk;
7. ,uhkD\$Uk; nfhl;ghLfSk;
8. itzt Mr;rhhpah;fs;
9. tpc&;Qq g[uhzKk; tpc&;Qqtpd; nkd;ika[k;
10. ehyhapu jpt;ag;gpuge;jk; ? mwpKfk;
11. gHe;jkpH; ,yf;fpa';fspy; jpUkhy;
12. itzt ciuhrphpah;fs;

Annexure – II

ANNEXURE-I

DISTRICT	CENTRE	CODE NO
<u>Ariyalur</u>	Ariyalur	3001
Chennai	Annanagar	0101
	Egmore	0105
	Perambur	0109
	Vadapalani	0112
	Tiruvottriyur	0123
	Mylapore	0142
	Saidapet	0143
	Tiruvanmiyur	0145
	Velachery	0146
	<u>Coimbatore</u>	Coimbatore North
Coimbatore South		0202
Pollachi		0204
<u>Cuddalore</u>	Cuddalore	0301

	Chidamparam	0302
	Neyveli	0305
	Viruddhachalam	0308
Dharmapuri	Dharmapuri	0401
	Harur	0402
Dindigul	Dindigul	0501
	Palani	0507
Erode	Erode	0601
	Bhavani	0602
	Gobichettipalayam	0603
Kanchipuram	Kancheepuram	0701
	Chengalpattu	0703
	Tambaram	0708
Kanyakumari	Nagarcoil	0801
	Kanyakumari	0802
	Kulithurai	0803
	Thakalai	0804
Karur	Karur	0901
Krishnagiri	Krishnagiri	3101
	Denkanikottai	3102
	Hosur	3103
Madurai	Madurai North	1001
	Madurai South	1002
	Melur	1003
	Thirumangalam	1005
	Usilampatti	1006
Nagapattinam	Nagapattinam	1101
	Mayiladurthurai	1104
	Sirkali	1105
Namakkal	Namakkal	1201
	Rasipuram	1203
	Thiruchengodu	1204
The Nilgirs	Udhagamandalam	1301
	Coonoor	1302
	Gudalur	1303

Perambalur	Perambalur	1401
Pudukkottai	Pudukkottai	1501
	Aranthangi	1503
Ramanathapuram	Ramanathapuram	1601
	Paramakudi	1605
	Rameswaram	1606
Salem	Salem	1701
	Attur	1702
	Mettur	1705
	Omalur	1706
	Sangagiri	1707
Sivaganga	Sivaganga	1801
	Devakottai	1802
	Karaikkudi	1804
Thanjavur	Thanjavur	1901
	Kumbakonam	1902
	Pattukkottai	1905
Theni	Theni	2001
	Periyakulam	2004
	Uthamapalayam	2005
Thiruvallur	Thiruvallur	2101
	Avadi	2103
	Pattabiram	2107
	Ponneri	2108
	Poonamallee	2109
	Tiruttani	2110
Thiruvannamalai	Thiruvannamalai	2201
	Arani	2202
	Cheyyar	2204
	Polur	2205
Thiruvarur	Thiruvarur	2301
	Mannargudi	2303
	Thiruthuraipoondi	2306
Thoothukkudi	Thoothukkudi	2401
	Kovilpatti	2403
	Srivaikundam	2406

	Tiruchendur	2407
Tiruchirappalli	Tiruchirappalli	2501
	Manapparai	2504
	Musiri	2505
	Thuraiyur	2509
Tirunelveli	Tirunelveli	2601
	Ambasamudram	2603
	Palayamkottai	2605
	Sankarankoil	2607
	Tenkasi	2610
	Valliyur	2611
Tiruppur	Tiruppur	3201
	Dharapuram	3203
	Udumalaipettai	3207
Vellore	Vellore	2701
	Arakonam	2703
	Arcot	2704
	Gudiyatham	2705
	Tiruppattur	2707
	Vaniyambadi	2708
	Walajahpet	2709
Vilupuram	Vilupuram	2801
	Kallakkurichi	2803
	Tindivanam	2805
Virudhunagar	Virudhunagar	2901
	Aruppukkottai	2902
	Rajapalayam	2904
	Sivakasi	2906
	Srivilliputhur	2907



TAMIL NADU PUBLIC SERVICE COMMISSION

NOTIFICATION NO: 19-C / 2012

DATED 13.06.2012

Applications are invited only through online mode upto 13.07.2012 for Direct Recruitment to the vacancies in the following post.

Name of the Post and Post Code	Name of the Service and Code	Number/ Distribution of vacancies	Scale of pay
Superintendent of Government Observation Home (Post Code. 2077)	Tamil Nadu Social Defence Subordinate Service (Code No. 059)	2 GT-1 SC(A) -1(W)	Rs.9,300 - 34,800/- (PB2) + 4,900-G.P

Abbreviation: GT- General Turn, SC(A)- Scheduled Caste (Arunthathiyar) W - Woman.

Note: The vacancies shown in bracket which are reserved for a particular category are included in the vacancies furnished.

2. IMPORTANT DATES:-

A	Date of Notification	13.06.2012	-
B	Last date for submission of applications	13.07.2012	-
C	Last date for payment of Fee through Bank or Post Office	17.07.2012	-
D	Date of Written Examination	12.08.2012 FN	10.00 a.m. to 1.00 p.m.

3. QUALIFICATIONS: -

(A) **AGE** (as on 01.07.2012)

Sl. No.	Category of Candidates	Minimum Age (should have completed)	Maximum Age
1	SCs, SC(A)s, STs, MBCs/DCs, BCs, BCMs and DWs of all Castes	18 Years	No Maximum Age Limit
2	"Others" [i.e. Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	18 Years	30 Years (should not have completed)

Note:

- (i) "Others" [i.e. Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs] who have put in 5 years of service in the State / Central Government are not eligible even if they are within the age limit.
- (ii) The Technical and Non-Technical Staff of TANSI who have faced retrenchment and have not been absorbed in the Government Corporations/ Undertakings may also apply, if they

are otherwise qualified except age and 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 as on 13.06.2012.

A Degree in Arts or Science or Commerce of any University or Institution recognised by the University Grants Commission for the purpose of its grant.

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.

Note:

- (i) The qualification prescribed should have been obtained in the order of studies by passing the SSLC, HSC, and U.G. Degree.
- (ii) Knowledge of Tamil: Candidates should possess knowledge of Tamil. (for details refer para 10 of the 'Instructions to Candidates').
- (iii) Persons claiming equivalence of qualification should enclose evidence for such claim when they called for.

4. GENERAL INFORMATION:-

- A. The rule of reservation of appointments applies to this recruitment.
- B. 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 the **prescribed qualification** in Tamil Medium. The 20% reservation of vacancies on preferential allotment to **Persons Studied in Tamil Medium (PSTM)** will apply for this recruitment. However no reserved turn for PSTM Candidates arises in this recruitment.
- C. The number of vacancies advertised is only approximate and is liable for modification including reduction with reference to vacancy position at any time before finalisation of selection.
- 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. CERTIFICATE OF PHYSICAL FITNESS:-
Candidates selected for appointment to this post will be required to produce a certificate of physical fitness in the form prescribed below:

Form of Certificate of Physical Fitness	Standard of Vision
Executive Posts	Standard-I

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

- F. In G.O. Ms. No. 53, Social Welfare & Nutritious Meal Programme Department, dated 11.04.2005, the post of Superintendent of Government Observation Home has not been identified as suitable for Differently Abled person. Hence, Reservation to Differently abled person will not apply for this post. However, they can apply and should upload the documents referred to in para 14 (f) of the Commission's 'Instructions to candidates' when called for.
- G. Reservation to "Destitute Widows" and "Ex-Servicemen" will not apply to this post.
- H. 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.
- I. Any claim relating to the selection (not related to candidature or / and claims made in the application) should be received within 90 days from the date of announcement of results. Any claim received thereafter will receive no attention.

5. SCHEME OF WRITTEN EXAMINATION (OBJECTIVE TYPE) AND ORAL TEST:-

Subject	Duration of Examination	Maximum Marks	Minimum Qualifying Marks for selection	
			SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs.	Others
<u>Single Paper in</u>				
General Knowledge (Degree Standard) (100 items) +	3 Hours	150	102	136
		+		
General Tamil / General English (S.S.L.C. Standard) (100 items)		150		
Interview and Record		40		
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. However, the candidates should mention in the column provided in the application, the language (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 Tamil and in English and the questions on General Tamil and General English will be set in the respective languages.
- (iii) The syllabus for the said subject is published in Tamil Nadu Public Service Commission Bulletin as follows:

Sl. No.	Subject and Code No.	Page No.	TNPSC Bulletin No. and Date
1.	General Knowledge (Code No. 001)	490	No. 16, dated 01.08.2004
2.	General Tamil (Code No. 002)	721	No. 11, dated 16.05.2001
3.	General English (Code No. 003)	722	No. 11, dated 16.05.2001

The syllabi are also available in the Commission’s Website ‘www.tnpsc.gov.in’

6. CENTRE FOR EXAMINATION:-

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

Note: The Commission reserves the right to increase/decrease the number of Examination Centres and to re-allot the candidates.

7. PROCEDURE OF SELECTION:-

Selection will be made in two successive stages i.e.,

- (i) Written Examination and (ii) Oral Test.

(For further details refer paragraph 21 (b) of the ‘Instructions to candidates’).

8. EXAMINATION FEE:-

- Examination fee Rs.150/- (i.e. Cost of Application Rs.50/- + Examination fee Rs. 100/-) (Rupees one hundred and thirty only).
- Candidates claiming exemption from examination fee should pay Rs.50/- towards Application Cost.
- Candidates have also to pay the service charges applicable to the Bank or Post Office or Fee Processing Agency.

Those who have registered in the one time registration system and paid the registration fee of Rs.50/- and received the registration ID need not pay the application fee for a period of 5 years from the date of registration even if he applies for any other posts, subsequently notified by the Commission. But those candidates shall pay examination fee if applicable.

(For further details regarding Examination Fee concessions refer para 12 of the 'Instructions to candidates').

9. NO OBJECTION CERTIFICATE:

For details refer para 15 (g) of the Commission's 'Instructions to candidates'.

10. CONCESSIONS:-

Concessions in the matter of age and/or qualification and/or fees allowed to SCs, SC(A)s, STs, MBCs/DCs, BCs, BCMs, Destitute Widows, Ex-Servicemen, Differently Abled persons, other categories of persons etc., are given in para 12 to 14 of the Commission's 'Instructions to candidates'.

11. HOW TO APPLY:

- Candidates should apply only through online in the Commission's Website www.tnpsc.gov.in or in www.tnpscexams.net.
- Before applying, the candidates should have scanned image of their photograph and signature in CD/DVD/Pen drive as per their convenience.
- A valid e-mail ID or Mobile Number is mandatory for registration and email ID should be kept active till the declaration of results. You are cautioned to keep your e-mail ID and pass word confidentially. TNPSC will send Hall Tickets (Memorandum of Admission) for Written Examination, Interview Call Letters, Other Memos etc. to the registered / given e-mail ID only.
- Please note that all the particulars mentioned in the online application including Name of the Candidate, Post Applied, Communal Category, Date of birth, Address, Email ID, Centre of Examination etc. will be considered as final and **no modifications will be allowed after**

the last date specified for applying online. Since certain fields are firm and fixed and cannot be edited, candidates are requested to fill in the online application form with the utmost care and caution as no correspondence regarding change of details will be entertained.

- The candidates who wish to receive SMS should register their mobile number in the application.

11(A). Applying Online:

- 1) Candidates are first required to log on to the TNPSC's website www.tnpsc.gov.in or www.tnpscexams.net.
- 2) Click "Apply Online" to open up the On-Line Application Form.
- 3) Select the name of the post or service for which you wish to apply.
- 4) If you already have Unique ID, please enter the Unique ID and password to view the already available information and update them, if necessary.
- 5) If you do not have valid ID, please enter all the required particulars without skipping any field.
- 6) Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature. An online application is incomplete without the photograph and signature upload.

11(B). Mode of Fee Payment:

Please select the mode of payment (Online Payment/Offline Payment).

11(C). Online Payment (Net Banking, Credit card/Debit card)

- 1) In case candidates who wish to pay fees through the online payment gateway, i.e. Net Banking, Credit Card and Debit card Payment, **an additional page of the application form will be displayed** wherein candidates may follow the instructions and fill in the requisite details to make payment.
- 2) After submitting your payment information in the online application form, please wait for the intimation from the server, **DO NOT press Back or Refresh button in order to avoid double charge.**
- 3) If the online transaction has been successfully completed a Registration Number and

Password will be generated. Candidates should note their Application Number and Password for future reference in respect of the post applied for.

11(D). Offline Payment (Post Office or Indian Bank)

- 1) For offline mode of payment candidates have to select either Post Office or Indian Bank Branch.
- 2) Click "SUBMIT" to submit the Application form.
- 3) Candidates will be provided with Application Number and password. Please note down the Application Number and password.
- 4) On Submission, system will generate the payment chalan which the candidate need to take print out and go to the nearest branch of Indian bank or the Designated Post Offices as the case may be, to make the payment
- 5) Collect the candidate's copy of the fee payment chalan from the Branch. Please check that the chalan is properly signed and the details of Transaction Number, Branch Name and DP Code Number, Deposit Date have been noted in the chalan by the Branch authorities.
- 6) Online Application Registration will be taken as successful one, only if the payment is made either in the post office or in the Indian Bank **within two working days from the date of registration/submission of application.**

11(E). Print Option:

- 1) After submitting the application, candidates can print /save their application in PDF format.
- 2) On entering Application Number and password, Candidates can download their application and print, if required.
- 3) Candidates need not send the printout of the online application or any other supporting documents to the Commission. The certificates will be verified only when the candidates come up for next stage of selection.

Note:

- I. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee/ intimation charges to avoid the possibility of disconnection/inability/failure to log on the TNPSC's website on account of heavy load on internet/website jam.
- II. TNPSC does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the TNPSC.
- III. Under no circumstances, a candidate should share/mention e-mail ID or Mobile Number to any other person. In case a candidate does not have a valid personal e-mail ID, they should create a new e-mail ID before applying on-line and must maintain that email account.

- IV. There is a provision to modify the submitted Online Application. Candidates are requested to make use of this facility to correct their details in the Online Application if any till last date of submission. This modification facility will be available up to the last date for applying online for the particular post. After this date, no modification will be permitted. Candidates should take utmost care and caution while filling in the Online Application. Please note that no modification in fee payment details will be permitted for candidates who pay fees/intimation charges through the online mode. Since certain fields are firm, fixed and cannot be edited, candidates are requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained.
- V. Candidates should carefully fill in the details in the On-Line Application at the appropriate places and click on the "SUBMIT" button at the end of the On-Line Application format. Before pressing the "SUBMIT" button, candidates are advised to verify each and every particular filled in the application. The name of the candidate or his /her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.
- VI. Request for change/correction in any particulars in the Application Form shall not be entertained under any circumstances AFTER THE LAST DATE FOR Editing/ Updating application details specified. TNPSC 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 form.
- VII. Commission is not responsible for the online payment failure.
- VIII. Any clarification may be obtained from the Help Desk (No.1860 345 0112)

12. OTHER IMPORTANT INSTRUCTIONS:

- a. **Candidates should ensure their eligibility for examination:** The candidates applying for the examination should ensure that they fulfil all eligibility conditions for admission to examination. **Their admission to all stages of the examination will be purely provisional subject to satisfying of the eligibility conditions.** Mere issue of memo of admission to the candidate will not imply that his/her candidature has been fully cleared by the Commission.
- b. **How to apply:** Candidates are required to apply Online by using the website www.tnpsc.gov.in or www.tnpscexams.net. Detailed instructions for filling up online application are given in Para 11 of this Notification.
- c. The Hall Tickets for eligible candidates will be made available in the Commission's Website www.tnpsc.gov.in or www.tnpscexams.net. for downloading by candidates. No Hall Tickets will be sent by post.
- d. **Grievance Redressal Cell for guidance of candidates:** In case of any guidance/information/clarification of their applications, candidature, etc. candidates can contact Tamil Nadu Public Service Commission's Office in person or over Telephone No.044-28297591-92, 044-28297584-86 or the Commission's Office Toll-Free No. 1800 425 1002 on all working days between 10.00 a.m. and 05.45 p.m.
- e. **Mobile Phones and other Articles Banned:**

- (i) Candidates are not allowed to bring Pager, Cellular Phone, Calculator, Memory Notes and books etc. or any other Electronic device or Recording Device either as separate piece or part of something used by the candidate such as Watch or Ring
 - (ii) If they are found to be in possession of any such thing or instrument 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 for a physical search including frisking on the spot.
 - (iii) Do not bring into the Examination Hall any article such as books, notes, loose sheets mathematical and drawing instruments, Log Tables, stencils of maps, slide rules, Text Books, rough sheets etc. except the permitted writing material i.e. pen, no colour pen or pencil must be used.
 - (iv) Candidates are advised in their own interest not to bring any of the banned items including Mobile Phones / Pagers to the venue of the examination, as arrangements for safekeeping cannot be assured.
- f. Candidates are not required to submit along with their application any certificates in support of their claims regarding Age, Educational Qualifications, Experience, Community Certificates and certificates regarding their Physical Disability, etc., They should be submitted when called for by the Tamil Nadu Public Service Commission. The candidates applying for the examination should ensure that they fulfill 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 viz. (Written) Examination and Oral Test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the (written) Examination and Oral Test, it is found that they do not fulfil any of the eligibility conditions, their candidature for the examination will be cancelled by the Commission.
- g. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the Commission.
- h. **Unfair means strictly prohibited:** No candidate shall copy from the papers of any other candidate nor permit his papers to be copied nor give nor attempt to give nor obtain nor attempt to obtain irregular assistance of any description.
- i. **Conduct in Examination Hall:** No candidate 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 severely viewed & penalised.

The Online Application can be filled upto 13.07.2012 till 11.59 p.m., after which the link will be disabled

(For any additional information the candidates may refer Commission's 'Instructions to candidates' at the Commission's website www.tnpsc.gov.in)

Secretary

ANNEXURE-I

DISTRICT	CENTRE	CODE NO
Ariyalur	Ariyalur	3001
Chennai	Annanagar	0101
	Egmore	0105
	Perambur	0109
	Vadapalani	0112
	Tiruvottriyur	0123
	Mylapore	0142
	Saidapet	0143
	Tiruvanmiyur	0145
	Velachery	0146
Coimbatore	Coimbatore North	0201
	Coimbatore South	0202
	Pollachi	0204
Cuddalore	Cuddalore	0301
	Chidamparam	0302
	Neyveli	0305
	Viruddhachalam	0308
Dharmapuri	Dharmapuri	0401
	Harur	0402
Dindigul	Dindigul	0501
	Palani	0507
Erode	Erode	0601
	Bhavani	0602
	Gobichettipalayam	0603
Kanchipuram	Kancheepuram	0701
	Chengalpattu	0703
	Tambaram	0708
Kanyakumari	Nagarcoil	0801
	Kanyakumari	0802
	Kulithurai	0803
	Thakalai	0804
Karur	Karur	0901
Krishnagiri	Krishnagiri	3101

	Denkanikottai	3102
	Hosur	3103
Madurai	Madurai North	1001
	Madurai South	1002
	Melur	1003
	Thirumangalam	1005
	Usilampatti	1006
Nagapattinam	Nagapattinam	1101
	Mayiladurthurai	1104
	Sirkali	1105
Namakkal	Namakkal	1201
	Rasipuram	1203
	Thiruchengodu	1204
The Nilgiris	Udhagamandalam	1301
	Coonoor	1302
	Gudalur	1303
Perambalur	Perambalur	1401
Pudukkottai	Pudukkottai	1501
	Aranthangi	1503
Ramanathapuram	Ramanathapuram	1601
	Paramakudi	1605
	Rameswaram	1606
Salem	Salem	1701
	Attur	1702
	Mettur	1705
	Omalur	1706
	Sangagiri	1707
Sivaganga	Sivaganga	1801
	Devakottai	1802
	Karaikkudi	1804
Thanjavur	Thanjavur	1901
	Kumbakonam	1902
	Pattukkottai	1905
Theni	Theni	2001
	Periyakulam	2004
	Uthamapalayam	2005

Thiruvallur	Thiruvallur	2101
	Avadi	2103
	Pattabiram	2107
	Ponneri	2108
	Poonamallee	2109
	Tiruttani	2110
Thiruvannamalai	Thiruvannamalai	2201
	Arani	2202
	Cheyyar	2204
	Polur	2205
Thiruvarur	Thiruvarur	2301
	Mannargudi	2303
	Thiruthuraipoondi	2306
Thoothukkudi	Thoothukkudi	2401
	Kovilpatti	2403
	Srivaikundam	2406
	Tiruchendur	2407
Tiruchirappalli	Tiruchirappalli	2501
	Manapparai	2504
	Musiri	2505
	Thuraiyur	2509
Tirunelveli	Tirunelveli	2601
	Ambasamudram	2603
	Palayamkottai	2605
	Sankarankoil	2607
	Tenkasi	2610
	Valliyur	2611
Tiruppur	Tiruppur	3201
	Dharapuram	3203
	Udumalaipettai	3207
Vellore	Vellore	2701
	Arakonam	2703
	Arcot	2704
	Gudiyatham	2705
	Tiruppattur	2707
	Vaniyambadi	2708

	Walajahpet	2709
<u>Vilupuram</u>	Vilupuram	2801
	Kallakkurichi	2803
	Tindivanam	2805
<u>Virudhunagar</u>	Virudhunagar	2901
	Aruppukkottai	2902
	Rajapalayam	2904
	Sivakasi	2906
	Srivilliputhur	2907



TAMIL NADU PUBLIC SERVICE COMMISSION

NOTIFICATION NO: 19(E) /2012

DATED:13.06.2012

Applications are invited only through online mode upto 13.07.2012 for admission to the Written Examination to the following post included in **Group V-A Service to be made by recruitment by transfer** from among the holders of the posts of **Junior Assistant/Assistant in the Tamil Nadu Ministerial Service / Tamil Nadu Judicial Ministerial Service:-**

Sl. No	Name of the Post and Post Code	Name of the Service and Code No.	No. of vacancies	Scale of pay
1.	Assistant in the departments of Secretariat (other than Law and Finance) (Post Code 1651)	Tamil Nadu Secretariat Service (Code No. 007)	28	Rs,5200-20200+ Grade Pay Rs.2400/-(PB1)

2. IMPORTANT DATES:-

A	Date of Notification	13.06.2012	-
B	Last date for submission of applications	13.07.2012	-
C	Last date for payment of Fee through Bank or Post Office	17.07.2012	-
D	Date of Written Examination	12. 08.2012	10:00 A.M. to 1:00 P.M.

3. QUALIFICATIONS: -

(A) **AGE** (as on 01.07.2012)

Sl. No.	Category of Candidates	Maximum Age (Below)
1	Scheduled Caste / Scheduled Caste (Arunthathiyars), and Scheduled Tribes	35 Years
2	Most Backward Classes / Denotified Communities, Backward Classes and Backward Classes (Muslims)	30 Years
3	"Others" [i.e Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	

Note :

(Paragraphs 4, and 14 of the Commission's 'Instructions to candidates' will not apply)

B. EDUCATIONAL QUALIFICATION (as on 13.06.2012)

Assistant in the departments of Secretariat (Other than Law and Finance)	<p>(i) Candidates should possess a degree of any University or Institution recognized by the University Grants Commission for the purpose of its grant.</p> <p style="text-align: center;">AND</p> <p>(ii) The Candidates should be an approved probationer in the post held by them in the parent department and should have put in a regular service for a period of not less than five years either in the category of Junior Assistant or in the category of Assistant or in both the categories taken together in the Tamil Nadu Ministerial Service or in the Tamil Nadu Judicial Ministerial Service on the 01.08.2012</p>
--------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Note:-

- (i) The selected candidates after appointment in the Secretariat should pass the Examination conducted at the end of the Foundational Training Course within three continuous chances failing which they shall be reverted to former post.
(Paragraph 7 of the Commission's "Instructions, to candidates" will not apply)
- (ii) The candidates will be required to produce in addition to the certified copies of documents showing their Age, Educational qualification, Community, etc. sent from the Head of the office to show that he is an approved probationer (post to be specified) and has completed 5 years of regular service as on 01.08.2012 (actual dates to be specified) in the post of Junior Assistant or Assistant or in both the posts taken together in the Tamil Nadu Ministerial Service or Tamil Nadu Judicial Ministerial Service.

Note :

The application of the candidates with punishment will not be considered for this recruitment. In respect of candidates on whom charges are pending, their results will be withheld by the Commission and if ultimately any punishment is inflicted they will not be selected.

4. GENERAL INFORMATION:

- A. The Rule of reservation of appointments applies to this recruitment **Distribution of vacancies as per the rule in force will be announced later.**
- B. The number of vacancies advertised is only approximate and is liable for modification with reference to vacancy position at any time before finalisation of selection.

C. Any claim relating to the selection (not related to candidature or / and claims made in the application) should be received within 90 days from the date of announcement of results. Any claim received thereafter will receive no attention.

(Paragraph 6 of the Commission's "Instructions to candidates" will not apply to this recruitment.)

5. SCHEME OF WRITTEN EXAMINATION (OBJECTIVE TYPE):

Subject	Duration	Maximum Marks	Minimum Qualifying Marks for selection
Paper-I General Knowledge (100 items) (Degree Std.) + General Tamil / General English (100 items) (SSLC Std.)	3 Hours	150 + 150 } 300	90

Note:

- (i) Two Types of question papers will be set. One type of question paper will contain questions on General Knowledge (100 items) and General English (100 items). The other will contain questions on General Knowledge (100 items) and General Tamil (100 items). 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.
- (ii) The questions on General Knowledge will be set both in English and Tamil and the questions on General Tamil/General English will be set in the respective languages.
- (iii) The Syllabi for the said subjects have been published in the Tamil Nadu Public Service Commission Bulletins as follows:

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

The syllabi are also available in the Commission's Website 'www.tnpsc.gov.in'

6. CENTRES FOR EXAMINATION:-

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

Note:

- The Commission reserves the right to increase / decrease the number of Examination Centres and to re-allot the candidates.
- ***The candidates will be required to appear for the examination at their own expenses by availing leave of any kind and they will not be granted any Travelling allowances and Daily allowances for the journey to the examination centre.***

7. FEE:-

Assistant in the departments of Secretariat (Other than Law and Finance)	Examination Fee	Rs.100/-
	Cost of Application	Rs. 50/-
	Total	Rs.150/-

- Candidates claiming exemption from examination fee should pay only Rs.50/- towards Application fee.
- Candidates should also to pay the service charges applicable to the Bank or Post Office or Fee Processing Agency
- Those who have registered in **One - Time Registration** system, and paid the registration fee of Rs.50/- and received the registration ID **need not pay** the application fee for a period of 5 years from the date of registration, even if he applies for any other posts subsequently notified by the Commission. But those candidates shall pay examination fee, if applicable, on any other occasion.

(Paragraph 12 of the Commission's 'Instructions to candidates ' will not apply).

8. PROCEDURE OF SELECTION

The selection will be made on the basis of the marks obtained by the candidates at the Written Examination subject to the rule of reservation of appointments

9. NO OBJECTION CERTIFICATE:

For details refer para 15 (g) of the Commission's 'Instructions to candidates'.

10. CONCESSIONS:-

Concessions in the matter of fees allowed to SCs, SC(A)s, STs, MBCs/DCs, BCs, BCMs, other categories of persons etc.,

(Paragraph 10 of the Commission's "Instructions to candidates" will not apply to this recruitment.)

11. HOW TO APPLY:

- Candidates should apply only through online in the Commission's Website www.tnpsc.gov.in or in www.tnpscexams.net.
- Before applying, the candidates should have scanned image of their photograph and signature in Data Storage Devices like CD/DVD/Pen drive as per their convenience.
- A valid e-mail ID or Mobile Number is mandatory for registration and email ID should be kept active till the declaration of results. You are cautioned to keep your e-mail ID and password confidentially. TNPSC will send Hall Tickets (Memorandum of Admission) for Written Examination, Interview Call Letters, other Memos etc. to the registered / given e-mail ID only.
- Candidates should note that all the particulars mentioned in the online application including Name of the Candidate, Post Applied, Communal Category, Date of birth, Address, Email ID, Centre of Examination etc. will be considered as final and **no modifications will be allowed after the last date specified for applying online**. Since certain fields are firm and fixed and cannot be edited, candidates are advised to fill in the online application form with utmost care and caution as no correspondence regarding change of details will be entertained.
- The candidates who wish to receive SMS should register their mobile number in the application.
 - **11(A) Applying Online:**
 - 1) Candidates are first required to log on to the TNPSC's website www.tnpsc.gov.in or www.tnpscexams.net.
 - 2) Click "Apply Online" to open up the On-Line Application Form.
 - 3) Select the name of the post or service for which you wish to apply.
 - 4) If you already have Unique ID, enter the Unique ID and password to view the already available information and update them, if necessary.
 - 5) If you do not have valid ID, enter all the required particulars without skipping any field.
 - 6) Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature. An online application is incomplete without the photograph and signature upload.
 - **11(B) Mode of Fee Payment:**

Select the mode of payment (Online Payment/Offline Payment).
 - **B(i) Online Payment (Net Banking, Credit card/Debit card)**

1) In case candidates who wish to pay fees through the online payment gateway, i.e Net Banking, Credit Card and Debit card Payment, **an additional page of the application form will be displayed** wherein candidates may follow the instructions and fill in the requisite details to make payment.

2) After submitting your payment information in the online application form, please wait for the intimation from the server, **DO NOT press Back or Refresh button in order to avoid double charge.**

3) If the online transaction has been successfully completed a Registration Number and Password will be generated. Candidates should note their Application Number and Password for future reference in respect of the post applied for.

○ **B(ii) Offline Payment (Post Office or Indian Bank)**

1) For offline mode of payment candidates have to select either Post Office or Indian Bank.

2) Click "SUBMIT" to submit the Application form.

3) Candidates will be provided with Application Number and password. Please note down the Application Number and password.

4) On Submission, system will generate the payment chalan which the candidate need to take print out and go to the nearest branch of Indian bank or the Designated Post Offices as the case may be, to make the payment

5) Collect the candidate's copy of the fee payment chalan from the Branch. Please check that the chalan is properly signed and the details of Transaction Number, Branch Name and DP Code Number, Deposit Date have been noted in the chalan by the Branch authorities.

6) Online Application Registration will be taken as successful one, only if the payment is made either in the post office or in the Indian Bank **within two working days from the date of registration/submission of application.**

○ **11(C) Print Option:**

1) After submitting the application, candidates can print /save their application in PDF format.

2) On entering Application Number and password, Candidates can download their application and print, if required.

3) Candidates need not send the printout of the online application or any other supporting documents to the Commission. The certificates will be verified only when the candidates come up for next stage of selection.

Note:

- a) Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee/ intimation charges to avoid the possibility of disconnection/inability/failure to log on the TNPSC's website on account of heavy load on internet/website jam.
- b) TNPSC does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the TNPSC.
- c) Under no circumstances, a candidate should share/mention e-mail ID or Mobile Number to any other person. In case a candidate does not have a valid personal e-mail ID, they should create a new e-mail ID before applying on-line and must maintain that email account.
- d) There is a provision to modify the submitted Online Application. Candidates are requested to make use of this facility to correct their details in the Online Application if any till last date of submission. This modification facility will be available upto the last date for applying online for the particular post. After this date, no modification will be permitted. Candidates should take utmost care and caution while filling in the Online Application. Please note that no modification in fee payment details will be permitted for candidates who pay fees/ intimation charges through the online mode. Since certain fields are firm, fixed and cannot be edited, candidates are advised to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained.
- e) Candidates should carefully fill in the details in the On-Line Application at the appropriate places and click on the "SUBMIT" button at the end of the On-Line Application format. Before pressing the "SUBMIT" button, candidates are advised to verify each and every particular filled in the application. The name of the candidate or his /her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.
- f) Request for change/correction in any particulars in the Application Form shall not be entertained under any circumstances AFTER THE LAST DATE FOR Editing/ Updating application details specified. TNPSC 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 form.
- g) Commission is not responsible for the online payment failure.
- h) Any clarification may be obtained from the Help Desk (No.1860 345 0112)

12. OTHER IMPORTANT INSTRUCTIONS:

- a. **Candidates should ensure their eligibility for examination:** The candidates applying for the examination should ensure that they fulfil all eligibility conditions for admission to examination. **Their admission to all stages of the examination will be purely provisional subject to satisfying of the eligibility conditions.** Mere issue of memo of

admission to the candidate will not imply that his/her candidature has been fully cleared by the Commission.

- b. How to apply:** Candidates are required to apply Online by using the website www.tnpsc.gov.in or www.tnpscexams.net. Detailed instructions for filling up online application are given in Para 11 of this Notification
- c.** The Hall Tickets for eligible candidates will be made available in the Commission's Website www.tnpsc.gov.in or www.tnpscexams.net for downloading by candidates. No Hall Tickets will be sent by post.
- d. Grievance Redressal Cell for guidance of candidates:** In case of any guidance/information/clarification of their applications, candidature, etc. candidates can contact Tamil Nadu Public Service Commission in person or over Telephone No.044-28297591-92, 044-28297584-86 or the Commission's Office Toll-Free No. 1800 425 1002 on all working days between 10.00 a.m. and 05.45 p.m.
- e. Mobile Phones and other Articles Banned:**
- (i) Candidates are not allowed to bring Pager, Cellular Phone, Calculator, Memory Notes and books etc. or any other Electronic device or Recording Device either as separate piece or part of something used by the candidate such as Watch or Ring
 - (ii) If they are found to be in possession of any such thing or instrument 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 for a physical search including frisking on the spot.
 - (iii) Do not bring into the Examination Hall any article such as books, notes, loose sheets mathematical and drawing instruments, Log Tables, stencils of maps, slide rules, Text Books, rough sheets etc. except the permitted writing material i.e. pen, no colour pen or pencil must be used.
 - (iv) Candidates are advised in their own interest not to bring any of the banned items including Mobile Phones / Pagers to the venue of the examination, as arrangements for safekeeping cannot be assured.
- f.** Candidates are not required to submit along with their application any certificates in support of their claims regarding Age, Educational Qualifications, Experience, Community Certificates and certificates regarding their Physical Disability, etc., They should be submitted when called for by the Tamil Nadu Public Service Commission.

The candidates applying for the examination should ensure that they fulfill 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 viz. (Written) Examination and Oral Test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the (written) Examination and Oral Test, it is found that they do not fulfil any of the eligibility conditions, their candidature for the examination will be cancelled by the Commission.

- g.** If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the Commission.
- h. Unfair means strictly prohibited:** No candidate shall copy from the papers of any other candidate nor permit his papers to be copied nor give nor attempt to give nor obtain nor attempt to obtain irregular assistance of any description.
- i. Conduct in Examination Hall:** No candidate 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 severely viewed and penalised.

The Online Application can be filled upto 13 .07.2012 till 11.59 p.m., after which the link will be disabled

(For any additional information, the candidates may refer Commission's 'Instructions to candidates' at the Commission's website www.tnpsc.gov.in)

Secretary

ANNEXURE-I

DISTRICT	CENTRE	CODE NO
Ariyalur	Ariyalur	3001
Chennai	Annanagar	0101
	Egmore	0105
	Perambur	0109
	Vadapalani	0112
	Tiruvottriyur	0123
	Mylapore	0142
	Saidapet	0143
	Tiruvanmiyur	0145
	Velachery	0146
Coimbatore	Coimbatore North	0201
	Coimbatore South	0202
	Pollachi	0204
Cuddalore	Cuddalore	0301
	Chidamparam	0302
	Neyveli	0305
	Viruddhachalam	0308
Dharmapuri	Dharmapuri	0401
	Harur	0402
Dindigul	Dindigul	0501
	Palani	0507
Erode	Erode	0601
	Bhavani	0602
	Gobichettipalayam	0603
Kanchipuram	Kancheepuram	0701
	Chengalpattu	0703
	Tambaram	0708
Kanyakumari	Nagarcoil	0801
	Kanyakumari	0802
	Kulithurai	0803
	Thakalai	0804
Karur	Karur	0901

Krishnagiri	Krishnagiri	3101
	Denkanikottai	3102
	Hosur	3103
Madurai	Madurai North	1001
	Madurai South	1002
	Melur	1003
	Thirumangalam	1005
	Usilampatti	1006
Nagapattinam	Nagapattinam	1101
	Mayiladurthurai	1104
	Sirkali	1105
Namakkal	Namakkal	1201
	Rasipuram	1203
	Thiruchengodu	1204
The Nilgirs	Udhagamandalam	1301
	Coonoor	1302
	Gudalur	1303
Perambalur	Perambalur	1401
Pudukkottai	Pudukkottai	1501
	Aranthangi	1503
Ramanathapuram	Ramanathapuram	1601
	Paramakudi	1605
	Rameswaram	1606
Salem	Salem	1701
	Attur	1702
	Mettur	1705
	Omalur	1706
	Sangagiri	1707
Sivaganga	Sivaganga	1801
	Devakottai	1802
	Karaikkudi	1804
Thanjavur	Thanjavur	1901
	Kumbakonam	1902
	Pattukkottai	1905
Theni	Theni	2001
	Periyakulam	2004

	Uthamapalayam	2005
Thiruvallur	Thiruvallur	2101
	Avadi	2103
	Pattabiram	2107
	Ponneri	2108
	Poonamallee	2109
	Tiruttani	2110
Thiruvannamalai	Thiruvannamalai	2201
	Arani	2202
	Cheyyar	2204
	Polur	2205
Thiruvarur	Thiruvarur	2301
	Mannargudi	2303
	Thiruthuraiipoondi	2306
Thoothukkudi	Thoothukkudi	2401
	Kovilpatti	2403
	Srivaikundam	2406
	Tiruchendur	2407
Tiruchirappalli	Tiruchirappalli	2501
	Manapparai	2504
	Musiri	2505
	Thuraiyur	2509
Tirunelveli	Tirunelveli	2601
	Ambasamudram	2603
	Palayamkottai	2605
	Sankarankoil	2607
	Tenkasi	2610
	Valliyur	2611
Tiruppur	Tiruppur	3201
	Dharapuram	3203
	Udumalaipettai	3207
Vellore	Vellore	2701
	Arakonam	2703
	Arcot	2704
	Gudiyatham	2705
	Tiruppattur	2707

	Vaniyambadi	2708
	Walajahpet	2709
<u>Vilupuram</u>	Vilupuram	2801
	Kallakkurichi	2803
	Tindivanam	2805
<u>Virudhunagar</u>	Virudhunagar	2901
	Aruppukkottai	2902
	Rajapalayam	2904
	Sivakasi	2906
	Srivilliputhur	2907



TAMIL NADU PUBLIC SERVICE COMMISSION

NOTIFICATION NO: 20 / 2012

DATED 13.06.2012

Applications are invited only through online mode upto 13.07.2012 for Direct Recruitment to the vacancies in the following post.

Name of the Post and Post Code	Name of the Service and Code	No/ Distribution of vacancies	Scale of pay
Cost Assistant in the Department of Industries and Commerce (Post Code 2017)	Tamil Nadu Ministerial Service (Code No. 050)	2 GT-1 SC(A) -1(W)	Rs.9,300-34,800 + 4,600/- Grade Pay (PB2)

Abbreviation: GT- General Turn, SC (A) - Scheduled Caste (Arunthathiyar) W - Woman.

Note: The vacancies shown in brackets which are reserved for a particular category are included in the vacancies furnished.

2. IMPORTANT DATES:-

A	Date of Notification	13.06.2012	-
B	Last date for submission of applications	13.07.2012	-
C	Last date for payment of Fee through Bank or Post Office	17.07.2012	-
D	Date of Written Examination	26.08.2012	10.00 a.m. to 1.00 p.m.

3. QUALIFICATIONS: -

(A) AGE (as on 01.07.2012)

Sl. No.	Category of Candidates	Minimum Age (should have completed)	Maximum Age
1	SCs, SC(A)s, STs, MBCs/DCs, BCs, BCMs and DWs of all Castes	18 Years	No Maximum Age Limit
2	"Others" [i.e. Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	18 Years	35 Years (should not have completed)

Note:

- (i) "Others" [i.e. Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs] who have put in 5 years of service in the State / Central Government are not eligible even if they are within the age limit.
- (ii) The Technical and Non-Technical Staff of TANSI who have faced retrenchment and have not been absorbed in the Government Corporations/ Undertakings may also apply, if they are otherwise qualified except age and 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 as on 13.06.2012.

Qualification	Experience
(i) A Degree of any University or Institution recognized by the University Grants Commission for the purpose of its grant. and (ii) A pass in Intermediate Examination of the Institute of Cost and Works Accountants of India, Calcutta or of the Cost and Works Accountants Institute, London.	Practical experience in costing in a Government Department or in a Statutory Board constituted by the State Government or in a Government undertaking or Corporation or in an establishment or Industrial concern (Registered under the Factories Act), manufacturing Industrial products involving costing and cost accounting, for a period of not less than one year.

Note:

- (i) The qualification prescribed should have been obtained in the order of studies by passing the SSLC, HSC, and U.G. Degree.
- (ii) Knowledge of Tamil: Candidates should possess knowledge of Tamil. (for details refer para 10 of the 'Instructions to Candidates').
- (iii) Persons claiming equivalence of qualification should enclose evidence for such claim when called for.

4. GENERAL INFORMATION:-

- A. The rule of reservation of appointments applies to this post.
- B. 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 the **prescribed qualification** in Tamil Medium. The 20% reservation of vacancies on preferential allotment to **Persons Studied in Tamil Medium (PSTM)** will apply for this recruitment. However no reserved turn for PSTM arises in this recruitment.
- C. The number of vacancies advertised is only approximate and is liable for modification including reduction with reference to vacancy position at any time before finalisation of selection.
- 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. CERTIFICATE OF PHYSICAL FITNESS:-

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

Form of Certificate of Physical Fitness	Standard of Vision
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 a qualified eye specialist.

F. In G.O. Ms. No. 53, Social Welfare & Nutritious Meal Programme Department, dated 11.04.2005, the post of Cost Assistant has not been identified as suitable for Differently Aabled person. Hence, Reservation to Differently abled person will not apply for this post. However, they can apply and should upload the documents referred to in para 14 (f) of the Commission's 'Instructions to candidates' when called for.

G. Reservation to "Destitute Widows" and "Ex-Servicemen" will not apply to this post.

H. 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.

I. Any claim relating to the selection (not related to candidature or / and claims made in the application) should be received within 90 days from the date of announcement of results. Any claim received thereafter will receive no attention.

5. SCHEME OF WRITTEN EXAMINATION (OBJECTIVE TYPE) AND ORAL TEST:-

Subject	Duration of Examination	Maximum Marks	Minimum Qualifying Marks for selection	
			SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs.	Others
<u>Single Paper in the following Subject:-</u> (200 Questions) Costs and Works Accounts (Intermediate Standard) (Code No.036) Interview and Record	3 Hours	300	102	136
		40		
Total		340		

Note :

- (i) The question paper for the subject Costs and Works Accounts will be set in English only.
- (ii) The syllabus for the said subject is published in Tamil Nadu Public Service Commission Bulletin as follows:

Subject and Code No.	Page No.	TNPSC Bulletin No. and Date
Costs and Works Accounts (Intermediate Standard) (Code No. 036)	806	No. 11, dated 16.05.2001.

The syllabus is also available in the Commission's Website 'www.tnpsc.gov.in'

6. CENTRE FOR EXAMINATION:-

Examination will be held at **CHENNAI** only (Code No.001).

Note: The Commission reserves the right to increase the number of Examination Centre and to re-allot the candidates.

7. PROCEDURE OF SELECTION:-

Selection will be made in two successive stages i.e., (i) Written Examination and (ii) Oral Test. (For further details refer paragraph 21 (b) of the 'Instructions to candidates').

8. EXAMINATION FEE:-

- Examination fee Rs.150/- (i.e. Cost of Application Rs.50/- + Examination fee Rs. 100/-) (Rupees one hundred and thirty only).
- Candidates claiming exemption from examination fee should pay Rs.50/- towards Application Cost.
- Candidates have also to pay the service charges applicable to the Bank or Post Office or Fee Processing Agency.

Those who have registered in the **one time** registration system and paid the registration fee of Rs.50/- and received the registration ID **need not pay** the application fee for a period of 5 years from the date of registration even if he applies for any other posts, subsequently notified by the Commission. But those candidates shall pay examination fee if applicable.

(For further details regarding Examination Fee concessions refer para 12 of the 'Instructions to candidates').

9. NO OBJECTION CERTIFICATE:

For details refer para 15 (g) of the Commission's 'Instructions to candidates'.

10. CONCESSIONS:-

Concessions in the matter of age and/or qualification and/or fees allowed to SCs, SC(A)s, STs, MBCs/DCs, BCs, BCMs, Destitute Widows, Ex-Servicemen, Differently Abled persons, other categories of persons etc., are given in para 12 to 14 of the Commission's 'Instructions to candidates'.

11. HOW TO APPLY:

- Candidates should apply only through online in the Commission's Website www.tnpsc.gov.in or in www.tnpscexams.net.
- Before applying, the candidates should have scanned image of their photograph and signature in CD/DVD/Pen drive as per their convenience.
- A valid e-mail ID or Mobile Number is mandatory for registration and email ID should be kept active till the declaration of results. You are cautioned to keep your e-mail ID and password confidentially. TNPSC will send Hall Tickets (Memorandum of Admission) for Written Examination, Interview Call Letters, Other Memos etc. to the registered / given e-mail ID only.
- Please note that all the particulars mentioned in the online application including Name of the Candidate, Post Applied, Communal Category, Date of birth, Address, Email ID, Centre of Examination etc. will be considered as final and **no modifications will be allowed after the last date specified for applying online**. Since certain fields are firm and fixed and cannot be edited, candidates are requested to fill in the online application form with the utmost care and caution as no correspondence regarding change of details will be entertained.
- The candidates who wish to receive SMS should register their mobile number in the application.

11(A). Applying Online:

- 1) Candidates are first required to log on to the TNPSC's website www.tnpsc.gov.in or www.tnpscexams.net.
- 2) Click "Apply Online" to open up the On-Line Application Form.
- 3) Select the name of the post or service for which you wish to apply.
- 4) If you already have Unique ID, please enter the Unique ID and password to view the already available information and update them, if necessary.
- 5) If you do not have valid ID, please enter all the required particulars without skipping any field.
- 6) Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature. An online application is incomplete without the photograph and signature upload.

11(B). Mode of Fee Payment:

Please select the mode of payment (Online Payment/Offline Payment).

11(C). Online Payment (Net Banking, Credit card/Debit card)

- 1) In case candidates who wish to pay fees through the online payment gateway, i.e. Net Banking, Credit Card and Debit card Payment, **an additional page of**

the application form will be displayed wherein candidates may follow the instructions and fill in the requisite details to make payment.

- 2) After submitting your payment information in the online application form, please wait for the intimation from the server, **DO NOT press Back or Refresh button in order to avoid double charge.**
- 3) If the online transaction has been successfully completed a Registration Number and Password will be generated. Candidates should note their Application Number and Password for future reference in respect of the post applied for.

11(D). Offline Payment (Post Office or Indian Bank)

- 1) For offline mode of payment candidates have to select either Post Office or Indian Bank Branch.
- 2) Click "SUBMIT" to submit the Application form.
- 3) Candidates will be provided with Application Number and password. Please note down the Application Number and password.
- 4) On Submission, system will generate the payment chalan which the candidate need to take print out and go to the nearest branch of Indian bank or the Designated Post Offices as the case may be, to make the payment
- 5) Collect the candidate's copy of the fee payment chalan from the Branch. Please check that the chalan is properly signed and the details of Transaction Number, Branch Name and DP Code Number, Deposit Date have been noted in the chalan by the Branch authorities.
- 6) Online Application Registration will be taken as successful one, only if the payment is made either in the post office or in the Indian Bank **within two working days from the date of registration/submission of application.**

11(E). Print Option:

- 1) After submitting the application, candidates can print /save their application in PDF format.
- 2) On entering Application Number and password, Candidates can download their application and print, if required.
- 3) Candidates need not send the printout of the online application or any other supporting documents to the Commission. The certificates will be verified only when the candidates come up for next stage of selection.

Note:

- i. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee/ intimation charges to avoid the

possibility of disconnection/inability/failure to log on the TNPSC's website on account of heavy load on internet/website jam.

- II. TNPSC does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the TNPSC.
- III. Under no circumstances, a candidate should share/mention e-mail ID or Mobile Number to any other person. In case a candidate does not have a valid personal e-mail ID, they should create a new e-mail ID before applying on-line and must maintain that email account.
- IV. There is a provision to modify the submitted Online Application. Candidates are requested to make use of this facility to correct their details in the Online Application if any till last date of submission. This modification facility will be available up to the last date for applying online for the particular post. After this date, no modification will be permitted. Candidates should take utmost care and caution while filling in the Online Application. Please note that no modification in fee payment details will be permitted for candidates who pay fees/intimation charges through the online mode. Since certain fields are firm, fixed and cannot be edited, candidates are requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained.
- V. Candidates should carefully fill in the details in the On-Line Application at the appropriate places and click on the "SUBMIT" button at the end of the On-Line Application format. Before pressing the "SUBMIT" button, candidates are advised to verify each and every particular filled in the application. The name of the candidate or his /her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.
- VI. Request for change/correction in any particulars in the Application Form shall not be entertained under any circumstances AFTER THE LAST DATE FOR Editing/ Updating application details specified. TNPSC 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 form.
- VII. Commission is not responsible for the online payment failure.
- VIII. Any clarification may be obtained from the Help Desk (No.1860 345 0112)

12. OTHER IMPORTANT INSTRUCTIONS:

- a. **Candidates should ensure their eligibility for examination:** The candidates applying for the examination should ensure that they fulfil all eligibility conditions for admission to examination. **Their admission to all stages of the examination will be purely provisional subject to satisfying of the eligibility conditions.** Mere issue of memo of admission to the candidate will not imply that his/her candidature has been fully cleared by the Commission.
- b. **How to apply:** Candidates are required to apply Online by using the website www.tnpsc.gov.in or www.tnpscexams.net. Detailed instructions for filling up online application are given in Para 11 of this Notification.

- c. The Hall Tickets for eligible candidates will be made available in the Commission's Website www.tnpsc.gov.in or www.tnpscexams.net. for downloading by candidates. No Hall Tickets will be sent by post.
- d. **Grievance Redressal Cell for guidance of candidates:** In case of any guidance/information/clarification of their applications, candidature, etc. candidates can contact Tamil Nadu Public Service Commission's Office in person or over Telephone No.044-28297591-92, 044-28297584-86 or the Commission's Office Toll-Free No. 1800 425 1002 on all working days between 10.00 a.m. and 05.45 p.m.
- e. **Mobile Phones and other Articles Banned:**
- (i) Candidates are not allowed to bring Pager, Cellular Phone, Calculator, Memory Notes and books etc. or any other Electronic device or Recording Device either as separate piece or part of something used by the candidate such as Watch or Ring
 - (ii) If they are found to be in possession of any such thing or instrument 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 for a physical search including frisking on the spot.
 - (iii) Do not bring into the Examination Hall any article such as books, notes, loose sheets mathematical and drawing instruments, Log Tables, stencils of maps, slide rules, Text Books, rough sheets etc. except the permitted writing material i.e. pen, no colour pen or pencil must be used.
 - (iv) Candidates are advised in their own interest not to bring any of the banned items including Mobile Phones / Pagers to the venue of the examination, as arrangements for safekeeping cannot be assured.
- f. Candidates are not required to submit along with their application any certificates in support of their claims regarding Age, Educational Qualifications, Experience, Community Certificates and certificates regarding their Physical Disability, etc., They should be submitted when called for by the Tamil Nadu Public Service Commission. The candidates applying for the examination should ensure that they fulfill 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 viz. (Written) Examination and Oral Test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the (written) Examination and Oral Test, it is found that they do not fulfil any of the eligibility conditions, their candidature for the examination will be cancelled by the Commission.
- g. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the Commission.
- h. **Unfair means strictly prohibited:** No candidate shall copy from the papers of any other candidate nor permit his papers to be copied nor give nor attempt to give nor obtain nor attempt to obtain irregular assistance of any description.
- i. **Conduct in Examination Hall:** No candidate 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 severely viewed & penalised.

The Online Application can be filled upto 13.07.2012 till 11.59 p.m., after which the link will be disabled

(For any additional information the candidates may refer Commission's 'Instructions to candidates' at the Commission's website www.tnpsc.gov.in)

Secretary