TAMIL NADU PUBLIC SERVICE COMMISSION

NOTIFICATION NO: 12/2013   **DATED: 19.07.2013**

Applications are invited <u>only through online mode</u> upto 16.08.2013 from **candidates professing Hindu Religion only** for direct recruitment against the vacancies for the year 2013 – 2014 in the following post included in **Group-VII-B** Service :-

Name of the Post and Post Code	Name of the Service and Code No.	No. of vacancies	Scale of pay
EXECUTIVE OFFICER, GRADE-III (Post Code: 1654)	Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Service. (Code No. 009)	58	Rs.5200-20200+2400 Grade Pay (PM) (PB1)

Note :- The vacancies in the post of Executive Officer, Grade-III, in Hindu Religious and Charitable Endowments department for the year 2013-14 had been announced in this notification pending approval of Staff Committee. Hence, the selection to this vacancies will be made only on approval of Staff Committee.

2. IMPORTANT DATES:-

A	Date of Notification	19.07.2013	-
B	Last date for submission of applications	16.08.2013	-
C	Last date for payment of Fee through Bank or Post Office	20.08.2013	-
D	Date of Written Examination	Paper - I	19.10.2013	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 1.07.2013)

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

Note:

(i) 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.

(Paragraph 4 of the Instruction to the candidates will not apply to this recruitment. The age concession announced in paragraph 14 of the Commission's Instruction to the candidates will apply for the maximum age limit only)

(B)(a) EDUCATIONAL QUALIFICATION:

Candidates should possess the following or its equivalent qualification on the date of this Notification, viz 19.07.2013

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.

Note :- The qualification prescribed for the post should have been obtained by passing the required qualification in the order of studies viz. 10th, HSC, U.G. degree / 10th, Diploma (3 years), U.G. degree / 11th (old S.S.L.C), 2 years Teacher Training (awarded by Directorate of Government Examinations), U.G degree / 10th, I.T.I (2years), U.G. degree / 10th, 3year Diploma, 2year Degree (Lateral Entry) (i.e., 10 +2 +3 / 10+3+3 / 11+2+3 / 10+2+3 / 10+3+2)

(b) Knowledge of Tamil:-

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

4. GENERAL INFORMATION:-

A. The Rule of reservation of appointments applies to this post. **Distribution of vacancies will be announced later as per the rule in force.**

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 at the time of certificate verification.

"**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 30 days from the date of announcement of results. Any claim received thereafter will receive no attention.

M. **Any wrong claim relating to category of reservation / age / educational qualification will be liable for rejection.**

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

Subject	Duration of Examination	Maximum Marks	Minimum Qualifying Marks for Selection
Paper–I General Studies (75 items) + Aptitude Test (25 items) (Degree Std.) + General Tamil / General English (100 items) (SSLC Std.)	3 Hours	150 + } 300 150	204
Paper–II 1. இந்துமதம் (பட்டப்படிப்புத் தரம்) (Code No.180) 2. சைவமும் வைணவமும் (பட்டப்படிப்புத் தரம்) (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 Studies (75 items), Aptitude Test (25 items) and General Tamil (100 items) / General English (100 items). The other will contain questions on 1. இந்துமதம் 2. சைவமும் வைணவமும் (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 (75+25)100 items on General Studies.

ii. The questions on General Studies 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 question on Hindu Religion and Saivism and Vaishnavism in respect of paper-II (i.e. 1. இந்துமதம் 2. சைவமும் வைணவமும்) will be set in Tamil only.

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

6. CENTRES FOR EXAMINATION:-

The Written Examination will be held at following centres :-

Sl. No.	DISTRICT	CODE NO.	Sl. No.	DISTRICT	CODE NO.
1.	Ariyalur	3001	17.	Pudukkottai	1501
2.	Chennai	0100	18	Ramanathapuram	1601
3.	Coimbatore	0200	19.	Salem	1701
4.	Cuddalore	0301	20.	Sivaganga	1801
5.	Dharmapuri	0401	21.	Thanjavur	1901
6.	Dindigul	0501	22.	Theni	2001
7.	Erode	0601	23.	Thiruvallur	2101
8.	Kanchipuram	0701	24.	Thiruvannamalai	2201
9.	Kanyakumari	0802	25.	Thiruvarur	2301
10.	Karur	0901	26.	Thoothukkudi	2401
11.	Krishnagiri	3101	27.	Tiruchirappalli	2501
12.	Madurai	1000	28.	Tirunelveli	2601
13.	Nagapattinam	1101	29.	Tiruppur	3201
14.	Namakkal	1201	30.	Vellore	2701
15.	The Niligirs	1301	31.	Vilupuram	2801
16.	Perambalur	1401	32.	Virudhunagar	2901

Note:

(i) The Commission reserves the right to increase / decrease the number of Examination Centres and to re-allot the candidates.

(ii) Candidates should choose and write the examination at any one of the centres.

(iii) Candidates will be required to appear at their own expenses for the Written Examination / Oral Test / Certificate verification if they are called.

(iv) Request for change of centre will not be complied with.

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 the 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 Instructions to the 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 the 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 the 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 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.
- All the particulars mentioned in the online application including Name of the Candidate, Post Applied, Communal Category, Date of birth, Address, e-mail 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:-

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 uploaded without the photograph and signature will be rejected.**

12(B) Mode of Fee Payment:-

Select the mode of payment (Online Payment/Offline Payment).

12(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.

12(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 candidates 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, DP Code Number and 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(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 and caution 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.1800 425 1002)

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 13 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 - 25300300 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. Main Examination in Computer Based Test Format 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 Main Examination in Computer Based Test Format and Oral Test, it is found that they do not fulfill 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 16.08.2013 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