



TAMIL NADU PUBLIC SERVICE COMMISSION

Advertisement No.619
Notification No.15/2022

DATED:18.07.2022

Applications are invited from eligible candidates only through online mode upto **16.08.2022** for direct recruitment to the post of **Assistant Director (Women candidate only)** in the Department of Social Welfare and Women Empowerment included in Tamil Nadu General Service.

Examination for this post shall be conducted in Computer Based Test (CBT) Method.

WARNING

- *All recruitments by the Tamil Nadu Public Service Commission are purely merit based.*
- *The Tamil Nadu Public Service Commission hereby cautions the applicants against touts and agents who may cheat, by making false promises of securing jobs through unfair means.*
- *The Tamil Nadu Public Service Commission shall not be responsible or liable for any loss that may be caused to any applicant on account of indulging in any sort of dealings with such unscrupulous elements.*
- *Applicants are solely responsible for their claims in the online application. They cannot blame service providers like internet cafes/browsing centres/Common Service centres for the mistakes made while applying online for recruitment. Applicants are advised to check the filled in online application along with required documents (see Annexure III) before finally submitting the same.*
- ***The applicants shall mandatorily upload the certificates / documents (in support of all the claims made / details furnished in the online application) at the time of submission of online application itself. It shall be ensured by the applicants that the online application shall not be submitted without uploading the required certificates.***
- **Applicants are directed to read all the information / instructions / guidelines given in this notification and the Commission's "Instructions to applicants" before applying for this recruitment. Clarification if any required may be obtained over phone and email well ahead of the last date for submission of online application. Candidates should follow the instructions given in the online application also.**

1. ONE TIME REGISTRATION:

It is mandatory for applicants to register their basic particulars through one - time online registration system on payment of Rs. 150/- (Rupees One hundred and fifty only) towards registration fee and then they should apply online for this recruitment. [The one-time registration

will be valid for five years from the date of registration. Thereafter, the registration should be renewed by paying the prescribed fee.] **One Time Registration will not be considered as an application for any post.**

2. DETAILS OF VACANCIES:

Name of the post	Name of the service	No. of vacancies	Scale of pay
Assistant Director (Code No. 3005) (Women candidate only)	Tamil Nadu General Service (Code No.035)	11	Rs.56100-205700 (Level 22)

Unless and otherwise specified, the number of vacancies notified is approximate and is liable to modification as indicated in [para.11-A of 'Instructions to Applicants'](#).

3. DISTRIBUTION OF VACANCIES

The rule of reservation of appointments is applicable to this recruitment.

1	1	1	2	1	1	1	1	1	1	11
GT(G)	GT(G) HH	GT (W)	BC (OBCM)(G)	BC (OBCM)(W)	MBC/DC (G) (PSTM)	MBC/DC (W)	SC (G)	SC(G) (PSTM)	SC (W)	TOTAL

Abbreviations:-

GT- General Turn; BC(OBCM) - Backward Classes (Other than Backward Classes Muslims);
MBC/DC - Most Backward Classes / De-notified Community; SC - Scheduled Castes;
G- General; W-Women; PSTM-Person Studied in Tamil Medium, HH – Hard of Hearing.

4. IMPORTANT DATES AND TIME:

Date of notification	18.07.2022	
Last date for submission of online application	16.08.2022	
Application Correction Window Period	From 21.08.2022 - 12.01 AM	To 23.08.2022 - 11.59 PM
Dates of written examination (Computer Based Test)		
Paper-I : Subject paper for the Post of Assistant Director (Post Graduate Degree standard)	05.11.2022 09.30AM. to 12.30 PM.	

Paper-II : Part-A Tamil Eligibility Test (SSLC Standard) Part-B General Studies (Degree Standard)	05.11.2022 02.30PM. to 05.30 PM.
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Note:

Refer **Annexure-VI** of this notification regarding tentative timeline for the recruitment process.

5. QUALIFICATIONS:**(A) AGE LIMIT (as on 01.07.2022):**

Maximum Age Limit	
"Others" [i.e., Applicants not belonging to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCMs) and BCMs]	Scheduled Castes / Scheduled Castes (Arunthathiyars), Scheduled Tribes, Most Backward Classes / Denotified Communities, Backward Classes (OBCMs), Backward Classes (Muslims) and Destitute Widows of all categories.
32* years	No Maximum age limit

Note:

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

[*Maximum Age Limit has been increased from 30 to 32 years.]

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

(ii) "Others" [i.e., Applicants not belonging to SCs, SC(A)s, STs, MBC/DCs, BC(OBCM)s, BCMs] who have put in five years and more of service in the State/Central Government are not eligible even if they are within the age limit. (For further details refer to [para 3\(F\) of "Instructions to Applicants", Section 3\(r\) of Tamil Nadu Government Servants \(Conditions of Service\) Act, 2016](#)).

AGE CONCESSION:**(i) For Persons with Benchmark Disability (Others):**

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

(Section 64 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016)

(ii) For Ex-servicemen (Others):

a) The maximum age limit for Ex-servicemen is 50 years.

(Section 63 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 and as per G.O (Ms) No.91, Human Resources Management (S) Department, dated 13.09.2021).

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

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

(B) EDUCATIONAL QUALIFICATION (as on 18.07.2022)

Applicants should possess the following or its equivalent qualification awarded by any University or Institution recognized by the University Grants Commission as the case may be.

Name of the post	Educational Qualification
Assistant Director	A Post Graduate Degree in Home Science or Psychology or Sociology or Child Development or Food and Nutrition or Social Work or Rehabilitation Science

Note:

- (i) The educational qualifications prescribed for these posts should have been obtained by passing the required qualification in the following order of studies viz. **10th + HSC or its equivalent + U.G. Degree + P.G. Degree** as required under Section 25 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016. The results of examination should have been declared on or before the date of Notification. [Section 20 (4) (iv) of the Tamil Nadu Government Servants (Conditions of Service) Act 2016]
- (ii) Applicants claiming equivalence of qualification to the prescribed qualification should upload and submit evidence for equivalence of qualification in the form of Government Order issued on or before the date of this notification and **submit along with online application**, failing which, their application **will be summarily rejected after due process**. The Government Orders regarding equivalence of qualification issued after the date of this notification will not be accepted.
[Refer Para 9 of the "Instructions to Applicants" and "Disclaimer"]
- (iii) The qualifications considered equivalent are indicated in Annexure-II to this notification

(C) CERTIFICATE OF PHYSICAL FITNESS:

Applicants selected for appointment to the said post will be required to produce a certificate of physical fitness in the form prescribed below. The model format is enclosed with **Annexure IV** of the notification. **The said Certificate should be submitted by**

the selected candidate to the Appointing Authority at the time of joining to the said post

Name of the Post	Standard of Vision	Form of Certificate of Physical Fitness
Assistant Director	Standard-III or Better	Form prescribed for Executive posts.

Colour blindness will be a disqualification. Applicants with defective vision should produce Eye Fitness Certificate from a qualified Eye Specialist working in Government Hospital.

(D) KNOWLEDGE IN TAMIL

Applicants should possess adequate knowledge in Tamil. (For further details refer para 14(I) of 'Instructions to Applicants').

6. FEES:

a)	<p><u>Registration Fee</u> For One Time Registration (G.O.(Ms).No.32, Personnel and Administrative Reforms (M) Department, dated 01.03.2017).</p> <p><u>Note</u> Applicants who have already registered in One Time online Registration system and are within the validity period of 5 years are exempted.</p>	Rs.150/-
b)	<p><u>Examination Fee</u> <u>Note</u> The Examination fee should be paid at the time of submitting the online application for this recruitment if they are not eligible for the concession noted below.</p>	Rs.200/-

Note:

- (i) Linking Aadhaar number with One Time Registration (OTR) is mandatory for applicants. [For further details refer para 2B of 'Instructions to Applicants'.]
- (ii) One Time Registration is valid for five years from the date of registration. After completion of five years, the applicant must renew the One Time Registration by paying the fee prescribed. The One Time Registration is different from the application for the examination. An applicant should make an online application separately for each and every examination for which he intends to appear. [Para 2C of 'Instructions to Applicants'.

EXAMINATION FEE CONCESSIONS:

	Category	Concession
(i)	Scheduled Castes / Scheduled Caste (Arunthathiyars)	Full Exemption
(ii)	Scheduled Tribes	Full Exemption
(iii)	Most Backward Classes / Denotified Communities	Three Free Chances
(iv)	Backward Classes (other than Muslim) / Backward Classes (Muslim)	Three Free Chances
(v)	Ex-Servicemen	Two Free Chances
(vi)	Persons with Benchmark Disability	Full Exemption
(vii)	Destitute Widow	Full Exemption

Note:

(i) The total number of free chances availed, will be calculated on the basis of claims made in previous applications.

(ii) The number of free chances availed by the applicant may be verified by the Commission at any stage of the selection process.

(iii) In case an applicant who makes a false claim for exemption from payment of application fee by suppressing information regarding his previous application(s) his candidature shall be rejected after due process and he shall be debarred for a period of one year from appearing for examinations and selections conducted by the Commission.

(iv) Applicants are directed to carefully choose the options 'Yes' or 'No' regarding availing the fee concession.

(v) Applicants are advised in their own interest, to keep an account of the number of times fee concession has been availed, irrespective of the information displayed in the <Application History> of the applicant dashboard.

(vi) An application (irrespective of the post applied for) claiming fee concession will operate to exclude one chance from the number of free chances allowed.

(vii) Applicants who have availed the maximum number of free chances permitted / applicants who do not wish to avail of the fee concession / applicants who are not eligible for fee concession, shall choose the option 'No' against the query regarding fee concession. Such applicants shall thereafter pay the requisite fee through the prescribed mode of payment.

(viii) Failure to pay the prescribed fee along with the online application, will result in the rejection of application after due process. [\(for further details regarding examination fee concessions refer to Para 6 of 'Instructions to Applicants'\)](#)

7. MODE OF PAYMENT OF EXAMINATION FEE:

- Written Examination fee of Rs.200/- (Rupees Two hundred only), is payable by online through Net Banking / Credit card / Debit card on or before the date of submission of online application by choosing the option in the online application.

- Applicants are also to pay the service charges as applicable.
- Applicants can avail exemption from paying examination fee as per eligibility criteria.
- **Offline mode of payment in the form of demand draft / postal order etc. will not be accepted and the applications forwarded with such modes of payment will be summarily rejected.**
- Those who have registered in the One-Time Registration system and paid the registration fee of Rs.150/- and received the registration ID need not pay the Registration fee i.e., Rs.150/- and it is enough to pay the examination fee alone.
- Applicants who have made One-Time Registration must pay the prescribed examination fee for this recruitment unless fee exemption is claimed (One-Time Registration is only to avail exemption for Registration fee for a period of 5 years from the date of registration and it will not be considered as prescribed examination fee for this recruitment).

(For further details regarding the Examination fee, refer para. 2(V) of "Instructions to Applicants").

8. CONCESSIONS:

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

Note:

In all cases, an **Ex-serviceman once recruited** to a post in any class or service or category, **cannot claim the concession** of being called an ex-serviceman for his further recruitment. ([Section 3\(j\) of the Tamil Nadu Government Servants \(Conditions of Service\) Act, 2016](#)).

9. SCHEME OF EXAMINATION: OBJECTIVE TYPE (CBT METHOD) AND ORAL TEST:

Subject	Duration	Maximum Marks	Minimum qualifying marks for selection	
			SCs, SC(A)s, STs, MBCs/ DCs, BC(OBCM)s & BCMs	Others
<p>(Post Graduate Degree standard)-200 Questions</p> <p>I) Paper –I</p> <p>i) Home Science (Code No.341) or ii) Psychology(Code No.372) or iii) Sociology(Code No.368) or iv) Child Development(Code no.374) or v) Food and Nutrition(Code No.380) or vi) Social Work(code no. 370) or vii) Rehabilitation Science (Code no.381)</p>	3 Hours	300	153	204
<p>II) Paper-II (Objective Type)</p> <p>Part-A</p> <p>Tamil Eligibility Test (SSLC Std) (100 Questions / 150 Marks)</p>		<p>Note: <i>Minimum qualifying marks – 60 marks (40% of 150). Marks secured in Part-A of Paper-II will not be taken into account for ranking.</i></p>		
<p>Part-B</p> <p>(General Studies) (100 questions) (150 marks)(Code No:003)</p> <p>General studies (Degree standard) – 75 questions and Aptitude and mental ability test (SSLC standard) - 25 questions</p>		150		
<p>iii. Interview and Records</p> <p>Total</p>		60		
		510		

***Note:**

- Answer sheets of Paper-I and Part B of Paper II of the candidates will not be evaluated, if the candidate does not secure minimum qualifying marks in Part-A of Paper-II.
- Only marks secured in Paper-I and Part-B of Paper-II will be considered for ranking.

- c) The questions in Paper-I (Subject Paper) **PG standard** and the questions in Part- B of Paper-II (General Studies) will be set both in Tamil and English.
- d) The candidate should appear for all the papers in the written examination for his/her answer sheets to be evaluated and in case the candidate absents himself/herself for any of the papers, the papers attended will not be evaluated.
- e) If answers of a candidate for one paper is declared deemed not fit for valuation, the answers of the candidate for the remaining papers will not be evaluated.
- f) **As per the orders issued in G.O.(Ms) No.49, Human Resources Management (M) Department, dated 23.05.2022, the differently abled candidates can avail exemptions from writing Part-A in Paper-II (Objective Type) (Tamil Eligibility Test) such candidate have to furnish the required details in the application without fail. Subsequent claim will receive no attention. The candidates need to upload Disability Certificate as prescribed in G.O. (Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Department dated 21.09.2021. [Model format enclosed with Annexure -III of this Notification]**
- g) Refer to para.17 of "[Instructions to Applicants](#)" with regard to Instructions to be followed while appearing for competitive Examinations conducted by the Commission.
- h) The syllabus for CBT examination is available in [Annexure-I](#) to this Notification.
- i) **Instructions to candidates appearing for Computer Based Test (CBT)**
The candidate has to appear for the examination where he has been allotted to the examination. Change of centre or venue is not permitted. He has to carry the Hall Ticket (Admission Card) and same has to be produced at the examination venue. Each candidate will be assigned a Computer to take up the examination. Candidates will be provided with a user name and password to login the system. Necessary instructions will be displayed on screen. Kindly read all the instructions carefully.
- Candidates are not permitted to carry any electronic and / or communication device into the examination hall. They are advised not to bring the electronic gadgets with them.
 - Computer Based online Test (CBT) is similar to paper pen shading test.
 - In Computer Based online Test, questions with five options each will be displayed in the computer screen.
 - Candidate can use only the mouse to select the correct answers and proceed with answering the questions.
 - Candidates will be provided with a paper for doing rough work. After closure of the examination, rough sheet will be collected.

- Candidate has to click the best answer to the question. Candidates can proceed to the next question by clicking next button. Or previous question by clicking previous button
- Candidates can review any question and the answers, and the answers can be changed at any time before the closure of examination. They can skip the questions also, if they desire so.
- The Question and optional answers will be shuffled randomly and displayed to the candidate.
- Candidate can submit their answers at any time during the examination.
- Once the answers are submitted, the candidates have no option to proceed further.
- If the candidate fails to submit their answers, the system will automatically submit the answers to the server, at the closure of the examination.
- No computer knowledge is required to take up the Computer Based online Test. Knowledge in Mouse operation is suffice to take up the Computer Based online Test.
- The question and answers can be zoomed to the required level for the candidates with visual impairment. Candidates have to sign the attendance sheet and affix thumb impression for verification of his/her identity. All the activities of the candidates with the mouse will be recorded in the server and a log file will be created for future reference. The Examination Hall will be under camera surveillance. To acquaint with the operation of Mouse and the CBT, the candidates can take up the mock test available in the Commissions website (www.tnpsc.gov.in) and they can practice the usage of mouse in the mock test. Mock test is similar to the CBT to be held on the day of examination. In the Mock test, all the steps are given similar to the CBT. Candidate can practice the mock test as many times as he/she likes.
- Answer sheet answered other than the subject mentioned by the candidate in the online application /specified in the Hall Ticket will be invalidated.
- Additional Instruction for Computer Based Test (CBT) is provided at Annexure V.

10. SELECTION PROCEDURE:

Selection will be made in two successive stages i.e., (i) Examination (Computer Based Test Method) and (ii) Oral Test in the shape of an interview. The final selection will be made on the basis of the total marks obtained by the applicants at the CBT examination and oral test taken together subject to the rule of reservation of appointments. Applicants' appearance in the CBT examination and oral test is compulsory. The applicant who has not appeared for any of the subjects in the CBT examination or Oral Test will not be considered for selection, even if he/she secures the

minimum qualifying marks for selection. (For further details refer to para 18(B) of the 'Instructions to Applicants').

11. CENTRES FOR EXAMINATION:

The examination will be held at the following centres.

Sl. No.	Name of the Centre	Centre Code	Sl. No.	Name of the Centre	Centre Code	Sl. No.	Name of the Centre	Centre Code
1	Chennai	0101	2	Madurai	1001	3	Coimbatore	0201
4.	Salem	1701	5.	Tiruchirapalli	2501	6.	Tirunelveli	2601
7.	Vellore	2701						

Note:

- (i) Applicants should choose any two of the above centres for writing the examination. Applicants will be allotted a venue in one of these two centres. However, applicants with benchmark disability (differently –abled applicants), shall be permitted to choose only one district centre. (for further details refer para 2 (R) of Instructions to Applicants)
- (ii) Request for change of examination centre will not be permitted (For further details refer Para 17(A)(ii) of "Instructions to Applicants")
- (iii) The Commission reserves the right to increase or decrease the number of examination centres and to re-allot the applicants accordingly.
- (iv) Applicants should appear for CBT examinations / certificate verification / oral test at their own expenses.

12. (A) EMPLOYMENT DETAILS

Candidates who are in the service of the Indian Union or a State in India or in the employment of Local Bodies or Universities or Quasi Government Organizations or Public Sector Units constituted under the authority of the Government of India or of a State in India, whether in regular service or in temporary service must inform the Commission of such fact, at the time of applying. Suppression of the fact of employment by candidates shall result in rejection of candidature after due process. Candidates should produce No Objection Certificate when called for. [For further details refer para. 14 (P) of "Instructions to Applicants"]

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

- (A) Candidates who have declared pending criminal or disciplinary cases in their online application, must upload / produce the copy of First Information Report (FIR) or memorandum of charges / show cause notice, as the case may be. Failure to **upload / produce such papers along with online application**, shall result in rejection of candidature after due process.
- (B) Candidates who have declared conviction in criminal cases or punishment in disciplinary cases, in their online application, must upload / produce the

relevant court orders and/or release orders or memorandum of proceedings, as the case may be, **along with online application**. Failure to upload / produce such papers, shall result in rejection of candidature after due process.

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

[Para. 14 (S) of "Instructions to Applicants"]

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

13. GENERAL INFORMATION:

- (A) The rule of reservation of appointments is applicable to this recruitment separately for each post.

(B) Person Studied in Tamil Medium

- (i) As per Section 2(d) of the Tamil Nadu Appointment on preferential basis in the services under the State of Persons Studied in Tamil Medium Act, 2010, as amended by Act 35 of 2020, **Person studied in Tamil medium means a person who has studied through Tamil medium of instruction upto the educational qualification prescribed for direct recruitment in the rules or regulations or orders applicable to any appointment in the services under the State.**
- (ii) Candidates claiming to be Persons studied in Tamil Medium (PSTM) must **upload the document at the time of submission of online application** for the same in the form of SSLC, HSC, Transfer Certificate, Provisional Certificate, Convocation Certificate, Degree Certificate, PG Degree Certificate, Mark Sheets, Certificate from the Board or University or from the Institution, as the case may be, with a recording that he/she had studied **the entire duration of the respective course(s) through Tamil Medium of instruction.**
- (iii) Candidates must upload documents **at the time of submission of online application** as evidence of having studied in the Tamil medium, all educational qualification upto the educational qualification prescribed

Example:

If the prescribed educational qualification is Post Graduate Degree, then the candidate should have studied the First Standard to SSLC , HSC / Diploma, Degree and Post Graduate Degree as the case may be, through Tamil medium of instruction

(Refer para 14 (R) of Instructions to Applicants).

- (iv) If no such document as evidence for 'PSTM' is available, a certificate from the Principal / Head Master / District Educational Officer / Chief Educational Officer / District Adi Dravidar Welfare Officer / Controller of Examinations / Head / Director of Educational Institution / Director / Joint Director of Technical Education / Registrar of Universities, as the case may be, in the prescribed format must be uploaded **at the time of submission of online application**, for each and every educational qualification up to the educational qualification prescribed.
- (v) Failure to upload such documents **at the time of submission of online application** as evidence for 'Persons Studied in Tamil Medium' for all educational qualification up to the educational qualification prescribed, shall result in the rejection of candidature after due process.
- (vi) Documents uploaded **at the time of submission of online application** as proof of having studied in Tamil medium, for the partial duration of any course / private appearance at any examination, shall not be accepted and shall result in the rejection of candidature after due process.

(For further details refer to para. 14 (R) of the "Instructions to Applicants")

- (C) The selection for appointment to the said posts is purely provisional subject to the final orders in the writ petitions, if any, pending on the files of the Hon'ble Madras High Court and its Madurai Bench.
- (D) **As per Sections 26 and 27 (c) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016**, reservation of appointment to "Destitute Widows" and "Ex-servicemen" will not apply to this recruitment.
- (E) **PERSONS WITH BENCHMARK DISABILITY :**
The 4% reservation for DAP will be applicable as per G.O. (Ms.) No.9, Welfare of Differently Abled Persons (DAP.3.2) Department, dated 15.07.2020 the following post has been identified with suitable differently Abled Categories as detailed below:

Name of the Post	Name of the Service	Categories of Disabilities is to be accommodated for the post
Assistant Director	Tamil Nadu General Service	HH,LD(OA,OL),DF,AC,LC

- (F) Persons with Benchmark Disability should upload a copy of Disability Certificate in the format prescribed in the Rights of Persons with Disabilities Rules, 2017 [Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Government of India] and issued by the competent authority defined in GO Ms. No. 28, Welfare of Differently Abled Persons (DAP 3.1), dated 27.07.2018 **while submitting the online application.**

[For further details refer Para. 14 (M) of "Instructions to Applicants"]

- (G) Wherever vacancies are reserved for Arunthathiyars on preferential basis, even after filling the vacancies reserved for SC (Arunthathiyars) on preferential basis, if more number of qualified Arunthathiyars are available, they shall be entitled to

compete with the Scheduled Castes other than Arunthathiyars in the inter-merit among them and if any posts reserved for Arunthathiyars remain unfilled for want of adequate number of qualified applicants, it shall be filled by Scheduled Castes other than Arunthathiyars. (Section 27 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016).

- (H) **Evidence for all the claims made in the online application should be uploaded at the time of submission of online application. Any subsequent claim made after submission of online application will not be entertained. Failure to upload the documents at the time of submission of online application will entail rejection of application after due process.**
- (I) Suppression of following material information in the online application regarding (i) free chances availed (ii) Employment in the Service of the Indian Union or a State in India or in the employment of Local Bodies or University or Quasi Government Organization or Public Sector units constituted under the authority of the Government of India or of a State in India in regular service or temporary service (iii) Wilful suppression of criminal cases / disciplinary action pending / punishments if any, against the applicant (iv) violation of undertaking given by the applicant in the online application etc,. may invite suitable penal action including debarment for a specific period as decided by the Commission for various recruitments/ selections conducted by the Commission, besides rejection of application after due process.
- (J) Correct and true information regarding arrest, convictions, criminal or any disciplinary proceedings initiated / pending or finalised, debarment / disqualification by any recruiting agency if any, should also be furnished to the Commission **at the time of online application**. The details thereof, i.e. originals of the judgement / order / G.O. dropping further action in the departmental proceedings or any document that may prove the suitability of such applicants for appointment in such cases must be produced at the stage / time of certificate verification without fail. All such events that occur after the submission of online application and till the date of his / her selection and appointment shall be reported to the Commission forthwith. Failure to report on the part of the applicant will be considered as suppression of material information and will attract suitable penal action as decided by the Commission. [For further details refer para.12 of the Instructions to applicants]
- (K) **Incomplete applications and applications containing wrong claims or incorrect particulars relating to category of reservation / eligibility / age / gender / communal category / educational qualification / medium of instruction / physical qualification / other basic qualifications and other basic eligibility criteria will be summarily rejected after due process.**
- (L) One Time Registration is not an application for any post / recruitment. Though the details/particulars have already been furnished by the applicants under One Time Registration system, **the claims made in the online application for this recruitment alone will be taken into consideration**. The Commission will not be responsible for any consequences arising out of furnishing of incorrect and

incomplete details in the application or omission to provide the required details in the application for this recruitment.

(M) Determination of Community for Transgender:

(i) The Transgender candidates, who do not possess any community certificate may choose to be considered under Most Backward Classes as per G.O.(Ms) No.28, Backward Classes, Most Backward Class and Minorities Welfare Department, dated 06.04.2015 or under 'others'.

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

(iii) The Transgender candidates who belong to the communities other than Scheduled Caste/ Scheduled Caste (Arunthathiyar) / Scheduled Tribe and possess community certificate as such are permitted to choose to be considered as belonging to their own community or as Most Backward Class whichever is advantageous to them, at the time of One Time Registration itself. Once the individual opts to be considered as a particular community, it shall be crystallized and this option shall not be changed in future. [G.O.\(Ms.\) No.90, Social Welfare and Nutritious Meal Programme \[SW8\(2\)\] Department, dated 22.12.2017 \[Refer Para. 14 \(F\) \(vi - xi\) of "Instructions to Applicants"\]](#)

(N) Reservation in Employment for Transgender:-

The Transgender candidates who identify themselves as 'Female' Transgender (Female) should obtain certificate issued by the Tamil Nadu Transgender Welfare Board (TNTGWB)."

14. OTHER IMPORTANT INSTRUCTIONS:

- a) **Applicants should ensure their eligibility for the examination.** Before applying for / appearing for the examination, the applicants should ensure their eligibility for such examination and that they fulfil all the conditions in regard to age, educational qualifications, number of chances for fee concession, etc., as prescribed by the Commission's notification. Their admission to all stages of the examination will be purely provisional, subject to their satisfying the eligibility conditions. Mere admission to the written examination / certificate verification / oral test / counselling or inclusion of name in the selection list will not confer on the candidates any right to appointment. The candidature is therefore, provisional at all stages and the Commission reserves the right to reject candidature at any stage after due process, even after selection has been made, if a wrong claim or violation of rules or instructions is confirmed.

[\[Refer Para. 11 \(B\) \(C\) and \(D\) of "Instructions to Applicants"\]](#)

- b) The memorandum of admission (hall ticket) for eligible applicants will be made available in the Commission's website www.tnpscexams.in / www.tnpsc.gov.in for downloading by applicants. The memorandum of admission will **not** be sent by post. The applicants must comply with each and

every instruction given in the memorandum of admission. [Refer in Note (g) under Para 2(V) of "Instructions to applicants"]

- c) Applicants requiring clarification, can contact the office of the Tamil Nadu Public Service Commission in person or over the Toll-Free No.1800 419 0958 on all working days between 10.00 am and 5.45 pm. Queries relating to One Time Registration/ online application may be sent to helpdesk@tnpscexams.in. Other queries may be sent to grievance.tnpsc@tn.gov.in [Refer in Note (h),(i),(j) under Para 2(V) of "Instructions to applicants"]
- d) **COMMUNICATION TO APPLICANTS:** Individual communication regarding the date and time of certificate verification, oral test and counselling (as applicable) will not be sent to the applicants by post. The details will be made available on the Commission's website. Applicants will be informed of the above fact only through SMS and e-mail and they should watch the Commission's website in this regard. Commission is not responsible for non-delivery of SMS/e-mail due to any reasons.
- e) ***During the process of recruitment, from Notification till completion of selection process, NO information / clarification on the selection particulars / details will be furnished to any petitions / representations including petitions received under Right to Information Act, CM cell petitions, and GRC would be furnished.***
- f) **MOBILE PHONES AND OTHER ARTICLES BANNED :**
- i) Except the permitted writing material (Black ball point pen), applicants are not allowed to bring cellular phones, electronic or any other type of calculators, watches and rings with inbuilt memory notes, recording devices either as a separate piece or part of something used by the applicant such as watch or ring etc., or any other electronic devices and non - electronic devices such as P&G design data book, mathematical and drawing instruments, log tables, stencils of maps, slide rules books, notes, loose sheets, rough sheets, hand bags etc., into the examination hall / room.
 - ii) If they are found to be in possession of any such things or instruments, they will not be allowed to write the examination further, besides invalidation of answer paper and / or debarment. If it is considered necessary, they will be subjected to thorough physical search including frisking on the spot.
 - iii) Applicants are advised, in their own interest, not to bring any of the banned items including mobile phones to the venue of the examination, as arrangements for safekeeping of the same cannot be assured. (For further details refer Para 17-E to "Instructions to Applicants").
- g) Applicants applying for the examination should ensure that they fulfil all the eligibility conditions for admission to the examination. Their admission at all the stages of examination for which they are admitted by the Commission will be purely provisional, subject to their satisfying the prescribed eligibility conditions. **If, on verification at any time before or after the CBT examination**

/certificate verification / oral test , it is found that they do not fulfil any of the eligibility conditions, their candidature for the recruitment will be summarily rejected after due process.

- h) If any of their claims is found to be incorrect, it will lead to rejection of their candidature after due process and suitable penal action including debarment.
- i) **UNFAIR MEANS STRICTLY PROHIBITED:** No applicant shall copy from the papers of any other applicant or permit his / her papers to be copied or give or attempt to give or obtain or attempt to obtain irregular assistance of any description.
- j) **CONDUCT IN THE EXAMINATION HALL:** No applicant should misbehave in any manner or create a disorderly scene in the examination hall or harass the staff employed by the Commission for the conduct of the examination. Any such misconduct will be viewed seriously and penalised.
- k) For violation of "Instructions to Applicants" in any manner, suitable penalty will be imposed as per [Para 17-E to "Instructions to Applicants"](#) or as deemed fit by the Commission.
- l) Tentative answer keys will be hosted in the Commission's website within 6 working days from the date of conduct of objective type examination. Candidates can challenge the tentative answer keys of the objective type examination through the 'Answer Key Challenge' window available in the Commission's website [Results → Answer Keys].

Representations, if any, challenging the tentative answer keys shall be submitted only through online mode **within seven days from the date of publication of tentative answer keys**. Representations received by post or e-mail will receive no attention.

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

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

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

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

After conclusion of the entire selection process, complete particulars of all candidates who had applied for recruitment to the post shall be made available on the Commission's website. [\[Refer Para 17\(D\) \(iv\) to \(xii\) of "Instructions to Applicants"\]](#)

15. HOW TO APPLY:

- 1) Applicants should apply only through online mode in the Commission's websites www.tnpsc.gov.in or www.tnpscexams.in
- 2) "One Time Registration" using Aadhaar is mandatory before applying for any post. Applicant should register only once in the One Time Registration by paying Rs.150/- as registration fee. Successfully registered One Time Registration is valid for five years from the date of registration. All the applications should be submitted using the One Time Registration ID and password registered by the applicant.
- 3) To apply under One Time Registration system, applicants should have a scanned image of their photograph, certificates specified, if any, and signature in CD/DVD/Pen Drive to upload the same, as per the specifications given in the guidelines for scanning and uploading of photograph and signature. [Refer Para 2 of "Instructions to Applicants"](#)]
- 4) No applicant is permitted to create more than one registration ID under One Time Registration system.
- 5) Applicants should enter the Unique ID and password to view the already available information and update them. They shall not share the ID with any other person or agency.
- 6) One Time Registration is not an application for any post. It is just a collection of information from the applicants and provides a separate dashboard to each applicant to facilitate maintenance of their own profile. Applicants who wish to apply for this recruitment shall click "[Apply](#)" against the recruitment notified in the Commission's website using the same USER ID and PASSWORD given for ONE TIME REGISTRATION.
- 7) Applicants should select the name of the post for which the applicant wishes to apply.
- 8) Online applications uploaded without the photograph, details of specified documents in **Annexure IV** and signature will be rejected after due process.
- 9) All the particulars mentioned in the online application will be considered as final and no modifications will be allowed after the last date for submission of the online application. The applicants are instructed to fill the online application with utmost care and caution. **The applicants are permitted to edit the details in the online application till the last date stipulated for submission of online application.**

Application Correction Window:

- 10) After the last date for submission of online application, the candidates are allowed to edit their online application during the Application Correction Window period as mentioned in Para 4 of the Notification (Important Date and Time). After the last date of Correction Window period, no modification is allowed in the online applications. The applications will be processed as per the details finally furnished by the candidates. It is the responsibility of the candidates and the Commission

has no liability for subsequent rejection of application caused due to editing the details already submitted in online application. Request / representation addressed to the Commission for modification of claims in the online application, in any mode, will not be entertained.

11) **PRINT OPTION:**

- a) After submitting the application, applicants can save / print their application in PDF format.
- b) On entering user ID and password, applicants can download their application and print, if required.
- c) **Applicants need not send the printout of the online application or any other supporting documents to the Commission.**

For further details refer para 2 of "Instructions to Applicants"

16. UPLOAD OF DOCUMENTS:

I. In respect of recruitment to this post, the candidates shall mandatorily upload the certificates / documents (in support of all the claims made / details furnished in the online application) at the time of submission of online application itself. It shall be ensured that the online application shall not be submitted by the candidates without mandatorily uploading the required certificates.

The applicants shall have the option of verifying the uploaded certificates through their OTR. If any of the credentials have wrongly been uploaded or not uploaded or if any modifications are to be done in the uploading of documents, the applicants shall be permitted to edit and upload / re-upload the documents till two days prior to the date of hosting of hall tickets for that particular post (i.e. twelve days prior to the date of examination (CBT Method))

Refer Annexure II for the list of documents to be uploaded by the Applicants. For further details refer para 2W of "Instructions to Applicants"

II. Intimation to the Candidates: Individual Communication regarding the Date and Time of Certificate Verification (CV), Oral Test (OT) and Counselling will not be sent to the applicants by Post, the details will be made available in the Commission's website. However, the Commission provides an additional facility to the candidates by informing the above said date and time of Certificate Verification and Oral Test etc., via SMS and e-mail through their registered Mobile Number and email ID. Candidates are directed to watch the Commission's website periodically for all updates and intimations. Commission is not responsible for failure / delay in delivery of SMS / email to the candidates due to any reason including technical issues. Any representation from the candidates for non-receipt of SMS or e-mail will receive no attention.

Refer Annexure IV for the list of documents to be uploaded by the Applicants"

17. LAST DATE FOR SUBMISSION OF APPLICATION:

Online application can be **submitted upto 16.08.2022 till 11.59 PM**, after which the link will be disabled. Application correction Window open from 21.08.2022 – 12.01 AM to 23.08.2022 – 11.59 PM for any correction/update / edit in the application and the uploaded documents can be **re-uploaded upto 25.10.2022 till 11.59 PM** after which the link will be disabled.

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

DISCLAIMER

“The Government orders relating to Equivalence of qualification are available in the **Annexure II** of the Notification. However, if the applicant possesses an equivalence of qualification other than one mentioned in the Commission's website and if Government orders to this effect have been issued on or before the date of this notification, applicants should furnish the details of the same while applying and should **upload** a copy of the Government orders, **along with online application**, failing which their application will be rejected after due process. **The Government orders regarding equivalence of qualification issued after the date of this notification will not be considered for this recruitment**”.

Secretary

ANNEXURE-I
Paper –I [SYLLABUS FOR WRITTEN EXAMINATION]

HOME SCIENCE
P.G DEGREE STANDARD)

SUBJECT CODE: 341

UNIT-I: FOOD SCIENCE AND TECHNOLOGY

Composition, nutritive value , changes during cooking of various foods - cereals, legumes, vegetables, fruits, milk and milk products, flesh foods-egg, fish and meat, fats and oils and sugars. Importance of fermented foods, use of enzymes in food industry, genetically modified foods and organic foods.

UNIT- II: HUMAN NUTRITION

Energy- Unit, Determination of Total energy requirements, Energy balance. Carbohydrate, Fat and Protein in Human Nutrition- Sources, Classification, Functions, digestion, absorption, utilization and metabolism. Significance of dietary fiber, glycemic index, protein quality. Health effects of saturated and unsaturated fatty acids. Vitamins and Minerals in Human Nutrition- Sources, functions and deficiencies and excess of Fat soluble vitamins, Water soluble vitamins, Macro minerals, Microminerals and Trace elements. Significance of antioxidants in human nutrition.

UNIT - III: NORMAL AND THERAPEUTIC NUTRITION

Physiological changes affecting nutrient needs during pregnancy, lactation, infancy upto old age. Recommended Dietary allowances and meal planning. Nutritional concerns in pregnancy, infancy, early childhood, school going children, adolescents, adults and old age Therapeutic Nutrition- Etiology, symptoms, clinical features and dietary modifications for Fevers, Obesity, Gastrointestinal diseases, Diabetes Mellitus, Renal diseases, Cardiovascular diseases, Cancer and Inborn errors of metabolism.

UNIT- IV: FOOD MICROBIOLOGY AND FOOD SAFETY

Contamination and spoilage of plant and animal foods, food borne infection and intoxication. Safe handling of food. Methods of Food Preservation. Food Adulteration-nature of adulterants, method of evaluation of adulterants. Food safety- quality analysis, application of HACCP in food safety. Role of national and international agencies in food safety.

UNIT- V: INSTITUTION AND ENTREPRENEURSHIP MANAGEMENT

Principles and functions of management, tools of management –organization chart, Job Description, Job Specification and work Schedule. Personnel Management- recruitment, selection and training of employees. Financial management- Elements of cost, cost control and pricing. Labour laws related to employees – industrial dispute Act, factories Act, minimum wages Act, shops and establishments Act. : Entrepreneur - Definition - Qualities and skills - Functions of an entrepreneur - Motivational and discouraging factors of entrepreneurship. Problems and constraints faced by

women entrepreneurs. Assistance by Institutions for entrepreneurs - SSI and SISI, SIDCO. ITCOT, SIPCOT. NABARD and IDBI.

UNIT- VI: PUBLIC HEALTH NUTRITION

Etiology, clinical features and preventive strategies for Under nutrition – PEM, anaemia, Vitamin A deficiency, Iodine deficiency disorders. Overnutrition - Obesity, Diabetes and Cardiovascular diseases. Nutrition Intervention programmes- ICDS, Mid day meal programme. Role of National and International Organizations in Health Care. Nutritional Assessment- Anthropometric, Biochemical, Clinical, Diet Survey, Biophysical Methods, Functional Indices and Vital Statistics. Nutrition education- Objectives, Principles and Methods.

UNIT- VII: HUMAN DEVELOPMENT AND FAMILY DYNAMICS

Pre natal development characteristics of physical, motor, social, cognitive, language and emotional development from infancy to old age. Childhood ailments, characteristics and problems of adolescents, adulthood and the aged. Family- Types of family and family structure in India. Characteristics and functions of the family. Stages and adjustments in family life cycle. Individual roles, rights and responsibilities within the family. Critical family situation. Marriage- motives of marriage, factors influencing marital adjustments. Sex education.

UNIT – VIII: TEXTILES AND FABRICS

Art and design in textiles – ancient and modern. Methods of printing- Hand printing- Block, Stencil, batik, tie and dye. Machine printing- Roller printing, screen printing. Dyes- classification. Fabric Construction- weaving, types of weaves. Fabric finishes- basic and special finishes. Care and maintenance of garments.

UNIT- IX: CONSUMER AND THE MARKET

Definition, rights and responsibilities of consumer. Types and functions of market, buying practices, buying aids- branding, labeling and packaging. Problems of the consumer. Consumer organizations, consumer redressal, laws for consumer protection, consumer education- need, objectives and methods.

UNIT-X:RESEARCH ETHODOLOGY

Objectives and types of research, selection of research problems. Research ethics. Research Design- types, Sampling methods, Tools of data collection, pilot study. Processing of data- coding, classification, editing. Presentation, interpretation and report writing.

PSYCHOLOGY
PG DEGREE STANDARD

SUBJECT CODE : 372

UNIT-I DEVELOPMENTAL PSYCHOLOGY

Prenatal, Infancy, Childhood – Characteristics, Periods, Hazards, Developmental Tasks. Physical, Cognitive, Social, Emotional, Moral Development

Adolescences - Characteristics, Hazards, Developmental Tasks, Physical, Cognitive, Social, Emotional, Moral Development

Adulthood - Characteristics, Developmental Tasks, Vocational & Marital Adjustment, Hazards, Physical, Emotional and Social Changes.

Middle age - Characteristics, Developmental Tasks, Vocational & Marital Adjustment, Hazards, Physical, Emotional and Social Changes.

Old age - Characteristics, Developmental Tasks, Hazards, Physical, Emotional and Social Changes, Graceful Aging and Death and Adjustments.

UNIT II : PERSONALITY : THEORIES AND APPLICATIONS

Personality - Definition, Levels of Personality Analysis, Sources of Personality Data, Role of Personality Theory, Personality Assessments

Approaches - Psychodynamic, Dispositional, Biological, Intra-psychic, Cognitive, Experiential, Social and Cultural. Eastern Perspective – Yoga and Hindu Tradition, Zen Buddhism, Sufism and Islamic Tradition. Applications of Various approaches of Personality.

UNIT-III – BIO PSYCHOLOGY

Introduction to Neuron and Nervous System – Brain and its functions – Endocrine Glands – Characteristics, Major Endocrine glands, Hormone Characteristics and Functions. State of Consciousness. Physiology of Motivation and Emotions. Research Methods in Bio Psychology.

UNIT-IV - COGNITIVE PSYCHOLOGY

Cognitive Psychology - Nature, History, Cognitive Neuro Science and Applications – Perception - Definition, Nature & Theories. Attention – Processing Capacity in Selective Attention, Models of Selective attention. Pattern Recognition and Consciousness. Memory Structure and Processes – Types and Process of Memory, Theories of neurocognition. Mental Representation – Models, Mental Imagery - and Cognitive Psychology, Cognitive maps, Storing and Retrieval, Theories of retrieval, Forgetting, Cognitive Development - Life Span Development and Theories.

UNIT V: ADVANCED SOCIAL PSYCHOLOGY

Social Psychology – Definition, Perspectives, Social Perception, Social Cognition, Attitudes, Social Identity, Prejudice - Causes and Effects. Interpersonal Attraction - Close relationships, Social Influence, Pro Social Behaviour, Aggression – Nature, cause and control, Groups and Individual behaviour. Social Psychology in Action.

UNIT VI – HEALTH PSYCHOLOGY-

Health Psychology – Definition & Scope. Historical Perspective on health & healing. Factors influencing Health. General approaches to health – Models and theories of health, Psychological approaches to health. Health enhancing behaviour - Eating behaviour & health, Maintaining healthy weight, Healthy relationships – Sexuality, Intimacy, Communication, Anger.

Health compromising behaviour- Smoking –Tobacco and its biological & psychological effects, Tobacco related damage to health, quitting smoking and related therapies. Alcohol – biological and social effect, Use and abuse, Interventions for alcoholism. Stress and Coping – Types of stressors, Theories of stress, types of coping, stress management techniques. Cardiovascular Disease , Psychoneuroimmunology.

UNIT-VII : PSYCHOPATHOLOGY

Mental disorders – Models, Diagnostic classification system. Theoretical approaches of Psychopathology. Assessment – Clinical interviews, MSE, MMSE, Case history, Clinical observations. Tests- Intelligence, Neuropsychological testing, Developmental and Educational testing – Organic disorders – Disorders of childhood and adolescence, Anxiety, Trauma, Stress related and Somatoform disorders, Disorders of adult personality, gender and behaviour -Impulse control disorder, Substance use and addictive disorder, Sexual dysfunctions, Mood- Disorder, Schizophrenia and other psychotic disorder. Ethics in clinical practice.

UNIT VIII: ORGANIZATIONAL BEHAVIOUR AND HUMAN RESOURCE MANAGEMENT

Organizational Behaviour- Definition, Nature & scope, Approaches. Perception, Attitude, Learning, Attribution, Motivation – Definition, theories and applications in organizations. Communication, Leadership and theories, Change process. Group and Teams, Conflict process, Power and politics.

Human Resource Management – Definition, Nature and Scope, Human Resource Planning, Job Analysis, Recruitment, Selection and Placement Compensation, Performance and Management, Training and Development, Grievance, Discipline and Risk Management, Recent Trends in Human Resource Practices.

UNIT-IX: COUNSELLING AND THERAPY

Counselling – Origin, Scope and Structure – Steps in Counselling - Factors affecting counselling process, Skills for an effective counsellor –Factors of Counsellee – Early Theories of Counselling - Contemporary Theories of Counselling, Individual Counselling - Nature, Process and Benefits, Group Counselling – Nature, Scope and Limitations – School Counselling - Nature Role of Teacher, School Counsellor, Counselling and School Curriculum, Vocational Counselling - Theories, Process, Counselling in Specific areas – Family, Marriage, Women, Weaker Section, drug addicts, Delinquents – Review of Counselling - Counselling Evaluation, Monitoring, Evaluation - Approaches, Types, Techniques.

UNIT-X : RESEARCH METHODOLOGY

Research - Objectives, Types, Significance, Steps in research process, Ethics in Research.

Research problem – Review of literature, Measurement, Variables and Hypothesis, Sampling techniques – Non experimental Method – Observational Research, Interviewing, Focus groups, Survey, Case study. Experimental Method – Single factor design, Factorial Design, Standardization of psychological test. Parametric and Non-Parametric statistics. Qualitative Research Methods and analysis. Reporting research in Psychology.

SOCIOLOGY**PG DEGREE STANDARD****Subject Code: 368****UNIT-I: INTRODUCTION TO SOCIOLOGY**

Definition and Meaning of Sociology, Basic concepts: Society, Community, Culture, Association, Socialization, Individual and Society, Environment and Heredity, Social Institutions: Family, Marriage, Education, Religion, Caste, Class, and Politics.

UNIT – II: SOCIAL PROCESSES, SOCIAL CHANGE, AND SOCIAL CONTROL

Associative and dissociative processes, Difference between Associative and dissociative processes. Features, causes, sources and impact of social change; Advancement of technology and media for social change, Theories of social change; Meaning, purposes, types, and agencies of social control.

UNIT-III: SOCIOLOGICAL THEORIES

Law of Three stages; Social Statics and dynamics, Positivism, Theory of Evolution, Organic Analogy, Social Darwinism, Social facts, Suicide, Division of labour. Social action, ideal types, bureaucracy and *The Protestant Ethic and the Spirit of Capitalism*, Historical materialism, Social Change, Class struggle, alienation. Social structure, Social personality, Structuration and modernisation, deconstruction.

UNIT-IV: RURAL AND URBAN SOCIOLOGY

Rural: Rural - urban contrast. Characteristics of Rural society. Agrarian class structure. Panchayatraj system. Rural development programmes. Rural industries and Rural Entrepreneurs. Skill development of rural entrepreneurs.

Urban: Meaning, Characteristics of urbanisation and its impact. Ecological processes. Urban sociological theories- Karl Marx, Ferdinand Tonnies, Georg Simmel, Max Weber, Robert Park, Louis Wirth and Ernest Burgess, Homer Hoyt, Harris and Ullman.

UNIT-V: SOCIOLOGY OF SOCIALLY EXCLUDED

Social exclusion- meaning, definition, features; Groups at the risk of being excluded; Three paradigms of social exclusion (solidarity, specialization and monopoly); Agents, forces, and Processes - globalization, international organizations, nation states, elites, excluded groups and individuals. The culture of marginalised communities - SC, ST, Nomadic Castes and Tribes and De-notified Tribes, transgender, religious minorities, differently abled, aged, HIV/AIDS. Constitutional Provisions, Implementation, and Impact on Marginalized.

UNIT – VI CONTRIBUTION OF INDIAN SOCIAL REFORMERS

Contributions of Mahatma Gandhi, Bharathiar, EVR Periyar, Anne Besant, Raja Ram Mohan Rai, Jyotiba Phule, Savitriba Phule, Muthulakshmi, Ambedkar, Mother Teresa.

UNIT-VII: CHILDREN WITH DIFFICULT CIRCUMSTANCES

Sex preference, Female Infanticide, Girl child, Neglected, Orphan, Abandoned, Street Children, Child Abuse, Child Trafficking, Child Prostitution, Child Beggary, Child Labour, Children with Disabilities (Cwd), Child Marriage.

UNIT-VIII: Constitutional Privileges towards Children

Children Related Policies and Acts: Constitutional Provisions for Children in India; Children in Five Year Plans; National Policy for Children (1974 and 2013); Development and Features of Legislations - Child Care and Protection in India; National policy for children – Salient features, priority areas and gaps. Current policies and trends - Child Welfare; Children Acts – JJ Act, Protection of Children, from Sexual Offences Act (POCSO), 2012, Child Labour (Abolition and Prohibition) Act 1986 , The Prohibition of Child Marriage Act 2006 – Bonded Labour (Abolition) Act 1976, and other relevant acts.

UNIT-IX: AFFIRMATIVE ACTIONS FOR CHILD WELFARE

Institutional services:- *Short-stay homes for needy children from vulnerable sections of the society. Residential facilities for the destitute children. Foster home. Facilities/services for placement of children of unmarried mothers, Juvenile homes.*

Non- Institutional services:- Anganawadi, Day-care centers, Crèches, Child Guidance centers, Services through nursery/primary school, **Services for children in need of special care** - Schools for mentally retarded children. Schools for blind, deaf and dumb and physically handicapped. Adoption services for destitute children

UNIT-X: CHILDREN AND STAKEHOLDERS

Children Stakeholders: Ministry of Women and Child Development: Roles and Functions - Central and State Level Commission for Protection of Child Rights in India; Roles and Functions National Institute of Public Cooperation and Child Development; Powers and functions of Directorate of Social Defence and District Child Protection Office; Roles and Functions of Civil Society and civil society organisations.

CHILD DEVELOPMENT
PG DEGREE STANDARD

SUBJECT CODE: 374

UNIT 1 : GROWTH AND DEVELOPMENT

- 1.1 Definition and Distinction of growth and development
- 1.2 Principles of growth and development
- 1.3 Factors affecting growth and development
- 1.4 Domains of development and its interrelatedness
- 1.5 Heredity – Environment interaction

UNIT 2 : THEORIES OF HUMAN BEHAVIOUR AND DEVELOPMENT

- 2.1 Evolutionary and biological theories – Gesell’s maturational developmental theory, Ethological theory, Brofenbrenner’s ecological theory, Vygotsky socio-cultural theory
- 2.2 Learning and behavioural theories – Pavlov’s Classical conditioning, Skinner’s operant conditioning, Watson behaviourism, Bandura’s social learning theory
- 2.3 Language theories – Behaviourist perspective, Nativist perspective and Interactionist perspective
- 2.4 Cognitive theories – Piaget’s Cognitive theory, Information Processing
- 2.5 Psycho-analytic theories – Freud’s psycho-analytic theory, Erikson’s psycho-social theory
- 2.6 Moral development theories – Piaget’s moral theory, Kohlberg’s moral theory

UNIT 3: STAGES/PERIODS OF CHILD DEVELOPMENT

- 3.1 Five stages of child development and its characteristics – Prenatal, Infancy and Toddlerhood, Early childhood, Late childhood and Adolescence
- 3.2 Havighurst’s Developmental Tasks – Infancy to Adolescence
- 3.3 Concept and importance of developmental milestones

UNIT 4 : PRENATAL DEVELOPMENT AND BIRTH

- 4.1 Conception - Structure of Ovum and Sperm, process of fertilization
- 4.2 Prenatal development – the period of ovum, embryo and foetus
- 4.3 Factors influencing/debilitating prenatal development
- 4.4 Genetic counseling- Meaning and importance
- 4.5 Signs and symptoms of pregnancy
- 4.6 Prenatal diagnostic methods – amniocentesis, fetoscopy, chorionic villus sampling, ultrasound, maternal blood analysis, cordocentesis.
- 4.7 Stages of child birth and Types of delivery
- 4.8 Birth complications – Oxygen deprivation, preterm and low birth weight infants, post term infants, still birth

UNIT 5: INFANCY AND TODDLERHOOD (BIRTH TO TWO YEARS)

- 5.1 Neonates - appearance, adaptations/adjustments; New born reflexes, APGAR Scale
- 5.2 Physical development-body growth, brain development, motor development, perceptual development
- 5.3 Cognitive development-Sensori-motor stage
- 5.4 Language development - receptive and expressive language
- 5.5 Emotional development - development of basic emotions, recognizing and responding to the emotion of others, the emergence of complex emotions, temperament
- 5.6 Social development - Development of attachment and its four phases

UNIT 6 : EARLY CHILDHOOD (2-6 YEARS) AND LATE CHILDHOOD (6-12 YEARS)

- 6.1 Physical development - body growth and brain development, motor development, handedness
- 6.2 Cognitive development - The Preoperational stage and the Concrete Operational stage
- 6.3 Language development - vocabulary development, grammatical development, pragmatics, Bilingualism, Multilingualism
- 6.4 Emotional development - self understanding, changes in complex emotions, improvements in emotional self-regulation, understanding others
- 6.5 Social development - peer relations, peer groups, friendships
- 6.6 Foundations of moral development and sex differences
- 6.7 Habit formation - principles, importance and methods
- 6.8 Common behaviour problems during childhood period

UNIT 7 : EARLY CHILDHOOD CARE AND EDUCATION (ECCE)

- 7.1 ECCE- Definition, Concept, Significance, Objectives and Scope of ECCE
- 7.2 Current trends in ECE - Global and Indian context
- 7.3 Types of ECCE settings
- 7.4 ECCE professionals - Professionals working with children and working for children, prerequisites and characteristics of professionals
- 7.5 Play and its characteristics. Role of play in overall development of children and teacher's role.
- 7.6 Importance of Parental involvement in Early learning

UNIT 8 : ADOLESCENCE

- 8.1 Physical development - Puberty, Growth spurt, Primary and secondary sexual characteristics, Psychological impact of physical changes
- 8.2 Cognitive development - Formal operational thought
- 8.3 Psychological development - Self concept, Self esteem, Interest and Attitude

8.4 Identity paths according to James Marcia

8.5 Moral development - Sex differences,

8.6 Social development - Peer relationship and friendship, Parent adolescent relationships and conflict, Sibling relationship

8.7 Physiological and psychological problems and challenges, management strategies

UNIT 9: CHILDREN WITH DIVERSE NEEDS

9.1 Definition, classification (RPWD Act), causes, characteristics and remedial measures for children with special needs

9.2 Definition, classification and characteristics, enrichment measures for Gifted children

9.3 Children in difficult circumstances – Child prostitutes, trafficked children, street children, refugee children and child victims of war/natural calamities, Juvenile delinquents, Abused children

9.4 Gender and societal disparities – Infanticide, foeticide, girl child, children of prostitutes and AIDS affected parents

UNIT 10 : GUIDANCE AND COUNSELLING

10.1 Meaning, definition and scope and approaches of guidance and counseling

10.2 Physical and mental health counselling

10.3 Educational, vocational and career guidance

10.4 Child welfare and advocacy

FOOD AND NUTRITION
(PG STANDARD)

Subject Code: 380

UNIT I: HUMAN PHYSIOLOGY

- a) **Cell and its Organelles** – structure and functions.
Tissues – classification & functions.
Blood – composition, functions of blood and blood cells, blood groups & blood coagulation.
Cardiovascular physiology – structure and functions of heart, homeostasis of circulating body fluid, ECG, Echocardiogram, ECMO - Extracorporeal Membrane Oxygenation.
- b) **Respiratory system** – Organs, structure & functions, Exchange of gases in lungs and tissues.
Endocrine system – pituitary, Thyroid, pancreas, adrenal medulla, adrenal cortex – hormones & functions.
Gastrointestinal physiology – parts, functions, digestion & absorption.
- c) **Excretory system** – Kidney and nephron – structure & Functions, skin – structure & functions.
Reproductive system – Male & female reproductive organs & functions, menstrual cycle. Development of foetus.
- d) **Nervous system** – Central nervous system & peripheral nervous system & functions.
Special senses – Eye, Ear, Nose, Tongue – structure & functions.
Immune system – Type of immunity – innate & acquired, antigen – antibody reaction, cell mediated immunity.

UNIT II: NUTRITIONAL BIOCHEMISTRY

- a) **Carbohydrates** – classification, structure, functions, digestion & absorption. Metabolism – glycolysis, TCA, cycle, HMP shunt, Glycogenesis, glycogenolysis, Gluconeogenesis. Dietary sources, deficiency & Toxicity. Inborn errors of metabolism
Energy – BMR, direct & indirect calorimetry,
- b) **Lipids** – classification, structure, characteristics, functions. Digestion, absorption & Metabolism
Fatty acids – types, synthesis & catabolism.
Dietary sources, deficiency & toxicity, Inborn errors of metabolism
Proteins & aminoacids – classification, structure, functions, digestion & absorption. Synthesis of proteins and catabolic pathways. Dietary sources, deficiency & Toxicity. Inborn errors of aminoacid metabolism
Nucleic acids & Nucleotides – Types, structure, functions & Metabolism.
- c) **Vitamins** – Water soluble & fat soluble vitamins – structure, functions, absorption, storage & transportation. Dietary sources, deficiency & Toxicity.
Minerals – Macro & micro minerals – functions, Dietary sources, deficiency & Toxicity. Water & Electrolyte balance.
Fiber – Types, Functions and Sources.

- d) **Biochemical Techniques** – Chromatography, Electrophoresis, Colorimetry, Spectrophotometry, Flame photometry. HPLC, AAS – Instrumentation, principles & applications.

Interpretation of the results of blood and urine analysis.

UNIT III: FOOD SAFETY OF FOOD MICROBIOLOGY

- a) **Micro organisms important in food microbiology** – moulds, yeast, Bacteria, viruses and algae.
- b) **Contamination and spoilage of foods** – cereals & cereal products, sugar & sugar products, vegetables and fruits, meat and meat products, fish, sea foods, egg, poultry, milk & milk products.
- c) **Preservation of foods** – Principles, Methods – High temperature, Low temperature, use of chemicals, radiation. Application of ohmic heating and high pressure processing.
- d) **Food borne illness** – Bacterial and non bacterial food poisoning and infection. **Food safety** – food sanitation and Hygiene, Examination of water for bacteria. Type of Food hazards, HACCP Principles.

UNIT IV: FOOD SERVICE MANAGEMENT

- a) **Principles of management** – Functions, tools of management – Tangible and intangible resources.
- b) **Organisation chart** - structure, function, work improvement techniques.
Personal management – concept & approaches of personal management, Recruitment, orientation, training and performance appraisal.
- c) **Resource management** – classification, characteristics, factors affecting use of resources, resource conservation.
- d) **Leadership** – importance, style, skills of administrators. Communication - methods, importance and barriers to communication.

UNIT V: RESEARCH METHODOLOGY AND APPLIED STATISTICS

- a) **Research** – Meaning, objectives, Types, Significance. Research Problem – Meaning, selection, Techniques involved.
Research Design – Meaning & Types, Features of a good research design
- b) **Data collection** – Primary and Secondary data – collection techniques.
Data preparation – Editing, coding, classification, tabulation, diagrammatic & graphical representation, Data cleaning & adjusting.
- c) **Sampling design** – pilot study, Types, Methods of survey – sample and census. Research ethics, ICMR guidelines for human subjects and animal related studies. Plagiarism check.
- d) **Descriptive statistics** – Measure of Central Tendency, Measures of dispersion.
Correlation – Types, Interpretation of correlation co-efficient. Regression Analysis, Association of Attributes.
Probability – Rules and application.
Theoretical distributions – Normal & binomial distributions – characteristics & applications.
Test of significance – Procedure, Small & Large sample tests - t-test, F-test, chi square test, ANOVA. SPSS software in data analysis.

UNIT VI. ADVANCED FOOD SCIENCE

a) Cereals, Pulses and Millets

Structure, Composition, Processing and Nutritive Value

Rice and Rice Products, Starch Cookery – Dextrinisation and Gelatinisation
Milling- Dry and Wet milling - Enrichment, Parboiling and Baking.

Wheat and /wheat Products Gluten Formation and Factors affecting gluten
Formation

Pulses – milling, Soaking, Germination, Decortication, Fermentation,
Pulse protein concentrates, toxic constituents in Pulses.

Millet and millet Products - cleaning & Dehusking, Milling and Sorting and
parboiling, Bioavailability and toxicity

b) Sugar and Jaggery

Properties, Stages of Sugar Cookery, Crystallisation, Crystalline and
Noncrystalline.

Palm and Sugarcane Jaggery – Economic importance and Health benefits.

Vegetables, Fruits, Fats and oils, Nuts and oil seeds

Composition, effect of Cooking on pigments – chlorophylls, Carotenoids,
Anthocyanins, Flavanoids, Tannins and Betalins.

Processing and preservation of vegetables and fruit products -Freezing,
Heat Blanching, Canning, Ascorbic acid dip, Sulphur dioxide Dip, Sugar
syrup, Vacuum treatment concentration and drying. Nutritive value and
Browning reactions of fruits and vegetables.

Fats and oils – role of fat in cookery, rancidity, changes of fat on heating.
Nuts and oil seeds, Nutritive value, importance, classification, toxins

c) Selection, processing, preservation, transportation, composition, Nutritive value, changes during cooking and spoilage of

Meat and Meat products, Eggs and Poultry, Fish and other sea foods, Milk
and Milk Products

d) Recent trends in Food Science and Technology

Genetically Modified Foods, Biofortification, Food Packaging and Food
safety, Space Foods and Nano Foods

UNIT VII – COMMUNITY NUTRITION

a) Nutrition and National Development

Meaning of Community, Family, Village and Block. Definition of Nutrition,
Optimum Nutrition, Malnutrition – Under Nutrition and Over nutrition. Nutritional
and National Development. Nutritional problems confronting India. Human Life
cycle – RDA for Indians. Prevalence of Malnutrition in India. National and In
Malnutrition in the International Organizations in Combating Malnutrition in the
Community. WHO, FAO, UNICEF, ICMR, ICAR, NIN, ICDS, SNP, AMP, CFTRI, Role
of PHC and ESI in health care.

b) Assessment of Nutritional status in the community

Direct and Indirect Methods. Anthropometry, Biochemical Assessment, Clinical
Assessment, Biophysical Examination, Functional Assessment, Dietary
Assessment and Vital Statistics.

c) Nutritional Deficiency Disorders

Protein energy Malnutrition, Nutrition and Anemia, Iodine deficiency disorders,
Vitamin – A and D Deficiency disorders. Latest Immunisation Schedule.

d) Nutrition Education

Meaning, scope, methods, Teaching Aids used in Nutrition Education, Mass Communication Media used in Nutrition Education, Planning conducting and evaluation of Nutrition education programme.

UNIT VIII: NUTRITION THROUGH LIFE CYCLE

- a) **Pregnancy preconceptual Nutrition** – Physiological changes, energy cont of pregnancy, problems & complications, of nutritional requirement teenage pregnancy, risk factors for poor pregnancy, nutritional problems of nutritional.
Lactation – Physiology of lactation, efficiency of milk products, nutritional and immunological components of breast milk, myths, special foods and nutritional requirements.
- b) **Infants** – Growth and development, Nutritional requirements, feeding problems in normal and premature infants, weaning, significance, supplementary foods.
Preschool – Nutritional and food requirements, physiological development, neuromuscular, hematological, behavioral characteristics, Malnutrition-vitamin A, PEM, overweight problem.
- c) **School children**-growth, feeding school children, feeding problems, under weight, hyper activity, dental caries, packed lunch and nutritional requirements
Adolescence- Growth and developmental changes, factors affecting menarchial age, peer group influence, psychological problems and challenges.
Malnutrition- anemia, goiter, obesity and nutritional requirements, PCOD and its management.
- d) **Adult**- Nutritional requirements, problems in menopause and its management.
Geriatrics - Physiological and psychological changes, eating problems, meeting nutritional requirements.

UNIT IX THERAPEUTIC NUTRITION**a) Introduction to Diet therapy and Therapeutic Nutrition**

Diet therapy: Principles of Diet Therapy, nutritional care process, Basic concepts of diet therapy and planning a diet. Therapeutic adaptations of normal diet.

Routine Hospital Diets: clear fluid, full fluid, soft and normal diet, Pre-operative and post-operative diets.

Special feeding techniques – Parenteral and enteral feeding

Dietitian: Role of dietitians in Nutritional care, planning and diet counselling

b) Diseases of GI Tract

Aetiology, symptoms, complications and principles of diet management in peptic ulcer, gastritis, constipation, intolerance, Inflammatory Bowel Disease, Irritable Bowel Syndrome (IBS) Gastroesophageal reflux disease (GERD).

Fevers and infections – Typhoid, Malaria and Tuberculosis – Causes, Symptoms, metabolic changes and dietary management in fevers and infection.

Liver - Nutritional care for diseases of Liver and biliary system: Jaundice, Cirrhosis of liver, Viral Hepatitis, Hepatic Encephalopathy, Role of alcohol in liver disease.

Diseases of Gall Bladder and Pancreas – Cholelithiasis, Cholecystitis, Cholecystectomy, Acute and chronic Pancreatitis – Aetiology, symptoms, complications and principles of diet management

c) Diet in Diabetes Mellitus and cancer

Dietary management of Diabetes mellitus – Prevalence, Types, Etiology and Signs and Symptoms, Factors affecting normal blood Glucose levels, Impaired glucose homeostasis, Diagnostic test for diabetes, Complications of diabetes – macro-vascular and micro-vascular Management of Diabetes, Dietary management of diabetes.

Cancer – Carcinogenesis – pathogenesis and progression of cancer, Types, Symptoms, Diagnosis. Chemotherapy, Radiation and Surgery

Etiology, clinical signs and symptoms of Kidney diseases – Glomerulonephritis, Nephrotic Syndrome, Acute Renal Failure (ARF), Chronic Renal Failure (CRF), End Stage Renal Disease (ESRD) – Dialysis and kidney Transplant.

- d) **Dietary management in cardiovascular disease** – Etiology, Types, symptoms, complications, diagnostic test and principles of diet management for hyperlipidemia, Hypertension, Atherosclerosis, Ischemic Heart Disease, Congestive Cardiac Failure. Acute and Chronic heart disease.

Role of fat in development of atherosclerosis – High fibre, low fat, sodium restricted diet. Nutrient and drug interaction in cardio vascular diseases.

Diet in surgical conditions and Burns. Classification, Complication, Dietary management

Malabsorption syndrome – Restricted diets – Lactose, Sucrose, gluten etc

Allergies – Food allergy and intolerance – Mechanism, factors influencing, symptoms, tests for allergy, Nutritional care and Elimination and skin disorder

Weight Management

Obesity, Aetiology, assessment, types, complications and principles of diet management.

Under Weight: Aetiology, limitations, complications and principles of diet management

UNIT X FINANCIAL AND MARKETING MANAGEMENT

a) **Introduction to Financial and Marketing Management**

Nature, Scope and objectives – financial function – profit vs wealth maximization – Roles and responsibilities of a financial Manager / corporate financial officer – Marketing function

Classification of markets Difference between Marketing and selling – Product, Price, Place, Promotion, People, Process and physical Environment

b) **Financial Decisions**

Sources and Types of capital Cost of different types of capital – capital budgeting, cash budgets, break even analysis – Management of working capital

Roles and responsibilities of a Financial Manager, Corporate Financial Manager

c) **Capital Investment Decisions**

Planning and control of Capital Expenditure – Capital budgeting process - Cost of Capital and its application in Capital Budgeting decisions

Pricing Policies – Importance of Pricing, Factors affecting pricing, Wholesale and retail Pricing, Food and Beverage costing and Pricing

Financial Accounting

Simple and double entry book keeping, Management accounting, and decision making

Working capital Management – Concept – Need and Influencing factors –
Estimation - working capital – Inventories and receivables Management –
Management of cash

d) Pricing and Branding

Meaning – Objectives of pricing – factors influencing pricing and decisions –
Impact on decision making – Procedure for price determination

Branding

Definition – Types – Importance – Merits and Demerits of branding Difference
between branding and labelling – packaging and labelling – Types of labelling
– labelling strategies

SOCIAL WORK
P.G DEGREE STANDARD

SUBJECTCODE: 370

UNIT-I: SOCIAL WORK PROFESSION

Definition and meaning; historical evolution of Social Work – UK, USA and India; Growth of Social Work as a Profession; Social Work concepts, methods, fields; international and national professional bodies/ forums; status and problems of the profession in India.

Social Work ideologies: socialism, marxism, equality, equity, social justice and humanitarianism; Indian socio-cultural and religious thought, social reforms purusharthas; Gandhian Social Work; contributions of religions-Hinduism, Buddhism, Jainism, Islam and Christianity; Rights based approach.

Philosophy of Social Work Profession – values, beliefs, principles and code of ethics; Social Work theories; International Social Work – basic concepts, Global Agenda and Global standards for practice; Human Rights and Social Work; Constitutional safeguards; India as a welfare state; role and contributions of voluntary organizations, INGOs, NGOs and CSOs.

UNIT-II: FUNDAMENTALS OF SOCIOLOGY AND PSYCHOLOGY

Sociology: Definition, meaning, scope and relevance to social work; basic sociological concepts: Society-meaning, definition and types, structure, features; social institutions; concept of social system and sub system, classification of social systems, culture: concept, characteristics, social stratification, social processes- social control, social change in India, social movements, crime and delinquency; social problems-poverty, inequality, casteism, causes and consequences.

Psychology: Definition, meaning and scope, Psychology and Social Work; lifespan, phases of human growth and development, (Erik Erikson and Freud) needs, tasks and challenges, influence of hereditary and environment; psychological processes for understanding behaviour, intelligence, sensation, emotions, learning, memory, attitudes, behaviour, perceptions and prejudices; life events and their impact on behaviour.

UNIT-III: DIRECT METHODS OF SOCIAL WORK PRACTICE-I

Social Case Work: Historical development, CW as a direct method of Social Work, definition and meaning, philosophy, values, principles, skills, components of social case work, case work relationship; empathy, skills in building relationship, transference and counter transference; difference between casework, counseling and psychotherapy for different target groups, the helping process, approaches: Skills-referrals, interview, observation, collateral contact;

types of recording, application of CW in various settings; limitations of the method.

Social Group Work: Definition of group, types, and characteristics of groups; Historical development of GW as a direct method in Social Work, definition and meaning, purpose, objectives, values, skills, principles of GW, phases of group work process-group processes and dynamics-stages in group development, the influence of new comers on group processes, isolation, rejection in groups, group-bond, subgroups, clique, dyad, triad, group norms, group membership, group cohesiveness, group pressure, group morale, leadership, team building, decision making, problem solving, conflict management, communication; role clarity in a group; use of sociometry; Group Work models; social goals model, remedial model, reciprocal model, Application in various settings; types of recording in Group Work.

UNIT-IV: DIRECT METHODS OF SOCIAL WORK PRACTICE-II

Community Organisation: Definition, philosophy, principles, goals, scope of CO; community as a social system; subsystems; types and characteristics community power structure, community dynamics, evolution of CO as a direct method in social work, community organization models: Rothman-social planning, locality development and social action; Murray Ross-general content, specific content and process objective; process and skills in community organisation.

Social Action: Concept, definition, aims and objectives, scope, social action as a method in social work, paradigm of five elements: causes, change agent, change target, change channels, change strategy, strategies and tactics for social action: channels topology; skills of a social activist, models and approaches to social action: Paulo Freire- Martin Luther King ,Saul Alinsky, social action movements in India- Narmada Bachao Andolan, Chipko movement, Dalit movements, women's movements, Contemporary Social Reforms movement

UNIT-V: INDIRECT METHODS OF SOCIAL WORK PRACTICE-I

Social Work Research: Definition, objectives, scope, characteristics and functions- scientific method, concepts, variables, types of research, research as an indirect method of social work, qualitative methods - case study, Ethnography, Grounded, Theory, Content Analysis, Narrative, SWOC; quantitative research Methods-Tools and techniques inqualitative data collection: Observation, focus group discussion, unstructured in-depth Interview; iteration, triangulation and saturation. Mixed Methods: problem formulation: formulation of hypotheses; typology of research designs; ethical issues; sampling: definition, types, techniques: probability and non-probability sampling; sampling errors; data sources; types of data-nominal, ordinal, discrete numeric, continuous, sources of data; methods, tools and techniques of data collection, classification and coding, tabulation, analysis and interpretation-research reporting.

Statistics: Meaning, definition, limitations and uses- frequency distribution- construction of frequency tables–diagrammatic and graphical representation; measures of central tendency – mean, median, mode, measures of dispersion- standard deviation, variance, quartile range, measures of correlation and regression; tests of significance: hypothesis testing; Type I & Type II errors, Level of confidence, degrees of freedom Chi square, 't' test, reliability and validity methods; Scales: Rating scales, Attitude scales–Likert, Thurstone, Guttman; using software for data analysis;

UNIT-VI: INDIRECT METHODS OF SOCIAL WORK PRACTICE-II

Social Work Administration: Concept, definition, characteristics, Social work Administration as an indirect method of Social work; Organizational structure, boards and committees: executive: functions and qualities - administrative process: policy formation, planning, decision making, co-ordination, communication; Human Resource Management: selection of staff, orientation, placement, service conditions, promotions, discipline, welfare programmes for staff-financial administration: budgeting, accounting, bookkeeping and fund-raising-office administration: office management and maintenance of records-supervision, evaluation and public relations; Central Social Welfare Board, State Social Welfare Board, Nehru Yuvak Kendra, Ministry of Social Defence Department of Social Welfare; Role of Voluntary Agencies, Board, Trustee, Committees, Executives –Roles and Functions; Laws related to NGOs; Registration of organizations: Tamil Nadu Societies Registration Act 1975, Trust Act 2001, Foreign Contribution (Regulation) Act 1976, Tax Exemptions and Foreign grants; Role and contribution of international funding organizations; Project and Project Cycle Management; Project Proposal Writing, Overview of Logical Framework Analysis; Types and Steps, Format; Fund-Raising (Types, Methods, Skills); Monitoring and Evaluation of Projects.

UNIT-VII: SPECIALIZATION IN HEALTH CARE AND SOCIAL WORK

Health-definition and concept; Healthcare approaches: patient as a person, psychosomatic approach, holistic approach. Problem assessment process: Rehabilitation, definition, types and principles, levels-prevention, promotion and tertiary; rehabilitation therapies; gender dimensions in disability, rehabilitation in various settings – UN convention on the rights of persons with disabilities; policies and programmes; Community –Based Rehabilitation.

Community health; definition, health indicators, disease, sickness/illness, definition of public health, changing concepts, primary healthcare: preventive, curative and social medicine. wellbeing, HDI; Communicable and non-communicable diseases: causes, prevention and treatment, Primary Health Care; Health Education; Skills of Social Worker in healthcare.

Concept of mental health; magnitude of mental health problems, changing trends in mental healthcare; psychiatric assessment: common mental disorders (as per ICD 10); mental health and Well Being; definition,

history and scope of psychiatric social work, changing perspectives of psychiatric social work, application of methods in psychiatric settings-theory and models; psychoanalytical, psycho social, transactional analysis, family therapy, crisis intervention, behaviour therapy, rational emotive therapy, group therapy & strengths based approach; counselling: definition, principles, goals, approaches and techniques- CBR and Community Mental Health, Mental Health Act 2018.

UNIT-VIII: SPECIALIZATION IN RURAL AND URBAN COMMUNITY DEVELOPMENT

Rural Community development: definition, philosophy, objectives, scope; history of RCD; Rural development: need and importance, approaches, power structure, caste and untouchability, poverty and indebtedness; land reform measures, Farm laws, agricultural laborers, marginal and small farmers; water shed management;

Development Administration: Organization and administration of rural, tribal and urban development from block to National levels. Panchayat systems and local self-government in India; rural development programmes and policies; implementation strategies, PMERG, SUMCY, PMKVY tribal communities: Adivasis, Indigenous, aborigines; tribal social systems and structures; types, characteristics, tribal social systems and structures; belief systems, culture-indigenous vs. mainstream, Atrocities against SC/ST and Constitutional Provisions for the safeguard of SC/ST.

Urban Community development: definition, philosophy and objectives, history of UCD, scope; Slums: definition, causes, characteristics, functions, classification, approaches, theories and culture of slums; in and out migration, urbanization, urbanism: theories of urbanization, Unorganized/Informal sectors; urban services and urban deficiencies; 74th amendment and salient features of Nagarpalika Act; structure and functions of Urban Development Agencies: Urban Development Programmes: role of community development worker; rural, tribal and urban policies; tools and techniques for development practice; Application of social work methods in rural, tribal and urban communities, Role of CSR in Community Development.

Disaster: Definition, types, problems, Disaster Management and its process.

UNIT-IX: SPECIALIZATION IN FAMILY AND CHILD SOCIAL WORK

Family: Definition, concept, characteristics, types, functions, family patterns; marriage: forms, functions, changing situations in marriage, challenges, separation and divorce; assessment of family needs; laws on family and

marriage; **Gerontology and Geriatric Care:** Definition, Theories of Aging, Dimensions of Aging, disabilities; Interventions with older persons; Policies and programmes for senior citizens -NPOP and Maintenance and Welfare of Parents and Senior Citizens Act 2007, stress management of caregivers, Role of government and non-governmental services, institutional and non-institutional; hospice & palliative care.

Youth: Definition, demographic profile; Youth Policy-2014; needs of youth; impact of westernization, modernization, urbanization and globalization; problems of youth; programmes for rural/urban youth, career counselling, Organisations and Movements in India.

Women: Sex and gender, gender identity; gender stratification; sex ratio in India; feminism: concept, meaning and definition and types; empowerment: concept, definition, types; GDI, GEM; Constitutional provisions and protective laws for women; special initiatives and programmes for women, national and state commissions; Convention on elimination of all forms of discrimination against women and girls (CEDAW) 1982, micro finance and self-help groups (SHGs), challenges of Indian women Status of Women in India, Problems of Women, Cyber Security.

Children: Demography; Constitutional safeguards; UNCRC, Post 2015 Development Agenda; Common Problems of Children-School Dropouts, Truancy, street children, child labour, child abuse, child trafficking, child prostitution, Child marriage, Teenage Pregnancy, Children and Gaming Addiction, Social Media and related problems, disabled children, the girl child; Child services: mechanisms, National commission for protection of child rights/ State commission for protection of child rights, District Child protection Unit; Legislations for Protection of Children-POCSO, JJ Act, Information Technology Act-2000; Approaches: Adoption – sponsorship and foster care, Institutional Care; application of Social work methods in Family and Child setting.

UNIT-X: SPECIALIZATION IN INDUSTRIAL RELATIONS, LABOUR WELFARE AND SOCIAL WORK

Industrial Relations-Concept, characteristics, Industrial Relations at plant and shop floor level, Industrial conflicts: concepts of industrial peace; cause and consequence of industrial conflict, strikes and lock-outs; conflict resolution, mediation, conciliation: arbitration and adjudication; statutory and non-statutory machinery for prevention and settlement of disputes. Trade Unions: Trade unionism in India, role in Industrial relations.

Labour Welfare: Concept, definition, philosophies, need, objectives, principles, scope and limitations of labour welfare; Historical development of labour welfare in India. Statutory and Non-Statutory Welfare Provisions: Industrial Counseling-Pre-retirement, Quality of work life. Social security, social security measures; Standardization, Wage policy, Wage incentives, bonus and profit sharing. Collective Bargaining: Meaning, goal, phases, pre-requisites, principles,

strategies and negotiation skills, factors influencing collective bargaining, Role of Social worker in industrial setting.

HR System Concept and functions - HRM, HRD & HR; evolution, Asian trends; HRD system and sub-systems; elements, goals, importance of HRD in Industry; 360 Degree feedback; leadership and leadership development; mentors & modeling; Organizational commitment CSR in HR.

**Rehabilitation Science
(PG Standard)**

Subject Code:381

Unit I: Introduction to Rehabilitation

- 1.1 Concept, Nature and Meaning of Rehabilitation,
- 1.2 History of Rehabilitation,
- 1.3 Need and significance of Rehabilitation Services,
- 1.4 Issues and Challenges in Rehabilitation Services
- 1.5 Competencies, Ethics and Attitudes of Rehabilitation Professionals

Unit II: Introduction to Disability

- 2.1 WHO International Classification of Impairments, Disabilities and Handicaps
- 2.2 Classification of Disabilities based on RPwD Act, 2016
- 2.3 Influence of Labelling, Stereotypes and Stigma on Disability
- 2.4 Historical Perspectives of Disabilities
- 2.5 Models of Disability Rehabilitation Services - Institutional, Home based Integrated, Community Rehabilitation Services and Inclusion

Unit III: Rehabilitation of Persons with Sensory Disabilities

- 3.1 Definition, signs and symptoms, classifications, causes, Characteristics and prevention of Visual Impairment, Hearing impairment, Speech and Language Disability
- 3.2 Early Identification and Assessment of Sensory disabilities
- 3.3 Misconceptions of Sensory Disabilities
- 3.4 Interventional Services for Persons with Sensory disabilities - Therapeutic, educational, vocational and Adaptive and Assistive devices in the services of Persons with Sensory Disabilities
- 3.5 Role of Family and community involvement in Rehabilitation Services of Persons with Sensory Disabilities

Unit IV: Rehabilitation of Persons with Locomotor Disability

- 4.1 Definition, signs and symptoms, classifications, causes, Characteristics and prevention of Dwarfism, Leprosy Cured person , Acid Attack Victims, Cerebral Palsy, Muscular Dystrophy
- 4.2 Early Identification and Assessment of Locomotor disabilities
- 4.3 Misconceptions of Locomotor Disabilities
- 4.4 Interventional Services for Persons with Locomotor disabilities - Therapeutic, educational, vocational and Adaptive and Assistive devices in the services of Persons with Locomotor Disabilities
- 4.5 Role of Family and community involvement in Rehabilitation Services of Persons with Locomotor Disabilities

Unit V: Rehabilitation of Persons with Chronic Neurological Disorder and blood disorders

- 6.1 Definition, signs and symptoms, classifications, causes, Characteristics and prevention of Multiple Sclerosis, Parkinson's Disease, Haemophilia, Thalassemia, and Sickle Cell Disease
- 6.2 Early Identification and Assessment of Chronic Neurological Disorder and blood disorders
- 6.3 Misconceptions of Chronic Neurological Disorder and blood disorders
- 6.4 Interventional Services for Persons with Chronic Neurological Disorder and blood disorders - Therapeutic, educational, vocational and Adaptive and Assistive devices in the services of Persons with Chronic Neurological Disorder and blood disorders
- 6.5 Role of Family and community involvement in Rehabilitation Services of Persons with Chronic Neurological Disorder and blood disorders

Unit VI: Rehabilitation of Persons with Intellectual Disability and Mental Behaviour

- 5.1 Definition, signs and symptoms, classifications, causes, Characteristics and prevention of Intellectual Disability, Mental Illness, Autism Spectrum Disorder, Specific Learning Disabilities
- 5.2 Early Identification and Assessment of Intellectual Disability and Mental Behaviour
- 5.3 Misconceptions of Intellectual Disability and Mental Behaviour
- 5.4 Interventional Services for Intellectual Disability and Mental Behaviour - Therapeutic, educational, behavioural, vocational and Adaptive and Assistive devices in the services of Persons with Intellectual Disability and Mental Behaviour
- 5.5 Role of Family and community involvement in Rehabilitation Services of Persons with Intellectual Disability and Mental Behaviour

Unit VII: Rehabilitation of Persons with Multiple Disabilities

- 7.1 Definition, signs and symptoms, classifications, causes, Characteristics and prevention of Multiple Disabilities
- 7.2 Early Identification and Assessment of Multiple Disabilities
- 7.3 Misconceptions of Multiple Disabilities
- 7.4 Interventional Services for Persons with Multiple Disabilities - Therapeutic, educational, vocational and Adaptive and Assistive devices in the services of Persons with Multiple Disabilities
- 7.5 Role of Family and community involvement in Rehabilitation Services of Persons with Multiple Disabilities

Unit VIII: Rehabilitation of Persons with Behavioural Disorders

- 8.1 Definition, signs and symptoms, classifications, causes, Characteristics and prevention of Psychosomatic disorders, Addiction, substance abuse, criminal behaviours, delinquency, personality disorders and media addiction
- 8.2 Early Identification and Assessment of Behavioural Disorders
- 8.3 Misconceptions of Behavioural Disorders
- 8.4 Interventional Services for Persons with Behavioural Disorders - Therapeutic, educational, vocational and Adaptive and Assistive devices in the services of Persons with Behavioural Disorders
- 8.5 Role of Family and community involvement in Rehabilitation Services of Persons with Behavioural Disorders

Unit IX: Compendium of Schemes and Services in Rehabilitation

- 9.1 Role of National Institutes and Centres in Rehabilitation Services
- 9.2 Central Public Sector Enterprises - NHFDC and ALIMCO
- 9.3 Schemes of the Department - Divyangjan : DDRS, ADIP, SIPDA, DDRCs
- 9.4 Other Schemes - Scholarship, Accessible India Campaign, Awareness Generation and Publicity Scheme, National Fund for PwDs , National Trust Schemes, Swavlamban Group Mediclaim Policy for PwDs, New Initiative Schemes in progress
- 9.5 National and State Awards for Empowerment of PwDs

Unit X: Legislations and Policies Governing the Rights of PwDs

- 10.1 International Declarations - Universal Declaration of Human Rights (1948), World Declaration for Education for All (1990)
- 10.2 International Conventions - Convention Against Discrimination (1960), Convention on Rights of Child (1989), UNCRPD (2006).
- 10.3 International Frameworks - Salamanca Framework, (1994) Biwako Millennium Framework of Action (2002)
- 10.4 National Commissions and Policies - Kothari Commission (1964), National Education Policy (1968), National Policy on Education (1986), Revised National Policy on Education (1992), National Curricular Framework (2005), National Policy for Persons with Disabilities (2006) Universal Design for Learning
- 10.5 National Acts and Programmes (RCI Act 1992, PwD Act 1995, National Trust 1999, RPwD Act, 2016) and IEDC 1974, SSA 2000, RTE 2006, RMSA 2009, HEPSN, TEPSN (2012), IEDSS 2013, RUSA 2013, Samagraha Shiksha Abiyan 2018,

PAPER -II
SYLLABUS FOR WRITTEN EXAMINATION
Part-A

கட்டாய தமிழ் மொழி தகுதித் தேர்விற்கான பாடத்திட்டம்

(கொள்குறி வினாவிற்கான தலைப்புகள்)

பத்தாம் வகுப்பு தரம்

1. பிரித்தெழுதுதல் / சேர்த்தெழுதுதல்.
2. எதிர்ச்சொல்லை எடுத்தெழுதுதல்.
3. பொருந்தாச் சொல்லைக் கண்டறிதல்.
4. பிழை திருத்தம் (i) சந்திப்பிழையை நீக்குதல் (ii) மரபுப் பிழைகள், வழுவச் சொற்களை நீக்குதல் / பிறமொழிச் சொற்களை நீக்குதல்.
5. ஆங்கிலச் சொல்லுக்கு நேரான தமிழ்ச் சொல்லை அறிதல்.
6. ஒலி மற்றும் பொருள் வேறுபாடறிந்து சரியான பொருளையறிதல்.
7. ஒரு பொருள் தரும் பல சொற்கள்.
8. வேர்ச்சொல்லைத் தேர்வு செய்தல்.
9. வேர்ச்சொல்லைக் கொடுத்து / வினைமுற்று, வினையெச்சம், வினையாலணையும் பெயர், தொழிற் பெயரை / உருவாக்கல்.
10. அகர வரிசைப்படி சொற்களை சீர் செய்தல்.
11. சொற்களை ஒழுங்குப்படுத்தி சொற்றொடராக்குதல்.
12. இருவினைகளின் பொருள் வேறுபாடு அறிதல்.
(எ.கா.) குவிந்து-குவித்து
13. விடைக்கேற்ற வினாவைத் தேர்ந்தெடுத்தல்.
14. எவ்வகை வாக்கியம் எனக் கண்டெழுதுதல் - தன்வினை, பிறவினை, செய்வினை, செய்பாட்டு வினை வாக்கியங்களைக் கண்டெழுதுதல்.
15. உவமையால் விளக்கப்பெறும் பொருத்தமான பொருளைத் தேர்ந்தெழுதுதல்
16. அலுவல் சார்ந்த சொற்கள் (கலைச் சொல்)
17. விடை வகைகள்.
18. பிறமொழிச் சொற்களுக்கு இணையான தமிழ்ச் சொற்களைக்

கண்டறிதல் (எ.கா.) கோல்டு பிஸ்கட் - தங்கக் கட்டி.

19. ஊர்ப் பெயர்களின் மரூஉவை எழுதுக (எ.கா.) தஞ்சாவூர் - தஞ்சை
20. நிறுத்தற்குறிகளை அறிதல்.
21. பேச்சு வழக்கு, எழுத்து வழக்கு (வாரான் - வருகிறான்).
22. சொற்களை இணைத்து புதிய சொல் உருவாக்கல்.
23. பொருத்தமான காலம் அமைத்தல்
(இறந்தகாலம், நிகழ்காலம், எதிர்காலம்).
24. சரியான வினாச் சொல்லைத் தேர்ந்தெடு.
25. சரியான இணைப்புச் சொல்
(எனவே, ஏனெனில், ஆகையால், அதனால், அதுபோல).
26. அடைப்புக்குள் உள்ள சொல்லைத் தகுந்த இடத்தில் சேர்க்க.
27. இருபொருள் தருக.
28. குறில் - நெடில் மாற்றம், பொருள் வேறுபாடு.
29. கூற்று, காரணம் - சரியா? தவறா?
30. கலைச் சொற்களை அறிதல் :-
எ.கா. - Artificial Intelligence - செயற்கை நுண்ணறிவு
Super Computer - மீத்திறன் கணினி
31. பொருத்தமான பொருளைத் தெரிவு செய்தல்
32. சொற்களின் கூட்டுப் பெயர்கள் (எ.கா.) புல் - புற்கள்
33. சரியான தொடரைத் தேர்ந்தெடுத்தல்
34. பிழை திருத்துதல் (ஒரு-ஓர்)
35. சொல் - பொருள் - பொருத்துக
36. ஒருமை-பன்மை பிழை
37. பத்தியிலிருந்து வினாவிற்கான சரியான விடையைத் தேர்ந்தெடு.

PAPER-II Part –B General Studies (Degree Standard)**UNIT-I: GENERAL SCIENCE**

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

UNIT-II: CURRENT EVENTS

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

UNIT-III: GEOGRAPHY OF INDIA

- (i) Location – Physical features - Monsoon, Rainfall, Weather and Climate - Water Resources - Rivers in India - Soil, Minerals and Natural Resources - Forest and Wildlife - Agricultural pattern.
- (ii) Transport - Communication.
- (iii) Social Geography – Population density and distribution - Racial, Linguistic Groups and Major Tribes.
- (iv) Natural calamity – Disaster Management – Environmental pollution: Reasons and preventive measures – Climate change – Green energy.

UNIT-IV: HISTORY AND CULTURE OF INDIA

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

UNIT-V: INDIAN POLITY

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

UNIT-VI: INDIAN ECONOMY

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

UNIT-VII: INDIAN NATIONAL MOVEMENT

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

UNIT-VIII: History, Culture, Heritage and Socio - Political Movements in Tamil Nadu

- (i) History of Tamil Society, related Archaeological discoveries, Tamil Literature from Sangam Age till contemporary times.
- (ii) Thirukkural : (a) Significance as a Secular Literature
(b) Relevance to Everyday Life
(c) Impact of Thirukkural on Humanity
(d) Thirukkural and Universal Values - Equality, Humanism, etc
(e) Relevance to Socio - Politico - Economic affairs
(f) Philosophical content in Thirukkural
- (iii) Role of Tamil Nadu in freedom struggle - Early agitations against British Rule - Role of women in freedom struggle.
- (iv) Evolution of 19th and 20th Century Socio-Political Movements in Tamil Nadu - Justice Party, Growth of Rationalism - Self Respect Movement,

Dravidian Movement and Principles underlying both these Movements, Contributions of Thanthai Periyar and Perarignar Anna.

UNIT-IX: Development Administration in Tamil Nadu

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

UNIT-X: APTITUDE AND MENTAL ABILITY

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

ANNEXURE – II

Sl. No.	Degree considered as Equivalent to the Qualification prescribed in the Rule	G.O.
1.	M.Sc., Human Nutrition and Nutraceuticals Madurai Kamaraj University	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015
2.	M.Sc., Food Processing quality control Madurai Kamaraj University	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015
3.	M.Sc., (Home Science) Food Service Management and Dietetics. Madurai Kamaraj University	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015
4.	M.Sc., Nutrition and Dietetics and Hospitality Management, Madurai Kamaraj University	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015
5.	M.Sc., Clinical Nutrition and Dietetics, Sri Ramachandra University	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015
6.	M.Sc., Counselling Psychology, Avinashilingam Institute of Home Science and Higher Education for women Deemed University	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015
7.	M.Sc., Food Science and Nutrition, Avinashilingam Institute of Home Science and Higher Education for women Deemed University	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015
8.	M.Sc., Family and Community Science (Faculty of Home Science) Avinashilingam Institute of Home Science and Higher Education for women Deemed University	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015
9.	M.Sc., Family Resource Management, Avinashilingam Institute of Home Science and Higher Education for women Deemed University	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015
10.	M.Sc., Extension Education, Avinashilingam Institute of Home Science and Higher Education for women Deemed University	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015
11.	M.Sc., Human Development, Avinashilingam Institute of Home Science and Higher Education for women Deemed University	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015
12.	M.Sc., Human Development (Faculty of Home Science) Avinashilingam Institute of Home Science and Higher Education for women Deemed University	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015

13.	M.Sc., Food Service Management and Dietetics, Avinashilingam Institute of Home Science and Higher Education for women Deemed University	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015
14.	M.Sc., Dietetics and Food Management, Manonmaniam Sundaranar University	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015
15.	M.Sc., INSL Food Service Management, Manonmaniam Sundaranar University	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015
16.	M.Sc., Institutional Food Service Management, Manonmaniam Sundaranar University	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015
17.	M.Sc., Extension and Community Science Development, Gandhigram University	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015
18.	M.Sc., Food Science and Nutrition, Gandhigram University	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015
19.	M.Sc., Home Science and Extension, Gandhigram University	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015
20.	M.Sc., Home Science Extension for Rural Development, Gandhigram University	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1)
21.	M.Sc., Home Science with Food Science and Nutrition, Gandhigram University	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015
22.	M.Sc., Food Service and Nutrition, Tamil Nadu Agricultural University	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015
23.	M.Sc., Home Science with Food Science and Nutrition, Kerala Agricultural University	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015
24.	M.Sc., Food Service Management and Dietetics, Bharathidasan University	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015
25.	M.Sc., Food Service Management and Dietetics, Pondicherry University	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015
26.	M.Sc., Counselling and Guidance advanced organizational Behaviour, University of Madras	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015

27.	M.Sc., Family Resource Management University of Madras	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015
28.	M.Sc., Food Technology Management University of Madras	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015
29.	M.Sc., Home Science Child Development Family relationship, University of Madras	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015
30.	M.Sc., Human Development & Family Studies, University of Madras	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015
31.	M.Sc., Human Resources Development Psychology, University of Madras	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015
32.	M.Sc., Medical Sociology, University of Madras	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015
33.	M.Sc., Food Service Management and Dietetics, University of Madras	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015
34.	M.Sc., Home Science Food Service Management Dietetics, University of Madras	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015
35.	M.Sc., Home Science Human Development and Family Dynamics, University of Madras	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015
36.	M.Sc., Home Science with Food Science and Nutrition, University of Agricultural Sciences, Karnataka University, Dharmad.	G.O. (Ms) No.51, Social Welfare and Nutritious Meal Programme (SW1) Department, dated 14.07.2015
37.	M.Sc., (Counselling Psychology) awarded by University of Madras is is equivalent to M.A Psychology.	G.O(Ms)No.123, Higher Education (K2) Department, dated 25.06.2018
38.	M.Sc., (Counselling Psychology) (5 years integrated) awarded by Manonmaniam Sundaranar University is equivalent to M.A Psychology.	G.O(Ms)No.123, Higher Education (K2) Department, dated 25.06.2018
39.	M.Sc., Counselling and Guidance / Advanced Organisational Behaviour) awarded by University of Madras is equivalent to M.A Psychology.	G.O(Ms)No.123, Higher Education (K2) Department, dated 25.06.2018
40.	M.Sc., Applied Psychology awarded by Bharathiyar University is equivalent to M.A Psychology.	G.O(Ms)No.123, Higher Education (K2) Department, dated 25.06.2018

41.	M.A., Applied Psychology counselling & Guidance awarded by Avinashilingam Institute of Home Science and Higher Education for women Deemed University Coimbatore, is equivalent to P.G Degree in Psychology	G.O(1D)No.268, Higher Education (H1) Department, dated 20.09.2012
42.	M.Sc., Applied Psychology awarded by University of Madras is equivalent to P.G Degree in Psychology	G.O(1D)No.268, Higher Education (H1) Department, dated 20.09.2012
43.	M.A., Applied Psychology and M.Sc Applied Psychology awarded by Annamalai University are equivalent to PG Degree in Psychology.	G.O(1D)No.268, Higher Education (H1) Department, dated 20.09.2012
44.	M.Sc. (Applied Psychology) degree offered by Periyar University is equivalent to M.A./M.Sc. Psychology degree	G.O(MS) No.266, Higher Education (K2) Department dated 29.11.2019
45.	M.Sc. Applied Psychology degree offered by Pondicherry University is equivalent to M.A Psychology degree.	G.O(MS) No.266, Higher Education (K2) Department dated 29.11.2019
46.	M.Sc (Family Resource Management) awarded by Queen Mary's College (Autonomous) affiliated to University of Madras is equivalent to M.Sc (Home Science)	G.O(Ms)No.55, Higher Education (K2) Department, dated 15.03.2018
47.	M.Sc (Human Development and Family Studies) offered by Justice Basheer Ahmed Sayeed College for Women (Autonomous) affiliated to University of Madras is equivalent to M.Sc (Home Science)	G.O(Ms)No.55, Higher Education (K2) Department, dated 15.03.2018
48.	M.Sc (Foods & Nutrition) offered by D.K.M College for Women, Vellore (Autonomous) affiliated to Thiruvalluvar University is equivalent to M.Sc Home Science (Foods & Nutrition)	G.O(Ms)No.55, Higher Education (K2) Department, dated 15.03.2018
49.	M.Sc Foods & Nutrition offered by D.K.M College for Women, affiliated to Thiruvalluvar University is equivalent to M.Sc Home Science (Foods & Nutrition)	G.O(MS) No.266, Higher Education (K2) Department dated 29.11.2019
50.	M.Sc., Food Science and Nutrition Degree awarded by Periyar University is equivalent to M.Sc., Home Science	G.O(Ms)No.232, Higher Education (K2) Department, dated 18.11.2016
51.	M.Sc. Food Services Management and Dietetics degree offered by Avinashilingam Institute for Home Science and Higher Education for Women (Deemed to be University) is equivalent to M.Sc.Home Science - Foods and Nutrition degree	G.O(MS) No.266, Higher Education (K2) Department dated 29.11.2019

52.	M.Sc. Food Services Management and Dietetics degree offered by Bharathidasan University is equivalent to M.Sc.Home Science – Food and Nutrition degree.	G.O(MS) No.266,Higher Education (K2) Department dated 29.11.2019
53.	M.Sc Clinical Nutrition and Dietetics degree offered by Periyar University is equivalent to M.Sc. Home Science - Foods and Nutrition degree	G.O(MS) No.266,Higher Education (K2) Department dated 29.11.2019
54.	M.Sc Human Nutrition and Nutraceuticals degree offered by Fatima College (Autonomous) affiliated to Madurai Kamaraj University is equivalent to M.Sc. Home Science - Foods and Nutrition degree.	G.O(MS) No.266,Higher Education (K2) Department dated 29.11.2019
55.	M.Sc Food Science, Technology and Nutrition degree offered by Periyar University is equivalent to M.Sc. Food Science and Nutrition degree.	G.O(MS) No.266,Higher Education (K2) Department dated 29.11.2019
56.	M.Sc. Food Science & Nutrition degree offered by Avinashilingam Institute for Home Science and Higher Education for women (Deemed to be University) is equivalent to M.Sc.Home Science – Food and Nutrition degree.	G.O(MS) No.266,Higher Education (K2) Department dated 29.11.2019
57.	M.Sc. Family and Community Science degree offered by Avinashilingam Institute for Home Science and Higher Education for women (Deemed to be University) is equivalent to M.Sc. Home Science degree.	G.O(MS) No.266,Higher Education (K2) Department dated 29.11.2019
58.	M.Sc., Food Science and Nutrition Degree awarded by Periyar University is equivalent to M.Sc., Home Science	G.O(Ms)No.232, Higher Education (K2) Department, dated 18.11.2016
59.	M.Sc. Home Management degree offered by Queen Mary's College, Chennai affiliated to University of Madras is equivalent to M.Sc. Home Science.	G.O(MS) No.266,Higher Education (K2) Department dated 29.11.2019
60.	M.Sc Nutrition and Dietetics degree offered by Jamal Mohamed College affiliated to Bharathidasan University is equivalent to M.Sc Home Science - Foods and Nutrition degree	G.O(MS) No.266,Higher Education (K2) Department dated 29.11.2019
61.	M.Sc Food Service Management and Dietetics degree offered by Thassim Beevi Adul Kadar College for Women affiliated to Madurai Kamaraj University is equivalent to M.Sc Home Science – Foods and Nutrition degree.	G.O(MS) No.266,Higher Education (K2) Department dated 29.11.2019
62.	M.Sc. Nutrition and Dietetics degree offered by Periyar University is equivalent to M.Sc. Home Science - Foods and Nutrition degree.	G.O(MS) No.266,Higher Education (K2) Department dated 29.11.2019

63.	M.Sc Food Service Management and Dietetics degree offered by Mother Teresa Women's University is equivalent to M.Sc Home Science – Foods Nutrition degree.	G.O(MS) No.266,Higher Education (K2) Department dated 29.11.2019
64.	M.Sc. Textiles and Clothing degree offered by Mother Teresa Women's University is equivalent to M.Sc. Home Science.	G.O(MS) No.266,Higher Education (K2) Department dated 29.11.2019
65.	M.Sc Fashion Designing and Garment Construction degree offered by Mother Teresa Women's University is equivalent to M.Sc Home Science.	G.O(MS) No.266,Higher Education (K2) Department dated 29.11.2019
66.	M.Sc Foods and Nutrition Construction degree offered by Mother Teresa Women's University is equivalent to M.Sc Home Science- Foods and Nutrition degree	G.O(MS) No.266,Higher Education (K2) Department dated 29.11.2019
67.	M.Sc Dietetics and Food Service Management degree offered by Indra Gandhi National Open University, New Delhi is equivalent to M.Sc Home Science- Foods and Nutrition degree.	G.O(MS) No.266,Higher Education (K2) Department dated 29.11.2019
68.	M.Sc Nutrition and Dietics degree offered by Mother Teresa Women's University is equivalent to M.Sc Home Science – Foods and Nutrition degree	G.O(MS) No.266,Higher Education (K2) Department dated 29.11.2019
69.	M.Sc Food and Nutrition degree offered by Periyar University is equivalent to M.Sc Home Science – Foods and Nutrition degree.	G.O(MS) No.266,Higher Education (K2) Department dated 29.11.2019
70.	M.Sc. Food Service Management and Dietetics offered by Women's Christian College affiliated to University of Madras is equivalent to M.Sc. Home Science – Food & Nutrition.	G.O(MS) No.185, Higher Education (K2) Department dated 15.12.2020
71.	M.Sc. Institutional Food Service Management offered by Holy Cross College affiliated to Manonmaniam Sundaranar University is equivalent to M.Sc. Home Science- Food and Nutrition.	G.O(MS) No.185, Higher Education (K2) Department dated 15.12.2020
72.	M.Sc Textiles and Apparel Design offered by Periyar University is equivalent to M.Sc. Home Science.	G.O(MS) No.185, Higher Education (K2) Department dated 15.12.2020
73.	M.A (Child care and Education) awarded by Alagappa University is equivalent to M.A Child Development	G.O.Ms.No.67, Social Welfare and Nutritious Meal programme (SW-1) Department, dated 30.08.2016
74.	திருச்சிராப்பள்ளி பிஷப் ஈபர் கல்லூரியால் வழங்கப்படும் முதுநிலை சமூகப் பணி பட்ட மேற்படிப்பை (Master of Social Work) அதே கல்லூரியால் வழங்கப்பெற்ற முதுநிலை (சமூகப்பணி) பட்ட மேற்படிப்பிற்கு (M.A. Social Work) இணையானது.	அரசாணை நிலை எண்.2, பணியாளர் மற்றும் நிர்வாகச் சீர்திருத்தத் (ஆர்) துறை, நாள் 03.01.2000.

ANNEXURE -III**List of Documents to be uploaded (Not less than 200KB in PDF)(single or multiple page in 200 KB in PDF)**

1.	SSLC Mark Sheet
2.	HSC Mark Sheet or its equivalent
3.	Educational Qualification: Diploma Certificate/ U.G. Degree Certificate /P.G. Degree Certificate (or) IPG Degree Certificate / Consolidated Mark Sheet
4.	G.O. for Equivalence of qualification to the prescribed qualification (if applicable)
5.	PSTM Certificate up to prescribed entire qualification (if applicable)
6.	Community Certificate
7.	Differently Abled Certificate obtained from the Medical Board /Differently Abled Book (if applicable)
8.	Certificate regarding physical limitation in an examinee to write (if applicable)
9.	Destitute Widow Certificate (if applicable)
10.	Ex-Servicemen Certificate (if applicable)
11.	Transgender ID Card with Gender (if applicable)
12.	Gazetted copy for name change (if applicable)
13.	No Objection Certificate (if applicable)
14.	Documents / Court Orders proving Acquittal / Conviction or FIR in case of pending cases for Criminal cases registered (if applicable)
15.	Other Documents (if any)

For further details refer para 2W of “Instructions to Applicants”

APPENDIXCertificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability) a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/O/D/o _____ a resident of _____ (Village / District / State) and to state that He / She has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Due to the above mentioned disability following concession may be given:-

1. Exemption from Tamil/Second language
2. Extra _____ hours for writing theory exam.
3. Allocation of a scribe.
4. Over looking spelling mistakes and grammatical errors.
5. Using calculator / assistive devices.
6. _____ (any other assistive devices or concessions).

*strike out the not applicable.

Signature
(Chief Medical Officer/Civil Surgeon/Medical Superintendent/signature of the notified medical authority of a Government health care institution)

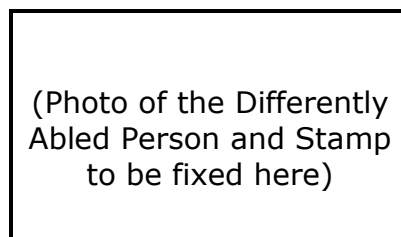
Name & Designation
Name of the Government Hospital/ Health Care Centre/The notified medical authority

Place:

Date:

Signature / Thumb impression

of the Differently abled person



Note:

Certificate should be given by a specialist of the relevant stream/ disability (eg, Visual impairment - Ophthalmologist, Locomotor disability - Orthopedic specialist/ PMR .etc)



சுருக்கம்

தெரிவுகள் - தமிழ்நாட்டில் உள்ள அனைத்து தெரிவு முகமைகளால் நடத்தப்படும் போட்டித் தேர்வுகளில் தமிழ் மொழித் தகுதித் தேர்வினை எழுதுவதிலிருந்து மாற்றுத்திறனாளி தேர்வர்களுக்கு விலக்களித்தல் - ஆணைகள் வெளியிடப்படுகின்றன.

மனிதவள மேலாண்மை (எம்)த் துறை

அரசாணை (நிலை) எண்.49

நாள்: 23.05.2022

சுபகிருது வருடம், வைகாசி - 09,

திருவள்ளூர் ஆண்டு 2053

படிக்கப்பட்டது:

1. அரசாணை (நிலை) எண்.133, மனிதவள மேலாண்மை (எம்) துறை, நாள் 01.12.2021.
2. செவித்திறன் குறைபாடு உள்ளவர்களின் பெற்றோர் சங்கத்தின் செயலாளரின், 01.03.2022-ம் நாளிட்ட மனு
3. செயலாளர், தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணையம், கடித எண்.5476/RND-E/2018, நாள் 05.05.2022

ஆணை :

மேலே படிக்கப்பட்ட அரசாணை (நிலை) எண்.133, மனிதவள மேலாண்மை (எம்) துறை, நாள் 01.12.2021-ல் அரசுத் துறைகளில் உள்ள பணியிடங்கள் அனைத்திலும் தமிழக இளைஞர்கள் பெருமளவில் நியமனம் பெற ஏதுவாக, மாநிலத்தின் தெரிவு முகமைகளால் நடத்தப்படும் அனைத்துப் போட்டித் தேர்வுகளிலும் தமிழ்மொழித் தகுதித்தாள் கட்டாயமாக்கப்பட்டு ஆணைகள் வெளியிடப்பட்டன. அவ்வரசாணைக்கிணங்க, தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணையம், போட்டித் தேர்வுகளில் தமிழ் மொழித் தாளினை கட்டாயத்தாளாக இணைத்து, அதற்கேற்ப அறிவிக்கைகளை வெளியிட்டு தெரிவு நடவடிக்கையினை மேற்கொண்டுவருகிறது.

2. மேலே இரண்டாவதாகப் படிக்கப்பட்ட, செவித்திறன் குறைபாடு உள்ளவர்களின் பெற்றோர் சங்கத்தின் மனுவில், காது கேளாத மற்றும் வாய்பேச

(கு.பி.பா.)

/2/

இயலாத மாற்றுத்திறனாளிகள், இரண்டு அல்லது அதற்கு மேற்பட்ட மொழிகளைக் கற்க சிரமப்படுவார்கள் என்றும், இம்மாணவ மாணவியர்கள் சிரம முன்பருவள்ளி முதல் பட்டப்படிப்பு வரை முழுமையாக ஆங்கில வழிக் கல்வியில் மட்டுமே கல்வி கற்றிருப்பார்கள் எனத் தெரிவித்து தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணையத்தால் நடத்தப்படுகின்ற தொகுதி-IV பதவிகளுக்கான போட்டித் தேர்வில் இத்தேர்வர்களுக்கு தமிழ் மொழித் தகுதித் தேர்வு எழுதுவதிலிருந்து விலக்களித்து அவர்களுக்கென தனியாக பொது ஆங்கில தாளினை நடத்த கோரியுள்ளனர்.

3. மேற்காணும் கோரிக்கை குறித்து மாற்றுத்திறனாளிகள் நலத்துறையுடன் கலந்தாலோசிக்கப்பட்டது. மேலும், இது குறித்து மேலே மூன்றாவதாகப் படிக்கப்பட்ட கடிதத்தில் தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணையச் செயலாளர் வழங்கியுள்ள குறிப்புரையினை ஏற்று, அரசாணை (நிலை) எண்.133, மனிதவள மேலாண்மை (எம்) துறை, நாள் 01.12.2021-ல் ஆணையிடப்பட்டுள்ள கட்டாய தமிழ்மொழித் தகுதித் தேர்வினை எழுதுவதற்கு மாற்றுத் திறனாளிகளுக்கு விலக்களித்து அரசு பின்வருமாறு ஆணையிடுகிறது:-

- (அ) தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணையத்தால், நடத்தப்படும் தொகுதி - I, II, II-A போன்ற இரண்டு நிலைகளைக் கொண்ட தேர்வுகளில், முதன்மை எழுத்துத்தேர்வில் (Main Written exam) கட்டாய தமிழ்மொழித்தாளானது தகுதி தேர்வாக (Tamil eligibility Test) நடத்தப்படுகிறது. இதுபோன்ற தேர்வுகளில் கட்டாயத் தமிழ்மொழித் தகுதித் தாளினை எழுதுவதிலிருந்து மாற்றுத் திறனாளிகளுக்கு விலக்களிக்கப்படுகிறது.
- (ஆ) தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணையத்தால், நடத்தப்படும் தொகுதி-III, IV, VII-B, VIII, போன்ற ஒரே நிலை கொண்ட தேர்வுகளில் தமிழ் மொழித்தாளானது, தகுதி மற்றும் மதிப்பீட்டுத் தேர்வாக (Tamil Eligibility-cum-Scoring Test) நடத்தப்படுகிறது. இத்தேர்வுகளில், Board / University-ல் ஆங்கில மொழிப் பாடம் மட்டுமே படித்த மாற்றுத்திறனாளிகளுக்கு, தமிழ் மொழித்தாள் எழுதுவதிலிருந்து விலக்களிக்கப்படுகிறது. அதற்குபதில், ranking மதிப்பீடு செய்வதற்காக, அவர்களுக்கென்று தனியாக பொது ஆங்கிலத்தேர்வு (SSLC standard-ல்) நடத்தப்படும். (இத்தேர்வுகளில் மொழி பெயர்ப்புப்பகுதி இடம் பெறாது).
- (இ) அரசாணை (நிலை) எண்.133, மனிதவள மேலாண்மை (எம்) துறை, நாள் 01.12.2021-ல் ஆணையிடப்பட்டுள்ள கட்டாய தமிழ் மொழித் தாளிலிருந்து மாற்றுத்திறனாளிகளுக்கான விலக்கு, தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணையம் மட்டுமல்லாமல், மாநிலத்தின் மற்ற தெரிவு முகமைகளால் நடத்தப்படும் அனைத்து போட்டித் தேர்வுகளுக்கும் மற்றும் நியமன அலுவலர்களால் தேவைப்படும் நேர்வுகளில் நடத்தப்படும் எழுத்துத் தேர்வுகளுக்கும் பொருந்தும்.
- (ஈ) இவ்வாறான விலக்கு, அரசாணை (நிலை) எண்.62, பள்ளிக் கல்வித்துறை, நாள் 25.03.2022ல் குறிப்பிடப்பட்டுள்ள மாற்றுத் திறனாளிகளுக்குப்

/3/

பொருந்தும். மேற்காண் அரசாணையில் குறிப்பிடப்பட்டுள்ள மாற்றுத்திறனாளிகளின் தொடர்பான விவரப் பட்டியல் கீழ்க்கண்டவாறு:-

(1)	உடல்குறைபாடு - உடல் இயக்கக் குறைபாடு	Physical disability - Locomotor disability, Leprosy cured, Cerebral palsy, Dwarfism, Muscular Dystrophy, Acid Attack victims.
(2)	உடல் குறைபாடு - பார்வைக் குறைபாடு	Physical disability - Visual Impairment - Blindness, Low Vision
(3)	உடல் குறைபாடு - செவித்திறன் குறைபாடு	Physical disability - Hearing Impairment - Deafness, Hard of hearing
(4)	உடல் குறைபாடு - பேச்சு மற்றும் மொழித்திறன் குறைபாடு	Physical disability - Speech and Language disability
(5)	அறிவுசார் குறைபாடு	Intellectual disability, Specific Learning disability (Dyslexia, Dysgraphia, Dyscalculia, Dysprasia), Developmental Aphasia, Autism Spectrum Disorder
(6)	மன நலம் சார்ந்த குறைபாடு - மனநலம் பாதிப்பு	Mental Behaviour - Mental illness
(7)	நாள் பட்ட நரம்பியல் குறைபாடுகள்	Disability caused due to Chronic Neurological conditions, Multiple Sclerosis, Parkinson's disease, Haemophilia, Thalassemia, Sickle Cell disease
(8)	பன்முகக் குறைபாடுகள் (பார்வையின்மையோடு செவித்திறன் குறைபாடு உட்பட)	Multiple Disabilities including deaf, blindness

இவ்விலக்கு 40 சதவீதத்திற்கும் குறைவான குறைபாடுகளைக் கொண்ட மாற்றுத்திறனாளிகளுக்கும் பொருந்தும்.

(உ) இவ்விலக்கினை பெறவிரும்பும் மாற்றுத்திறனாளிகள் உரிய மாற்றுத்திறனாளி சான்றிதழ் (Disability Certificate) சமர்ப்பித்தல் வேண்டும்.

(ஆளுநரின் ஆணைப்படி)

மைதிலி கே.ராஜேந்திரன்
அரசு செயலாளர்

பெற்றநர்

செயலாளர், தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணையம், சென்னை - 600 003.

அரசுக் கட்டுதல் தலைமைச் செயலாளர், உள், மதுவிலக்கு மற்றும்

ஆயத்தீர்வை துறை, சென்னை - 600 009.

(கு.பி.பா.)

ANNEXURE -IV

CERTIFICATE OF PHYSICAL FITNESS BY

A SINGLE MEDICAL OFFICER

 THE CIVIL MEDICAL BOARD

Signature of Candidate _____

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

I/We do not consider this a disqualification of the employment he/she seeks.
 His/Her age is according to his / her own statement _____ years and by appearance about ___ / ___ years.

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

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

Height in ft.

Weight in kg.

Cardio-Vascular System

Respiratory System

His/Her vision is normal

Hypermetropic/ Myopic/ Astigmatic/

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

Hearing is normal / defective (much or slight)

Urine-Does chemical examination show

(i) Albumen (ii) Sugar State specific gravity:

Personal marks (at least two should be mentioned) For Identification

1.

2.

SIGNATURE:

RANK:

DESIGNATION:

PRESIDENT:

Member (I)

(II)

STATION:

DATE:

STATION:

DATE:

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

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

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

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

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

CANDIDATE'S SIGNATURE

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


ANNEXURE – V**COMPUTER BASED TEST (CBT)**
IMPORTANT INSTRUCTIONS
OBJECTIVE TYPE


- a) One question will be displayed on the screen at a time.
- b) Time available for you to complete the examination will be displayed through a countdown timer in the top right-hand corner of the screen. It will display the remaining time as **Time Left**. At the beginning of exam, timer will show 180 minutes (240 minutes for Differently Abled candidates with scribe) which will reduce gradually with passage of time. When the timer reaches zero, the examination will end by itself and your examination will be submitted by the system automatically.


c) Question Number Box:


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

 You have not visited the question yet.

 You have not answered the question.

 You have answered the question.



 You have NOT answered the question, but have marked the question for review.

 You have answered the question and marked for review. This will be considered for evaluation.

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

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



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



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

d) Answering a Question

- i) The questions will appear on the screen in ascending order, which can be answered one by one.
- ii) To select your answer of a question, click on the button of one of the options.
- iii) **Click on Save and Next button after answering every question to save your answer.** Otherwise your answer will not be saved.
- iv) To deselect your chosen answer, click on the button of the chosen option again or click on the **Clear Response** button.

e) Instruction for enlarging images

To view the image provided in the question in a bigger size, click on the image and rotate the scrolling wheel on the mouse.

Any attempt of malpractice found, will render you liable to such action or penalty as Commission may decide.

ANNEXURE - VI**TENTATIVE TIMELINE FOR THE RECRUITMENT PROCESS**

Sl. No.	Process	Timeline
1.	Last date upto which the application can be submitted / payment of fees can be made	16.08.2022
2.	Application Correction window Period	From 21.08.2022 - 12.01 AM to 23.08.2022 - 11.59 PM
3.	Last date upto which the applicants are permitted to re-upload the documents	25.10.2022
4.	Publication of Examination (CBT Method) Results	December 2022
5.	Date of Oral Test	January 2023
6.	Counselling	January 2023

Secretary