TAMIL NADU PUBLIC SERVICE COMMISSION

Advertisement No. 625
Notification No. 21/2022 **DATED: 23.08.2022**

Applications are invited from eligible candidates only through online mode upto **21.09.2022** for the posts of Assistant Section Officer / Assistant in Tamil Nadu Secretariat Service included in **Group-V.A Services** to be made by recruitment by transfer from among the holders of the posts of **Junior Assistant or Assistant in the Tamil Nadu Ministerial Service / Tamil Nadu Judicial Ministerial Service.**

WARNING

- All recruitments by the Tamil Nadu Public Service Commission are purely merit based.
- The Tamil Nadu Public Service Commission hereby cautions the applicants against touts and agents who may cheat, by making false promises of securing jobs through unfair means.
- The Tamil Nadu Public Service Commission shall not be responsible or liable for any loss that may be caused to any 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 (Refer **Annexure-II**) before finally submitting the same.
- **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 is submitted with all 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 only through online for this recruitment. The One Time Registration will be valid for five years from the date of registration. Thereafter, the registration should be renewed by paying the prescribed renewal fee. One Time Registration will not be considered as an application / Examination fee for any post. An applicant should submit online application separately for each and every examination / recruitment for which he / she intends to appear. The registration fee paid towards the One Time Registration is not an application / Examination fee for this recruitment. Candidates have to pay the prescribed examination fee. **Linking of Aadhaar with OneTime**

2. DETAILS OF VACANCIES:

Sl. No.	Name of the Post and Post Code	Name of the Service and Service Code	No. of vacancies	Scale of pay
1.	Assistant Section Officer in Secretariat (Other than Law and Finance Department) (Post Code: 3235)	Tamil Nadu Secretariat Service (Code No. 007)	74	Rs.36400-134200/- (Level-16)
2.	Assistant Section Officer in Secretariat (Finance Department) (Post Code: 3236)		29	
3.	Assistant in Secretariat (Other than Law and Finance Department) (Post Code: 1651)		49	Rs.20000-73700 (Level-9)
4.	Assistant in Secretariat (Finance Department) (Post Code: 3237)		9	

Note:
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 for this recruitment. However, Reservation of appointment to Persons Studied in Tamil Medium, Women, Destitute Widows, Ex-Servicemen and Differently Abled Persons **will not apply** to this recruitment.

Sl. No.	Name of the Post	GT	BC(OBCM)	BC(M)	MBC/DC	SC(A)	SC	ST	TOTAL
1.	Assistant Section Officer in Secretariat (Other than Law and Finance Department)	22	20	2	15	3	11	1	74
2.	Assistant Section Officer in Secretariat (Finance Department)	9	7	1	6	1	5	--	29
3.	Assistant in Secretariat (Other than Law and Finance Department)	16	12	2	10	1	8	--	49
4.	Assistant in Secretariat (Finance Department)	3	2	--	2	1	1	--	9

Abbreviation:

GT- General Turn; BC(OBCM)- Backward Classes(Other than Backward Classes Muslim); BC(M)- Backward Classes (Muslim); MBC/DC- Most Backward Classes / Denotified Communities; SC(A) – Scheduled Castes (Arunthathiyars); SC – Scheduled Castes; ST-Scheduled Tribes.

4. IMPORTANT DATES AND TIME:

Date of Notification		**23.08.2022**
Last date for submission of application		**21.09.2022**
Application Correction Window Period*	**From 26.09.2022 12.01 A.M.**	**To 28.09.2022 11.59 P.M.**
Last Date for submitting NOC and copy of Certificate from Appointing Authority		**06.12.2022**
Date and Time of Written Examination		
Paper – I General Tamil	**18.12.2022**	**09.30 A.M. to 12.30 P.M.**
Paper – II General English		**02.00 P.M. to 5.00 P.M.**

***Note:**

i. The applicants are permitted to submit and edit their online application till the last date for submission of online application.

ii. Candidates who have made mistakes / errors and furnished wrong information in the online application inadvertently, can edit the application details in the Application Correction Window period also and furnish the correct details. After Correction Window Period, no modification is allowed and request in this regard will not be entertained.

iii. Refer **Annexure - IV** of this Notification regarding tentative timeline for the recruitment process.

iv. Applicant should submit only one application for this recruitment.

5. QUALIFICATIONS:

(A) AGE LIMIT (as on 01.07.2022):

For the posts of Assistant Section Officer in Secretariat (Other than Law and Finance Department) and Assistant Section Officer in Secretariat (Finance Department)

Sl. No.	Category of Applicants	Maximum Age (should not have completed)
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars) and Scheduled Tribes	**40 Years**
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Classes Muslims) and Backward Classes (Muslims)	**35 Years**
3.	'Others' [i.e., candidates not belonging to SCs, SC(A)s, STs, MBC/DCs, BC(OBCM)s	

For the posts of Assistant in Secretariat (Other than Law and Finance Department) and Assistant in Secretariat (Finance Department)

Sl. No.	Category of Applicants	Maximum Age (should not have completed)
1.	Scheduled Castes / Scheduled Castes (Arunthathiyars) and Scheduled Tribes	**35 Years**
2.	Most Backward Classes / Denotified Communities, Backward Classes (Other than Backward Classes Muslims) and Backward Classes (Muslims)	**30 Years**
3.	'Others' [i.e., candidates not belonging to SCs, SC(A)s, STs, MBC/DCs, BC(OBCM)s and BCMs]	

Note:

i. Relaxation of upper age limit by 2 years as ordered in G.O.(Ms).No.91, Human Resources Management (S) Department, dated 13.09.2021 will apply for direct recruitment and **will not apply** to this recruitment.

ii. Paras. 3D and 5 of 'Instructions to Applicants' **will not apply** to this recruitment.

(B) EDUCATIONAL QUALIFICATION (as on 23.08.2022) and SERVICE QUALIFICATION (as on 01.08.2022)

Applicants should possess the following or its equivalent qualification:

Sl. No.	Name of the Post	Educational and Service Qualification
1.	**Assistant Section Officer in Secretariat (Other than Law and Finance Departments)**	**(i) A Bachelor's degree.** **(ii) Drafting experience for a period of not less than five years in the post of Junior Assistant or Assistant or in both the posts taken together.**
2.	**Assistant Section Officer in Secretariat (Finance Department)**	**(i) A Bachelor's degree in Commerce or Economics or Statistics of any University or Institution recognised by the University Grants Commission;** **(ii) Service for a period of not less than five years in the category of Assistant, inclusive of the services rendered in the post of Junior Assistant, in the Tamil Nadu Ministerial Service or in the Tamil Nadu Judicial Ministerial Service.**
3.	**Assistant in Secretariat (Other than Law and Finance Departments)**	**(i) A Bachelor's Degree of any University or Institution recognised by the University Grants Commission.** **(ii) Service for a period of not less than three years after acquiring Bachelor's Degree, in the category of Junior Assistant or in the category of Assistant or in both the categories put together, in the Tamil Nadu Ministerial Service or in the Tamil Nadu Judicial Ministerial Service.**

4.	**Assistant in Secretariat (Finance Department)**	**(i)**	**A Bachelor's degree in Commerce or Economics or Statistics.**
		(ii)	**Service for a period of not less than three years either in the category of Junior Assistant or in the category of Assistant or in both the categories put together, in the Tamil Nadu Ministerial Service or the Tamil Nadu Judicial Ministerial Service.**

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** 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 it along with the 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) Every person appointed to the category **of Assistant Section Officer in Secretariat (Other than Law and Finance Department) and Assistant Section Officer in Secretariat (Finance Department), by recruitment by transfer** shall undergo the Foundational Training for a period of two months and pass the examination conducted at the end of such training within the period of his probation. Failure to pass the test within such period shall result in being reverted to their parent department.

(iv) Every person appointed to the category of **Assistant Section Officers in the Finance Department** shall pass the Account Test for Subordinate Officers, Part-I within the period of his probation:

Provided that if the person so appointed is not required to undergo a period of probation, he shall pass the Account Test for Subordinate Officers, Part-I within two years from the date of his appointment.

(v) Every person appointed to the category of **Assistant in Secretariat (Other than Law and Finance Department) and Assistant in Secretariat (Finance Department), by recruitment by transfer** shall pass the examination conducted by the Human Resources and Management Department at the end of the Foundational Training Course within the period of his probation. Failure to pass the test within such period shall result in being reverted to the post from which he was appointed. The service rights of the selected candidates in the post from which he was appointed shall be protected upto one year from the date of appointment in the Tamil Nadu Secretariat Service.

(C) NO OBJECTION CERTIFICATE AND UPLOADING OF OTHER DOCUMENTS INCLUDING CERTIFICATE FROM APPOINTING AUTHORITY:

The applicants should upload a copy of Certificate from the appointing authority (Please see **Annexure-II**) along with the certified copies of documents in support of the claims such as Age, Educational qualification, Community, etc. in addition to certificate obtained from the appointing authority to show that he/she is an approved probationer (post to be specified) and who has completed 5 Years / 3 years of regular service as on 01.08.2022 in the post of Junior Assistant or Assistant or in both the posts put together in the Tamil Nadu Ministerial Service or Tamil Nadu Judicial Ministerial Service and that the appointing authority has no objection to consider his / her application for this recruitment.

The Certificate from the appointing authority should be uploaded on or before 06.12.2022.

The candidates should upload, at the time of submitting online application, the attested copies of;

a) ***First page of the Service Register of the candidate in which his/ her details are entered along with seal and signature of the concerned authority of the Government Department, who made such entry on his/ her first appointment in Government service.***

b) ***The relevant page of service register of the candidate in which entries have been made certifying that the candidate is appointed as Junior Assistant / Assistant in the respective Government Department in the Tamil Nadu Ministerial Service or Tamil Nadu Judicial Ministerial Service, as the case may be.***

(D) 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 in **Annexure –III** to this Notification. **The said Certificate should be submitted by the selected candidate to the Appointing Authority, at the time of joining the post.**

Standard of vision	Certificate of physical fitness
Standard-III or better	Form prescribed for posts in Tamil Nadu Secretariat Service

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

(E) KNOWLEDGE IN TAMIL:

Applicants should possess adequate knowledge in Tamil. (Para. 14(I)(iii) of 'Instructions to Applicants' will not apply for this recruitment.)

6. FEES:

a)	**Registration Fee:** For One Time Registration [G.O.(Ms).No.32, Personnel and Administrative Reforms (M) Department, dated 01.03.2017]. **Note:** Applicants who have already registered in One Time online Registration system and are within the validity period of 5 years are exempted.	Rs.150/-
b)	**Examination Fee:** 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.	Rs.100/-

EXAMINATION FEE CONCESSIONS:

Sl.No.	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 (Muslims)	Three Free Chances
(v)	Persons with Benchmark Disability (the Disability shall be not less than 40%)	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/her previous application(s) his/her candidature shall be rejected after due process and he/she 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 in time along with the online application, will result in the rejection of application after due process.(For further details regarding examination fee concessions refer to Para 6 of 'Instructions to Applicants')

7. MODE OF PAYMENT OF EXAMINATION FEE:

i. Examination fee of **Rs.100/- (Rupees One Hundred only)**, is payable by online through Net Banking / Credit card / Debit card on or before the last date of submission of online application by choosing the option in the online application. Payment of Examination Fee may also be made during Application Correction Window period mentioned Para.4 of this Notification.

ii. Applicants have to pay the service charges also as applicable.

iii. Applicants can avail exemption from paying examination fee as per eligibility criteria.

iv. Offline mode of payment, if any received 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 and the same will not be either returned or

v. **The Commission is not responsible for online payment failure or delayed reconciliation of fee by the banks. It is the responsibility of the applicant to ensure that the transaction made by them is successful.**

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

8. CONCESSIONS:

(i) Concessions in the matter of examination fees allowed to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s, BCMs and Persons with Benchmark Disability are given in Para.6 of the 'Instructions to Applicants'. Fee concession to Destitute Widows and Ex-Servicemen will not apply for this recruitment.

(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 (DESCRIPTIVE TYPE):

Subject	Duration	Maximum Marks	Minimum qualifying Marks for Selection for All Communities
Paper – I **General Tamil (Degree Standard)**	**3 Hours**	**100**	**60**
Paper–II **General English (Degree Standard)**	**3 Hours**	**100**	
Total		**200**	

***Note:**

(a) Total Marks secured in Paper-I and Paper-II will be taken together and considered for ranking.

(b) The syllabus for written examination is available in **Annexure - I** to this Notification.

(c) Refer to Para.17 of "Instructions to Applicants" with regard to Instructions to be followed while appearing for competitive Examinations conducted by the Commission.

10. SELECTION PROCEDURE:

Based on the marks obtained by the candidates in Written Examination and subject to the rule of reservation of appointments (applies to each post separately), a tentative list of eligible candidates will be announced in the Commission's website. After verification of the certificates already uploaded, the eligible candidates will be summoned for original

11. CENTRES FOR EXAMINATION:

The Written Examination will be held at **Chennai (0101)** Centre Only.

Note:

The applicants will be required to appear for the Written Examination / Certificate Verification / Counselling at their own expenses by availing leave of any kind and they will not be granted any Travelling allowance and Daily allowance for the journey to the Examination Centre / Tamil Nadu Public Service Commission.

12. DECLARATION REGARDING CRIMINAL CASES (OR) DISCIPLINARY CASES:

(i) Details regarding Criminal case(s) filed against the candidate, acquittal, arrest, convictions, disciplinary proceedings etc., initiated / pending or finalised if any, should also be furnished to the Commission at the time of applying.

(ii) Candidates who have declared pending criminal or disciplinary cases in their online application, must upload / produce the copy of First Information Report (FIR) or Memorandum of Charges / Show Cause Notice, as the case may be. Failure to upload / produce such papers when called for, shall result in rejection of candidature after due process.

(iii) Candidates who have declared conviction in criminal cases or punishment in disciplinary cases, in their online application, must upload / produce the relevant court orders and/or release orders or Memorandum of Proceedings, as the case may be, when called for. Failure to upload / produce such papers, shall result in rejection of candidature after due process.

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

[For further details refer para. 14 (S) of "Instructions to Applicants"]

(v) Details of disciplinary action taken against the applicant shall clearly be mentioned by the Appointing Authority in the certificate **(Annexure-II)**

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. **However, Reservation of appointment to Persons Studied in Tamil Medium, Women, Destitute Widows, Ex-Servicemen and Differently Abled Persons will not apply to this recruitment.**

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

(C) **PERSONS WITH BENCHMARK DISABILITY:**

4% reservation for Differently Abled Persons will not apply to this recruitment. However, the following categories of for differently abled persons have been identified as suitable for the posts of:

Sl. No.	Name of the Post	DAP Categories Suitable for the Post
1.	Assistant Section Officer in Secretariat (Other than Law and Finance Department)	LV, HH, LD (OA, OL, BL, OAL, BLOA), LC, DF, AC
2.	Assistant Section Officer in Secretariat (Finance Department)	LV, HH, LD (OA, OL, BL, OAL, BLOA), LC, DF, AC
3.	Assistant in Secretariat (Other than Law and Finance Department)	All categories of Differently Abled Persons
4.	Assistant in Secretariat (Finance Department)	

(D) Persons with Benchmark Disability should submit / upload a copy of Disability Certificate in the format prescribed in the Rights of Persons with Disabilities Rules, 2017 [Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Government of India] and issued by the competent authority defined in G.O. (Ms) No.28, Welfare of Differently Abled Persons (DAP 3.1), dated 27.07.2018.
[For further details refer Para.14 (M) of "Instructions to Applicants"]

(E) Wherever vacancies are reserved for Arunthathiyars on preferential basis, even after filling the vacancies reserved for SC (Arunthathiyars) on preferential basis, if more number of qualified Arunthathiyars are available, they shall be entitled to compete with the Scheduled Castes other than Arunthathiyars in the inter-se-merit among them and if any posts reserved for Arunthathiyars remain unfilled for want of adequate number of qualified applicants, it shall be filled by Scheduled Castes other than Arunthathiyars.
[Section 27 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

(F) **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.**

(G) 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.

(H) Correct and true information regarding arrest, convictions, acquittal, criminal or any disciplinary proceedings initiated/ pending or finalised, debarment/ disqualification by any recruiting agency, if any, should also be furnished to the

i.e., originals of the judgement / order / G.O. dropping further action in the departmental proceedings or any document that may prove the suitability of such applicants for appointment in such cases must be produced at the stage/ time of certificate verification without fail. All such events that occur after the submission of application and till the date of his / her selection and appointment shall be reported to the Commission forthwith. Failure to report on the part of the applicant will be considered as suppression of material information and will attract suitable penal action.

[For further details refer para 12 of the "Instructions to applicants"]

(I) **Incomplete applications and applications containing wrong claims or incorrect particulars relating to Category of Reservation / Eligibility / Age /Gender / Communal Category / Educational Qualification / Service Qualification / Physical Qualification / other basic qualifications and other basic eligibility criteria will be summarily rejected after due process.**

(J) 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.

(K) **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. {Refer G.O.(Ms.) No.90, Social Welfare and Nutritious Meal Programme [SW8(2)] Department, dated 22.12.2017 and Para. 14 (F) (vi–xi) of "Instructions to Applicants"}

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

conditions. Mere admission to the Written Examination / Certificate Verification / Counselling or inclusion of name in the selection list will not confer on the candidates any right to appointment. The candidature is therefore, provisional at all stages and the Commission reserves the right to reject candidature at any stage, after due process even after selection has been made, if a wrong claim or violation of rules or instructions is confirmed.
[Refer Para. 11 (B) (C) and (D) of "Instructions to Applicants']

(b) The memorandum of admission (hall ticket) for eligible applicants will be made available in the Commission's website **www.tnpscexams.in** / **www.tnpsc.gov.in** for downloading by applicants. The memorandum of admission will **not** be sent by post. The applicants must comply with each and every instruction given in the memorandum of admission.
[Refer in Note (g) under Para 2(V) of "Instructions to applicants"]

(c) **ONLINE CORRESPONDENCE :** Applicants requiring clarification, can contact the office of the Tamil Nadu Public Service Commission in person or over the Toll-Free No.**1800 419 0958** on all working days between 10.00 A.M and 5.45 P.M. Queries relating to One Time Registration/ online application may be sent to helpdesk@tnpscexams.in. Other queries may be sent to grievance.tnpsc@tn.gov.in
[Refer in Note (h),(i),(j) under Para 2(V) of "Instructions to applicants"]

(d) **COMMUNICATION TO APPLICANTS:** Individual communication regarding the date and time of Certificate Verification and Counselling (as applicable) will not be sent to the applicants by post. The details will be made available on the Commission's website.

(e) **During the process of recruitment i.e., from Notification to till the completion of selection process, NO information / clarification / particulars / details of selection / recruitment will be furnished to any petitions including petitions under Right to Information Act.**

(f) **MOBILE PHONES AND OTHER ARTICLES BANNED:**

(i) Except the permitted writing material, 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

provisional, subject to their satisfying the prescribed eligibility conditions. **If, on verification at any time before or after the written examination / certificate verification, it is found that they do not fulfil any of the eligibility conditions, their candidature for the recruitment will be summarily rejected after due process.**

(h) If any of their claims is found to be incorrect, it will lead to rejection of their candidature after due process and suitable penal action including debarment.

(i) **UNFAIR MEANS STRICTLY PROHIBITED**: No applicant shall copy from the papers of any other applicant or permit his / her papers to be copied or give or attempt to give or obtain or attempt to obtain irregular assistance of any description.

(j) **CONDUCT IN THE EXAMINATION HALL**: No applicant should misbehave in any manner or create a disorderly scene in the examination hall or harass the staff employed by the Commission for the conduct of the examination. Any such misconduct will be viewed seriously and penalised.

(k) For violation of "Instructions to Applicants" in any manner, suitable penalty will be imposed as per Para 17-E to "Instructions to Applicants" or as deemed fit by the Commission.

(l) (i) Answer keys will not be hosted in the Commission's website, for the descriptive type examination.

(ii) 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.

(iii) After conclusion of the entire selection process, copies of Descriptive-type answer booklet shall be made available to the candidates in the Commission's website. On requisite payment, the candidates can download the answer papers.

(iv) After conclusion of the entire selection process, relevant particulars of all candidates who had applied for recruitment to the post shall be made available on the Commission's website.

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

15. HOW TO APPLY:

(1) Applicants should apply only through online mode in the Commission's websites www.tnpsc.gov.in or www.tnpscexams.in.

(2) "One Time Registration" using Aadhaar is mandatory before applying for any post. Applicant should register only once in the One Time Registration by paying Rs.150/- as registration fee. Successfully registered One Time Registration is valid for five years from the date of registration. All the applications should be submitted using the One Time Registration ID and password registered by the applicant.

(3) To apply under One Time Registration System, applicants should have a scanned image of their photograph, certificates specified, if any, and signature in CD/DVD/Pen Drive to upload the same, as per the specifications given in the guidelines for scanning and uploading of photograph and signature.

(4) No applicant is permitted to create more than one registration ID under One Time

(5) Applicants should enter the Unique ID and Password to view the already available information and update them. They shall not share the ID / PASSWORD with any other Person or Agency.

(6) **One Time Registration is not an application for any post / recruitment.** 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, signature and the documents specified in Annexure-II will be summarily rejected after due process.**

(9) **APPLICATION CORRECTION WINDOW:**

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 will be allowed in the online application. 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 application. Request / representation addressed to the Commission for modification of claims in the online application, in any mode, will not be entertained. Hence, the applicants are instructed to fill the online application with utmost care and caution.

(10) **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:

A. 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 that the online application shall not be submitted by the applicants without mandatorily uploading the required certificates. The applicants shall have the option of verifying the uploaded certificates through their OTR. If any of the claims 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)

B. Intimation to the Candidates:

The Commission will publish the results of Written Examination, date and time for Uploading Certificates, etc., in the Commission's Website. No individual Communication will be sent to the candidates by Post. However, the Commission provide the additional facility to the candidates by informing the above said dates, events and intimation relating to Certificate upload, Certificate Verification, etc., via SMS and e-mail through the 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.

17. LAST DATE FOR SUBMISSION OF APPLICATION:

i. Online application can be submitted / edited upto **21.09.2022 till 11.59 P.M.,** after which the link will be disabled.

ii. Application Correction Window will be available from **26.09.2022 (12.01 A.M.)** to **28.09.2022 till 11.59 P.M.,** after which the link will be disabled.

iii. Last date for uploading No Objection Certificate and copy of Certificate from Appointing Authority is **06.12.2022 till 11.59 P.M.,** after which the link will be disabled.

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

DISCLAIMER

"The Government orders relating to Equivalence of qualification are available on the Tamil Nadu Public Service Commission's website. However, if the applicant possesses an equivalence of qualification other than one mentioned in the Commission's website and if Government orders to this effect have been issued on or before the date of this notification, applicants should furnish the details of the same while applying and **should upload a copy of the Government orders, along with the 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 / பிற்சேர்க்கை -I

தமிழ்நாடு அரசுப்பணியாளர் தேர்வாணையம்

பாடத்திட்டம்

விரிந்துரைக்கும் வகை

குறியீடு எண் 389

தொகுதி-V. A

Paper-I: பொதுத்தமிழ் (பட்டப்படிப்புத் தரம்)

****

பாடத்திட்ட நோக்கம்

- கட்டுரை எழுதும் திறன்
- கடிதம் - பல்வேறு அலுவலகக் கடிதம் எழுதும் திறன்
- கொடுக்கப்பட்ட பகுதியைச் சுருக்கமாகவும், குறிப்புகளைக் கொண்டு விரிவாகவும் எழுதும் திறன்
- பொருளுணர்ந்து வினாக்களுக்குத் தெளிவாகவும் சுருக்கமாகவும் விடையளிக்கும் திறன்
- கருத்துச் செறிவுடனும் தெளிவுடனும் மொழி பெயர்க்கும் திறன்
- தமிழ்மொழித் திறன், ஆட்சிமொழிக் கலைச்சொல்லாக்கத் திறன்

மேற்கண்ட திறன்கள் வெளிப்படும் நோக்கில் இப்பாடத்திட்டம் அமைகிறது.

பாடத்திட்டம்

அலகு-1

கட்டுரை எழுதும் திறன்

கீழ்க்காணும் பொதுவான தலைப்புகளில் வினாக்கள் அமைதல் வேண்டும்.

1. தமிழக விடுதலை வீரர்கள் / தமிழர் பண்பாடு
2. அச்சு ஊடகம் / மின்னணு ஊடகங்கள்
3. சுற்றுச்சூழல் / உணவும் உடல் நலமும்
4. மனித உரிமைகள் / பாலினச் சமத்துவம்
5. சமூக நீதி வரலாறு

அலகு-2

கொடுக்கப்பட்ட பகுதியிலிருந்து கேட்கப்பட்ட வினாக்களுக்குத் தெளிவான, சரியான, சுருக்கமான விடை தருதல்.

அலகு-3

கொடுக்கப்பட்ட பகுதியை மூன்றில் ஒரு பங்காகச் சுருக்கி எழுதும் திறனை வெளிப்படுத்துதல்

அலகு-4

கொடுக்கப்பட்ட சுருக்கக் குறிப்புகளிலிருந்து விரிவாக்கம் செய்து எழுதும் திறனைக் கண்டறிதல்

அலகு-5

மொழிபெயர்ப்பு

ஆங்கிலப் பகுதியைத் தமிழில் மொழிபெயர்ப்பு செய்தல். கருத்துச் செறிவும் தெளிவும் வெளிப்படும் வகையில் மொழிபெயர்ப்பு அமைதல் வேண்டும்.

அலகு-6

அலுவலகக் கடிதம்

1. அறிக்கை எழுதும் திறன் வெளிப்படல்
2. திட்ட மதிப்பீட்டறிக்கை உருவாக்கல்
3. கருத்துரு (Proposal) எழுதும் திறன் வெளிப்படல்

அலகு-7

மொழித்திறன் கண்டறிதல்

அ) வாக்கியத்தில் அமைத்து எழுதுதல்

ஆ) இணைச்சொற்களைப் பயன்படுத்தி ஒரே தொடரமைத்தல்

இ) அகர வரிசைப்படுத்துதல்

1) உயிர் எழுத்தில் தொடங்கும் நான்கு சொற்கள்

2) உயிர்மெய் எழுத்தில் தொடங்கும் நான்கு சொற்கள்

3) உயிரும் உயிர்மெய்யும் கலந்த நான்கு சொற்கள்

இடம்பெறல் வேண்டும்.

ஈ) பிழை நீக்கி எழுதுதல்

எழுத்துப்பிழை, ஒற்றுப்பிழை, தொடர்ப்பிழை, கருத்துப்பிழை நீக்கி எழுதும் வகையில் மூன்று வினாக்கள் அமைதல் வேண்டும்.

உ) கலைச் சொல்லாக்கம்

தமிழக அரசின் தமிழ் வளர்ச்சித் துறை வெளியிட்ட ஆட்சித்தமிழ் அகராதியை மையமிட்டு, துறைசார் ஆட்சித் தமிழ்ச் சொற்கள் குறித்த அறிவை வெளிப்படுத்தும் வகையில் வினாக்கள் அமைதல் வேண்டும். அகராதியிலுள்ள ஆங்கிலச் சொற்களுக்கு நிகரான தமிழ்க் கலைச்சொற்களை எழுதும் வகையில் வினாக்கள் அமைதல் வேண்டும்.

TAMIL NADU PUBLIC SERVICE COMMISSION

SYLLABUS

(Descriptive Type)

Group-V.A

Code: 390

Paper-II: General English (Degree Standard)

****

I. Essay Writing in 300 words

- Argumentative Essay
- Descriptive Essay
- Narrative Essay
- Critical Essay
- Expository Essay
- Persuasive Essay

II. Letter Writing

- Letter expressing demands / needs
- Enquiry letter
- Order letter
- Letter responding to Enquiries

III. Precis Writing

An seen passage in 200 words is to be given.
It has to be briefed in around 70 words.

IV. Reading Comprehension

An unseen passage in 200 words is to be given.
Questions are to framed following K 5 Model Barrett's Taxonomy

1. Understanding Question
2. Appreciation Question
3. Interpretative Question
4. Analytical Question
5. Organizing Question
6. Inferential Question
7. Critical Question
8. Explanatory Question
9. Descriptive Question
10. Creative Question

V. Translation

(a) From Tamil to English
Government Order/ circular
and
(b) From English to Tamil
News articles / 5 sentences of complex structure

VI. Hints Development

Developing the hints into a readable passage

VII. Notification

Drafting Announcements / Advertisements

and

Writing Explanations / Circulars

VIII. Grammar

1. Active to Passive.
2. Passive to Active.
3. Direct to Indirect Speech.
4. Indirect to Direct Speech.
5. Rewrite Compound Sentence as Simple sentence.
6. Rewrite Simple Sentence as Complex sentence.
7. Transform statement into a strong question.
8. Transform statement into a weak question.
9. Transform assertive sentence into a negative sentence.
10. Add a suitable question tag.
11. Use the homophones in meaningful sentence.
12. Use the right adverb.
13. Fill in the blank with right preposition.
14. Rewrite the sentence in comparative degree.
15. Rewrite the sentence in past tense.
16. Change the underlined phrase into clause.
17. Change the underlined clause into phrase.
18. Identify the pattern of the given sentence.
19. Fill in the blanks with a suitable Article.
20. Rewrite the sentence correcting the error.

ANNEXURE – II / பிற்சேர்க்கை -II

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
3.	I. U.G degree or U.G. degree in Commerce or Economics or Statistics. II. P.G. Degree. III. Diploma Provisional Certificate / Degree certificate / Consolidated Mark Sheet **Note:** If the issue date of provisional certificate / U.G degree / P.G Degree Certificate / Diploma falls after the date of notification (i.e., 23.08.2022) candidates should upload evidence for having acquired the prescribed qualification on or before the date of Notification, failing which their applications will be rejected.
4.	Equivalence G.O. (if applicable)
5.	Community Certificate
6.	Differently abled certificate (if applicable)
7.	Transgender ID Card (if applicable)
8.	Gazetted copy for name change (if applicable)
9.	No Objection Certificate
10.	Form of Certificate by the appointing Authority (copy enclosed)
11.	Documents / Court Orders proving Acquittal / Conviction or FIR in case of pending cases for Criminal cases registered (if applicable)
12.	A passport size photo
13.	Other document (if any)

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

நியமன அலுவலரால் அளிக்கப்படும் சான்றிதழ்

(FORM OF CERTIFICATE BY THE APPOINTING AUTHORITY)

(To be uploaded along with online application for the posts included in Group-V.A Services)

1. விண்ணப்பதாரரின் பெயர்
Name of the applicant

2. வகிக்கும் பதவியின் பெயர்
Name of the post held

3. விண்ணப்பதாரர் தகுதிகாண் பருவத்தினை முடித்தவரா?
ஆம் எனில் எந்த பதவியில்?
Is the applicant an approved probationer ?
If so, in which post?

4. விண்ணப்பதாரர் இளநிலை உதவியாளர் பதவியிலோ அல்லது உதவியாளர் பதவியிலோ அல்லது இரண்டிலும் சேர்ந்தோ **01.08.2022** அன்று குறைந்த பட்சம் மூன்றாண்டுகள் / ஐந்தாண்டுகள் முறையாக பணியாற்றியுள்ளாரா? ஆம் எனில் கீழ்க்காணும் விவரங்களைத் தரவும்.
Has the applicant put in Regular Service for not less than Five / Three years as on 01.08.2022 either in the post of Junior Assistant or Assistant or in both the categories taken together? Yes / No

A) If Yes, give the following details:

பதவியின் பெயர் **Name of the Post**	பணியின் பெயர் **Name of the Service**	பணிக்காலம் **Period of employment**	
		முதல் (நாள்) **From (date)**	வரை (நாள்) **To (date)**
1.	**Tamil Nadu Ministerial Service/**		
2.	**Tamil Nadu Judicial Ministerial Service***		

**Strike the Service whichever is not applicable.*

B)Please mention the period of drafting experience (Years/months/days):

5. விண்ணப்பதாரர் மீது ஒழுங்கு நடவடிக்கை ஏதாவது எடுக்கப்பட்டுள்ளதா? (முடிவுற்றது / நிலுவையிலுள்ளது) ஆம் எனில் அதன் விவரத்தை தெரிவிக்கவும்.
Is there any disciplinary action against the applicant? (Completed / Pending) If so, furnish the details.

மேற்குறிப்பு எண். நாள்
Endorsement No. Date

6. இவரது விண்ணப்பம் இந்த நியமனத்திற்கு பரிசீலிக்கப்படுவதில் எனக்கு மறுப்பேதுமில்லை
I have no objection to the applicant's application being considered for this recruitment.

7. இந்த விண்ணப்பதாரருக்கு இதுநாள் வரை தண்டனை ஏதும் அளிக்கப்படவில்லை என்று சான்றளிக்கப்படுகிறது.
Certified that the applicant has no punishments against him.

இடம் அலுவலக முத்திரை கையொப்பம்
Place: Office Seal Signature
நாள் பதவியின் பெயர் (நியமன அலுவலர்)

Note:

1. **The application of the candidate who have been imposed with punishment will not be considered for this recruitment. In respect of applicants on whom charges are pending, their results will be withheld by the Commission till the charges are disposed and if ultimately any punishment is imposed they will not be considered for selection.**
2. **If charges are framed or punishments are awarded after forwarding the application, the fact shall be informed to the Commission immediately.**

ANNEXURE-III/ **பிற்சேர்க்கை -III**

CERTIFICATE OF PHYSICAL FITNESS BY A SINGLE MEDICAL OFFICER / THE CIVIL MEDICAL BOARD

Signature of Candidate_____

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

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

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

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

Chest measurement in Inches
On full Inspiration
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, serefula 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.

MedI. I-68.

ANNEXURE- IV

TENTATIVE TIMELINE FOR THE RECRUITMENT PROCESS

Sl. No.	Process	Timeline
1.	Last date upto which the application can be submitted/edited/ payment of fees can be made	21.09.2022
2.	Application Correction Window Period	26.09.2022 12.01 A.M. To 28.09.2022 11.59 P.M.
3.	Last date upto which the uploaded documents can be edited / uploaded / re-uploaded	06.12.2022
4.	Publication of Result for Written Examination	April 2023
5.	Certificate Verification / Counselling	May 2023

Secretary