



TAMIL NADU PUBLIC SERVICE COMMISSION

Advertisement No.698

Notification No.16/2024

Date: 17.10.2024

Combined Civil Services Examination - Group VA Services

Applications are invited only through online mode for 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 to the post in Combined Civil Services Examination - Group VA Services.

1. Important Instructions:

1.1. Candidates to ensure their eligibility for the examination:

All candidates are requested to carefully read the "Instructions to Applicants" available in the Commission's website www.tnpsc.gov.in and this Notification. The candidates applying for the examination should ensure that they fulfill all eligibility conditions for admission to the examination. 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 or inclusion of name in the selection list will not confer on the candidates any right to appointment. 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.

1.2. Important Dates and Time:

Date of Notification	17.10.2024		
Last date and time for submission of online application	15.11.2024 11.59 P.M.		
Application Correction Window period	From 19.11.2024 12.01 A.M. to 21.11.2024 11.59 P.M.		
Date and time of written examination			
Paper	Subject	Date	Time
Paper-I	General Tamil	04.01.2025	09.30 A.M. to 12.30 P.M.
Paper-II	General English		02.30 P.M. to 05.30 P.M.

1.3. How to Apply:

1.3.1. One Time Registration and Online Application:

Candidates are required to apply online by using the Commission's website www.tnpscexams.in. The candidate needs to register himself / herself first at the One Time Registration (OTR) platform available on the Commission's website and then proceed to fill the online application for the examination. If the candidate is already registered, he / she can proceed straightaway to fill the online application for the examination.

1.3.2. Application Correction Window:

After the last date for submission of online application, the Application Correction Window will open for three days from 19.11.2024 to 21.11.2024. During this period, candidates will be able to edit the details in their online application. After the last date of the Application Correction Window period, no modification will be allowed in the online application.

1.3.3. The detailed instructions regarding how to apply and the examination centre are available in Annexure I of this Notification.

1.4. Banned Items:

1.4.1. Candidates are not allowed to bring mobile phone, pager or any electronic equipment or programmable device or storage media like pen drive, smart watch, watch with in-built memory notes and ring with in-built memory notes, etc., or camera or Bluetooth devices or communication chips or any other equipment or related accessories either in working or switched off mode, capable of being used as a communication device into the examination hall / room. Candidates are not allowed to bring 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, guides, rough sheets, hand bags into the examination hall/room.

1.4.2. If they are found to have any such things or instruments, they will not be allowed to write the examination, besides invalidation of the answer sheet and/or debarment and/or rejection of candidature. If it is considered necessary, they will be subjected to a thorough physical search including frisking on the spot.

1.4.3. Candidates 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.

2. Warning:

2.1. All the recruitments by the Tamil Nadu Public Service Commission are purely merit-based. The Tamil Nadu Public Service Commission hereby cautions the candidates 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 candidate on account of indulging in any sort of dealings with such unscrupulous elements.

2.2. Candidates are solely responsible for their claims in the online application. They cannot blame service providers like internet cafes / browsing centers / common service centers for the mistakes made while applying online for recruitment. Candidates are advised to check the filled-in online application before finally submitting the same.

3. Post and Vacancies:

Name of the Post	Post Code	Name of the Department	Distribution of Vacancies		No. of vacancies	Level of pay
Assistant Section Officer	3235	Departments of Secretariat (Other than Law and Finance Departments)	GT	12	35	Level 16 (CPS)
			BC	09		
			MBC	07		
			SC	05		
			BCM	01		
			SC(A)	01		
Abbreviation: CPS - Contributory Pension Scheme.						

3.1. The number of vacancies notified is tentative and is liable for modification, before the publication of the results of the examination. Whenever the vacancies are revised, the number of candidates selected for the successive stages will also be revised commensurately.

4. Eligibility Conditions:

4.1. Age Limit: (as on 01.07.2024)

4.1.1. Candidates belonging to Others, BC (OBCM)s, BCMs and MBCs/DCs

Name of the Post	Post Code	Maximum Age (Should not have completed)	Age Concession		
			Persons with Benchmark Disability	Ex-Service men	Destitute Widow
Assistant Section Officer	3235	35	NA		
Abbreviations: Others - Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs , BC (OBCM)s and BCMs BC(OBCM) - Backward Classes (Other than Backward Class Muslims) BCM - Backward Class Muslims MBC / DC - Most Backward Classes / Denotified Communities NA - Not Applicable, since, age concession to persons with benchmark disability, ex-servicemen and destitute widow will not apply for this recruitment					

4.1.2. Candidates belonging to SCs, SC(A)s and STs:

Name of the Post	Post Code	Maximum Age (Should not have completed)	Age Concession		
			Persons with Benchmark Disability	Ex-Service men	Destitute Widow
Assistant Section Officer	3235	40	NA		
Abbreviations: SC - Scheduled Castes SC(A) - Scheduled Castes (Arunthathiyars) ST - Scheduled Tribes NA - Not Applicable, since, age concession to persons with benchmark disability, ex-servicemen and destitute widow will not apply for this recruitment					

4.1.3. Supporting Documents:

4.1.3.1. The date of birth will be verified against the Tenth standard (SSLC) or Twelfth standard (HSC) mark sheet, issued by the Tamil Nadu Board of Secondary Education and Tamil Nadu Board of Higher Secondary Education respectively.

4.1.3.2. Those candidates whose date of birth is not mentioned in their Tenth standard / Twelfth standard mark sheet must upload / produce their Birth Certificate / Transfer Certificate / Degree Mark Sheets, instead of the tenth standard or twelfth standard mark sheet. Any other form of evidence will not be accepted.

4.2. Educational Qualification and Service Qualification (as on 01.08.2024)

Name of the Post	Post Code	Educational Qualification
Assistant Section Officer	3235	(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

4.2.1. Supporting Documents:

4.2.1.1. The Under Graduate degree qualification prescribed for the above post should have been obtained by passing the required qualification in the following order of studies viz., SSLC + HSC / Diploma or its equivalent + Under Graduate Degree.

4.2.1.2. Degree / Provisional Degree / Consolidated Mark Sheet along with Degree or Provisional Degree Certificate shall be accepted as proof of educational qualification.

4.2.1.3. In cases where the degree certificate had been issued after the date mentioned in notification viz., 01.08.2024, candidates must upload / produce proof (in the form of Provisional Degree Certificate / Consolidated Mark Sheet) of the publication of results of the qualification on or before 01.08.2024.

4.2.1.4. Candidates claiming possession of qualification higher than that prescribed for this post, must upload / produce certificates, issued on / before 01.08.2024, in support of such claim.

4.2.1.5. Any discrepancy found between the claim in the application and the documents uploaded / produced, shall result in the rejection of candidature after due process.

4.2.1.6. In case the Degree Certificate is lost or is not immediately available for reasons to be specified, an extract from the Convocation Register will be accepted as evidence of qualification.

4.2.1.7. The candidates should upload a Certificate from the appointing authority in the prescribed format available in Annexure-V, of this notification.

4.2.1.8. The candidates should upload the attested copy of the 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.

4.2.1.9. The candidates should upload the attested copy of 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.

4.2.1.10. Candidates should upload / produce the supporting documents for all claims while applying through online for this recruitment. Failure to upload / produce such a document shall result in the rejection of candidature after due process.

4.2.2. Equivalence of Qualification:

The Government orders relating to equivalence of qualification are available on the Tamil Nadu Public Service Commission's website. However, if the candidate possesses an equivalence of qualification other than the one mentioned in the Commission's website and if Government orders to this effect have been issued on or before 01.08.2024, candidates should furnish the details of the same while applying and should upload a copy of the Government order at the time of uploading of documents, failing which his / her candidature will be rejected after due process. The Government orders regarding equivalence of qualification issued after 01.08.2024 will not be considered for this recruitment.

4.3. Medical and Physical Standards:

4.3.1.1. Candidates selected for appointment to all the posts will be required to produce a certificate of physical fitness to the appointing authority at the time of joining the post.

4.3.1.2. The prescribed standard of visual acuity of the candidates selected for the following post, is mentioned below;

Name of the Post	Post Code	Vision Standard prescribed
Assistant Section Officer	3235	Standard-III or better

4.3.1.3. Candidates with defective vision should produce an Eye Fitness certificate from a qualified Eye Specialist working in a Government Hospital at the time of joining in the post, to the appointing authority.

4.4. Knowledge in Tamil:

4.4.1. Candidates should possess adequate knowledge in Tamil on 01.08.2024. The candidate shall be deemed to possess an adequate knowledge of Tamil if, he / she has passed the SSLC examination or its equivalent examination / HSC / Degree, etc., with Tamil as one of the languages or studied the High School Course in Tamil medium; or passed the SSLC examination or its equivalent examination in Tamil medium; or passed the Second Class Language Test (Full Test) in Tamil conducted by the Tamil Nadu Public Service Commission.

4.4.2. Candidates must upload / produce either SSLC / HSC / Degree / PG Degree mark sheets or proof of having passed the Second Class Language Test (Full Test) in Tamil conducted by the Tamil Nadu Public Service Commission, while applying through online.

4.5. Post identified suitable for Persons with Benchmark Disability:

4.5.1. The following categories of persons with benchmark disability have been identified as suitable for the post as detailed below:

Name of the Post	Post Code	Suitable Category of Benchmark Disabilities
Assistant Section Officer	3235	LV, HH, LD (OA, OL, BL, OAL, BLOA), LC, DF, AC
Abbreviations:		
LV	– Low Vision	BL – Both Legs
HH	– Hard of Hearing	OAL – One Arm One Leg
LD	– Locomotor Disability	BLOA – Both Leg One Arm
OA	– One Arm	LC – Leprosy Cured
OL	– One Leg	DF – Dwarfism
		AC – Acid Attack Victims

4.5.2. Persons with Benchmark Disability with only those category (ies) of disability (ies) mentioned above shall be eligible to apply for the examination under Persons with Benchmark Disability category. Therefore, candidates concerned are advised to read it carefully before applying appropriately for admission to the examination.

5. Plan of Examination:

5.1. The written examination for this recruitment will consist of two papers in the subjects set out in Para 6 of this Notification. Marks obtained in Paper-I and Paper-II will be counted for ranking.

5.2. Onscreen certificate verification will be conducted before admission to the physical certificate verification. The Commission will draw a list of candidates to be qualified for the onscreen certificate verification based on the criterion of minimum qualifying marks as mentioned in Para 6 of this notification and rule of reservation of appointments. The candidates will be admitted to onscreen certificate verification in the ratio of 1:2 for all categories.

5.3. After onscreen certificate verification, based on the marks obtained in the written examination and subject to the rule of reservation of appointments, candidates will be admitted to physical certificate verification. The candidates will be admitted to physical certificate verification in the ratio of 1:1.5 for all categories.

5.4. The final selection will be made based on the total marks obtained by the candidates in Paper-I and Paper-II of written examination, subject to the rule of reservation of appointments.

6. Scheme of Examination:

Paper	Subject	Standard	Maximum Marks	Duration	Minimum Qualifying Marks (For all Communities)	Type of Examination
Paper-I	General Tamil	Degree	100	3 hours	60	Descriptive
Paper-II	General English	Degree	100	3 hours		
Total			200		-	

6.1. Appearance in both the papers of the written examination is compulsory. Candidates who have not appeared for any one of two papers of the written examination, shall not be considered for selection, even if they secure the minimum qualifying marks for selection in one paper.

6.2. The syllabus for the written examination is available in Annexure III of this Notification.

6.3. The instructions to be followed while appearing for the examination, are available in Annexure IV of this Notification.

7. Reservation of Appointments:

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 Persons with benchmark disability will not apply to this recruitment. The details of the reservation to candidates belonging to various categories are given in Annexure II of this Notification.

8. Communication to Candidates:

8.1. The memorandum of admission (Hall Ticket) for eligible candidates will be made available on the Commission's website www.tnpscexams.in / www.tnpsc.gov.in for downloading by candidates. The memorandum of admission will not be sent by post. The candidates must comply with every instruction given in the memorandum of admission.

8.2. The Commission will publish the written examination results, date and time of certificate verification on the Commission's Website. No individual communication will be sent to the candidates by Post. Candidates will be informed of the above fact only through SMS and e-mail, through the registered Mobile Number and email ID. Candidates are directed to watch the Commission's website in this regard. The Commission shall not be responsible if the communication does not reach the candidate due to an incorrect / invalid e-mail ID / mobile number and 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 not be responded.

9. Communication with the Commission:

9.1. Candidates 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.

9.2. Queries relating to One Time Registration / online application may be sent to helpdesk@tnpscexams.in. Any other communication with the Commission must be made through email to grievance.tnpsc@tn.gov.in. Communications sent by post must be addressed only to the Secretary, Tamil Nadu Public Service Commission, TNPSC Road, V.O.C. Nagar, Park Town, Chennai - 600003.

9.3. All communications to the Commission should invariably contain the following particulars. Communications not containing the following particulars will not be attended to.

- a. Name and Year of the examination
- b. Registration No.
- c. Name of the Candidate (in full and in block letters)
- d. Complete postal address as given in the application
- e. Valid and Active E-mail ID

9.4. Request for exemption from age limit or other qualifications will receive no attention. Requests for furnishing causes of failure in the written examination or for non-selection based on the results of the written examination or for reevaluation of answer sheets / answer booklets will not be entertained.

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

10. Litigations:

The selection for appointment to the post in this recruitment is purely provisional subject to the final orders in the court cases, if any, pending before the Hon'ble High Court of Madras and Madurai Bench of Madras High Court, relating to this recruitment.

Secretary

Annexure I

How to Apply Online

1. Website: Candidates should apply only through online mode in the Commission's website viz., www.tnpscexams.in.

2. One Time Registration:

2.1. It is essential for the candidate to register himself / herself first at the One Time Registration (OTR) platform, available on the Commission's website, and then proceed to fill up the online application for the examination. Candidates 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.

2.2. During One Time Registration, the candidates should keep ready the scanned image of their photograph, taken within the last 3 months of size 20 KB – 50 KB and saved as "Photograph.jpg" and signature of size 10 KB – 20 KB and saved as 'Signature.jpg'. Both photograph and signature, of 200 DPI resolution, should be saved in a CD / DVD / Pen drive, to upload the same.

2.3. One Time Registration is not an application for any post. It is just a collection of information from the candidates and provides a separate dashboard to each candidate to facilitate the maintenance of their own profile. A candidate should make an online application separately for every examination for which he / she intends to appear.

2.4. A valid e-mail ID and mobile number are mandatory for One Time Registration. E-mail ID and mobile number are to be kept in 'ACTIVE' mode. Every candidate should have his / her email ID and password. No candidate should share his / her e-mail ID, password, mobile number with any other person. In case a candidate does not have a valid personal email ID, he / she should create a new email ID before applying online and must maintain that email account live. Inquiries relating to One Time Registration / online applications will be answered only if the inquiries are received through a registered e-mail ID.

2.5. Linking the Aadhaar number with One Time Registration (OTR) is mandatory for candidates. The information associated with the Aadhaar number including biometrics will be used only for identification purposes and will not be stored or shared. Candidates are requested to give their consent in their respective OTR. The Aadhaar details will be submitted to the Central Identities Data Repository (CIDR) only for authentication. Linking of the Aadhaar number is mandatory for all prospective candidates to create new OTR / renew/access the existing OTR and apply for any recruitment to be notified henceforth.

2.6. Details to be furnished during One Time Registration:

2.6.1. Candidates shall furnish their correct SSLC Register Number and Certificate Number, Month and Year of Passing, Medium of Instruction, and Name of the Board that issued the certificate while registering online. If any detail furnished is found to be wrong, the online application will be rejected at any stage after due process.

2.6.2. Candidates who have more than one SSLC mark sheet, should enter the details available in the mark sheet issued on the final attempt in which he / she had passed the SSLC examination.

2.6.3. Besides details related to SSLC, all other details required in the One Time Registration, shall be furnished without any mistake, as these details shall form the basis of all other details given subsequently by the candidate while filling the online application for each recruitment.

2.7. One-Time Registration (OTR) Edit:

2.7.1. The candidates shall be permitted to edit the details in the OTR whenever required by uploading the supporting documents.

2.7.2. Any changes in the One Time Registration must be made before the submission of the online application since the details furnished in the One Time Registration will be filled in automatically in the online application. Hence, incorrect particulars furnished in the One Time Registration may result in the rejection of online application after due process. Candidates are therefore advised to fill in the One Time Registration particulars carefully and correctly.

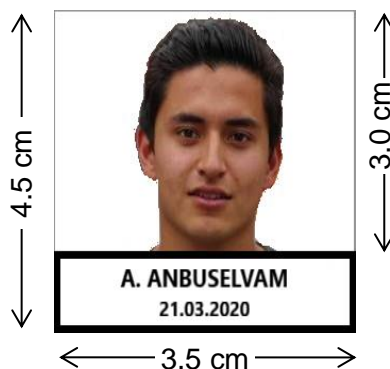
2.7.3. The Commission will not be responsible for any consequences arising out of failure on the part of the candidates to adhere to the instructions issued regarding One Time Registration or filling up of online application.

2.7.4. The instructions and illustration regarding One Time Registration are available on the website viz., www.tnpscexams.in

3. Online Application:

3.1. A candidate who wishes to apply for any post shall click “APPLY” against the post notified on the Commission’s website and use the same User ID and Password given for One Time Registration. User ID and Password are to be created by the candidates themselves. In case the candidate forgets the User ID and Password, he/she can retrieve or reset them using the “FORGOT PASSWORD and FORGOT USER ID” options. The Commission will not furnish User ID and Password details to the candidates.

3.2. A candidate already having user ID and password, has to login. The available One Time Registration particulars will be displayed on the screen, including the photograph furnished at the time of One Time Registration, as well as the photographs uploaded with previous online applications. Candidates shall check and confirm the One Time Registration details before proceeding further. Thereafter, the candidates shall fill up additional details required in the specific recruitment application. If any of the One Time Registration details are found to be incorrect, the same should be corrected by clicking on OTR Edit. Changes made in the One Time Registration will be reflected only in online applications to be submitted subsequently.



3.3. Candidates shall upload their photograph taken on or after the date of notification at the time of submission of each and every online application. The photograph should be in colour, of passport size, against a white background and taken in a photo studio. The candidate should be photographed in frontal view showing both ears and part of the neck. The candidate should ensure that the name of the candidate and the date of photography (i.e., on or after the date of notification) are printed at the bottom of the photograph. The face of the candidate as well as his / her name and date of photography should be clearly visible in the photograph of height 4.5 cm (170 pixels) and width 3.5 cm (130 pixels). Of the total height of the photograph, the image of the candidate shall be 3.0 cm (115 pixels) and the candidate’s name and date of photography shall be 1.5 cm (55 pixels), as illustrated above. The photograph should be saved in a digital format (in CD / DVD / pen drive/ hard drive), ready for uploading.

3.4. If the photograph is not available in a digital format, a passport-size photograph showing the image of the candidate along with the name of the candidate and the date of photography printed at the bottom, in the same dimensions as specified above, may be pasted on a plain white paper and scanned to obtain a resolution of 200 DPI. The image should then be cropped to show only the photograph of size

20 KB–50KB saved as “Photograph.jpg” and uploaded. The entire sheet of white paper on which the photograph is pasted should not be scanned / uploaded. Photographs taken using cellular phones, selfies, photocopies (Xerox) of photographs, photographs taken during family functions, at tourist places, or against a backdrop of plants or buildings should not be uploaded. Photographs of nature, wildlife, buildings, etc. shall not be uploaded. In case of uploading an inappropriate photograph, in violation of the aforementioned instruction, the application is liable to be rejected after due process.

3.5. Before uploading of signature, the candidate shall draw a box of dimension 6.0 x 2.0 cm (230 pixels x 75 pixels) on white paper and sign within the box, using a blue or black ink pen. The paper should then be scanned to obtain a resolution of 200 DPI. The image should then be cropped to show only the box with the signature, of size 10 KB –20KB, and saved as “Signature.jpg” and uploaded.

3.6. Clear images of the photograph and the signature should be uploaded in the correct dimensions, size, and format. Failure to upload/upload clear images of the photograph and signature will result in the rejection of the online application after due process.

3.7. Examination Centre:

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

3.7.2. Candidates must appear for the examination at the venue they have been allotted, as mentioned in the memorandum of admission (hall ticket). Request for change of examination centre will not be permitted.

3.7.3. The Commission reserves the right to increase the number of examination centres and to re-allot the candidates accordingly.

3.8. Application Preview:

3.8.1. Candidates should carefully fill in the details in the online application at the appropriate places and click on the ‘SAVE AND PROCEED’ button at the end of each page of the application. Before pressing the ‘SAVE AND PROCEED’ button, candidates are advised to verify each particular field in the application.

3.8.2. Candidates can edit / add / delete any information while filling the online application. Before finally submitting the application, candidates will be given the option of seeing a preview of their application. As soon as a candidate clicks the button meant for preview, an SMS will be sent to the registered mobile number, informing the availability of such a preview in the registered email ID provided by the candidate.

3.8.3. Once the candidate desires to make modifications based on the preview arrangement as indicated in the paragraph above, he/she may re-open the application and make necessary modifications using the Edit option and make the final submission of the corrected application, before the last date prescribed for submission of the online application. It is the responsibility of the candidate to carefully check the details available in the preview and make suitable corrections, if any, in the application / OTR before final submission. The candidate will be solely responsible for any non-rectification or non-submission of the application.

3.8.4. An individual is considered to have applied for a recruitment, if and only if, he / she finally submits the application, by clicking the ‘SUBMIT’ button. The mere availability of a preview shall not be tantamount to “having applied” for a particular recruitment.

3.9. Examination Fee:

3.9.1. The examination fee of Rs.100/- (Rupees One Hundred only) should be paid at the time of submitting the online application for this recruitment, unless exemption of fee is claimed.

3.9.2. Candidates belonging to special categories can avail of exemption from paying examination fees as per eligibility criteria. For further details refer to Annexure II of this Notification.

3.9.3. The total number of free chances availed, will be calculated based on claims made in previous applications. The number of free chances availed by the candidate may be verified by the Commission at any stage of the selection process. In case a candidate makes a false claim for exemption from payment of the 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 conducted by the Commission.

3.9.4. Candidates are directed to carefully choose the option “Yes” or “No” regarding availing of the fee concession. The choice made, cannot be modified or edited after successful submission of the online application. Candidates 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 candidate dashboard.

3.9.5. An application (irrespective of the post applied for) claiming fee concession will operate to exclude one chance from the number of free chances allowed. Candidates who have availed the maximum number of free chances permitted / candidates who do not wish to avail of the fee concession/candidates who are not eligible for fee concession shall choose the option “No” against the query regarding fee concession. Such candidates shall thereafter pay the requisite fee through the prescribed mode of payment.

3.9.6. Failure to pay the prescribed fee in time, along with the online application, will result in the rejection of the application after due process.

3.10. Examination Fee Payment:

3.10.1. After submitting the details in the online application, the candidates can pay the examination fee by online mode through Net Banking / Credit card / Debit card on or before the last date of submission of the online application by choosing the option in the online application. Candidates have to pay the service charges also as applicable.

3.10.2. 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 returned or refunded.

3.10.3. To facilitate payment of fees through the online mode, an additional page of the application format will be displayed wherein candidates may follow the instructions and fill in the requisite details to make payment. There is a possibility of online payment failure. Hence, if the online payment fails, candidates can check the status of the earlier transaction. If the earlier transactions have failed, the candidate shall retry paying the fee again by online mode. In case of online payment failure, the amount debited from the candidate's account will be reverted to his/her account. The candidates have been given a provision to check the status of the transaction made. If all the attempts/transactions have failed, candidates have to make the payment again. The Commission is not responsible for online payment failure. It is the responsibility of the candidates to ensure that the transaction made by them is successful.

3.10.4. After submitting the payment information in the online application format, wait for the intimation from the server. Meanwhile, DO NOT press 'Back' or 'Refresh' button to avoid payment failure or double payment.

3.10.5. If the online transaction has been successfully completed, an Application Number / Applicant ID will be generated. Candidates should note the Application Number / ID for future reference in respect of the recruitment applied for.

3.10.6. Tamil Nadu Public Service Commission reserves the right to change the mode of payment at any time.

3.11. Online Application Edit:

3.11.1. The candidates shall be permitted to edit all the details in the online application till the last date stipulated for submission of the online application.

3.11.2. If the candidate desires to change his / her photograph and/or signature in his / her online application, the candidate shall select the edit option in the online application to re-upload them which must be saved finally before submitting the online application.

3.11.3. Some of the information contained in the online application has been brought forward from the candidate's one-time registration. If such information has to be edited in the online application, the candidate shall select the edit profile option in One Time Registration (OTR) and shall make and save necessary corrections. After doing so, the candidate shall select the edit option in the online application and edit the details as desired. The candidate shall save the changes and submit it finally. The candidate shall take a printout of the same if required.

3.11.4. After editing the online application, if the edited details are not finally saved and submitted by the candidate, the details provided by the candidate in the application submitted before editing shall only be considered. If the candidate has to pay a fee based on the edited details, the candidate shall pay the prescribed examination fee online. Candidates who have already paid the examination fee are not required to pay.

3.12. Application Correction Window:

3.12.1. After the last date for submission of the online application, the Online Application Correction Window shall open for 3 days as mentioned in Para 1 of 'Important Instructions' of this Notification. During this period, candidates will be able to edit the details in their online application. After the last date of the Correction Window period, no modification is allowed in the online application.

3.12.2. The applications shall 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 the application consequent to the editing details already submitted in the online application. Request / representation received for modification of claims in the online application, in any mode shall not be entertained.

3.13. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability / failure to log on to the Commission's website on account of heavy load on internet / website.

3.14. The Commission does not assume any responsibility for the candidates not being able to submit their online applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Commission.

3.15. Candidates need not send the printout of the online application or any other supporting documents to the Commission by post unless asked for specifically.

3.16. The name of the candidate or the name of his / her father or mother, should be spelt correctly in the application as it appears in the certificates / mark sheets.

3.17. Any discrepancy between the details as given in the online application and the documents submitted shall result in the summary rejection of candidature after due process.

3.18. The Commission will not be responsible for any consequences arising out of furnishing of incorrect and / or incomplete details in the application or omission to provide the required details in the application.

3.19. Upload of Documents:

3.19.1. Candidates should upload the required documents of proof in respect of all the claims made in the application with reference to this notification while applying for this recruitment. If the required certificates are not uploaded by the candidate, within the stipulated time, his/her candidature will be rejected after due process.

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

3.19.3. The uploaded credentials shall be mapped with the One Time Registration of the respective candidate along with the Application number and Notification Number (i.e., with reference to the notification for each post), so that they can be used during future submission of application by the same candidates.

3.19.4. The online application of the candidates who have not uploaded the required supporting documents (correctly / clearly / legibly) on or before the stipulated period shall be rejected.

3.19.5. The documents uploaded by the candidates shall be linked with OTR and retained in the server for a maximum period of two years. If the candidate applies subsequently for other posts within two years, the documents that were already uploaded shall be displayed to the candidate during the online application process for confirmation and the same need not once again be uploaded by the candidates. If the candidate applies to other posts after the period of retention i.e. two years, the candidate shall be instructed to upload all the documents afresh.

4. Information regarding criminal cases / disciplinary cases:

4.1. Candidates who have declared pending criminal or disciplinary cases in their online application, must upload / produce a copy of the First Information Report (FIR) or memorandum of charges / show cause notice, as the case may be. Failure to upload / produce such papers while applying through online for this recruitment, shall result in rejection of candidature after due process.

4.2. 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, while applying through online for this recruitment. Failure to upload / produce such papers shall result in the rejection of candidature after due process.

4.3. In case any criminal case is filed / disciplinary action is taken against or conviction / punishment is imposed on a candidate after submission of the online application, at any stage of the recruitment process before the completion of the 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 the rejection of candidature after due process and debarment for a period of one year.

4.4. The pendency of disciplinary cases / criminal cases shall in no way affect the selection prospects of candidates. However, failure to inform such pendency, shall result in the rejection of candidature after due process.

5. Employment Details:

5.1. Any change in the employment status of the candidate, whether appointment to or resignation / removal / dismissal, from a post, at any stage of the recruitment process, until completion of the entire selection process, must be informed to the Commission. Any failure in this regard shall result in the rejection of the candidature after due process.

5.2. It shall also inform the Tamil Nadu Public Service Commission about the initiation of departmental or criminal proceedings, if any, subsequently, till the date of his / her actual relief from the office to take up appointment in the post for which he / she has been selected.

Annexure II

1. Ex-Servicemen: The rule of reservation of appointment to Ex-Servicemen will not apply to this recruitment.

2. Persons with Benchmark Disability:

2.1. "Person with Benchmark Disability" means a person with not less than forty percent of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority designated by the Government under sub-section (1) of section 57 of the Rights of Persons with Disabilities Act, 2016.

2.2. Fee Concession: Full exemption.

2.3. Reservation of Appointments: The rule of reservation of appointment to persons with benchmark disabilities will not apply to this recruitment

2.4. Supporting Documents:

2.4.1. The Persons with Benchmark Disability should produce Disability Certificate at the time of online application, in the format shown below, prescribed in the Rights of Persons with Disabilities Rules, 2017 and issued by the competent authority as mentioned below;

Form V

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size
attested photograph
(Showing face only) of
the person with disability.

Certificate No. _____

Date: _____

This is to certify that I have carefully examined Shri./ Smt./ Kum. _____
son/ wife/ daughter of Shri. _____ Date of Birth (DD/ MM/ YY) _____
Age _____ years, male/ female _____ Registration No. _____ permanent resident of
House No. _____ Ward/ Village/ Street _____ Post Office _____ District _____
State _____, whose photograph is affixed above, and am satisfied that:

(A) he / she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his / her case is _____

(C) he / she has _____ % (in figure) _____ percent (in words) permanent

locomotor disability / dwarfism / blindness in relation to his / her _____(part of body)
as per guidelines

(..... number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate
--------------------	---------------	--

Signature / thumb impression of the person in whose favour certificate of disability is issued.

(Signature and Seal of Authorized Signature of notified Medical Authority)

Form VI
Certificate of Disability
(In cases of multiple disabilities)

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph (Showing face only) of the person with disability.

Certificate No. _____ Date: _____

This is to certify that we have carefully examined Shri./ Smt./ Kum. _____ son / wife/ daughter of Shri _____ Date of Birth (DD/ MM/ YY) _____ Age _____ years, male/ female _____. Registration No. _____ permanent resident of House No. _____ Ward/ Village / Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that:

(A) he / she is a case of Multiple Disability. His/ her extent of permanent physical impairment/ disability has been evaluated as per guidelines (..... number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

Sl. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/ mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			

12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his/ her over all permanent physical impairment as per guidelines (..... number and date of issue of the guidelines to be specified), is as follows : -

In figures :- ----- percent

In words :- ----- percent

2. This condition is progressive/ non-progressive/ likely to improve/ not likely to improve.

3. Reassessment of disability is:

(i) not necessary, or

(ii) is recommended / after years months, and therefore this certificate shall be valid till --- --- ---

(DD) (MM) (YY)

@ e.g. Left/ right/ both arms/ legs

e.g. Single eye

£ e.g. Left/ Right/ both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of document	Date of issue	Details of authority issuing certificate
--------------------	---------------	--

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson
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Signature / thumb impression of the person in whose favour certificate of disability is issued.

Form VII
Certificate of Disability
(In cases other than those mentioned in Forms V and VI)
(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size
attested photograph
(Showing face only) of
the person with
disability.

Certificate No. _____

Date: _____

This is to certify that I have carefully examined Shri./ Smt./ Kum. _____ son / wife / daughter of Shri _____ Date of Birth (DD/ MM/ YY) _____ Age _____ years, male/ female _____ Registration No. _____ permanent resident of House No. _____ Ward/ Village/ Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that he/ she is a case of _____ disability. His/ her extent of percentage of physical impairment/ disability has been evaluated as per guidelines (..... number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below:-

Sl. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive/ non-progressive/ likely to improve/ not likely to improve.

3. Reassessment of disability is:

(i) not necessary, or

(ii) is recommended/ after ___ years ___ months, and therefore this certificate shall be valid till (DD/ MM/ YY) _____

@ - eg. Left/ Right/ both arms/ legs

- eg. Single eye/ both eyes

€ - eg. Left/ Right/ both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate
--------------------	---------------	--

(Authorized Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

{Countersignature and seal of the
Chief Medical Officer/ Medical Superintendent/
Head of Government Hospital, in case the
Certificate is issued by a medical authority who is
not a Government servant (with seal)}

Signature/ thumb impression of the person in whose favour certificate of disability is issued.
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List of Certifying Authority for the issue of disability certificate

TABLE – I

Sl. No.	Specified disability	Medical Authority for the purpose of the issue of disability certificate	Certifying authority to issue certificate of disability
1	In case of amputation or complete permanent paralysis of limbs or dwarfism	Hospitals/ Institutions/ Primary Health Centres run by Central and State Government/ Statutory Local bodies	Any doctor / medical practitioner working in the Hospitals/ Institutions / Primary Health Centres run by Government/ Statutory Local bodies.
2	Multiple Disability	District Hospital/ Other hospitals/ Institutions run by Central and State Government /Statutory Local Bodies having relevant medical specialist and testing/assessment facilities	Medical Board consisting of three members of whom two will be specialist dealing with relevant disabilities
3	Specified Disabilities not mentioned in Serial numbers 1& 2 above	Hospitals/ Primary Health Centers / Institutions run by Central and State Government/ Statutory Local bodies having relevant medical specialist and testing/ assessment facilities	A specialist dealing with the relevant disability as specified in the Table - II given below

TABLE – II

Sl. No.	Category	Specialist
1	Locomotor disability other than amputation or complete permanent paralysis of limbs and dwarfism	Specialist in Physical Medicine and Rehabilitation or Orthopaedician.
2	Muscular Dystrophy	Specialist in Physical Medicine and Rehabilitation or Orthopaedician.
3	Leprosy cured person	Specialist in Physical Medicine and Rehabilitation or Orthopaedician.
4	Cerebral Palsy	Specialist in Physical Medicine and Rehabilitation or Orthopaedician.
5	Acid Attack Victim	Specialist in Physical Medicine and Rehabilitation or Orthopaedician.
6	Blindness	Specialist in the field of Ophthalmology.
7	Low Vision	Specialist in the field of Ophthalmology.
8	Deaf	Specialist in the field of Ear, Nose, Throat (E.N.T).
9	Hard of Hearing	Specialist in the field of Ear, Nose, Throat (E.N.T).
10	Speech and Language Disabilities	Specialist in the field of Ear, Nose, Throat (E.N.T) and Neurologist.
11	Intellectual Disability	Psychiatrist.
12	Specific Learning Disabilities	Medical board consisting of a) Paediatrician; and b) Psychiatrist and Trained Psychologist.
13	Autism spectrum disorder	Medical Board consisting of a) Psychiatrist and Trained psychologist; and b) Paediatrician or General Physician.
14	Mental Illness	Psychiatrist.
15	Chronic Neurological Conditions such as Multiple Sclerosis and Parkinson's Disease	Medical Board consisting of a) Psychiatrist and Trained Psychologist; and b) Neurologist; and c) Orthopaedician or Specialist in Physical Medicine and Rehabilitation.

2.4.2. In case the certificate is issued by a medical authority who is not a Government servant, it shall be valid only if countersigned by the Joint Director, Medical Services.

2.4.3. The disability claimed in the online application, shall be exactly the same as stated in the Disability Certificate. Any discrepancy in this regard shall result in rejection of candidature after due process.

2.4.4. Claim as person with benchmark disability, unsupported by the prescribed documents shall result in rejection of candidature after due process.

3. Destitute Widow: The rule of reservation of appointment to Destitute Widows will not apply to this recruitment.

4. Person Studied in Tamil Medium (PSTM): The appointment on preferential basis to “Person Studied in Tamil Medium” will not apply to this recruitment.

5. Scheduled Castes, Scheduled Caste (Arunthathiyars) and Scheduled Tribes:

5.1. “Scheduled Castes” means the communities given in the Annexure to the “Instructions to Applicants” [extracted from Part-A of Schedule-II of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

5.2. ‘Arunthathiyar’ means the castes: Arunthathiyar, Chakkiliyan, Madari, Madiga, Pagadai, Thoti and Adi Andhra.

5.3. “Scheduled Tribes” means the communities given in the Annexure to the “Instructions to Applicants” [extracted from Part-B of Schedule-II of Tamil Nadu Government Servants (Conditions of Service) Act, 2016.

Note: Persons belonging to Tamil Nadu and to any one of the communities mentioned in the lists shown in the Annexure to the “Instructions to Applicants” alone shall be treated as Scheduled Castes or Scheduled Tribes as the case may be. Persons belonging to other States shall not be treated as belonging to the Scheduled Castes or Scheduled Tribes even though they may belong to any one of the communities specified in the list.

5.4. Fee Concession: Full exemption

5.5. Reservation of Appointments: The selection will be made following the rule of reservation of appointments for Scheduled Castes / Scheduled Caste (Arunthathiyars) / Scheduled Tribes.

Scheduled Caste (SC)	15%
Scheduled Caste (Arunthathiyar) (SCA)	3%
Scheduled Tribe (ST)	1%

5.6. Supporting Documents:

5.6.1. The Scheduled Caste (Arunthathiyars) and Scheduled Castes candidates should produce the Community certificate, citing either father’s / mother’s name, issued by Taluk Tahsildar, in whose jurisdiction the candidate claims to have permanent residence.

5.6.2. The Scheduled Tribe candidates should produce the Community certificate, citing either father’s / mother’s name, issued by the Revenue Divisional Officer / Assistant Collector / Sub-Collector / Personal Assistant (General) to the Collector of Chennai / District Adi-Dravidar Welfare Officer, in whose jurisdiction the candidate claims to have permanent residence.

5.6.3. Candidates belonging to Scheduled Tribe communities must upload/produce the report of the State Level Scrutiny Committee (SLSC), if available. Failure to do so would render their claim liable to verification by the State Level Scrutiny Committee.

5.6.4. Uploading / production of a community certificate citing name of the spouse, shall result in rejection of candidature after due process.

5.6.5. The certificate obtained by the candidates in the form other than the one referred to in G.O.Ms.No.781, Revenue Department, dated 2nd May 1988 and solely based on the entries in SSLC or Transfer Certificate or other school / college records will not be accepted.

5.6.6. Candidates are warned that if the community recorded in the certificate produced by them from the competent authority is not included in the list of Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, given in the Annexure to the "Instructions to Applicants" [extracted from the Tamil Nadu Government Servants (Conditions of Service) Act, 2016], they will not be permitted to claim to belong to Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, as the case may be. They will, in that case, be permitted to claim to belong to 'Others' category only.

5.6.7. Candidates belonging to Scheduled Castes, on conversion to religions other than Christianity / Islam, shall be treated as 'Others'. However, Scheduled Caste converts to Sikhism and Buddhism shall be treated as Scheduled Castes.

5.6.8. Failure to upload the supporting documents, while applying through online for this recruitment, shall result in the rejection of candidature after due process.

6. Backward Classes:

6.1. "Backward Classes" means the communities specified as Backward Classes, Backward Class Muslims, Most Backward Classes / Denotified Communities given in the Annexure to the "Instructions to Applicants" [extracted from Parts A, B, C and D respectively, of Schedule-I of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

6.2. Explanation - Persons who belong to the State of Tamil Nadu alone, who belong to one of the communities specified in Schedule-I, of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 shall be treated as persons who belong to one of such communities.

6.3. Fee Concession: Three Free Chances

6.4. Reservation of Appointments: The selection will be made following the rule of reservation of appointments for Backward Classes (Muslim), Backward Classes, Most Backward Classes / Denotified Communities.

Backward Class (BC)	26.5%
Backward Class (Muslim) [BC (M)]	3.5%
Most Backward Class / Denotified Communities (MBC / DC)	20.0%

6.5. Supporting Documents:

6.5.1. The candidates belonging to Backward Classes (Muslim), Backward Classes, Most Backward Classes / Denotified Communities should produce the Community certificate, citing either father's / mother's name, issued by Revenue Officer not lower in rank than a Tahsildar or Head Quarters Deputy Tahsildar or Special Deputy Tahsildar appointed to issue Community Certificate or Deputy Tahsildar (School Certificates) or Executive Deputy Tahsildar (in respect of Chennai district) or Additional Head Quarters Deputy Tahsildar or Zonal Deputy Tahsildar, in whose jurisdiction the candidate claims to have permanent residence.

6.5.2. The candidates belonging to Thottia Naicker (including Rajakambalam, Gollavar, Sillavar, Thockalavar, Thozhuvu Naicker, and Erragollar) included in the list of MBC / DC should produce the Community certificate, citing either father's / mother's name, issued by Head Quarters Deputy Tahsildar / Zonal Deputy Tahsildar, in whose jurisdiction the candidate claims to have permanent residence.

6.5.3. Uploading / production of a community certificate citing name of the spouse, shall result in rejection of candidature after due process.

6.5.4. The certificate obtained by the candidates in the form other than the one referred to in G.O.Ms.No.781, Revenue Department, dated 2nd May 1988 and solely based on the entries in SSLC or Transfer Certificate or other school / college records will not be accepted.

6.5.5. Candidates are warned that if the community recorded in the certificate produced by them from the competent authority is not included in the list of Backward Classes (Muslim), Backward Classes, Most Backward Classes / Denotified Communities, given in the Annexure to "Instructions to Applicants" [extracted from the Tamil Nadu Government Servants (Conditions of Service) Act, 2016], they will not be permitted to claim to belong to Most Backward Classes / Denotified Communities, Backward Classes (other than Muslim) or Backward Classes (Muslim), as the case may be. They will, in that case, be permitted to claim to belong to 'Others' category only.

6.5.6. Candidates belonging to Backward Classes, Most Backward Classes / Denotified Communities on conversion to religions other than Christianity / Islam, shall be treated as 'Others'.

6.5.7. Failure to upload/produce the supporting documents, while applying through online for this recruitment, shall result in the rejection of candidature after due process.

7. Women: The rule of reservation of appointment to women will not apply to this recruitment.

8. Transgender:

8.1. Supporting Documents:

8.1.1. Transgender / Transgender (Male) / Transgender (Female) candidates should produce the Transgender ID card issued only by the Tamil Nadu Transgender Welfare Board.

8.1.2. Uploading / production of Transgender ID card, issued by any authority other than the Tamil Nadu Transgender Welfare Board shall result in rejection of candidature after due process.

8.1.3. Transgender or Transgender (Male) or Transgender (Female) claim made in the online application must correspond to what is stated in the Transgender ID card. Any discrepancy in this regard shall result in rejection of candidature after due process.

8.1.4. Gender claim unsupported by the requisite documents shall result in rejection of candidature after due process.

8.2. Community:

8.2.1. Transgender candidates, who do not possess any community certificate may choose to be considered under 'Others' or under Most Backward Classes.

8.2.2. 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.

8.2.3. Transgender candidates who belong to 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 the future.

8.2.4. Transgender candidates who do not possess a community certificate and have chosen to be considered under 'Most Backward Classes' or 'Others' and those in possession of a community certificate as Backward Classes / Backward Classes (Muslim) / Denotified Communities but have chosen to be considered under 'Most Backward Classes', need not upload / produce a community certificate in support of their claim.

8.2.5. Transgender candidates, in possession of a community certificate and who have chosen to be considered under the communal reservation category as stated in the community certificate, must upload / produce the same. Failure to upload / produce such a certificate shall result in rejection of candidature after due process.

8.2.6. All concessions permitted to Transgender candidates in the matter of choice of communal reservation category, shall be wholly dependent on the uploading / production of a Transgender ID card issued by the Tamil Nadu Transgender Welfare Board. Failure to upload / produce the same or uploading / production of a Transgender ID card issued by other authorities, shall result in rejection of candidature after due process.

Annexure III
Syllabus
Paper-I
பொதுத்தமிழ்
(பட்டப்படிப்புத் தரம்)

குறியீடு எண்: 389

பாடத்திட்டம்

அலகு-1: கட்டுரை எழுதும் திறன்

கீழ்க்காணும் பொதுவான தலைப்புகளில் வினாக்கள் அமைதல் வேண்டும்.

1. தமிழக விடுதலை வீரர்கள் / தமிழர் பண்பாடு
2. அச்ச 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.

Paper-II
General English
(Degree Standard)

Code: 390

UNIT I: Essay Writing in 300 words

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

UNIT II: Letter Writing

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

UNIT III: Precis Writing

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

UNIT IV: Reading Comprehension

An unseen passage in 200 words is to be given.
Questions are to be 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

UNIT V: Translation

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

UNIT VI: Hints Development

Developing the hints into a readable passage

UNIT VII: Notification

Drafting Announcements / Advertisements
and
Writing Explanations / Circulars

UNIT 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 IV

Instructions to be followed by candidates while appearing for written examination

1. General Instructions

1.1. Candidates shall present themselves at the examination venue with the memorandum of admission (hall ticket) downloaded from the Commission's website, failing which, they shall not be allowed to write the examination. Candidates shall also bring with them, a photocopy of their Aadhaar card / Passport / Driving Licence / Permanent Account Number (PAN) card / Voter ID card.

1.2. Candidates must appear for the examination at the venue they have been allotted, as mentioned in the memorandum of admission (hall ticket). Change of venue will not be permitted. No candidate, without prior approval, shall be allowed to appear for the examination at a venue other than the one originally allotted.

1.3. Candidates may be subjected to frisking at the examination venue, if required, with the assistance of male / female police personnel or any authorized persons, as the case may be.

1.4. Candidates 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.

1.5. Parents and others who accompany the candidates will not be permitted inside the examination venue.

1.6. If the photograph of the candidate in the memorandum of admission (hall ticket) is not printed or not clear or does not match with candidate's appearance, he/she should furnish a separate photograph affixed on a plain paper, along with his name, address, register number and signature along with a copy of the memorandum of admission (hall ticket) and a copy of Aadhaar card / Passport / Driving Licence / Permanent Account Number (PAN) card / Voter ID card, to the Chief Invigilator, who shall countersign it.

1.7. The ID proof in original, should also be shown to the room invigilator for verification. The room invigilator upon verification of the identity of the candidate, shall obtain an undertaking as to the genuineness of the candidate and to the effect that he/she is aware that he/she is liable to any criminal / penal action initiated by the Commission, if the information furnished is found to be incorrect at a later date. The undertaking shall then be handed over to the Chief Invigilator.

1.8. In order to facilitate verification of the identity of the candidates and explanation of the procedures pertaining to the examination, the candidates shall present themselves at the examination venue one hour before the time scheduled for the commencement of the examination.

1.9. All gates serving as entry into the examination venue shall be closed thirty minutes before the commencement of the examination and no one shall be allowed into the venue thereafter. (e.g., in case of forenoon session, for an examination scheduled to commence at 09.30 am, the candidates should present themselves at 09.00 am in the examination venue. In case of afternoon session, for an examination scheduled to commence at 02.30 pm, the candidates should present themselves at 02.00 pm. After that no candidate shall be permitted to enter the premises of the examination venue).

1.10. In case of examinations to be held in both forenoon and afternoon sessions, the reporting time for the afternoon session shall also be thirty minutes before the commencement of the examination and no one shall be allowed into the venue thereafter.

1.11. In case of extraordinary circumstances, like pandemic conditions, etc., the procedures / precautions prescribed (e.g., use of sanitizer and face mask, practicing social distancing) shall be adhered to.

1.12. Candidates must show the memorandum of admission (hall ticket) to the Invigilator / Chief Invigilator / inspection authorities / any authorized persons of the examination hall, on demand, for verification.

1.13. Candidates must ensure that the Room Invigilator signs in the memorandum of admission (hall ticket). The memorandum of admission should be preserved carefully and retained permanently. The memorandum of admission should be produced if shortlisted for the next stage of selection / whenever sought for by the Commission.

1.14. The memorandum of admission may also be photocopied, as a precaution, after the exam is over.

1.15. No duplicate memorandum of admission (hall ticket) will be issued later.

1.16. Candidates should maintain strict discipline not only in the examination room, but also inside the campus of the examination venue. Candidates found smoking / intoxicated, or found to have entered into a quarrel of any kind, or to have misbehaved with the Chief Invigilator or with the inspection authorities or with the invigilator or with any other candidate either in the examination hall or inside the campus of the examination venue, either before, during or after the examination, are liable to invalidation of answer sheet and debarment for any period the Commission may deem fit, as well as appropriate criminal action.

1.17. Water, tea, coffee, snacks, soft drinks, etc., will not be allowed inside the examination venue.

1.18. Candidates suffering from serious health issues, may, with the consent of the Chief Invigilator, deposit medication or other medical requirements on the room invigilator's table for use if needed.

1.19. An alarm bell shall be sounded in respect of each of the following activities in order to alert the candidates. The room invigilators shall make appropriate announcements as and when required.

Event	Timeline	Duration of Bell
Before Commencement of Examination		
Descriptive type Examination: Distribution of Question-cum- Answer Booklets	15 minutes before	Short Bell (2 seconds)
At the Start and During the Examination		
Commencement of the Examination	At the Designated Time	Long Bell (5 seconds)
During the Examination	Every One Hour	Short Bell (2 seconds)
Before Conclusion of the Examination	10 minutes before conclusion	Short Bell (2 seconds)
At the Conclusion and After the Examination		
Conclusion of the Examination	At the Designated Time	Long Bell (5 seconds)

1.20. The candidates shall compulsorily be seated in the examination room thirty minutes before the time scheduled for the commencement of the examination.

1.21. Candidates must sit in the place allotted to them after checking the name, register number and photo as pasted on the table.

1.22. 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.

2. Descriptive type examination:

2.1. Candidates must carry only black ink pen (Fountain pen or Ball point pen or Gel pen), a photocopy of any one proof of ID, as specified and memorandum of admission (hall ticket) inside the examination room. Other materials are not allowed.

2.2. In respect of descriptive type examination, the question-cum-answer booklet as well as instructions regarding filling up of the same, shall be given fifteen minutes before the time scheduled for the commencement of the examination.

2.3. Candidates must sign in the attendance sheet, after verifying his/her name and register number therein, duly mentioning the question-cum-answer booklet number.

2.4. In cases where the question number and the answer written therein or the question and answer written therein do not correspond to each other or the candidate makes any modification in the question number, such an answer shall not be evaluated.

2.5. If an answer booklet of a candidate for one paper is declared deemed not fit for valuation, the answer booklets of the candidate for the remaining papers will also be treated as invalid / not subjected for evaluation.

3. Other Instructions

3.1. Borrowing of any material, instruments from other candidates is strictly prohibited. Candidates shall use only their own pens and specifically permitted material.

3.2. Candidates shall not be allowed to exceed the time allotted for answering the paper, for any reason.

3.3. In case of descriptive type of examination the candidate is to write answers in question-cum-answer booklet.

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

3.5. After conclusion of the entire selection process, copies of descriptive type answer booklet shall be made available to the candidates on the Commission's website. On requisite payment, the candidates can download the answer papers.

3.6. 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.

4. Special Instructions for Persons with Benchmark Disabilities, Usage of scribes, etc.,

4.1. Candidates with benchmark disability, shall be permitted to utilize the services of a scribe upon making such request in their online application subject to following conditions. Requests for scribe made after the submission of application or on the date of examination will receive no attention.

4.1.1. For candidates with benchmark disability in the category of blindness, locomotor disability (both arm affected) and cerebral palsy, the facility of scribe shall be given.

4.1.2. In case of other category of disability, the provision of scribe can be allowed on production of a certificate from the Chief Medical Officer / Civil Surgeon / Medical Superintendent of a Government Health care institution if so desired by that candidate. The format of the certificate is given below;

Certificate

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. Overlooking spelling mistakes and grammatical errors.
5. Using calculator / assistive devices
6. _____ (Any other assistive devices or concessions).
*strike out the non applicable.

Signature

(Name of Government Hospital / Civil Surgeon / Medical Superintendent / Signature of the notified Medical Authority of a Government Health Care Institution)

Name & Designation

Name of Government Hospital / Health Care Centre / The notified Medical Authority

Place:

Date:

Signature / Thumb impression
of the Differently Abled Person

(Photo of the
Differently
Able Person
and Stamp to
be fixed here)

Note:

Certificate should be given by a specialist of the relevant stream / disability
(e.g. Visual Impairment – Ophthalmologist, Locomotor disability – Orthopedic Specialist / PMR
etc.,)

4.1.3. The Commission will arrange for scribes and the fee amount to be paid to the scribes will be met by the Commission. Candidates availing of the services of the scribes need not pay any fee to them.

4.2. All candidates with benchmark disability, availing of the services of the scribes while appearing for the written examination will be seated in a separate room in the ground floor, in close vicinity to the Chief Invigilator's control room and under the close supervision of the Chief Invigilator.

4.3. Candidates with benchmark disability must affix their signature and left hand thumb impression in the space provided in the answer sheets, if possible.

4.4. Visually disabled / orthopedically disabled candidates who have been permitted to use scribe facility, who are unable to affix their signature, may affix their left hand thumb impression alone.

4.5. Candidates who are unable to use their left hand, must affix right hand thumb impression.

4.6. Candidates who are unable to use both hands, and who have been permitted to use scribe, may leave the signature and thumb impression columns blank.

4.7. Compensatory time of not less than 20 minutes per hour of examination will be allowed to candidates with benchmark disability, who have physical limitation to write including that of speed and who are utilizing the services of a scribe.

4.8. All candidates with disability who have physical limitation with regard to writing including that of speed and not availing the services of a scribe will be allowed additional time of a minimum of one hour for an examination of three hours duration which could further be increased on a case-to-case basis.

4.9. All persons with benchmark disability, who are unable to climb the staircase, will be allowed to write the examination in a room in the ground floor, in close vicinity to the Chief Invigilators control room.

5. Penalty for Violation of Commission's Instructions in the Descriptive Type Examination

The answer sheets of the candidate will be invalidated / marks deducted / criminal action initiated / and debarment imposed for the following violations:

5.1. Invalidation of Answer Sheet (Descriptive Type)

5.1.1. Usage of pens other than black ink pens. The candidate shall use the same black ink pen (Fountain pen or Ball point pen or Gel pen) in the entire answer booklet for all purposes including writing the register number, signing on the first page, answering, drawing, underlining, highlighting, striking off unused space in the answer booklet, striking off answers in excess of the number required, etc. For this purpose, candidates should keep sufficient number of additional black ink pens of same type, with same colour and shade of ink.

5.1.2. Usage of whitener, sketch pens, pencil, colour pencils, multicolour pens, crayons or any other writing materials, for any purpose.

5.1.3. Writing religious symbols, writing their name, signature, phone number, cell phone number, initials, address and writing any other name, initial or address in the answer booklet except in the manner instructed in the question-cum-answer booklet.

5.1.4. Appealing to the examiner in the answer booklet, invoking sympathy of examiners in connection with their results.

5.1.5. Candidates writing anything unconnected to the question, or any impertinent remarks and irrelevant matter revealing his/her identity.

5.1.6. Wrongly seated in the place of other candidates and/or written the examination using the answer booklet of other candidates.

5.1.7. Tampering with the Barcode printed on the question-cum-answer booklet.

5.1.8. The question-cum-answer booklet for Main Examination which has not been signed by the candidates in the designated places.

5.2. Criminal Action: Criminal action will be initiated against the candidates for the following reasons (Descriptive Type)

5.2.1. Misbehaviour and indiscipline in the examination hall. Candidates should maintain strict discipline not only in the examination room, but also inside the campus of the examination venue. Candidates found smoking / intoxicated, or found to have entered into a quarrel of any kind, or to have misbehaved with the Chief Invigilator or with the inspection authorities or with the invigilator or with any other candidate either in the examination hall or inside the campus of the examination venue, either before, during or after the examination, are liable to invalidation of question-cum-answer booklet and debarment for any period the Commission may deem fit, as well as appropriate criminal action.

5.2.2. Indulging in any type of malpractice, including impersonation and resorting to unfair means within the examination hall or outside will lead to debarment for any period deemed fit by the Commission, besides initiation of criminal action.

5.3. Invalidation of question-cum-answer booklet as well as debarment for such period as the Commission may deem fit will be imposed on candidates resorting to any kind of irregularity or malpractice within / outside the examination hall including:

- a. Consulting with / copying from another candidate in the examination hall.
- b. Permitting others to copy from his/her question-cum-answer booklet.
- c. Copying from books or notes which are printed / typewritten / handwritten.
- d. Seeking the help / assistance of any official / hall supervisor in answering questions in examination hall.
- e. Approaching or attempting to approach an examiner or getting other people to approach an examiner on his/her behalf.
- f. Possession of electronic devices such as cellular phones, watches and rings with in-built memory notes, Bluetooth devices, communication chip, other electronic devices and non-electronic devices such as P&G design data book, books, notes, handbags, other non-permitted materials, etc.
- g. Taking away from the examination hall, the whole or part of any used / unused question-cum-answer booklet without handing it over to the room invigilator.
- h. Tampering with the Barcode printed on the question-cum-answer booklet.

5.4. Violation of any one or more of the instructions contained in the Commission's Instructions to Applicants / instructions printed on the question-cum-answer booklet / memorandum of admission (hall ticket) shall also make the candidate liable to debarment, either permanently or for such period as the Commission deems fit, and/or rejection of candidature after due process and / or invalidation of answer sheet and/or any other penalty, as decided by the Commission.

5.5. Debarment: The period for which candidates shall be debarred from appearing for the examinations / participating in the recruitment processes conducted by the Commission, for the offences committed by the candidates are given below. Besides debarment, the candidate shall also be liable to rejection of candidature after due process, invalidation of answer papers, as the case may be. Criminal action may also be initiated against such candidates wherever indicated.

S. No	Nature of Offence	Period of Debarment
1	Attempts to influence the Chairman, Members of the Commission, Secretary, Controller of Examinations or any officer or staff of the Commission, personally / by letter / through relatives, friends, patrons, officials or other persons.	Three Years
2	Production of bogus community / destitute widow / differently abled / ex-serviceman / transgender / person studied in Tamil medium certificates, etc. Tampering or alteration in the documents or certificates.	Permanent, initiation of criminal action
3	Suppression of material information, at any stage of the selection process, regarding: (i) Previous appearances or availing free chances. (ii) Regular / temporary employment in Government or Quasi-Government organizations, local bodies, public sector undertakings, statutory bodies, public corporations, Universities, etc., (iii) Criminal cases, arrests, convictions, disciplinary proceedings, etc. (iv) Debarment or disqualification by Union Public Service Commission / State Public Service Commissions / other agencies	One Year
4	Possession of electronic devices such as cellular phones, watches and rings with in-built memory notes, Bluetooth devices, communication chip, any other electronic devices inside the examination room and also seeking the help of / assistance of any official / invigilator / any outsider in answering question	Permanent
5	Possession of non-electronic devices such as P&G Design Data Book, books, notes, guides, handbags, other non-permitted materials, etc. inside the examination room.	Three Years

6	Consulting with other candidates, copying from other candidates, permitting others to copy from his / her answer paper, copying from books or notes which are printed / typewritten / hand written, etc.	Three Years
7	In addition to the offences listed herein, the involvement of candidates in any indiscipline or irregular practices within / outside the examination room.	Three Years
8	Written certain unwarranted remarks unconnected with answers to the subject concerned in the answer books, etc., i.e., vulgar, derogatory and obscene language.	Three Years
9	Appeal to the examiners in the answer books, to value liberally or to award more marks or to be sympathetic, etc.	One Year
10	Approaching or attempting to approach an examiner or getting other people to approach an examiner on his / her behalf	Permanent, initiation of criminal action
11	Taking away from the examination hall, the whole or part of any used / unused Question-Cum-Answer Booklet without handing it over to the room invigilator. Tampering with the Barcode on answer sheet.	Three Years
12	Candidates found smoking / intoxicated, or found to have entered into a quarrel of any kind, or to have misbehaved with the Chief Invigilator or with the inspection authorities or with the invigilator or with any other candidate either in the examination hall or inside the campus of the examination venue, either before, during or after the examination.	Three Years
13	Indulging in grave malpractices, including impersonation, amounting to subversion of the conduct of examination.	Permanent, initiation of criminal action

Annexure-V

FORM OF CERTIFICATE

1.	Name of the candidate			
2.	Name of the post held (As on 01.08.2024)			
3.	a) Is the candidate an approved probationer?	Yes / No		
	b) If so, in which post?			
4.	Has the candidate put in Regular Service for not less than Five years as on 01.08.2024 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:			
	Name of the Post	Name of the Service*	Period of employment	
			From (date)	To (date)
			Period (Years/Months/Days)	
	1.	Tamil Nadu Ministerial Service		
	2.	Tamil Nadu Judicial Ministerial Service		
	Total Service Period			
	* Strike the Service whichever is not applicable			
	b) Mention the period of drafting experience (Years / Months / Days)	_____ Years _____ Months _____ Days		
5.	a) Is there any disciplinary action against the candidate? (Completed / Pending)	Yes / No		
	b) If so, furnish the details.			
	Endorsement No.			
	Date			
6.	I have no objection to the candidate's application being considered for this recruitment.			
7.	Certified that the candidate has no punishments against him / her.			
	Place:	Signature:		
	Date:	Designation: (Appointing Authority)		
	Office Seal			