



TAMIL NADU PUBLIC SERVICE COMMISSION

Advertisement No.649
Notification No.03/2023

DATED: 25.01.2023

Applications are invited from eligible candidates only through online mode upto 23.02.2023 for direct recruitment to the vacancies in the post of **Tourist Officer** included in the Tamil Nadu General Service.

WARNING

- All the recruitments conducted 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 centers/Common Service centers for the mistakes made while applying online for recruitment.
- Applicants are advised to check the filled in online application 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 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 fee / Examination fee for this

recruitment. Candidates have to pay the prescribed examination fee. **Linking of Aadhaar with One Time Registration is mandatory.** For further details refer para 2 of the Commission's "Instructions to Applicants".

2. DETAILS OF VACANCIES:

Name of the Post and Post Code	Name of the Service	No. of Vacancies	Level of Pay
Tourist Officer (Post Code No.3015)	Tamil Nadu General Service.	3 (including 1 c/f) *	Rs.56100-205700 Level 22
Total		3	

Note: The number of vacancies notified is approximate and liable for modification (for further details refer para.11-A of Instructions to Applicants)

3. DISTRIBUTION OF VACANCIES:

MBC/DC (G)	1 c/f
SC (G)	1
MBC/DC (W)	1
TOTAL	3

Abbreviations:-

SC - Scheduled Caste; MBC/DC - Most Backward Class / De-notified Community;
G - General; W - Women;

*c/f - Carried Forward Vacancy

4. IMPORTANT DATES AND TIME:

Date of Notification	25.01.2023	
Last date for submission of online application	23.02.2023	
Application Correction Window Period	From 28.02.2023 - 12.01 A.M.	To 02.03.2023 - 11.59 P.M
Date and Time of Written Examination (Descriptive Type)		
Tourist Officer in Tamil Nadu General Service	Paper – I Tamil Eligibility Test	10.06.2023 FN 9.30 A.M. to 12.30 P.M.
	Paper – II General Studies	10.06.2023 AN 2.30 P.M. to 5.30 P.M.
	Paper – III Tourism Principles and Practices	11.06.2023 FN 9.30 A.M. to 12.30 P.M.
	Paper – IV Tourism Administration and Operations	11.06.2023 AN 2.30 P.M. to 5.30 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 responded.
- (iii) Refer **Annexure-VI** 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 01.07.2023)

Sl.No.	Category of Applicants	Minimum Age	Maximum Age
1.	SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s, BCMs and Destitute Widows of all categories and Ex-Servicemen.	18 years	No age limit
2.	"Others" [i.e., applicants not belonging to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s, BCMs]	18 years	32 years*

Abbreviations:-

SC-Scheduled castes; SC(A)- Scheduled Caste (Arunthathiyars); ST- Scheduled Tribes; MBC/DC- Most Backward Classes / Denotified Communities; BC(OBCM)- Backward Classes (other than Backward Classes Muslim); BCM - Backward Classes (Muslim)

Note:-

- i) * As per G.O (Ms) No.91, Human Resources Management (S) Department, dated 13.09.2021, the Maximum Age Limit prescribed for appointment by direct recruitment has been enhanced by 2 years.
- (ii) "Others" [i.e., Applicants not belonging to SCs, SC(A)s, STs, MBC/DCs, BC(OBCM)s, BCMs] who have put in five and more years of service in the State/Central Government are not eligible even if they are within the age limit. (For further details refer para 3(F) of "Instructions to Applicants" and Section 3(r) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016)
- (iii) **"No maximum age limit"** shall mean that the applicants should not have completed **60 years of age** either on the date of notification or at the time of selection /appointment to the post. (For further details, refer to para 5 of the "Instructions to Applicants" and Section 20(8) of the Tamil Nadu Government Servants(Conditions of Service)Act,2016)

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

(a) No maximum age limit for Differently Abled Persons applicants belonging to SCs, SC(A)s, STs, MBC/DCs, BC(OBCM)s, BCMs]

(b) "Others" not belonging to any of the categories mentioned in (a) above are eligible for age concession upto 10 years over and above the maximum age limit prescribed for this post. ([Section 64 of the Tamil Nadu Government Servants \(Conditions of Service\) Act, 2016](#) and as per Para 5D of "Instructions to Applicants")

(ii) For Ex-Servicemen:

(a) No maximum age limit for Ex-Servicemen applicants belonging to SCs, SC(A)s, STs, MBC/DCs, BC(OBCM)s, BCMs]

(b) The maximum age limit is **50 years** for "Others" (i.e.) applicants not belonging to any of the categories mentioned in (a) above.

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

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

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

B. EDUCATIONAL QUALIFICATION (as on 25.01.2023)

Applicants should possess the following educational qualification awarded by any University or Institution recognized by the University Grants Commission on the date of this notification:-

- 1) (i) Post Graduate degree in Travel and Tourism; (or)
 - (ii) Any post Graduate degree with one subject on Tourism; (or)
 - (iii) Any post Graduate degree with M.Phil. in Tourism; (or)
 - (iv) Any post Graduate degree with Diploma in Tourism
- 2) Certificate course in Computer on Office Automation awarded by the Directorate of Technical Education or its equivalent; and
- 3) Proficiency in English and Tamil Languages (i.e., must have passed both the Tamil and English as one of the subject at Degree level).

Provided that other things being equal, preference shall be given to the holders of MBA degree.

[\(Para 10 of "Instructions to Applicants" will not apply to this recruitment.\)](#)

Note:-

- I. The educational qualifications prescribed for the post in this recruitment should have been obtained by passing the required qualification in the following order of studies viz. **[10th + (HSC / Diploma or its equivalent) + UG Degree + PG Degree]** as the case may be as stipulated in [Section 25 of the Tamil Nadu Government Servants \(Conditions of Service\) Act, 2016](#).

- II. Applicants claiming equivalence of qualification to the prescribed qualifications 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 G.O.s issued regarding Exemption for Certificate Course in Computer on Office Automation is available in **Annexure-I** of this Notification. (Refer also to the Disclaimer annexed to this Notification). The Government Orders regarding equivalence of qualification issued after the date of this notification will not be accepted. [\[For further details regarding equivalence of qualification refer to para. 9 of the "Instructions to Applicants"\]](#)

C. CERTIFICATE OF PHYSICAL FITNESS:

Applicants selected for appointment to this post will be required to produce a certificate of physical fitness in the form prescribed below. The model format is enclosed in **Annexure-III** of this Notification. The said Certificate should be submitted to the Appointing Authority by the selected candidate at the time of joining the post.

Standard of vision	Form of certificate of physical fitness
Standard –III or better	Form prescribed for Executive post

Applicants with defective vision should produce eye fitness certificate from a qualified Eye Specialist working in Government Hospital.

6. FEES:

a)	Registration Fee <u>Note:</u> For One-Time Registration (G.O.(Ms). No. 32, Personnel and Administrative Reforms (M) Department, dated 01.03.2017) Applicants who have already registered in One-Time Registration system and are within the validity period of 5 years are exempted.	Rs.150/-
b)	Written 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.200/-

EXAMINATION FEE CONCESSIONS

	Category	Concession
(i)	Scheduled Castes / Scheduled Caste (Arunthathiyars)	Full Exemption
(ii)	Scheduled Tribes	Full Exemption
(iii)	Most Backward Classes / Denotified Communities	Three Free Chances
(iv)	Backward Classes (other than Muslim) / Backward Classes (Muslim)	Three Free Chances

(v)	Ex-Servicemen	Two Free Chances
(vi)	Persons with Benchmark Disability (the Disability shall be not less than 40%)	Full Exemption
(vii)	Destitute Widow (Destitute Widow Certificate should have been obtained from RDO / Sub-Collector / Assistant Collector)	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 will be verified by the Commission at any stage of the selection process.
- iii. In case an applicant who makes a false claim for exemption from payment of application fee by suppressing information regarding his previous application(s), **his / her candidature shall be rejected after due process.**
- iv. Applicants are directed to carefully choose the option 'Yes' or 'No' in the online application regarding availing the fee concession.
- v. Applicants are advised, in their own interest, to keep an account of the number of times fee concession availed, irrespective of the information displayed in the <Application History> of the applicant's 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 the fee concession / applicants who are not eligible for fee concession, shall choose the option '**No**' against the query regarding fee concession in the online application. 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. Written Examination fee of Rs.200/- (Rupees Two Hundred only), is payable by online through Net Banking / Credit card / Debit card on or before the date of submission of online application by choosing the option in the online application.
- ii. Applicants have to pay the service charges also as applicable.
- iii. **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 refunded.**

- iv. The Commission is not responsible for online payment failure **or delayed reconciliation of fee by the banks.** [For further details regarding the Examination fee, refer para.2 U (i) of "Instructions to Applicants"]

8. Concessions

- I. Concessions in the matter of age and/or examination fees allowed to SCs, SC(A)s, STs, MBC/DCs, BC(OBCM)s, BCMs, Destitute Widows, Persons with Benchmark Disability and Ex-servicemen are given in [Para.3D and 6 of the 'Instructions to Applicants'].
- II. Persons claiming concessions referred to above and other claims made in the application have to produce evidence for such claims and submit it along with the online application, 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 FOR WRITTEN EXAMINATION PG DEGREE STANDARD (DESCRIPTIVE TYPE) AND ORAL TEST

Subject	Duration	Maximum Marks	Minimum Qualifying Marks for Selection	
			SCs, SC(A)s, STs, MBCs / DCs, BC(OBCM)s and BCMs	Others
Paper-I Tamil Eligibility Test (SSLC Standard) (Descriptive Type)	3 Hours	100	40	40
Paper-II (Code No.218) General Studies (PG Degree Standard) (Descriptive type)	3 Hours	300	306	408
Paper-III (Code No.219) Tourism Principles and Practices (PG Degree Standard) (Descriptive type)	3 Hours	300		
Paper-IV (Code No.220) Tourism Administration and Operations (PG Degree Standard) (Descriptive type)	3 Hours	300		
Interview & Records		120		
Total		1020		

Note:-

- i. The questions in Written Examination Paper-II (General Studies) will be set both in Tamil and English. Paper-III and Paper-IV will be set in English only.
- ii. The Written Examination answer sheets of Paper-II, Paper-III and Paper-IV will be evaluated, only if the candidate secures minimum qualifying marks [40%-i.e., 40 marks] in Paper-I (Tamil Eligibility Test) and the **marks secured in Paper-I will not be taken into account for ranking. Refer G.O.(Ms) No.133, Human Resources Management (M) Department, dated 01.12.2021.**
- iii. Appearance in all the papers of the Written Examination and the Oral Test is compulsory. Candidates who have not appeared for any one or more papers of the Main Written Examination or Oral Test shall not be considered for further selection, even if they secure the minimum qualifying marks for selection.
- iv. As per the orders issued in G.O. (Ms) No.49, Human Resources Management (M) Department, dated 23.05.2022, the Differently Abled Candidates can avail exemption from writing Paper-I (Tamil Eligibility Test). Such candidates have to furnish the required details in the online application without fail. The candidates shall upload Disability Certificate (Refer **Annexure-IV**) as prescribed in G.O. (Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Department dated 21.09.2021.
- v. Refer Para 17 of "Instructions to Applicants" in regard to instructions to be followed while appearing for competitive examinations conducted by the Commission.
- vi. The syllabus for Written Examination are available in the Commission's Website at 'www.tnpsc.gov.in' and also in the **Annexure-II** of this notification.

10. SELECTION PROCEDURE:

The selection will be made in two successive stages viz.,

- (i) Written Examination and
- (ii) An Oral Test in the shape of an Interview.

The candidates shall be admitted to the written examination, based on the claims made in the online application. Based on the results of the written examination, candidates shall be admitted to the online certificate verification. After online certificate verification, based on the marks obtained in the written examination and subject to the rule of reservation of appointments, wherever it applies, candidates shall be admitted to original certificate verification and oral test. The final selection will be made based on the total marks obtained by the candidates in the Written Examination Paper-II, Paper-III, Paper-IV and Oral Test taken together, subject to Rule of Reservation of Appointments.

11. CENTRE FOR WRITTEN EXAMINATION:

Written Examination will be held at Chennai (Code: 0101) only

Note:-

- I. The Commission reserves the right to increase the number of examination centres and to re-allot the applicants accordingly.
- II. Applicants should appear for the written examination / certificate verification / oral test at their own expenses.

12. GENERAL INFORMATION:

A. Employment Details:

NO OBJECTION CERTIFICATE / INFORMATION TO THE EMPLOYER

Candidates who are in the service of the Indian Union or a State in India or in the employment of Local Bodies or Universities or Quasi Government Organizations or Public Sector Units constituted under the authority of the Government of India or of a State in India, whether in regular service or in temporary service need not send their applications through their Head of Department or office or employer. Instead, they shall directly apply to the Commission after duly informing their employer in writing that they are applying for the particular recruitment subject to the condition that they should produce "No Objection Certificate" in the prescribed format, from an authority not below the Head of Department or Head of the Office or Employer at the time of online certificate verification.

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

B. 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 finalized if any, should also be furnished to the Commission in the online application 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 the relevant court orders and/or release orders or memorandum of proceedings, as the case may be, **at the time of applying**. 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"]

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

- C. The rule of reservation of appointments is applicable to this recruitment. As per Section 26 and 27(c) of Tamil Nadu Government Servants (Conditions of Service) Act, 2016, reservation of appointment to "Destitute Widows" and "Ex-Servicemen" respectively will not apply to this recruitment.

D. Persons Studied in Tamil Medium

- (i) As per Section 2(d) of the Tamil Nadu Appointment on preferential basis in the services under the State of Persons Studied in Tamil Medium Act 40 of 2010, as amended by Act 35 of 2020, **Persons Studied in Tamil Medium means a person who has studied through Tamil Medium of instruction upto the educational qualification prescribed for direct recruitment in the rules or regulations or orders applicable to any appointment in the services under the State.**
- (ii) Candidates claiming to be Persons Studied in Tamil Medium (PSTM) must upload evidence for the same in the form of SSLC, HSC Mark sheet, Transfer Certificate, Provisional Certificate, Convocation Certificate, Degree Certificate, PG Degree Certificate, Mark Sheets, Certificate from the Board or University or from the Institution, as the case may be, with a recording that he / she had studied the entire duration of the respective course(s) **at the time of submission of online application** through Tamil Medium of instruction.
- (iii) Candidates must upload documents, **at the time of submission of online application**, as evidence of having studied in the Tamil Medium, all educational qualification upto the educational qualification prescribed.
Example: If the prescribed educational qualification is PG Degree, then the candidate should have studied from the First Standard to PG Degree through Tamil Medium of instruction.
- (iv) If no such document as evidence for 'PSTM' is available, a certificate from the Principal / Head Master / District Educational Officer / Chief Educational Officer / District Adi Dravidar Welfare Officer / Controller of Examinations/ Head / Director of Educational Institution / Director / Joint Director of Technical Education / Registrar of Universities, as the case may be, in the prescribed format must be uploaded **at the time of submission of online application**, for each and every educational qualification up to the educational qualification prescribed.
- (v) Failure to upload such documents **at the time of submission of online application**, as evidence for 'Persons Studied in Tamil Medium' for all educational qualification up to the educational qualification prescribed, shall result in the rejection of candidature after due process.
- (vi) Documents uploaded **at the time of submission of online application**, as proof of having studied in Tamil medium, for the partial duration of any course / private appearance at any examination, shall not be accepted and shall result in the rejection of candidature after due process. [For further details refer to Para. 14(R) of the "Instructions to Applicants"]

E. Litigations:

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

F. Posts identified for the Differently Abled Candidates:

- i. The post of Tourist Officer has been identified as suitable for CP, LC, DF, AC, MuD, SLD, MD, MI categories of Differently Abled Persons as ordered in G.O.Ms.No.20 Welfare of Differently Abled Persons (DAP3.2) Department, dated 20.06.2018 [CP-Cerebral palsy LC-Leprosy cured, DF-Dwarfism, AC-Acid attack Victims, MuD-Muscular Dystrophy, SLD-Specific Learning Disability, MI-Mental illness MD-Multiple Disability (except for those multiple disabilities which are individually excluded)]

- ii. 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"].

- G. If no qualified and suitable women applicants are available for selection against the vacancies reserved for them, those vacancies will be filled by male applicants belonging to the respective communal categories.

[Section 26(5) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

- H. 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].

Note:

The Turns (Vacancies) for PSTM, Differently Abled Persons did not arise for in this recruitment. The details regarding the reservation for the above said categories are given for information of the candidate.

- I. **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 / submit the documents within the stipulated time limit will entail rejection of application after due process.**
- J. Suppression of following material information in the online application regarding (i) 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 (ii) Willful suppression of criminal cases / disciplinary action pending / punishments acquittal if any, against the applicant (iii) 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.
- K. Correct and true information regarding acquittal, arrest, convictions, criminal or any disciplinary proceedings initiated / pending or finalized, debarment / disqualification by any recruiting agency, if any, should also be furnished to the Commission **at the time of submission of online application.** The details thereof, i.e. originals of the judgement / order / G.O. dropping further action in the departmental proceedings or any document that may prove the suitability of such applicants for appointment in such cases must be produced at the stage / time of certificate verification without fail. **All such events that occur after the submission of 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 regarding debarment refer Para 12 of the "Instructions to applicants"]

- L. Candidate can edit their online application till the last date for submission of online application and also in the correction window period.** Incomplete applications and applications containing wrong claims or incorrect particulars relating to category of reservation / eligibility / age / gender / communal category / educational qualification / medium of instruction / physical qualification / other basic qualifications and other basic eligibility criteria will be summarily rejected after due process.
- M.** One Time Registration is not an application for any post / recruitment. Though the details/particulars have already been furnished by the applicants in 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.**

N. 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) "Instructions to Applicants"}.

O. RESERVATION IN EMPLOYMENT FOR TRANSGENDER:

- I. The Transgender candidates who identify themselves as 'Female' shall be considered against both 30% reservation for women as well as 70% reservation for the General category (both Men & Women).
- II. The Transgender candidates, who identify themselves as 'Male' or 'Transgender', shall be considered against the 70 % reservation for General Category (both Men & Women).
- III. The above concessions shall be granted subject to production of certificate identifying them as Transgender or Transgender (Male) or Transgender (Female), as the case may be, issued by the Tamil Nadu Transgender Welfare Board (TNTGWB).

13. OTHER IMPORTANT INSTRUCTIONS:

- a) **Applicants should ensure their eligibility for the examination.** Before applying for / appearing for the examination, the applicants should ensure their eligibility for such examination and that they fulfil all the conditions in regard to age, educational qualifications, number of chances for fee concession, etc., as prescribed by the Commission's notification. Their admission to all stages of the examination will be purely provisional, subject to their satisfying the eligibility conditions. Mere admission to the written examination/ certificate verification/oral test or inclusion of name in the selection list will not confer on the candidates any right of 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 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 5.45P.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 Oral Test etc., (as applicable) will not be sent to the applicants by post. The details will be made available on the Commission's website only.
- 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 (Black ball point pen), applicants are not allowed to bring cellular phones, electronic or any other type of calculators, watches and rings with inbuilt memory notes, recording devices either as a separate piece or part of something used by the applicant such as watch or ring etc., or any other electronic devices and non-electronic devices such as P&G design data book, mathematical and drawing instruments, log tables, stencils of maps, slide rules books, notes, loose sheets, rough sheets, hand bags etc., into the examination hall / room. If it is considered necessary, they will be subjected to thorough physical search including frisking on the spot.
 - 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.
 - 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) On verification at any time before or after the written examination / certificate verification / oral test, if 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. If any of their claims made in the online application is found to be incorrect, it will lead to rejection of their candidature after due process and suitable penal action including debarment.
- h) **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.
- i) **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 penalized.
- j) 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.
- k) 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.
- l) 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.

14. HOW TO APPLY:

- I. Applicants should apply only through online mode in the Commission's website www.tnpsc.gov.in or www.tnpscexams.in
- II. '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.
- III. 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.
- IV. No applicant is permitted to create more than one registration ID under One Time Registration System.
- V. 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.
- VI. **One Time Registration is not an application for any post.** It is just a collection of information from the applicants and provides a separate dashboard to each applicant to facilitate maintenance of their own profile. Applicants who wish to apply for this recruitment shall click "[Apply](#)" against the recruitment notified in the Commission's website using the same USER ID and PASSWORD given for ONE TIME REGISTRATION.

- VII. Applicants should select the name of the post / Recruitment for which the applicant wishes to apply.
- VIII. Online applications uploaded without the photograph, details of specified documents and signature will be rejected after due process.
- IX. All the particulars mentioned in the online application will be considered as final and no modifications will be allowed after the last date for submission of the online application. Change of details will be entertained only upto the last date for submission of online application. **The applicants shall not be permitted to edit the details in the online application after the last date stipulated for submission of online application.** Hence, the applicants are instructed to fill the online application with utmost care and caution.
- X. Candidate should upload all the required documents in supportive of their claim while applying online for this post.
- XI. **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 is allowed in the online applications. The applications will be processed as per the details finally furnished by the candidates. It is the responsibility of the candidates and the Commission has no liability for subsequent rejection of application caused due to editing the details already submitted in application. Request / representation addressed to the Commission for modification of claims in the online application, in any mode, will not be entertained.
- XII. **APPLICATION 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"]

15. UPLOAD OF DOCUMENTS

- I. Applicants 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 post. If the required certificates are not uploaded by the applicant, within the stipulated time, his/her application will be rejected after due process.
[For further details refer para 13 of "Instructions to Applicants"].
- II. The applicants shall have the option of verifying the uploaded certificates through their OTR. If any of the credentials have wrongly been uploaded or not uploaded or if any modifications are to be done in the uploading of documents, the applicants shall be permitted to upload / reupload the documents till two days prior to the date of hosting of hall tickets for this post (i.e. twelve days prior to the date of examination). [For further details refer para 2 (W) of "Instructions to Applicants"].

III. Intimation to the Candidates: The Commission will publish the Written Examination, Oral Test, Certificate Upload date and time etc., in the Commission's Website only. 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 and Oral Test 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 not be responded.

16. LAST DATE FOR SUBMISSION OF APPLICATION

Online application can be submitted / edited upto **23.02.2023 till 11.59 P.M.**, after which the link will be disabled.

Application Correction Window will be available from **28.02.2023(12.01 A.M.)** to **02.03.2023 till 11.59 P.M.**

The uploaded documents can be edited / uploaded /re-uploaded upto **29.05.2023 till 11.59 P.M.**

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

Secretary

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 produce a copy of the Government orders and submit it along with the online application by the Tamil Nadu Public Service Commission, 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
Tourist Officer

Exempted Qualification in lieu of Pass in Certificate Course in Computer on Office Automation	G.O. in which ordered
Those who possess a Degree (or) Diploma in Computer Science (or) Computer Engineering (or) Computer Application (or) Information Technology (or) Software Engineering (or) Computing (or) Computer Information Systems (or) Computer Design approved by the UGC / All India Council for Technical Education / Directorate of Technical Education or an equivalent body are exempted from passing the Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education.	<ol style="list-style-type: none">1. G.O.Ms.No.130, Personnel and Administrative Reforms (S) Department, dated 22.07.2008.2. G.O.Ms.No.26, Personnel and Administrative Reforms (S) Department, dated 23.02.2017.

Annexure-II
Syllabus
Tourist Officer
(Main Examination)
(Paper-I)

கட்டாயத் தமிழ் மொழித் தகுதித் தேர்விற்கான பாடத்திட்டம்

(விரிந்துரைக்கும் வகை வினாவிற்கான தலைப்புகள்)

(பத்தாம் வகுப்புத் தரம்)

தேர்வுத் திட்டம்

1. மொழிபெயர்த்தல்
 - (i) தமிழிலிருந்து ஆங்கிலத்துக்கு மொழிபெயர்த்தல்
 - (ii) ஆங்கிலத்திலிருந்து தமிழுக்கு மொழிபெயர்த்தல்
2. சுருக்கி வரைதல்
3. பொருள் உணர் திறன்
4. சுருக்கக் குறிப்பிலிருந்து விரிவாக்கம் செய்தல்
5. திருக்குறள் தொடர்பான கட்டுரை வரைதல்
 - அ) மதச் சார்பற்ற தனித் தன்மையுள்ள இலக்கியம்
 - ஆ) அன்றாட வாழ்வியலோடு தொடர்புத் தன்மை
 - இ) மானுடத்தின் மீதான திருக்குறளின் தாக்கம்
 - ஈ) திருக்குறளும் மாறாத விழுமியங்களும் - சமத்துவம், மனிதநேயம் முதலானவை
 - உ) சமூக அரசியல் பொருளாதார நிகழ்வுகளில் திருக்குறளின் பொருத்தப்பாடு
 - ஊ) திருக்குறளில் தத்துவக் கோட்பாடுகள்
6. கடிதம் வரைதல் (அலுவல் சார்ந்தது)
7. தமிழ் மொழி அறிவு

பாடத்திட்டம்

1. தற்கால நிகழ்வுகள்
2. சமுதாயப் பிரச்சனைகள்
3. சுற்றுச்சூழல் தொடர்பான தலைப்புகள்
4. இந்தியப் பொருளாதாரம் தொடர்பான தலைப்புகள்
5. அறிவியலும் தொழில்நுட்பமும்
6. கலையும் பண்பாடும்
7. பகுத்தறிவு இயக்கங்கள் - திராவிட இயக்கம், சமமரியாதை இயக்கம்.
8. இக்காலத் தமிழ்மொழி - கணினித் தமிழ், வழக்கு மன்றத் தமிழ், அலுவலக மொழியாகத் தமிழ், புதிய வகைமைகள்.
9. தமிழ்நாட்டின் சமூகப் பொருளாதார முன்னேற்றம் மற்றும் தமிழக அரசின் நலத்திட்டங்கள் (பெண்கள் விவசாயிகள்...), சமூக நலத்திட்டங்களை நடைமுறைப்படுத்துதலில் சமூக சீர்திருத்த இயக்கங்களின் பங்கு - இட ஒதுக்கீடும் அதன் பயன்களும் - தமிழ்நாட்டின் சமூகப் பொருளாதார வளர்ச்சியில் சமூக நீதி மற்றும் சமூக ஒற்றுமையின் பங்கு.
10. சொந்த வாக்கியத்தில் அமைத்து எழுதுக, பொருள் வேறுபாடு அறிதல், பிரித்தெழுதுக, எதிர்ச்சொல், எதிர்மறை வாக்கியம், பிழை நீக்கி எழுதுக.
11. திருக்குறளிலிருந்து கீழ்க்காணும் தலைப்புகள் தொடர்பாக கட்டுரை எழுதுதல்
 - அ) மதச் சார்பற்ற தனித் தன்மையுள்ள இலக்கியம்
 - ஆ) அன்றாட வாழ்வியலோடு தொடர்புத் தன்மை
 - இ) மானுடத்தின் மீதான திருக்குறளின் தாக்கம்
 - ஈ) திருக்குறளும் மாறாத விழுமியங்களும் - சமத்துவம், மனிதநேயம் முதலானவை
 - உ) சமூக அரசியல் பொருளாதார நிகழ்வுகளில் திருக்குறளின் பொருத்தப்பாடு
 - ஊ) திருக்குறளில் தத்துவக் கோட்பாடுகள்

Tourist Officer
(Main Examination)
PAPER – II General Studies
(PG Degree Standard Descriptive type)

Code No.218

UNIT - I : Modern history of India and Indian culture - Advent of European invasion- Expansion and consolidation of British rule - Effect of British rule on socio-economic factors - Social reforms and religious movements - India since independence - Characteristics of Indian culture - Unity in diversity - race, colour, language, custom - India - a secular state - Organizations for fine arts, dance, drama, music - Growth of rationalist, Dravidian movement in Tamil Nadu - Political parties and populist schemes – National renaissance - Early uprising against British rule - 1857 Revolt - Indian National Congress - Emergence of national leaders - Gandhi, Nehru, Tagore, Netaji - Growth of militant movements -Different modes of agitations - Era of different Acts & Pacts - World war & final phase struggle - Communalism led to partition - Role of Tamil Nadu in freedom struggle - Rajaji, VOC, Periyar, Bharathiar & Others.

UNIT –II Indian polity and emerging political trends across the world affecting India and Geography of India:

Indian polity - Constitution of India - Preamble to the constitution - Salient features of constitution - Union, state and territory - Citizenship - rights and duties - Fundamental rights - Directive principles of state policy - Fundamental duties - Human rights charter - Union executive - Union legislature – parliament - State executive - State legislature – assembly - Status of Jammu & Kashmir - Local government - panchayat raj - Indian federalism - center state relations - Judiciary in India - Rule of law /Due process of law - Emergency provisions - Civil services in India - Administrative Challenges in a welfare state - Complexities of district administration - Elections - Election Commission Union and State - Official language and Schedule VIII - Amendments to constitution - Schedules to constitution.

a. Emerging political trends across the world affecting India

Foreign Affairs with special emphasis on India's relations with neighbouring countries and in the region -Security and defence related matters - Nuclear policy, issues and conflicts-The Indian Diaspora and its contribution to India and the world.

b. Geography of India

Earth and universe - Solar system - Atmosphere, hydrosphere, lithosphere - Monsoon, rainfall, weather and climate - Water resources - rivers in India - Soil, minerals & natural resources - Natural vegetation - Forest & wildlife - Agricultural pattern, livestock & fisheries - Transport & communication -Centers of trade, commerce & art - Social geography - population - density and

distribution - Natural calamities - disaster management - Bottom topography of Indian ocean, Arabian Sea and Bay of Bengal - Climate change - impact and consequences - mitigation measures - Pollution Control.

UNIT-III Administration of Union and States with special reference to Tamil Nadu:

State government organization - structure, functions and control mechanism - District administration -role in people's welfare oriented programmes - Industrial map of Tamil Nadu - role of state government -Public Services - role of recruitment agencies - State finance -- resources, budget and financial administration - Use of IT in administration -- e-governance in the State - Natural calamities -strategic planning in the State - Social welfare - Government sponsored schemes with reference to Tamil Nadu - Union government organization - structure, functions and control mechanism - Relationship between State and Union - Industrial map of India -- role of Union government - Public Services - role of recruitment agencies in Union Government - Union finance -- resources, budget and financial administration - Use of IT in administration -- e- governance in Union Government -Natural calamities - strategic planning by the Union - Social welfare - government sponsored schemes by Government of India.

UNIT – IV Current Economic Trends: Indian Economy and Impact of global economy on India:

a. Indian economy

Nature of Indian economy – Five - year plan models -an assessment –Land reforms & agriculture –Application of science in agriculture –Industrial growth – Capital formation and investment –Role of public sector & disinvestment – Development of infrastructure – National income – Public Finance & fiscal policy – Price policy & public distribution – Consumerism & Consumer Protection – Banking, Money & Monetary policy – Role of foreign direct investment – WTO – Liberalization, globalization & privatization –Rural welfare oriented programmes –HRD –sustainable economic growth – Economic trend in Tamil Nadu – Energy different sources and development – Finance Commission – Planning Commission –National Development Council – Poverty Alleviation Programmes.

b. Impact of global economy on India

Impact of the Economic Crisis on India: (a) Offshoot of Globalized Economy – (b) Aspects of Financial Turmoil in India – Capital Outflow – Impact on Stock and Forex Market – Impact on the Indian Banking System – Impact on Industrial Sector and Export Prospect – Impact on Employment – Impact on Poverty – (c) Indian Economic Outlook. India's Crisis Responses and Challenges: (a) State of Economy in Crisis Times – (b) RBI's Crisis Responses – (c) Government's Crisis Response – (d) The Risks and challenges – Monetary policy

– Fiscal Policy - Financial stability.

The Options Ahead: Diversifying Exports – Boosting Domestic Consumption – Enhancing Public Spending – Generating Employment – Provisioning credit to Productive Sectors – Need for Structural Reforms – Increased purchasing power of the people.

UNIT – V Socio Economic Issues in India / Tamil Nadu:

Population Explosion – Unemployment issues in India & Tamil Nadu – Child Labour – Economic issues (a) Poverty (b) Sanitation – Rural and Urban (c) Corruption in public life – Anti Corruption measures – CVC, Lok-adalats, Ombudsman, CAG. – Illiteracy – Women Empowerment – Role of the Government, Women Empowerment Social injustice to womenfolk – domestic violence, dowry menace, sexual assault – Loss of cultural heritage due to economic development – Urbanization and its impact on the society – Impact of violence on the growth of the nation – Religious violence, Terrorism and Communal violence – Regional Disparities – Problems of Minorities – Human Rights issues – Right to information – Central and State Commission – Faith and conflict among legislature , executive, judiciary and media – Education – Linkage between Education and Economic Growth – Community Development Programme – Employment Guarantee Scheme – Self Employment and Entrepreneurship Development – Role of N.G.O's in social Welfare – Government Policy on Health.

Tourist Officer
(Main Examination)
PAPER – III – Tourism Principles and Practices
(PG Degree Standard Descriptive type)

Code No.219

UNIT – I: Basic concepts of Tourism – Definitions, Components, Scope, Structure, Travel Motivation, Deterrents, Types and Typologies – Evolution of Tourism – Emerging trends in Tourism, Eco / Rural / Agri / Farm / Green / Wilderness / Country side & Special interest tourism.

UNIT – II: Tourism Products: Natural Resources – Popular destinations in India and Tamil Nadu based on Bio-sphere Reserves, Mountain, deserts, beaches, Islands, Water bodies and Biotic Wealth – Land, Water and Air based Adventure activities, Wild life tourism – Conservation related issues, Tourism in National Parks – Conservation Man made Resources – Popular tourist destinations in India and Tamil Nadu – Historical, Cultural, Religious, Architectural Heritage sites, Cuisine, Performing Arts, Arts & Craft, Fairs & Festivals UNESCO World Heritage sites in India and Tamil Nadu – Dance Forms of India.

UNIT – III: Transportation: Evolution & Trends surface (Road & Rail) Types of Roads, National, State and Village – Types of Road Transport (Government, Private & Tourist Coaches) – Car Rental System. Major Railway Zones in India – Luxury tourist trains in India – Heritage Mountain Railways in India, (Palace on Wheels, Deccan Odyssey, Golden Chariot) AIR TRANSPORT – Scheduled & Non Scheduled Airlines – Air Transport in Industry in India – Operations, Management & Performance Water Transport – Historical, cruise ships, ferries, Hovercraft, River & Canal Boats.

UNIT – IV: ACCOMMODATION – Hotels – Origin, Growth and diversification, classification – Heritage Hotel Motels and Resort and Timeshare establishments and other catering outlets – speciality Restaurants – Fast Foods centers. Flight Catering & Regional cuisines – Hotel Chains of India and Tamil Nadu.

UNIT – V: TOURISM IMPACT: Physical Impact Environment carrying capacity – Pollution Air, Water, Soil, Noise – ECONOMIC IMPACT – Sources of Income – Investment, Seasonality – Tourism Impact on Employment – Multiplier Effect – Balance of Payment – Benefit from tourism Economic development. Socio – CULTURAL IMPACTS – Social Impacts and cultural Erosion – Neo Colonization demonstration effect – Impact on Local Community – Environmental Impact Assessment.

**Tourist Officer
(Main Examination)**

**PAPER –IV Tourism Administration and Operations
(PG Degree Standard Descriptive type)**

Code No.220

UNIT – I: Tourism Planning: Planning Process – Assessment of Tourism Demand and supply - Types of Tourism Planning – Sectoral – Spatial, Integrated complex – Centralized and decentralized tourism planning – planning at Regional, National, State Level Government of Tamil Nadu & Public Private Partnership.

UNIT – II: Tourism Policies: Concept of Policy – Formulating tourism policy, Role of Tamil Nadu Government, National Policy 1982 & 2002 – National Action Plan 1992, National Tourism Board – National committees – Feasibility study, development of Tourism Master Plan – Law & Legislation relating to Tourist entry stay departure Passport, Visa & Health, Safety and Security aspects.

UNIT – III: Tourism Marketing: Service Characteristics of Tourism – Unique features of Tourism – Tourism Marketing Mix – Measuring & Forecasting tourism Demand – Market segmentation & Positioning – Consumer buying behavior New product development – Product life cycle – Destination life cycle – Relationship Marketing – Marketing skills for tourism – Product like Product Mix – Branding and Packaging – Pricing and strategy Tourism Promotion – Advertising – Audio – Visual – Print Media – Public Relations – On-line Marketing – Distribution Channels – Supplies (Road/ Air / cruise / Hotels etc) Whole salers (Tour operators) Retailers, (Travel agents).

UNIT – IV: ACCOUNTING & FINANCE: Introduction – Book keeping – Financial analysis & Control – Cost Volumes – Profit Analysis – Break even Analysis - Cost of different sources of rising capital – Capital structure – Operating Costing – Transport Costing – Utilization of Ratio and Ration statement – Hotel canteen costing – Working Capital Management – TFCI.

UNIT – V: Contemporary Tourism: Factors contributing to the growth of global tourism – Event based tourism – MICE, NICHE Tourism – Event planning and organizing – Time – site and Infrastructure Management – MICE as supplement to tourism, Barriers, Gender and social constraints. Health Tourism – Origin & development. Quality of Life – Typologies of Health Tourism – Preventive Health care – Ayush, Ayurveda, Yoga, Unani, Siddha & Homeopathy – Curative Health care – Allopathy Treatment – Indian Medical Tourism, Market size and growth Factors – Rural Tourism, Village Tourism Agri Tourism and Farm Tourism Practices.

Tour Operations: Itinerary Preparation, Reservation Tour Costing / Pricing, Marketing of tour packages, Income Sources.

Tourism Organisation: Organisation and Functions of UNWTO, IATA / UFTAA, ICAO, PATA, TAAI, FHRAI, ITDA & TTDC – Role of Indian Government in Tourism development.

ANNEXURE -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.

	<u>On full Inspiration</u>
Chest measurement in Inches	<u>On full expiration</u>
	Difference expansion

Height in ft.

Weight in

kg.

Cardio-Vascular

System Respiratory

System His/Her vision

is normal

Hypermetropic/ Myopic/ Astigmatic/

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

Hearing is normal / defective (much or slight)

Urine-Does chemical examination show

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

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

1.

2.

SIGNATURE:

RANK:

DESIGNATION:

PRESIDENT:

Member (I)

(II)

STATION:

DATE:

STATION:

DATE:

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

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

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

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

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

CANDIDATE'S SIGNATURE

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

ANNEXURE -IV

APPENDIX-I to the G.O. (Ms) No.08, Welfare of the Differently Abled Persons
(DAP-3.2) Department dated 21.09.2021

Certificate regarding physical limitation in an examinee to write

This is 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 Abled
Person and
Stamp to be
fixed here)

Note:

Certificat⁴ should be given by a specialist of the relevant stream / disability
(e.g. Visual Impairment – Ophthalmologist, Locomotor disability – Orthopedic
Specialist / PMR etc.,)

ANNEXURE -V
LIST OF DOCUMENTS TO BE UPLOADED

(Not less than in 200KB in PDF) (Single or multiple Page in 200KB in PDF)

1.	SSLC Mark Sheet
2.	HSC Mark Sheet or its equivalent
3.	<p><u>Educational qualification:</u></p> <p>1. Diploma / UG Degree / PG Degree / M.Phil., 2. Mark Sheet showing Tourism as one of the subject studied in PG Degree (if applicable) 3. Certificate course in Computer on Office Automation and 4. Proficiency in English and Tamil Language</p> <p>(i.e.: Must have passed both the Tamil and English as one of the subject at Degree level) (Consolidated Marksheet)</p> <p>[As per para 5(B)]</p> <p><u>Note:</u></p> <p>If the issue date of Provisional Certificate / Diploma / UG / PG / M.Phil Degree Certificates / Consolidate Mark Sheet / COA and [Proficiency in English and Tamil Language falls after the date of notification (i.e.: 25/01/2023) candidates should upload evidence for having acquired the prescribed qualification on or before the date of Notification, failing which their applications will be rejected.</p>
4.	G.O. for Equivalence of qualification to the prescribed qualification (if applicable)
5.	Community Certificate from Competent authority
6.	Differently Abled Certificate obtained from the Medical Board / Differently Abled book (if applicable)
7.	Certificate regarding physical limitation in an examinee to write Exemption for Tamil Eligibility Test (if applicable) - Annexure-IV
8.	Destitute Widow Certificate (if applicable)
9.	Ex – servicemen Certificate (if applicable)
10.	Transgender ID Card with Gender (if applicable)
11.	Gazetted copy for name change (if applicable)

12.	No Objection Certificate (if applicable)
13.	Documents / Court Orders proving Acquittal / Conviction or FIR in case of pending cases for Criminal cases registered (if applicable)
14.	Other Documents (if any)

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

ANNEXURE – VI**Tentative Timeline for the Recruitment Process**

Sl. No.	Process	Timeline	
1.	Last date for submission of online application	23.02.2023	
2.	Application Correction Window period	From 28.02.2023 12.01 A.M.	To 02.03.2023 11.59 P.M.
3.	Date of Written Examination	10.06.2023 F.N. & A.N. and 11.06.2023 F.N. & A.N.	
4.	Publication of Written Examination Results	August - 2023	
5.	Oral Test	September - 2023	
6.	Final Selection List		

Secretary