



# TAMIL NADU PUBLIC SERVICE COMMISSION

Advertisement No.728

Notification No.19/2025

Date:22.12.2025

## Combined Technical Services Examination (Interview Posts) - II

Applications are invited only through online mode for direct recruitment to the posts in Combined Technical Services Examination (Interview Posts) - II.

### 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](http://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, interview, counselling 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                                                 |              | 22.12.2025                                   |
| Last date and time for submission of online application              |              | 20.01.2026 11.59 P.M                         |
| Application Correction Window period                                 |              | 24.01.2026 12.01 A.M to 26.01.2026 11.59 P.M |
| Date and Time of Examination                                         |              |                                              |
| Paper – I                                                            |              |                                              |
| Subject Paper                                                        | Subject Code | Date                                         |
| Tamil Eligibility Test, General Studies, Aptitude and Mental Ability | 503          | 07.03.2026 and 08.03.2026                    |
| Paper - II                                                           |              |                                              |
| Subject Paper                                                        | Subject Code |                                              |
| Agriculture                                                          | 492          |                                              |
| Business Administration                                              | 385          |                                              |
| Electrical and Electronics Engineering                               | 400          |                                              |
| Financial and Cost Accountancy                                       | 434          |                                              |
| Law                                                                  | 414          |                                              |
| Mechanical, Production and Manufacturing Engineering                 | 399          |                                              |

1.2.1. The paper wise date and time for the examination, will be informed only through Commission’s website [www.tnpsc.gov.in](http://www.tnpsc.gov.in)

### **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](http://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 up the online application for the examination. If the candidate is already registered, he / she can proceed straightway to fill up 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 3 days from 24.01.2026 to 26.01.2026. 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 is allowed in the online application.

#### **1.3.3. Subject Paper Options:**

Candidates should choose the subject paper(s) and specify in the online application. The candidates should only choose the subject paper(s) in which they have obtained the educational qualification or equivalent qualification for appearing in the examination.

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

1.3.5. Any claim by the candidate after the submission of an online application will not be entertained.

### **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 watches, watches with in-built memory notes, rings 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. Posts and Vacancies:

| S. No. | Name of the Post                              | Post Code | Name of the Department / Organization                | Distribution of Vacancies |   | Number of Vacancies | Level of Pay           |
|--------|-----------------------------------------------|-----------|------------------------------------------------------|---------------------------|---|---------------------|------------------------|
| 1.     | Accounts Officer Class III                    | 2093      | Treasuries and Accounts                              | BL_SC(G)                  | 4 | 8*                  | Level 23 (CPS)         |
|        |                                               |           |                                                      | GT(G)                     | 1 |                     |                        |
|        |                                               |           |                                                      | GT(W) (PSTM)              | 1 |                     |                        |
|        |                                               |           |                                                      | BC(M)(W)                  | 1 |                     |                        |
|        |                                               |           |                                                      | SC(G)                     | 1 |                     |                        |
| 2.     | Assistant Director of Agriculture (Extension) | 3202      | Agriculture                                          | GT(G)                     | 3 | 26                  | Level 22 (CPS)         |
|        |                                               |           |                                                      | GT(G)(LV)                 | 1 |                     |                        |
|        |                                               |           |                                                      | GT(G)(PSTM)               | 1 |                     |                        |
|        |                                               |           |                                                      | GT(W)                     | 2 |                     |                        |
|        |                                               |           |                                                      | BC(G)                     | 4 |                     |                        |
|        |                                               |           |                                                      | BC(G) (PSTM)              | 1 |                     |                        |
|        |                                               |           |                                                      | BC(W)                     | 2 |                     |                        |
|        |                                               |           |                                                      | BC(M)                     | 1 |                     |                        |
|        |                                               |           |                                                      | MBC/DC(G)                 | 2 |                     |                        |
|        |                                               |           |                                                      | MBC/DC(G) (PSTM)          | 1 |                     |                        |
|        |                                               |           |                                                      | MBC/DC(W)                 | 2 |                     |                        |
|        |                                               |           |                                                      | SC(G)                     | 2 |                     |                        |
|        |                                               |           |                                                      | SC(G)(PSTM)               | 1 |                     |                        |
|        |                                               |           |                                                      | SC(W)                     | 2 |                     |                        |
|        |                                               |           |                                                      | SC(A)(W) (PSTM)           | 1 |                     |                        |
| 3.     | Assistant Manager (Accounts)                  | 3335      | SETC, Chennai                                        | BL_SC(G)                  | 1 | 1**                 |                        |
|        |                                               |           | MTC, Chennai                                         | BL_SC(G)                  | 1 | 1**                 |                        |
|        |                                               |           | TNSTC, Madurai                                       | BL_SC(G)                  | 1 | 2*                  |                        |
|        |                                               |           |                                                      | BC(G)                     | 1 |                     |                        |
|        |                                               |           | TNSTC, Kumbakonam                                    | BL_SC(G)                  | 1 | 1**                 |                        |
|        |                                               |           | TNSTC, Tirunelveli                                   | BL_SC(G)                  | 1 | 1**                 |                        |
|        |                                               |           | TNSTC, Villupuram                                    | BL_SC(G)                  | 1 | 1**                 |                        |
|        |                                               |           | TNSTC, Coimbatore                                    | BL_SC(G)                  | 1 | 1**                 |                        |
|        |                                               |           | TNSTC, Salem                                         | BL_SC(G)                  | 1 | 1**                 |                        |
| 4.     | Assistant Manager (Legal)                     | 3259      | TNSTC, Coimbatore                                    | GT(W)                     | 1 | 3                   |                        |
|        |                                               |           |                                                      | BC(G)                     | 1 |                     |                        |
|        |                                               |           |                                                      | MBC/DC(G)                 | 1 |                     |                        |
| 5.     | Senior Accounts Officer                       | 3535      | Chennai Metropolitan Water supply and Sewerage Board | SF_ST(G)                  | 1 | 1 <sup>\$</sup>     |                        |
| 6.     | Manager Grade - III (Finance)                 | 3301      | Tamil Nadu Industrial Investment Corporation Limited | BL_SC(G)                  | 1 | 1**                 | Level 23 (EPF and EGF) |

|                |                                             |      |                                                            |                                                     |                           |                  |                              |
|----------------|---------------------------------------------|------|------------------------------------------------------------|-----------------------------------------------------|---------------------------|------------------|------------------------------|
| 7.             | Senior Officer<br>(Finance)                 | 3302 | Tamil Nadu Industrial<br>Investment<br>Corporation Limited | BL_SC(G)                                            | 5                         | 21* <sup>@</sup> | Level 22<br>(EPF and<br>EGF) |
|                |                                             |      |                                                            | GT(G)                                               | 2                         |                  |                              |
|                |                                             |      |                                                            | GT(G)(PSTM)                                         | 1                         |                  |                              |
|                |                                             |      |                                                            | GT(W)                                               | 1                         |                  |                              |
|                |                                             |      |                                                            | GT(W)<br>(PSTM)                                     | 1                         |                  |                              |
|                |                                             |      |                                                            | BC(G)                                               | 2                         |                  |                              |
|                |                                             |      |                                                            | BC(W)                                               | 1                         |                  |                              |
|                |                                             |      |                                                            | BC(M)(W)                                            | 1                         |                  |                              |
|                |                                             |      |                                                            | MBC/DC(G)                                           | 2                         |                  |                              |
|                |                                             |      |                                                            | MBC/DC(LD<br>(OA,OL,BL,<br>OAOL,BLOA)<br>/LC/DF/AC) | 1                         |                  |                              |
|                |                                             |      |                                                            | SC(G)                                               | 2                         |                  |                              |
|                |                                             |      |                                                            | SC(A)(PSTM)                                         | 1                         |                  |                              |
|                |                                             |      |                                                            | SF_ST(G)                                            | 1                         |                  |                              |
|                |                                             |      |                                                            | 8.                                                  | Senior Officer<br>(Legal) |                  |                              |
| 9.             | Manager<br>(Mechanical)                     | 3390 | Tamil Nadu Cements<br>Corporation Limited                  | GT(G)                                               | 1                         | 1                | Level 26<br>(EPF)            |
| 10.            | Manager<br>(Marketing)                      | 3394 |                                                            | BL_SC(G)                                            | 1                         | 1**              |                              |
| 11.            | Deputy Manager<br>(Electrical)              | 3396 |                                                            | SC(A)(W)<br>(PSTM)                                  | 1                         | 1                | Level 25<br>(EPF)            |
| 12.            | Deputy Manager<br>(Mechanical)              | 3395 |                                                            | SC(A)(W)<br>(PSTM)                                  | 1                         | 1                |                              |
| 13.            | Deputy Manager<br>(Materials)               | 3400 |                                                            | GT(G)                                               | 1                         | 1                |                              |
| 14.            | Assistant<br>Manager<br>(Materials)         | 3401 |                                                            | SC(A)(W)<br>(PSTM)                                  | 1                         | 1                | Level 22<br>(EPF)            |
| Total          |                                             |      |                                                            |                                                     |                           | 76               |                              |
| *              | Including backlog vacancies                 |      |                                                            |                                                     |                           |                  |                              |
| **             | Only backlog vacancies                      |      |                                                            |                                                     |                           |                  |                              |
| @              | Including shortfall vacancies               |      |                                                            |                                                     |                           |                  |                              |
| \$             | Only shortfall vacancies                    |      |                                                            |                                                     |                           |                  |                              |
| Abbreviations: |                                             |      |                                                            |                                                     |                           |                  |                              |
| CPS            | Contributory Pension Scheme                 |      | EPF                                                        | Employees' Provident Fund                           |                           |                  |                              |
| SETC           | State Express Transport Corporation Limited |      | TNSTC                                                      | Tamil Nadu State Transport Corporation Limited      |                           |                  |                              |
| MTC            | Metropolitan Transport Corporation Limited  |      | EGF                                                        | Employees' Gratuity Fund                            |                           |                  |                              |

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

3.2. The Commission reserves the right to include additional posts with different nomenclature and having similar eligibility conditions, as announced in this notification.

#### 4. Eligibility Conditions:

##### 4.1. Age Limit: (as on 01.07.2025)

The candidates should have completed the age of 21 years for all the posts. The category wise maximum age limit and age concession details are given below.

##### 4.1.1. Others (Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s and BCMs):

| S. No.                                                                                                         | Name of the Post                              | Post Code | Maximum Age (Should not have completed) | Age Concession                    |               |                      |
|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-----------|-----------------------------------------|-----------------------------------|---------------|----------------------|
|                                                                                                                |                                               |           |                                         | Persons with Benchmark Disability | Ex-Servicemen | Destitute Widow      |
| 1.                                                                                                             | Assistant Director of Agriculture (Extension) | 3202      | 34                                      | 44                                | 50            | No Maximum Age Limit |
| 2.                                                                                                             | Assistant Manager (Accounts)                  | 3335      | 32                                      | 42                                |               |                      |
| 3.                                                                                                             | Assistant Manager (Legal)                     | 3259      |                                         |                                   |               |                      |
| 4.                                                                                                             | Manager Grade - III (Finance)                 | 3301      |                                         |                                   |               |                      |
| 5.                                                                                                             | Senior Officer (Finance)                      | 3302      |                                         |                                   |               |                      |
| 6.                                                                                                             | Senior Officer (Legal)                        | 3312      |                                         |                                   |               |                      |
| 7.                                                                                                             | Manager (Mechanical)                          | 3390      |                                         |                                   |               |                      |
| 8.                                                                                                             | Manager (Marketing)                           | 3394      |                                         |                                   |               |                      |
| 9.                                                                                                             | Assistant Manager (Materials)                 | 3401      |                                         |                                   |               |                      |
| 10.                                                                                                            | Senior Accounts Officer                       | 3535      |                                         |                                   |               |                      |
| 11.                                                                                                            | Accounts Officer Class III                    | 2093      | 32*                                     |                                   |               |                      |
| 12.                                                                                                            | Deputy Manager (Electrical)                   | 3396      | 32                                      | NA                                |               |                      |
| 13.                                                                                                            | Deputy Manager (Mechanical)                   | 3395      |                                         |                                   |               |                      |
| 14.                                                                                                            | Deputy Manager (Materials)                    | 3400      |                                         |                                   |               |                      |
| * - In case of persons who are in regular service under Government of Tamil Nadu, the maximum age limit is 37. |                                               |           |                                         |                                   |               |                      |
| NA - Not Applicable, since persons with benchmark disability are not eligible to apply for this post.          |                                               |           |                                         |                                   |               |                      |

##### 4.1.2. SCs, SC(A)s, STs, MBCs/DCs, BC (OBCM)s and BCMs:

| S. No. | Name of the Post                              | Post Code | Maximum Age (Should not have completed) | Age Concession                    |               |                 |
|--------|-----------------------------------------------|-----------|-----------------------------------------|-----------------------------------|---------------|-----------------|
|        |                                               |           |                                         | Persons with Benchmark Disability | Ex-Servicemen | Destitute Widow |
| 1.     | Assistant Director of Agriculture (Extension) | 3202      | No Maximum Age Limit                    |                                   |               |                 |
| 2.     | Assistant Manager (Accounts)                  | 3335      |                                         |                                   |               |                 |
| 3.     | Accounts Officer Class III                    | 2093      |                                         |                                   |               |                 |
| 4.     | Assistant Manager (Legal)                     | 3259      |                                         |                                   |               |                 |
| 5.     | Manager Grade – III (Finance)                 | 3301      |                                         |                                   |               |                 |
| 6.     | Senior Officer (Finance)                      | 3302      |                                         |                                   |               |                 |
| 7.     | Senior Officer (Legal)                        | 3312      |                                         |                                   |               |                 |
| 8.     | Senior Accounts Officer                       | 3535      |                                         |                                   |               |                 |

|                       |                               |                                                                                                  |                      |    |                      |
|-----------------------|-------------------------------|--------------------------------------------------------------------------------------------------|----------------------|----|----------------------|
| 9.                    | Assistant Manager (Materials) | 3401                                                                                             | No Maximum Age Limit |    |                      |
| 10.                   | Manager (Mechanical)          | 3390                                                                                             |                      |    |                      |
| 11.                   | Manager (Marketing)           | 3394                                                                                             |                      |    |                      |
| 12.                   | Deputy Manager (Electrical)   | 3396                                                                                             | No Maximum Age Limit | NA | No Maximum Age Limit |
| 13.                   | Deputy Manager (Mechanical)   | 3395                                                                                             |                      |    |                      |
| 14.                   | Deputy Manager (Materials)    | 3400                                                                                             |                      |    |                      |
| <b>Abbreviations:</b> |                               |                                                                                                  |                      |    |                      |
| BC(OBCM)              | -                             | Backward Classes (Other than Backward Class Muslims)                                             |                      |    |                      |
| BCM                   | -                             | Backward Class Muslims                                                                           |                      |    |                      |
| MBC / DC              | -                             | Most Backward Classes / Denotified Communities                                                   |                      |    |                      |
| SC                    | -                             | Scheduled Castes                                                                                 |                      |    |                      |
| SC(A)                 | -                             | Scheduled Castes (Arunthathiyars)                                                                |                      |    |                      |
| ST                    | -                             | Scheduled Tribes                                                                                 |                      |    |                      |
| NA                    | -                             | Not Applicable, since persons with benchmark disability are not eligible to apply for this post. |                      |    |                      |

4.1.3. No maximum age limit shall mean that the candidates should not have completed 60 years of age as on 1.7.2025 or at the time of selection / appointment to the post.

4.1.4. The above mentioned age concession will not apply to the Ex-Servicemen candidates who have already been recruited to any class or service or category, as per section 3 (j) (vii) of Tamil Nadu Government Servants (Conditions of Service) Act, 2016.

#### 4.1.5. Supporting Documents:

4.1.5.1. 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. Those candidates whose date of birth is not mentioned in their tenth standard / twelfth standard mark sheet must upload their Birth Certificate / Transfer Certificate / Degree MarkSheets, instead of the tenth standard or twelfth standard mark sheet. Any other form of evidence will not be accepted. Failure to upload such a document shall result in the rejection of candidature after due process.

4.1.5.2. Candidates claiming age concession should upload the supporting documents for such a claim. Failure to upload such a document shall result in the rejection of candidature after due process.

## 4.2. Educational Qualification, Technical Qualification and Experience:

### 4.2.1. Posts without Experience:

| S. No | Name of the Post                              | Post Code | Qualification                                                                                                                                                                                                            |
|-------|-----------------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.    | Assistant Director of Agriculture (Extension) | 3202      | A degree of M.Sc., in Agricultural Extension or Agricultural Economics.<br><br>Provided that other things being equal, preference shall be given to those who possesses the M.Sc., degree in Agricultural Extension.     |
| 2.    | Assistant Manager (Accounts)                  | 3335      | Should have qualified CA/ICWA course i.e. Must have passed the Final Examination conducted by the Institute of Chartered Accountants of India / Institute of Cost Accountants of India (or) its equivalent qualification |
| 3.    | Accounts Officer Class III                    | 2093      | Must have passed the Final Examination conducted by the Institute of Chartered Accountants / Cost Accountants                                                                                                            |

|    |                               |      |                                                                                    |
|----|-------------------------------|------|------------------------------------------------------------------------------------|
| 4. | Manager Grade – III (Finance) | 3301 | CA /ICWA                                                                           |
| 5. | Senior Officer (Finance)      | 3302 | CA /ICWA                                                                           |
| 6. | Senior Officer (Legal)        | 3312 | B.L./L.L.B., Degree from a Law College recognized by University Grants Commission. |

#### 4.2.2. Posts with Experience:

| S. No | Name of the Post              | Post Code | Qualification and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------|-------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.    | Senior Accounts Officer       | 3535      | Must be either Chartered Accountant or Cost Accountant with 2 years of experience                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 2.    | Assistant Manager (Legal)     | 3259      | <p>i. Must possess a degree in Law awarded by a recognized University (B.L.)</p> <p>ii. Must have sound knowledge of Corporate Laws, Labour Laws, and experience on the original side in City Civil Courts or Mofussil courts for a period not less than five (5) years and must have good knowledge and practice in Motor Accidents Claims / Tribunal, Labour Courts, etc.</p> <p>Other things being equal, preference shall be given to candidates possessing Post-Graduate Diploma in Labour Laws / Social Science</p> |
| 3.    | Manager (Marketing)           | 3394      | <p>(i) MBA (Marketing) from a recognized University / Institute</p> <p>(ii) Experience: Minimum of 15 years of experience in the field of Marketing preferably in Cement Industry with 5 years of service in middle managerial position</p>                                                                                                                                                                                                                                                                               |
| 4.    | Manager (Mechanical)          | 3390      | <p>(i) B.E./B.Tech., Mechanical Engineering from a recognized University / Institute</p> <p>(ii) Experience: 15 years (in one million ton capacity Cement Plant)</p>                                                                                                                                                                                                                                                                                                                                                      |
| 5.    | Deputy Manager (Mechanical)   | 3395      | <p>(i) B.E./B.Tech., Mechanical Engineering from a recognised University / Institute</p> <p>(ii) Experience: 10 years (in one million ton capacity Cement Plant)</p>                                                                                                                                                                                                                                                                                                                                                      |
| 6.    | Deputy Manager (Materials)    | 3400      | <p>(i) B.E./B.Tech., (Mechanical) from a recognised University/ Institute + Diploma in Materials Management</p> <p>(ii) Experience: 10 years in the field of materials inventory</p>                                                                                                                                                                                                                                                                                                                                      |
| 7.    | Assistant Manager (Materials) | 3401      | <p>(i) B.E./B.Tech., (Mechanical) from a recognised University/ Institute + Diploma in Materials Management.</p> <p>(ii) Experience: 5 years in the field of materials inventory</p>                                                                                                                                                                                                                                                                                                                                      |
| 8.    | Deputy Manager (Electrical)   | 3396      | <p>(i) B.E./B.Tech., in Electrical Engineering from a recognised University / Institute</p> <p>(ii) Experience: 10 years (in one million ton capacity Cement Plant)</p>                                                                                                                                                                                                                                                                                                                                                   |

4.2.3. The candidates should possess the educational qualification, technical qualification and experience prescribed for the post, on the date of notification.

4.2.4. The Under Graduate / Post Graduate degree qualification prescribed for the above posts 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 + Post Graduate Degree.

4.2.5. The period of practical or other experience should have been acquired after obtaining the educational qualification prescribed for the post.

#### 4.2.6. Supporting Documents:

4.2.6.1. SSLC / HSC / Diploma / Degree / PG Degree / Integrated PG Degree / Provisional Degree or Provisional Diploma Certificate / Consolidated Mark Sheet along with Degree or Provisional Degree Certificate shall be accepted as proof of educational qualification.

4.2.6.2. In cases where the Diploma / Degree / PG Degree Certificates had not been issued before the date of notification, candidates must upload proof of the publication of results of the respective qualification(s) on or before the date of notification in the form of Provisional / Degree Certificate / Consolidated Mark Sheet / Certificate from the Head of the Institution / University in the format prescribed in Annexure VI of the Notification.

4.2.6.3. Candidates claiming possession of qualification higher than that prescribed for a post, must upload certificates, issued on / before the date of notification, in support of such claim.

4.2.6.4. Candidates claiming experience, should upload the experience certificate in the format available in Annexure V of this notification.

4.2.6.5. In cases where the duration of the prescribed educational / technical course / experience has been specified in the notification, any discrepancy between the claim in the application and the documents uploaded shall result in the rejection of candidature after due process.

4.2.6.6. 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.

4.2.6.7. The candidates claiming equivalence of qualification should upload/submit a copy of the Government order failing which his / her candidature will be rejected after due process. The Government orders relating to equivalence of qualification are available on the website of the Tamil Nadu State Council for Higher Education ([www.tnsche.tn.gov.in](http://www.tnsche.tn.gov.in)).

#### 4.3. Medical and Physical Standards:

4.3.1. Candidates selected for appointment to the posts will be required to submit a certificate of physical fitness to the Appointing Authority at the time of joining the post.

4.3.2. The prescribed standards of visual acuity of the candidates selected for the following posts are mentioned below;

| S. No. | Name of the Post                              | Post Code | Standard of Vision       |
|--------|-----------------------------------------------|-----------|--------------------------|
| 1.     | Assistant Director of Agriculture (Extension) | 3202      | Standard – III or better |
| 2.     | Assistant Manager (Accounts)                  | 3335      |                          |
| 3.     | Accounts Officer Class III                    | 2093      |                          |
| 4.     | Assistant Manager (Legal)                     | 3259      |                          |
| 5.     | Manager Grade – III (Finance)                 | 3301      |                          |
| 6.     | Senior Officer (Finance)                      | 3302      |                          |
| 7.     | Senior Officer (Legal)                        | 3312      |                          |
| 8.     | Senior Accounts Officer                       | 3535      |                          |
| 9.     | Manager (Mechanical)                          | 3390      |                          |
| 10.    | Manager (Marketing)                           | 3394      |                          |
| 11.    | Deputy Manager (Mechanical)                   | 3395      |                          |
| 12.    | Deputy Manager (Electrical)                   | 3396      |                          |
| 13.    | Deputy Manager (Materials)                    | 3400      |                          |
| 14.    | Assistant Manager (Materials)                 | 3401      |                          |

4.3.3. Candidates with defective vision should submit an Eye Fitness certificate from a qualified Eye Specialist working in a Government Hospital at the time of joining the post, to the Appointing Authority.



#### 4.4. Knowledge in Tamil:

4.4.1. Candidates should possess adequate knowledge in Tamil on the date of this Notification. 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 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, at the time of submission of online application.

4.4.3. Failure to upload documents in support of the possession of adequate knowledge of Tamil, shall result in the candidate being required to pass the Second Class Language Test (Full Test) in Tamil conducted by the Commission, within a period of two years from the date of his / her appointment, failing which he / she shall be discharged from service.

#### 4.5. Restrictions on applying for the Examination:

4.5.1. The candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s, and BCMs, who have put in 5 years or more of service, since his / her first appointment to a service of Government of India or Government of a State / Union Territory, are not eligible to apply even if they are within the age limit, except for the posts requiring experience and Accounts Officer Class-III.

4.5.2. The persons with benchmark disabilities are not eligible for the following posts;

| S.No. | Name of the Post            | Post Code | Department / Organization              |
|-------|-----------------------------|-----------|----------------------------------------|
| 1.    | Deputy Manager (Mechanical) | 3395      | Tamil Nadu Cements Corporation Limited |
| 2.    | Deputy Manager (Electrical) | 3396      |                                        |
| 3.    | Deputy Manager (Materials)  | 3400      |                                        |

#### 4.6. Posts identified suitable for Persons with Benchmark Disability:

4.6.1. The following posts are identified as suitable for reservation to persons with benchmark disabilities as detailed below:

| S. No. | Name of the Post                              | Post Code | Suitable Category of Benchmark Disabilities                                 |
|--------|-----------------------------------------------|-----------|-----------------------------------------------------------------------------|
| 1.     | Assistant Director of Agriculture (Extension) | 3202      | LV, HI, HH, LD, LC, DF, AC                                                  |
| 2.     | Assistant Manager (Accounts)                  | 3335      | LV, HI, HH, LD, CP, LC, DF, AC, MuD, MD                                     |
| 3.     | Accounts Officer Class III                    | 2093      | HH, LD (with mobility), AC, DF, LC                                          |
| 4.     | Assistant Manager (Legal)                     | 3259      | LV, HH, LD, CP, LC, DF, AC, MuD, MD                                         |
| 5.     | Manager Grade – III (Finance)                 | 3301      | LV, HH, HI, LD (OA, OL, BL, OAOL, BLOA), AC, LC, DF                         |
| 6.     | Senior Officer (Finance)                      | 3302      |                                                                             |
| 7.     | Senior Officer (Legal)                        | 3312      | VI, LV, HH, LD (OA, OL, OAOL, BL, BLOA, BABL), LC, AC, DF, CP, MD, MuD, ASD |
| 8.     | Senior Accounts Officer                       | 3535      | LV, HH, LD (OA, OL, BL, OAOL, BLOA), AC, LC, DF                             |
| 9.     | Manager (Mechanical)                          | 3390      | LV, HH, LD (OA, OL), CP, LC, DF, AC, MuD, ASD, SLD, MD                      |
| 10.    | Manager (Marketing)                           | 3394      |                                                                             |
| 11.    | Assistant Manager (Materials)                 | 3401      |                                                                             |

**Abbreviations:**

|      |                                              |      |                                |
|------|----------------------------------------------|------|--------------------------------|
| LV   | – Low Vision                                 | AC   | – Acid Attack Victim           |
| HH   | – Hard of Hearing<br>(with assistive device) | DF   | – Dwarfism                     |
| HI   | – Hearing Impaired                           | LC   | – Leprosy Cured                |
| LD   | – Locomotor Disability                       | CP   | – Cerebral Palsy               |
| MD   | – Multiple Disabilities                      | MuD  | – Muscular Dystrophy           |
| OAOL | - One Arm One Leg                            | OA   | - One Arm                      |
| BLOA | - Both Leg One Arm                           | OL   | - One Leg                      |
| ASD  | - Autism Spectrum Disorder                   | BL   | - Both Leg                     |
| VI   | - Visually Impaired                          | SLD  | - Specific Learning Disability |
|      |                                              | BABL | - Both Arm Both Leg            |

4.6.2. Persons with Benchmark Disability with only those category (ies) of disability (ies) mentioned above shall be eligible to apply for this 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 Combined Technical Services Examination (Interview Posts) comprises of two stages (i) Written Examination and (ii) Interview. The candidates shall be admitted to the written examination, based on the claims made in the online application.

5.2. Onscreen certificate verification will be conducted before admission to the physical certificate verification and interview. 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 notification and rule of reservation of appointments. The candidates will be admitted to onscreen certificate verification in the ratio of 1:3 / 1:4 (posts not requiring experience) and 1:10 (posts requiring experience).

5.3. The experience certificate uploaded by the candidates will be verified by the Committee constituted by the Head of the Department / Organisation concerned, during onscreen certificate verification. The Committee can reject the experience certificate of the candidate after due process. The decision of the Committee is final.

5.4. After onscreen certificate verification, based on the marks obtained in the written examination and subject to the rule of reservation of appointments, candidates shall be admitted to physical certificate verification and interview.

5.5. If the number of vacancies notified/reserved to be filled up by any one or more of the reservation categories [viz., Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Most Backward Classes / Denotified Communities, Backward Classes (other than Muslim) or Backward Classes (Muslim) or General Turn], is five and above, the number of candidates to be admitted to the physical certificate verification and interview from those particular reservation categories, shall be two times the number of vacancies. If the number of vacancies notified / reserved to be filled up by any one or more of the reservation categories is four and below, the number of candidates to be admitted to the physical certificate verification and interview from those particular reservation categories, shall be three times the number of vacancies.

5.6. In respect of posts whose total cadre strength is one only and for which the rule of reservation of appointments does not apply, the number of candidates to be admitted to the physical certificate verification and interview on the basis of the marks obtained in the written examination shall be three.

5.7. The objective of the Interview is to assess the suitability of the candidate for the post by judging the candidate's personality, bearing, aptitude, general knowledge, technical knowledge etc.,

5.8. Marks obtained by the candidates in the Written Examination (Part B and Part C of Paper I and Paper II) and Interview would determine final ranking. The final selection will be made based on the total marks obtained by the candidate in Written Examination (Part B and Part C of Paper I, Paper II) and Interview taken together subject to rule of reservation of appointments. Candidates will be allowed to participate in counselling (wherever applicable) based on his / her rank.

## 5.9. Ranking Procedure:

5.9.1. The merit list or the ranking list shall be prepared on the basis of total marks obtained, by combining the marks secured by the candidates in the written examination with the marks secured in the Interview.

5.9.2. In case of two or more candidates scoring equal marks, the candidate senior in age shall be placed above in the merit list.

5.9.3. When the age too is the same, then the candidate securing higher marks in the written examination shall be placed above in the merit list.

5.9.4. When the marks obtained in the written examination are also equal, then the candidate who had submitted his application earlier to the Commission, as determined from the application number, shall be placed above in the merit list.

5.10. Appearance in Paper I, Paper II and the Interview is compulsory. Candidates who have not appeared either for Paper I, Paper II and Interview, will not be considered for selection, even if they secure the minimum qualifying marks.

## 6. Scheme of Examination:

| Subject                                                                              | Standard           | No. of Questions | Duration | Maximum Marks | Minimum Qualifying Marks                       |         | Type of Examination | Mode of Examination |
|--------------------------------------------------------------------------------------|--------------------|------------------|----------|---------------|------------------------------------------------|---------|---------------------|---------------------|
|                                                                                      |                    |                  |          |               | SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s and BCMs | Others* |                     |                     |
| <b>Paper I</b>                                                                       | SSLC               | 100              | 3 hours  | 150           | 60                                             | 60      | Objective           | CBT                 |
| <b>Part A</b><br>Tamil Eligibility Test                                              |                    |                  |          |               |                                                |         |                     |                     |
| <b>Part B</b><br>General Studies                                                     | Degree             | 75               |          | 150           | 135                                            | 180     |                     |                     |
| <b>Part C</b><br>Aptitude and Mental Ability                                         | SSLC               | 25               |          |               |                                                |         |                     |                     |
| <b>Paper II</b><br>Subject Paper                                                     | Degree / PG Degree | 200              | 3 hours  | 300           | 450                                            | -       |                     |                     |
| Total (Part B and Part C of Paper-I and Paper-II)                                    |                    |                  |          |               |                                                |         |                     |                     |
| Interview                                                                            |                    |                  |          | 60            |                                                |         | -                   |                     |
| Grand Total (Part B and Part C of Paper I, Paper II and Interview)                   |                    |                  |          | 510           | -                                              |         |                     |                     |
| *Others - Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s and BCMs |                    |                  |          |               |                                                |         |                     |                     |
| CBT- Computer Based Test                                                             |                    |                  |          |               |                                                |         |                     |                     |

| <b>6.1 Paper II - Subject Paper</b>           |                  |                                                      |                     |                 |                                   |
|-----------------------------------------------|------------------|------------------------------------------------------|---------------------|-----------------|-----------------------------------|
| <b>Name of the Post</b>                       | <b>Post Code</b> | <b>Subject Paper</b>                                 | <b>Subject Code</b> | <b>Standard</b> | <b>Language of Question Paper</b> |
| Assistant Director of Agriculture (Extension) | 3202             | Agriculture                                          | 492                 | PG Degree       | English                           |
| Assistant Manager (Accounts)                  | 3335             | Financial and Cost Accountancy                       | 434                 | Final           | English                           |
| Accounts Officer Class III                    | 2093             |                                                      |                     |                 |                                   |
| Manager Grade - III (Finance)                 | 3301             |                                                      |                     |                 |                                   |
| Senior Officer (Finance)                      | 3302             |                                                      |                     |                 |                                   |
| Senior Accounts Officer                       | 3535             |                                                      |                     |                 |                                   |
| Assistant Manager (Legal)                     | 3259             | Law                                                  | 414                 | Degree          | Tamil and English                 |
| Senior Officer (Legal)                        | 3312             |                                                      |                     |                 |                                   |
| Manager (Mechanical)                          | 3390             | Mechanical, Production and Manufacturing Engineering | 399                 | Degree          | Tamil and English                 |
| Assistant Manager (Materials)                 | 3401             |                                                      |                     |                 |                                   |
| Deputy Manager (Mechanical)                   | 3395             |                                                      |                     |                 |                                   |
| Deputy Manager (Materials)                    | 3400             |                                                      |                     |                 |                                   |
| Manager (Marketing)                           | 3394             | Business Administration                              | 385                 | PG Degree       | Tamil and English                 |
| Deputy Manager (Electrical)                   | 3396             | Electrical and Electronics Engineering               | 400                 | Degree          | English                           |

6.2. The Paper II, Part B and Part C of Paper I will be evaluated only if the candidate secures minimum qualifying marks of 40% (i.e., 60 Marks) in Part A of Paper I.

6.3. The questions in Part B and Part C of Paper I will be set both in English and Tamil.

6.4. The differently abled candidates can avail exemption from writing Part A in Paper I (Tamil Eligibility Test). Such candidates have to furnish the required details in the online application without fail. Subsequent claim will receive no attention. The candidates should upload the Certificate of Disability in the format prescribed in the Annexure II of this notification.

6.5. The syllabus for the written examination is available in Annexure III of this Notification. Unit-wise distribution of questions mentioned in the syllabus is only indicative. Commission reserves the right to marginally increase or decrease the number of question in each unit if necessity arises.

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

6.7. The Notification is published in English and Tamil versions. In case of doubt, English version is final.

## **7. Reservation of Appointments:**

The rule of reservation of appointments applies to this recruitment. Reservation of appointment to Destitute Widow and Ex-Servicemen 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. In respect of posts whose total cadre strength is one only, the rule of reservation of appointment does not apply.

## **8. Communication to Candidates:**

8.1. The memorandum of admission (Hall Ticket) for candidates will be made available on the Commission's website [www.tnpscexams.in](http://www.tnpscexams.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, list of candidates admitted for onscreen certificate verification, date and time of physical certificate verification, interview and counselling on the Commission's website [www.tnpsc.gov.in](http://www.tnpsc.gov.in). 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](mailto:helpdesk@tnpscexams.in). Any other communication with the Commission must be made through email to [grievance.tnpsc@tn.gov.in](mailto: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 of the examination
- b. Notification No. and year
- c. Registration No.
- d. Name of the Candidate (in full and in block letters)
- e. Complete postal address as given in the application
- f. 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 revaluation of answer sheets will not be entertained.

9.5. Request for change of date and time for applying online / examination / physical certificate verification/interview, relaxation of condition mentioned in the notification or examination related directions or guidelines or minimum marks or qualification/requirements etc. shall not be entertained

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

## **10. Litigations:**

The selection for appointment to the posts included 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](http://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.

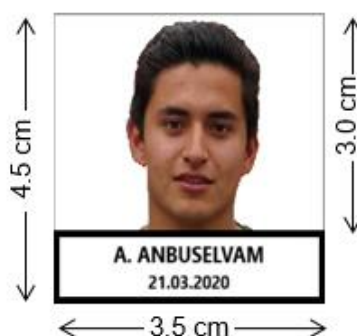
2.7.3. The Commission will not be responsible for any consequences arising out of failure on the part of the candidates to adhere to the instructions issued regarding One Time Registration or filling up of online application.

2.7.4. The instructions and illustration regarding One Time Registration are available on the website viz., [www.tnpscexams.in](http://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 20KB–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 Centres:**

3.7.1. While applying online, candidates shall be permitted to choose two district centres as their preference for the Written Examination. Candidates shall be allotted a venue in one of these two district centres. However, candidates with benchmark disability, shall be permitted to choose only one district centre and shall be allotted a venue in that district centre.

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 or decrease the number of examination centres and to re-allot the candidates accordingly. The Commission also reserves the right to allot a candidate to the nearby centre, if he / she could not be accommodated in the centres opted by the candidate.

3.7.4. The written examination will be held at the centres given below:

| S.No. | Name of the Centre | Code | S.No. | Name of the Centre | Code |
|-------|--------------------|------|-------|--------------------|------|
| 1.    | Chennai            | 0101 | 4.    | Madurai            | 1001 |
| 2.    | Coimbatore         | 0201 | 5.    | Tirunelveli        | 2601 |
| 3.    | Tiruchirappalli    | 2501 |       |                    |      |

### **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. 200 (Rupees Two 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. For every additional subject paper opted by the candidate in the online application Rs.200 for each subject paper should be paid additionally. Further, if the candidate withdraws one or more subject paper(s) then the fee already paid by the candidate will not be refunded.

3.9.3. 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.

3.9.4. 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.

3.9.5. 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.

3.9.6. 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.

3.9.7. 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 / UPI 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 in 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 '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 post. If the required certificates are not uploaded by the candidate in clear and legible form 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 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 a copy of the First Information Report (FIR) or memorandum of charges / show cause notice, as the case may be. Failure to upload such papers at the time of submission of online application, 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 the relevant court orders and / or release orders or memorandum of proceedings, as the case may be, at the time of submission of online application. Failure to upload 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 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.

4.5. The selection of the candidates against whom the criminal case / disciplinary case is pending, will be withheld subject to the outcome of the pending criminal / disciplinary case.

## **5. Employment Details:**

5.1. 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, in regular service, must inform the Commission of such fact, at the time of applying. Suppression of the fact of employment by candidates shall result in rejection of candidature after due process.

5.2. Candidates need not send their applications through their Head of Department or employer. Instead, they may 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 format prescribed as shown below.

### **No Objection Certificate**

This is to certify that Thiru/Tmt./Selvi. .... (Name) employed as ..... (designation) in this office from .....(specify the date from which appointed), who is regularly / temporarily appointed and who is as probationer / approved probationer / full member, had applied for the post of .....in .....service called for by the Tamil Nadu Public Service Commission through online application form to the Tamil Nadu Public Service Commission and informed the fact to this department / organisation. This department / organisation has 'no objection' for processing the said application of the individual by the Tamil Nadu Public Service Commission subject to the condition that the particulars furnished by the individual are found to be correct.

Appointing Authority  
(Signature with Seal)

\* In the case of a Government servant against whom departmental or criminal proceedings are contemplated or pending, the appointing authority shall inform the said fact to the Tamil Nadu Public Service Commission along with the "No Objection Certificate" and 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.

5.3 Candidates who secure employment after submission of online application, must upload a 'No Objection Certificate' or at least an undertaking regarding the fact of employment and that 'No Objection Certificate' has been applied for. Failure to upload the 'No Objection Certificate' / an undertaking shall result in the rejection of candidature after due process.

5.4. Candidates who have been removed / dismissed / resigned from a post, shall intimate such fact to the Commission, through the One Time Registration Dashboard. Any failure in this regard shall result in the rejection of the candidature after due process.

5.5. 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.

5.6. Failure on the part of employed candidates to upload the 'No Objection Certificate' shall result in the rejection of candidature after due process.

## **Annexure II**

### **1. Ex-Servicemen:**

#### **1.1. 'Ex-Serviceman' means,**

1.1.1. Any person who had served in any rank (whether as combatant or not) in the Armed Forces of the Union for a continuous period of not less than six months after attestation, if released between 1st July 1979 and 30th June 1987 (both days inclusive):

- a. for reasons other than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency; or
- b. at his own request after serving for a period of not less than five years; or

1.1.2. Any person who had served in any rank (whether as combatant or not) in the Armed Forces of the Union, and had retired or had been released on or after 1st July 1987 from such service:

- a. at his own request after earning his pension; or
- b. on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
- c. otherwise than at his own request after earning his pension, as a result of reduction in establishment; or
- d. after completing specific period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency and has been given a gratuity.

1.1.3. Any person of the Territorial Army of the following categories, namely, pension holder for continuous embodied service, person with disability attributable to military service and gallantry award winner retired on or after 15th November 1986; or

1.1.4. Any person of the Army Postal Service, who retired on or after 19th July 1989 directly from the said service without reversion to Postal and Telegraph Department with pension or who has been released on or after 19th July 1989 from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or

1.1.5. Any person who was on deputation in the Army Postal Service for more than 6 months prior to the 14th day of April 1987; or

1.1.6. Any person who was boarded out or released on medical grounds and granted medical or disability pension; or

1.1.7. Any person discharged on or after July 1987 under Army Rule 13(3) III (V) for the reason that his service is no longer required and in receipt of pension; or

1.1.8. Such other person as may be notified by the Government from time to time.

1.2. Ex-Servicemen does not mean the wards / dependants of those mentioned above.

1.3. A person discharged before July 1987 under Army Rule 13(3) III (V) for the reason that his service is no longer required is not an Ex-Serviceman.

1.4. 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.

1.5. Persons serving in the Armed Forces shall be eligible to apply for posts under the Government, if they are due to complete the specified term of their engagement in the Armed Forces, within one year from the last date prescribed by the Commission, for receipt of the online application in respect of a particular recruitment.

**1.6. Fee Concession:** Two free chances.

**1.7. Reservation of Appointments:** The rule of reservation of appointment to Ex-Servicemen will not apply to this recruitment.

**1.8. Supporting Documents:**

1.8.1. A candidate who claims to have been demobilised from the Army or Navy or Air Force needs to upload either a properly authenticated extract from his Discharge Certificate (viz., a Bonafide Certificate) issued by the Ex-Servicemen's Welfare Board in the format as depicted below or the Pension Pay Order at the time of submission of online application.

**Form of Bonafide Certificate to be produced by Ex-Servicemen**

1. Name of the applicant
2. Rank held, Name of the Service (Army / Navy / Air force)
3. Date of enrolment
4. Date of discharge
5. Reasons for discharge
6. Whether an 'Ex-Serviceman' should be specifically stated
7. Whether in receipt of pension
8. P.P.O No.
9. Conduct and character while serving in the defence forces
10. Name of the post applying for
11. Unique Service No.
12. Whether the individual is employed in any post under the Government of Tamil Nadu? If so, Name of the post and date of appointment

1.8.2. Persons serving in the Armed Forces who are due to complete the specified term of their engagement in the Armed Forces, within one year from the last date prescribed by the Commission, for receipt of the online application in respect of this recruitment, shall upload at the time of submission of online application an undertaking and a certificate from their Commanding Officer in the format as depicted below.

**Form of Undertaking to be given by the Serving Personnel**

I hereby accept that if selected on the basis of the recruitment / examination to which this application relates, I will produce documentary evidence to the satisfaction of the appointing authority that I have been duly released / retired / discharged from the Armed Forces and I am entitled to the benefits admissible to Ex-Servicemen given under Section 63 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016.

Place:

Signature of the Applicant

### **Form of Certificate for Serving Personnel**

I hereby certify that according to the information available with me (Number) .....(Rank) ..... (Name) is due to complete the specified term of his engagement with the Armed Forces on the (date) .....

Place:  
Date:

Signature of the Commanding Officer

1.8.3. The candidates should also upload the Self Declaration in the format given below.

#### **Self Declaration**

1) I am aware of the fact that, as per the proviso to Section 3 (j) and 3(y) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 (Tamil Nadu Act 14 of 2016) and as per note II under para.4-A of the Commission's Instructions to Applicants, "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".

2) I am also aware of the fact that as per para.14(P)(V) of the Commission's Instructions to Applicants "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 rejection of candidature after due process"

3) Knowing the above facts, I (Ex.No.....) Ex.Rank..... Name .....of .....District hereby declare that I have never been employed in any post in any class or service or category classified under State service or Subordinate service of Tamil Nadu.

4) Knowing the above facts, I (Ex.No.....) Ex.Rank..... Name ..... of .....District hereby declare that I have been employed in ..... State service or Subordinate service of Tamil Nadu as ..... from.....to.....after my retirement from the Armed Forces. I also enclose herewith the No Objection Certificate obtained from my employer.

5) Further, if the above declaration is found to be false, I may be subjected to any departmental / legal/ penal action as deemed fit and my candidature to the said examination will be cancelled by the Commission after due process.

(\*Strikeout whichever is not applicable)

Date :  
Place :

Signature :  
Name :  
Register No. :  
Ex. No. :  
Rank :  
Mobile No. :

1.8.4. Failure to upload the supporting documents at the time of submission of online application shall result in the rejection of claim after due process.



### **1.9. Persons with Benchmark Disability:**

1.9.1. "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.

**1.9.2. Fee Concession:** Full exemption.

**1.9.3. Reservation of Appointments:** (For posts identified suitable for persons with benchmark disabilities) Out of the total number of appointments to be made in the communal reservation categories, viz., Scheduled Castes / Scheduled Caste - Arunthathiyars (on preferential basis) / Scheduled Tribes / Most Backward Classes / Denotified Communities / Backward Classes (other than Muslim) / Backward Classes (Muslim) and General Turn, in the case of appointment made by direct recruitment, 1% each shall be reserved for persons with benchmark disabilities under categories (a), (b) and (c) and 1% for persons with benchmark disabilities under categories (d) and (e) both taken together, namely:

- a. blindness and low vision;
- b. deaf and hard of hearing;
- c. locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- d. autism, intellectual disability, specific learning disability and mental illness;
- e. multiple disabilities from amongst persons under categories (a) to (d) including deaf-blindness in the posts identified for each disability.

### **1.9.4. Supporting Documents:**

1.9.4.1. 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 and Seal of Authorized Signature of notified Medical Authority)

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

**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 |
|-------------------------|-------------------------|----------------------------------|
|-------------------------|-------------------------|----------------------------------|

|                                                                                                            |
|------------------------------------------------------------------------------------------------------------|
| Signature/ thumb<br>impression of the<br>person in whose favour<br>certificate of disability is<br>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 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<br>impression of the<br>person in whose favour<br>certificate of disability is<br>issued. |
|------------------------------------------------------------------------------------------------------------|

## List of Certifying Authority for the issue of disability certificate

**TABLE – I**

| S. 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                                                                          | Adults with intellectual disability above the age group of 18 years – Psychiatrist.               |
| 12      | Specific Learning Disabilities                                                                   | Medical board consisting of<br>a) Paediatrician; and<br>b) Psychiatrist and Trained Psychologist. |

|    |                                                                                    |                                                                                                                                                                                 |
|----|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13 | Autism spectrum disorder                                                           | Medical Board consisting of<br>a) Psychiatrist and Trained psychologist; and<br>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<br>a) Psychiatrist and Trained Psychologist; and<br>b) Neurologist; and<br>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 claim after due process.

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

### **3. Destitute Widow:**

3.1. "Destitute Widow" means a widow whose total monthly income from all sources shall not be more than Rs.4,000/- (Rupees Four Thousand only), including any family pension or other receipts including income from private practice in the case of professionals. Destitute Widow shall not include a divorcee or a woman deserted by her husband. The status of an individual as Destitute Widow is with reference to the date of notification.

**3.2. Fee Concession:** Full exemption.

**3.3. Reservation of Appointments:** The rule of reservation of appointment to Destitute Widow candidates will not apply to this recruitment.

### **3.4. Supporting Documents:**

3.4.1. The Destitute Widows should upload a certificate from the Revenue Divisional Officer or the Assistant Collector or the Sub-Collector concerned, in the format prescribed below. Failure to upload such certificate or uploading of a widow or divorcee certificate, at the time of submission of online application, shall result in rejection of claim after due process.

#### **Form of Destitute Widow Certificate**

1. Name of the individual
2. Full Postal Address
3. Details of job held, if any:
4. Particulars of her children, if any
5. Name and last occupation of her late husband
6. Date of demise of her husband
7. Monetary benefits received after her husband's death by way of family pension, insurance, etc., if any
8. Details of Properties if any immovable and movable left behind by him
9. Present monthly income
  - a. From salaries/wages
  - b. From family pension
  - c. From private properties



- d. Rents received
- e. From private practice
- f. Other sources, if any
- g. Total

10. Whether living alone or living with her husband's parents / in-laws / parents / brother(s)

11. Whether she satisfies the definition of the term "Destitute Widow" as defined in section 20(8) and 26 of Tamil Nadu Government Servants (Conditions of Service) Act, 2016.

Certified that I have verified the particulars furnished by the individual and satisfied myself as to the correctness of her claim with reference to the definition of the term – "Destitute Widow" in section 20(8) and 26 of Tamil Nadu Government Servants (Conditions of Service) Act, 2016.

Certificate Reference No.:

Signature:

Place:

Name:

Date:

Designation:

Revenue Divisional Officer / Assistant Collector / Sub-Collector

Explanation - The above certificate should be issued only by the Revenue Divisional Officer or the Assistant Collector or the Sub-Collector concerned.

3.4.2. A 'Widow Certificate' is different from a 'Destitute Widow Certificate'. Candidates who have uploaded Widow Certificates will not be considered as Destitute Widow.

3.4.3. Claim as Destitute Widow shall be admitted only if the date of demise of husband is on or before the date of notification.

3.4.4. Any correction in the Destitute Widow certificate must be attested by the issuing authority or a fresh certificate in lieu thereof must be uploaded.

#### **4. Person Studied in Tamil Medium (PSTM):**

4.1. "Person Studied in Tamil medium" means a person who has studied through Tamil medium of instruction up to the educational qualification prescribed for direct recruitment in the rules or regulations or orders applicable to any appointment in the services under the State.

4.1.1. In cases where a Degree is prescribed as the educational qualification, one shall have studied from first standard to Degree through Tamil medium of instruction.

4.1.2. The candidates who did not join school in the 1 st standard, but joined schools directly in 2nd standard to 8th standard under the Right to Education Act on the basis of age, studied in Tamil as the medium of instruction and passed, and those who studied with Tamil as the medium of instruction in other states and then continued their education in Tamil Nadu from the standard they entered are also eligible.

4.1.3. Students who have studied in Tamil medium in regular stream in 10th, 11th and 12th standard and failed to pass one or more subjects in them, but have later passed in the subject as private students and have continued to study in schools and colleges in Tamil medium and have passed are eligible to be considered under PSTM category.

4.1.4. The candidates who have passed the examination through Tamil medium directly as private candidates without going to school are not eligible to be considered under PSTM category.

## 4.2. Supporting Documents:

4.2.1. Candidates claiming to be Persons Studied in Tamil Medium (PSTM) must upload evidence for the same, in the form of SSLC, HSC, Transfer Certificate, Provisional Certificate, Convocation Certificate, Degree Certificate, PG Degree Certificate, Mark Sheets, Certificate from the Board or University or from the Institution, as the case may be, with a recording that he had studied the entire duration of the respective course(s) through Tamil medium of instruction from 1<sup>st</sup> standard.

4.2.2. The candidates should obtain certificates of education in Tamil medium from all the relevant educational institutions where they studied upto the prescribed educational qualification. Candidates must upload documents as evidence of having studied in the Tamil medium, all educational qualifications from 1st standard up to the educational qualification prescribed.

4.2.3. If no such document as evidence for 'Person Studied in Tamil Medium' is available, a certificate from the Principal / Head Master / District Educational Officer / Chief Educational Officer / Director , Directorate of Government Examinations / Competent Authority, Principal of Industrial Training Institute / Principal of College / Registrar of University as the case may be, in the format as shown below, must be uploaded for each and every educational qualification, from 1st standard upto the educational qualification prescribed.

4.2.4. Failure to upload such documents as evidence for 'Persons Studied in Tamil Medium' for all educational qualification up to the educational qualification prescribed, shall result in the rejection of claim after due process.

4.2.5. Documents uploaded as proof of having studied in Tamil medium, for the partial duration of any course, shall not be accepted and shall result in the rejection of claim after due process.

### **Certificate for having studied in Tamil Medium\***

This is to certify that **Thiru./Tmt./Selvi** .....(Name) had studied Classes ..... to ..... with Tamil as the medium of instruction, in this school / through Private Studies during the year ..... to ..... and had satisfactorily completed the course of studies prescribed for Classes ..... to .....

Thiru./Tmt./Selvi. ....(Name) was / was not awarded scholarship meant for students studying in the Tamil medium.

This certificate is issued with reference to Section 2(d) of the PSTM (Amendment) Act, 2020, based on the verifiable documentary evidence. The undersigned assumes full responsibility for the veracity of the contents herein.

Signature of Principal / Head Master /  
District Educational Officer /  
Chief Educational Officer /  
Director, Directorate of Govt. Exams /  
Competent Authority

Place:

Date:                      Seal of the Institution                      (Mobile No. \_\_\_\_\_)

\* If the candidate has studied in different schools from 1st std. up to 10th std./ 12th std., then the above certificate shall be obtained from each of the schools the candidate has studied in.

### **Certificate for having studied in Tamil Medium@**

This is to certify that Thiru / Tmt. / Selvi. ....(Name) had studied.....  
(Diploma / Degree / PG Degree, etc.) during the year ..... to ..... with Tamil as the medium  
of instruction and had satisfactorily completed the course of studies prescribed for.....(Diploma  
/ Degree / PG Degree, etc.).

Thiru / Tmt. / Selvi. ....(Name) was / was not awarded scholarship meant for  
students studying in the Tamil medium.

This certificate is issued with reference to Section 2(d) of the PSTM (Amendment) Act, 2020, based on  
the verifiable documentary evidence. The undersigned assumes full responsibility for the veracity of the  
contents herein.

Signature of Principal /  
Registrar Industrial Training  
Institute /  
College / University

Place:

Date: Seal of the Institution (Mobile No. \_\_\_\_\_)

@ If the candidate has completed different courses in different Institutions, such a certificate shall be  
obtained from each of these Institutions for the courses completed therein.

4.2.6. Candidates who have joined school directly under the Right to Education Act on the basis of age  
should upload / produce the following certificate

### **Certificate for direct admission in School**

This is to certify that Thiru/Tmt./Selvi/ \_\_\_\_\_(Name) S/o/D/o/Thiru/Tmt./  
\_\_\_\_\_ had been admitted directly to \_\_\_\_\_ standard in our School / Institution  
based on his/her age under the Right to Education Act through direct Admission.

Signature of Principal / Head Master  
(Mobile Number) \_\_\_\_\_

Place: Official Seal of  
Date: School / Institution

4.2.7. If the school name of the candidate has been changed subsequently such candidates should upload the certificate in the following format.

### **Certificate for change of school name**

This is to certify that Thiru/Tmt/Selvi. \_\_\_\_\_  
S/o/D/o \_\_\_\_\_ studied the classes from \_\_\_\_\_ to \_\_\_\_\_ in  
Tamil Medium during the years from \_\_\_\_\_ to \_\_\_\_\_ in this school.

It is further certified that this school was earlier known as \_\_\_\_\_ and  
consequent to change in the name, this school is presently called as \_\_\_\_\_

This certificate is issued to the above person to claim preferential treatment under section 2 (d) of the  
PSTM (Amendment) Act, 2020.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature with Seal:

Seal of the Institution

Name:  
Designation:  
(Head Master/Principal/  
District Educational Officer/  
Chief Educational Officer)

### **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 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 of a community certificate citing name of the spouse, shall result in rejection of claim 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'. Candidates belonging to Scheduled Castes, on conversion to Islam shall be treated as "Backward Classes (Muslim)". However, Scheduled Caste converts to Sikhism and Buddhism shall be treated as Scheduled Castes.

5.6.8. Failure to upload the supporting documents at the time of submission of online application shall result in the rejection of claim 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 and 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 and 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, Thozhuva 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 of a community certificate citing name of the spouse, shall result in rejection of claim 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'. Candidates belonging to Backward Classes, Most Backward Classes and Denotified Communities on conversion to Islam shall be treated as "Backward Classes (Muslim)".

6.5.7. Failure to upload the supporting documents at the time of submission of online application shall result in the rejection of claim after due process.

## 7. Women:

**7.1. Reservation of Appointments:** A minimum of 30% of all vacancies shall be set apart for women candidates, irrespective of the fact of whether the rule of reservation of appointments applies to the posts or not. In respect of the posts to which the rule of reservation of appointments applies, 30% of vacancies shall be set apart for women candidates, following the reservation for each communal category as well as open category. Women / Transgender (women) candidates shall be entitled to compete for the said 30% of vacancies. They shall also be entitled to compete for the remaining 70% of vacancies along with male / Transgender / Transgender (men) candidates.

**7.2. Supporting Documents:** Gender claimed shall be verified against the Transfer Certificate / Community Certificate. Failure to upload the supporting documents at the time of submission of online application shall result in the rejection of candidature after due process.

## **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 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 claim 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 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 the same. Failure to upload 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 of a Transgender ID card issued by the Tamil Nadu Transgender Welfare Board. Failure to upload the same or uploading of a Transgender ID card issued by other authorities, shall result in rejection of candidature after due process.

## Annexure III

### Syllabus

#### Paper I

#### Part A - Tamil Eligibility Test (SSLC Standard – 100 Questions)

Code: 503

#### அலகு I: இலக்கணம் (25 கேள்விகள்)

எழுத்து: பிரித்து எழுதுதல் – சேர்த்து எழுதுதல் – சந்திப்பிழை – குறில், நெடில் வேறுபாடு – லகர, ளகர, முகர வேறுபாடு – ணகர, ணகர வேறுபாடு – ரகர, றகர வேறுபாடு – இனவெழுத்துகள் அறிதல் – சுட்டு எழுத்துகள் – வினா எழுத்துகள் – ஒருமைப் பன்மை அறிதல்.

சொல்: வேர்ச்சொல் அறிதல் – வேர்ச்சொல்லில் இருந்து வினைமுற்று, வினையெச்சம், வினையாலணையும் பெயர், பெயரெச்சம் வகை அறிதல் – அயற்சொல் தமிழ்ச்சொல், எதிர்ச்சொல் வினைச்சொல் – எழுத்துப் பிழை, ஒற்றுப்பிழை அறிதல் – இரண்டு வினைச் சொற்களின் வேறுபாடு அறிதல்.

#### அலகு II: சொல்லகராதி (15 கேள்விகள்)

(i) எதிர்ச்சொல்லை எடுத்தெழுதுதல், ஒரெழுத்து ஒரு மொழி, உரிய பொருளைக் கண்டறிதல் – ஒருபொருள் தரும் பல சொற்கள், பொருந்தா சொல்லைக் கண்டறிதல், அகர வரிசைப்படி சொற்களைச் சீர்செய்தல்; ஒருபொருள் பன்மொழி – இருபொருள் குறிக்கும் சொற்கள் – பேச்சு வழக்கு, எழுத்து வழக்கு – சொல்லும் பொருளும் அறிதல் – ஒரு சொல்லிற்கு இணையான வேறு சொல் அறிதல்.

(ii) கோடிட்ட இடத்தில் சரியான சொல்லைத் தேர்ந்தெடுத்து எழுதுதல் – (எ.கா.) பள்ளிக்குச் சென்று கல்வி பயிலுதல் சிறப்பு (பயிலுதல், எழுதுதல்) – வானில் முகில் தோன்றினால் மழை பொழியும் (முகில், நட்சத்திரம்); பொருத்தமான பொருளைத் தெரிவு செய்தல் – (எ.கா.) ஊடகம் – தகவல் தொடர்புச் சாதனம் (செய்தி, தகவல் தொடர்புச் சாதனம்) – சமூகம் – மக்கள் குழு (மக்கள் குழு கூட்டம்); ஊர்ப் பெயர்களின் மருஉவை எழுதுக – (எ.கா) புதுச்சேரி – புதுவை, மன்னார்குடி – மன்னை, மயிலாப்பூர் – மயிலை; பிழை திருத்துக (எ.கா) ஒரு – ஓர் பேச்சு வழக்குச் சொற்களுக்கு இணையான தூய தமிழ்ச் சொற்களை இணைத்தல் – (எ.கா) வெத்தில – வெற்றிலை, நாக்காலி நாற்காலி.

(iii) பேச்சு வழக்குத் தொடர்களிலுள்ள பிழை திருத்தம் – (எ.கா.) நேத்து மழ் பேஞ்சது – நேற்று மழை பெய்தது; சொற்களை இணைத்துப் புதிய சொல் உருவாக்குதல்: மற்றும், அல்லது. ஆல், பிறகு வரை, இதுவுமல்ல, இருப்பினும், எனினும், இதனால்; அடைப்புக்குள் உள்ள சொல்லைத் தகுந்த இடத்தில் சேர்த்தல் – (எனவே, ஏனெனில், ஆகையால், அதுபோல, அதனால், வரை, பின்பு) – (எ.கா) நான் காட்டிற்குச் சென்றேன். அதனால் புலியைப் பார்த்தேன் – மாலைநேரம் முடியும் வரை விளையாடுவேன். தேர்வு முடிந்த பின்பு சுற்றுலா செல்லலாம்; பொருள் தரும் ஓர் எழுத்து – (எ.கா) ஆ-பசு, ஈ-கொடு, தை-மாதம், தீ-நெருப்பு; பல பொருள் தரும் ஒரு சொல்லைக் கூறுக – (எ.கா) கமலம், கஞ்சம், முளரி, பங்கயம் இச்சொற்கள் தாமரையைக் குறிக்கும்.

#### அலகு III: எழுதும் திறன் (15 கேள்விகள்)

(i) சொற்களை ஒழுங்குபடுத்திச் சொற்றொடர் அமைத்தல் – தொடர் வகைகள் – செய்வினை, செயப்பாட்டு வினை – தன்வினை, பிறவினை – ஒருமைப் பன்மை பிழையறிந்து சரியான தொடரறிதல்.

(ii) மரபுத் தமிழ்: திணை மரபு – உயர்திணை: அம்மா வந்தது – அம்மா வந்தாள்: அஃறிணை: மாடுகள் நனைந்தது – மாடுகள் நனைந்தன; பால் மரபு: ஆண்பால்: அவன் வந்தது – அவன் வந்தான்; பெண்பால்: அவள் வந்தது – அவள் வந்தாள்; பலர் பால்: அவர்கள் வந்தார்கள் – அவர்கள் வந்தனர்; ஒன்றன் பால்: அது வந்தது – அது வந்தது; பலவின் பால்: பறவைகள் பறந்தனர் – பறவைகள் பறந்தன; காலம்: நேற்று மழை பெய்யும் – நேற்று மழை பெய்தது; நேற்று வருவேன் – நேற்று வந்தேன்; இளமைப் பெயர்: பசு – கன்று; ஆடு – குட்டி; ஒலிமரபு: நாய் கத்தியது – நாய் குரைத்தது; வினைமரபு: கூடைமுடை, சோறு உண்; தொகை மரபு: மக்கள் கூட்டம் – ஆட்டு மந்தை, நிறுத்தல் குறியீடுகள்: கால்புள்ளி, அரைப் புள்ளி, முக்கால் புள்ளி, முற்றுப் புள்ளி, வியப்புக் குறி, வினாக்குறி அமையும் இடங்கள்.



#### **அலகு IV: கலைச் சொற்கள் (10 கேள்விகள்)**

பல்துறை சார்ந்த கலைச் சொற்களை அதாவது அறிவியல், கல்வி, மருத்துவம், மேலாண்மை, சட்டம், புவியியல், தொழில்நுட்பம், ஊடகம், தகவல் தொழில்நுட்பம் உள்ளிட்ட பல்துறை சார்ந்த கலைச் சொல்லுக்கு நேரான தமிழ்ச் சொற்களை அறிந்திருக்க வேண்டும். (உதாரணம்: search engine – தேடு பொறி, வலசை – Migration, ஒவ்வாமை – Allergy, மரபணு – Gene, கடல் மைல் – Nautical Mile).

#### **அலகு V: வாசித்தல் – புரிந்து கொள்ளும் திறன் (15 கேள்விகள்)**

கொடுக்கப்பட்ட பத்தியிலிருந்து கேட்கப்பட்ட வினாக்களுக்கு சரியான விடையைத் தேர்ந்தெடுத்தல் – செய்தித்தாள் – தலையங்கம் – முகப்புச் செய்திகள் – அரசு சார்ந்த செய்திகள் – கட்டுரைகள் – இவற்றை வாசித்தல் – புரிந்து கொள்ளும் திறன் – உவமைத் தொடரின் பொருளறிதல் – மரபுத் தொடரின் பொருளறிதல் – பழமொழிகள் பொருளறிதல் – ஆவண உள்ளடக்கங்களைப் புரிந்து கொள்ளும் திறன்.

#### **அலகு VI: எளிய மொழி பெயர்ப்பு (5 கேள்விகள்)**

ஆங்கிலம் மற்றும் பிறமொழிச் சொற்களுக்கு இணையான தமிழ்ச் சொற்கள் அறிதல் வேண்டும் – பயன்பாட்டில் உள்ள ஆங்கிலச் சொற்களை மொழிபெயர்த்தல் வேண்டும் (சான்று: pendrive, printer, computer, keyboard) – ஆவணங்களின் தலைப்பு – கோப்புகள் – கடிதங்கள் – மனுக்கள் – மொழிபெயர்ப்பு புரிந்து கொள்ளுதல்.

#### **அலகு VII: இலக்கியம், தமிழ் அறிஞர்களும், தமிழ்த்தொண்டும் (15 கேள்விகள்)**

திருக்குறள் தொடர்பான செய்திகள் (இருபது அதிகாரங்கள் மட்டும்) ஒழுக்கமுடைமை, பொறையுடைமை, ஊக்கமுடைமை, விருந்தோம்பல், அறன் வலியுறுத்தல், ஈகை, பெரியாரைத் துணைக்கோடல், வினை செயல்வகை, அவையஞ்சாமை, கண்ணோட்டம், அன்புடைமை, கல்வி, நடுநிலைமை, கூடா ஒழுக்கம், கல்லாமை, செங்கோன்மை, பண்புடைமை, நட்பாராய்தல், புறங்கூறாமை, அருளுடைமை – மேற்கோள்கள் – அறநூல் தொடர்பான செய்திகள் (நாலடியார், நான்மணிக்கடிகை, பழமொழி நானூறு, முதுமொழிக்காஞ்சி, திரிகடுகம், இன்னாநாற்பது, சிறுபஞ்சமூலம், ஏலாதி, அவ்வையார் பாடல்கள்) – தமிழின் தொன்மை, சிறப்பு, திராவிட மொழிகள் தொடர்பான செய்திகள் – உ.வே.சாமிநாத ஐயர், தெ.பொ.மீனாட்சி சுந்தரம். சி.இலக்குவணார் தமிழ்ப்பணி தொடர்பான செய்திகள் – தேவநேய பாவாணர், அகரமுதலி, பாவலரேறு பெருஞ்சித்திரனார், ஜி.யு போப், வீரமாமுனிவர் தமிழ்த் தொண்டு தொடர்பான செய்திகள் – தமிழ்ச் சான்றோர் பற்றிய செய்திகள்: பாவேந்தர், டி.கே.சிதம்பரனாதர், தவத்திரு குன்றக்குடி அடிகளார், கண்ணதாசன், காயிதே மில்லத், தாரா பாரதி, வேலுநாச்சியார், பட்டுக்கோட்டைக் கல்யாணசுந்தரம், முடியரசன், தமிழ் ஒளி உருத்திரங்கண்ணனார், கி.வா.ஜகந்தாதர், நாமக்கல் கவிஞர்.

### **PART B: GENERAL STUDIES (DEGREE STANDARD)**

#### **UNIT I: GENERAL SCIENCE (5 Questions)**

Scientific knowledge and scientific temper - Power of reasoning - Rote learning vs conceptual learning - Science as a tool to understand the past, present, and future; Nature of universe - General scientific laws – Mechanics - Properties of matter, force, motion, and energy - Everyday application of the basic principles of mechanics, electricity and magnetism, light, sound, heat, nuclear physics, laser, electronics, and communications; Elements and compounds, acids, bases, salts, petroleum products, fertilizers, pesticides; Main concepts of life science, classification of living organisms, evolution, genetics, physiology, nutrition, health and hygiene, human diseases; Environment and ecology; Latest inventions in science and technology; Current affairs.

#### **UNIT II: GEOGRAPHY OF INDIA (5 Questions)**

Location - Physical features - Monsoon, rainfall, weather and climate - Water resources - Rivers in India - Soil, Minerals and Natural Resources - Forest and Wildlife - Agricultural pattern; Transport – Communication; Social Geography – Population density and distribution - Racial, linguistic groups and major tribes; Natural calamity - Disaster management; Environmental pollution - Reasons and preventive measures - Climate change - Green energy; Geographical landmarks; Current affairs.

### **UNIT III: HISTORY, CULTURE OF INDIA, AND INDIAN NATIONAL MOVEMENT (10 Questions)**

Indus Valley Civilization - Guptas, Delhi Sultans, Mughals, and Marathas - Age of Vijayanagaram and Bahmani Kingdoms - South Indian History; National Renaissance - Early uprising against British rule - Indian National Congress - Emergence of leaders – B.R.Ambedkar, Bhagat Singh, Bharathiar, V.O.Chidambaranar, Jawaharlal Nehru, Kamarajar, Mahatma Gandhi, Maulana Abul Kalam Azad, Thanthai Periyar, Rajaji, Subash Chandra Bose, Rabindranath Tagore, and others; Different modes of agitation: Growth of Satyagraha and Militant Movements; Communalism and Partition; Change and continuity in the socio-cultural history of India; Characteristics of Indian Culture, Unity in Diversity – Race, Language, Custom; India as a secular state, Social harmony; Prominent personalities in various spheres – Arts, Science, Literature and Philosophy.

### **UNIT IV: INDIAN POLITY (15 Questions)**

Constitution of India - Preamble to the Constitution - Salient features of the Constitution - Union, State and Union Territory - Citizenship, Fundamental Rights, Fundamental Duties, Directive Principles of State Policy - Union Executive, Union Legislature - State Executive, State Legislature - Local Governments, Panchayat Raj - Spirit of federalism: Centre - State relationships - Election - Judiciary in India – Rule of Law - Corruption in public life – Anti-corruption measures - Lokpal and Lok Ayukta - Right to Information - Empowerment of Women - Consumer Protection Forums, Human Rights Charter; Political parties and political system in India; Current affairs.

### **UNIT V: INDIAN ECONOMY AND DEVELOPMENT ADMINISTRATION IN TAMIL NADU (20 Questions)**

Nature of Indian Economy – Five-year plan models - an assessment - Planning Commission and Niti Aayog; Sources of revenue - Reserve Bank of India - Fiscal Policy and Monetary Policy - Finance Commission - Resource sharing between Union and State Governments - Goods and Services Tax; Structure of Indian Economy and Employment Generation, Land Reforms and Agriculture - Application of Science and Technology in Agriculture - Industrial growth - Rural welfare oriented programmes - Social problems - Population, Education, Health, Employment, Poverty; Human Development Indicators in Tamil Nadu and a comparative assessment across the Country – Impact of social reform movements in the socio-economic development of Tamil Nadu - Political parties, and welfare schemes for various sections of people - Rationale behind the reservation policy, and access to the social resources - Economic trends in Tamil Nadu - Role and impact of social welfare schemes in the socio-economic development of Tamil Nadu - Social Justice and social harmony as the cornerstones of socio-economic development; Education and health systems in Tamil Nadu; Geography of Tamil Nadu and its impact on economic growth; Achievements of Tamil Nadu in various fields; e-Governance in Tamil Nadu; Public awareness and General administration - Welfare oriented Government schemes and their utility, Problems in public delivery systems; Current socio-economic issues; Current affairs.

### **UNIT VI: HISTORY, CULTURE, HERITAGE, AND SOCIO-POLITICAL MOVEMENTS IN TAMIL NADU (20 Questions)**

History of Tamil Society, related archaeological discoveries, Tamil literature from Sangam age till contemporary times - Thirukkural - Significance as a secular literature - Relevance to everyday life, Impact of Thirukkural on humanity, Thirukkural and universal values - Relevance to Socio-political economic affairs, Philosophical content in Thirukkural; Role of Tamil Nadu in freedom struggle - Early agitations against British Rule - Role of women in freedom struggle; Evolution of 19th and 20th century socio-political movements in Tamil Nadu - Justice Party, Growth of Rationalism - Self Respect Movement, Dravidian Movement, and principles underlying both these movements; Contributions of Thanthai Periyar and Perarignar Anna.

## **PART C: APTITUDE AND MENTAL ABILITY (SSLC STANDARD)**

### **UNIT I: APTITUDE (15 Questions)**

Simplification - Percentage - Highest Common Factor (HCF) - Lowest Common Multiple (LCM) - Ratio and Proportion - Simple interest - Compound interest - Area - Volume - Time and Work.

## **UNIT II: REASONING (10 Questions)**

Logical reasoning - Puzzles - Dice - Visual reasoning - Alpha numeric reasoning - Number series.

### **Paper II - Subject Paper**

#### **1. Agriculture (PG Degree Standard)**

**Code: 492**

## **UNIT I: CROP PRODUCTION PRINCIPLES AND PRACTICES (10 Questions)**

Weather and crop production – Agro – ecological zones and geographical distribution of crop plants in Tamil Nadu Cropping systems – different types and their importance in food production – Package of Practices followed for field crops and cropping systems in Tamil Nadu –Automation and Drone application in Agriculture – Climate Smart Agriculture.

## **UNIT II: WATER AND WEED MANAGEMENT (20 Questions)**

Water Management – Integrated water management – Common area management – Different efficiencies in irrigation management – Irrigation management under constraints of irrigation water – Weed management – Important weeds and their distribution in Tamil Nadu – Integrated weed management practices – Irrigation water quality management – Soil moisture and crop water requirement.

## **UNIT III: CROPPING SYSTEMS AND THEIR MANAGEMENT (20 Questions)**

Tillage and Dry land agriculture – Tillage Management under wet and dry land agriculture water harvesting techniques – Technologies for increasing agricultural production in rainfed agriculture – Agroforestry – Waste land development: Problems and Prospects in Tamil Nadu – Farm forestry, Agroforestry, Social forestry, Natural forestry – Importance of crop physiology – Mineral Nutrition – Deficiency symptoms – Plant growth regulator - Remote sensing and GIS for agriculture.

## **UNIT IV: SOIL MANAGEMENT FOR SUSTAINABLE AGRICULTURE (24 Questions)**

Soil types of Tamil Nadu and their important physio-chemical properties and their management – Problem soils Management – Soil fertility management – Integrated Nutrient Management – Soil fertility evaluation – Soil Test Crop Response – Manures – Natural farming – Organic Certification and standards – Nutrient Mineralisation and transformation – Bio-fertilizer and Bio-inoculants – PGPR – Fertilizer Control Order – Fertilizer logistics and Marketing – Carbon sequestration and Carbon trading.

## **UNIT V: SEED PRODUCTION-PRINCIPLES, PRACTICES AND POLICIES (20 Questions)**

Seed production in Vegetatively propagated crops - Seed processing – Dormancy Seed treatment - Seed pelleting - Seed Certification - Certified seed production - Seed Act, New seed policy - seed storage – Characteristics of quality seeds – seed development – Types of seeds – Seed quality control and testing – Post harvest handling of seeds – Seed production in cereal, pulses, oil seeds, forages, fibres, sugars and horticultural crops – Varietal identification – genetically modified rope detection.

## **UNIT VI: PRINCIPLES AND PRACTICES IN CROP IMPROVEMENT AND CROP BIOTECHNOLOGY (26 Questions)**

Germplasm - crop genetic resources – Methods of breeding - Innovative breeding methods such as Mutation breeding - Transgenic technology and applications – Marker – Types of markers – Linkage mapping – QTL mapping – marker assisted breeding – applications and examples – Breeding objectives and methods for pulses, oil seeds, fibre, cash crops and fodder.

## **UNIT VII: PRINCIPLES AND PRACTICES IN PEST MANAGEMENT (26 Questions)**

Pest - Definition – categories of pests including invasive pests - Pests control and pest management -- natural, artificial – IPM – Principles, components and integration - Ecological aspects of IPM – various IPM methods - IPM for important pests and nematodes of crops - Role of parasitoids, predators, and entomopathogens (NPV, Bt, Fungus) in IPM – Biointensive and biotechnological pest management methods - Store grain pest management – Host Plant Resistance in Pest Management – Pollinators role and safety – Quality control of pesticides and Pesticide Act – Banned and Next Generation Agro-

chemicals – Safety, Hazards and Risk of crop produce – Nano formulation and Drone Technology in agriculture.

#### **UNIT VIII: PRINCIPLES AND PRACTICES IN PLANT DISEASE MANAGEMENT (24 Questions)**

Bacterial, fungal and viral diseases in major crops – Disease Surveillance – Assessment and forecasting integrated disease management for important plants – Integrated Disease management – Role of antagonistic organisms - Biotechnological approaches in disease Management – Host Plant Resistance in disease management – Host plant and pathogen interaction – Impact of Global Warming in pest and disease management.

#### **UNIT IX: FARMING SYSTEMS AND MANAGEMENT (20 Questions)**

Farming systems-Integrated farming systems - Farm planning and budgeting. Farm business management - Farm management-principles and decision making Management of resources - land, labour, capital and machinery -Farm financial management - Agricultural marketing management - world trade concept economic liberalisation – GATT – IPR issues in agriculture – Agri co-operation – credit, marketing, consumer co-operation – Co-operative services for farmers, processing, farming and warehousing – Farmer Producer Organisations and agri-business incubation.

#### **UNIT X: TRANSFER OF TECHNOLOGY (10 Questions)**

Use of modern agricultural information systems – ICT for effective Transfer of technology – importance of transfer of technology in agricultural development – Principles of farm journalism - participatory technology development – Agri-journalism.

## **2. Business Administration (PG Degree Standard)**

**Code: 385**

#### **UNIT I: MANAGEMENT CONCEPTS (15 Questions)**

The development of Management thought-Pre scientific management era – Human relation era – Social sciences era – Management sciences era. Definitions of Administration and Management – Basic Principles and Process of Management. Functions of Management: Planning, Organising, Staffing, Directing, Coordination and Controlling. Management by objectives – Process of MBO – Management by Exception.

#### **UNIT II: MANAGERIAL ECONOMICS (10 Questions)**

Introduction to Economics; Nature and Scope of Managerial Economics – Significance in Decision - Making and Fundamental Concepts-Objectives of a Firm - Role of Economic Analysis in managerial decisions. The Concept of Profit. Nature and Measurement of Profits - Profit Maximization - Profit Planning and control – Profit Policies – Cost Volume Profit Analysis. National Income – Definition, Concepts and Various Methods of its Measurement– Inflation, Types and Causes - National Income and Economic Welfare-Business Cycles and Business Forecasting – Measuring Business Cycles Using Trend Analysis

#### **UNIT III: ORGANISATIONAL BEHAVIOUR (20 Questions)**

Organisational Behaviour :Importance – Historical Development of Organisation Behaviour-Understanding Individual :Personality- Perception-Learning-Values-Attitude- Job Involvement – Organisational Commitment – Job Satisfaction – Emotions – Emotional Intelligence – Spiritual Quotient. Understanding groups: Meaning of group and group dynamics – Theories of Group Dynamics – Group Cohesiveness – Team Building- Management of change-Organisational Culture-Management of Conflict-Organizational Citizenship Behaviour.

#### **UNIT IV: HUMAN RESOURCE MANAGEMENT (20 Questions)**

Functions of HRM – Managerial Functions and Operative functions – Organisation of HRM Department – Qualities and Qualification of HR Managers – HR Policies - Environmental influences of HRM – HRM Challenges – HRM Strategies. Recruitment and Selection- Job Analysis- Job Evaluation-Performance Appraisal-Training and Development-Quality of Working Life-e HRM

## **UNIT V: RESEARCH METHODOLOGY AND STATISTICS (10 Questions)**

Research – Meaning – Types – Nature and scope of research – Review of Literature - Problem formulation – Statement of research Objective – Value and cost of information – Research Questions – Research Gap - Decision theory – Research process – Research designs – Experimental Research. Methods of data collection – Sampling – Measure of Central Tendency -Measure of Dispersion - Testing of Hypothesis – Correlations - Regression- Multivariate Analysis - Research Report

## **UNIT VI: OPERATIONS MANAGEMENT (20 Questions)**

Operations Management concept, objectives and types – Characteristics of Modern Operation Management – Differences between Services and Goods – Operation Strategy – Supply Chain Management – Warehousing and Supply Chain Strategies – Supply Chain Dynamics. Operations Planning- Work study: Objectives, Procedures – Method Study and Motion Study - Work Measurement and Productivity. Total Productive Maintenance- Materials management and Purchase Management - Project management - Quality Control – Quality Movement – Continuous Improvement – Tools – Total Quality Management (TQM) concepts – ISO Quality Certification – Quality Assurance.

## **UNIT VII: MARKETING MANAGEMENT (50 Questions)**

Marketing – Definition – Importance – Concepts in Marketing, Marketing Concepts – Traditional and Modern Concepts – Marketing Environment, Marketing Strategies – Kinds of Marketing Strategies – Marketing Mix Concept – Marketing Research and Information – Objectives and Process. Consumerism – Problems of consumer protection – Developments in Consumer Protection in India - Government and Marketing – Neo Marketing Trends – e-Marketing – Tele-marketing – Green Marketing – Event Marketing – Viral Marketing – Direct Marketing- Ethics in Marketing & Advertisement.

## **UNIT VIII: MANAGEMENT INFORMATION SYSTEM & E-COMMERCE (20 Questions)**

Data, Information, Intelligence, Information Technology, Information System, Functional Information Systems, DSS, EIS, KMS, GIS, International Information System-Data Base Management System- Role of information management in ERP, e-governance, Data Mining, Business Intelligence, Pervasive Computing, Cloud computing, CMM. Electronic Commerce: Technical Components of E-Commerce Functions of E-Commerce - Advantages and disadvantages of E- Commerce -Electronic Commerce and Electronic Business - Electronic Commerce Technology - Building the E-Business application - Avoiding legal issues- Web strategy: Attracting and retaining visitors - Search Engines and Portals- Cyber service - Online Banking.

## **UNIT IX: ACCOUNTS AND AUDITING (10 Questions)**

Basic Accounting concepts - Kinds of Accounts. Double Entry Book Keeping - Journal and Ledger Accounts- Subsidiary books- Trial balance - Errors – Types of errors - Rectification of errors – Bank reconciliation statement – Manufacturing - Trading - Profit & Loss Account - Balance sheet. – Accounting for non-trading Institutions-Income & Expenditure Account-Receipts and Payment Accounts and Balance sheet – Accounting for depreciation – methods of depreciation –Preparation of accounts from incomplete records. Auditing – Origin – Objectives – Types - qualities of an Auditor - Audit programmes - verification and valuation of Assets and Liabilities. Investigation-objectives of investigation - Audit of computerized- Accounts - electronic auditing

## **UNIT X: FINANCIAL MANAGEMENT (25 Questions)**

Finance Functions – Nature And Scope – Evolution Of Finance Function – Its New Role in The Contemporary Scenario – Goals Of Finance Function – Maximising Profit Vs Wealth – Cost – Risk – Return- Trade Off – Concept Of Time Value Of Money – Future Value and Present Value and The Basic Valuation Model - Sources Of Short Term Financing – The Management Of Working Capital -Cash Management Strategies - Receivables Management- Sources of Long Term Finance - Cost Of Capital and Capital Structure - Economic Value Added (EVA)-Risk and Uncertainty - Risk Management- Return on Investment.

### **3. Electrical and Electronics Engineering (Degree Standard)**

**Code: 400**

#### **UNIT I: ELECTRICAL CIRCUITS (25 Questions)**

Circuit elements – Kirchoff's Laws – Mesh and Nodal Analysis - Network Theorems and Applications for DC and AC circuits: Thevenin's Theorem, Norton's Theorem, Superposition Theorem, Maximum Power Transfer Theorem – Sinusoidal Steady State Analysis of RL-RC-RLC Circuits- Resonant Circuits - Natural and Forced Response – Transient Response of RL-RC-RLC Circuits-Two-port networks – Three Phase Circuits-Star-delta transformation-real and reactive power-powerfactor

#### **UNIT II: ELECTRIC AND MAGNETIC FIELDS (20 Questions)**

Coulomb's Law-Electric Field Intensity-Electric Flux Density-Gauss's Law- Divergence - Electric Field and Potential due to Point, Line, Plane and Spherical Charge Distributions - Effect of Dielectric Medium - Capacitance of Simple Configurations- Magnetic Circuits- Magnetomotive force - Reluctance-Faraday's laws-Lenz's law-Biot-Savart's law - Ampere's law - Fleming's Left and Right Hand Rule-Lorentz force - Inductance - Self and Mutual Inductance-Dot Convention-Coupled Circuits

#### **UNIT III: MEASUREMENTS AND INSTRUMENTATION (20 Questions)**

Units and Standards – Static and Dynamic Characteristics-Types of Errors-Error Analysis – Measurement of Current, Voltage, Power, Power-factor and Energy – Indicating instruments – Measurement of Resistance, Inductance, Capacitance and Frequency – Bridge Measurements – Instrument Transformers-Electronic Measuring Instruments – Multi meters-True RMS meter-Spectrum Analyzer-Power Quality Analyser- Recording Instruments-X-Y Recorder-Magnetic Recorders-Digital Data Recorder-Oscilloscopes-DSO-LED and LCD Display-Transducers and their applications to the Measurement of Non-Electrical Quantities like Temperature, Pressure, Flow-rate, Displacement, Acceleration, Noise level — Data Acquisition Systems – A/D and D/A Converters- Data Transmission Systems-PLC –smart meters

#### **UNIT IV: CONTROL SYSTEMS (15 Questions)**

Mathematical Modelling of Physical Systems – Transfer Function - Block Diagrams and Signal Flow Graphs and their Reduction using Mason's Rule – Time Domain and Frequency Domain Analysis of Linear Time Invariant (LTI) System – Errors for Different Type of Inputs and Stability Criteria for Feedback Systems – Stability Analysis Using Routh-Hurwitz Array – Nyquist Plot and Bode Plot – Root Locus – Gain and Phase Margin – Basic Concepts of Compensator Design – PI,PD and PID Controllers-State Variable formulation-state transition matrix- Eigen values and Eigen vectors-free and forced responses of Time Invariant systems-controllability and observability.

#### **UNIT V: ELECTRICAL MACHINES (25 Questions)**

D.C. Machines – Construction, Excitation methods – Armature Reaction and Commutation – Characteristics and Performance Analysis – Generators and Motors – Starting ,Speed Control and braking – Testing – Losses and Efficiency. Transformers-Types-Construction and Operation- Testing – Equivalent Circuits – Losses and Efficiency-All day efficiency – Regulation – Parallel Operation – Three Phase Transformers – Auto-transformer. Induction Machines – Construction, Principle of operation – Rotating Magnetic Field – Performance, Torque-Speed Characteristics, No-load and Blocked Rotor tests, Equivalent Circuit, – Starting ,Speed Control and braking – Single-Phase Induction Motors – Linear Induction Motors – Hysteresis Motors – Reluctance Motors. Synchronous Machines – Construction – Operating characteristics and Performance analysis – Efficiency and Voltage regulation – Parallel operation – V and inverted V curves of synchronous motors – Power factor improvement-permanent magnet synchronous motor-Permanent magnet brushless dc motor – stepper motor

#### **UNIT VI: POWER SYSTEMS (30 Questions)**

Single Line Diagram of Power System-Per Unit Quantities-Power Generation Types- Hydro, Thermal and Nuclear Stations – Pumped storage plants – Co generation– Economic and operating factors – Modelling and performance characteristics of Power transmission lines and Cables-HVDC transmission– Mechanical Design of Transmission Lines-Sag-Insulators -  $Z_{BUS}$  and  $Y_{BUS}$  formulation - Load flow studies – Shunt and Series Compensation- Symmetrical and Un symmetrical Faults Analysis - Transient and Steady-State Stability of Power Systems – Equal Area Criterion-Voltage and Frequency Control – Power

System Transients – Power System Protection – Circuit Breakers – Relays classification of protection schemes-overcurrent, distance, differential and carrier-Equipment protection-transformer, generator, motor, busbars and transmission line –AC and DC Distribution-deregulation-energy conservation and energy auditing

#### **UNIT VII: ANALOG AND DIGITAL ELECTRONICS (15 Questions)**

Semiconductor Devices – PN junctions – Transistors – FET – Zener, Photo diodes and their applications – Rectifier circuits – Voltage regulators – Multipliers. Biasing circuits – Small signal amplifiers – Frequency response – Multistage amplifiers – Coupling methods – Large signal amplifiers – Push-pull amplifiers – Feedback amplifiers – Oscillators – Operational amplifiers and its applications – Precision rectifiers – Multivibrators - Voltage Controlled Oscillator-Timer. Digital logic gate families (DTL,TTL,ECL,MOS,CMOS) – Logic gates - Simplification of Logic Functions- Design of Combinational circuits - Sequential logic circuits-latch–Flipflops– Counters – Registers – multiplexers and demultiplexers- Schmitt triggers-Memories(ROM,PLA and FPGA).

#### **UNIT VIII: POWER ELECTRONICS AND DRIVES (15 Questions)**

Principle of Operation and Static and dynamic behaviour of Power Semiconductor devices -- Power Diode, DIAC, SCR, TRIAC, GTO, MOSFET and IGBT- - Single and Three Phase AC to DC Converters –uncontrolled and controlled rectifiers -performance parameters – Single and Three Phase AC to AC converters - Switched Mode Power Supplies – buck ,boost and buck-boost converter topologies - switching losses-Inverters-Single and Three Phase Inverters – Voltage control- Pulse Width Modulation techniques-harmonic elimination techniques– Uninterrupted Power Supplies- Electrical drives-motor load dynamics-load torque characteristics-Speed Control of DC Drives– Converter/Chopper fed dc motor drives- Speed control of AC drives- induction motor drives –stator voltage control and V/f control - synchronous motor drives-V/f control, self control, margin angle control and power factor control

#### **UNIT IX: DIGITAL PROCESSORS AND COMMUNICATION (10 Questions)**

Architecture of 8085, 8086 and 8051 – Instruction Sets – Assembly Language Programming – Interfacing for memory and I/O: 8255 Programmable Peripheral Interface – 8253 Programmable Timer Interface – 8279 Programmable Keyboard and Display Interface – 8257 Direct Memory Access Interface - Embedded processors (ARM and PIC basics only). Classification of Signals and systems – Properties of Discrete Fourier Transforms - FFT Computation – FIR Filters – IIR Filters: Butterworth Filters – Chebyshev Filters.

Digital Communication Systems: Pulse Code Modulation and Demodulation – Adaptive Delta Modulation - Frequency Division and Time Division Multiplexing – Data Communication Network Topologies - 7-layer OSI Protocol-IoT concepts

#### **UNIT X: RENEWABLE ENERGY SOURCES AND STORAGE DEVICES (25 Questions)**

Renewable Energy – Sources and Features - Solar Radiation Spectrum- Radiation Measurement-Solar Photovoltaic Cell –principle of operation-types-MPPT - Microhydel- Operating principle- Wind Energy – components- wind power turbine types-MPPT- Site Selection-Types of Wind Generators-smart grid - Electric vehicles -V2G and G2V- Fuel Cells- Batteries-types and characteristics- Super Capacitors.

### **4. Financial and Cost Accountancy (Final)**

**Code: 434**

#### **UNIT I: ACCOUNTING (30 Questions)**

- (i) Accounting Standards – GAAP - AS - applicability, interpretation, scope and compliance-IFRS- Ind AS 2, 10, 115, 16, 21, 20, 23, 37 & 38.
- (ii) Company Accounts - Presentation of Financial Statements as per Schedule III of Companies Act 2013 - Statement of Profit or Loss, Balance Sheet, Change in Equity, Cash flow statement
- (iii) Accounting of Banking, Electricity and Insurance Companies
- (iv) Accounting for Cooperative Societies
- (v) Branch and Departmental Accounts (including foreign branches)
- (vi) Accounting for non-profit organisations and incomplete records
- (vii) Computerised Accounting System (ERP features and advantages)

**UNIT II: AUDITING (30 Questions)**

- (i) Nature and scope and significance of auditing
- (ii) Audit Engagement, Audit Programme, Audit working papers , Audit note book audit evidence and audit report
- (iii) Internal check, internal control and internal audit- industry specific
- (iv) Reporting requirements under companies act - report vs certificate, contents of the report and qualifications in the report.
- (v) Cost audit and Secretarial audit
- (vi) Auditing of different types of undertaking - education, hospitals, cooperative societies, trusts.

**UNIT III: FINANCIAL MANAGEMENT (25 Questions)**

- (i) Meaning-objectives -scope of financial management
- (ii) Sources of Funds- Introduction of Financial Markets- Capital & Money Markets
- (iii) Tools for Financial Analysis - Ratio, Funds flow analysis, Cash flow analysis
- (iv) Cost of Capital, Capital Structure and Leverages
- (v) Working Capital Management- Financing - Cash, Inventory, Receivables and Payables
- (vi) Capital Budgeting.
- (vii) Risk Management - risk measurement- risk analysis- Value at Risk(VAR)- Capital Adequacy Norms & Income Recognition Norms (NPA) in NBFCs.

**UNIT IV: TAXATION (30 Questions)**

- (i) Direct Taxation- Residential Status- Heads of Income and Computation of Total Income under various heads- assessment of income of different persons - TDS/TCS/Advance Tax- Income Computation and Disclosure standards (Basic Concepts only) - Taxation as applicable to Government undertaking and Cooperative Societies. Due dates and compliances. Effects of non compliance and penalty. Tax audit provisions under I.T. Act
- (ii) Indirect Taxation- Canons of Taxation- Customs Law - Goods and Services Tax (GST) - CGST- SGST-IGST- Cess - Registration - Supply- Time of Supply- Value of Supply- Place of Supply- E-Invoicing, E-Way Bill, Input tax credit- Reverse Charge Mechanism (RCM) - Payment of Taxes, Penalties.

**UNIT V: COMMERCIAL LAW, INDUSTRIAL LAW AND COMPANY LAW (20 Questions)**

- (i) MSMED Act 2006.
- (ii) Laws and Regulations relating to Cyber Security and Data Protection.
- (iii) Factories Act
- (iv) Payment of Gratuity Act
- (v) Employees Provident Fund Act 1952
- (vi) Employees State Insurance Act 1948
- (vii) Payment of Bonus Act 1965
- (viii) Minimum Wages Act 1948
- (ix) Companies Act 2013-Promotion - Formation and related procedures – Types – Appointment and duties of Directors, Loans and Deposits, CSR, Salient features of Insolvency and Bankruptcy Code.

**UNIT VI: MANAGEMENT ACCOUNTING (15 Questions)**

- (i) Introduction to Management Accounting - Relationship between Management accounting and cost accounting- Decision Making tools
- (ii) Analysis and Interpretation of Financial Statements
- (iii) Learning Curve - concepts and its application

**UNIT VII: COST MANAGEMENT (10 Questions)**

- (i) Life Cycle costing
- (ii) Target Costing
- (iii) Kaizen Costing
- (iv) Value analysis and Engineering
- (v) Throughput Costing
- (vi) Business Process Re-engineering



- (vii) Back flush costing
- (viii) Activity Based Costing (ABC).

#### **UNIT VIII: DECISION MAKING TECHNIQUES (15 Questions)**

- (i) Marginal Costing - CVP analysis - Profit Volume Graph- Decision involving alternative choices - Make or Buy; Evaluation of Orders; Multiple scarce: Product sales
- (ii) Pricing Decisions - New Product pricing- use of costs in pricing - sensitivity analysis - monopoly pricing - competitive pricing- Transfer pricing - Costing of Service Sectors
- (iii) Variance Analysis and Reporting- Material, Labour, Overheads, Turnover and Profit.

#### **UNIT IX: PERFORMANCE EVALUATION AND IMPROVEMENT TOOLS (15 Questions)**

- (i) Balanced Score Card
- (ii) Supply Chain Management
- (iii) Key Performance Indicators (KPI) like ROI, Economic Value Added (EVA).
- (iv) Bench Marking
- (v) Six sigma, Statistical Quality Control
- (vi) Plan-Do-Check Action
- (vii) Management Information Systems (MIS)
- (viii) Total Productivity Management (TPM) and Total Quality Management (TQM)
- (ix) SWOT analysis
- (x) Profitability Analysis.

#### **UNIT X: BUSINESS VALUATION (10 Questions)**

- (i) Meaning of Value, Valuation and Business Valuation
- (ii) Valuation Methods - Non Discounted cash flow method- Discounted Cash Flow Method - Free Cashflow Method, Net Present Value Method (NPV)- Profitability Index Method(PI) - Internal Rate of Return Method (IRR)
- (iii) Valuation of Inventory
- (iv) Valuation of Investments
- (v) Valuation of Intangibles
- (vi) Valuation of Human Resources
- (vii) Valuation of Equity

### **5. Law (Degree Standard)**

**Code: 414**

#### **UNIT I: CONSTITUTIONAL LAW AND HUMAN RIGHTS (20 Questions)**

Defining Constitution, Constitutional Law, Constitutionalism, Transformative Constitutionalism – Constitutional Conventions - Salient features of the Indian Constitution, Concept of State – Writs - Judicial Review – Fundamental Rights – Directive Principles of State Policy–Fundamental Duties – Contractual and Tortious liability of the State – Compensatory Jurisprudence – Services – Administrative Tribunals – Right to Information– Role of Judiciary and Human Rights – National and State Human Rights Commissions.

#### **UNIT II: JURISPRUDENCE (15 Questions)**

Evolution of Law – Ancient India, Greek and Roman Civilization – Law, Morals, Ethics and Justice–Nature of law – Functions of Law – Rule of Law - Authority - Autonomy - Anarchy - Obligation - Opinion - Dictum– Law as a Social Fact-Nature and Scope of Jurisprudence – From Police State to Welfare State. Schools of Jurisprudence – Analytical – Historical – Philosophical – Sociological - Western Thoughts and Indian Jurisprudence – Social Transformation and Social Justice - Local Law & Global Law - Civil Law & Common Law - Cultural & Technical aspects - Micro & Macro aspects. Definition of Law – Kinds of Law – Nature and Functions of State – State and Sovereignty – Relationship with Law and State - Sources of Law – Classical and Modern Sources – Convention, Custom, Legislation, Precedent and its kinds – Stare Decisis, Ratio Decidendi and Obiter Dicta - Administration of Justice – Complete Justice – Theories of Justice.

Meaning, Definition and kinds of Rights and Duties – Jural Correlatives and Jural Opposites - Person and its kinds – Status and Theories of Corporate personality - Title and its kinds – Ownership– meaning and its kinds – Possession – meaning and its kinds - Liability – meaning and its kinds – Negligence – meaning and its kinds – Obligation–meaning and its kinds – Law of Procedure – Elements of Judicial Procedure – Evidence - Property – Meaning and its kinds.

Application of Law and Interpretation of Law - Codification of Customary Law and Enforcement mechanism – Writ Remedies – Public Interest Litigation – Justice Delivery System – Judicial Activism and Judicial process.

### **UNIT III: LAW RELATING TO INDUSTRIAL RELATIONS (15 Questions)**

Industrial Disputes Act, 1947 – Definitions – Industry, Industrial Dispute, Workman – Appropriate Government - Authorities – Investigation and Dispute Settlement machineries – Conciliation - Arbitration – Adjudication – Reference of disputes – Conciliation Board – Conciliation Officer – Labour Court– Tribunal, National Tribunal–Court of Inquiry–Award–Settlement– powers of the adjudicatory authorities - Strike, Lock-out - Lay-off, Retrenchment, Closure and Transfer of undertaking - Unfair Labour Practices - Recovery of money due from an Employer – Penalties.

Trade Unions Act, 1926 – Definitions – Registration of Trade Unions – Members – Office Bearers – Rights and Liabilities – Privileges and Immunities – Recognition of Trade Union.

Industrial Employment (Standing Orders) Act, 1946– Appointment, Jurisdiction, Powers and Duties of Certifying officers – Procedure for certification of Standing Orders – Operation and Binding Effect of Certified Standing Orders–Modification–Appeal–Registration Of Standing Orders– Temporary Application of Model Standing Orders – Interpretation of Standing Orders - Subsistence Allowance.

Misconduct – Domestic Enquiry and Disciplinary Proceedings – Appropriate Relief in case of Termination, Discharge, Dismissal.

### **UNIT IV: LAW RELATING TO WAGES (15 Questions)**

Payment of Wages Act, 1936 – Definitions - Obligations of the Employer– Deductions – Authorities– Settlement of Claims – Inspectors – Powers – Offences and Penalties.

Minimum Wages Act, 1948– Definitions– Fixation and Revision of minimum rates of wages – Methods – Committees and Advisory Boards – Settlement of Claims - Inspectors – Offences and Penalties.

Payment of Bonus Act, 1965– Definitions – Coverage – Kinds of Bonus – Eligibility and extent of bonus – Calculation of Bonus – Available and Allocable surplus – Set on and Set off – Forfeiture of Bonus – Recovery of Bonus – Powers and Functions of Inspectors.

Equal Remuneration Act, 1976– Definitions – Duty of employer – Work of same and similar nature – Advisory Committee - Hearing and deciding claims and complaints – Inspectors – Penalties.

### **UNIT V: LAW RELATING TO SOCIAL SECURITY (15 Questions)**

Employees' Compensation Act, 1923 – Definitions – Liability of the employer to pay compensation – Personal injury– Accident - Arising out of and in the course of employment – Doctrine of Notional Extension – Occupational disease – Notice and Claims –Determination and Distribution of Compensation – Commissioner – Powers and Functions.

Employees' State Insurance Act, 1948 – Definitions – ESI Corporation – Standing Committee – Medical Benefit Council – ESI Fund – Contributions – Benefits – Adjudication of Dispute and Claims – Penalties.

Employees' Provident Funds and Miscellaneous Provisions Act, 1952 – Definitions – Central and State Board of Trustees - Provident Fund Scheme – Family Pension Scheme – Deposit Linked Insurance Scheme – Contributions – Determination of Money due from Employees - Authorities under the Act – Powers and Functions – Offences and Penalties.

Maternity Benefit Act, 1961 –Definitions– Eligibility– Maternity Benefit and certain other benefits under the Act – Notice of Claim – Prohibition against Dismissal and Wage Deduction – Inspectors – powers and duties.

Payment of Gratuity Act, 1972 – Definitions – Payment of Gratuity – Eligibility – Amount of Gratuity – Forfeiture of gratuity - Determination of gratuity amount – Recovery of gratuity – Compulsory Insurance - Controlling authority – Offences and Penalties.

Factories Act, 1948 – Definitions – Registration – Provisions relating to Health, Safety and Welfare - Special provisions relating to hazardous processes – Working hours of Adults – Regulation of

employment of women and children – Annual leave with wages – Penalties and Procedure.  
Motor Transport Workers Act, 1961 – Definitions, Registration of motor transport undertakings – Inspectors – Certifying surgeons – Welfare and Health – Hours and Limitation of employment – Employment of young persons - Wages and leave – Penalties and Procedure.

#### **UNIT VI: ADMINISTRATIVE LAW (20 Questions)**

Introduction to Administrative Law–Role of State from Laissez-Faire to Welfare State– Definition, Nature and Scope of Administrative Law- Relationship Between Administrative Law and Constitutional Law – Rule of Law - Doctrine of Separation of Powers - System of checks and balances – Classification of Administrative Actions.

Delegated Legislation – Need for Delegated Legislation – Delegated Legislation in India – Pre and Post Constitutional Period – Constitutionality of Delegated Legislation – Essential Legislative Function – Permissible and impermissible limits of Delegated Legislation - Control over Delegated Legislation – Judicial, Procedural and Legislative Control.

Need for Administrative Adjudication - Reason for growth of Administrative Tribunals - Procedure and powers of Administrative Tribunal – Tribunal under Constitution – High Court's Superintendence over Tribunals – Administrative Tribunals under Administrative Tribunals Act, 1985.

Principles of Natural Justice – Concept - Rule against Bias - Audi Alteram Partem – Exceptions to the Rule of Natural Justice

Judicial Review and Liability of the State - Judicial Review of Administrative Action through Writs - Kinds of Writs - Grounds for issue of Writs - Administrative Discretion - Nature and need of Administrative discretion - Grounds and Extent of Judicial Review of Administrative discretion – Doctrine of proportionality – Privileges and Immunities of Government in Legal Proceedings – Privilege to withhold documents – Miscellaneous Privileges of the Government - Notice, Limitation, Enforcement of Court Order - Binding nature of Statutes over the States action – Promissory Estoppel - Doctrine of Legitimate Expectation – Right to Information – Liability of State in Torts and Contracts.

Maladministration and Alternative Remedies - Ombudsman in England - Ombudsman in India – Lokpal – Lokayukta in States - Central Vigilance Commission.

Public Undertakings - Rights, Duties and Liabilities of Public Corporations - Controls over Public Corporations, Government Control, Parliamentary Control, Judicial Control, Public Control – Role of Ombudsman in Public Undertaking.

#### **UNIT VII: LAW OF CONTRACTS AND TRANSFER OF PROPERTY ACT (30 Questions)**

Essentials of Contracts – Valid, Void, Voidable - Discharge of Contracts – Quasi Contracts Damages – Compensation – Indemnity – Guarantee – Bailment – Lien – Partnership Act and Limited Liability Partnership- Specific Relief Act.

Mortgage – Definition and Kinds – Rights and Liabilities of Mortgagor and Mortgagee – Doctrine of Equity of Redemption – Collateral Advantages – Doctrine of Marshalling, Contribution and Subrogation – Charge & Lease – Differences.

#### **UNIT VIII: COMPANY LAW & BANKING LAW (30 Questions)**

Companies Act, 2013 - Definition - Characteristic of a Company - Types of Companies - Formation of a Company – Memorandum of Association, Articles of Association – Registration of charges – Formation of CSR Committee – Management of the company – AGM – Ordinary resolution & Special resolutions - Appointment & Qualification of Directors - Meeting of the Board and its powers – Quorum of the Board - Appointment of independent Directors – Duties of Director – Key Managerial personnel and promoter - Powers of Shareholders -Norms for accepting deposits from the Public – adjudicatory powers of Official Liquidator – procedure for merger and amalgamation– procedure for merging foreign company with an Indian company - process of rehabilitation and liquidation of the companies in case of financial crisis - Winding-up– Winding-up by Tribunals – Voluntary Winding-up.

National Company Law Tribunal and Appellate Tribunal.

Banking Law – Banker and Customer – Rights and Duties of Banker – Law relating to Loans, Advances and Investments by Banks.

Negotiable Instruments Act, 1881 - Definition and Characteristics – Parties to Negotiable instruments – Discharge and dishonor of instruments – Liability – Cheques – Civil and Criminal Liability for dishonor of cheque under Sec.138 to Sec.142 of the Amended Negotiable Instruments Act.

State Financial Corporation's Act, 1951 (SFCs Act) - Important Definitions viz., Board, Development Bank, Financial Corporation, Industrial concern - Powers and Duties of the Board – Rights available to Financial corporation to enforce securities in case of default - Power to call for repayment before agreed period - Special provisions for enforcement of claims by Financial Corporation - Procedure of District Judge in respect of applications – Recovery of amounts due to the Financial Corporation as an arrear of land revenue.

The Securitisation and Reconstruction of Financial Assets & Enforcement of Security Interest [SARFAESI] Act, 2002 - Important Definitions – Brief overview of the SARFAESI Act – Applicability of the SARFAESI Act -Features of SARFAESI Act – Procedure of the SARFAESI Act – Methods for recovery under SARFAESI Act– Enforcing security interests, i.e., seizing the assets pledged as collateral security for the loan – Significance of the SARFAESI Act – Shortcomings and lacunae in the SARFAESI Act – Central Registry - Recent amendments in SARFAESI Act.

Recovery of Debts and Bankruptcy Act, 1993 - The Debts Recovery Tribunals [DRTs] and Debts Recovery Appellate Tribunals [DRATs] - Jurisdiction, Powers and Authority of Tribunals – Procedure of Tribunals – Recovery of Debts determined by Tribunal – Insolvency and Bankruptcy Code, 2016.

#### **UNIT IX: PROCEDURAL LAW (25 Questions)**

Plaint, Written Statement – Suits in General – Admission – Execution – Reference, Review, Revision – Brief History about the Criminal Procedure Code, 1973 - Bharatiya Nagarik Suraksha Sanhita, 2023 – definition – Classes of Criminal Courts – Processes to compel appearance – Summons, warrant of arrest – Jurisdiction of Criminal Courts in Inquiries and Trials – Trial Procedure – Appeals, Reference in Criminal Cases – General provisions regarding execution – Levy of Fine – The Contempt of Courts Act, 1971.

#### **UNIT X: OTHER LAWS (15 Questions)**

Indian Penal Code, 1860 - Bharatiya Nyaya Sanhita, 2023 - General explanations – General exceptions – offences against person and property.

Indian Evidence Act, 1872 - Bharatiya Sakshya Adhiniyam, 2023 – Scope, object and applicability of Indian Evidence Act and Bharatiya Sakshya Adhiniyam, 2023 and exclusion – Relevance of facts and admissibility of facts – Facts which need not be proved – Judicial notice – Burden of Proof – Types of evidence – presumptions.

Family Law in India – Law of Marriage and Divorce: Hindu, Muslim & Christian Law and Recent Developments – Law of Adoption – Hindu Adoption with Special Reference to the Juristic Concept and Development of Case Laws – Changes brought by Hindu Adoption and Maintenance Act, 1956 – Hindu Minority and Guardianship Act– Maintenance – Contemporary Changes – Muslim Law of Legitimacy – Acknowledgement of Paternity.

Motor Vehicles Act, 1988 – State Transport undertakings – Accident Claims Tribunals – No Fault Liability – Offences, Penalties and Procedure, Insurance of Motor Vehicles against third party risks – Recent amendments.

Consumer Law – Consumer Protection Act and its developments- Consumer, Complaint, Complainant – Consumer Rights – Filing of Complaints – Consumer Redressal Forums – Jurisdiction, Powers and Functions – Recent Amendments.

## **6. Mechanical, Production and Manufacturing Engineering (Degree Standard)**

**Code: 399**

### **UNIT I: MECHANICS, KINETICS AND DYNAMICS (18 Questions)**

Statics of Particles, Equilibrium of Rigid bodies, Mechanism of Deformable Bodies, Properties of Surfaces and Solids, Centroid, Centre of Gravity, Dynamics of Particles, Elements of Rigid Body Dynamics, Basics of Mechanisms, Kinematics of mechanisms, gyroscope, Gears and Gear Trains, Fly Wheels and Governors, Balancing of Rotating and Reciprocating Masses, Friction in Machine Elements, Force Analysis, Balancing, Single Degree Free Vibration, Forced Vibration, mechanisms for Vibration Control, Effect of Damping, Vibration Isolation, Resonance, Critical Speed of Shaft.

### **UNIT II: STRENGTH OF MATERIALS AND DESIGN (20 Questions)**

Stress, Strain and Deformation of Solids, Combined Stresses, Theories of Failures, Transverse Loading on Beams, Stresses in Beams, Torsion, Deflection of Beams, Energy Principles, Thin Cylinders and Thick Cylinders, Spherical Shells, Fundamentals of Design for Strength and Stiffness of Machine Members, Design of Shafts and Couplings, Design for Static and Dynamic Loading, Design of Fasteners and Welded Joints, Reverted Joints, Design of Springs, Design of Bearings, Design of Flywheels, Design of Transmission Systems for Flexible Elements, Spur Gears and Parallel Axis Helical Gears, Bevel Gears, Worm Gears and Crossed Helical Gears, Design of single and two stage speed reducers, Design of cam, Clutches and Brakes, Design of Piston and Connecting Rods.

### **UNIT III: FLUID MECHANICS AND TURBO MACHINERY (20 Questions)**

Fluid properties, fluid statics, manometry, buoyancy, control volume analysis of mass, momentum and energy, fluid acceleration, differential equations of continuity and momentum, Bernoulli's equation, Dimensional Analysis, viscous flow of incompressible fluids, boundary layer, elementary turbulent flow, flow through pipes, head losses in pipes, bends. Turbomachinery: Pelton wheel, Francis and Kaplan turbines - impulse and reaction principles – velocity diagrams, pumps and its applications-Valves and Types - Theory of Jet Propulsion- Pulse Jet – Ram Jet Engines, Online Continuous Flow Monitoring System.

### **UNIT IV: THERMAL ENGINEERING AND THERMODYNAMICS (30 Questions)**

Basic concepts, Zeroth, First and Second laws of thermodynamics, thermodynamic system and processes, Carnot cycle, irreversibility and availability, behaviour of ideal and real gases, thermodynamic relations, properties of pure substances, calculation of work and heat in ideal processes, analysis of thermodynamic cycles related to energy conversion, Fuel and combustion, Fuels Characteristics, Emissions and Controls, Testing of IC Engine-Renewable sources of Energy.

Power Engineering: Steam Tables, Rankine, Brayton cycles with regeneration and reheat. I.C. Engines: air-standard Otto, Diesel cycles. Refrigeration and air-conditioning: Vapour refrigeration cycle, heat pumps, gas refrigeration, Reverse Brayton cycle; moist air: psychometric chart, basic psychometric processes.

### **UNIT V: HEAT AND MASS TRANSFER (25 Questions)**

Modes of heat transfer - one dimensional heat conduction, resistance concept, electrical analogy, unsteady heat conduction, fins dimensionless parameters in free and forced convective heat transfer, various correlations for heat transfer in flow over flat plates and through pipes, thermal boundary layer, effect of turbulence, radiative heat transfer, black and grey surfaces, shape factors, network analysis; heat exchanger performance, LMTD and NTU methods.

Basic Concepts of Mass transfer, Diffusion Mass Transfer, Fick's Law of Diffusion Steady state Molecular diffusion, Convective Mass Transfer, Momentum, Heat and Mass Transfer Analogy, Convective Mass Transfer Correlations, Radiative Heat Transfer.

### **UNIT VI: MATERIALS SCIENCE AND METALLURGY (25 Questions)**

Constitution of alloys and phase diagrams, Iron – Iron Carbide Phase Diagram - steels, cast iron, phase transformations- diffusion-TTT diagram, ferrous and nonferrous alloys, heat treatment of ferrous and non-

ferrous metal, surface modification techniques, powder metallurgy, non-metallic materials, mechanical properties and testing, crystal defects and strengthening mechanisms, conducting and semi conducting materials, magnetic and dielectric materials, Engineering ceramics, Engineering and commodity polymers, composites, nano-materials.

#### **UNIT VII: PRODUCTION TECHNOLOGY (22 Questions)**

Foundry Technology- types of pattern, cores, moulding and casting methods, Solidification, design of castings, defects, Melting Furnaces, Hot and Cold working, Metal Forming Processes - types, Defects and Remedies, Sheet Metal Operation, metal joining processes, types and design of weldment, welding metallurgy, welding defects, Casting, Welding Inspection (NDT), Manufacturing of Thermo Setting and Thermo Plastic Products, Metal cutting, Cutting Tool Nomenclature, Machinability machine tools - center lathe, drilling, milling, grinding, gear cutting and broaching, Machining Time Calculation, unconventional machining processes, Micro Manufacturing, CNC machine tools, Manual Part Programming - Machining and Turning Centre.

#### **UNIT VIII: METROLOGY AND QUALITY CONTROL (15 Questions)**

Limits, Fits and Tolerance, Linear and angular measurements, Interferometry, laser interferometers - Types, Computer Aided Inspection, Basic concept of CMM - Types of CMM, Machine vision, Form measurement-Straightness- Flatness, Roundness, Surface finish measurement, contact and non-contact method, Measurement of power, flow and temperature. Statistical quality control, control charts, acceptance sampling, reliability, TQM, 5S, ISO standards.

#### **UNIT IX: CAD / CAM / CIM / FEA (13 Questions)**

Fundamentals of Computer Graphics, Geometric Modeling, Visual Realism, Assembly of Parts, CAD Standards, Fundamentals of CIM, Production Planning and Control, Computer Aided Process Planning, Cellular Manufacturing, Flexible Manufacturing System and Automated Guided Vehicle System, Group Technology, Production Flow Analysis, Industrial Robotics, Additive Manufacturing, Just in Time(JIT), lean manufacturing, One Dimensional Problems in FEA, Two Dimensional Scalar Variable Problems, Two dimensional vector variable problems, Isometric Parametric Formulation.

#### **UNIT X: INDUSTRIAL ENGINEERING AND MANAGEMENT (12 Questions)**

Work study - Techniques, Method study and work measurements - objectives - basic procedure, machine loading and scheduling, product sequencing, inventory control - E O Q - quantity discounts, ABC Analysis material handling systems, operations research, Linear Programming, simplex method, Transportation model, Assignment model CPM and PERT, Queuing Models. Management theory and practice, planning - Decision making, Organising, staffing, Motivation, Leadership, controlling, control techniques, Industrial Safety - Standards – OSHA.

## **Annexure IV**

### **Instructions to be followed by the candidates**

#### **1. Written Examination**

##### **1.1. Reporting Time at the Examination Venue**

1.1.1. To facilitate verification of the identity of the candidates and explanation of the procedures related to the examination, the candidates shall present themselves at the examination venue one hour before the time scheduled for the commencement of the examination.

1.1.2. All gates serving as entry into the examination venue shall be closed thirty minutes before the commencement of the examination. After that, no candidate shall be permitted to enter the premises of the examination venue.

1.1.3. 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.

##### **1.2. Entry into the Examination Venue**

1.2.1. 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 as identity proof.

1.2.2. 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.

1.2.3. 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.

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

##### **1.3. Memorandum of Admission (Hall Ticket)**

1.3.1. If the photograph of the candidate in the memorandum of admission 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. The identity 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.

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

1.3.3. 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 by the Commission. The memorandum of admission may also be photocopied, as a precaution, after the examination is over. No duplicate memorandum of admission will be issued later.

#### **1.4. Examination Room**

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

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

1.4.3. 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.

1.4.4. 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.

1.4.5. 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.

#### **1.5. Computer Based Test (CBT)**

1.5.1. The Registration for the examination shall start one hour before the time scheduled for the commencement of the examination.

1.5.2. Each candidate will be assigned a Computer to take up the examination.

1.5.3. No computer knowledge is required to take up the Computer Based Test. Knowledge in Mouse operation would suffice to take up the Computer Based Test.

1.5.4. Candidates will be provided with a user name and password to login the system.

1.5.5. Use the keyboard only to key-in the Register Number, User id (registration id) and password.

1.5.6. Necessary instructions will be displayed on the screen. Kindly read all the instructions carefully and follow the instructions without fail.

1.5.7. Questions with five options each will be displayed in the computer screen.

1.5.8. One question will be displayed on the screen at a time.

1.5.9. The questions will appear on the screen in ascending order, which can be answered one by one.

1.5.10. Candidate can use only the mouse to select the correct answers and proceed with answering the questions.

1.5.11. To select your answer of a question, click on the button of one of the options.

1.5.12. Click on Save and Next button after answering every question to save your answer. Otherwise your answer will not be saved.

1.5.13. To deselect your chosen answer, click on the button of the chosen option again or click on the Clear Response button.



1.5.14. Candidates can proceed to the next question by clicking next button or previous question by clicking previous button.

1.5.15. Candidates can recheck his / her answers and if he / she feels to correct the answers, it can be done at any time before the closure of examination. They can skip the questions also, if they desire so.

1.5.16. Candidate can submit their answers at any time during the examination.

1.5.17. Once the entire answers are submitted, the candidates have no option to proceed further.

1.5.18. If the candidates fail to submit their answers, the system will automatically submit the answers to the server, at the closure of the examination.

1.5.19. The question and answers can be zoomed to the required level for the candidates with visual impairment.

1.5.20. Instruction for enlarging images, to view the image provided in the question in a bigger size, click on the image and rotate the scrolling wheel on the mouse.

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



You have not visited the question yet.



You have not answered the question.



You have answered the question.



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



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

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

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



You can click on to navigate to the bottom and  to navigate to the top of the question area, without scrolling. The summary of number of questions answered, not answered, not visited, marked for review and answered and marked for review will be displayed above the question number box.

1.5.22. Time available for the candidate to complete the examination will be displayed through a countdown timer in the top right-hand corner of the screen. It will display the remaining time as Time Left. (For example: if duration of examination is 3 hours, at the beginning of exam, timer will show 180 minutes and for Differently Abled candidates with scribe / without scribe 240 minutes, which will reduce gradually with passage of time). When the timer reaches zero, the examination will end by itself and the examination will be submitted by the system automatically.

1.5.23. Candidates will be provided with a paper for doing rough work. After closure of the examination, rough sheet will be collected.

1.5.24. Candidates have to sign the attendance sheet and affix thumb impression for verification of his / her identity.

1.5.25. The Examination Hall will be under camera surveillance.

1.5.26. Any attempt of malpractice found, will render you liable to such penal action as the Commission may decide.

1.5.27. In case of doubt in the questions and answers, English version is the final.

1.5.28. To acquaint with the operation of Mouse and the CBT, the candidates can take up the mock test available in the Commission's website ([www.tnpsc.gov.in](http://www.tnpsc.gov.in)) and they can practice the usage of mouse in the mock test. Mock test is similar to the CBT to be held on the day of examination. In the Mock test, all the steps are given similar to the CBT. Candidates can practice the mock test as many times as he / she likes.

## **1.6. Other Instructions**

1.6.1. No candidate will be allowed to leave the examination hall until the closure of the examination.

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

## **1.7. Instructions for Usage of scribe and Compensatory Time**

### **1.7.1. Candidates with Disability**

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

1.7.1.2. For the candidate with disability as defined under section 2(s) of the Rights of Persons with Disability Act, 2016, the facility of scribe and/or compensatory time shall be granted solely to those having difficulty in writing subject to uploading of a certificate to the effect that person concerned has limitation to write, including that of speed and that scribe is essential to write examination on his/her behalf from the Medical Board as per the format available in Annexure II . Compensatory time of not less than 20 minutes per hour of examination will be allowed to candidates with disability, who have physical limitation to write including that of speed and who are utilizing the services of a scribe. The candidate with disability should upload the Certificate of Disability in the format prescribed in Annexure II and the Certificate from the Medical Board in the format available in Annexure VI at the time of submission of online application.

### **1.7.2. Candidates with Benchmark Disability**

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

1.7.2.2. Candidate with benchmark disability as defined under section 2(r) of the Rights of Persons with Disability Act, 2016, in the category of blindness, locomotor disability (both arm affected) and cerebral palsy, the facility of scribe shall be given, if so desired by the candidate. Compensatory time of not less than 20 minutes per hour of examination will be allowed to candidates with blindness, locomotor disability (both arm affected) and cerebral palsy and who are utilizing /not utilizing the services of a scribe. The candidates with benchmark disability in the category of blindness, locomotor disability (both arm affected) and cerebral palsy should upload the Certificate of Disability in the format prescribed in Annexure II, at the time of submission of online application.

1.7.2.3. In case of other category of benchmark disability, the provision of scribe can be allowed on uploading of a certificate from the Chief Medical Officer / Civil Surgeon / Medical Superintendent of a Government Health care institution, to the effect that person concerned has limitation to write, including that of speed and that scribe is essential to write examination on his/her behalf. Compensatory time of not less than 20 minutes per hour of examination will be allowed to candidates with other category of benchmark disability and who are utilizing the services of a scribe. The format of the certificate is available in Annexure II. The candidates with other category of benchmark disability should upload the Certificate of Disability in the format prescribed in Annexure II and the Certificate from the Chief Medical Officer / Civil Surgeon / Medical Superintendent of a Government Health care institution in the format available in the Annexure VI, at the time of submission of online application.

1.7.2.4. All candidates with benchmark 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, on production of a certificate from the Chief Medical Officer / Civil Surgeon / Medical Superintendent of a Government Health care institution, to the effect that person concerned has limitation to write and compensatory time is recommended. Such candidates with benchmark disability should upload the Certificate of Disability in the format prescribed in Annexure II and the Certificate from the Chief Medical Officer / Civil Surgeon / Medical Superintendent of a Government Health care institution in the format available in Annexure VI at the time of submission of online application.

1.7.3. Failure to upload the certificates as mentioned above at the time of submission of online application shall result in rejection of claim after due process.

1.7.4. 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.

## **1.8. Special Instructions for the Candidates with Benchmark Disabilities**

1.8.1. Candidates with locomotor disability and visual impairment who have been permitted to use scribe facility, who are unable to affix their signature, may affix their left hand thumb impression alone.

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

## **1.9. Penalty for Violation of Commission's Instructions**

**1.9.1. Invalidation of Answer sheet:** Answer sheet answered other than the subject opted by the candidate in the online application / specified in the Hall Ticket will be invalidated.

**1.9.2. Criminal Action:** Criminal action will be initiated against the candidates for the following reasons.

1.9.2.1. 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 Answer sheet and debarment for any period the Commission may deem fit, as well as appropriate criminal action.

1.9.2.2. 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.

a. Consulting with / copying from another candidate in the examination hall.

- b. Permitting others to copy from his/her Answer Sheet.
- c. Seeking the help / assistance of any official / hall supervisor in answering questions in examination hall.
- d. Possession of electronic devices such as cellular phones, watches with inbuilt memory note, 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.

1.9.3. Violation of any one or more of the instructions contained in the Commission's Instructions to Applicants, instructions mentioned in the Notification, instructions printed on the 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 any other penalty, as decided by the Commission.

#### 1.9.4. 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 sheet, 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: <ol style="list-style-type: none"> <li>i. Previous appearances or availing free chances.</li> <li>ii. Regular / temporary employment in other Recruiting Agencies or Authorities of in the state or Union Government or other States or Union Territories or National Capital Territory or Public Sector Undertakings or Universities or Cooperative Societies or Local Bodies or Quasi Government Organizations either State or Central.</li> <li>iii. Criminal cases except the cases filed below the age of 18 (Juvenile) irrespective of the outcome of cases, arrests, convictions, disciplinary proceedings etc.,</li> <li>iv. Debarment or disqualification by Union Public Service Commission / State Public Service Commissions / other agencies</li> </ol> | 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 | 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                              |
| 9 | Indulging in grave malpractices, including impersonation, amounting to subversion of the conduct of examination.                                                                                                                                                                                                                                                   | Permanent, Initiation of criminal action |

## 2. Answer Key Challenge for Objective Type Examination

2.1. Tentative answer keys will be hosted in the Commission's website within fifteen working days from the date of conduct of examination. Instructions available in the Para 17 D (iv) of Instructions to Applicants are not applicable to this examination. Candidates can challenge the tentative answer keys through the 'Answer Key Challenge' window available in the Commission's Exam Dashboard. Representations, if any, challenging the tentative answer keys shall be submitted only through online mode within seven days from the date of publication of tentative answer keys. Representations received by post or e-mail will receive no attention.

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

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

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

## 3. Onscreen Certificate Verification

3.1. Onscreen Certificate Verification will be done based on the documents already uploaded by the candidate at the time of online application.

3.2. Based on the onscreen certificate verification, the candidates will be given 10 calendar days to upload the required document(s) / defective document(s) or certificate(s). Failure to re-upload the required document(s) / defective document(s) or certificate(s) as per the claim in the online application during onscreen certificate verification (OCV), shall result in rejection of candidate after due process.

## 4. Physical Certificate Verification

4.1. Candidates admitted to physical certificate verification shall produce all the original certificates uploaded / re-uploaded (if applicable) for physical certificate verification as claimed in the online application, without fail.

4.2. After verification of original certificates, the eligible candidates alone will be admitted for interview. If the candidate does not satisfy the eligibility criteria, his/her online application will be rejected and his/her provisional admission to physical certificate verification will be cancelled and will not be allowed to attend the interview.

4.3. If the candidate does not appear for the physical certificate verification on the scheduled date and time, the candidate will not be given any further chance to appear for the physical certificate verification and will not be allowed to attend the interview.

## **5. Interview**

5.1. Candidates should appear for the interview on the date and time notified by the Commission. The request for the change of date and time of interview will not be entertained.

5.2. If the candidate does not appear for the interview on the scheduled date and time, the candidate will not be given any further chance to appear for the interview and will not be considered for selection.

## **6. Counselling**

6.1. Candidates will be allowed to participate in the counselling based on his / her rank. If the candidate does not appear for the counselling on the scheduled date and time, the candidate will not be given any further chance to appear for the counselling.

6.2. The post chosen by the candidate during the counselling cannot be changed under any circumstances.

## Annexure V

### Forms for Experience Certificate

#### 1. Experience Certificate for the post of Senior Accounts Officer in Chennai Metropolitan Water supply and Sewerage Board (Post Code: 3535)

|     |                                                                                                                                                                            |                                  |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| 1.  | Name of the Employee                                                                                                                                                       |                                  |
| 2.  | Father / Spouse Name                                                                                                                                                       |                                  |
| 3.  | Date of Birth                                                                                                                                                              |                                  |
| 4.  | Designation of the Employee                                                                                                                                                |                                  |
| 5.  | Nature of the Work / Duty performed by the Employee<br>(To be mentioned in brief)                                                                                          |                                  |
| 6.  | Whether the person possesses experience in the field of Chartered Accountant or Cost Accountant after acquiring the Chartered Accountant or Cost Accountant qualification? | Yes / No                         |
| 7.  | Period of Experience in the field of Chartered Accountant or Cost Accountant                                                                                               | From ____ (date) To ____ (date)  |
| 8.  | Total Experience (YY/MM/DD)                                                                                                                                                | ____ years ____ months ____ days |
| 9.  | Whether Attendance Register / Attendance Rolls / Pay Register and other records available for this Employee                                                                | Yes / No                         |
| 10. | Name of the Organisation/ Institution / Firm                                                                                                                               |                                  |
| 11. | Type of Organisation / Institution (Government / Quasi Government / Public Sector Undertaking / Private etc.)                                                              |                                  |
| 12. | Address of the Organisation/ Institution                                                                                                                                   |                                  |
| 13. | Phone No. and Email ID of the Organisation/ Institution                                                                                                                    |                                  |

This is to certify that Thiru/Tmt./Selvi ..... possesses said experience in Chartered Accountant or Cost Accountant after acquiring the Chartered Accountant or Cost Accountant qualification as on the date of notification (i.e., 22.12.2025). The above particulars furnished by me are correct.

Affix photograph of the employee with the signature of the Certifying Authority on the Photograph

Seal of Office / Officer:

Place  
Date:

Signature  
Name & Designation of the  
Head of Organisation/ Institution /  
Competent Authority

#### Note:

1. A certificate in the format prescribed should be obtained from the Head of the Organisation/ Institution wherein the individual had served or the authority competent to issue such certificate.
2. The competent authority who issues the certificate is cautioned that issuing of any certificate containing false details will lead to legal /penal action on them.

## 2. Experience Certificate for the post of Assistant Manager (Legal) in the Tamil Nadu State Transport Corporation and State Express Transport Corporation (Post Code: 3259)

This is to certify that Thiru./Tmt./Selvi.....Son/Daughter/Wife of.....  
Age.....permanently residing at No ..... Thiru./Tmt./Selvi..... was enrolled as  
an Advocate, Enrollment No..... date..... and have practiced or practicing  
from.....(date) to ..... (date). He/She has passed B.L /L.L.B / M.L / L.L.M degree in the  
.....Year from the..... College / ..... University. It is also certified that he/she has  
sound knowledge of Corporate Law, Labour Law and experience on the original side in City Civil  
Courts or Mofussil Courts for period of five (5) years and has good knowledge and practice in Motor  
Accident Claims / Tribunal, Labour Courts etc.,

Date :

Station :

Signature, Name and Designation of  
the Presiding Officer (with Enrollment  
No.) / Competent Authority  
Seal of the Officer.

### Notification date

#### Note:-

1. A Certificate in the format prescribed should be obtained from a **Senior Advocate or District Judicial Head (not below the rank of Principle District Judge / District Labour Court Judge)** in support of applicant's claim regarding the period of practice in the above Court cases.
2. The term "Senior Advocate" herein includes Additional Public Prosecutor / Public Prosecutor / President / Secretary of the Bar Associations and Advocates practicing for ten years and more in Taluks and Districts, besides the Senior Advocates practicing in the High Court and in the Supreme Court.



**3. Experience Certificate for the post of Manager (Marketing) in the Tamil Nadu Cement Corporation Limited (Post Code: 3394)**

|     |                                                                                                             |                                  |
|-----|-------------------------------------------------------------------------------------------------------------|----------------------------------|
| 1.  | Name of the Employee                                                                                        |                                  |
| 2.  | Father / Spouse Name                                                                                        |                                  |
| 3.  | Date of Birth                                                                                               |                                  |
| 4.  | Designation of the Employee                                                                                 |                                  |
| 5.  | Nature of the Work / Duty performed by the Employee<br>(To be mentioned in brief)                           |                                  |
| 6.  | Whether the person possesses experience in the field of marketing?                                          | Yes / No                         |
| 7.  | Period of Experience in the field of Marketing                                                              | From ____ (date) To ____ (date)  |
| 8.  | a) Total Experience (YY/MM/DD)                                                                              | ____ years ____ months ____ days |
|     | b) Experience in Middle Managerial Level                                                                    | ____ years ____ months ____ days |
| 9.  | Whether Attendance Register / Attendance Rolls / Pay Register and other records available for this Employee | Yes / No                         |
| 10. | Name of the Organisation / Institution                                                                      |                                  |
| 11. | Type of Organisation/ Institution                                                                           |                                  |
| 12. | Address of the Organisation / Institution                                                                   |                                  |
| 13. | Phone No. and Email ID of the Organisation / Institution                                                    |                                  |

This is to certify that Thiru/Tmt./Selvi ..... possesses said experience in the field of Marketing with \_\_\_\_ years of service in middle managerial position as stated above, as on the date of notification (i.e., 22.12.2025). The above particulars furnished by me are correct.

Affix photograph of the employee with the signature of the Certifying Authority on the Photograph

Seal of Office / Officer:

Place  
Date:

Signature  
Name & Designation of the  
Head of Organisation / Institution /  
Competent Authority

**Note:**

1. A certificate in the format prescribed should be obtained from the Head of the Organisation/ Institution wherein the individual had served or the authority competent to issue such certificate.
2. The Competent authority who issues the certificate is cautioned that issuing of certificate which contains false or incorrect details will lead to legal / penal action against them.

**4. Experience Certificate for the post of Manager (Mechanical) in the Tamil Nadu Cement Corporation Limited (Post Code: 3390)**

|     |                                                                                                               |                                  |
|-----|---------------------------------------------------------------------------------------------------------------|----------------------------------|
| 1.  | Name of the Employee                                                                                          |                                  |
| 2.  | Father / Spouse Name                                                                                          |                                  |
| 3.  | Date of Birth                                                                                                 |                                  |
| 4.  | Designation of the Employee                                                                                   |                                  |
| 5.  | Nature of the Work / Duty performed by the Employee<br>(To be mentioned in brief)                             |                                  |
| 6.  | Whether the person possesses experience in one million ton capacity Cement Plant?                             | Yes / No                         |
| 7.  | Period of Experience in one million ton capacity Cement Plant                                                 | From ____ (date) To ____ (date)  |
| 8.  | Total Experience (YY/MM/DD)                                                                                   | ____ years ____ months ____ days |
| 9.  | Whether Attendance Register / Attendance Rolls / Pay Register and other records available for this Employee   | Yes / No                         |
| 10. | Name of the Organisation/ Institution / Firm                                                                  |                                  |
| 11. | Type of Organisation / Institution (Government / Quasi Government / Public Sector Undertaking / Private etc.) |                                  |
| 12. | Address of the Organisation/ Institution                                                                      |                                  |
| 13. | Phone No. and Email ID of the Organisation/ Institution                                                       |                                  |

This is to certify that Thiru/Tmt./Selvi ..... possesses said experience in one million ton capacity Cement Plant as stated above, as on the date of notification (i.e., 22.12.2025). The above particulars furnished by me are correct.

Affix photograph of the employee with the signature of the Certifying Authority on the Photograph

Seal of Office / Officer:

Place  
Date:

Signature  
Name & Designation of the  
Head of Organisation / Institution /  
Competent Authority

**Note:**

1. A certificate in the format prescribed should be obtained from the Head of the Organisation/ Institution wherein the individual had served or the authority competent to issue such certificate.
2. The Competent authority who issues the certificate is cautioned that issuing of certificate which contains false or incorrect details will lead to legal / penal action against them.

**5. Experience Certificate for the post of Deputy Manager (Mechanical) in the Tamil Nadu Cement Corporation Limited (Post Code: 3395)**

|     |                                                                                                             |                                  |
|-----|-------------------------------------------------------------------------------------------------------------|----------------------------------|
| 1.  | Name of the Employee                                                                                        |                                  |
| 2.  | Father / Spouse Name                                                                                        |                                  |
| 3.  | Date of Birth                                                                                               |                                  |
| 4.  | Designation of the Employee                                                                                 |                                  |
| 5.  | Nature of the Work / Duty performed by the Employee<br>(To be mentioned in brief)                           |                                  |
| 6.  | Whether the person possesses experience in one million ton capacity Cement Plant?                           | Yes / No                         |
| 7.  | Period of Experience in one million ton capacity Cement Plant                                               | From ____ (date) To ____ (date)  |
| 8.  | Total Experience (YY/MM/DD)                                                                                 | ____ years ____ months ____ days |
| 9.  | Whether Attendance Register / Attendance Rolls / Pay Register and other records available for this Employee | Yes / No                         |
| 10. | Name of the Organisation / Institution                                                                      |                                  |
| 11. | Type of Organisation/ Institution                                                                           |                                  |
| 12. | Address of the Organisation / Institution                                                                   |                                  |
| 13. | Phone No. and Email ID of the Organisation / Institution                                                    |                                  |

This is to certify that Thiru/Tmt./Selvi ..... possesses said experience in one million ton capacity Cement Plant as stated above, as on the date of notification (i.e., 22.12.2025). The above particulars furnished by me are correct.

Affix photograph of the employee with the signature of the Certifying Authority on the Photograph

Seal of Office / Officer:

Place  
Date:

Signature  
Name & Designation of the  
Head of Organisation / Institution /  
Competent Authority

**Note:**

1. A certificate in the format prescribed should be obtained from the Head of the Organisation/ Institution wherein the individual had served or the authority competent to issue such certificate.
2. The Competent authority who issues the certificate is cautioned that issuing of certificate which contains false or incorrect details will lead to legal / penal action against them.

**6. Experience Certificate for the post of Deputy Manager (Materials) In the Tamil Nadu Cement Corporation Limited (Post Code: 3400)**

|     |                                                                                                                  |                                 |
|-----|------------------------------------------------------------------------------------------------------------------|---------------------------------|
| 1.  | Name of the Employee                                                                                             |                                 |
| 2.  | Father / Spouse Name                                                                                             |                                 |
| 3.  | Date of Birth                                                                                                    |                                 |
| 4.  | Designation of the Employee                                                                                      |                                 |
| 5.  | Nature of the Work / Duty performed by the Employee<br>(To be mentioned in brief)                                |                                 |
| 6.  | Whether the person possesses experience in the field<br>of Materials inventory?                                  | Yes / No                        |
| 7.  | Period of Experience in the field of Materials inventory                                                         | From ____ (date) To ____ (date) |
| 8.  | Total Experience (YY/MM/DD)                                                                                      | __ years __ months __ days      |
| 9.  | Whether Attendance Register / Attendance Rolls / Pay<br>Register and other records available for this Employee   | Yes / No                        |
| 10. | Name of the Organisation / Institution                                                                           |                                 |
| 11. | Type of Organisation/ Institution<br>[Factory / Industry / Government Department / Public<br>Sector Undertaking] |                                 |
| 12. | Address of the Organisation / Institution                                                                        |                                 |
| 13. | Phone No. and Email ID of the Organisation /<br>Institution                                                      |                                 |

This is to certify that Thiru/Tmt./Selvi ..... possesses said experience in the field of Materials inventory as stated above, as on the date of notification (i.e., 22.12.2025). The above particulars furnished by me are correct.

Affix photograph  
of the employee  
with the signature  
of the Certifying  
Authority on the  
Photograph

Seal of Office / Officer:

Place  
Date:

Signature  
Name & Designation of the  
Head of Organisation / Institution /  
Competent Authority

**Note:**

1. A certificate in the format prescribed should be obtained from the Head of the Organisation/ Institution wherein the individual had served or the authority competent to issue such certificate.
2. The Competent authority who issues the certificate is cautioned that issuing of certificate which contains false or incorrect details will lead to legal / penal action against them.

**7. Experience Certificate for the post of Assistant Manager (Materials) in the Tamil Nadu Cement Corporation Limited (Post Code: 3401)**

|     |                                                                                                                  |                                  |
|-----|------------------------------------------------------------------------------------------------------------------|----------------------------------|
| 1.  | Name of the Employee                                                                                             |                                  |
| 2.  | Father / Spouse Name                                                                                             |                                  |
| 3.  | Date of Birth                                                                                                    |                                  |
| 4.  | Designation of the Employee                                                                                      |                                  |
| 5.  | Nature of the Work / Duty performed by the Employee<br>(To be mentioned in brief)                                |                                  |
| 6.  | Whether the person possesses experience in the field<br>of Materials inventory?                                  | Yes / No                         |
| 7.  | Period of Experience in the field of Materials inventory                                                         | From ____ (date) To ____ (date)  |
| 8.  | Total Experience (YY/MM/DD)                                                                                      | ____ years ____ months ____ days |
| 9.  | Whether Attendance Register / Attendance Rolls / Pay<br>Register and other records available for this Employee   | Yes / No                         |
| 10. | Name of the Organisation / Institution                                                                           |                                  |
| 11. | Type of Organisation/ Institution<br>[Factory / Industry / Government Department / Public<br>Sector Undertaking] |                                  |
| 12. | Address of the Organisation / Institution                                                                        |                                  |
| 13. | Phone No. and Email ID of the Organisation /<br>Institution                                                      |                                  |

This is to certify that Thiru/Tmt./Selvi ..... possesses said experience in the field of Materials inventory as stated above, as on the date of notification (i.e., 22.12.2025). The above particulars furnished by me are correct.

Affix photograph  
of the employee  
with the signature  
of the Certifying  
Authority on the  
Photograph

Seal of Office / Officer:

Place  
Date:

Signature  
Name & Designation of the  
Head of Organisation / Institution /  
Competent Authority

**Note:**

1. A certificate in the format prescribed should be obtained from the Head of the Organisation/ Institution wherein the individual had served or the authority competent to issue such certificate.
2. The Competent authority who issues the certificate is cautioned that issuing of certificate which contains false or incorrect details will lead to legal / penal action against them.

**8. Experience Certificate for the post of Deputy Manager (Electrical) in the Tamil Nadu Cement Corporation Limited (Post Code: 3396)**

|     |                                                                                                             |                                  |
|-----|-------------------------------------------------------------------------------------------------------------|----------------------------------|
| 1.  | Name of the Employee                                                                                        |                                  |
| 2.  | Father / Spouse Name                                                                                        |                                  |
| 3.  | Date of Birth                                                                                               |                                  |
| 4.  | Designation of the Employee                                                                                 |                                  |
| 5.  | Nature of the Work / Duty performed by the Employee<br>(To be mentioned in brief)                           |                                  |
| 6.  | Whether the person possesses experience in one million ton capacity Cement Plant?                           | Yes / No                         |
| 7.  | Period of Experience in one million ton capacity Cement Plant                                               | From ____ (date) To ____ (date)  |
| 8.  | Total Experience (YY/MM/DD)                                                                                 | ____ years ____ months ____ days |
| 9.  | Whether Attendance Register / Attendance Rolls / Pay Register and other records available for this Employee | Yes / No                         |
| 10. | Name of the Organisation / Institution                                                                      |                                  |
| 11. | Type of Organisation/ Institution                                                                           |                                  |
| 12. | Address of the Organisation / Institution                                                                   |                                  |
| 13. | Phone No. and Email ID of the Organisation / Institution                                                    |                                  |

This is to certify that Thiru/Tmt./Selvi ..... possesses said experience in one million ton capacity Cement Plant as stated above, as on the date of notification (i.e., 22.12.2025). The above particulars furnished by me are correct.

Affix photograph of the employee with the signature of the Certifying Authority on the Photograph

Seal of Office / Officer:

Place  
Date:

Signature  
Name & Designation of the  
Head of Organisation / Institution /  
Competent Authority

**Note:**

1. A certificate in the format prescribed should be obtained from the Head of the Organisation/ Institution wherein the individual had served or the authority competent to issue such certificate.
2. The Competent authority who issues the certificate is cautioned that issuing of certificate which contains false or incorrect details will lead to legal / penal action against them.

## Annexure VI

### 1. Form for Certificate for Allocation of Scribe / Compensatory Time

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. Allocation of a scribe.
2. Compensatory time for writing the examination.

\*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 / Medical Board)

Name & Designation

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

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.,)

## 2. Certificate from the Head of Institution/ University

This is to certify that Thiru/Tmt/Selvi. \_\_\_\_\_ son / daughter of Thiru/Tmt. \_\_\_\_\_ bearing Register no. \_\_\_\_\_, completed the \_\_\_\_\_ course during the academic year \_\_\_\_\_ to \_\_\_\_\_ in our Institution / University. He / she has successfully completed all the requirements of the course / program and results for all subjects were declared on \_\_\_\_\_

Photograph of the  
candidate with the  
signature of the  
authorised  
signatory

Office Seal:

Date: \_\_\_\_\_

Signature (with Seal) of the  
Authorised Signatory of the Institution /  
University (Controller of Examinations /  
Principal / Registrar)



**3. Undertaking for spelling mistake in the Name/Mistake in the initial of the candidate in the certificate**

I, \_\_\_\_\_, son/daughter of \_\_\_\_\_, hereby declare that spelling of my name/initial\* has been wrongly mentioned as \_\_\_\_\_ in the \_\_\_\_\_ Certificate uploaded by me.

My correct name is \_\_\_\_\_, and both names refer to one and the same.

\* Strike out whichever is not applicable

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of Candidate: \_\_\_\_\_

Name: \_\_\_\_\_

Notification No. & Date. \_\_\_\_\_

**4. Undertaking for spelling mistake in the Name/Mistake in the initial of the Father/Mother's name in the certificate**

I, \_\_\_\_\_, son/daughter of \_\_\_\_\_, residing at \_\_\_\_\_ do hereby declare that in the Community Certificate uploaded by me, my Father's/Mother's Name /initial\* has been wrongly mentioned as \_\_\_\_\_ instead of \_\_\_\_\_.

Both the above names refer to one and the same.

\* Strike out whichever is not applicable

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of Candidate: \_\_\_\_\_

Name: \_\_\_\_\_

Notification No. & Date. \_\_\_\_\_