



TAMIL NADU PUBLIC SERVICE COMMISSION

Advertisement No. 700

Notification No.18 / 2024

Date: 25.11.2024

Special Competitive Examination

Applications are invited only through online mode for Special Competitive Examination to the post of Typist in Employment and Training Department in Tamil Nadu Ministerial Service, only from the Temporary Typists, who were temporarily appointed in Employment and Training Department under Unemployment Assistance Scheme vide G.O.(Ms).No.72, Labour and Employment Department, dated 25.08.2006 and are still continuing in service. This Special Competitive Examination is notified based on the orders of the Hon'ble High Court of Madras, dated 25.01.2021 in W.A.Nos.748, 753 and 772 of 2019 and the Hon'ble Supreme Court of India dated 30.01.2024 in SLP Nos. 14512-14514 of 2021.

1. Candidates to ensure their eligibility for the examination:

All candidates are requested to carefully read the "Instructions to Applicants" available in the Commission's website www.tnpsc.gov.in and this Notification. The candidates applying for the examination should ensure that they fulfill all eligibility conditions for admission to the examination. Their admission to all stages of the examination will be purely provisional, subject to their satisfying the eligibility conditions. Mere admission to the written examination / certificate verification or inclusion of name in the selection list will not confer on the candidates any right to appointment. The Commission reserves the right to reject candidature at any stage, after due process even after selection has been made, if a wrong claim or violation of rules or instructions is confirmed.

1.1. Important Date and Time:

Date of Notification	25.11.2024
Last date and time for submission of online application	24.12.2024 11.59 P.M.
Application Correction Window period	From 29.12.2024 12.01 A.M. to 31.12.2024 11.59 P.M.
Date and time of examination	08.02.2025 9.30 A.M to 12.30 P.M

1.2. How to Apply:

1.2.1. One Time Registration and Online Application:

Candidates are required to apply online by using the Commission's website www.tnpsc.gov.in or 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 straight away to fill up the online application for the examination.

1.2.2. Application Correction Window:

After the last date for submission of online application, the Application Correction Window will open for 3 days from 29.12.2024 to 31.12.2024. During this period, candidates will be able to edit the details in their online application. After the last date of the Application Correction Window period, no modification is allowed in the online application.

1.2.3. The detailed instructions regarding how to apply and the examination centre are available in Annexure-I of this notification.

1.3. Banned Items:

1.3.1. Candidates are not allowed to bring cellular phones, electronic or any other type of calculators, watches, rings with inbuilt memory notes, Bluetooth devices, communication chips, recording devices either as a separate piece or part of something used by the candidate such as watch or ring, etc., or any other electronic devices and non-electronic devices such as P&G design data book, mathematical and drawing instruments, log tables, stencils of maps, slide rules, books, notes, loose sheets, guides, rough sheets, handbags etc., into the examination hall / room.

1.3.2. 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.

1.3.3. 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 centres / common service centres for the mistakes made while applying online for recruitment. Candidates are advised to check the filled-in online application before finally submitting the same.

3. Post and Vacancies:

Name of the post	Post Code	Name of the Service	Name of the Department	Number of vacancies	Level of Pay
Typist	2200	Tamil Nadu Ministerial Service	Employment and Training	50	Level 8 (CPS)
Abbreviation: CPS – Contributory Pension Scheme					

4. Eligibility Conditions:

4.1. Age Limit:

4.1.1. The candidates should have completed the age of 18 years and should not have completed 32 years as on 01.07.2024.

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

Name of the Post	Post code	Maximum Age (Should not have completed)	Age Concession		
			Persons with Benchmark Disability	Ex-Service men	Destitute Widow
Typist	2200	32	42	50	37

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

Name of the Post	Post code	Maximum Age (Should not have completed)	Age Concession		
			Persons with Benchmark Disability	Ex-Servicemen	Destitute Widow
Typist	2200	BC(OBCM),BCM, MBC/DC - 34 SC, SC(A), ST - 37	BC(OBCM),BCM, MBC/DC - 44 SC, SC(A), ST - 47	55	37

Abbreviations:

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

4.4. No Maximum age limit for applicants belonging to SCs / SC(A)s, STs, MBCs/DCs, BC(OBCM)s, BCMs and Destitute Widows of all castes who possess a General Educational Qualification which is higher than the Minimum General Educational Qualification (i.e., who have passed H.S.C / Diploma / Degree).

4.5. No maximum age limit shall mean that the candidates should not have completed 60 years of age as on 1.7.2024 or at the time of selection / appointment to the post.

4.6. The candidates who have exceeded the age-limit mentioned above, may also apply and the question of relaxing the age rule in favour of the successful candidates will be decided as per G.O.(Ms) No.113, Labour Welfare and Skill Development (R2) Department, dated 19.11.2024.

4.7. Supporting Documents:

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

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

4.7.3. Failure to upload / produce such a document shall result in the rejection of candidature after due process.

4.8. Educational and Technical Qualification:

Name of the Post	Name of the Service	Qualification
Typist	Tamil Nadu Ministerial Service	<p>1. Must possess Minimum General Educational Qualification</p> <p>2. Must have passed the Government Technical Examination in Typewriting;</p> <ul style="list-style-type: none">• by Higher / Senior Grade in Tamil and English (or)• by Higher / Senior Grade in Tamil and Lower / Junior Grade in English (or)• by Higher / Senior Grade in English and Lower / Junior Grade in Tamil <p>3. A pass in Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu</p> <p>Note: Candidates who possess a Degree (or) Diploma in Computer Science (or) Computer Engineering (or) Computer Application (or) Information Technology (or) Software Engineering (or) Computing (or) Computer Information System (or) Computer Design approved by the University Grants Commission / All India Council for Technical Education / Directorate of Technical Education (or) an equivalent body shall not be required to acquire the Certificate Course in Computer on Office Automation.</p> <p>Candidates who do not possess Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education, Government of Tamil Nadu may also apply. If selected, they should acquire such qualification within the period of their probation or within two years from the date of appointment to the post, as the case may be.</p>

4.8.1. The candidates should possess the educational and technical qualifications prescribed for the post, on the date of notification.

4.8.2. Minimum General Educational Qualification:

4.8.2.1. The minimum general educational qualification means, a pass in the Secondary School Leaving Certificate (SSLC) Examination with eligibility for admission to college course of studies in the Universities in Tamil Nadu; or a pass in the Secondary School Leaving Certificate Examination of Tamil Nadu.

4.8.2.2. A person who had appeared for the 11-year SSLC Public Examination and obtained 35 percent marks in each subject, either in one sitting or compartmentally, shall be deemed to have passed the SSLC Public Examination.

4.8.2.3. A person who had appeared for the 11-year SSLC Public Examination and had failed to obtain 35 percent marks in one or more subjects but who had appeared and obtained 35 percent marks in the corresponding subject or subjects in 10-year SSLC Public Examination shall be deemed to have passed SSLC Public Examination.

4.8.2.4. A person who had studied optional subjects in 11-year SSLC and failed in the optional subjects, but had obtained 35 percent marks in all other subjects except the optional subjects in 11-year SSLC Public Examination, shall be deemed to have passed the SSLC Public Examination.

4.8.2.5. A person who had appeared and passed the 10th Standard Government Examination conducted by the Board of Open School, Tamil Nadu shall be deemed to have passed the SSLC Public Examination.

4.8.3. Supporting Documents:

4.8.3.1. 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.

4.8.3.2. In cases where the Diploma / Degree / PG Degree certificates had been issued after the date of notification, candidates must upload/produce proof (in the form of Provisional Diploma / Degree Certificate / Consolidated Mark Sheet of the publication of results of the respective qualification(s) on or before the date of notification.

4.8.3.3. Candidates who have cleared SSLC / HSC examinations in more than one attempt, must upload/produce mark sheets of all attempts. Uploading / production of Foundation / Pre-Foundation Course certificates instead of SSLC / HSC certificates shall result in rejection of candidature after due process.

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

4.8.3.5. 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 / produced, shall result in the rejection of candidature after due process.

4.8.3.6. 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.

4.8.3.7. Candidates must be in possession of Typewriting claimed in the online application, on or before the date of notification and must upload / produce such certificate(s). In cases where the Typewriting certificates had been issued after the date of notification, candidates must upload / produce proof of the publication of results of the respective qualification(s) on or before the date of notification.

4.8.3.8. Failure to upload / produce such documents supporting the claim shall result in rejection of candidature after due process.

4.8.4. Equivalence of Qualification:

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

4.9. Temporary Employment Certificate:

4.9.1. The temporary typists, who were temporarily appointed in Employment and Training Department under Unemployment Assistance Scheme vide G.O(Ms).No.72, Labour and Employment Department, dated 25.08.2006 and are still continuing in service shall upload the following certificate while applying for the post.

Temporary Employment Certificate

1. Name of the Candidate :
2. Date of temporary appointment of the candidate :
3. Whether the candidate is temporarily appointed under Unemployment Assistance Scheme vide G.O(Ms).No.72, Labour and Employment Department, dated 25.08.2006? :
4. Whether the candidate is now continuing in temporary service? :
5. Whether the candidate's work and conduct has been satisfactory during his/her temporary appointment period? :
6. Whether any punishment has been awarded to the candidate? :
7. Whether any charge is pending or contemplated against the candidate? :

Signature of the Head of the Department /
Office and date with Office Seal

4.9.2. Failure to upload / produce the document supporting the claim shall result in rejection of candidature after due process.

4.10. Medical and Physical Standards:

4.10.1. Candidates selected for appointment to the posts will be required to produce a Certificate of Physical Fitness to the appointing authority, at the time of joining the post.

4.10.2. The standard of vision required for the post is Standard-III or better. Candidates with defective vision should produce Eye Fitness Certificate from a qualified Eye Specialist working in Government Hospital to the appointing authority, at the time of joining the post.

4.11. Knowledge in Tamil:

4.11.1. 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.

4.11.2. Candidates must upload / produce either SSLC / HSC / Degree or proof of having passed the Second Class Language Test (Full Test) in Tamil conducted by the Tamil Nadu Public Service Commission.

4.11.3. Failure to produce 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.

4.12. Suitable Categories for Persons with Benchmark Disability:

All categories of persons with benchmark disability have been identified as suitable for this post.

4.13. Restrictions to apply for the Examination:

Based on the orders of the Hon'ble High Court of Madras, dated 25.01.2021 in W.A.Nos.748, 753 and 772 of 2019 and the Hon'ble Supreme Court of India dated 30.01.2024 in SLP Nos. 14512-14514 of 2021 the temporary typists, who were appointed in Employment and Training Department under Unemployment Assistance Scheme vide G.O.(Ms).No.72, Labour and Employment Department, dated 25.08.2006 and are still continuing in service are alone eligible to apply for this post. Others are not eligible to apply for this post.

5. Scheme of Examination: Single Paper (S.S.L.C Standard)

Part	Subject	No. of Questions	Maximum Marks	Duration	Minimum Qualifying Marks for selection (All Communities)	Type of Examination	Mode of Examination
Part A	Tamil Eligibility-cum-Scoring Test	100	150	3 hours	90	Objective	CBT
Part B	General Studies	75	150				
	Aptitude and Mental Ability Test	25					
Total		200	300				
Abbreviation: CBT - Computer Based Test							

5.1. Part B of the answer sheets will be evaluated only if the candidate secures minimum qualifying marks of 40% (i.e., 60 Marks) in Part A. Total marks secured in Part-A and Part-B taken together will be considered for ranking. The questions in Part-A Tamil Eligibility-cum-Scoring Test will be set in Tamil only. The questions in Part B will be set both in Tamil and English.

5.2. Differently Abled candidates (irrespective of the percentage of disability) who have studied English subject only in Board/University can avail exemption from writing the Tamil Eligibility-cum-Scoring Test and instead, they can opt for General English (SSLC Standard). Part B of the answer sheets will be evaluated only if the candidate secures minimum qualifying marks of 40% (i.e., 60 Marks) in Part A. The questions in Part A of General English will be set in English only. Such candidates should furnish the required details in the application and upload the Certificate of Disability in the format prescribed in Annexure II of this notification, at the time of submission of the online application, without fail.

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

5.4. The instructions to be followed while appearing for the examination are available in Annexure-IV of this notification.

6. Selection Procedure:

6.1. The Special Competitive Examination for the post of Typist in Employment and Training Department will be conducted as single stage examination. The candidates will be admitted to the Written Examination based on the claims made in the online application.

6.2. Onscreen certificate verification will be conducted before admission to the physical certificate verification.

6.3. Marks obtained by the candidates in the Written Examination would determine final ranking. The final selection will be made based on the total marks obtained by the candidate in Written Examination.

7. Reservation of Appointments:

The rule of reservation of appointments applies to this recruitment. However it is relaxed vide G.O.(Ms) No.113, Labour Welfare and Skill Development (R2) Department, dated 19.11.2024.

8. Communication to Candidates:

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

8.2. The Commission will publish the written examination results, date and time of physical certificate verification, on the Commission's website 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. Any other communication with the Commission must be made through email to grievance.tnpsc@tn.gov.in. Communications sent by post must be addressed only to the Secretary, Tamil Nadu Public Service Commission, TNPSC Road, V.O.C. Nagar, Park Town, Chennai - 600003.

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

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

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

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 200DPI resolution, should be saved in a CD / DVD / Pendrive, to upload the same.

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

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

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

2.6. Details to be furnished during One Time Registration:

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

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

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

2.7. One-Time Registration (OTR) Edit:

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

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

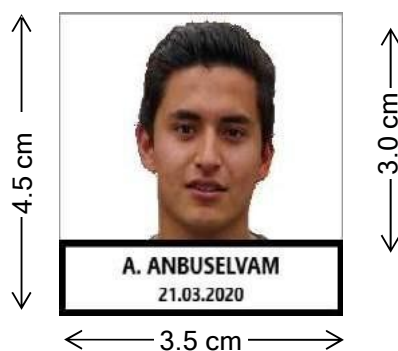
2.7.3. The Commission will not be responsible for any consequences arising out of failure on the part of the candidates to adhere to the instructions issued regarding One Time Registration or filling up of online application.

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

3. Online Application:

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

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



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

3.4. If the photograph is not available in a digital format, a passport-size photograph showing the image of the candidate along with the name of the candidate and the date of photography printed at the bottom, in the same dimensions as specified above, may be pasted on a plain white paper and scanned to obtain a resolution of 200 DPI. The image should then be cropped to show only the photograph of size 20 KB–50KB saved as "Photograph.jpg" and uploaded. The entire sheet of white paper on which the photograph is pasted should not be scanned / uploaded. Photographs taken using cellular phones, selfies, photocopies (Xerox) of photographs, photographs taken during family functions, at tourist places, or against a backdrop of plants or buildings should not be uploaded. Photographs of nature, wildlife, buildings, etc. shall not be uploaded. In case of uploading an inappropriate photograph, in violation of the aforementioned instruction, the application is liable to be rejected after due process.

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

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

3.7. Examination Centre:

The written examination will be held at Chennai centre (0101) only.

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. 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.

3.8.2. 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.

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

3.9. Examination Fee:

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

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

3.9.3. The total number of free chances availed, will be calculated based on claims made in previous applications. The number of free chances availed by the candidate may be verified by the Commission at any stage of the selection process. In case a candidate makes a false claim for exemption from payment of the application fee by suppressing information regarding his/her previous application(s), his / her candidature shall be rejected after due process and he/she shall be debarred for a period of one year, from appearing for examinations conducted by the Commission.

3.9.4. Candidates are directed to carefully choose the options "Yes" or "No" regarding availing of the fee concession. The choice made, cannot be modified or edited after successful submission of the online application. Candidates are advised in their own interest, to keep an account of the number of times fee concession has been availed, irrespective of the information displayed in the <Application History> of the candidate dashboard.

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

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

3.10. Examination Fee Payment:

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

3.10.2. Offline mode of payment if any received in the form of Demand Draft / Postal Order etc. will not be accepted and the applications forwarded with such modes of payment will be summarily rejected and the same will not be returned or refunded.

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

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

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

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

3.11. Online Application Edit:

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

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

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

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

3.12. Application Correction Window:

3.12.1. After the last date for submission of the online application, the Online Application Correction Window shall open for 3 days as mentioned in Para 1 '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.

3.12.3. 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.

3.12.4. 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.

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

3.12.6. 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.

3.12.7. 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.

3.12.8. 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.

3.13. Upload of Documents:

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

3.13.2. The candidates shall mandatorily upload the certificates/documents (in support of all the claims made / details furnished in the online application) in PDF format i.e. one PDF file of not more than 200KB (with single or multiple pages) in support of each claim. The uploading of documents shall be permitted from all sources including e-seva centres.

3.13.3. 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.

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

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

candidates. If the candidate applies to other posts after the period of retention i.e. two years, the candidate shall be instructed to upload all the documents afresh.

4. Information regarding criminal cases / disciplinary cases:

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

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

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

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

5. Employment Details:

5.1. 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), regularly / temporarily appointed and a probationer/approved probationer / full member, had applied for direct recruitment to the post of inService, conducted by the Tamil Nadu Public Service Commission and informed the fact to this department/organization.

This department / organization has 'No Objection'* regarding the processing of the 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.

5.2. Candidates who secure employment after submission of online application, must upload/produce 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/produce the 'No Objection Certificate' / an undertaking shall result in the rejection of candidature after due process.

5.3. 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.

5.4. 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.

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

Annexure II

1. Persons with Benchmark Disability:

1.1. "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.

1.2 **Fee Concession:** Full exemption.

1.3. Supporting Documents:

1.3.1. 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).

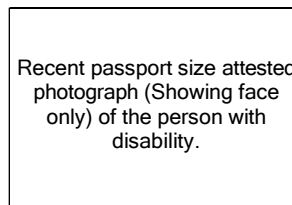
2. The applicant has submitted the following document as proof of residence:-

Nature of Document Date of Issue Details of authority issuing certificate

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

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

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



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 impression of the person in whose favour certificate of disability is issued.
--

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

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

Certificate No. _____

Date. _____

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

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

(Please strike out the disabilities which are not applicable)

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

3. Reassessment of disability is:

(i) not necessary, or

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

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

- eg. Single eye/ both eyes

€ - eg. Left/ Right/ both ears

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

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

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

Countersigned

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

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

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	Children with intellectual disability below the age of 18 years – Paediatrician or Paediatric Neurologist or Psychiatrist. Adults with intellectual disability above the age group of 18 years – Psychiatrist.
12	Specific Learning Disabilities	Medical board consisting of a) Paediatrician; and b) Psychiatrist and Trained Psychologist.
13	Autism spectrum disorder	Medical Board consisting of a) Psychiatrist and Trained psychologist; and b) Paediatrician or General Physician.
14	Mental Illness	Psychiatrist.
15	Chronic Neurological Conditions such as Multiple Sclerosis and Parkinson's Disease	Medical Board consisting of a) Psychiatrist and Trained Psychologist; and b) Neurologist; and c) Orthopaedician or Specialist in Physical Medicine and Rehabilitation.

1.3.2. 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.

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

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

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

2.1. "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].

2.2. 'Arunthathiyar' means the castes: Arunthathiyar, Chakkiliyan, Madari, Madiga, Pagadai, Thoti and Adi Andhra.

2.3. "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.

2.4. Fee Concession: Full exemption

2.5. Supporting Documents:

2.5.1. 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.

2.5.2. 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.

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

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

2.5.5. 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.

2.5.6. 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.

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

2.5.8. Failure to upload / produce the supporting documents, when called for shall result in the rejection of candidature after due process.

3. Backward Classes:

3.1. "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].

3.2. 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.

3.3. Fee Concession: Three Free Chances

3.4. Supporting Documents:

3.4.1. 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.

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

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

3.4.4. 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.

3.4.5. 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.

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

3.4.7. Failure to upload / produce the supporting documents, when called for shall result in the rejection of candidature after due process.

4. Women:

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

5. Transgender:

5.1. Supporting Documents:

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

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

5.1.3. 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.

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

5.2. Community:

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

5.2.2. 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.

5.2.3. 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.

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

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

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

Annexure III

Part A

தமிழ் மொழித் தகுதி மற்றும் மதிப்பீட்டுத் தேர்விற்கான

பாடத்திட்டம் - பத்தாம் வகுப்புத் தரம்

பகுதி - அ - இலக்கணம்

1. பொருத்துதல் - பொருத்தமான பொருளைத் தேர்வு செய்தல், புகழ் பெற்ற நூல், நூலாசிரியர்.
2. தொடரும் தொடர்பும் அறிதல் (i) இத்தொடரால் குறிக்கப்படும் சான்றோர் (ii) அடைமொழியால் குறிக்கப்படும் நூல்.
3. பிரித்தெழுதுக.
4. எதிர்ச்சொல்லை எடுத்தெழுதுதல்.
5. பொருந்தாச் சொல்லைக் கண்டறிதல்.
6. பிழைதிருத்தம் - சந்திப்பிழையை நீக்குதல், ஒருமை பன்மை பிழைகளை நீக்குதல், மரபுப் பிழைகள், வழுவச் சொற்களை நீக்குதல், பிறமொழிச் சொற்களை நீக்குதல்.
7. ஆங்கிலச் சொல்லுக்கு நேரான தமிழ்ச் சொல்லை அறிதல்.
8. ஒலி வேறுபாடறிந்து சரியான பொருளை அறிதல்.
9. ஒரெழுத்து ஒரு மொழி உரிய பொருளைக் கண்டறிதல்.
10. வேர்ச்சொல்லைத் தேர்வு செய்தல்.
11. வேர்ச்சொல்லைக் கொடுத்து, வினைமுற்று, வினையெச்சம், வினையாலணையும் பெயர், தொழிற்பெயரை உருவாக்கல்.
12. அகர வரிசைப்படி சொற்களைச் சீர்செய்தல்.
13. சொற்களை ஒழுங்குபடுத்தி சொற்றொடர் ஆக்குதல்.
14. பெயர்ச் சொல்லின் வகை அறிதல்.
15. இலக்கணக் குறிப்பறிதல்.
16. விடைக்கேற்ற வினாவைத் தேர்ந்தெடுத்தல்.
17. எவ்வகை வாக்கியம் எனக் கண்டெழுதுதல்.
18. தன்வினை, பிறவினை, செய்வினை, செய்ப்பாட்டுவினை வாக்கியங்களைக் கண்டெழுதுதல்.
19. உவமையால் விளக்கப்பெறும் பொருத்தமான பொருளைத் தேர்ந்தெழுதுதல்.
20. எதுகை, மோனை, இயைபு இவற்றுள் ஏதேனும் ஒன்றை தேர்ந்தெழுதுதல்.
21. பழமொழிகள்.

பகுதி-ஆ - இலக்கியம்

1. திருக்குறள் தொடர்பான செய்திகள், மேற்கோள்கள், தொடரை நிரப்புதல் (இருபத்தைந்து அதிகாரம் மட்டும்)
அன்பு, பண்பு, கல்வி, கேள்வி, அறிவு, அடக்கம், ஒழுக்கம், பொறை, நட்பு, வாய்மை, காலம், வலி, ஒப்புரவறிதல், செய்நன்றி, சான்றாண்மை, பெரியாரைத் துணைக் கோடல், பொருள்செயல்வகை, வினைத்திட்டம், இனியவை கூறல், ஊக்கமுடைமை, ஈகை, தெரிந்து செயல்வகை, இன்னா செய்யாமை, கூடா நட்பு, உழவு.

2. அறநூல்கள் - நாலடியார், நான்மணிக்கடிகை, பழமொழி நானூறு, முதுமொழிக் காஞ்சி, திரிகடுகம், இன்னா நாற்பது, இனியவை நாற்பது, சிறுபஞ்சமூலம், ஏலாதி, ஔவையார் பாடல்கள் தொடர்பான செய்திகள், பதினெண் கீழ்க்கணக்கு நூல்களில் பிற செய்திகள்.
3. கம்பராமாயணம், இராவண காவியம் தொடர்பான செய்திகள், பாவகை, சிறந்த தொடர்கள்.
4. புறநானூறு, அகநானூறு, நற்றிணை, குறுந்தொகை, ஐங்குறுநூறு, கலித்தொகை தொடர்பான செய்திகள், மேற்கோள்கள், அடிவரையறை, எட்டுத்தொகை, பத்துப்பாட்டு நூல்களில் உள்ள பிற செய்திகள்.
5. சிலப்பதிகாரம்-மணிமேகலை தொடர்பான செய்திகள், மேற்கோள்கள், சிறந்த தொடர்கள், உட்பிரிவுகள் மற்றும் ஐம்பெரும்-ஐஞ்சிறுங் காப்பியங்கள் தொடர்பான செய்திகள்.
6. பெரியபுராணம் - நாலாயிர திவ்வியப்பிரபந்தம் - திருவிளையாடற் புராணம் - தேம்பாவணி - சீறாப்புராணம் தொடர்பான செய்திகள்.
7. சிற்றிலக்கியங்கள்:
திருக்குற்றாலக்குறவஞ்சி - கலிங்கத்துப்பரணி - முத்தொள்ளாயிரம், தமிழ்விடு தூது - நந்திக்கலம்பகம் - முக்கூடற்பள்ளு - காவடிச்சிந்து - முத்துக்குமாரசாமி பிள்ளைத் தமிழ் - இராஜராஜ சோழன் உலா - தொடர்பான செய்திகள்.
8. மனோன்மணியம் - பாஞ்சாலி சபதம் - குயில் பாட்டு - இரட்டுற மொழிதல் (காளமேகப் புலவர்) - அழகிய சொக்கநாதர் தொடர்பான செய்திகள்.
9. நாட்டுப்புறப் பாட்டு - சித்தர் பாடல்கள் தொடர்பான செய்திகள்.
10. சமய முன்னோடிகள் - அப்பர், சம்பந்தர், சுந்தரர், மாணிக்கவாசகர், திருமூலர், குலசேகர ஆழ்வார், ஆண்டாள், சீத்தலைச் சாத்தனார், எச்.ஏ.கிருட்டிணனார், உமறுப்புலவர் தொடர்பான செய்திகள், மேற்கோள்கள், சிறப்புப் பெயர்கள்.

பகுதி-இ - தமிழ் அறிஞர்களும், தமிழ்த் தொண்டும்

1. பாரதியார், பாரதிதாசன், நாமக்கல் கவிஞர், கவிமணி தேசிக விநாயகனார் தொடர்பான செய்திகள், சிறந்த தொடர்கள், சிறப்புப் பெயர்கள்.
2. மரபுக் கவிதை - முடியரசன், வாணிதாசன், சுரதா, கண்ணதாசன், உடுமலை நாராயண கவி, பட்டுக்கோட்டை கல்யாணசுந்தரம், மருதகாசி தொடர்பான செய்திகள், அடைமொழிப் பெயர்கள்.
3. புதுக்கவிதை - ந.பிச்சமூர்த்தி, சி.சு.செல்லப்பா, தருமு சிவராமு, பசுவய்யா, இரா.மீனாட்சி, சி.மணி, சிற்பி, மு.மேத்தா, ஈரோடு தமிழன்பன், அப்துல்ரகுமான், கலாப்ரியா, கல்யாண்ஜி, ஞானக்கூத்தன் - தொடர்பான செய்திகள், மேற்கோள்கள், சிறப்புத் தொடர்கள் மற்றும் எழுதிய நூல்கள்.
4. தமிழில் கடித இலக்கியம் - நாட்குறிப்பு, ஜவகர்லால் நேரு, மகாத்மா காந்தி, மு.வரதராசனார், பேரறிஞர் அண்ணா தொடர்பான செய்திகள்.
5. நிகழ்கலை (நாட்டுப்புறக் கலைகள்) தொடர்பான செய்திகள்.
6. தமிழில் சிறுகதைகள் தலைப்பு - ஆசிரியர் - பொருத்துதல்.
7. கலைகள் - சிற்பம் - ஓவியம் - பேச்சு - திரைப்படக்கலை தொடர்பான செய்திகள்.
8. தமிழின் தொன்மை - தமிழ்மொழியின் சிறப்பு, திராவிட மொழிகள் தொடர்பான செய்திகள்.
9. உரைநடை - மறைமலை அடிகள், பரிதிமாற்கலைஞர், ந.மு.வேங்கடசாமி நாட்டார், ரா.பி.சேது, திரு.வி.கல்யாண சுந்தரனார், வையாபுரி, பேரா.தனிநாயகம் அடிகள், செய்குதம்பி பாவலர் - மொழி நடை தொடர்பான செய்திகள்.

10. உ.வே.சாமிநாதர், தெ.பொ.மீனாட்சி சுந்தரனார், சி.இலக்குவனார் - தமிழ்ப்பணி தொடர்பான செய்திகள்.
11. தேவநேயப்பாவாணர்-அகரமுதலி, பாவலரேறு பெருஞ்சித்திரனார், தமிழ்த்தொண்டு தொடர்பான செய்திகள்.
12. ஜியு.போப் - வீரமாமுனிவர் தமிழ்த்தொண்டு சிறப்புத் தொடர்கள்.
13. தந்தை பெரியார் - பேரறிஞர் அண்ணா - முத்துராமலிங்கர் - அம்பேத்கர் - காமராசர் - ம.பொ.சிவஞானம் - காயிதேமில்லத் - சமுதாயத் தொண்டு.
14. தமிழகம் - ஊரும் பேரும், தோற்றம் மாற்றம் பற்றிய செய்திகள்.
15. உலகளாவிய தமிழர்கள் சிறப்பும் - பெருமையும் - தமிழ்ப் பணியும்.
16. தமிழ்மொழியின் அறிவியல் சிந்தனைகள் தொடர்பான செய்திகள்.
17. தமிழ் மகளிரின் சிறப்பு - மூவலூர் ராமாமிர்தம்மாள், டாக்டர் முத்துலட்சுமி அம்மையார், வேலு நாச்சியார் மற்றும் சாதனை மகளிர் - விடுதலைப் போராட்டத்தில் மகளிர் பங்கு - தில்லையாடி வள்ளியம்மை, ராணி மங்கம்மாள், அன்னி பெசன்ட் அம்மையார்.
18. தமிழர் வணிகம் - தொல்லியல் ஆய்வுகள் - கடற் பயணங்கள் - தொடர்பான செய்திகள்.
19. உணவே மருந்து - நோய் தீர்க்கும் மூலிகைகள் தொடர்பான செய்திகள்.
20. சமயப் பொதுமை உணர்த்திய தாயுமானவர், இராமலிங்க அடிகளார், திரு.விகல்யாண சுந்தரனார் தொடர்பான செய்திகள் - மேற்கோள்கள்.
21. நூலகம் பற்றிய செய்திகள்.

GENERAL ENGLISH (SSLC Standard)

(Only for Differently Aabled Persons who avail exemption from appearing in Tamil Eligibility cum Scoring Test)

Part-A Grammar

1. Match the following words and phrases given in Column A with their meanings in Column B.
2. Choose the correct 'Synonym' for the underlined word from the options given.
3. Choose the correct 'Antonym' for the underlined word from the options given.
4. Select the correct word (Prefix, Suffix).
5. Fill in the blanks with suitable Article.
6. Fill in the blanks with suitable Preposition.
7. Select the correct Question Tag.
8. Select the correct Tense.
9. Select the correct Voice.
10. Fill in the blanks (Infinitive, Gerund, Participle).
11. Identify the sentence pattern of the following sentence (Subject, Verb, Object...).
12. Fill in the blanks with correct Homophones.
13. Find out the Error (Articles, Preposition, Noun, Verb, Adjective, Adverb).
14. Select the correct sentence.
15. Find out the odd words (Verb, Noun, Adjective, Adverb).
16. Select the correct Plural forms.
17. Identify the sentence (Simple, Compound, Complex Sentence).
18. Identify the correct Degree.
19. Form a new word by blending the words.
20. Form compound words (eg.: Noun+Verb, Gerund+Noun).
21. British English - American English.

Part-B Poetry

- a. Figures of Speech
(Alliteration – Simile – Metaphor – Personification – Onomatopoeia – Anaphora – RhymeScheme – Rhyming Words – Repetition, etc.)
- b. Poetry Appreciation
- c. Important Lines

List of Poems

1. Life - Henry Van Dyke
2. I am Every Woman - Rakhi Nariani Shirke
3. The Secret of the Machines - Rudyard Kipling
4. The Ant and The Cricket - Adapted from Aesop's fables
5. No Men are Foreign - James Falconer Kirkup
6. The House on Elm Street - Nadia Bush
7. Stopping by Woods on a Snowy Evening - Robert Frost
8. A Poison Tree - William Blake
9. On Killing a Tree - Gieve Patel
10. The Spider and the Fly - Mary Botham Howitt
11. The River - Caroline Ann Bowles
12. The Comet - Norman Littleford
13. The Stick-together Families - Edgar Albert Guest
14. Special Hero - Christina M. Kerschen
15. Making Life Worth While - George Elliot
16. A Thing of Beauty - John Keats
17. Lessons in Life - Brigette Bryant & Daniel Ho
18. My Computer Needs a Break - Shanthini Govindan
19. Your Space - David Bates
20. Sea Fever - John Masefield
21. Courage - Edgar Albert Guest
22. Team Work - Edgar Albert Guest
23. From a Railway Carriage - Robert Louis Stevenson
24. Indian Seasons - Nisha Dyrene
25. A Tragic Story - William Makepeace Thackeray

Part-C Literary Works

I. LIST OF PROSE

1. His First Flight - Liam O'Flaherty
2. The Tempest - Tales From Shakespeare
3. The Last Lesson - Alphonse Daudet
4. The Little Hero of Holland - Mary Mapes Dodge
5. The Dying Detective - Arthur Conan Doyle
6. Learning the Game (Book Extract) - Sachin Tendulkar
7. The Cat and the Painkiller (An Extract from The Adventures of Tom Sawyer) – Mark Twain
8. Water – The Elixir of Life - Sir C.V.Raman
9. The Story of a Grizzly Cub - William Temple Hornaday
10. Sir Isaac Newton - Nathaniel Hawthorne
11. My Reminiscence - Rabindranath Tagore
12. The Woman on Platform 8 - Ruskin Bond
13. The Nose Jewel - C.Rajagopalachari
14. A Birthday Letter - Jawaharlal Nehru

- II. Biographies of -
Mahatma Gandhi - Jawaharlal Nehru - Subash Chandra Bose - Helen Keller - Kalpana Chawala- Dr.Salim Ali - Rani of Jhansi - Nelson Mandela – Abraham Lincoln
- III. General Comprehension

Paper - Part-B
General Studies (SSLC Standard)

1. General Science

- a. Nature of Universe – Measurement of Physical Quantities – General Scientific Laws in Motion – Force, Pressure and Energy – Everyday application of the basic principles of Mechanics, Electricity, Magnetism, Light, Sound, Heat and Nuclear Physics in our daily life.
- b. Elements and Compounds, Acids, Bases, Salts, Petroleum Products, Fertilizers, Pesticides, Metallurgy and Food Adulterants.
- c. Main concepts of Life Science, Classification of living organisms, Evolution, Genetics, Physiology, Nutrition, Health and Hygiene, Human diseases.
- d. Environmental Science.

2. Current Events

- a. Latest diary of events – National symbols – Profile of states –Eminent personalities and places in news – Sports – Books and Authors.
- b. Welfare Scheme of Government – Political parties and Political system in Tamil Nadu and India.
- c. Latest inventions in Science and Technology – Geographical Land Marks – Current Socio – Economic issues.

3. Geography

- a. Earth Location – Physical Features – Monsoon, rainfall, weather and climate – Water resources – Rivers – Soil, Minerals and Natural resources – Forest and Wildlife – Agriculture pattern
- b. Transport Communication.
- c. Population density and distribution in Tamil Nadu and India
- d. Calamities – Disaster Management – Environment – Climate change.

4. History and Culture of India

- a. Indus Valley Civilization – Guptas, Delhi Sultans, Mughals and Marathas – South Indian History.
- b. Characteristics of Indian Culture, Unity in Diversity – Race, Language, Custom.
- c. India as a Secular State.

5. Indian Polity

- a. Constitution of India – Preamble to the Constitution – Salient features of the Constitution – Union, State and Union Territory.
- b. Citizenship, Fundamental Rights, Fundamental Duties, Directive Principles of State Policy.
- c. Union Executive, Union Legislature – State Executive, State Legislature – Local Governments, Panchayat Raj.
- d. Spirit of Federalism: Centre - State Relationships.
- e. Election – Judiciary in India – Rule of Law.
- f. Corruption in public life – Anti-Corruption measures – Lokpal and Lokayukta – Right to

Information – Empowerment of Women – Consumer Protection Forums – Human Rights Charter.

6. Indian Economy

- a. Nature of Indian economy–Five year plan models – an assessment – Planning Commission and Niti Ayog.
- b. Sources of revenue – Reserve Bank of India – Finance Commission – Resource sharing between Union and State Governments – Goods and Services Tax.
- c. Economic Trends – 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.

7. Indian National Movement

- a. National Renaissance –Early uprising against British Rule–Indian National Congress – Emergence of Leaders –B.R.Ambedkar, Bhagat Singh, Bharathiar, V.O.Chidambaranar, Thanthai Periyar, Jawaharlal Nehru, Rabindranath Tagore, Kamarajar, Mahatma Gandhi, Maulana Abul Kalam Azad, Rajaji, Subhash Chandra Bose, Muthulaksmi Ammaiyar, Muvalur Ramamirtham and other National Leaders.
- b. Different modes of Agitation of Tamil Nadu and movements.

8. History, Culture, Heritage and Socio-Political Movements of Tamil Nadu

- a. History of Tamil Society, related Archaeological Discoveries, Tamil Literature from Sangam age till contemporary times.
- b. Thirukkural:
 - i. Significance as a Secular Literature.
 - ii. Relevance to Everyday Life.
 - iii. Impact of Thirukkural on Humanity.
 - iv. Thirukkural and Universal Values – Equality, Humanism etc.
 - v. Relevance to Socio – Politico –Economic affairs.
 - vi. Philosophical content in Thirukkural.
- c. Role of Tamil Nadu in freedom struggle – Early agitations against British Rule – Role of women in freedom struggle.
- d. Various Social reformers, Social reform movements and Social transformation of Tamil Nadu.

9. Development Administration in Tamil Nadu

- a. Social Justice and Social Harmony as the cornerstones of Socio-Economic Development.
- b. Education and Health systems in Tamil Nadu.
- c. Geography of Tamil Nadu and its impact on economic growth.

10. Aptitude and Mental Ability Tests

- a. Simplification – Percentage – Highest Common Factor (HCF) – Lowest Common Multiple (LCM).
- b. Ratio and Proportion.
- c. Simple Interest– Compound Interest – Area – Volume – Time and Work.
- d. Logical Reasoning – Puzzles – Dice – Visual Reasoning – Alpha Numeric Reasoning – Number Series.

Annexure IV

Instructions to be followed by candidates while appearing for examination

1. General Instructions

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

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

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

1.4. Candidates are advised, in their own interest, not to bring any of the banned items including mobile phones to the venue of the examination, as arrangements for safekeeping of the same cannot be assured.

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

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

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

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

1.9. All gates serving as entry into the examination venue shall be closed thirty minutes before the commencement of the examination and no one shall be allowed into the venue thereafter. (e.g., in case of forenoon session, for an examination scheduled to commence at 09.30 am, the candidates should present themselves at 09.00 am in the examination venue. In case of afternoon session, for an examination scheduled to commence at 02.00 pm, the candidates should present themselves at 01.30 pm. After that no candidate shall be permitted to enter the premises of the examination venue).

1.10. 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.

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

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

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

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

1.15. 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.

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

1.17. 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.

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

1.19. Candidate should appear for all the papers in the examination for his / her answers to be evaluated and in case the candidate absents himself / herself for any of the papers, the papers attended will not be evaluated.

2. Computer Based Test (CBT) Examination

2.1. The Registration for the examination shall start one hour before the time scheduled for the commencement of the examination. Further, the candidates should present themselves at the examination venue 30 minutes before the time scheduled for the commencement of examination and no one shall be allowed into the venue thereafter.

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

2.3. 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.

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

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

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

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


2.8. In Computer Based Test, questions with five options each will be displayed in the computer screen.


2.9. The Question and optional answers will be shuffled randomly and displayed to the candidate.


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


- 2.11. Candidate has to click the best answer to the question. Candidates can proceed to the next question by clicking next button or previous question by clicking previous button.
- 2.12. Candidate can use only the mouse to select the correct answers and proceed with answering the questions.
- 2.13. 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.
- 2.14. Candidate can submit their answers at any time during the examination.
- 2.15. If he / she wants to close the examination, he / she shall remain in the seat till the completion of the scheduled time of examination.
- 2.16. Once the entire answers are submitted, the candidates have no option to proceed further.
- 2.17. If the candidates fail to submit their answers, the system will automatically submit the answers to the server, at the closure of the examination.
- 2.18. The question and answers can be zoomed to the required level for the candidates with visual impairment.
- 2.19. Candidates have to sign the attendance sheet and affix thumb impression for verification of his / her identity.
- 2.20. All the activities of the candidates with the mouse will be recorded in the server and a log file will be created for future reference.
- 2.21. The Examination Hall will be under camera surveillance.
- 2.22. 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) 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.
- 2.23. Answer sheet answered other than the subject opted by the candidate in the online application / specified in the Hall Ticket will be invalidated.
- 2.24. One question will be displayed on the screen at a time.
- 2.25. 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.
- 2.26. Question Number Box: 1. Question Number Box displayed on the right side of the screen will show the status of each question using one of the following symbols:

 You have not visited the question yet.

 You have not answered the question.



 You have answered the question.

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

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

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

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.

2.27. 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.

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

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

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

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

2.32. 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.

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

3. Other Instructions

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

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

3.3. Tentative answer keys will be hosted in the Commission's website within six working days from the date of conduct of objective type examination. Candidates can challenge the tentative answer keys of the objective type examination through the 'Answer Key Challenge' window available in the Commission's website [Recruitment → Answer Keys]. Representations, if any, challenging the tentative answer keys shall be submitted only through online mode within seven days from the date of publication of tentative answer keys. Representations received by post or e-mail will receive no attention.

3.4. 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.

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

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

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

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

4.1. Candidates with benchmark 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.

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

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

Certificate

This is certify that I have examined Mr/Ms/Mrs. _____
_____(Name of the candidate with disability) a person
with _____(Nature and percentage of disability as
mentioned in the certificate of disability), S/o/D/o

_____A resident of
_____(Village / District / State and to state that He/She has
physical limitation which hampers his / her writing capabilities owing to his / her disability.

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

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

*strike out the non applicable.

Signature

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

Name & Designation

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

Place:

Date:

Signature / Thumb impression of the Differently Abled Person

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

Note:

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

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

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

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

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

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

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

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

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

5. Criminal Action: Criminal action will be initiated against the candidates for the following violations;

5.1. Misbehavior 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 debarment for any period the Commission may deem fit, as well as appropriate criminal action.

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

5.3. Debarment for such period as the Commission may deem fit will be imposed on candidates resorting to any kind of irregularity or malpractice within / outside the examination hall including:

- a. Consulting with / copying from another candidate in the examination hall.
- b. Copying from books or notes which are printed / typewritten / handwritten.
- 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, pager, watches and rings with in-built memory notes, Bluetooth devices, communication chip, other electronic devices and non-electronic devices such as P&G design data book, books, notes, handbags, other non-permitted materials, etc.

5.4. Violation of any one or more of the instructions contained in the Commission's Instructions to Applicants / 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 invalidation of answer sheet and/or any other penalty, as decided by the Commission.

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

S. No	Nature of Offence	Period of Debarment
1	Attempts to influence the Chairman, Members of the Commission, Secretary, Controller of Examinations or any officer or staff of the Commission, personally / by letter / through relatives, friends, patrons, officials or other persons.	Three Years

2	Production of bogus community / destitute widow / differently abled / ex-serviceman / transgender / person studied in Tamil medium certificates, etc. Tampering or alteration in the documents or certificates.	Permanent, Initiation of criminal action
3	Suppression of material information, at any stage of the selection process, regarding: (i) Previous appearances or availing free chances. (ii) Regular / temporary employment in Government or Quasi-Government organizations, local bodies, public sector undertakings, statutory bodies, public corporations, Universities, etc., (iii) Criminal cases, arrests, convictions, disciplinary proceedings, etc. (iv) Debarment or disqualification by Union Public Service Commission / State Public Service Commissions / other agencies	One Year
4	Possession of electronic devices such as cellular phones, watches and rings with in-built memory notes, Bluetooth devices, communication chip, any other electronic devices inside the examination room and also seeking the help of / assistance of any official / invigilator / any outsider in answering question	Permanent
5	Possession of non-electronic devices such as P&G Design Data Book, books, notes, guides, handbags, other non-permitted materials, etc. inside the examination room.	Three Years
6	Consulting with other candidates, copying from other candidates, permitting others to copy from his / her answer paper, copying from books or notes which are printed / typewritten / hand written, etc.	Three Years
7	In addition to the offences listed herein, the involvement of candidates in any indiscipline or irregular practices within / outside the examination room.	Three Years
8	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