TAMIL NADU PUBLIC SERVICE COMMISSION

Advertisement No.684

Notification No. 5 / 2024   **Date: 23.04.2024**

Combined Civil Services Examination - Group I-B and I-C Services

Applications are invited only through online mode for direct recruitment to the post of Assistant Commissioner in the Tamil Nadu Hindu Religious and Charitable Endowments (Administration) Service (Group I-B Service) and post of District Educational Officer in Tamil Nadu School Educational Service (Group I-C Service).

1. Important Instructions:

1.1. Candidates to ensure their eligibility for the examination:

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

1.2. Important Date and Time:

Date of Notification	23.04.2024	
Last date and time for submission of online application	22.05.2024 11.59 P.M	
Application correction window period	From 27.05.2024 12.01 A.M to 29.05.2024 11.59 P.M	
Date and time of preliminary examination	12.07.2024	2.30 P.M. to 5.30 P.M
Date of main examination	Will be announced at the time of the declaration of the results of the preliminary examination.	

1.3. How to Apply:

1.3.1. One Time Registration and Online Application:

Candidates are required to apply online by using the Commission's website www.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 the online application for the examination. If the candidate is already registered, he / she can proceed straightway to fill the online application for the examination.

1.3.2. Application Correction Window:

After the last date for submission of online application, the Application Correction Window will open for three days from 27.05.2024 to 29.05.2024. During this period, candidates will be able to edit the details in their online application. After the last date of the Application Correction Window period, no modification will be allowed in the online application.

1.3.3. Post Options:

In the online application, the candidates can exercise the option of being considered for the post of Assistant Commissioner in the Tamil Nadu Hindu Religious and Charitable Endowments (Administration) Service (Group I-B Service) and / or District Educational Officer in Tamil Nadu School Educational Service (Group I-C Service). Hence, the candidates shall carefully select the post options available in the online application as mentioned below:

     a. Candidates who are willing to be considered for the post of Assistant Commissioner in the Tamil Nadu Hindu Religious and Charitable Endowments (Administration) Service only shall select the option **'Assistant Commissioner'.**

     b. Candidates who are willing to be considered for the post of District Educational Officer in Tamil Nadu School Educational Service only shall select the option '**District Educational Officer'**

     c. Candidates who are willing to be considered for both the posts (i.e., Assistant Commissioner in the Tamil Nadu Hindu Religious and Charitable Endowments (Administration) Service and District Educational Officer in Tamil Nadu School Educational Service) shall select **'Both the posts'.**

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

1.4. Banned Items:

1.4.1. Candidates are not allowed to bring mobile phone, pager or any electronic equipment or programmable device or storage media like pen drive, smart watches, watches and rings with in-built memory notes, etc., or camera or Bluetooth devices or communication chips or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device into the examination hall / room. Candidates are not allowed to bring non-electronic devices such as P&G Design Data Book, mathematical and drawing instruments, log tables, stencils of maps, slide rules, books, notes, loose sheets, guides, rough sheets, hand bags into the examination hall / room.

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

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

2. Warning:

2.1. All the recruitments by the Tamil Nadu Public Service Commission are purely merit-based. The Tamil Nadu Public Service Commission hereby cautions the candidates against touts and agents who may cheat, by making false promises of securing jobs through unfair means. The Tamil Nadu Public Service Commission shall not be responsible or liable for any loss that may be caused to any candidate on account of indulging in any sort of dealings with such unscrupulous elements.

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

3. Posts and Vacancies:

S. No.	Name of the Post	Post Code	Name of the Service	Number of vacancies	Level of pay
1.	Assistant Commissioner	1010	Tamil Nadu Hindu Religious and Charitable Endowments (Administration) Service	21	Level 22
2.	District Educational Officer	2062	Tamil Nadu School Educational Service	8*	Level 23
			Total	**29**	
*	For District Educational Officer post (i) From Open Market (ii) From among Teachers employed in recognized aided Secondary Schools and Higher Secondary Schools			6 2	

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

4. Eligibility Conditions:

4.1. Age Limit: (as on 01.07.2024)

S.No.	Name of the Post	Maximum Age (Should not have completed)
1.	Assistant Commissioner	34
2.	District Educational Officer	
	(i) For Open Market Candidates	32
	(ii) For Teachers employed in recognized aided Secondary Schools and Higher Secondary Schools	42

4.1.1. Age Concession:

4.1.1.1. The post-wise permissible relaxation of the maximum age limit for different categories is given below:

S. No	Name of the Post	BC(OBCM)s, BCMs, MBCs/DCs, SCs, SC(A)s, STs, and Destitute Widows of all Communities
1.	Assistant Commisioner	39 (Candidates professing Hindu Religion alone)
2.	District Educational Officer	
	(i) For Open Market Candidates	No maximum age limit *
	(ii) For Teachers employed in recognized aided Secondary Schools and Higher Secondary Schools	
* - No maximum age limit shall mean that the candidates should not have completed 60 years of age either on the date of notification or at the time of selection / appointment to the post.		
Abbreviations: BC(OBCM) - Backward Classes (Other than Backward Class Muslim) BCM - Backward Class Muslim MBC / DC - Most Backward Classes / Denotified Communities SC - Scheduled Castes SCA - Scheduled Castes (Arunthathiyar) ST - Scheduled Tribes		

4.1.1.2. The maximum age limit prescribed for the post of Assistant Commissioner in the Tamil Nadu Hindu Religious and Charitable Endowments (Administration) Service will not apply in the case of the candidate in regular service, holding the post of Executive Officer, Grade–I or Grade–II or Grade–III or Grade–IV or Inspector or Head Clerk or Manager or Superintendent, in the Tamil Nadu Hindu Religious and Charitable Endowments Department.

4.1.1.3. Age concession is also applicable to candidates belonging to Persons with Benchmark Disability and Ex-Servicemen. For more details refer to Annexure II of this Notification.

4.1.1.4. Candidates claiming age concession should upload / produce the supporting documents at the time of applying online. Failure to upload/produce such a document shall result in the rejection of candidature after due process.

4.1.2. Supporting Documents:

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

4.1.2.2. 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 / Post Graduate Degree Mark Sheets, instead of the tenth standard or twelfth standard mark sheet. Any other form of evidence will not be accepted.

4.2. Educational Qualification and Experience: (As on 23.04.2024)

S. No.	Name of the Post	Educational Qualification and Experience
1.	Assistant Commissioner	(i) Must possess any degree and also a degree of Bachelor of Law (3 years course) or a degree of Bachelor of Law (5 years Integrated course) of a University recognised by the University Grants Commission for purpose of its Grant. and (ii) (a) Must be actually practicing as an Advocate or as a Pleader in a Court of Civil or Criminal Jurisdiction for a period of not less than three years. or (b) Must have put in a service of not less than six years in the post of Executive Officer, Grade-I or Grade-II or Grade-III or Grade-IV, or Inspector or Head Clerk or Manager or Superintendent in the Tamil Nadu Hindu Religious and Charitable Endowments Department.
2.	District Educational Officer	**a) For Open Market candidates:** 1. A Master's degree of any University recognized by the University Grants Commission in the State or a degree of equivalent standard in any one of the following subjects namely Maths, Physics, Chemistry, Botany, Zoology, Economics, Geography, History, Commerce, Tamil and English and 2. Should have studied Tamil under Part-I or Part-II of the Intermediate or Pre-University Course or Higher Secondary Course and 3. Bachelor of Teaching or Bachelor of Education of any recognized University in the State or a degree of equivalent standard.
		b) For the Teacher candidates employed in recognized aided secondary schools and higher secondary schools: 1. A Master's Degree of any University recognized by the University Grants Commission in the State or a Degree of equivalent standard in any one of the following subjects namely Maths, Physics, Chemistry, Botany, Zoology, Economics, Geography, History, Commerce, Tamil and English and 2. Should have studied Tamil under Part-I or Part-II of the Intermediate or Pre University Course or Higher Secondary Course and 3. Teaching experience for a period of not less than twelve years in a recognized school after acquiring the degree of Bachelor of Teaching or equivalent qualification.

4.2.1. The candidates should possess the educational qualifications and experience prescribed for the posts, on the date of notification.

4.2.2. Supporting Documents: (For the post of Assistant Commissioner)

4.2.2.1. The qualification prescribed for this post should have been obtained by passing the required qualification in the order of studies, viz., 10th + HSC / Diploma or its equivalent + Bachelor's degree+ B.L. degree (3 years) or 10th + HSC / Diploma or its equivalent + B.L. degree (Five years Integrated Course)

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

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

4.2.2.4. 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.

4.2.2.5. In cases where the duration of the prescribed educational qualification / 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.

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

4.2.2.7. For Practicing Advocate / Pleader in a Court of Civil or Criminal Jurisdiction

Candidates should upload a Practicing Certificate from a Senior Advocate or from the Secretary or President of the Advocates Association or Bar Association or Council or from a Judicial Officer in the format prescribed below;

<div align="center">

Practicing Certificate

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Certified that Thiru./Tmt./Selvi …………….. (Enrolment No……………..) is practicing as Advocate or as a Pleader in …………Court of Civil / Criminal / Jurisdiction for ………….years from ………….. to …………….

Date:

Office Seal:

<div align="right">

Signature of Senior Advocate / Secretary or
President of Advocates Association or Bar Association
/ Council / Judicial Officer

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4.2.2.8. The candidates must upload / submit practicing certificate at the time of submission of online application, failing which their application will be rejected after due process.

4.2.2.9. For Employees of Hindu Religious and Charitable Endowments Department

Employees of Hindu Religious and Charitable Endowments Department should upload the Service Certificate in the following format obtained from Head of the Department / Office.

Service Certificate

Certified that Thiru./Tmt./Selvi …………….. is serving in the Hindu Religious and Charitable Endowments Department from .... and has put in a service of not less than 6 years (from ………… to ……………) in the post of Executive Officer, Grade-I / Grade-II / Grade-III / Grade-IV / Inspector / Head Clerk / Manager / Superintendent in the Tamil Nadu Hindu Religious and Charitable Endowments Department, as on 23.04.2024.

Office Seal:

Signature of HOD / Officer with Designation

4.2.2.10. The candidates must upload Service certificate at the time of submission of online application failing which their application will be rejected after due process.

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

4.2.3. Supporting Documents: (For the post of District Educational Officer)

4.2.3.1. The educational qualifications prescribed for the post should have been obtained by passing the required qualification in the following order of studies viz.

[10th + HSC / Diploma or its equivalent + Bachelor's Degree + PG Degree + B.T/B.Ed. Degree]
or
[10th + HSC / Diploma or its equivalent + Bachelor's Degree + B.T/B.Ed. Degree + PG Degree]

4.2.3.2. Candidates must have passed Tamil as one of the subject in Intermediate / PUC / HSC or its equivalent. A pass in the Second Class Language Test (Full Test) in Tamil will not be considered equivalent to the qualification in Tamil prescribed for this post. Para 10 of "Instructions to Applicants" will not apply for this post. The candidates should upload the Intermediate / PUC / HSC certificate.

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

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

4.2.3.5. 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.

4.2.3.6. In cases where the duration of the prescribed educational qualification / 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.

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

4.2.3.8. The teacher candidates employed in recognized aided Secondary Schools and Higher Secondary Schools should upload Experience Certificate at the time of submission of online application in the format shown below;

Experience Certificate

1. Name of the Candidate :

2. Father's / Spouse Name :

3. Date of Birth :

4. Qualification :

5. Designation :

6. Name and Full address of the Institution

7. Whether the said Institution is recognized one. :

   If yes Registration No. of the Institution

8. Phone No. / e-mail ID of the Institution :

9. Date of joining in the Institution :

10. Subject Taught :

11. Details of Teaching Experience :

(The Period of Experience will be considered for aided Secondary and Higher Secondary Schools service. This Experience Certificate is only from among Teachers employed in recognized Aided Secondary Schools and Higher Secondary Schools)

Sl. No	Name of the School	Designation	Period of Service					
			Date		Period		
			From	To	Year	Month	Days
* Total Period of Service							

      Certified that the above particulars are verified from the records maintained in the Institution / School and are found correct.

     * The above teaching experience for a period of not less than twelve years in a recognized School should have been obtained after acquiring the degree of Bachelor of Teaching or its equivalent.

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Head Master / Head of the Institution
Name   :
Office Seal :

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Date:
Place:

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

4.3. 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.

4.4. Medical and Physical Standards:

4.4.1. 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.

4.4.2. The visual acuity of the candidates will have to be Standard – I or better for the post of Assistant Commissioner and Standard – III or better for the post of District Educational Officer. Candidates with defective vision should produce an Eye Fitness certificate from a qualified Eye Specialist working in a Government Hospital to the appointing authority at the time of joining the post.

4.5. Knowledge in Tamil:

4.5.1. For the post of Assistant Commissioner

4.5.1.1. 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.

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

4.5.1.3. 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.

4.5.2. For the post of District Educational Officer

4.5.2.1. Candidates must have passed Tamil as one of the subject in Intermediate / PUC / HSC or its equivalent. A pass in the Second Class Language Test (Full Test) in Tamil will not be considered equivalent to the qualification in Tamil prescribed for this post. Para 10 of "Instructions to Applicants" will not apply for this post.

4.6. Restrictions on applying for the Examination:

4.6.1. The candidates [except those referred in para No.4.1.1.2] not belonging to SCs, SC(A)s, STs,

MBCs/DCs, BC(OBCM)s, and BCMs, who have put in five years or more of service, since his / her first appointment to a service of Government of India or Government of a State / Union Territory, are not eligible to apply even if they are within the age limit.

4.6.2. Persons professing Hindu religion alone are eligible for the post of Assistant Commissioner in the Tamil Nadu Hindu Religious and Charitable Endowments Department. Candidates applying for this post should produce / upload a Community Certificate / Certificate from the Revenue Authorities concerned, in support of the religion claimed in the online application. Failure to upload / produce such a certificate, shall result in the rejection of candidature after due process.

4.6.3. Posts identified suitable for Persons with Benchmark Disability:

4.6.3.1. The posts of Assistant Commissioner and District Educational Officer are identified as suitable posts for reservation to Persons with Benchmark Disabilities as detailed below;

Name of the Post	Suitable Category of Benchmark Disabilities
Assistant Commissioner	AC, HH
District Educational Officer	VI, LV, HH, LD (OL, BL), CP, LC, DF, AC, DB, MD

Abbreviations:			
AC	– Acid Attack Victims	CP	– Cerebral Palsy
HH	– Hard of Hearing	LC	– Leprosy Cured
VI	– Visually Impaired	DF	– Dwarfism
LV	– Low Vision	DB	– Deaf Blindness
LD	– Locomotor Disability	MD	– Multiple Disabilities
OL	– One Leg		
BL	– Both Legs		

4.6.3.2. Persons with Benchmark Disability with only those category (ies) of disability (ies) mentioned above shall be eligible to apply for the Examination for the posts of Assistant Commissioner in the Tamil Nadu Hindu Religious and Charitable Endowments (Administration) Service and District Educational Officer in Tamil Nadu School Educational Service under Persons with Benchmark Disability category. Therefore candidates concerned are advised to read it carefully before applying appropriately for admission to the Examination.

5. Plan of Examination:

5.1. The Combined Civil Services Examination (Group I-B and I-C Services) comprises of two successive stages:

(i) Common Preliminary Examination (Objective Type) for the selection of candidates for Main Examination; and

(ii) Separate Main Examination (Written Examination and Interview) for the selection of candidates for the posts of Assistant Commissioner in the Tamil Nadu Hindu Religious and Charitable Endowments (Administration) Service (Group I-B Service) and District Educational Officer in the Tamil Nadu School Educational Service (Group I-C Service).

5.2. Preliminary Examination is meant to serve as a screening test only and the marks obtained in the Preliminary Examination by the candidates who are declared qualified for admission to the Main Examination will not be counted for determining their final order of merit.

5.3. The Commission will draw a list of candidates to be qualified for the Main Written Examination based on the criterion of minimum qualifying marks as mentioned in Para 6 of this Notification.

5.4. For the posts of Assistant Commissioner in the Tamil Nadu Hindu Religious and Charitable Endowments (Administration) Service and District Educational Officer in Tamil Nadu School Educational Service the number of candidates to be admitted to the Main Written Examination will be 10 times the number of candidates to be recruited having regard to the rule of reservation of appointments. However, in each reservation group, all the candidates who secure the same marks as that of cut-off marks of their reservation group shall also be admitted to the Main Written Examination, though the number of candidates to be admitted to the Main Written Examination may exceed the 1:10 ratio.

5.5. Onscreen certificate verification will be conducted before admission to the Main Written Examination. No supplemental list will be published in the place of rejected candidates (or) candidates who have failed to upload documents for verification.

5.6. The Main Examination will consist of a Written Examination and an Interview. The Written Examination will consist of four papers in the subjects set out in Para 6 of this Notification, out of which Paper I will be qualifying in nature. Marks obtained in Paper II, Paper III and Paper IV and marks obtained in the Interview will be counted for ranking.

5.7. If the number of vacancies notified to be filled from any one or more of the reservation group(s) (viz., Scheduled Castes, Scheduled Castes (Arunthathiyar), Scheduled Tribes, Most Backward Classes / Denotified Communities, Backward Class (OBCM), Backward Class - Muslim and General Turn) is five and above, the number of candidates to be admitted to the Interview shall be two times the number of vacancies, based on the marks obtained by the candidates in the Main Written Examination. Similarly, if the number of vacancies in any one or more of the reservation group(s) is four and below, the number of candidates to be admitted to the interview of those reservation group(s) shall be three times the number of vacancies. The Interview will carry 100 marks (with no minimum qualifying marks).

5.8. Marks thus obtained by the candidates in the Main Examination (Written part as well as Interview) would determine their final ranking. The final selection will be made based on the total marks obtained by the candidates in the Main Written Examination Paper II, Paper III, Paper IV and Interview taken together, subject to the rule of reservation of appointments.

6. Scheme of Examination:

6.1. Common Preliminary Examination for the post of Assistant Commissioner in the Tamil Nadu Hindu Religious and Charitable Endowments (Administration) Service and the post of District Educational Officer in Tamil Nadu School Educational Service (Single Paper)

Type of Examination: Objective Type (Computer Based Test Method)					
Subject	No. of Questions	Maximum Marks	Duration	**Minimum Qualifying Marks**	
				SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s and BCMs	Others*
General Studies (Degree Standard)	175	300	3 hours	90	120
Aptitude and Mental Ability Test (SSLC Standard)	25				
Total	200				
*Others - Candidates not belonging to SCs, SC(A)s, STs, MBCs / DCs, BC(OBCM)s and BCMs.					

6.2. Main Examination (Written Examination and Interview) - Assistant Commissioner in the Tamil Nadu Hindu Religious and Charitable Endowments (Administration) Service

Type of Written Examination: Descriptive Type					
Paper	**Subject**	**Maximum Marks**	**Duration**	**Minimum Qualifying Marks**	
				SCs, SC(A)s, STs, MBCs/DCs, and BC(OBCM)s	**Others**
Paper I	Tamil Eligibility Test (SSLC Standard)	100	3 Hours	40	40
Paper II	General Studies (Degree Standard)	250	3 Hours	225	300
Paper III	Hindu Religion (Degree Standard)	250	3 Hours		
Paper IV	Law (Degree Standard)	250	3 Hours		
Total (Paper II, III and IV)		750	-		
Interview		100	-	-	-
Grand Total (Paper II, III, IV and Interview)		850		-	

6.3. Main Examination (Written Examination and Interview) - District Educational Officer

Paper	**Subject**	**Type of Examination**	**Maximum Marks**	**Duration**	**Minimum Qualifying Marks**	
					SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s and BCMs	**Others**
Paper I	Tamil Eligibility Test (SSLC Standard)	Descriptive	100	3 Hours	40	40
Paper II	General Studies (Degree Standard)	Descriptive	250	3 Hours	225	300
Paper III	General Studies (Degree Standard)	Descriptive	250	3 Hours		
Paper IV	Education (Degree Standard)	Objective (CBT) (200 Questions)	250	3 Hours		
Total (Paper II, III and IV)			750	-		
Interview			100	-	-	-
Grand Total (Paper II, III, IV and Interview)			850		-	

6.4. The question papers for Preliminary and Main Written Examination will be set both in Tamil and English (except paper-I of the Main Written Examination).

6.5. The Main Examination answer sheets of Paper II, Paper III, and Paper IV will be evaluated, only if the candidate secures minimum qualifying marks in Paper I.

6.6. Appearance in all the papers of the Main Written Examination and the Interview is compulsory. Candidates who have not appeared for any one or more papers of the Main Written Examination and Interview, shall not be considered for selection, even if they secure the minimum qualifying marks for selection.

6.7. The differently abled candidates can avail exemption from writing Paper I of the Main Written Examination (Tamil Eligibility Test). Such candidates have to furnish the required details in the online application without fail. Subsequent claims will receive no attention. The candidates need to upload the Certificate in the format prescribed in the para 5 of Annexure IV of this notification.

6.8. The syllabus for the common Preliminary and separate Main Written examinations are available in Annexure-III of this Notification.

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

7. Reservation of Appointments:

The rule of reservation of appointments applies to each post separately to this recruitment. The details of the reservation to candidates belonging to various categories are given in Annexure II of this Notification. The post-wise distribution of vacancies will be announced later. Reservation of appointment to Destitute Widow and Ex-Servicemen will not apply to this recruitment.

8. Communication to Candidates:

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

8.2. The Commission will publish the written examination results, date and time of certificate verification and interview on the Commission's Website. No individual communication will be sent to the candidates by Post. Candidates will be informed of the above fact only through SMS and e-mail, through the registered Mobile Number and e-mail 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 / e-mail 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 e-mail to grievance.tnpsc@tn.gov.in. Communications sent by post must be addressed only to the Secretary, Tamil Nadu Public Service Commission, TNPSC Road, V.O.C. Nagar, Park Town, Chennai - 600003.

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

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

9.4. Request for exemption from age limit or other qualifications will receive no attention. Requests for furnishing causes of failure in the written examination or for non-selection based on the results of the written examination or for revaluation of answer sheets / answer booklets 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

How to Apply Online

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

2. One Time Registration:

2.1. It is essential for the candidate to register himself/herself first at the One Time Registration (OTR) platform, available on the Commission's website, and then proceed to fill up the online application for the examination. Candidates should register only once in the One Time Registration by paying Rs.150/- as registration fee. Successfully registered One Time Registration is valid for five years from the date of registration.

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

3. Online Application:

3.1. A candidate who wishes to apply for any post shall click "APPLY" against the examination 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.
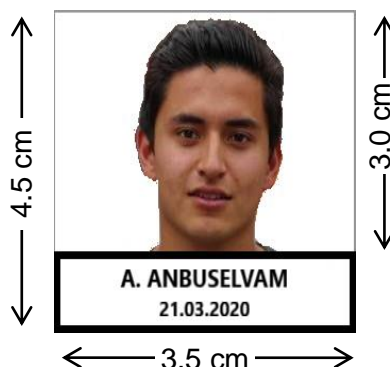
3.3. Candidates shall upload their photograph taken on or after the date of notification at the time of submission of each and every online application. The photograph should be in colour, of passport size, against a white background and taken in a photo studio. The candidate should be photographed in 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 clear images of the photograph and signature will result in the rejection of the online application after due process.

3.7. Examination Centres:

A. Preliminary Examination:

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

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

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

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

S.No.	Name of the Centre	Code	S.No.	Name of the Centre	Code
1.	Ariyalur	3001	21.	Ranipet	3501
2.	Chengalpattu	3301	22.	Salem	1701
3.	Chennai	0101	23.	Karaikudi	1805
4.	Coimbatore	0201	24.	Tenkasi	3601
5.	Chidambaram	0303	25.	Thanjavur	1901
6.	Dharmapuri	0401	26.	The Nilgiris	1301
7.	Dindigul	0501	27.	Theni	2001
8.	Erode	0601	28.	Thiruvallur	2101
9.	Kallakurichi	3401	29.	Thiruvannamalai	2201
10.	Kancheepuram	0701	30.	Thiruvarur	2301
11.	Nagercoil	0801	31.	Thoothukudi	2401
12.	Karur	0901	32.	Tiruchirappalli	2501
13.	Krishnagiri	3101	33.	Tirunelveli	2601
14.	Madurai	1001	34.	Tirupathur	3701
15.	Mayiladuthurai	3801	35.	Tiruppur	3201
16.	Nagapattinam	1101	36.	Vellore	2701
17.	Namakkal	1201	37.	Villupuram	2801
18.	Perambalur	1401	38.	Virudhunagar	2901
19.	Pudukkottai	1501			
20.	Ramanathapuram	1601			

B. Main Written Examination:

3.7.5. The Main Written Examination will be held at Chennai (Code: 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.

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

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

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

3.9. Examination Fee:

3.9.1. The preliminary 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. The main written examination fee of Rs. 200 (Rupees Two Hundred only) have to be paid by the candidates who have not claimed fee exemption, if they are shortlisted for the Main Written Examination based on the results of preliminary examination and on receipt of such intimation from Tamil Nadu Public Service Commission.

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

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

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

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

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

3.10. Examination Fee Payment:

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

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

3.10.3. To facilitate payment of fees through the online mode, an additional page of the application format will be displayed wherein candidates may follow the instructions and fill in the requisite details to

make payment. There is a possibility of online payment failure. Hence, if the online payment fails, candidates can check the status of the earlier transaction. If the earlier transactions have failed, the candidate shall retry paying the fee again by online mode. In case of online payment failure, the amount debited from the candidate's account will be reverted to his / her account. The candidates have been given a provision to check the status of the transaction made. If all the attempts/transactions have failed, candidates have to make the payment again. The Commission is not responsible for online payment failure. It is the responsibility of the candidates to ensure that the transaction made by them is successful.

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

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

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

3.11. Online Application Edit:

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

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

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

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

3.12. Application Correction Window:

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

3.12.2. The applications shall be processed as per the details finally furnished by the candidates. It is the responsibility of the candidates and the Commission has no liability for subsequent rejection of the application consequent to the editing details already submitted in the online application. Request / representation received for modification of claims in the online application, in any mode shall not be entertained.

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

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

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

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

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

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

3.19. Upload of Documents:

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

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

3.19.3. The 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.

3.19.4. 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 examination), so that they can be used during future submission of application by the same candidates.

3.19.5. 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 after due process.

3.19.6. 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 at the time of submission of online application, shall result in rejection of candidature after due process.

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

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

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

5. Employment Details:

5.1. Candidates who are in the service of the Indian Union or a State in India or in the employment of Local Bodies or Universities or Quasi Government Organizations or Public Sector Units constituted under the authority of the Government of India or of a State in India, in regular service, must inform the Commission of such fact, at the time of applying. Suppression of the fact of employment by candidates shall result in rejection of candidature after due process.

5.2. Candidates need not send their applications through their Head of Department or employer. Instead, they may directly apply to the Commission after duly informing their employer in writing that they are applying for the particular recruitment, subject to the condition that they should produce 'No Objection Certificate' in the format prescribed as shown below.

No Objection Certificate

This is to certify that Thiru/Tmt/Selvi ……………………………………………………………(Name), employed as ……………………………………………. (designation) in this Office from……… …………………………(specify the date from which appointed), regularly / temporarily appointed and a probationer/approved probationer/ full member, had applied for direct recruitment to the post of …………………………………… in …………………………..Service, 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.

<div align="right">Appointing Authority (Signature with Seal)</div>

* In the case of a Government servant against whom departmental or criminal proceedings are contemplated or pending, the appointing authority shall inform the said fact to the Tamil Nadu Public Service Commission along with the "No Objection Certificate" and shall also inform the Tamil Nadu Public Service Commission about the initiation of departmental or criminal proceedings, if any, subsequently, till the date of his/her actual relief from the office to take up appointment in the post for which he/she has been selected.

5.3 Candidates who secure employment after submission of online application, must upload/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.

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

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

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

Annexure II

1. Ex-Servicemen:

1.1. 'Ex-serviceman' means,

1.1.1. Any person who had served in any rank (whether as combatant or not) in the Armed Forces of the Union for a continuous period of not less than six months after attestation, if released between 1st July 1979 and 30th June 1987 (both days inclusive):
   a. for reasons other than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency; or
   b. at his own request after serving for a period of not less than five years; or

1.1.2. Any person who had served in any rank (whether as combatant or not) in the Armed Forces of the Union, and had retired or had been released on or after 1st July 1987 from such service:
   a. at his own request after earning his pension; or
   b. on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
   c. otherwise than at his own request after earning his pension, as a result of reduction in establishment; or
   d. after completing specific period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency and has been given a gratuity.

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

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

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

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

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

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

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

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

1.4. In all cases, an ex-serviceman once recruited to a post in any class or service or category, cannot claim the concession of being called an ex-serviceman for his further recruitment.

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

1.6. Age Concession:

1.6.1. An ex-serviceman who has not completed 50 years of age, if he does not belong to Scheduled Caste / Scheduled Caste (Arunthathiyar) or Scheduled Tribes or Backward Classes (other than Muslim) or Most Backward Classes / Denotified Communities and 55 years, if he belongs to Scheduled Caste / Scheduled Caste (Arunthathiyar) or Scheduled Tribes or Backward Classes (other than Muslim) or Most Backward Classes / Denotified Communities, for the post of Assistant Commissioner in the Tamil Nadu Hindu Religious and Charitable Endowments (Administration) Service, on the 1st day of July of the year in which the vacancies are notified, but is otherwise qualified, shall be eligible for appointment.

1.6.2. An ex-serviceman who has not completed 50 years of age, if he does not belong to Scheduled Caste / Scheduled Caste (Arunthathiyar) or Scheduled Tribes or Backward Classes (other than Muslim) or Backward Classes (Muslim) or Most Backward Classes / Denotified Communities and No maximum age limit, if he belongs to Scheduled Caste / Scheduled Caste (Arunthathiyar) or Scheduled Tribes or Backward Classes (other than Muslim) or Backward Classes (Muslim) or Most Backward Classes / Denotified Communities, for the post of District Educational Officer in School Education Department, on the 1st day of July of the year in which the vacancies are notified, but is otherwise qualified, shall be eligible for appointment.

1.6.3. The above mentioned age concession will not apply to the Ex-Servicemen candidates who have already been recruited to any class or service or category.

1.7. Fee Concession: Two free chances.

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

1.9. Supporting Documents:

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

Form of Bonafide Certificate to be produced by Ex-Servicemen

1. Name of the applicant
2. Rank held, Name of the Service (Army / Navy / Airforce)
3. Date of enrolment
4. Date of discharge
5. Reasons for discharge
6. Whether an 'Ex-Serviceman' should be specifically stated
7. Whether in receipt of pension
8. P.P.O No.
9. Conduct and character while serving in the defence forces
10. Name of the post applying for

11. Unique Service No.
12. Whether the individual is employed in any post under the Government of Tamil Nadu? If so, Name of the post and date of appointment

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

Form of undertaking to be given by the Serving Personnel

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

Place: Signature of the Applicant

Form of Certificate for Serving Personnel

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

Place: Signature of the Commanding Officer

Date:

1.9.3. Failure to upload/produce the supporting documents, shall result in the rejection of candidature after due process.

2. Persons with Benchmark Disability:

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

2.2. Age Concession:

2.2.1. For the post of Assistant Commissioner in the Tamil Nadu Hindu Religious and Charitable Endowments (Administration) Service, persons with benchmark disability will be eligible for age concession up to ten years over and above the age limit prescribed, provided they are found to be otherwise suitable.

2.2.2. For the post of District Educational Officer in Tamil Nadu School Educational Service, persons with benchmark disability will be eligible for age concession up to ten years over and above the age limit prescribed, if he / she does not belong to Scheduled Caste / Scheduled Caste (Arunthathiyar) or Scheduled Tribes or Backward Classes (other than Muslim) or Backward Classes (Muslim) or Most Backward Classes / Denotified Communities and no maximum age limit, if he / she belongs to Scheduled Caste / Scheduled Caste (Arunthathiyar) or Scheduled Tribes or Backward Classes (other than Muslim) or Backward Classes (Muslim) or Most Backward Classes / Denotified Communities, on the 1st day of July of the year in which the vacancies are notified, but is otherwise qualified, shall be eligible for appointment.

2.3. Fee Concession: Full exemption.

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

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

2.5. Supporting Documents:

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

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

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

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

Certificate No._____   Date:____

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

(A) he / she is a case of:

- locomotor disability

- dwarfism

- blindness

(Please tick as applicable)

(B) the diagnosis in his / her case is_____

(C) he / she has_____ %(in figure)_____percent (in words) permanent locomotor disability / dwarfism / blindness in relation to his / her _____(part of body) as per guidelines

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

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

Nature of Document	Date of Issue	Details of authority issuing certificate

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

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

Form VI
Certificate of Disability
(In cases of multiple disabilities)
(Name and Address of the Medical Authority issuing the Certificate)

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

Certificate No._____   Date:_____

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

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

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

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

In figures :- ------------------ percent

In words :- --- percent

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

3. Reassessment of disability is:

(i) not necessary, or

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

  @   e.g. Left/ right/ both arms/ legs
  #   e.g. Single eye
  £   e.g. Left/ Right/ both ears

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

Nature of document	Date of issue	Details of authority issuing certificate

5.   Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

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

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

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

Certificate No._____   Date:_____

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

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

(Please strike out the disabilities which are not applicable)

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

3. Reassessment of disability is:
(i) not necessary, or
(ii) is recommended/ after __ years __ months, and therefore this certificate shall be valid till (DD/ MM/ YY) ____ ____ ____

   @   - eg. Left/ Right/ both arms/ legs
   #   - eg. Single eye/ both eyes
   €   - eg. Left/ Right/ both ears

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

Nature of Document	Date of Issue	Details of authority issuing certificate

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

Countersigned

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

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

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.
16	Hemophilia	Hematologists or Orthopaedician or Paediatrician or General Physician.
17	Thalassemia	Hematologists or Orthopaedician or Paediatrician or General Physician.
18	Sickle Cell Disease	Hematologists or Orthopaedician or Paediatrician or General Physician.

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

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

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

3. Destitute Widow:

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

3.2. Age Concession:

3.2.1. As on 01.07.2024, the Destitute Widow candidates should not have completed 39 years for the post of Assistant Commissioner in the Tamil Nadu Hindu Religious and Charitable Endowments (Administration) Service and No maximum age limit for the post of District Educational Officer in Tamil Nadu School Educational Service.

3.3. Fee Concession: Full exemption.

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

3.5. Supporting Documents:

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

Form of Destitute Widow Certificate

1. Name of the individual
2. Full Postal Address
3. Details of job held, if any:
4. Particulars of her children, if any
5. Name and last occupation of her late husband
6. Date of demise of her husband
7. Monetary benefits received after her husband's death by way of family pension, insurance, etc., if any
8. Details of Properties if any immovable and movable left behind by him
9. Present monthly income —
    a. From salaries / wages
    b. From family pension
    c. From private properties
    d. Rents received
    e. From private practice
    f. Other sources, if any
    g. Total
10. Whether living alone or living with her husband's parents / in-laws / parents / brother(s)
11. Whether she satisfies the definition of the term "Destitute Widow" as defined in section 20(8) and 26 of Tamil Nadu Government Servants (Conditions of Service) Act, 2016.
12. Certified that I have verified the particulars furnished by the individual and satisfied myself as to the correctness of her claim with reference to the definition of the term – "Destitute Widow" in section 20(8) and 26 of Tamil Nadu Government Servants (Conditions of Service) Act, 2016.

        Certificate Reference No.:   Signature:
        Place: Name:
        Date: Designation:

                    Revenue Divisional Officer / Assistant Collector / Sub-Collector

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

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

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

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

4. Person Studied in Tamil Medium (PSTM):

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

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

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

4.2. Supporting Documents:

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

4.2.2. Candidates must upload/produce documents as evidence of having studied in the Tamil medium, all educational qualifications from 1st standard up to the educational qualification prescribed.

4.2.3. If no such document as evidence for 'Person Studied in Tamil Medium' is available, a certificate from the Principal / Head Master / District Educational Officer / Chief Educational Officer / District Adi Dravidar Welfare Officer / Registrar / Controller of Examinations / Head / Director of the Educational Institution / Director / Joint Director of Technical Education/ Registrar of Universities as the case may be, in the format as shown below, must be uploaded / produced, for each and every educational qualification, from 1st standard upto the educational qualification prescribed.

4.2.4. Failure to upload/produce such documents as evidence for 'Persons Studied in Tamil Medium' for all educational qualification up to the educational qualification prescribed, at the time of submission of online application, shall result in the rejection of candidature after due process.

4.2.5. Documents uploaded/produced as proof of having studied in Tamil medium, for the partial duration of any course / private appearance at any examination, shall not be accepted and shall result in the rejection of candidature after due process.

Certificate for having studied in Tamil Medium

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

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

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

<div align="center">
Signature of
Principal/Head Master /
District Educational Officer /
Chief Educational Officer /
District Adi Dravidar Welfare Officer
</div>

Place:
Date: Seal of the Institution   **Mobile No. _____**

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

Certificate for having studied in Tamil Medium @

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

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

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

<div align="right">
Signature of Registrar / Principal / Controller of Examinations /
Head / Director of Educational Institution / Director / Joint
Director of Technical Education / Registrar of Universities
</div>

Place:

Date: Seal of the Institution   Mobile No. ……………………….

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

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

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

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

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

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

5.4. Age Concession:

5.4.1. As on 01.07.2024, the SC (A), SC and ST candidates should not have completed 39 years for the post of Assistant Commissioner in the Tamil Nadu Hindu Religious and Charitable Endowments (Administration) Service and No maximum age limit for the post of District Educational Officer in Tamil Nadu School Educational Service.

5.5. Fee Concession: Full exemption

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

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

5.7. Supporting Documents:

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

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

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

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

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

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

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

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

6. Backward Classes:

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

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

6.3. Age Concession:

6.3.1. As on 01.07.2024, the candidates belonging to Backward Classes, Backward Classes (Muslim), Most Backward Classes / Denotified Communities should not have completed 39 years for the post of Assistant Commissioner in the Tamil Nadu Hindu Religious and Charitable Endowments (Administration) Service and No maximum age limit for the post of District Educational Officer in Tamil Nadu School Educational Service.

6.4. Fee Concession: Three Free Chances

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

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

6.6. Supporting Documents:

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

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

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

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

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

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

6.6.7. 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.

7. Women:

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

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

8. Transgender:

8.1. Supporting Documents:

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

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

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

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

8.2. Community:

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

8.2.2. Transgender candidates who belong to Scheduled Caste / Scheduled Caste (Arunthathiyar) / Scheduled Tribe communities and possess community certificate as such, shall be considered as per their respective community.

8.2.3. Transgender candidates who belong to communities other than Scheduled Caste / Scheduled Caste (Arunthathiyar) / Scheduled Tribe and possess community certificate as such, are permitted to choose to be considered as belonging to their own community or as Most Backward Class, whichever is advantageous to them, at the time of One Time Registration itself. Once the individual opts to be considered as a particular community, it shall be crystallized and this option shall not be changed in the future.

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

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

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

Combined Civil Services Examination – Group I-B and I-C Services
Common Syllabus for Preliminary Examination
General Studies (Degree Standard)
Topics for Objective Type

Subject Code: 003

Unit-I: General Science

(i) Scientific Knowledge and Scientific temper - Power of Reasoning - Rote Learning Vs Conceptual Learning - Science as a tool to understand the past, present and future.
(ii) Nature of Universe - General Scientific Laws – Mechanics Properties of Matter, Force, Motion and Energy - Everyday application of the basic principles of Mechanics, Electricity and Magnetism, Light, Sound, Heat, Nuclear Physics, Laser, Electronics and Communications.
(iii) Elements and Compounds, Acids, Bases, Salts, Petroleum Products, Fertilizers, Pesticides.
(iv) Main concepts of Life Science, Classification of Living Organisms, Evolution, Genetics, Physiology, Nutrition, Health and Hygiene, Human diseases.
(v) Environment and Ecology.

Unit-II: Current Events

(i) History - Latest diary of events - National symbols - Profile of States - Eminent personalities and places in news – Sports – Books and authors.
(ii) Polity - Political parties and political system in India - Public awareness and General administration - Welfare oriented Government schemes and their utility, Problems in Public Delivery Systems.
(iii) Geography - Geographical landmarks.
(iv) Economics - Current socio - economic issues.
(v) Science - Latest inventions in Science and Technology.
(vi) Prominent Personalities in various spheres- Arts, Science, Literature and Philosophy.

Unit- III: Geography of India

(i) Location – Physical features - Monsoon, Rainfall, Weather and Climate - Water Resources - Rivers in India - Soil, Minerals and Natural resources – Forest and Wildlife - Agricultural pattern.
(ii) Transport - Communication.
(iii) Social Geography – Population density and distribution - Racial, Linguistic Groups and Major Tribes.
(iv) Natural calamity – Disaster Management – Environmental pollution: Reasons and preventive measures – Climate change – Green energy.

Unit– IV: History and Culture of India

(i) Indus valley civilization - Guptas, Delhi Sultans, Mughals and Marathas - Age of Vijayanagaram and Bahmani Kingdoms -South Indian history.
(ii) Change and Continuity in the Socio - Cultural History of India.
(iii) Characteristics of Indian culture, Unity in diversity – Race, language, custom.
(iv) India as a Secular State, Social Harmony.

Unit-V: Indian Polity

(i) Constitution of India - Preamble to the Constitution - Salient features of the Constitution - Union, State and Union Territory.
(ii) Citizenship, Fundamental rights, Fundamental duties, Directive Principles of State Policy.
(iii) Union Executive, Union legislature – State Executive, State Legislature – Local Governments, Panchayat Raj.
(iv) Spirit of Federalism: Centre - State Relationships.
(v) Election - Judiciary in India – Rule of law.
(vi) Corruption in public life – Anti-corruption measures – Lokpal and LokAyukta - Right to Information - Empowerment of women - Consumer protection forums, Human rights charter.

Unit-VI: Indian Economy

(i) Nature of Indian economy – Five year plan models - an assessment – Planning Commission and Niti Ayog.
(ii) Sources of revenue – Reserve Bank of India – Fiscal Policy and Monetary Policy - Finance Commission – Resource sharing between Union and State Governments - Goods and Services Tax.
(iii) Structure of Indian Economy and Employment Generation, Land reforms and Agriculture - Application of Science and Technology in Agriculture - Industrial growth - Rural Welfare Oriented Programmes – Social problems – Population, Education, Health, Employment, Poverty.

Unit-VII: Indian National Movement

(i) National Renaissance – Early uprising against British rule - Indian National Congress - Emergence of leaders – B.R.Ambedkar, Bhagat Singh, Bharathiar, V.O.Chidambaranar, Jawaharlal Nehru, Kamarajar, Mahatma Gandhi, Maulana Abul Kalam Azad, Thanthai Periyar, Rajaji, Subash Chandra Bose, Rabindranath Tagore and others.

(ii) Different modes of Agitation: Growth of Satyagraha and Militant Movements.

(iii) Communalism and partition.

Unit- VIII: History, Culture, Heritage and Socio - Political Movements in Tamil Nadu

(i) History of Tamil Society, related Archaeological discoveries, Tamil Literature from Sangam age till contemporary times.
(ii) Thirukkural :   (a) Significance as a Secular literature
                     (b) Relevance to Everyday Life
                     (c) Impact of Thirukkural on Humanity
                     (d) Thirukkural and Universal Values - Equality, Humanism, etc
                     (e) Relevance to Socio - Politico - Economic affairs
                     (f) Philosophical content in Thirukkural
(iii) Role of Tamil Nadu in freedom struggle - Early agitations against British Rule - Role of women in freedom struggle.
(iv) Evolution of 19th and 20th Century Socio-Political movements in Tamil Nadu - Justice Party, Growth of Rationalism - Self Respect Movement, Dravidian Movement and Principles underlying both these movements, Contributions of Thanthai Periyar and Perarignar Anna.

Unit – IX: Development Administration in Tamil Nadu

(i)   Human Development Indicators in Tamil Nadu and a comparative assessment across the Country – Impact of Social Reform movements in the Socio - Economic Development of Tamil Nadu.

(ii)   Political parties and Welfare schemes for various sections of people – Rationale behind Reservation Policy and access to Social Resources - Economic trends in Tamil Nadu – Role and impact of social welfare schemes in the Socio - Economic Development of Tamil Nadu.

(iii) Social Justice and Social Harmony as the Cornerstones of Socio - Economic development.

(iv) Education and Health systems in Tamil Nadu.

(v)   Geography of Tamil Nadu and its impact on Economic growth.

(vi) Achievements of Tamil Nadu in various fields.

(vii) E-governance in Tamil Nadu.

Unit-X: Aptitude and Mental Ability

(i)   Simplification – Percentage - Highest Common Factor (HCF) - Lowest Common Multiple (LCM).

(ii)   Ratio and Proportion.

(iii) Simple interest - Compound interest - Area - Volume - Time and Work.

(iv) Logical Reasoning – Puzzles - Dice - Visual Reasoning - Alpha numeric Reasoning – Number Series.

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Combined Civil Services Examination – Group I-B and I-C Services
Common Syllabus for Main Written Examination
Tamil Eligibility Test Paper-I
(SSLC Standard)
தேர்வுத்திட்டம்

1. மொழி பெயர்த்தல்

   (i) தமிழிலிருந்து ஆங்கிலத்துக்கு மொழிபெயர்த்தல்

   (ii) ஆங்கிலத்திலிருந்து தமிழுக்கு மொழிபெயர்த்தல்

2. சுருக்கி வரைதல்

3. பொருள் உணர்திறன்

4. சுருக்கக் குறிப்பிலிருந்து விரிவாக்கம் செய்தல்

5. திருக்குறள் தொடர்பான கட்டுரை வரைதல்

     அ) மதச்சார்பற்ற தனித் தன்மையுள்ள இலக்கியம்

     ஆ) அன்றாட வாழ்வியலோடு தொடர்புத் தன்மை

     இ) மானுடத்தின் மீதான திருக்குறளின் தாக்கம்

     ஈ) திருக்குறளும் மாறாத விழுமியங்களும் மனிதநேயம், சமத்துவம் முதலானவை

     உ) சமூக அரசியல் பொருளாதார நிகழ்வுகளில் திருக்குறளின் பொருத்தப்பாடு

     ஊ) திருக்குறளில் தத்துவக் கோட்பாடுகள்

6. கடிதம் வரைதல் (அலுவல் சார்ந்தது)

7. தமிழ் மொழி அறிவு

பாடத்திட்டம்

1. தற்கால நிகழ்வுகள்

2 சமுதாயப் பிரச்சனைகள்

3. சுற்றுச்சூழல் தொடர்பான தலைப்புகள்

4. இந்தியப் பொருளாதரம் தொடர்பான தலைப்புகள்

5. அறிவியலும் தொழில்நுட்பமும்

6. கலையும் பண்பாடும்

7. பகுத்தறிவு இயக்கங்கள் – திராவிட இயக்கம், சுயமரியாதை இயக்கம்.

8. இக்காலத் தமிழ்மொழி – கணினித் தமிழ், வழக்கு மன்றத் தமிழ், அலுவலக மொழியாகத் தமிழ், புதிய வகைமைகள்.

9. தமிழ்நாட்டின் சமூகப் பொருளாதார முன்னேற்றம் மற்றும் தமிழக அரசின் நலத் திட்டங்கள் (பெண்கள்விவசாயிகள்…), சமூக நலத் திட்டங்களை நடைமுறைப்படுத்துதலில் சமூக சீர்திருத்த இயக்கங்களின் பங்கு–இடஒதுக்கீடும் அதன்பயன்களும்–தமிழ்நாட்டின் சமூகப் பொருளாதார வளர்ச்சியில் சமூக நீதி மற்றும் சமூக ஒற்றுமையின் பங்கு

10. சொந்த வாக்கியத்தில் அமைத்து எழுதுக, பொருள் வேறுபாடு அறிதல், பிரித்தெழுதுக, எதிர்ச்சொல், எதிர்மறை வாக்கியம், பிழை நீக்கி எழுதுக.

11. திருக்குறளிலிருந்து கீழ்க்காணும் தலைப்புகள் தொடர்பாக கட்டுரை எழுதுதல்

அ) மதச்சார்பற்ற தனித் தன்மையுள்ள இலக்கியம்

ஆ) அன்றாட வாழ்வியலோடு தொடர்புத் தன்மை

இ) மானுடத்தின் மீதான திருக்குறளின் தாக்கம்

ஈ) திருக்குறளும் மாறாத விழுமியங்களும், சமத்துவம், மனிதநேயம் முதலானவை

உ) சமூக அரசியல் பொருளாதார நிகழ்வுகளில் திருக்குறளின் பொருத்தப்பாடு

ஊ) திருக்குறளில் தத்துவக் கோட்பாடுகள்

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Combined Civil Services Examination – Group I-B Service
Assistant Commissioner, Hindu Religious and Charitable Endowments Department
Main Examination - Descriptive Type
Paper – II General Studies (Degree Standard)

Code: 464

Unit – I: Modern History of India and Indian Culture

Advent of Europeans – Colonialism and Imperialism – Establishment, Expansion and Consolidation of British Rule – Early uprising against British Rule – South Indian Rebellion 1799 – 1801 A.D. – Vellore Rebellion 1806 A.D. – Sepoy mutiny of 1857 A.D. – Indian National Movements – Moderation, Extremism and Terrorism Movements of Indian Patriotism – Significant Indian National Leaders – Rabindranath Tagore, Maulana Abulkalam Azad, Mohandas Karamchand Gandhi, Jawaharlal Nehru, Subhas Chandra Bose, B.R.Ambedkar and Vallabhai Patel – Constitutional Developments in India from 1773 to 1950 – Second World War and Final Phase of Independence Struggle – Partition of India – Role of Tamil Nadu in Freedom Struggle – Subramanya Siva – Subramania Bharathiyar, V.O.Chidambaranar, C.Rajagopalachariyar, Thanthai Periyar, Kamarajar and others.

Impact of British Rule on Socio-Economic Affairs – National Renaissance Movement – Socio-Religious Reform Movements – Social Reform and Educational Reform Acts.

India since Independence – Salient features of Indian Culture – Unity in Diversity – Race – Language – Religion, Customs and Rituals – India, a Secular State – Organizations for Fine Arts, Dance, Drama and Music.

Emergence of "Social Justice" Ideology in Tamil Nadu – Origin, Growth, Decay and achievements of Justice Party – Socio-Political Movements and its achievements after Justice Party.

Cultural Panorama – National Symbols – Eminent Personalities in Cultural Field – Latest Historical Research Developments in Tamil Nadu – Latest diary of events: National and International Sports & Games - Books & Authors - Awards & Honours – Latest terminology - Appointments - who is who?

Unit - II: Social Issues in India and Tamil Nadu

Population Explosion – Fertility, Mortality – Population Control Programmes – Migration - Poverty – Illiteracy – Dropouts – Right to Education – Women Education – Skill Based Education and Programmes – E-Learning.

Child labour and Child Abuse: Child Education – Child School Dropouts – Child Abuse – Laws to protect Child Abuse – Child Protection and Welfare Schemes.

Sanitation: Rural and Urban Sanitation – Role of Panchayat Raj and Urban Development Agencies in Sanitation Schemes and Programmes.

Women Empowerment: Social Justice to Women – Schemes and Programmes - Domestic Violence – Dowry Menace – Sexual Assault – Laws and Awareness Programmes – Prevention of Violence against Women – Role of Government and NGOs in Women Empowerment – Schemes and Programmes.

Social Changes: Urbanization – Policy, Planning and Programmes in India and Tamil Nadu - Comparative study on Social and Economic indicators – Impact of Violence on Society – Religious Violence – Terrorism and Communal Violence – Causes – Steps to Control and Awareness – Problems of Minorities – Human Rights Issues - Regional Disparities in India – Causes and Remedies.

Social Development: Approaches – Models – Policies and Programmes – Linkage between Education and Social Development - Community Development Programmes –Self Employment and Entrepreneurship Development – Role of NGOs in Social Development - Education - Health and Human

Development – Health Care Problems in India – Children, Adolescents, Women and Aged - Health Policy in India – Schemes – Health Care Programmes in India.

Vulnerable Sections of the population: Problems – Laws and Punishments – Various Welfare Programmes to Vulnerable Sections by State, Central Government and NGOs.

Current Affairs

Unit - III: Ethics and Integrity

Ethics and Human Interface: Definition and scope of Ethics – Ethics of Indian Schools of Philosophy - Ethics of Thirukkural; Kinds of Ethics: Intuitionism – Existentialism – Duties and Responsibility – Moral Judgements – Moral Absolutism – Moral Obligation.

Attitude: Its Influence and relation with thought and behaviour – Moral and Political attitudes;

Ethics in Public Administration: Philosophical basis of governance and Probity in Governance – Codes of Ethics and Conduct: Primary responsibilities of public service professionals – Transparency of Information sharing and service delivery – Professional and NonProfessional interaction – Potentially beneficial interaction – Maintenance of confidentiality of records – Disclosure of Information – Boundaries of competence – Consultation on Ethical obligation – Ethics and Nondiscrimination – Citizen's Charters - Challenges of corruption - Ethics of Public polity Determination.

Unit - IV: Indian Polity and Emerging Political Trends across the World Affecting India

Constitution of India

Historical Background - Making of the Indian Constitution - Preamble - Salient features of Indian Constitution - Parts, Articles and Schedules - Amendments - Citizenship.

Fundamental Rights and Fundamental Duties – Directive Principles of State Policy.

Structure, Power and Functions of Governments

Union Government:

Legislature: Parliament – Lok Sabha & Rajya Sabha

Executive: President, Vice-President - Prime Minister & Council of Ministers – Constitutional Authorities

Judiciary: Supreme Court - Judicial Review - Judicial activism - Latest Verdicts.

State Government:

Legislature: State Legislative Assembly - State Legislative Council.

Executive: Governor - Chief Minister - Council of Ministers.

Judiciary: High Court - District Courts - Subordinate Courts - Tribunals.

Local Government: Rural & Urban Local Governments -Historical background - 73rd & 74th Constitutional Amendment Acts.

Union Territories: Evolution - Administration.

Federalism
Indian Federal System – Differentiating from other forms of federalism. Union - State Relations:

Legislative, Administrative and Financial Relations.

Indian Administration

Civil Services in India: Historical background - Classification of Civil Services - Central & State Services - Recruitment & Training.

Political Parties: National and Regional - Pressure groups - Public opinion - Mass Media - Social Media - Non - Governmental Organizations (NGOs)

Administrative Reforms: Central Vigilance Commission - Anti-Corruption Measures –Lokadalat – Lokayukta – Lokpal – Ombudsman in India - RTI Act - Citizen's Grievances and Administrative Reform Commission - Administrative Tribunals.

Profile of Indian States

Demography - State Language - Developmental Programmes – e governance.

India and World: India's foreign policy - India's relationship with world countries - Defence and National Security – Nuclear Policy – Terrorism - Human Rights and Environmental issues - International Organisations – Pacts & Summits.

Current Affairs

Unit – V: Role and Impact of Science and Technology in the Development of India

Science and Technology – Role, Achievements and Developments - Their applications and Impacts.

Elements and Compounds, Acids, Bases and Salts – Oxidation and reduction. Carbon, Nitrogen and their compounds – Chemistry of Ores and Metals – Fertilizers, Pesticides, Insecticides – Polymer and Plastics - Corrosion – Chemistry in everyday life - Energy – Renewable and Non Renewable – Self sufficiency – Oils and Minerals exploration.

Space Research - Nano Science and Technology – Application of Nanomaterials.

Advancements in the fields of Information Technology - Robotics and Automation - Artificial Intelligence – Mobile Communication. Computer system Architecture, Operating System, Computer Networks, Cryptography and Network security, Relational Database Management System, Software Engineering, Image Processing, Machine Learning.

Cropping pattern in India – Organic farming – Agriculture Biotechnology – Commercially available Genetically Modified Crops – Eco, Social impact of Genetically Modified Crops – Intellectual Property Rights, Bio Safety.

Floriculture, Olericulture, Pomology & Medicinal Plants, Conventional & Modern Propagation Technique, Glass House – Hydroponics – Bonsai – Garden features & operations – methods to preserve fruits and vegetables.

Genetic Engineering & its importance in Agriculture - Integrated farming – Vermiculture.

Main concepts of Life Science – the cell – the basic unit of life – classification of living organism – Nutrition and Dietetics – Respiration – blood and blood circulation – Endocrine system – Excretion of metabolic wastes – reproductive system – animals and human-bio communication - Pheromones and allelochemicals – Genetics – science of heredity – Health and hygiene – Human diseases – communicable and non-communicable diseases – preventions and remedies – Alcoholism and drug abuse – Genetic engineering – organ transplantation – Stem Cell Technology – Forensic science – Sewage treatment.

Government policy – Organisations in Science and Technology – Role and Functions – Defence Research and Development Organisation (DRDO) – Ocean Research and Development – Medical Tourism - Achievements of Indians in the fields of Science and Technology - Latest inventions in Science & Technology.

Unit – VI: Tamil Society- Its Culture and Heritage
Candidates may answer the questions in this unit EITHER in Tamil OR in English.

1) Origin and Development of Tamilian – Palmleaf Manuscript – Document –Archaeological Excavation in Tamil Nadu – Adhichanallur, Arikkamedu, Keeladi, Konthakai, Manalur, Sivakalai etc.

2) Arts, Science and Culture: Literature, Music, Drama and other arts – Science – Culture (Internal and External)

3) Tamil Society and the condition of Business – Sangam Age – Medieval age - Modern Age

4) Growth of Rationalist – Origin and Development of Dravidian Movements in Tamil Nadu – Their contribution in Socio and Economic development.

5) Socio and Cultural life of the modern Tamilian: Caste, Religion, Women, Polity, Education, Economics, Commerce and Relationship with other countries – Tamil Diaspora.

6) Development of modern Tamils: Print – Edition – Translation – Film Industries – Computer and Media.

Unit - VII: General Geography and Geography of India with Special Reference to Tamil Nadu

Earth and Universe: Solar System – Atmosphere, Lithosphere, Hydrosphere and Biosphere.

India and Tamil Nadu: Location - Physical Divisions - Drainage - Weather and Climate: Monsoon, Rainfall - Natural Resources: Soil, Natural Vegetation, Wildlife – Irrigation and Multipurpose Projects - Mineral Resources - Energy Resources – Agriculture: Crops, Livestock, Fisheries, Agricultural Revolutions – Industries - Population: Growth, Distribution and Density – Migration - Races, Tribes, Linguistics and Religions – Trade –Geo Politics: Border Disputes.
Ocean and Sea: Bottom relief features of Indian Ocean, Arabian Sea and Bay of Bengal.

Geospatial Technology: Remote Sensing, Geographical Information System (GIS) and Global Navigation Satellite System (GNSS).

Map: Locating features and Places.

Current Affairs

Unit – VIII: Environment, Biodiversity and Disaster Management

Ecology: Structure and function of Ecosystem – Ecological succession – Ecosystem services - Biodiversity conservation - Biodiversity Types – Biodiversity Hot Spots in India – Biodiversity : Significance and Threats – In-situ and Ex-situ conservation measures – Roles of Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), International Union for Conservation of Nature (IUCN) & Convention on Biological Diversity (CBD) – Biodiversity Act.

Environmental Pollution and Management: Air, Water, Soil, Thermal and Noise pollution – Pollution Prevention and control strategies – Solid and Hazardous waste management – Environmental Standards and Environmental Monitoring - Environmental Impact Assessment (EIA): Steps in EIA process – Environmental Clearance – Environmental Auditing.

Sustainable Development: Global Environmental Issues and Management – Sustainable Development Goals (SDGs) and Targets – Climate Change – Changes in monsoon pattern in Tamil Nadu, India and Global scenario - Environmental consequences of climate change and mitigation measures – Clean and Green Energy – Paris Agreement – Nationally Determined Contributions (NDCs).

Environmental Laws, Policies & Treaties in India and Global scenario - Natural calamities, Manmade Disasters - Disaster Management and National Disaster Management Authority – Sendai framework for Disaster Risk Reduction – Environmental Health and Sanitation.

Current Affairs.

Unit – IX: Indian Economy – Current Economic Trends and Impact of Global Economy on India

Features of Indian Economy – National Income – Capital formation - NEP (New Economic Policy) – NITI Aayog (National Institution for Transforming India).

Agriculture – Role of Agriculture – Land Reforms – New Agricultural Strategy – Green Revolution – Contract Farming – Minimum Support Price - Price Policy, Public Distribution System (PDS), Subsidy, Food Security – Agricultural Marketing, Crop Insurance, Labour – Rural Credit & Indebtness – World Trade Organization & Agriculture.

Industry - Growth - Policy – Role of Public Sector and Disinvestment – Privatisation and Liberalization – Public Private Partnership (PPP) – SEZs (Special Economic Zones) – MSMEs (Micro, Small and Medium Enterprises) – Make in India.

Infrastructure in India – Transport System – Power – Communication – Social Infrastructure – R&D (Research and Development).

Banking & Finance – Banking, Money & Finance – Central Bank – Commercial Bank – NBFIs (Non Banking Financial Institutions) – Stock Market – Financial Reforms – Financial Stability – Monetary Policy – RBI (Reserve Bank of India) & Autonomy.

Public Finance – Sources of Revenue – Tax & Non-Tax Revenue – Canons of Taxation – GST (Goods and Service Tax) – Public Expenditure – Fiscal Policy – Public Debt – Finance Commission – Fiscal Federalism.

Issues in Indian Economy – Poverty & Inequality – Poverty alleviation programmes – MGNREGA (Mahathma Gandhi National Rural Employment Guarantee Act) – New Welfare Programmes for Rural Poverty – Unemployment – Gender inequality.
Inflation - Inflation targeting – Deflation – Sustainable Economic Growth.

India's Foreign Trade – BOP (Balance of Payment), EX-IM Policy (Export Import Policy), FOREX Market (Foreign Exchange Market), FDI (Foreign Direct Investment); Globalization – Global Economic Crisis - Impact on Indian economy.

International Institutions – IMF (International Monetary Fund) World Bank – BRICS (Brazil, Russia, India, China and South Africa) – SAARC (South Asian Association for Regional Co-operation) – ASEAN (Association of South East Asian Nations).

Tamil Nadu Economy & Issues – Gross State Domestic Product – Trends in State's Economic Growth – Demographic Profile of Tamil Nadu – Agriculture – Contract Farming – Tamil Nadu State Policy on Promotion of Organic Farming – Industry & Entrepreneurship Development in Tamil Nadu – Infrastructure – Power, Transportation systems - Tourism – Health – Eco Tourism – Social Infrastructure – SHGs (Self Help Groups) & Rural Women Empowerment – Rural Poverty & Unemployment – Regional Economic Disparities – Local Government - Recent Government welfare programmes.

Current Affairs.

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Code: 233

UNIT – I Hindu Religion

Meaning and Definition of Religion – Origin and Development of Hinduism – General Characteristics of Hinduism.

UNIT – II Hindu Scriptures

Vedas - Four Vedas and their outlines – Upanishads – Identity of Atmam and Brahman - Bhagavad Gita – Gnana, Karma, Bakthi yogas – Ramayana, Mahabharata –18 Puranas - Saiva Vaishnava Puranas (general studies) Agamas – Saiva and Vaishnava Agamas – 4000 Prabhandams, Panniruthirumurais (General studies).

UNIT – III Systems of Hindu Religion

Saivism – Different types of Saivism – Kashmir Saivam, Siddhantha Saivam, Veera Saivam – Vaishanavism – Bhagavatha system – Avataras – Sri Vaishanavism – Vadakalai – Thenkalai – Saktham – Development of Saktha worship, Tantras - Kaumaram – Origin and development – Ganapathyam – Six Sects - Sauram – Significance of sun worship.

UNIT – IV Hindu Saints and Sages

Alwars, Nayanmars, Sankara, Ramanujar, Madhva, Thayumanavar and Ramalingar – Their contribution to Hinduism.

UNIT – V Saivism

Meaning and Definition – Traces of Saivism in Vedas and Upanishads - Rudra Siva - Samayachariyars, Santhanachariyars, Meikanda Sastras – Thiruvarutpayan (Text) – Basic concepts of Saivism – Pati, Pasu, Pasam, Means to Mukthi – Cariya, Kriya, Yoga and Gnana.

UNIT- VI Vaishnavism

Meaning and Definition – Out line of Brahmasutra – Vedantha Sangraha (Text) – Basic concepts – Tattvam – Hitham – Purushartha – Means to Moksha – Bakthi and Prapatti

UNIT-VII Basic Concepts of Indian Philosophical Systems

Hetrodox - Carvaka – Perception, the only source of knowledge – Ethics of Carvaka – Jainism – Anuvrata, Mahavrata – Ethics of Jainism – Sects of Jainism - Buddhism – Four Noble truths – Eight fold paths - Nirvana – Sects of Buddhism.

Orthodox - Nyaya – Theory of causation – Conception of God – Vaisesika - Padarthas – Sankya – Prakriti and Purusha – Theory of evolution – Bondage and liberation – Yoga – Eight limbs of Yoga – Mimamsa – Purva Mimamsa and Uttara Mimamsa and the concept of Dharma – Vedanta – Schools of Vedanta.

UNIT – VIII Hindu Ethics

Dharma, Artha, Kama and Mokhsa (Purusharthas) – Ethics of Thirukkural – Professional Ethics for Temple Administrators – Maintenance of Temples and Public Relations.

UNIT-IX Hindu Culture

Cultural Heritage - Temple Arts – Architecture and Sculpture, Sthala Vriksham, Sthala Puranas,Temple Ponds, Special Sannatis and Murtis – Music, Dance, Drama – Importance of inscriptions, Icons, Idols, Murals, Manuscripts, copper plates and monuments.

UNIT – X Hindu Festivals

Philosophical Significance of festivals – Brahmotsavam – Vinayaka Chathurthi – Navrathri – Vaikunda Ekathasi, Arudra Dharshan – Monthly, Seasonal and yearly festivals – Poojas, Athmartha and Parartha Poojas – Nithya, Naimithka, Kamika Poojas – Customs, Traditions, Rituals, Pilgrimage – Need for Religious harmony.

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Combined Civil Services Examination – Group I-B Service
Assistant Commissioner, Hindu Religious and Charitable Endowments Department
Main Examination - Descriptive Type
Paper – IV Law (Degree Standard)

Code: 234

UNIT - I Jurisprudence

1. Sources of Law - Legislation - Precedent and Custom
2. School of Jurisprudence - Analytical, Historical, Philosophical and Sociological.
3. Concepts - Rights and duties - Person -Possession and ownership.

UNIT - II Constitutional Law

1. Nature of Indian Constitution and its salient features.
2. Preamble.
3. Fundamental Rights, Directive Principles and Fundamental Duties.
4. Constitutional position of the President and Government and their powers.
5. Supreme Court and High Courts -their powers and Jurisdiction - Judicial Activism.
6. Legislative and Administrative Relations between the Union and States.
7. Constitutional safeguards to Civil Servants
8. Emergency Provisions.
9. Amendment of the Constitution, Religious freedom, Special provisions to minorities.

UNIT - III Contracts and Consumer Protection

1. Basic Elements of Contract: Offer - Acceptance Consent - Consideration and Capacity of parties.
2. Void - Voidable - Illegal and unenforceable Contracts.
3. Indemnity - Guarantee and Bailment.
4. Consumer -Protection -Remedies-Duties of Central Government -State Governments - State Commission, National Commission, Consumers Forums.

UNIT - IV Law of Crimes

1. Concepts of Crimes - Actus Reus and Mens Rea in statutory offences.
2. Stages of Crimes - Abetment and Conspiracy.

3. General Defences.
4. Offences against Person - Murder and Culpable Homicide- Wrongful restraint and Wrongful confinement- kidnapping- Abduction and Rape.
5. Offences against property- Theft, extortion, Robbery, Dacoity, criminal Misappropriation, breach of trust and cheating, falsification of records, forgery.
6. Offences relating to Marriage.

UNIT - V Torts

1. Nature and Definition of Tort.
2. Liability based on fault
3. Strict liability.
4. Negligence
5. Nuisance
6. Defamation.

UNIT - VI Family Law; Personal Law Relating To Hindus, Muslims and Christians

1. Sources
2. Marriage and Divorce
3. Adoption and Maintenance
4. Minority and Guardianship
5. Succession.

UNIT - VII Property Law - General Principles

1. Fixtures.
2. Property - Transferable - Non Transferable.
3. Competency of the transfer.
4. Rule against perpetuity.
5. Condition Precedent and condition subsequent.
6. Doctrines - Election -Ostensible owner -Feeding the Grant by estoppel.
7. LisPendens.
8. Fraudulent Transfer.
9. Part performance.
10. Intellectual Property Rights

UNIT - VIII Hindu Religious and Charitable Endowments and Related Laws

1. Hindu Religious and Charitable Endowments Act, 1959 and Rules
2. Heritage Act, 1947
3. Temple Entry Act
4. Tender Transparency Act
5. Right to Information Act
6. Juvenile Justice Act
7. Environmental Law
8. The Ancient Monuments and Archaeological sites and Remains Act, 1958.
9. The Madras Ancient and Historical Monument and Archaeological Sites and Remains Act, 1966.
10. The Tamil Nadu Ancient and Historical Monument and Archaeological Sites and Remains Act, 1971.
11. The Antiquities and Art Treasures Act, 1972.
12. Antiquities and Art Treasures Rules, 1973.
13. The Ancient Monuments and Archaeological Sites and Remains (Amendments and Validation) Act, 2010.
14. The Tamil Nadu Heritage Commission Act, 2012.

UNIT- IX Revenue and Registration Act

1. Registration Act, 1908.
2. Revenue Recovery Act, 1864.
3. Land Reforms Act, 2015.
4. Inam abolition Act, 1977.
5. Tenancy Act, 1948.
6. Easement Act, 1882.
7. Public Premises Act, 1971.
8. Tamil Nadu Buildings (Lease and Rent Control) Act, 1960.
9. Tamil Nadu Court of Wards Act, 1902.

UNIT - X Procedural Laws Including Labour Law, Arbitration and Insurance

1. Definitions – Jurisdiction of Civil Court – Plaint – Written statement – Pleadings & Trial – Execution - Limitation Act – Preparation of documents relating to contract, sale deed, lease deed and interlocutory application etc.
2. Brief History about the Criminal procedure code – definition – main functionaries of the criminal procedure code – powers of superior police officers and aid to the magistrates and police – Pre-Trial Proceedings – Trial Procedure – Appeal Procedure.
3. Indian Evidence Act, 1872 – Scope, object and applicability of Indian evidence act and exclusion – Relevance of facts and admissibility of facts – Facts which need not be proved – Judicial notice – Burden of Proof – Types of evidence – presumptions.
4. Labour Laws – Payment of wages Act, 1936 – Minimum wages Act, 1948 – Gratuity and contract labour
5. Arbitration, Conciliation, Mediation, Insolvency and Insurance.

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Combined Civil Services Examination – Group I-C Service
District Educational Officer
Main Examination - Descriptive Type
Paper – II General Studies (Degree Standard)

Code : 465

Unit - I: Modern History of India and Indian Culture

Advent of Europeans – Colonialism and Imperialism – Establishment, Expansion and Consolidation of British Rule – Early uprising against British Rule – South Indian Rebellion 1799 – 1801 A.D. – Vellore Rebellion 1806 A.D. – Sepoy mutiny of 1857 A.D. – Indian National Movements – Moderation, Extremism and Terrorism Movements of Indian Patriotism – Significant Indian National Leaders – Rabindranath Tagore, Maulana Abulkalam Azad, Mohandas Karamchand Gandhi, Jawaharlal Nehru, Subhas Chandra Bose, B.R.Ambedkar and Vallabhai Patel – Constitutional Developments in India from 1773 to 1950 – Second World War and Final Phase of Independence Struggle – Partition of India – Role of Tamil Nadu in Freedom Struggle – Subramanya Siva – Subramania Bharathiyar, V.O.Chidambaranar, C.Rajagopalachariyar, Thanthai Periyar, Kamarajar and others.

Impact of British Rule on Socio-Economic Affairs – National Renaissance Movement – Socio-Religious Reform Movements – Social Reform and Educational Reform Acts.

India since Independence – Salient features of Indian Culture – Unity in Diversity – Race – Language – Religion, Customs and Rituals – India, a Secular State – Organizations for Fine Arts, Dance, Drama and Music.
Emergence of "Social Justice" Ideology in Tamil Nadu – Origin, Growth, Decay and achievements of Justice Party – Socio-Political Movements and its achievements after Justice Party.

Cultural Panorama – National Symbols – Eminent Personalities in Cultural Field – Latest Historical

Research Developments in Tamil Nadu – Latest diary of events: National and International Sports & Games - Books & Authors - Awards & Honours – Latest terminology - Appointments - who is who?

UNIT - II: Social Issues in India and Tamil Nadu

Population Explosion – Fertility, Mortality – Population Control Programmes – Migration - Poverty – Illiteracy – Dropouts – Right to Education – Women Education – Skill Based Education and Programmes – E-Learning.

Child labour and Child Abuse: Child Education – Child School Dropouts – Child Abuse – Laws to protect Child Abuse – Child Protection and Welfare Schemes.

Sanitation: Rural and Urban Sanitation – Role of Panchayat Raj and Urban Development Agencies in Sanitation Schemes and Programmes.

Women Empowerment: Social Justice to Women – Schemes and Programmes - Domestic Violence – Dowry Menace – Sexual Assault – Laws and Awareness Programmes – Prevention of Violence against Women – Role of Government and NGOs in Women Empowerment – Schemes and Programmes.

Social Changes: Urbanization – Policy, Planning and Programmes in India and Tamil Nadu - Comparative study on Social and Economic indicators – Impact of Violence on Society – Religious Violence – Terrorism and Communal Violence – Causes – Steps to Control and Awareness – Problems of Minorities – Human Rights Issues - Regional Disparities in India – Causes and Remedies.

Social Development: Approaches – Models – Policies and Programmes – Linkage between Education and Social Development - Community Development Programmes –Self Employment and Entrepreneurship Development – Role of NGOs in Social Development - Education - Health and Human Development – Health Care Problems in India – Children, Adolescents, Women and Aged - Health Policy in India – Schemes – Health Care Programmes in India.

Vulnerable Sections of the population: Problems – Laws and Punishments – Various Welfare Programmes to Vulnerable Sections by State, Central Government and NGOs.

Current Affairs

UNIT-III: Ethics and Integrity

Ethics and Human Interface: Definition and scope of Ethics – Ethics of Indian Schools of Philosophy - Ethics of Thirukkural; Kinds of Ethics: Intuitionism – Existentialism – Duties and Responsibility – Moral Judgements – Moral Absolutism – Moral Obligation.

Attitude: Its Influence and relation with thought and behaviour – Moral and Political attitudes;

Ethics in Public Administration: Philosophical basis of governance and Probity in Governance – Codes of Ethics and Conduct: Primary responsibilities of public service professionals – Transparency of Information sharing and service delivery – Professional and Non-Professional interaction – Potentially beneficial interaction – Maintenance of confidentiality of records – Disclosure of Information – Boundaries of competence – Consultation on Ethical obligation – Ethics and Non-discrimination – Citizen's Charters - Challenges of corruption - Ethics of Public polity Determination.

UNIT - IV: Indian Polity and Emerging Political Trends across the World Affecting India

Constitution of India

Historical Background - Making of the Indian Constitution - Preamble - Salient features of Indian Constitution - Parts, Articles and Schedules - Amendments - Citizenship.

Fundamental Rights and Fundamental Duties – Directive Principles of State Policy.

Structure, Power and Functions of Governments

Union Government:

Legislature: Parliament – Lok Sabha & Rajya Sabha

Executive: President, Vice-President - Prime Minister & Council of Ministers – Constitutional Authorities

Judiciary: Supreme Court - Judicial Review - Judicial activism - Latest Verdicts.
State Government:

Legislature: State Legislative Assembly - State Legislative Council.

Executive: Governor - Chief Minister - Council of Ministers.

Judiciary: High Court - District Courts - Subordinate Courts - Tribunals.

Local Government: Rural & Urban Local Governments -Historical background - 73rd & 74th Constitutional Amendment Acts.

Union Territories: Evolution - Administration.

Federalism

Indian Federal System – Differentiating from other forms of federalism.

Union - State Relations Legislative, Administrative and Financial Relations.

Indian Administration

Civil Services in India: Historical background - Classification of Civil Services - Central & State Services - Recruitment & Training.

Political Parties: National and Regional - Pressure groups - Public opinion - Mass Media - Social Media - Non - Governmental Organizations (NGOs)

Administrative Reforms: Central Vigilance Commission - Anti-Corruption Measures –Lokadalat – Lokayukta – Lokpal – Ombudsman in India - RTI Act - Citizen's Grievances and Administrative Reform Commission - Administrative Tribunals.

Profile of Indian States

Demography - State Language - Developmental Programmes – e-governance.

India and World: India's foreign policy - India's relationship with world countries - Defence and National Security – Nuclear Policy – Terrorism - Human Rights and Environmental issues - International Organisations – Pacts & Summits.

Current Affairs

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Code : 466

Unit–I: Role and Impact of Science and Technology in the Development of India

Science and Technology – Role, Achievements and Developments - Their applications and Impacts.

Elements and Compounds, Acids, Bases and Salts – Oxidation and reduction. Carbon, Nitrogen and their compounds – Chemistry of Ores and Metals – Fertilizers, Pesticides, Insecticides – Polymer and Plastics - Corrosion – Chemistry in everyday life - Energy – Renewable and Non-Renewable – Self sufficiency – Oils and Minerals exploration.

Space Research - Nano Science and Technology – Application of Nanomaterials.

Advancements in the fields of Information Technology - Robotics and Automation - Artificial Intelligence – Mobile Communication. Computer system Architecture, Operating System, Computer Networks, Cryptography and Network security, Relational Database Management System, Software Engineering, Image Processing, Machine Learning.

Cropping pattern in India – Organic farming – Agriculture Biotechnology – Commercially available Genetically Modified Crops – Eco, Social impact of Genetically Modified Crops – Intellectual Property Rights, Bio Safety.

Floriculture, Olericulture, Pomology & Medicinal Plants, Conventional & Modern Propagation Technique, Glass House – Hydroponics – Bonsai – Garden features & operations – methods to preserve fruits and vegetables.

Genetic Engineering & its importance in Agriculture - Integrated farming – Vermiculture.

Main concepts of Life Science – the cell – the basic unit of life – classification of living organism – Nutrition and Dietetics – Respiration – blood and blood circulation – Endocrine system – Excretion of metabolic wastes – reproductive system – animals and human-bio communication - Pheromones and allelochemicals – Genetics – science of heredity – Health and hygiene – Human diseases – communicable and non-communicable diseases – preventions and remedies – Alcoholism and drug abuse – Genetic engineering – organ transplantation – Stem Cell Technology – Forensic science – Sewage treatment.

Government policy – Organisations in Science and Technology – Role and Functions – Defence Research and Development Organisation (DRDO) – Ocean Research and Development – Medical Tourism - Achievements of Indians in the fields of Science and Technology - Latest inventions in Science & Technology.

Unit–II: Tamil Society- Its Culture and Heritage

Candidates may answer the questions in this unit EITHER in Tamil OR in English.

1) Origin and Development of Tamilian – Palmleaf Manuscript – Document –Archaeological Excavation in Tamil Nadu – Adhichanallur, Arikkamedu, Keeladi, Konthakai, Manalur, Sivakalai etc.

2) Arts, Science and Culture: Literature, Music, Drama and other arts – Science – Culture (Internal and External)

3) Tamil Society and the condition of Business – Sangam Age – Medieval age - Modern Age

4) Growth of Rationalist – Origin and Development of Dravidian Movements in Tamil Nadu – Their contribution in Socio and Economic development.

5) Socio and Cultural life of the modern Tamilian: Caste, Religion, Women, Polity, Education, Economics, Commerce and Relationship with other countries – Tamil Diaspora.

6) Development of modern Tamils: Print – Edition – Translation – Film Industries – Computer and Media.

Unit-III: General Geography and Geography of India with Special Reference to Tamil Nadu

Earth and Universe: Solar System – Atmosphere, Lithosphere, Hydrosphere and Biosphere.

India and Tamil Nadu: Location - Physical Divisions - Drainage - Weather and Climate: Monsoon, Rainfall - Natural Resources: Soil, Natural Vegetation, Wildlife – Irrigation and Multipurpose Projects - Mineral Resources - Energy Resources – Agriculture: Crops, Livestock, Fisheries, Agricultural Revolutions – Industries - Population: Growth, Distribution and Density – Migration - Races, Tribes, Linguistics and Religions – Trade –Geo Politics: Border Disputes.

Ocean and Sea: Bottom relief features of Indian Ocean, Arabian Sea and Bay of Bengal.

Geospatial Technology: Remote Sensing, Geographical Information System (GIS) and Global Navigation Satellite System (GNSS).

Map: Locating features and Places.

Current Affairs

Unit – IV: Environment, Biodiversity and Disaster Management

Ecology: Structure and function of Ecosystem – Ecological succession – Ecosystem services - Biodiversity conservation - Biodiversity Types – Biodiversity Hot Spots in India – Biodiversity : Significance and Threats – In-situ and Ex-situ conservation measures – Roles of Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), International Union for Conservation of Nature (IUCN) & Convention on Biological Diversity (CBD) – Biodiversity Act.

Environmental Pollution and Management: Air, Water, Soil, Thermal and Noise pollution – Pollution Prevention and control strategies – Solid and Hazardous waste management – Environmental Standards and Environmental Monitoring - Environmental Impact Assessment (EIA): Steps in EIA process – Environmental Clearance – Environmental Auditing.

Sustainable Development: Global Environmental Issues and Management – Sustainable Development Goals (SDGs) and Targets – Climate Change – Changes in monsoon pattern in Tamil Nadu, India and Global scenario - Environmental consequences of climate change and mitigation measures – Clean and Green Energy – Paris Agreement – Nationally Determined Contributions (NDCs).

Environmental Laws, Policies & Treaties in India and Global scenario - Natural calamities, Manmade Disasters - Disaster Management and National Disaster Management Authority – Sendai framework for Disaster Risk Reduction – Environmental Health and Sanitation.

Current Affairs.

Unit – V: Indian Economy – Current Economic Trends and Impact of Global Economy on India

Features of Indian Economy – National Income – Capital formation - NEP (New Economic Policy) – NITI Aayog (National Institution for Transforming India).

Agriculture – Role of Agriculture – Land Reforms – New Agricultural Strategy – Green Revolution – Contract Farming – Minimum Support Price - Price Policy, Public Distribution System (PDS), Subsidy, Food Security – Agricultural Marketing, Crop Insurance, Labour – Rural Credit & Indebtness – World Trade Organization & Agriculture.

Industry - Growth - Policy – Role of Public Sector and Disinvestment – Privatisation and Liberalization – Public Private Partnership (PPP) – SEZs (Special Economic Zones) – MSMEs (Micro, Small and Medium Enterprises) – Make in India.

Infrastructure in India – Transport System – Power – Communication – Social Infrastructure – R&D (Research and Development).

Banking & Finance – Banking, Money & Finance – Central Bank – Commercial Bank – NBFIs (Non-Banking Financial Institutions) – Stock Market – Financial Reforms – Financial Stability – Monetary Policy – RBI (Reserve Bank of India) & Autonomy.

Public Finance – Sources of Revenue – Tax & Non-Tax Revenue – Canons of Taxation – GST (Goods and Service Tax) – Public Expenditure – Fiscal Policy – Public Debt – Finance Commission – Fiscal Federalism.

Issues in Indian Economy – Poverty & Inequality – Poverty alleviation programmes – MGNREGA (Mahathma Gandhi National Rural Employment Guarantee Act) – New Welfare Programmes for Rural Poverty – Unemployment – Gender inequality.

Inflation - Inflation targeting – Deflation – Sustainable Economic Growth.

India's Foreign Trade – BOP (Balance of Payment), EX-IM Policy (Export Import Policy), FOREX Market (Foreign Exchange Market), FDI (Foreign Direct Investment); Globalization – Global Economic Crisis - Impact on Indian economy.

International Institutions – IMF (International Monetary Fund) World Bank – BRICS (Brazil, Russia, India, China and South Africa) – SAARC (South Asian Association for Regional Co-operation) – ASEAN (Association of South East Asian Nations).

Tamil Nadu Economy & Issues – Gross State Domestic Product – Trends in State's Economic Growth – Demographic Profile of Tamil Nadu – Agriculture – Contract Farming – Tamil Nadu State Policy on Promotion of Organic Farming – Industry & Entrepreneurship Development in Tamil Nadu – Infrastructure – Power, Transportation systems - Tourism – Health – Eco Tourism – Social Infrastructure – SHGs (Self Help Groups) & Rural Women Empowerment – Rural Poverty & Unemployment – Regional Economic Disparities – Local Government - Recent Government welfare programmes.

Current Affairs.

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Current trends and challenges in Education- Innovation in Education – Education Psychology - Philosophy in Education, Eastern and Western Education – Education Sociology - Scheme S.S.A. & RMSA - Curriculum - Measurements and Evaluation – Human Rights & R.T.E. Act - Learner / Learning - Inclusive Education - Information and Communication Technology - Education Management - Gender Sensitization - Environmental Education - Vocational Guidance - Health and Physical Education – Distance and Open Learning - Outreach Programme - Committee and Commissions in Education – Basic concept of Psychology

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Annexure IV

Instructions to be followed by candidates while appearing for written examinations (Computer Based Test and Descriptive Type) conducted by the Commission

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Computer Based Test (CBT) Examinations

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. Descriptive type examinations:

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

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

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

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

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

4. Other Instructions

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

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

4.3. In the descriptive type of examination, the candidate is to write answers in question cum answer booklet.

4.4. 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 [Results → 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.

4.5. 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.

4.6. 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.

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

4.8. 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.

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

4.10. 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.

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

5.1. Candidates with benchmark disability, shall be permitted to utilize the services of a scribe upon making such request in their online application. Such candidates should produce/upload the following certificate for utilizing services of the scribe and to claim exemption from Tamil Eligibility Test. Requests for scribes made after the submission of application or on the date of examination will receive no attention.

<u>Certificate</u>

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 owning to his / her

disability.

<u>Due to the above mentioned disability following concession may be given</u>:-

1. Exemption from Tamil / Second Language.

2. Extra _____ hours for writing theory exam.

3. Allocation of a scribe.

4. Overlooking spelling mistakes and grammatical errors.

5. Using calculator / assistive devices

6. _____ (Any other assistive devices or

concessions).

*strike out the non applicable.

Signature

(Name of Government Hospital / Civil Surgeon / Medical Superintendent / Signature of

the notified Medical Authority of a Government Health Care Institution)
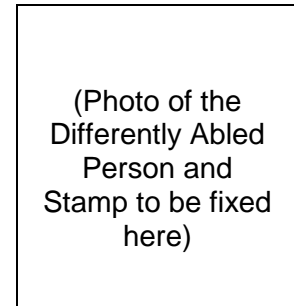

Name & Designation

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

Place:

Date:

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

Signature / Thumb impression

of the Differently Abled Person

Note:

Certificate should be given by a specialist of the relevant

stream / disability

(e.g. Visual Impairment – Ophthalmologist, Locomotor disability – Orthopedic

Specialist / PMR etc.,)

5.2. Visually impaired candidates and orthopedically challenged candidates who are unable to use their hands for writing, are allowed the assistance of a scribe subject to the following conditions;

5.2.1. 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.

5.2.2. 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.

5.2.3. 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.

5.2.4. 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.

5.2.5. 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.

6. Penalty for Violation of Commission's Instructions in the Descriptive Type Examinations

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

6.1. Invalidation of Answer Sheet (Descriptive Type)

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

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

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

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

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

6.1.6. Writing the answers in more than one language (i.e., partly in Tamil and partly in English) except in cases where specifically permitted. If the candidates answer in Tamil, they should write the entire examination in Tamil only or if the candidates answer in English, they should write the entire examination in English only. However, technical words which cannot be translated, can be written in the respective languages, i.e., only the technical words and not the entire sentence / entire answers. The answer booklet of the candidate who violates this instruction will be invalidated.

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

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

6.1.9. The Question cum Answer Booklet for Main Examination which has not been signed by the candidates in the designated places.

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

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

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

6.3. Invalidation of Question Cum Answer booklet as well as debarment for such period as the Commission may deem fit will be imposed on candidates resorting to any kind of irregularity or malpractice within / outside the examination hall including:

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

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

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

S. No	Nature of Offence	Period of Debarment
1	Attempts to influence the Chairman, Members of the Commission, Secretary, Controller of Examinations or any officer or staff of the Commission, personally / by letter / through relatives, friends, patrons, officials or other persons.	Three Years
2	Production of bogus community / destitute widow / differently abled / ex-serviceman / transgender / person studied in Tamil medium certificates, etc. Tampering or alteration in the documents or certificates.	Permanent, Initiation of criminal action
3	Suppression of material information, at any stage of the selection process, regarding: (i) Previous appearances or availing free chances. (ii) Regular / temporary employment in Government or Quasi-Government organizations, local bodies, public sector undertakings, statutory bodies, public corporations, Universities, etc., (iii) Criminal cases, arrests, convictions, disciplinary proceedings, etc. (iv) Debarment or disqualification by Union Public Service Commission / State Public Service Commissions / other agencies	One Year
4	Possession of electronic devices such as cellular phones, watches and rings with in-built memory notes, Bluetooth devices, communication chip, any other electronic devices inside the examination room and also seeking the help of / assistance of any official / invigilator / any outsider in answering question	Permanent
5	Possession of non-electronic devices such as P&G Design Data Book, books, notes, guides, handbags, other non-permitted materials, etc. inside the examination room.	Three Years
6	Consulting with other candidates, copying from other candidates, permitting others to copy from his / her answer paper, copying from books or notes which are printed / typewritten / hand written, etc.	Three Years
7	In addition to the offences listed herein, the involvement of candidates in any indiscipline or irregular practices within / outside the examination room.	Three Years
8	Written certain unwarranted remarks unconnected with answers to the subject concerned in the answer books, etc., i.e., vulgar, derogatory and obscene language.	Three Years
9	Appeal to the examiners in the answer books, to value liberally or to award more marks or to be sympathetic, etc.	One Year
10	Approaching or attempting to approach an examiner or getting other people to approach an examiner on his / her behalf	Permanent, Initiation of criminal action
11	Taking away from the examination hall, the whole or part of any used / unused question cum answer booklet, without handing it over to the room invigilator. Tampering with the Barcode.	Three Years
12	Candidates found smoking / intoxicated, or found to have entered into a quarrel of any kind, or to have misbehaved with the Chief Invigilator or with the inspection authorities or with the invigilator or with any other candidate either in the examination hall or inside the campus of the examination venue, either before, during or after the examination.	Three Years
13	Indulging in grave malpractices, including impersonation, amounting to subversion of the conduct of examination.	Permanent, Initiation of criminal action