



# TAMIL NADU PUBLIC SERVICE COMMISSION

**Advertisement No.671**

**Notification No.22/2023**

**DATED: 13.10.2023**

Applications are invited from eligible candidates **professing Hindu Religion only** through online mode upto **11.11.2023** for direct recruitment to the post of **Executive Officer, Grade-I** included in **Group-VII-A Services**.

***Only persons professing Hindu Religion as required by 'Section 10' of the Tamil Nadu Hindu Religious and Charitable Endowments Act, 1959 (Tamil Nadu Act, 22 of 1959) are eligible to apply.***

## **WARNING**

- All the recruitments conducted by the Tamil Nadu Public Service Commission are purely merit based.
- The Tamil Nadu Public Service Commission hereby cautions the applicants against touts and agents who may cheat, by making false promises of securing jobs through unfair means.
- The Tamil Nadu Public Service Commission shall not be responsible or liable for any loss that may be caused to any applicant on account of indulging in any sort of dealings with such unscrupulous elements.
- Applicants are solely responsible for their claims in the online application. They cannot blame service providers like internet cafes/browsing centers/Common Service centers for the mistakes made while applying online for recruitment.
- Applicants are advised to check the filled in online application before finally submitting the same.
- Applicants shall mandatorily upload the certificates / documents in support of all the claims made / details furnished in the online application at the time of submission of online application itself. It shall be ensured by the applicants that the online application is submitted with all the required certificates.
- Applicants are directed to read all the information / instructions / guidelines given in this notification and the Commission's "Instructions to applicants" before applying for this recruitment. Clarification if any required may be obtained over phone and email well ahead of the last date for submission of online application. Candidates should follow the instructions given in the online application also.

## **1. ONE TIME REGISTRATION:**

It is mandatory for applicants to register their basic particulars through one - time online registration system on payment of Rs. 150/- (Rupees One Hundred and Fifty only) towards registration fee and then they should apply online for this recruitment. The one-time registration will be valid for five years from the date of registration. Thereafter, the registration should be

renewed by paying the prescribed fee. **One Time Registration will not be considered as an application for any post. [For further details, refer para 2 of the Instructions to Applicants].**

## 2. DETAILS OF VACANCIES:

Name of the Post and Post Code	Name of the Service and Service Code	No. of vacancies	Scale of pay
<b>Executive Officer, Grade-I</b> (Code No. 1653)	Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Service (Code No. 009)	<b>9</b> [incl. <b>1</b> ST(G) C/F vacancy]	<b>Rs.37,700 – 1,38,500</b> (Level 20)

**Unless and otherwise specified, the number of vacancies notified is approximate and is liable to modification as indicated in para.11-A of 'Instructions to Applicants'.**

## 3. DISTRIBUTION OF VACANCIES:

The rule of reservation of appointments is applicable for this recruitment.

GT(G)	GT W(HH)	BC(OBCM)G	BC(OBCM)W	MBC/DC (G)	SC (G)	SC(A)	ST(G) **	Total
2	1	1	1	1	1	1	1	9

**\*\* Carried forward vacancy**

### **Abbreviation:**

*GT-General Turn; BC-Backward Classes; MBC/DC-Most Backward Classes / Denotified Communities; SC-Scheduled Castes; SC(A)-Scheduled Castes (Arunthathiyars); ST-Scheduled Tribes [G-General; W-Women; HH-Hard of Hearing; OBCM- Other than Backward Class Muslim]*

#### 4. IMPORTANT DATES AND TIME:

Date of Notification	<b>13.10.2023</b>	
Last date for submission of online application	<b>11.11.2023</b>	
Application Correction Window Period	<b>From 16.11.2023 - 12.01 A.M.</b>	<b>To 18.11.2023 - 11.59 P.M</b>
<b>Date and Time of Written Examination (Objective Type)</b>		
<b><u>Paper – I</u></b> <b>Part-A. கட்டாயத் தமிழ் மொழித் தகுதித் தேர்வு</b> <b>Part-B. General Studies</b>	<b>06.01.2024</b>	<b>09.30 A.M. to 12.30 P.M.</b>
<b><u>Paper – II</u></b> <b>Hindu Religious and Charitable Endowments Act, 1959</b>	<b>06.01.2024</b>	<b>02.30 P.M. to 05.30 P.M</b>
<b><u>Paper – III</u></b> <b>Law</b>	<b>07.01.2024</b>	<b>09.30 A.M. to 12.30 P.M.</b>

#### **Note:-**

- The applicants are permitted to submit and edit their online application till the last date for submission of online application.
- Candidates, who have made mistakes / errors and furnished wrong information in the online application inadvertently, can edit the application details in the Application Correction Window period also and furnish the correct details. After Correction Window Period, no modification is allowed and request in this regard will not be responded.
- Refer **Annexure-VII** of this notification regarding tentative timeline for the recruitment process.
- Applicant should submit only one application for this recruitment.

#### 5. QUALIFICATIONS:

##### **(A) AGE LIMIT (as on 01.07.2023):**

Sl. No.	Category of Applicants	Minimum Age	Maximum Age
1.	SCs, SC(A)s, STs, MBC/DCs, BC(OBCM)s, and Destitute Widows of all Castes.	30 Years (should have completed)	No Maximum Age Limit
2.	'Others' [i.e., candidates not belonging to SCs, SC(A)s, STs, MBC/DCs, BC(OBCM)s]		<b>37 Years *</b> (should not have completed)

### Abbreviations:-

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

### Note:

- i) \* As per G.O (Ms) No.91, Human Resources Management (S) Department, dated 13.09.2021, the Maximum Age Limit prescribed for appointment by direct recruitment has been enhanced by 2 years (35 to 37 years).
- (ii) "Others" [i.e., Applicants not belonging to SCs, SC(A)s, STs, MBC/DCs, BC(OBCM)s, BCMs] who have put in five and more years of service in the State/Central Government are not eligible even if they are within the age limit. (For further details refer para 3(F) of "Instructions to Applicants" and Section 3(r) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016)
- (iii) "No maximum age limit" shall mean that the applicants should not have completed **60 years of age** either on the date of notification or at the time of selection /appointment to the post.  
(For further details, refer to para 5 of the "Instructions to Applicants" and Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016)

### AGE CONCESSION:

#### (i) For Persons with Benchmark Disability:

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

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

#### (ii) For Ex-Servicemen:

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

(b) The maximum age limit is **50 years (48+2)** for "Others" (i.e.) applicants not belonging to any of the categories mentioned in (a) above.

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

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

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

**(B) EDUCATIONAL QUALIFICATION (as on 13.10.2023)**

Applicants should possess the following or its equivalent qualification awarded by any University or Institution recognized by the University Grants Commission:

<b>Educational Qualification</b>	<b>Preferential Qualification</b>
<b>Must possess a degree in Arts or Science or Commerce and also a degree in Law of any University or Institution recognized by the University Grants Commission</b>	Provided that other things being equal, preference shall be given to the employees of Religious Institutions (other than Government Servants) who have put in not less than 5 years of Service. Provided that other things being equal, preference shall be given to persons who hold a Diploma in Epigraphy and Archaeology awarded by the Institute of Epigraphy in Tamil Nadu.

**Note:**

- (i) The qualification prescribed for the post should have been obtained by passing the required qualification in the following order of studies: 10<sup>th</sup> + HSC or its equivalent + (Bachelor's degree + B.L. degree) / 5 years B.L. Degree as required under Section 25 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016. Results of the examination should have been declared on or before the date of Notification.  
*[Section 20(4) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016]*
- (ii) **Applicants claiming equivalence of qualification to the prescribed qualification, should upload and submit evidence for equivalence of qualification, in the form of Government Order issued on or before the date of this Notification and produce it when called for, failing which, their application will be summarily rejected, after due process.** The government orders regarding equivalence of qualification issued after the date of this Notification will not be accepted.  
(For further details regarding equivalence of qualification, refer note under para.9 of the ["Instructions to Applicants"](#)).
- (iii) According to G.O.Ms.No.318, Personnel and Administrative Reforms (R) Department, dated 29.12.1997 and G.O.Ms.No.139, Personnel and Administrative Reforms (M) Department, dated 07.10.2009, applicants who possess the Professional degree or any degree, along with a degree in Law are eligible to this recruitment. (For details, refer [Annexure-I](#) of the Notification and also to the disclaimer annexed to the Notification).

### (C) CERTIFICATE OF PHYSICAL FITNESS:

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

Standard of vision	Certificate of physical fitness
Standard III	Form prescribed for Executive post

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

### (D) KNOWLEDGE IN TAMIL

Applicants should possess adequate knowledge in Tamil. (For further details refer para 14(I) of 'Instructions to Applicants'.)

### 6. FEES:

a)	<b><u>Registration Fee</u></b>  For One Time Registration [G.O.(Ms).No.32, Personnel and Administrative Reforms (M) Department, dated 01.03.2017].  <b><u>Note</u></b> Applicants who have already registered in One Time online Registration system and are within the validity period of 5 years are exempted.	Rs.150/-
b)	<b><u>Examination Fee</u></b>  <b><u>Note</u></b> The Examination fee <b>should be paid</b> at the time of submitting the online application for this recruitment if they are not eligible for the concession noted below.	Rs.150/-

**EXAMINATION FEE CONCESSIONS:**

Category	Concession	Condition(s)
(i) Scheduled Castes/Scheduled Caste (Arunthathiyars) and Scheduled Tribes	Full Exemption	-
(ii) Persons with Benchmark Disability, Destitute Widow of all categories	Full Exemption	(i) For Differently Abled Persons, the disability should be not less than 40%. (ii) For DWs, the DW certificate should have been obtained from the RDO / Sub Collector / Assistant Collector
(iii) Most Backward Classes/ Denotified Communities/ Backward Classes (Other than Muslims)	Three free chances	Should not have availed three free chances in the earlier recruitments.
(iv) Ex-Servicemen	Two free chances	(i) Should not have availed two free chances in the earlier recruitments. (ii) Fee concession will not apply to those who have already been recruited to any class or service or category.

**Note:**

- The total number of free chances availed, will be calculated on the basis of claims made in previous applications, either via a single One Time Registration ID or multiple One Time Registration ID or applications made without One Time Registration ID.
- The number of free chances availed by the applicants may be verified by the Commission at any stage of the selection process.
- In case an applicant who makes a false claim for exemption from payment of 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 examination and selections conducted by the Commission.
- Applicants are directed to carefully choose the option 'Yes' or 'No' regarding availing the fee concession. The choice made, cannot be modified or edited after successful submission of application.
- Applicants are advised in their own interest, to keep an account of the number of times the fee concession has been availed, irrespective of the information displayed in the <Application History> of the applicant's dashboard.
- An application (irrespective of the post applied for) claiming fee concession will operate to exclude one chance from the number of free chances allowed.

- g) Applicants who have availed the maximum number of free chances permitted / applicants who do not wish to avail of the fee concession / applicants who are not eligible for fee concession shall choose the option 'No' against the query regarding fee concession. Such applicants shall thereafter pay the requisite fee through the prescribed mode of payment.
- h) Failure to pay the prescribed fee in time, along with the online application, will result in the rejection of application after due process.

(For further details regarding examination fee concession, refer to para 6 of "Instructions to Applicants").

## 7. MODE OF PAYMENT OF EXAMINATION FEE:

- i. Written Examination fee of Rs.150/- (Rupees One Hundred and Fifty only), is payable by online through Net Banking / Credit card / Debit card on or before the date of submission of online application by choosing the option in the online application.
- ii. Applicants have to pay the service charges also as applicable.
- iii. Applicants can avail exemption from paying examination fee as per eligibility criteria.
- iv. **Offline mode of payment, if any received in the form of Demand Draft / Postal Order etc. will not be accepted and the applications forwarded with such modes of payment will be summarily rejected and the same will not be either returned or refunded.**
- v. The Commission is not responsible for online payment failure **or delayed reconciliation of fee by the banks.**

[For further details regarding the Examination fee, refer para.2 U of "Instructions to Applicants"]

## 8. CONCESSIONS:

- (i) Concessions in the matter of age and / or examination fees allowed to SCs, SC(A)s, STs, MBCs/DCs, BCs, Destitute Widows, Persons with Benchmark Disability and Ex-Servicemen are given in [paras. 3D, 5 and 6 of the 'Instructions to Applicants'](#).
- (ii) Persons claiming concessions referred to above and other claims made in the application have to upload evidence along with online Application for such claims, otherwise their application **will be rejected after due process.**

### **Note:**

In all cases, an **Ex-Serviceman once recruited** to a post in any class or service or category, **cannot claim the concession** of being called an Ex-Serviceman for his further recruitment. (Section 3(j) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016)



## 9. SCHEME OF EXAMINATION:

### OBJECTIVE TYPE (CBT METHOD) AND ORAL TEST

Subject	Duration	Maximum marks	Minimum qualifying Marks for Selection	
			SCs, SC(A)s, STs, MBC/ DCs and BCs	Others
<b>1. Paper-I</b> <b>Part-A</b> கட்டாயத் தமிழ் மொழித் தகுதித் தேர்வு (பத்தாம் வகுப்புத் தரம்) <b>100 questions/150 marks</b>	<b>3 Hours</b>	<b>150</b> <i>Marks secured in Part-A of Paper-I will not be taken into account for ranking</i>	<b>60 marks</b> <i>(40% of 150)</i>	<b>60 marks</b> <i>(40% of 150)</i>
<b>Part-B</b> <b>General Studies (Code No:003)</b>  100 questions / 150 marks  <b>General Studies</b> (Degree standard) 75 questions and <b>Aptitude and Mental Ability Test</b> (SSLC standard) 25 questions		<b>150</b>	<b>255</b>	<b>340</b>
<b>2. Paper-II (Code No.224) (200 Questions)</b> Hindu Religious and Charitable Endowments Act, 1959 <b>(Degree Standard)</b>	<b>3 Hours</b>	<b>300</b>		
<b>3. Paper-III (Code No.225) (200 Questions)</b> <b>Law (Degree Standard)</b>	<b>3 Hours</b>	<b>300</b>		
<b>4. Interview and Records</b>	<b>---</b>	<b>100</b>		
<b>Total</b>		<b>850</b>		

### Note:

- (a) Answer sheets of Part-B of Paper-I, Paper-II and Paper-III of the candidates will be evaluated, only if the candidate secures minimum qualifying marks i.e. 60 marks (40%) in Part-A of Paper-I and the **marks secured in Part-A of Paper-I will not**

**be taken into account for ranking. Refer G.O.(Ms) No.133, Human Resources Management (M) Department, dated 01.12.2021.**

- (b) Marks secured in Part-B of Paper-I, Paper-II and Paper-III will only be considered for ranking.
- (c) The questions in Paper-II will be set in Tamil only. The questions in Part-B of Paper-I and Paper-III will be set both in Tamil and English.
- (d) Appearance in all the papers of the Written Examination and the Oral Test is compulsory. Candidates who have not appeared for any one or more papers of the Main Written Examination or Oral Test shall not be considered for further selection, even if they secure the minimum qualifying marks for selection.
- (e) As per the orders issued in G.O. (Ms) No.49, Human Resources Management (M) Department, dated 23.05.2022, the Differently Abled Candidates can avail exemption from writing Part-A of Paper-I (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 shall upload Disability Certificate (**Refer Annexure-IV**) as prescribed in G.O. (Ms) No.08, Welfare of Differently Abled Persons (DAP-3.2) Department, dated 21.09.2021 while applying online.
- (f) Refer Para 17 of "Instructions to Applicants" in regard to instructions to be followed while appearing for competitive examinations conducted by the Commission.
- (g) The syllabus for Written Examinations are made available in the Commission's Website at 'www.tnpsc.gov.in' and also given in the **Annexure-II** of this notification.

## **10. SELECTION PROCEDURE:**

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

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

The candidates shall be admitted to the written examination, based on the claims made in the online application. Based on the results of the written examination, candidates shall be admitted to the online certificate verification. After online certificate verification, based on the marks obtained in the written examination and subject to the rule of reservation of appointments, wherever it applies, candidates shall be admitted to original certificate verification and oral test. The final selection will be made based on the total marks obtained by the candidates in the Written Examination and Oral Test taken together, subject to Rule of Reservation of Appointments. [For further details, refer to para 18(B) of the 'Instructions to Applicants']

## **11. CENTRE FOR EXAMINATION:**

**CBT** Examination will be held at **Chennai (0101)** Centre only.

### **Note:-**

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

## **12. GENERAL INFORMATION:**

### **(A) EMPLOYMENT DETAILS:**

#### **NO OBJECTION CERTIFICATE / INFORMATION TO THE EMPLOYER**

Candidates who are in the service of the Indian Union or a State in India or in the employment of Local Bodies or Universities or Quasi Government Organizations or Public Sector Units constituted under the authority of the Government of India or of a State in India, whether in regular service or in temporary service must inform the Commission of such fact, at the time of applying. Candidates need not send their applications through their Head of Department or office or employer. Instead, they shall directly apply to the Commission after duly informing their employer in writing that they are applying for the particular recruitment subject to the condition that they should produce "No Objection Certificate" in the format prescribed in para 14 (P) of the Commission's Instruction to Applicants, from an authority not below the Head of Department or Head of the Office or Employer at the time of online certificate verification.

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

### **(B) DECLARATION REGARDING CRIMINAL CASES (OR) DISCIPLINARY CASES:**

- (i) Details regarding Criminal case(s) filed against the candidate, acquittal, arrest, convictions, disciplinary proceedings etc., initiated / pending or finalized if any, should also be furnished to the Commission in the online application at the time of applying
- (ii) Candidates who have declared pending criminal or disciplinary cases in their online application, must upload / produce the copy of First Information Report (FIR) or memorandum of charges / show cause notice, as the case may be. Failure to upload / produce such papers when called for, shall result in rejection of candidature after due process.
- (iii) Candidates who have declared conviction in criminal cases or punishment in disciplinary cases, in their online application, must upload / produce the relevant court orders and/or release orders or memorandum of proceedings, as the case may be, when called for. Failure to upload / produce such papers, shall result in rejection of candidature after due process.
- (iv) In case of any criminal case is filed / disciplinary action is taken against or conviction / punishment is imposed on a candidate after submission of the on-line application at any stage of the recruitment process before the completion of entire selection process such candidates should report this fact to the Commission in the next immediate stage when Commission calls for uploading/ producing documents. **Failure to comply with these instructions shall result in rejection of candidature after due process and debarment for a period of one year. [Para.14 (S) of "Instructions to Applicants"]. Any violation of instruction therein will result in rejection of application and forfeiture of his/her candidature after due process.**

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

**(D) Person Studied in Tamil Medium**

**(The PSTM turn does not arise for this recruitment)**

- (i) As per Section 2(d) of the Tamil Nadu Appointment on preferential basis in the services under the State of Persons Studied in Tamil Medium (Amendment) Act, 2020, **Person studied in Tamil medium means a person who has studied through Tamil medium of instruction upto the educational qualification prescribed for direct recruitment in the rules or regulations or orders applicable to any appointment in the services under the State.**
- (ii) Candidates claiming to be Persons studied in Tamil Medium (PSTM) must upload / 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/she had studied **the entire duration of the respective course(s) through Tamil Medium of instruction.**
- (iii) **Candidates claiming PSTM must upload / produce the following documents as evidence of having studied in the Tamil medium, all educational qualification upto the educational qualification prescribed i.e., from 1<sup>st</sup> Standard to SSLC, HSC, (UG Degree + B.L. Degree)/ B.L.(5 years Degree).**

**Example:**

***If the prescribed educational qualification is Degree, then the candidate should have studied the SSLC, Higher Secondary Course and Degree through Tamil Medium of instruction.***

***(Refer para 14(R) (iii) "Example" of Instructions to Applicants)***

- (iv) If no such document as evidence for 'PSTM' is available, a certificate from the Registrar / Principal / Head Master / Controller of Examinations / Director of the Educational Institution, as the case may be, in the prescribed format must be uploaded / produced, for each and every educational qualification up to the educational qualification prescribed.
- (v) Failure to upload / produce such documents as evidence for 'Persons Studied in Tamil Medium' for all educational qualification up to the educational qualification prescribed, shall result in the rejection of candidature after due process.
- (vi) 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.

***(For further details refer to para. 14 (R) of the "Instructions to Applicants")***

**(E) LITIGATIONS:**

The selection for appointment to the said posts is purely provisional subject to the final orders in the writ petitions, if any, pending on the files of the Hon'ble High Court of Madras and its Madurai Bench.

**(F) PERSONS WITH BENCHMARK DISABILITY:**

(i) As per **G.O. (Ms.) No. 20, Welfare of Differently Abled Persons (DAP.3.2) Department, dated 20.06.2018**, the said post has been identified as suitable for differently abled persons with the disabilities –**HH, AC** [HH-Hard of Hearing, AC-Acid attack victims].

(ii) Persons with Benchmark Disability should submit / upload a copy of Disability Certificate in the format prescribed in the Rights of Persons with Disabilities Rules, 2017 [Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Government of India] and issued by the competent authority defined in GO Ms. No. 28, Welfare of Differently Abled Persons (DAP 3.1), dated 27.07.2018.

[For further details refer Para. 14 (M) of "Instructions to Applicants"]

**(G)** If no qualified and suitable women applicants are available for selection against the vacancies reserved for them, those vacancies will be filled by male applicants belonging to the respective communal categories. (Section 26(5) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016).

**(H)** Wherever vacancies are reserved for Arunthathiyars on preferential basis, even after filling the vacancies reserved for SC (Arunthathiyars) on preferential basis, if more number of qualified Arunthathiyars are available, they shall be entitled to compete with the other Scheduled Castes in the inter-se-merit among them and if any posts reserved for Arunthathiyars remain unfilled for want of adequate number of qualified applicants, it shall be filled by Scheduled Castes other than Arunthathiyars. (Section 27 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016).

**(I) Evidence for all the claims made in the online application should be uploaded/ at the time of submitting online application and the same to be submitted in time when documents are called for. Any subsequent claim made after submission of online application will not be entertained. Failure to upload / submit the documents within the stipulated time limit will entail rejection of application after due process.**

**(J)** Suppression of following material information in the online application regarding (i) free chances availed (ii) Employment in the Service of the Indian Union or a State in India or in the employment of Local Bodies or University or Quasi Government Organization or Public Sector units constituted under the authority of the Government of India or of a State in India in regular service or temporary service (iii) Wilful suppression of criminal cases / disciplinary action pending / punishments if any, against the applicant (iv) violation of undertaking given by the applicant in the online application etc., may invite suitable penal action including debarment for a specific period as decided by the Commission for various recruitments/ selections conducted by the Commission, besides rejection of application after due process.

- (K) Correct and true information regarding arrest, convictions, criminal or any disciplinary proceedings initiated / pending or finalised, debarment / disqualification by any recruiting agency, participation in agitation or any political organisation, candidature in election for Parliament / State Legislature / Local Bodies etc., if any, should also be furnished to the Commission at the time of applying. The details thereof, i.e. originals of the judgement / order / G.O. dropping further action in the departmental proceedings or any document that may prove the suitability of such applicants for appointment in such cases must be produced at the stage / time of certificate verification without fail. All such events that occur after the submission of application and till the date of his / her selection and appointment, shall be reported to the Commission forthwith. Failure to report on the part of the applicant will be considered as suppression of material information and will attract suitable penal action. [\[For further details refer para 12 of the Instructions to applicants\]](#)
- (L) **Incomplete applications and applications containing wrong claims or incorrect particulars relating to category of reservation / eligibility / age / gender / communal category / educational qualification / medium of instruction / physical qualification / other basic qualifications and other basic eligibility criteria will be summarily rejected after due process.**
- (M) One Time Registration is not an application for any post / recruitment. Though the details/particulars have already been furnished by the applicants under One Time Registration system, **the claims made in the online application for this recruitment alone will be taken into consideration.** The Commission will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application for this recruitment.
- (N) **DETERMINATION OF COMMUNITY FOR TRANSGENDER:**
- (i) The Transgender candidates, who do not possess any community certificate may choose to be considered under "Others" or as per G.O.(Ms.) No.28, Backward Classes, Most Backward Class and Minorities Welfare Department, dated 06.04.2015 under "Most Backward Class".
  - (ii) The Transgender candidates who belong to Scheduled Caste/ Scheduled Caste (Arunthathiyar) / Scheduled Tribe communities and possess community certificate as such, shall be considered as per their respective community.
  - (iii) The Transgender candidates who belong to the communities other than Scheduled Caste/ Scheduled Caste (Arunthathiyar) / Scheduled Tribe and possess community certificate as such, are permitted to choose to be considered as belonging to their own community or as Most Backward Class whichever is advantageous to them, at the time of One Time Registration itself. Once the individual opts to be considered as a particular community, it shall be crystallized and this option shall not be changed in future. [{Refer G.O.\(Ms.\) No.90, Social Welfare and Nutritious Meal Programme \[SW8\(2\)\] Department, dated 22.12.2017 and Para. 14 \(F\) \(vi-xi\) of "Instructions to Applicants"}](#)

**(O) RESERVATION IN EMPLOYMENT FOR TRANSGENDER:**

- (i) The Transgender candidates who identify themselves as 'Female' shall be considered against both 30% reservation for women as well as 70% reservation for the General category (both Men & Women).
- (ii) The Transgender candidates, who identify themselves as 'Male' or 'Transgender', shall be considered against the 70 % reservation for General category (both Men & Women).
- (iii) The above concessions shall be granted subject to production of certificate identifying them as Transgender or Transgender (Male) or Transgender (Female), as the case may be, issued by the Tamil Nadu Transgender Welfare Board (TNTGWB). They should upload the certificate at the time of applying online.

**(P) SECURITY:**

In regard to the security to be furnished by the Executive Officer, Grade -I, the rules framed under Section 116(2) (xvi) of the Tamil Nadu Hindu Religious and Charitable Endowments Act, 1959 (Tamil Nadu Act 22 of 1959) shall apply.

**13. OTHER IMPORTANT INSTRUCTIONS:**

- (a) **Applicants should ensure their eligibility for the examination.** Before applying for / appearing for the examination, the applicants should ensure their eligibility for such examination and that they fulfil all the conditions in regard to age, educational qualifications, number of chances for fee concession, etc., as prescribed by the Commission's notification. Their admission to all stages of the examination will be purely provisional, subject to their satisfying the eligibility conditions. Mere admission to the written examination / certificate verification / oral test or inclusion of name in the selection list will not confer on the candidates any right to appointment. The candidature is therefore, provisional at all stages and the Commission reserves the right to reject candidature at any stage, after due process even after selection has been made, if a wrong claim or violation of rules or instructions is confirmed.

[Refer Para.11 (B) (C) and (D) of "Instructions to Applicants"]

- (b) The memorandum of admission (Hall Ticket) for eligible applicants will be made available in the Commission's website **www.tnpscexams.in** / **www.tnpsc.gov.in** for downloading by applicants. The memorandum of admission will **not** be sent by post. The applicants must comply with each and every instruction given in the memorandum of admission also.

[Refer in Note (g) under Para 2(V) of "Instructions to applicants"]

- (c) **Online Correspondence :** Applicants requiring clarification, can contact the office of the Tamil Nadu Public Service Commission in person or over the Toll-Free No. **1800 419 0958** on all working days between 10.00 am and 5.45 pm. Queries relating to One Time Registration/ online application may be sent to [helpdesk@tnpscexams.in](mailto:helpdesk@tnpscexams.in) Other queries may be sent to [grievance.tnpsc@tn.gov.in](mailto:grievance.tnpsc@tn.gov.in)

[Refer in Note (h),(i),(j) under Para 2(V) of "Instructions to applicants"]



- (d) **COMMUNICATION TO APPLICANTS:** Individual communication regarding the date and time of certificate verification and oral test will not be sent to the applicants by post. The details will be made available on the Commission's website and they should watch the Commission's website in this regard.
- (e) ***During the process of recruitment i.e. from the date of Notification to till the completion of selection process, NO information / clarification / particulars / details of selection / recruitment will be furnished to any petitions including petitions under Right to Information Act.***
- (f) **MOBILE PHONES AND OTHER ARTICLES BANNED:**
  - (i) Except the permitted writing material (Black ball point pen), applicants are not allowed to bring cellular phones, electronic or any other type of calculators, watches and rings with inbuilt memory notes, recording devices either as a separate piece or part of something used by the applicant such as watch or ring etc., or any other electronic devices and non - electronic devices such as P&G design data book, mathematical and drawing instruments, log tables, stencils of maps, slide rules books, notes, loose sheets, rough sheets, hand bags etc., into the examination hall / room.
  - (ii) If they are found to be in possession of any such things or instruments, they will not be allowed to write the examination further, besides invalidation of answer paper and / or debarment. If it is considered necessary, they will be subjected to thorough physical search including frisking on the spot.
  - (iii) Applicants are advised, in their own interest, not to bring any of the banned items including mobile phones to the venue of the examination, as arrangements for safekeeping of the same cannot be assured. (For further details refer Para 17 of "Instructions to Applicants").
- (g) ***On verification at any time before or after the written examination / certificate verification / oral test, if it is found that they do not fulfil any of the eligibility conditions, their candidature for the recruitment will be summarily rejected after due process. If any of their claims made in the online application is found to be incorrect, it will lead to rejection of their candidature after due process and suitable penal action including debarment.***
- (h) **UNFAIR MEANS STRICTLY PROHIBITED:** No applicant shall copy from the papers of any other applicant or permit his / her papers to be copied or give or attempt to give or obtain or attempt to obtain irregular assistance of any description.
- (i) **CONDUCT IN THE EXAMINATION HALL:** No applicant should misbehave in any manner or create a disorderly scene in the examination hall or harass the staff employed by the Commission for the conduct of the examination. Any such misconduct will be viewed seriously and penalised.
- (j) For violation of "Instructions to Applicants" in any manner, suitable penalty will be imposed as per [Para 17-E to "Instructions to Applicants"](#) or as deemed fit by the Commission.
- (k) (i) Tentative answer keys will be hosted in the Commission's website within 6 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].

- (ii) 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.
- (iii) 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.
- (iv) 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.
- (v) The Commission shall not publish the final answer key until the completion of the entire selection process.
- (vi) 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.
- (vii) After conclusion of the entire selection process, complete particulars of all candidates who had applied for recruitment to the post shall be made available on the Commission's website.

[Refer Para 17(D) (v) to (xiii) of "Instructions to Applicants"]

### **Instructions to candidates appearing for Computer Based Test (CBT)**

The candidate has to appear for the examination where he has been allotted to the examination. Change of centre or venue is not permitted. He has to carry the Hall Ticket (Admission Card) and same has to be produced at the examination venue. Each candidate will be assigned a Computer to take up the examination. Candidates will be provided with a user name and password to login the system. Necessary instructions will be displayed on screen. Kindly read all the instructions carefully.

- i. Candidates are not permitted to carry any electronic and / or communication device into the examination hall. They are advised not to bring the electronic gadgets with them.
- ii. Computer Based online Test (CBT) is similar to paper pen shading test.
- iii. In Computer Based online Test, questions with five options each will be displayed in the computer screen.
- iv. Candidate can use only the mouse to select the correct answers and proceed with answering the questions.
- v. Candidates will be provided with a paper for doing rough work. After closure of the examination, rough sheet will be collected.
- vi. 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
- vii. Candidates can review any question and the answers, and the answers can be changed at any time before the closure of examination. They can skip the questions also, if they desire so.

- viii. The Question and optional answers will be shuffled randomly and displayed to the candidate.
- ix. Candidate can submit their answers at any time during the examination.
- x. Once the answers are submitted, the candidates have no option to proceed further.
- xi. If the candidate fails to submit their answers, the system will automatically submit the answers to the server, at the closure of the examination.
- xii. No computer knowledge is required to take up the Computer Based online Test. Knowledge in Mouse operation is suffice to take up the Computer Based online Test.
- xiii. The question and answers can be zoomed to the required level for the candidates with visual impairment. Candidates have to sign the attendance sheet and affix thumb impression for verification of his/her identity. 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. The Examination Hall will be under camera surveillance. To acquaint with the operation of Mouse and the CBT, the candidates can take up the mock test available in the Commissions website ([www.tnpsc.gov.in](http://www.tnpsc.gov.in)) and they can practice the usage of mouse in the mock test. Mock test is similar to the CBT to be held on the day of examination. In the Mock test, all the steps are given similar to the CBT. Candidate can practice the mock test as many times as he/she likes.
- xiv. Answer sheet of the candidate, which was answered other than the subject mentioned by the candidate in the online application / specified in the Hall Ticket will be invalidated.
- xv. Additional instruction for Computer Based Test (CBT) is provided at Annexure-VI.

**[Also, refer Instructions to Candidates appearing for CBT Examination available in the Commission's website]**

#### **14. HOW TO APPLY:**

- I. Applicants should apply only through online mode in the Commission's website [www.tnpsc.gov.in](http://www.tnpsc.gov.in) or [www.tnpscexams.in](http://www.tnpscexams.in)
- II. 'One Time Registration' using Aadhaar is mandatory before applying for any post. Applicant should register only once in the One Time Registration by paying Rs.150/- as registration fee. Successfully registered One Time Registration is valid for five years from the date of registration. All the applications should be submitted using the One Time Registration ID and password registered by the applicant.
- III. To apply under One Time Registration System, applicants should have a scanned image of their photograph, certificates specified, if any, and signature in CD/DVD/Pen Drive to upload the same, as per the specifications given in the guidelines for scanning and uploading of photograph and signature.
- IV. No applicant is permitted to create more than one registration ID under One Time Registration System.
- V. Applicants should enter the Unique ID and Password to view the already available information and update them. They shall not share the ID / PASSWORD with any other Person or Agency.
- VI. **One Time Registration is not an application for any post.** It is just a collection of information from the applicants and provides a separate dashboard to each applicant to facilitate maintenance of their own profile. Applicants who wish to apply for this recruitment shall click "[Apply](#)" against the recruitment notified in the

Commission's website using the same USER ID and PASSWORD given for ONE TIME REGISTRATION.

VII. Applicants should select the name of the post / Recruitment for which the applicant wishes to apply.

VIII. Online applications uploaded without the photograph, details of specified documents and signature will be rejected after due process.

**IX. Application Correction Window:**

After the last date for submission of online application, the candidates are allowed to edit their online application during the Online Application Correction Window period as mentioned in para 4 of the Notification (Important Date and Time). After the last date of Correction Window period, no modification is allowed in the online applications. The applications will be processed as per the details finally furnished by the candidates. It is the responsibility of the candidates and the Commission has no liability for subsequent rejection of application caused due to editing the details already submitted in application. Request / representation addressed to the Commission for modification of claims in the online application, in any mode, will not be entertained.

**X. APPLICATION PRINT OPTION:**

- a. After submitting the application, applicants can save / print their application in PDF format.
- b. On entering user ID and password, applicants can download their application and print, if required.
- c. Applicants need not send the printout of the online application or any other supporting documents to the Commission.

[For further details refer para 2 of "Instructions to Applicants"]

**15. UPLOAD OF DOCUMENTS:**

**I. In respect of recruitment to this post, the applicants shall mandatorily upload the certificates / documents (in support of all the claims made / details furnished in the online application) at the time of submission of online application itself. It shall be ensured that the online application shall not be submitted by the applicants without mandatorily uploading the required certificates.**

The applicants shall have the option of verifying the uploaded certificates through their OTR. If any of the credentials have wrongly been uploaded or not uploaded or if any modifications are to be done in the uploading of documents, the applicants shall be permitted to upload / re-upload the documents till two days prior to the date of hosting of Hall Tickets for this post (i.e. twelve days prior to the date of examination (CBT Method))

[Refer Annexure-V for the list of documents to be uploaded by the Applicants. For further details refer para 2W of "Instructions to Applicants"]

**II. Intimation to the Candidates: Individual Communication regarding the Date and Time of Certificate Verification (CV) and Oral Test (OT) will not be sent to the applicants by Post. The details will be made available in the Commission's website. However, the Commission provides an additional facility to the candidates by informing the above said date and time of Certificate Verification**

and Oral Test etc., via SMS and e-mail through their registered Mobile Number and email ID. Candidates are directed to watch the Commission's website periodically for all updates and intimations. Commission is not responsible for failure / delay in delivery of SMS / email to the candidates due to any reason including technical issues. Any representation from the candidates for non-receipt of SMS or e-mail will receive no attention.

**16. LAST DATE FOR SUBMISSION OF APPLICATION:**

Online application can be edited / submitted upto **11.11.2023 till 11.59 P.M.**, after which the link will be disabled. Online application correction window period is from 16.11.2023-12.01 AM to 18.11.2023-11.59 PM. The applicants are permitted to upload / re-upload the documents upto 24.12.2023 till 11.59 P.M. after which the link will be disabled.

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

**DISCLAIMER**

"The Government orders relating to Equivalence of qualification are available on the Tamil Nadu Public Service Commission's website. However, if the applicant possesses an equivalence of qualification other than one mentioned in the Commission's website and if Government orders to this effect have been issued on or before the date of this notification, applicants should furnish the details of the same while applying and should produce a copy of the Government orders, when called for by the Tamil Nadu Public Service Commission, failing which their application will be rejected after due process. The Government orders regarding equivalence of qualification issued after the date of this notification will not be considered for this recruitment".

**Secretary**

## ANNEXURE-I

தமிழ்நாடு அரசு  
சுருக்கம்

கல்வி தகுதி - பொதுப் பணிகளில் நியமனம் செய்ய தொழிற்கல்வி பட்டங்களான (Professional Degrees) சட்டப் பட்டப் படிப்பு (B.L.) பொறியியல் பட்டப் படிப்பு (B.E.) மற்றும் மருத்துவப் பட்டப் படிப்பு (M.B.B.S) கால்நடை மருத்துவப் பட்டப்படிப்பு (B.V.Sc.) ஆகியவற்றை இளங்கலை மற்றும் அறிவியல் பட்டப் படிப்புகளுக்கு (B.A., B.Sc., etc.) சமமானதாகக் கருதி அங்கீகாரம் அளித்தல் - ஆணைகள் வெளியிடப்படுகின்றன.

பணியாளர் மற்றும் நிருவாகச் சீர்திருத்தத் (ஆர்) துறை

அரசு ஆணை நிலை எண்.318

நாள்: 29.12.97

படிக்கப்பட்டது:-

1. அரசு ஆணை நிலை எண்.441, பணியாளர் மற்றும் நிருவாகச் சீர்திருத்தத் (ஆர்) துறை, நாள் 20.12.93.
2. தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணையச் செயலாளரின் கடித எண்.2088/BA/91, நாள் 27.6.91.
3. தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணையச் செயலாளரின் கடித எண்.6190/PD-D3/93, நாள் 19.1.95.
4. தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணையச் செயலாளரின் கடித எண்.8500/RND-A5/96, நாள் 6.5.97.

ஆணை:

அரசினர் கண்காணிப்பு இல்லத்தில் கண்காணிப்பாளர் பணியிடத்திற்கு இளங்கலைப் பட்டம், இளங்கலை அறிவியல், வணிகவியல் பட்டம், வணிக நிர்வாகப் பட்டம், இளங்கலை இலக்கியம் (BA./B.Sc./B.Com/DOL/BBM/B.Litt.) ஆகிய பட்டப் படிப்புகளை கல்வி தகுதியாக நிர்ணயிக்கப்பட்டுள்ளது. இப்பணியிடத்தை நிரப்ப தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணையத்தின் மூலம் 1990-ஆம் ஆண்டு நடத்தப்பட்ட தேர்வில் கலந்துகொண்ட நபர்களில் ஒருவர் மேலே குறிப்பிட்ட பட்டப் படிப்புகளில் தகுதி பெறாமல் மதுரை காமராசர் பல்கலைக் கழகத்தால் வழங்கப்பட்ட சட்டப் படிப்பை பெற்றிருந்தார். எனினும், இக்கல்வித் தகுதி இப்பதவிக்குரிய தகுதிகளில் ஒன்றாக நிர்ணயம் செய்யப்படவில்லை. எனவே, தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணையம் இது குறித்து மேல்நிலை பள்ளிக் கல்வித் தேர்வில் (HSC) தேர்வு பெற்ற பின்னர் சட்டப் பட்டப் படிப்புக்கு தேர்வு பெற ஐந்தாண்டுகள் ஆகிறது எனவும், ஆனால் பட்டப் படிப்புகளில் தேர்வு பெற 3 ஆண்டுகளே ஆகின்றன எனவும், எனவே, பள்ளி மேல்நிலை கல்வி தகுதி பெற்ற பின்னர் 5 ஆண்டுகள் படித்து பெற்ற சட்டப் படிப்பினை முதுநிலைப் பட்டப் படிப்பிற்கு இணையாக அல்லது பட்டப் படிப்புகளுக்கு மேலாக கருதலாம் எனவும், இதற்கொப்ப பொது விதிகளில் திருத்தம் கொண்டுவரும்படி அரசைக் கேட்டுக்கொண்டது.

2. மேலே கூறப்பட்ட தேர்வாணையத்தின் ஆலோசனையின் மீது சென்னைப் பல்கலைக் கழகப் பதிவாளர் மற்றும் சட்டக் கல்வி இயக்குநர் ஆகியோரின் கருத்துப் பெறப்பட்டு, 20.12.93 நாளிட்ட பணியாளர் மற்றும் நிருவாகச் சீர்திருத்தத் துறையின் அரசு ஆணை நிலை எண்.441-ன் மூலம் தேர்வாணையத்தின் தலைவரை தலைமையாகக் கொண்ட குழுவின் முன்னர் பரிந்துரைக்கு வைக்கப்பட்டது. 14.12.96 அன்று நடந்த அக்குழுக் கூட்டத்தில் ஐந்து ஆண்டு சட்டப் பட்டப் படிப்பை இளநிலை பட்டப் படிப்புகளுக்கு உயர்வானதொரு பட்டத்திற்கு இணையானதாகக் கருத முடியாது என்றும், சட்டப் பட்டப் படிப்பு சட்டக் கல்வியிலுள்ள இளநிலை பட்டப் படிப்பு ஆகும். எனவே, ஐந்து ஆண்டு பட்டப் படிப்பை இளநிலையில் உள்ள கலை, அறிவியல் மற்றும் இலக்கியம் போன்ற பட்டப் படிப்புக்கு இணையானதாகக் கருதலாம் எனவும் பரிந்துரை செய்தது. குழுவின் பரிந்துரையினை ஆய்வு செய்தபோது, இதேபோன்று, இதர தொழில் கல்வியில் வழங்கப்படும் பட்டங்களையும் (பொறியியல், மருத்துவம், கால்நடை மருத்துவத் துறையில் வழங்கப்படும் இளங்கலை பட்டப் படிப்பு) இளங்கலை மற்றும் அறிவியல் பட்டப் படிப்பிற்கு சமமானதாகக் கருதலாம் என்பது குறித்தும் சம்பந்தப்பட்டத் துறைகளுடன் கலந்தாலோசிக்கப்பட்டது.

3. மீண்டும் 11.4.97 அன்று நடந்த குழுக் கூட்டத்தில் இது குறித்து விவாதிக்கப்பட்டு, தொழிற்கல்வி பட்டங்களையும் (அதாவது பொறியியல், மருத்துவம், கால்நடை மருத்துவம் ஆகிய துறைகளில் வழங்கப்படும் இளநிலை பட்டங்களையும், மேல்நிலை பள்ளிக் கல்வித் தேர்ச்சிக்கு பின்னர் 5 ஆண்டு சட்டப் படிப்பில் வழங்கப்படும் இளநிலை பட்டத்தையும்) இளங்கலை மற்றும் அறிவியல் இளநிலை பட்டப் படிப்புகளுக்குச் (BA./B.Sc./B.Litt.) சமமாகக் கருதலாம் என இக்குழு தீர்மானித்து அரசுக்குப் பரிந்துரை செய்துள்ளது.

4. இக்குழுவின் பரிந்துரைகளை அரசு தீவிர பரிசீலனை செய்தபின் இதனை ஏற்றுக் கொள்ளலாம் என முடிவெடுத்துள்ளது. அவ்வாறே தொழிற் கல்வியில் (Professional Degrees) (அதாவது பொறியியல், மருத்துவம், கால்நடை மருத்துவம் ஆகிய துறைகளில் வழங்கப்படும் இளநிலை பட்டங்களையும் (B.E., M.B.B.S., B.V.Sc.,) மேல்நிலை பள்ளிக் கல்வித் தேர்ச்சிக்கு பின்னர் 5 ஆண்டு சட்டப் படிப்பில் வழங்கப்படும் இளநிலை பட்டத்தையும் (B.L.) இளங்கலை மற்றும் அறிவியல் இளநிலை பட்டப் படிப்புகளுக்குச் (BA./B.Sc./B.Litt., etc.) சமமாகக் கருதி பொதுப் பணிகளில் வேலை வாய்ப்பிற்கு அங்கீகாரம் அளித்து அரசு ஆணையிடுகிறது.

(ஆளுநரின் ஆணைப்படி)

பெ.பாஸ்கரதாஸ்,  
அரசு செயலாளர்.

பெறுநர் :

அனைத்துத் தலைமைச் செயலகச் செயலாளர்கள், சென்னை-9.

அனைத்துத் துறை தலைமை அலுவலர்கள்,

செயலர், தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணையம், சென்னை-2.

பள்ளிக் கல்வி இயக்குநர், சென்னை-35.

பதிவாளர், சென்னை பல்கலைக் கழகம், சென்னை-5.

நகல் :

அனைத்துத் தலைமைச் செயலகத் துறைகள், சென்னை-9.

பணியாளர் மற்றும் நிருவாகச் சீர்திருத்தத் துறையின் அனைத்துப்

பிரிவுகள், சென்னை-9.

முதலமைச்சர் அலுவலகம், சென்னை-9.

/பணிநீதனுப்பப்படுகிறது/

(ஓம்/-) ச.ஆறுமுகம்,  
பிரிவு அலுவலர்.



**தருக்கம்**

கல்வித் தகுதி - பொதுப்பணிகள் நியமனம் செய்ய தொழிற்கல்வி பட்டங்கள் (Professional Degrees) சட்டப் பட்டப் படிப்பு (B.L.) பொறியியல் பட்டப்படிப்பு (B.E), மருத்துவப் பட்டப்படிப்பு (M.B.B.S.), கால்நடை மருத்துவப் பட்டப் படிப்பு (B.V.Sc.) மற்றும் இளங்கலை அறிவியல் (வேளாண்மை) (B.Sc. Agri) ஆகியவற்றை இளங்கலை பட்டப்படிப்பு மற்றும் இளங்கலை அறிவியல் பட்டப் படிப்புகளுக்கு (B.A., B.Sc., etc) இணையாக கருதி அங்கீகரித்து - ஆணை - வெளியிடப்படுகிறது.

**பணியாளர் மற்றும் நிருவாகச் சீர்திருத்தத் (எம்) துறை**

அரசாணை (நிலை) எண். 139

நாள் : 07-10-2009  
புரட்டாசி 21,  
திருவள்ளூர் ஆண்டு 2034

**படிக்கப்பட்டது :**

1. அரசாணை (நிலை) எண் 318 பணியாளர் மற்றும் நிருவாகச் சீர்திருத்தத்(ஆர்) துறை நாள் 29-12-1997.
2. தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணைய தேர்வுக் கட்டுப்பாட்டு அலுவலர் மற்றும் செயலர் (பொறுப்பு) அவர்களின் கடித எண் 4642/ஆர்.என்.டி.-அ5 / 98 நாள் 21-09-1998.
3. தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணைய செயலரின் நே.மு.க.எண் 2284/ ஆர்.என்.டி.-எப்1/08 நாள் 27-11-2008.

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**ஆணை :**

பார்வை ஒன்றில் படிக்கப்பட்ட அரசாணையில் தொழிற்கல்வியில் (Professional Degrees) அதாவது பொறியியல், மருத்துவம், கால்நடை மருத்துவம் ஆகிய துறைகளில் வழங்கப்படும் இளநிலை பட்டங்களையும் (B.E., M.B.B.S., B.V.Sc.) மேல்நிலை பள்ளிக் கல்வித் தேர்ச்சிக்குப் பின்னர் 5 ஆண்டு சட்டப் படிப்பில் வழங்கப்படும் இளநிலை பட்டத்தையும் (B.L.) இளங்கலை மற்றும் அறிவியல் இளநிலை பட்டப் படிப்புகளுக்குச் (B.A., B.Sc., B.Com.) சமமாகக் கருதி பொதுப்பணிகளில் வேலை வாய்ப்பிற்கு அங்கீகாரம் அளித்து அரசு ஆணை வெளியிட்டது.

2. பார்வை இரண்டில் படிக்கப்பட்ட கடிதத்தில், அரசுப்பணியாளர் தேர்வாணைய செயலர், இளங்கலை அறிவியல் (வேளாண்மை) படித்தவர்கள் தொகுதி VII-க்கான நேரடித் தேர்வில் கலந்து கொள்ள விண்ணப்பித்துள்ளதாகவும், பார்வை ஒன்றில் படிக்கப்பட்ட அரசாணையில், இளங்கலை அறிவியல் (வேளாண்மை) பட்டம் சேர்க்கப்படாததால், அக்கல்வித்தகுதியையும் சேர்த்து மேற்குறிப்பிட்டுள்ள ஆணைக்கு திருத்தம் வெளியிடுமாறு கேட்டுக்கொண்டுள்ளார்.

3. மேலும், பார்வை 5-ல் படிக்கப்பட்ட தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணையச் செயலரின் நேர்முக கடிதத்திலும் 27-11-2008 நடந்த இணைக் கல்வி தகுதி நிர்ணய குழுவிலும் இளங்கலை அறிவியல் (வேளாண்மை) [B.Sc., (Agriculture)] மற்றும் இதர தொழிற்கல்வி பட்டங்களை இளங்கலை மற்றும் அறிவியல் இளநிலை பட்டப் படிப்புகளுக்குச் (B.A., B.Sc., B.Com.) சமமாகக் கருதி பொதுப்பணிகளில் (Public Services) வேலைவாய்ப்பு வழங்க பரிந்துரைத்துள்ளது.



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4. இக்குழுவின் பரிந்துரையினை அரசு தீவிரமாக பரிசீலனை செய்தபின், இதனை ஏற்றுக் கொள்ள அரசு முடிவெடுத்துள்ளது. அவ்வாறே பார்வை ஒன்றில் படிக்கப்பட்டுள்ள அரசாணையில் பத்தி 4ல், இளங்கலை மற்றும் அறிவியல் இளநிலை பட்டப்படிப்புகளுக்குச் (B.A., B.Sc., B.Com.,) சமமாக அரசு அங்கீகாரம் அளித்துள்ள தொழிற்கல்விகளுடன் சேர்த்து இளம் அறிவியல் (வேளாண்மை) [B.Sc. (Agriculture)] மற்றும் இதர தொழிற்கல்வி பட்டப்படிப்பினையும் சேர்த்து பொதுப்பணிகளில் வேலை வாய்ப்பு வழங்க அரசு அங்கீகாரம் அளித்து ஆணையிடுகிறது.

(ஆளுநரின் ஆணைப்படி)

கே.என். வெங்கட்ரமணன்  
அரசுச் செயலாளர்.

பெறுநர்

அனைத்துத் தலைமைச் செயலகச் செயலாளர்கள், சென்னை - 9.

அனைத்துத் துறைத் தலைமை அலுவலர்கள்.

செயலர், தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணையம், சென்னை - 2.

பள்ளிக் கல்வி இயக்குநர், சென்னை - 35.

பதிவாளர், சென்னை பல்கலைக்கழகம், சென்னை - 5.

நகல்: -

அனைத்துத் தலைமைச் செயலகத் துறைகள், சென்னை - 9.

பணியாளர் மற்றும் நிருவாகச் சீர்திருத்தத்துறையின் அனைத்துப் பிரிவுகள்,  
சென்னை - 9.

சிறப்பு நேர்முக உதவியாளர், அமைச்சர் (மின்சாரம்), சென்னை - 9.

சிறப்பு நேர்முக எழுத்தாளர், அரசுச் செயலாளர், பணியாளர் மற்றும் நிருவாக  
சீர்திருத்தத்துறை.

ப.ம.நி.சீ (நி.சீ. II) பிரிவு

இ.கோ./உ.ந

/ஆணைப்படி அனுப்பப்படுகிறது/

பிரிவு அலுவலர்.

03/10/09



**Annexure-II**  
**Executive Officer Grade-I (Group VII-A Services)**  
**Paper-I – Part-A**

**கட்டாயத் தமிழ் மொழித் தகுதித் தேர்விற்கான பாடத்திட்டம்**  
**(கொள்குறி வினாவிற்கான தலைப்புகள்)**  
**பத்தாம் வகுப்பு தரம்**

1. பிரித்தெழுதுதல் / சேர்த்தெழுதுதல்.
2. எதிர்ச்சொல்லை எடுத்தெழுதுதல்.
3. பொருந்தாச் சொல்லைக் கண்டறிதல்.
4. பிழை திருத்தம் (i) சந்திப்பிழையை நீக்குதல் (ii) மரபுப் பிழைகள், வழுஉச் சொற்களை நீக்குதல் / பிறமொழிச் சொற்களை நீக்குதல்.
5. ஆங்கிலச் சொல்லுக்கு நேரான தமிழ்ச் சொல்லை அறிதல்.
6. ஒலி மற்றும் பொருள் வேறுபாடறிந்து சரியான பொருளையறிதல்.
7. ஒரு பொருள் தரும் பல சொற்கள்.
8. வேர்ச்சொல்லைத் தேர்வு செய்தல்.
9. வேர்ச்சொல்லைக் கொடுத்து / வினைமுற்று, வினையெச்சம், வினையாலணையும் பெயர், தொழிற் பெயரை / உருவாக்கல்.
10. அகர வரிசைப்படி சொற்களை சீர் செய்தல்.
11. சொற்களை ஒழுங்குப்படுத்தி சொற்றொடராக்குதல்.
12. இருவினைகளின் பொருள் வேறுபாடு அறிதல்.  
(எ.கா.) குவிந்து-குவித்து
13. விடைக்கேற்ற வினாவைத் தேர்ந்தெடுத்தல்.
14. எவ்வகை வாக்கியம் எனக் கண்டெழுதுதல் - தன்வினை, பிறவினை, செய்வினை, செயப்பாட்டு வினை வாக்கியங்களைக் கண்டெழுதுதல்.
15. உவமையால் விளக்கப்பெறும் பொருத்தமான பொருளைத் தேர்ந்தெழுதுதல்
16. அலுவல் சார்ந்த சொற்கள் (கலைச் சொல்)
17. விடை வகைகள்.

18. பிறமொழிச் சொற்களுக்கு இணையான தமிழ்ச் சொற்களைக் கண்டறிதல் (எ.கா.) கோல்டு பிஸ்கட் – தங்கக் கட்டி.
19. ஊர்ப் பெயர்களின் மருஉவை எழுதுக (எ.கா.) தஞ்சாவூர் – தஞ்சை
20. நிறுத்தற்குறிகளை அறிதல்.
21. பேச்சு வழக்கு, எழுத்து வழக்கு (வாரான் – வருகிறான்).
22. சொற்களை இணைத்து புதிய சொல் உருவாக்கல்.
23. பொருத்தமான காலம் அமைத்தல்  
(இறந்தகாலம், நிகழ்காலம், எதிர்காலம்).
24. சரியான வினாச் சொல்லைத் தேர்ந்தெடு.
25. சரியான இணைப்புச் சொல்  
(எனவே, ஏனெனில், ஆகையால், அதனால், அதுபோல).
26. அடைப்புக்குள் உள்ள சொல்லைத் தகுந்த இடத்தில் சேர்க்க.
27. இருபொருள் தருக.
28. குறில் – நெடில் மாற்றம், பொருள் வேறுபாடு.
29. கூற்று, காரணம் – சரியா? தவறா?
30. கலைச் சொற்களை அறிதல் :-  
எ.கா. – Artificial Intelligence – செயற்கை நுண்ணறிவு  
Super Computer – மீத்திறன் கணினி
31. பொருத்தமான பொருளைத் தெரிவு செய்தல்
32. சொற்களின் கூட்டுப் பெயர்கள் (எ.கா.) புல்-புற்கள்
33. சரியான தொடரைத் தேர்ந்தெடுத்தல்
34. பிழை திருத்துதல் (ஒரு-ஓர்)
35. சொல் – பொருள் – பொருத்துக
36. ஒருமை-பன்மை பிழை
37. பத்தியிலிருந்து வினாவிற்கான சரியான விடையைத் தேர்ந்தெடு.

**Paper-I – Part-B: General Studies**  
**(Degree Standard) (Objective Type) (Code No. 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.

### **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 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.

**PAPER - II - HINDU RELIGIOUS AND CHARITABLE ENDOWMENTS ACT, 1959  
(DEGREE STANDARD) OBJECTIVE TYPE**

**Code No.224**

**UNIT-I:** Hinduism, Hindu Scriptures – Origin and development - Vedas, Upanishads, Bhagavad Gita – Epics, Puranas, Agamas, 4000 Prabhandams, Thevaram, Thiruvagasam, Thirumanthiram, Periyapuranam.

**UNIT-II:** Hindu Religion – Saivism, Vaishnavism, Saktam, Kaumiram, Ganapatyam and Sauram.

**UNIT-III:** Hindu Saints and Sages, Socio-Religious Reformists: – Alvars, Nayanmars, Ramalinga Swamigal, Sankara, Ramanuja, Madhva - Contemporary Hindu Movements –Ramakrishna Mission - Sri Aurobindo, Ramana Maharishi. Siddhars, pattinathar, Thayumanavar.

**UNIT-IV:** Basic Concepts of Hindu Philosophical system, Hindu Ethics: Orthodox – Nyaya – Vaisesika; Samkhya – Yoga Mimamsa – Vedanta; Saiva Siddhanta; Heterodox – Basic concept of Jainism – Professional Ethics for temple administrators - Maintenance of temples – Public relations.

**UNIT-V:** Hindu Culture, Temple: Cultural heritage of the Hindus - Temple Architecture and Sculpture – Temple Icons - Fine Arts – Music, Dance, Drama, Discourses - . Temple – Temple structure, Sthala Vriksham, Sthala Puranas, Temple Ponds, Special Sannathis and Murtis Temple worship – Temple Poojas and Festivals – Custom and usage of Hindus.

**UNIT-VI: PRELIMINARY CONTROLLING AUTHORITIES**

Short title, Extent and commencement – Power to extend Act to Jain Institutions - Power to extend Act to Charitable endowments – Exemptions - Definitions – Advisory Committee – District committee – Commissioner and other controlling authorities – Powers of Commissioner and other Controlling authorities.

## **UNIT-VII: GENERAL PROVISIONS OF RELIGIOUS INSTITUTIONS**

Powers and duties of Commissioner in respect of religious Institutions – Power to enter Religious Institutions - Qualification of Trustees – Trustees and their number and terms of office = Chairman – Power to suspend dismiss or remove trustees.

## **UNIT-VIII: PROPERTY**

Preparation of Registers – Property and Thittam – Alienation of immovable trust property – Utilisation of surplus funds - Procedure and mode of eviction Penalty and Recovery – Appeal.

## **UNIT-IX: EXECUTIVE OFFICER**

Appointment and duties - Appointment and duties – Appointment of Office holders and servants in Religious Institutions – Punishment of Office holders and servants.

## **UNIT-X: AUDIT AND FINANCE, MISCELLANEOUS**

Budgets of Religious Institutions – Accounts and Audit report and rectification -Contribution and Audit fees – Legal proceedings fee – Common good fund – Religious and Charitable Endowments Administration fund - Power to inspect – putting trustee or Executive Officer in possession – Power to Government to call for records – Power of Government to review – Limitation – Power to make rules.



## **PAPER -III - LAW (DEGREE STANDARD) OBJECTIVE TYPE**

**Code No.225**

### **UNIT-I: JURISPRUDENCE**

1. Sources of Law Legislation, Precedent and custom
2. Schools of Jurisprudence; Analytical, Historical, Philosophical and Sociological
3. Concepts; Rights and Duties, Person, Possession and Ownership

### **UNIT-II: CONSTITUTIONAL LAW**

Definition and meaning of Constitution- Fundamental Rights-Directive Principles of State Policy and Fundamental Duties -Separation of Powers-Doctrine of Checks and Balances - Doctrine of Judicial Review - Essentials of Federalism- - Emergency provisions.

### **UNIT-III: CONTRACTS**

Nature of contract - Essentials of Contract-valid, voidable, void agreements - Performance of Contract - Discharge of contracts - Quasi contracts - Indemnity and Guarantee – Bailment - Sale of Goods – Partnership.

### **UNIT-IV: LAW OF TORTS**

Nature and scope – definition - foundation of tortious liability - general defences- vicarious liability – Nuisance – Negligence - Assault- battery-distress-defamation.

### **UNIT-V: LAW OF CRIMES**

Definition of crime - essential elements of crime- General Defences- offences against state - offences against human body - offences against property.

### **UNIT-VI: HUMAN RIGHTS LAW**

United Nations Charter based Human rights Institutions- Commission on Human rights, Human rights committee- Human rights and International Judicial bodies-Role of Indian judiciary in the development of Human rights Law - The National Commission for Minorities Act, 1992- The Protection of Human rights Act 1993-The Persons with Disabilities Act 1995 and rules 1996.

### **UNIT-VII: ADMINISTRATIVE LAW**

Origin and development of administrative law –Delegated legislation- Procedural fairness and Judicial review-Judicial control of administration discretion-m Liability of states-ombudsman, lokpal, lokayukta and central vigilance commission.

## **UNIT-VIII: ENVIRONMENTAL LAW**

Environment and Environmental Law- factors responsible for environmental pollution- Water prevention and control of pollution act 1974- EPA Act 1986- Air act 1981- Wildlife protection Act 1972- Forest conservation Act 1980- Biodiversity act 2002- Municipal solid waste- Ground water Authority Act 1987.

## **UNIT-IX: TRANSFER OF PROPERTY ACT**

1. Lease, and tenancy
2. Mortgage
3. Sale Gift etc.,
4. Tamil Nadu Revenue Recovery Act, 1864
5. Tamil Nadu Buildings ( Lease and Rent Control) Act, 1960
6. Tamil Nadu Court of Wards Act, 1902.

## **UNIT-X: PERSONAL LAW & HERITAGE AND ARCHAEOLOGY**

Personal Law relating Hindus, Muslims and Christians

1. Sources of Hindu Law
2. Creation of Charitable and Religious Endowments
3. Adoption and Maintenance
4. Minority and Guardianship
5. Succession
6. Tamil Nadu Temple Entry Authorization Act, 1947
7. The Ancient Monuments and Archaeological Sites and Remains Act, 1958
8. The Madras Ancient and Historical Monument and Archaeological Sites and Remains Act, 1966
9. The Tamil Nadu Ancient and Historical Monument and Archaeological Sites and Remains Act, 1971
10. The Antiquities and Art Treasures Act, 1972
11. Antiquities Treasures Rules, 1973
12. The Ancient Monuments and Archaeological Sites and Remains (Amendments and Validation) Act, 2010
13. The Tamil Nadu Heritage Commission Act, 2012.

ANNEXURE-III

CERTIFICATE OF PHYSICAL FITNESS BY

A SINGLE MEDICAL OFFICER  
THE CIVIL MEDICAL BOARD

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

I/We do hereby certify that I/We have examined (full name) Thiru / Thirumathi / Selvan / Selvi \_\_\_\_\_ a Candidate \_\_\_\_\_ for employment under the Government as \_\_\_\_\_ in the \_\_\_\_\_ Office in the \_\_\_\_\_ Department and whose signature is given above and cannot discover that he / she has any disease, communicable or otherwise, constitutional affliction or bodily infirmity / except that his / her weight is in excess of / below the standard prescribed, or except

I / We do not consider this a disqualification of the employment he / she seeks.  
His / Her age is according to his / her own statement \_\_\_\_\_ years and by appearance about \_\_\_\_ / \_\_\_\_ years.

I/We also certify that he / she has marks of Small Pox / Vaccination.

Chest measurement in Inches	On full Inspiration
	On full expiration
	Difference expansion

Height in ft.

Weight in kg.

Cardio-Vascular System

Respiratory System

His / Her vision is normal

Hypermetropic/

Myopic/

Astigmatic/

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

Hearing is normal / defective (much or slight)

Urine - Does chemical examination show

(i) Albumen

(ii) Sugar State

specific gravity:

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

1.

2.

SIGNATURE:

RANK:

DESIGNATION:

PRESIDENT:

Member (I)

(II)

STATION:

DATE:

STATION:

DATE:

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

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

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

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

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

CANDIDATE'S SIGNATURE

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

MedI. I-68.

ANNEXURE-IV

APPENDIX-I

Certificate regarding physical limitation in an examinee to write

This is certify that I have  
examined Mr./Ms./Mrs. \_\_\_\_\_ (Name of  
the candidate with disability) a person with \_\_\_\_\_  
(Nature and percentage of disability as mentioned in the certificate of disability),  
S/o/D/o \_\_\_\_\_ a resident of  
\_\_\_\_\_ (Village / District / State and to state that He / She  
has physical limitation which hampers his / her writing capabilities owing to his /  
her disability.

Due to the above mentioned disability following concession may be  
given:- 1. Exemption from Tamil / Second Language.

2. Extra \_\_\_\_\_ hours for writing theory exam.
3. Allocation of a scribe.
4. Overlooking spelling mistakes and grammatical errors.
5. Using calculator / assistive devices
6. \_\_\_\_\_ (Any other assistive devices or  
concessions).

**\*strike out the non applicable.**

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

Name & Designation

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

Place:

Date:

Signature / Thumb impression  
of the Differently Abled Person

Note:

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

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

## **ANNEXURE-V**

### **LIST OF DOCUMENTS TO BE UPLOADED**

(Not less than in 200KB in PDF)

(Single or multiple Page in 200KB in PDF)

1.	SSLC Mark Sheet
2.	HSC Mark Sheet or its equivalent
3.	<u>Educational qualification:</u> <b>1. UG Degree and B.L Degree / B.L Degree (5 years)</b> <b>2. Diploma in Epigraphy and Archaeology awarded by the Institute of Epigraphy, Tamil Nadu (If applicable)</b> <b>3. PG Degree &amp; IPG Degree (If applicable)</b> <b>[As per para 5(B)]</b>
4.	G.O. for Equivalence of qualification to the prescribed qualification (if applicable)
5.	Community Certificate from Competent authority
6.	Differently Abled Certificate obtained from the Medical Board / Differently Abled book (if applicable)
7.	Certificate regarding physical limitation in an examinee to write - Exemption for Tamil Eligibility Test (if applicable) - Annexure-IV
8.	Destitute Widow Certificate (if applicable)
9.	Ex-servicemen Certificate (if applicable)
10.	Transgender ID Card with Gender (if applicable)
11.	Gazetted copy for name change (if applicable)
12.	No Objection Certificate (if applicable)
13.	Documents / Court Orders proving Acquittal / Conviction or FIR in case of pending cases for Criminal cases registered (if applicable)
14.	Evidence for PSTM from 1 <sup>st</sup> standard to required Education Qualification (if applicable)
15.	Evidence for Hindu Religion (Transfer Certificate)
16.	Other Documents i.e., Experience Certificate, etc., (if any)

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

**EXPERIENCE CERTIFICATE (MODEL FORMAT)**

1	Name of the Employee and Date of Birth	:	
2	Designation of the Employee	:	
3	Name and Address of the Religious Institution(s)	:	
4	Period of Experience	:	From (date) ..... To (date) .....
5	Total Experience (In Years/ Months/ Days)	:	
6	Whether Attendance Register / Attendance Rolls / Pay Register and other records /available for this Employee	:	Yes / No

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

Office Seal:

Date:

Place:

**Signature**

Name & Designation  
of the Issuing Authority

**Note:**

Authority who issues the certificate is being cautioned that issuing of any certificate containing false details will lead to legal / penal action on him/her.

**ANNEXURE-VI**

**COMPUTER BASED TEST (CBT)**  
**IMPORTANT INSTRUCTIONS**  
**OBJECTIVE TYPE**

- a) One question will be displayed on the screen at a time.
- b) Time available for you 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**. At the beginning of exam, timer will show 180 minutes (240 minutes for Differently Abled candidates with scribe) which will reduce gradually with passage of time. When the timer reaches zero, the examination will end by itself and your examination will be submitted by the system automatically.

**c) 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.

2. 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.

3. 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.

#### **d) Answering a Question**

- i) The questions will appear on the screen in ascending order, which can be answered one by one.
- ii) To select your answer of a question, click on the button of one of the options.
- iii) **Click on Save and Next button after answering every question to save your answer.** Otherwise your answer will not be saved.
- iv) To deselect your chosen answer, click on the button of the chosen option again or click on the **Clear Response** button.

#### **e) 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.

**Any attempt of malpractice found, will render you liable to such action or penalty as Commission may decide.**

**ANNEXURE-VII**

**TENTATIVE TIMELINE FOR THE RECRUITMENT PROCESS**

<b>Sl. No.</b>	<b>Process</b>	<b>Timeline</b>
<b>1.</b>	<b>Last date upto which the application can be submitted/edited/ payment of fees can be made</b>	<b>11.11.2023</b>
<b>2.</b>	<b>Online Application Correction Window Period</b>	<b>From 16.11.2023 (12.01 A.M.) To 18.11.2023 (11.59 P.M.)</b>
<b>3.</b>	<b>Last date upto which the uploaded documents can be edited / uploaded / re-uploaded</b>	<b>24. 12.2023</b>
<b>4.</b>	<b>Publication of Result for Written Examination</b>	<b>March 2024</b>
<b>5.</b>	<b>Certificate Verification / Oral Test</b>	<b>April 2024</b>

**Secretary**