



## TAMIL NADU PUBLIC SERVICE COMMISSION

NOTIFICATION NO: 19(A)/2012

DATED:13.06.2012

Applications are invited only through online mode upto 13.07..2012 for admission to the Written Examination for direct recruitment against the vacancies for the years 2011-12 and 2012-13 in the following posts mentioned in Table-I and II included in **Combined Subordinate Services Examination-I [Service Code No.004]**

**Table-I**

**Posts for which selection is made in two successive stages (i) Written Examination, (ii) Oral Test**

Sl. No	Name of the Post and Post Code	Name of the Service	No. of vacancies	Scale of pay
1)	<b>Sub-Registrar</b> Grade –II (Post Code : 1071)	Tamil Nadu Registration Subordinate Service	52*	Rs.9300-34800+ Grade Pay Rs.4800/- (PB2)
2)	<b>Municipal Commissioner,</b> Grade-II (Post Code : 1092)	Tamil Nadu Municipal Commissioner Subordinate Service	14	Rs.9300-34800+ Grade Pay Rs.4600/- (PB2)
3)	<b>Assistant Section Officer</b> in Finance Department, Secretariat (Post Code : 1074)	Tamil Nadu Secretariat Service	4	Rs.9300-34800+ Grade Pay Rs.4600/- (PB2)
4)	<b>Assistant Section Officer</b> in Law Department, Secretariat (Post Code :1073 )	Tamil Nadu Secretariat Service	3	Rs.9300-34800+ Grade Pay Rs.4600/- (PB2)
5)	<b>Assistant Section Officer</b> in TNPSC (Post Code : 2201)	Tamil Nadu Secretariat Service (TNPSC)	5	Rs.9300-34800+ Grade Pay Rs.4600/- (PB2)
6)	<b>Assistant Inspector</b> in Local Fund Audit Department (Post Code : 1069)	Tamil Nadu Local Fund Audit Subordinate Service	361*	Rs.9300-34800+ Grade Pay Rs.4300/- (PB2)
7)	<b>Junior Employment Officer</b> in Employment and Training Department (Post Code : 1017)	Tamil Nadu General Subordinate Service	2	Rs.9300-34800+ Grade Pay Rs.4400/- (PB2)
8)	<b>Junior Employment Officer</b> (Differently Abled) in Employment and Training Department (Post Code : 2203)	Tamil Nadu General Subordinate Service	1	Rs.9300-34800+ Grade Pay Rs.4400/- (PB2)
9)	<b>Senior Inspector</b> of Co-operative Societies (Post Code : 1014)	Tamil Nadu Co-operative Subordinate Service	181	Rs.9300-34800+ Grade Pay Rs.4200/- (PB2)

10)	<b>Audit Inspector</b> in the Audit Wing of Hindu Religious and Charitable Endowments Administration Department (Post Code : 1029)	Tamil Nadu Ministerial Service	38	Rs.9300-34800+ Grade Pay Rs.4200/- (PB2)
11)	<b>Supervisor of Industrial Co-operatives</b> in the Industries and Commerce Department (Post Code : 1022)	Tamil Nadu Industries Subordinate Service	8	Rs.9300-34800+ Grade Pay Rs.4200/- (PB2)
12)	<b>Assistant Inspector of Labour in the Labour Department</b> (Post Code : 1068)	Tamil Nadu Labour Subordinate Service	20	Rs.9300-34800+ Grade Pay Rs.4800/- (PB2)
13)	<b>Supervisor / Junior Superintendent</b> in Tamil Nadu Agricultural Marketing / Agricultural Business Department (Post Code : 1087)	Tamil Nadu Agricultural Marketing Subordinate Service	162*	Rs.9300-34800+ Grade Pay Rs.4200/- (PB2)
14)	<b>Deputy Inspector of Survey</b> in Survey and Settlements Department (Post Code : 1093)	Tamil Nadu Survey and Land Record Subordinate Service	2	Rs.9300-34800+ Grade Pay Rs.4300/- (PB2)
15)	<b>Industrial Co-operative Officer</b> in Industries and Commerce Department (Post Code : 2258)	Tamil Nadu Industries Subordinate Service	30	Rs.9300-34800+ Grade Pay Rs.4900/- (PB2)
16)	<b>Special Assistant</b> in the Vigilance and Anticorruption Department (Post Code : 2265)	Tamil Nadu Ministerial Service	5	Rs.9300-34800+ Grade Pay Rs.4400/- (PB2)

17)	<b>Junior Co-operative Auditor</b> in the Department of Co-operative Audit (Post Code : 1016)	Tamil Nadu Co-operative Subordinate Service	229*	Rs.5200-20200+Grade Pay Rs.2400/- (PB2)
18)	<b>Revenue Assistant</b> in Revenue Department in the following Districts (District-wise Number of vacancies / Post Code No.)  Ariyalur – 6 (Post Code No:2120) Chennai – 12 (Post Code No:1033) Coimbatore – 4 (Post Code No:1034) Cuddalore – 24 (Post Code No:1035) Dharmapuri – 14 (Post Code No:1036) Dindigul – 5	Tamil Nadu Ministerial Service	380	Rs.5200-20200+ Grade Pay Rs.2800/-(PB1)

(Post Code No:1037) Erode – 8 (Post Code No:1038) Kancheepuram – 1 (Post Code No:1039) Kanyakumari – 15 (Post Code No:1040) Karur – 2 (Post Code No:1041) Krishnagiri – 4 (Post Code No:2200) Madurai – 4 (Post Code No:1042) Nagapattinam – 15 (Post Code No:1043) Namakkal – 5 (Post Code No:1044) The Nilgiris – 15 (Post Code No:1045) Perambalur – 3 (Post Code No: 1046) Pudukkottai – 1 (Post Code No:1047) Ramanathapuram - 19 (Post Code No: 1048) Salem - 29 (Post Code No:1049) Sivaganga – 11 (Post Code No:1050) Thanjavur – 22 (Post Code No:1051) Theni - 1 (Post Code No:1052) Thoothukudi – 19 (Post Code No:1056) Tiruchirappalli - 5 (Post Code No:1057) Tirunelveli – 35 (Post Code No:1058) Tiruppur – 19 (Post Code No:2202) Tiruvallur – 19 (Post Code No:1053) Tiruvannamalai – 7 (Post Code No:1054) Tiruvarur – 6 (Post Code No:1055) Vellore - 23 (Post Code No:1059) Villupuram – 15 (Post Code No:1060)	Tamil Nadu Ministerial Service	Rs.5200-20200+ Grade Pay Rs.2800/- (PB1)
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	Virudhunagar – 12 (Post Code No:1061)			
19)	<b>Audit Assistant</b> in the Accounts Branch of Highways Department (Post Code No: 1018)	Tamil Nadu General Subordinate service	8	Rs.5200-20200+Grade Pay Rs.2400/-(PB1)
20)	<b>Accountant</b> in Treasuries and Accounts Department (Post Code No:1062 )	Tamil Nadu Treasuries and Accounts Subordinate Service	123*	Rs.5200-20200+Grade Pay Rs.2800/-(PB1)

**TABLE-II****Posts for which selection is made only by Written Examination**

21)	<b>Personal Clerk</b> in Finance Department, Secretariat (Post Code No: 1079)	Tamil Nadu Secretariat Service	4	Rs.5200-20200+ Grade Pay Rs.2800/-(PB1)
22)	<b>Assistant</b> in the Revenue Administration Department (Post Code No: 1030)	Tamil Nadu Ministerial Service	22	Rs.5200-20200+Grade Pay Rs.2800/- (PB1)
<b>Assistant in various Departments in the Tamil Nadu Ministerial Service</b>				
23)	<b>Assisnt</b> in Industries and Commerce Department (Post Code No: 1027)	Tamil Nadu Ministerial Service	15	Rs.5200-20200 + Grade Pay Rs.2800/- (PB1)
24)	<b>Assistant</b> in Medical and Rural Health Department (Post Code No: 2207)		245*	
25)	<b>Assistant</b> in Registration Department (Post Code No. 2218)		145	
26)	<b>Assistant</b> in Prison Department (Post Code No: 2205)		15	
27)	<b>Assistant</b> in Police Department (Post Code No: 2206)		172*	
28)	<b>Assisnt</b> in Civil Supplies and Consumer Protection Department (Post Code No: 1026)		27**	
29)	<b>Assistant</b> in Transport Department (Post Code No: 2216)		99*	
30)	<b>Assistant</b> in Land Administration Department (Post Code No:1031)		2	
31)	<b>Assistant</b> in Backward Classes Department (Post Code No: 2259)		9**	
32)	<b>Assistant</b> in Disciplinary Proceedings Department (Post Code No: 2260)		2**	
33)	<b>Assistant</b> in Fisheries Department (Post Code No: 2261)		45**	

34)	<b>Assistant</b> in PWD Department (Post Code No: 2262)	Tamil Nadu Ministerial Service	335**	Rs.5200-20200 + Grade Pay Rs.2800/- (PB1)
35)	<b>Assistant</b> in Technical Education Department (Post Code No: 2263)		91**	
36)	<b>Assistant</b> in Labour Department (Post Code No: 2264)		211**	
37)	<b>Assistant</b> in Employment and Training Department (Post Code No: 2266)		74**	
38)	<b>Accountant</b> in Employment and Training Department (Post Code No: 2267)		17**	
39)	<b>Assistant</b> in the Tamil Nadu Public Service Commission (Post Code No: 1081)	Tamil Nadu Secretariat Service(TNPSC)	24	Rs.5200-20200+ Grade Pay Rs.2400/- (PB1)
40)	<b>Assistant</b> in Secretariat (other than Law and Finance Department) (Post Code No: 1075)	Tamil Nadu Secretariat Service	134	
41)	<b>Assistant</b> in Tamil Nadu Legislative Assembly (Post Code No:1084 )	Tamil Nadu Legislative Assembly Secretariat Service	8	
42)	<b>Lower Division Clerk</b> in Tamil Nadu Legislative Assembly (Post Code No:1086 )		17	

<b>Assistant in the Divisions of Commercial Taxes Department</b>				
43)	Chennai Divisions (South), (North), (East) and (Central) (Post Code No: 2208)	Tamil Nadu Ministerial Service	97	Rs.5200-20200 + Grade Pay Rs.2800/- (PB1)
44)	Salem Division (Post Code No: 2210)		28	
45)	Vellore Division (Post Code No: 2211)		42	
46)	Coimbatore Division (Post Code No: 2212)		71	
47)	Madurai Division (Post Code No: 2213)		22	
48)	Tirunelveli Division (Post Code No: 2214)		30	
			<b>TOTAL</b>	

**Note:-**

The vacancies in respect of Registration Department, Local Fund Audit Department, Registrar of Co-operative Societies, Tamil Nadu Agricultural Marketing / Agricultural Business Department, Co-operative Audit Department, Treasuries and Accounts Department, Medical and Rural Health Services Department, Police Department and Transport Departments have been included in this notification pending approval of the staff committee. Hence the selection against these vacancies will be made only on approval of the staff committee.

The vacancies in respect of Post of Assistant in Backward Classes Department, Disciplinary Proceedings Department, Fisheries Department, Civil Supplies and Consumer Protection Department, Public Works Department, Technical Education Department, Labour Department and Employment and Training Department (including the post of Accountant) have been included in this notification pending issue of amendment to Tamil Nadu Ministerial Service and approval of the staff committee. Hence, the selection against these vacancies will be made only on receipt of issue of amendment to Tamil Nadu Ministerial Service and approval of the staff committee.

In respect of the vacancies for the year 2012-13 allotment of candidates to the departmental units will be taken up in phases.

**2. IMPORTANT DATES:-**

A	Date of Notification	13.06.2012	-
B	Last date for submission of applications	13.07.2012	-
C	Last date for payment of Fee through Bank or Post Office	17.07.2012	-
D	Date of Written Examination	12.08.2012	10:00 A.M. to 1:00 P.M.

**3. QUALIFICATIONS: -****(A) AGE (as on 1.07.2012)**

Sl. No.	Category of Candidates	Minimum Age (should have completed)	Maximum Age (should not have completed)
1	Scheduled Caste / Scheduled Caste (Arunthathiyars), Scheduled Tribes Most Backward Classes / Denotified Communities., Backward Classes, Backward Classes (Muslims) and Destitute Widows of all castes	18 Years	35 years
2	"Others" [ i.e Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs ]		30 years

The Minimum and Maximum age limits will be applicable to all the posts **except** for the following posts: -

Sl. No.	Name of the post	Minimum Age (should have completed)	Maximum Age (should not have completed)
1	Sub-Registrar, Grade-II	20 years	30 years
2	Junior Employment Officer (DA)	18 years	40 years

**Note:**

- (1) No maximum age limit for SCs, SC (Arunthathiyar), STs, MBCs/DCs, BCs (Other than BCMs), BCMs and Destitute Widows of all castes.
- (2) Candidates not belonging to SCs, SC (Arunthathiyar), STs, MBCs/DCs, BCs(Other than BCMs), BCMs (i.e. others) who have put in five years of service in the State/Central Government are not eligible to apply, even though they are within the age limit.
- (3) The Technical and Non-Technical staff of TANSI/IFAD who are facing retrenchment and have not been absorbed in the Government Corporations/Undertakings may also apply (evidence to be produced), if they satisfy all the prescribed qualifications **except** age. The relevant age rule will be relaxed by the Government in their favour, if they come up for selection.

**(B)(a) EDUCATIONAL QUALIFICATION:**

Candidates should possess the following or its equivalent Qualification on the date of this Notification. Viz., **13.06.2012**

Sl. No.	Name of the Post	Educational Qualification	Preference
1.	<b>Sub-Registrar Grade –II</b>	A Bachelor's degree of any university or Institution recognised by the UGC for the purpose of its grant.	Provided that other things being equal preference shall be given to persons who possess a B.L. degree in addition to the qualification specified .
2.	<b>Municipal Commissioner, Grade-II</b>	A Bachelor's degree of any university or Institution recognised by the UGC for the purpose of its grant.	
3.	<b>Assistant Section Officer (Finance Department) in Secretariat.</b>	<b><u>A Master's Degree in</u></b> Commerce or Economics or Statistics OR <b><u>A Bachelor's Degree in</u></b> Commerce or Economics or Statistics with a pass in the final examination of the ICWA.	

4.	<b>Assistant Section Officer (Law Department) in Secretariat</b>	Must possess B.L. Degree	
5.	<b>Assistant Section Officer in TNPSC.</b>	(i) A Master's Degree. or (ii) A Bachelor's Degree and BGL Degree or (iii) A Bachelor's Degree with first class in any one of the parts. Provided that in the case of a candidate belonging to SC, SC(A), ST, MBC/DC, BC (Other than BCM) and BCM it shall be sufficient if he/she holds a Bachelor's degree.	
6.	<b>Assistant Inspector in Local Fund Audit Department</b>	A degree of B.A. or B.Sc., or B. Com., or B.O.L of Annamalai University or B.B.A of Madurai Kamarajar University or B.Litt., of Madras University or B.B.M or B. Litt., of Bharathiyar University	
7.	<b>Junior Employment Officer</b>	A degree in Arts or Science or Commerce or B.O.L of Annamalai University or B.B.A of Madurai Kamarajar University or B.Litt., of Madras University or B.B.M or B.Litt., of Bharathiyar University	



8.	<b>Junior Employment Officer (DA)</b>	<p>a) A degree in Arts or Science or Commerce or B.O.L of Annamalai University or B.B.A of Madurai Kamarajar University or B.Lit., of Madras University or B.B.M or</p> <p>B. Litt., of Bharathiyar University</p> <p>(b) Differently Abled persons whose physical disability shall not be less than 40%. Differently Abled person who applies for appointment to the post of Junior Employment Officer-DA should produce at the time of certificate verification, a Medical Certificate obtained from a Medical Officer of the rank not lower than that of the Civil Assistant Surgeon showing the nature and degree of his Physical impairment.</p>	
9.	<b>Senior Inspector of Co-operative Societies</b>	<p>Any Degree or</p> <p>A Diploma in Rural Services awarded by the National Council for Rural Higher Education.</p> <p>or</p> <p>A Diploma of Associate Member of the Institute of Chartered Accountants.</p>	<p>Other things being equal, preference shall be given to the candidates possessing such qualification and in such order as specified below:</p> <p>(i) M.A. Degree in Co-operation; or</p> <p>(ii) M.Com. Degree with Co-operation as one of the subject; or</p> <p>(iii) B.A. Degree in Co-operation; or</p> <p>(iv) Higher Diploma in Co-operative Management awarded by the Natesan Institute of Co-operative Management, Madras; or Institute of Co-operative Management, Madurai.</p>

10.	<b>Audit Inspector</b> in the Audit Wing of Hindu Religious and Charitable Endowments Administration Department	<p>A degree of B.A. or B.Sc., or B. Com., or B.O.L of Annamalai University or B.B.A of Madurai Kamarajar University or B.Litt., of Madras University or B.B.M or B. Litt., of Bharathiyar University</p> <p><b>Note: Persons professing Hindu Religion alone are eligible to apply for this post.</b></p>	
11.	<b>Supervisor of Industrial Co-operatives</b> in the Industries and Commerce Department.	<p>A degree of B.A. or B.Sc., or B. Com., or B.O.L of Annamalai University or B.B.A of Madurai Kamarajar University or B.Litt., of Madras University or B.B.M or B. Litt., of Bharathiyar University</p> <p><b>OR</b></p> <p>P.G. Diploma in Agricultural Economics and Co-operation awarded by the National Council for Rural Higher Education.</p>	
12.	<b>Assistant Inspector of Labour</b>	<p>A degree in Arts or Science or Commerce or Engineering or B.O.L of Annamalai</p>	<p>Other things being equal preference shall be given to candidates</p> <p>(i) Who possess the M.A. degree in Social Work. or (ii) Who possess the diploma awarded by the Madras School of Social Work. or</p>

		<p>University or B.B.A of Madurai Kamarajar University or B.Lit., of Madras University or B.B.M or B. Litt., of Bharathiyar University</p>	<p>(iii)Who possess the M.A. degree in Applied Psychology of the Sagar University. or (iv)Who has undergone the diploma course of 2 years duration of the Institute for Labour Welfare Workers, Bombay (or) The Xavier Labour Relation Institute, Bihar. or (v)Who has undergone the diploma course of PSG school of Social Work, Coimbatore on Labour Specialisation or the Post Graduate Diploma Course in Social Services conducted by the Institute of Social Science, Loyola college, Madras under the direction of the Indian Institute of Social Order, Pune. or (vi)Who possess the Master's degree in Social Work (MSW) of the University of Baroda. or (vii)Who possess a Post Graduate Diploma in Labour Administration awarded by the Tamil Nadu Institute of Labour Studies. or (viii)Who possess a Post Graduate Diploma in Personnel Management, Industrial Relations and Labour Welfare awarded by the Madras Productivity Council. or (x)Who possess a P.G. Diploma in Personnel Management and Industrial Relations, conducted by the Madurai Institute of Social Work, Madurai. or (x)Who possess a M.A. Degree in work Education awarded by the University of Madras.</p>
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			or (xi) Who are Released Short Service, Regular Commissioned Officers or Emergency Commissioned Officers or Other Ex-Servicemen.
13.	<b>Supervisor / Junior Superintendent</b> in Tamil Nadu Agricultural Marketing / Agricultural Business Department	Any Degree	Who have passed the Government Technical Examinations in Book-keeping by Higher Grade.
14.	<b>Deputy Inspector of Survey</b> in the Survey and Settlements Department	Any Degree	Who are trained in Survey in I.T.I by five years in upper age limit.
15.	<b>Industrial Co-operative Officer</b> in Industries and Commerce Department	A degree of B. Com., or B.A. or B.Sc., (other than in a professional subject not being Agriculture)	
16.	<b>Special Assistant</b> in the Directorate of Vigilance and Anticorruption Department	<b><u>Educational Qualification</u></b> Any Degree and <b><u>Technical Qualification</u></b> Must have passed the Government Technical Examination in Typewriting both by Higher Grade in Tamil and English	
17.	<b>Junior Co-operative Auditor</b> in the Department of Co-operative Audit in the Tamil Nadu Co-operative Subordinate Service.	A degree of B.Com., or B.A. (Co-operation) or B.A. (Economics) or B.A. (Corporate Secretaryship) or B.B.M. (Bachelor of Business Management) of Madras University or Institution from Tamil Nadu.	
18.	<b>Revenue Assistant</b> in the Revenue Department in the various Revenue Units.	A degree of B.A., or B.Sc., (Other than in a Professional Subject) or B.Com., of any University	

		<p>or B.O.L of Annamalai University or B.B.A of Madurai Kamarajar University or B.Litt., of Madras University or B.B.M or B. Litt., of Bharathiyar University</p>	
19.	<b>Audit Assistant</b> in Highways Department.	Any degree	Preference shall be given to persons who possess a degree in Commerce.
20.	<b>Accountant</b> in Treasuries and Accounts Department	A degree of B.A., or B.Sc., or B.Com., of any University	Persons who holds a degree in Commerce
21.	<b>Personal Clerk</b> in Finance Department	<p><b><u>A. Educational Qualification:</u></b> Bachelor's Degree in Commerce or Economics or Statistics</p> <p><b><u>B. Technical Qualification</u></b> (i) Must have passed the Government Technical Examination in Typewriting:- both by Higher Grade in Tamil and English and (ii) Must have passed the Government Technical Examination in Shorthand:- both by Higher Grade in Tamil and English Provided that if candidates with the qualifications referred to in items (ii) and (iii) above are not available, candidates who have passed the following examinations in the order of preference indicated below will be considered for selection namely: - (a) Government Technical Examination in Typewriting and Shorthand in Tamil both by the Higher Grade and Typewriting and Shorthand in English both by the Lower Grade.</p>	

		<p>(b) Government Technical Examination in Typewriting and Shorthand in English both by the Higher Grade and Typewriting and Shorthand in Tamil both by the Lower Grade.</p> <p>(iv) Certificate course in computer on office automation awarded by the Technical Education Department.</p> <p><b>Note:</b> Candidates who do not possess the said qualification conducted by the Technical Education Department may also apply. If selected they should acquire such qualification within the period of their probation.</p>	
22.	<b>Assistant</b> in the Reveune Administration Department	<p>A degree of B.A., or B.Sc., or B.Com., of any University or B.O.L of Annamalai University or B.B.A of Madurai Kamarajar University or B.Litt., of Madras University or B.B.M or B. Litt., of Bharathiyar University</p>	
23.	<b>Assistant</b> in Industries and Commerce Department	<p><b>A Bachelor Degree of</b> B.A, or B.Sc., or B.Com., or B.A (Hons), B.Com(Hons), <b>Post Graduate Degree of</b> M.A or M.Sc., or M.Com., OR</p> <p>Must have completed the training conducted by Industries Department for a period of 6 months (3 months theoretical and 3 months practical)</p>	

24.	<b>Assistant in the following departments</b> Medical and Rural Health Services, Registration, Prison, Police, Civil Supplies and Consumer Protection, Transport, Backward Classes, Disciplinary Proceedings, Fisheries, Public Works Department, Technical Education, Divisions of Commercial Taxes Department and <i>Employment and Training Department (including in the post of Accountant)</i>	Any Degree	
25.	<b>Assistant</b> in the office of the Commissioner of Land Administration Department	A degree of B.A., or B.Sc., or B.Com., of any University or B.O.L of Annamalai University or B.B.A of Madurai Kamarajar University or B.Lit., of Madras University or B.B.M or B. Litt., of Bharathiyar University	
26.	<b>Assistant in TNPSC</b>		
27.	<b>Assistant in Secretariat</b> (other than Law and Finance Department)	A Bachelor's degree of any university or Institution recognised by the UGC for the purpose of its grant.	
28.	<b>Assistant</b> in Tamil Nadu Legislative Assembly Secretariat		
29.	<b>Lower Division Clerk</b> in Tamil Nadu Legislative Assembly Secretariat		

**Note:**

- (1) The qualification prescribed for these posts should have been obtained by passing the required qualification in the order of studies 10<sup>th</sup>, HSC, U.G. degree, P.G. degree. (i.e., 10 +2 +3)
- (2) Persons claiming equivalence of qualification should enclose evidence for such claim failing which their application will be summarily rejected. For further details refer para-9 of the Instructions to candidates.

**(b) Knowledge of Tamil:-**

Candidates should possess adequate knowledge of Tamil on the date of this Notification (for details refer para 10 of Commission's Instruction to candidates)

**4. GENERAL INFORMATION:-**

- A. The rule of reservation of appointments is applicable to each post /District Unit in respect of Revenue Assistant, each Division in respect of Commercial Taxes Department separately, the distribution of vacancies as per the rules in force will be announced.
- B. In G.O.Ms.No.145, Personnel and Administrative Reforms (S) Department, dated 30.09.2010, the Government have issued orders to fill up 20% of all vacancies in Direct Recruitment on preferential basis with persons studied the **prescribed qualification** in Tamil Medium. The 20% reservation of vacancies on preferential allotment to **Persons Studied in Tamil Medium (PSTM)** will apply for this recruitment. The selection for the previous recruitment of CSSE-I has not yet been finalised. Hence, the distribution of vacancies is not announced in this notification. The Distribution of vacancies will be hosted in the Commission's website before the conduct of Oral Test.
- C. The number of vacancies advertised is only approximate and is liable to modification with reference to vacancy position at any time before finalisation of selection for Oral Test or summoning of candidates for Certificate verification, as the case may be.
- D. The selection for appointment to the above said posts is purely provisional subject to final orders on pending Writ Petitions, if any, filed in High Court of Madras.
- E. If no qualified and suitable women candidates are available for selection against the vacancies reserved for them, those vacancies will be filled by male candidates belonging to the respective communal categories.
- F. 5% reservation for Ex-Servicemen is applicable in respect of the posts for which the Pay Band + Grade Pay:PB-2 below Rs. 9300-34800 + Rs. 4400/-. If no qualified and suitable Ex-Servicemen belonging to a particular category is available for selection for appointment against reserved turn, such turn shall be filled up by a candidate other than Ex-Servicemen but belonging to the particular communal category.
- G. Reservation to "Destitute Widows" will apply for this recruitment.
- H. 3% reservation for Differently Abled person is applicable for this recruitment except for the posts of Junior Employment Officer (Non-DA), Assistant Inspector of Labour, Industrial Co-operative Officer and A.S.O in Finance Department, Secretariat. If no suitable DA candidate belonging to the respective category to which it is earmarked is available for selection, it will be carried forward to next recruitment to those posts.



I. **CERTIFICATE OF PHYSICAL FITNESS -**

Candidates selected for appointment to the post will be required to produce a certificate of physical fitness in the form prescribed below:

Sl. No.	Name of the Post	Form of Certificate of Physical fitness	Standard of Vision Prescribed
1	Municipal Commissioner. Grade-II Senior Inspector of Cooperative Societies Junior Cooperative Auditor and Deputy Surveyor	Form prescribed for Executive Posts	Standard –III
2.	Supervisor of Industrial Co- operatives ,Junior Employment Officer, Junior Employment Officer (DA),		Standard –III or better.
3.	Assistant Inspector of Labour		Standard –II or better. (Colour Blindness, Night Blindness will be a disqualification for the post.)
4.	Sub-Registrar, Grade-II Supervisor / Junior Superintendent	Form prescribed for posts other than Executive Posts and Ministerial Posts.	Standard –III
5.	Industrial Co-operative Officer	Other than Executive Posts and Ministerial Posts.	Standard –III or better.
6.	For all other posts	Form prescribed for posts in Tamil Nadu Ministerial Service, Tamil Nadu Judicial Ministerial Service and Tamil Nadu Secretariat Service	Standard –III or better.

Candidates with defective vision should produce eye fitness certificate from qualified eye Specialist.

- J. The Differently Aabled persons should produce a certificate of physical fitness from the Medical Board to the effect that his/her handicap will not render him/her incapable of efficiently discharging the duties attached to the post to which he/she has been selected, before appointment.
- K. Even after filling up of the posts reserved for SC (Arunthathiyars) on preferential basis, if more number of qualified Arunthathiyars are available, they shall be entitled to compete with the Scheduled Castes other than Arunthathiyars in the inter-se-merit among them and if any posts reserved for Arunthathiyars remain unfilled for want of adequate number of qualified candidates, it shall be filled up by Scheduled Castes other than Arunthathiyars.

- L. Any claim relating to the selection (Not related to the Candidature or/and claim made in the application) should be received within 90 days from the date of announcement of results. Claims received thereafter will receive no attention.

#### **5. SCHEME OF WRITTEN EXAMINATION (OBJECTIVE TYPE) AND ORAL TEST:-**

Subject	Duration	Maximum Marks	Minimum Qualifying Marks for selection	
			Written-cum-Oral Test	Written Test only
<b>Single Paper in</b> General Knowledge (Degree Std.) (100 items) + General Tamil / General English (S.S.L.C. Std.) (100 items)	<b>3 Hours</b>	150 } + } <b>300</b> 150 }	<b>102</b>	<b>90</b>
Oral Test	--	<b>40</b>		
<b>Total</b>	--	<b>340</b>		

Note:-

- (i) Two types of question papers will be set (i.e.) 1) General Knowledge (100 items) with General Tamil (100 items) and 2) General Knowledge (100 items) with General English (100 items). The candidates are given the option to choose either General Tamil or General English for answering the second 100 items apart from answering the first 100 items on General Knowledge.
- (ii) The questions on "General Knowledge" will be set both in English and in Tamil and the questions on General Tamil/General English will be set in the respective languages.

The Syllabi for the said subjects are published in TNPSC Bulletin as follows:

Sl.No.	Subject	Page No.	Tamil Nadu Public Service Commission Bulletin No.& Date
1.	General Knowledge	490	16, dated 01.08.2004
2.	General Tamil	721	11, dated 16.05.2001
3.	General English	722	11, dated 16.05.2001

The syllabi have also been made available in the Commission's Website at [www.tnpsc.gov.in](http://www.tnpsc.gov.in)

#### **6. CENTRES FOR EXAMINATION:-**

The Written Examination will be held at the Centres mentioned in Annexure – I of this notification.

Note:

- (i) Candidates should choose and write the Examination at any one of the Centres.
- (ii) Candidates will be required to appear for the Written Examination / Oral Test / Certificate verification (if they are called) at their own expenses.
- (iii) Request for change of centre will not be compiled with.
- (iv) The Commission reserves the right to increase / decrease the number of Examination Centres and to re-allot the candidates.

**7 FEE:-**

For All Posts	Examination Fee Rs.100/- Cost of Application Rs.50/-
	Total Rs.150/-

- Candidates claiming exemption from examination fee should pay only Rs.50/- towards Application fee.
- Candidates should also to pay the service charges applicable to the Bank or Post Office or Fee Processing Agency
- Those who have registered in the **One - Time Registration** system, and paid the registration fee of Rs.50/- and received the registration ID **need not pay** the application fee for a period of 5 years from the date of registration even if he applies for any other posts subsequently notified by the Commission. But those candidates shall pay examination fee, if applicable, on any other occasion.

(For further details regarding the Examination fee concessions refer para 12 of the 'Instructions to candidates').

**8. EXERCISING OF OPTION:-**

Candidates, who are admitted to the Oral Test, will be required to exercise their option regarding post preference, in respect of interview and non-interview posts at the time of Oral Test. Candidates who are to be considered, only for non-interview post and are summoned for Certificate verification will be required to submit post option at the time of Certificate verification which will be held immediately after the conclusion of Oral Test.

**9. PROCEDURE OF SELECTION :-**

The selection of candidates for appointment to the posts mentioned against Sl. Nos. 1 to 20 of the Table-I will be made in two successive stages viz.

- (i) Written Examination
- (ii) Oral Test

The Final selection will be made on the basis of the total marks obtained by the candidates at the Written Examination and Oral Test taken together and the post option exercised by the candidates and following the rule of reservation of appointments separately for each post and unit. Candidate's appearance in the Written Examination and for Oral Test is compulsory so as to consider them for Interview Posts.

The selection for appointment to the posts mentioned against Sl.No. 21 to 45 of Table-II will be made on the basis of total marks obtained by the candidates in the Written Examination and the post option exercised by the candidates following the rule of reservation of appointments separately for each post and unit.

Two separate Rank Lists will be prepared for Interview posts mentioned against Sl.No.1 to 20 under Table-I and Non Interview posts Sl.No 21 to 45 under Table-II.

The candidates who are to be considered only for non-interview post, will be summoned for certificate verification after the conduct of oral test.

**Selection in respect of Non-Interview posts will be taken up after finalising the selection for Interview posts mentioned against Sl.No. 1 to 20.**

**10. NO OBJECTION CERTIFICATE :-**

For details please refer to paragraph 15(g) of the Commission's 'Instructions to Candidates'.

**11. CONCESSIONS:-**

Concession in the matter of age, and/or fee allowed to SCs, SC (Arunthathiyar), STs, MBCs/DCs, BCs(other than BCMs), BCMs, DWs, Ex-Servicemen, Differently Abled persons, other categories of persons etc. are given in para 12 to 14 of the Commission's "Instructions to candidates".

**12. HOW TO APPLY:**

- Candidates should apply only through online in the Commission's Website [www.tnpsc.gov.in](http://www.tnpsc.gov.in) or [www.tnpscexams.net](http://www.tnpscexams.net).
- Before applying, the candidates should have scanned image of their photograph and signature in Data Storage Devices like CD/DVD/Pen drive as per their convenience.
- A valid e-mail ID or Mobile Number is mandatory for registration and email ID should be kept active till the declaration of results. You are cautioned to keep your e-mail ID and password confidentially. TNPSC will send Hall Tickets (Memorandum of Admission) for Written Examination, Interview Call Letters, Other Memos etc. to the registered / given e-mail ID only.
- Please note that all the particulars mentioned in the online application including Name of the Candidate, Post Applied, Communal Category, Date of birth, Address, Email ID, Centre of Examination etc. will be considered as final and **no modifications will be allowed after the last date specified for applying online**. Since certain fields are firm and fixed and cannot be edited, candidates are requested to fill in the online application form with the utmost care and caution as no correspondence regarding change of details will be entertained.
- The candidates who wish to receive SMS should register their mobile number in the application.
  - **12(A) Applying Online:**
    - a) Candidates are first required to log on to the TNPSC's website [www.tnpsc.gov.in](http://www.tnpsc.gov.in) or [www.tnpscexams.net](http://www.tnpscexams.net).
    - b) Click "Apply Online" to open up the On-Line Application Form.
    - c) Select the name of the post or service for which you wish to apply.
    - d) If you already have Unique ID, please enter the Unique ID and password to view the already available information and update them, if necessary.

- e) If you do not have valid ID, please enter all the required particulars without skipping any field.
- f) Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature. An online application is incomplete without the photograph and signature upload.

- **12(B) Mode of Fee Payment:**

Please select the mode of payment (Online Payment/Offline Payment).

- **B(i) Online Payment (Net Banking, Credit card/Debit card)**

1) In case candidates who wish to pay fees through the online payment gateway, i.e Net Banking, Credit Card and Debit card Payment, **an additional page of the application form will be displayed** wherein candidates may follow the instructions and fill in the requisite details to make payment.

2) After submitting your payment information in the online application form, please wait for the intimation from the server, **DO NOT press Back or Refresh button in order to avoid double charge.**

3) If the online transaction has been successfully completed, a Registration Number and Password will be generated. Candidates should note their Application Number and Password for future reference in respect of the post applied for.

- **B(ii) Offline Payment (Post Office or Indian Bank)**

1) For offline mode of payment candidates have to select either Post Office or Indian Bank.

2) Click "SUBMIT" to submit the Application form.

3) Candidates will be provided with Application Number and password. Please note down the Application Number and password.

4) On Submission, system will generate the payment chalan which the candidate need to take print out and go to the nearest branch of Indian bank or the Designated Post Offices as the case may be, to make the payment

5) Collect the candidate's copy of the fee payment chalan from the Branch. Please check that the chalan is properly signed and the details of Transaction Number, Branch Name and DP Code Number, Deposit Date have been noted in the chalan by the Branch authorities.

6) Online Application Registration will be taken as successful one, only if the payment is made either in the post office or in the Indian Bank **within two working days from the date of registration/submission of application.**

○ **12(C)Print Option:**

- 1) After submitting the application, candidates can print /save their application in PDF format.
- 2) On entering Application Number and password, Candidates can download their application and print, if required.
- 3) Candidates need not send the printout of the online application or any other supporting documents to the Commission. The certificates will be verified only when the candidates come up for next stage of selection.

**Note:**

- I. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee/ intimation charges to avoid the possibility of disconnection/inability/failure to log on the TNPSC's website on account of heavy load on internet/website jam.
- II. TNPSC does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the TNPSC.
- III. Under no circumstances, a candidate should share/mention e-mail ID or Mobile Number to any other person. In case a candidate does not have a valid personal e-mail ID, they should create a new e-mail ID before applying on-line and must maintain that email account.
- IV. There is a provision to modify the submitted Online Application. Candidates are requested to make use of this facility to correct their details in the Online Application if any till last date of submission. This modification facility will be available up to the last date for applying online for the particular post. After this date, no modification will be permitted. Candidates should take utmost care and caution while filling in the Online Application. Candidates should note that no modification in fee payment details will be permitted for candidates who pay fees/ intimation charges through the online mode. Since certain fields are firm, fixed and cannot be edited, candidates are requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained.
- V. Candidates should carefully fill in the details in the On-Line Application at the appropriate places and click on the "SUBMIT" button at the end of the On-Line Application format. Before pressing the "SUBMIT" button, candidates are advised to verify each and every particular filled in the application. The name of the candidate or his /her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.
- VI. Request for change/correction in any particulars in the Application Form shall not be entertained under any circumstances AFTER THE LAST DATE FOR Editing/ Updating application details specified. TNPSC 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 form.

- VII. Commission is not responsible for the online payment failure.
- VIII. Any clarification may be obtained from the Help Desk (No.1860 345 0112)

**13. OTHER IMPORTANT INSTRUCTIONS:**

- a. Candidates should ensure their eligibility for examination:** The candidates applying for the examination should ensure that they fulfil all eligibility conditions for admission to examination. **Their admission to all stages of the examination will be purely provisional subject to satisfying of the eligibility conditions.** Mere issue of memo of admission to the candidate will not imply that his/her candidature has been fully cleared by the Commission.
- b. How to apply:** Candidates are required to apply Online by using the website [www.tnpsc.gov.in](http://www.tnpsc.gov.in) or [www.tnpscexams.net](http://www.tnpscexams.net). Detailed instructions for filling up online application are given in Para 13 of this Notification
- c.** The Hall Tickets for eligible candidates will be made available in the Commission's Website [www.tnpsc.gov.in](http://www.tnpsc.gov.in) or [www.tnpscexams.net](http://www.tnpscexams.net) for downloading by candidates. No Hall Tickets will be sent by post.
- d. Grievance Redressal Cell for guidance of candidates:** In case of any guidance/information/clarification of their applications, candidature, etc. candidates can contact Tamil Nadu Public Service Commission's Office in person or over Telephone No.044-28297591-92, 044-28297584-86 or the Commission's Office Toll-Free No. 1800 425 1002 on all working days between 10.00 a.m. and 05.45 p.m.
- e. Mobile Phones and other Articles Banned:**
- (i) Candidates are not allowed to bring Pager, Cellular Phone, Calculator, Memory Notes and books etc. or any other Electronic device or Recording Device either as separate piece or part of something used by the candidate such as Watch or Ring
- (ii) If they are found to be in possession of any such thing or instrument 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 for a physical search including frisking on the spot.
- (iii) Do not bring into the Examination Hall any article such as books, notes, loose sheets mathematical and drawing instruments, Log Tables, stencils of maps, slide rules, Text Books, rough sheets etc. except the permitted writing material i.e. pen, no colour pen or pencil must be used.

(iv) Candidates are advised in their own interest not to bring any of the banned items including Mobile Phones / Pagers to the venue of the examination, as arrangements for safekeeping cannot be assured.

- f. Candidates are not required to submit along with their application any certificates in support of their claims regarding Age, Educational Qualifications, Experience, Community Certificates and certificates** regarding their Physical Disability, etc., They should be submitted when called for by the Tamil Nadu Public Service Commission. The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the Examination. Their admission at all the stages of examination for which they are admitted by the Commission viz. (Written) Examination and Oral Test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the (written) Examination and Oral Test, it is found that they do not fulfil any of the eligibility conditions, their candidature for the examination will be cancelled by the Commission.
- g.** If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the Commission.
- h. Unfair means strictly prohibited:** No candidate shall copy from the papers of any other candidate nor permit his papers to be copied nor give nor attempt to give nor obtain nor attempt to obtain irregular assistance of any description.
- i. Conduct in Examination Hall:** No candidate 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 severely viewed and penalised.

**The Online Application can be filled upto 13.07.2012 till 11.59 p.m., after which the link will be disabled**

*(For any additional information the candidates may refer Commission's 'Instructions to candidates' at the Commission's website [www.tnpsc.gov.in](http://www.tnpsc.gov.in) )*

**Secretary**



## ANNEXURE-I

DISTRICT	CENTRE	CODE NO
Ariyalur	Ariyalur	3001
Chennai	Annanagar	0101
	Egmore	0105
	Perambur	0109
	Vadapalani	0112
	Tiruvottriyur	0123
	Mylapore	0142
	Saidapet	0143
	Tiruvanmiyur	0145
	Velachery	0146
Coimbatore	Coimbatore North	0201
	Coimbatore South	0202
	Pollachi	0204
Cuddalore	Cuddalore	0301
	Chidamparam	0302
	Neyveli	0305
	Viruddhachalam	0308
Dharmapuri	Dharmapuri	0401
	Harur	0402
Dindigul	Dindigul	0501
	Palani	0507
Erode	Erode	0601
	Bhavani	0602
	Gobichettipalayam	0603
Kanchipuram	Kancheepuram	0701
	Chengalpattu	0703
	Tambaram	0708
Kanyakumari	Nagarcoil	0801
	Kanyakumari	0802
	Kulithurai	0803
	Thakalai	0804
Karur	Karur	0901
Krishnagiri	Krishnagiri	3101

	Denkanikottai	3102
	Hosur	3103
Madurai	Madurai North	1001
	Madurai South	1002
	Melur	1003
	Thirumangalam	1005
	Usilampatti	1006
Nagapattinam	Nagapattinam	1101
	Mayiladurthurai	1104
	Sirkali	1105
Namakkal	Namakkal	1201
	Rasipuram	1203
	Thiruchengodu	1204
The Nilgirs	Udhagamandalam	1301
	Coonoor	1302
	Gudalur	1303
Perambalur	Perambalur	1401
Pudukkottai	Pudukkottai	1501
	Aranthangi	1503
Ramanathapuram	Ramanathapuram	1601
	Paramakudi	1605
	Rameswaram	1606
Salem	Salem	1701
	Attur	1702
	Mettur	1705
	Omalar	1706
	Sangagiri	1707
Sivaganga	Sivaganga	1801
	Devakottai	1802
	Karaikkudi	1804
Thanjavur	Thanjavur	1901
	Kumbakonam	1902
	Pattukkottai	1905
Theni	Theni	2001
	Periyakulam	2004
	Uthamapalayam	2005
Thiruvallur	Thiruvallur	2101

	Avadi	2103
	Pattabiram	2107
	Ponneri	2108
	Poonamallee	2109
	Tiruttani	2110
Thiruvannamalai	Thiruvannamalai	2201
	Arani	2202
	Cheyyar	2204
	Polur	2205
Thiruvarur	Thiruvarur	2301
	Mannargudi	2303
	Thiruthuraipoondi	2306
Thoothukkudi	Thoothukkudi	2401
	Kovilpatti	2403
	Srivaikundam	2406
	Tiruchendur	2407
Tiruchirappalli	Tiruchirappalli	2501
	Manapparai	2504
	Musiri	2505
	Thuraiyur	2509
Tirunelveli	Tirunelveli	2601
	Ambasamudram	2603
	Palayamkottai	2605
	Sankarankoil	2607
	Tenkasi	2610
	Valliyur	2611
Tiruppur	Tiruppur	3201
	Dharapuram	3203
	Udumalaipettai	3207
Vellore	Vellore	2701
	Arakonam	2703
	Arcot	2704
	Gudiyatham	2705
	Tiruppattur	2707
	Vaniyambadi	2708
	Walajahpet	2709
Vilupuram	Vilupuram	2801

	<b>Kallakkurichi</b>	<b>2803</b>
	<b>Tindivanam</b>	<b>2805</b>
<b>Virudhunagar</b>	<b>Virudhunagar</b>	<b>2901</b>
	<b>Aruppukkottai</b>	<b>2902</b>
	<b>Rajapalayam</b>	<b>2904</b>
	<b>Sivakasi</b>	<b>2906</b>
	<b>Srivilliputhur</b>	<b>2907</b>