TAMIL NADU PUBLIC SERVICE COMMISSION

NOTIFICATION NO: 11 / 2013	DATED: 05.07.2013

Applications are invited <u>only through online mode</u> upto 31.07.2013 for Direct Recruitment to the vacancy in the following post for the recruitment year 2012-2013

Name of the Post and Post Code	Name of the Service and Code No.	Number of vacancy	Scale of pay
Librarian Grade - I in the Directorate of Town and Country Planning (Post Code.1852)	Tamil Nadu General Subordinate Service (Code No.036)	1	Rs.9,300 - 34,800/- (PB2) + 4,500/- Grade Pay

2. IMPORTANT DATES:-

A	Date of Notification		05.07.2013
B	Last date for submission of applications		31.07.2013
C	Last date for payment of Fee through Bank or Post Office		02.08.2013
D	Date and Time of Main Examination in Computer Based Test format		
	Paper-I (Library and Information Science)	22.09.2013 FN	10.00 A.M. to 01.00 P.M.
	Paper-II(General Studies)	22.09.2013 AN	02.30 P.M. to 04.30 P.M.

3. QUALIFICATIONS:-

(A) AGE (as on 01.07.2013)

Sl. No.	Category of Candidates	Minimum Age (Should have completed)	Maximum Age
1.	SCs, SC(A)s, STs, MBCs/DCs, BCs, BCMs and DWs of all Castes	18 Years	No Maximum Age Limit
2.	"Others" [i.e Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	18 Years	Below 30 Years

Note:-

(i) "Others" [i.e. Candidates not belonging to SCs, SC (A) s, STs, MBCs/DCs, BCs and BCMs] who have put in 5 years of service in the State / Central Government are not eligible even if they are within the age limit.

(ii) The Technical and Non-Technical Staff of TANSI who have faced retrenchment and have not been absorbed in the Government Corporations/ Undertakings may also apply, if they are otherwise qualified except age and the relevant age rule will be relaxed by the Government in their favour if they come up for selection.

(B) EDUCATIONAL QUALIFICATION:

Candidates should possess the following or its equivalent Qualifications on the date of the notification viz. 05.07.2013.

A Degree of Bachelor of Library Science of any University or

Institution recognized by the UGC for the purpose of its grants.

Note:-

i. The prescribed qualification should have been obtained in the order of S.S.L.C., H.Sc., U.G. Degree and B.L.I.S degree

ii. Candidates claiming equivalence of qualification should upload evidence when called for. For further details refer paragraph 9 of the "Instructions to the Candidates".

4. GENERAL INFORMATION:-

A. The rule of reservation of appointment does not apply to this post.

B. The number of vacancy advertised is only approximate and is liable for modification including reduction with reference to the vacancy position at any time before finalisation of selection.

C. 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:

Form of Certificate of Physical Fitness	Standard of Vision Prescribed
Form prescribed for Other than Executive and Ministerial	Standard-III

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

D. Any claim relating to the selection (not related to candidature or / and claims made in the application) should be received within 30 days from the date of announcement of results. Any claim received thereafter will receive no attention.

E. Applications containing wrong claims relating to category of reservation, Age, Educational qualification will be liable for rejection.

5. <u>SCHEME OF WRITTEN EXAMINATION (OBJECTIVE TYPE) AND ORAL TEST</u>:-

Subject	Duration of Examination	Maximum Marks	Minimum Qualifying Marks for Selection	
			SCs, SC(A)s, STs, MBCs/DCs,BCs and BCMs.	Others
(Computer Based Test) **Paper - I** Library and Information Science (B.L.I.S) (Code No.071) (Degree Standard) (200 Questions)	3 Hours	300	171	228
Paper II General Studies (Degree Standard (100 Questions)	2 Hours	200		
Interview and Record		70		
Total		570		

<u>Note</u>: -

(i)   The question paper for both the subjects will be set both in Tamil and English.

(ii) The existing syllabus for subject Library and Information Science (Degree Standard) under Paper - I (10 units) and Paper - II (10 units) have been clubbed together and will constitute a single syllabus (20 units). A single question paper in the said syllabus has to be answered by the candidates.

(iii) The syllabus for the subjects Paper-I Library and Information Science and Paper-II General Studies are available in the Commission's Website 'www.tnpsc.gov.in'

(iv)   The syllabus for the subject Library and Information Science (code 071) at page number 875 has also been published in the Tamil Nadu Public Service Commission Bulletin No.11, dated 16.05.2001.

<u>Computer Based Test (CBT)</u>:-

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.

- 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.
- Computer Based Test (CBT) is similar to paper pen shading test.
- In CBT, questions with four options each will be displayed in the computer screen.
- 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.
- 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.
- Candidate can use only the mouse to select the correct answers and proceed with answering the questions.
- The Question and optional answers will be shuffled randomly and displayed to the candidate.
- Candidate can submit their answers at any time during the examination.
- Once the answers are submitted, the candidates have no option to proceed further.
- If the candidate fails to submit the answers, the system will automatically submit the answers to the server, at the closure of the examination.
- No computer knowledge is required to take up the CBT. Knowledge in Mouse operation would suffice to take up the CBT.
- The question and answers can be zoomed to the required level for the candidates with visual impairment.

Candidates will be admitted to the examination till 30 minutes from the commencement of the examination. Candidates have to sign the attendance sheet and affix thumb impression for verification of his 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) 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.

6. CENTRE FOR EXAMINATION:-

Examination will be held at **CHENNAI** Centre (Code No. 001) only.

Note:- The Commission reserves the right to increase the number of Examination Centre and to re-allot the candidates.

7. PROCEDURE OF SELECTION:-

Selection will be made in two successive stages i.e., (i) Written Examination and (ii) Oral Test. (For further details refer paragraph 21(b) of the 'Instructions to the candidates').

8. EXAMINATION FEE:-

- Examination fee Rs.150/- (Examination Fee Rs.100/- + Cost of Application Rs.50/-) (Rupees One Hundred and Fifty only)
- Candidates claiming exemption from examination fee should pay Rs.50/- towards Application Cost.
- Candidates have 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.

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

9. NO OBJECTION CERTIFICATE:-

For details refer para 15 (g) of the Commission's 'Instructions to the candidates'.

10. CONCESSIONS:-

Concessions in the matter of age and/or qualification and/or fees allowed to SCs, SC(A)s, STs, MBCs/DCs, BCs, BCMs, Destitute Widows, Ex-Servicemen, Differently Abled persons, other categories of persons etc., are given in para 12 to 14 of the Commission's 'Instructions to the candidates'.

11. HOW TO APPLY:-

- Candidates should apply only through online in the Commission's Website www.tnpsc.gov.in or in www.tnpscexams.net.
- Before applying, the candidates should have scanned image of their photograph and signature in CD/DVD/Pen drive as per their convenience.
- A valid e-mail ID or Mobile Number is mandatory for registration and e-mail 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 Main Examination in Computer Based Test Format, Interview Call Letters, and 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.

11(A) Applying Online:-

1) Candidates are first required to log on to the TNPSC's website www.tnpsc.gov.in or www.tnpscexams.net.

2) Click "Apply Online" to open up the On-Line Application Form.

3) Select the name of the post or service for which you wish to apply.

4) If you already have Unique ID, please enter the Unique ID and password to view the already available information and update them, if necessary.

5) If you do not have valid ID, please enter all the required particulars without skipping any field.

6) 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 uploaded without the photograph and signature will be rejected.**

11(B) Mode of Fee Payment:-

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

11(C) 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.

11(D) Offline Payment (Post Office or Indian Bank) :-

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

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.**

11(E) 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. Please 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 and caution 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)

12. 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** or www.tnpscexams.net Detailed instructions for filling up online application are given in Para 11 of this Notification.

c. The Hall Tickets for eligible candidates will be made available in the Commission's Website **www.tnpsc.gov.in** or www.tnpscexams.net for downloading by candidates. No Hall Tickets will be sent by post.

d. **Facilitation counter 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 - 25300300 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. Main Examination in Computer Based Test Format 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 Main Examination in Computer Based Test Format and Oral Test, it is found that they do not fulfill 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 & penalised.

The Online Application can be filled upto 31.07.2013 till 11.59 p.m., after which the link will be disabled

(For any additional information the candidates may refer Commission's 'Instructions to the candidates' at the Commission's website www.tnpsc.gov.in)

Secretary