



TAMIL NADU PUBLIC SERVICE COMMISSION

NOTIFICATION NO: 11 /2017

DATED:09.05.2017

Applications are invited only through online mode upto 08.06.2017 for Direct Recruitment to the post of **Tourist Officer** included in Tamil Nadu General Service.

It is mandatory for the 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 should apply online for this recruitment. The one-Time Registration will be valid for 5 years from the date of registration. Thereafter, the registration should be renewed by paying the prescribed fee.

Name of the Post and Code No.	Name of the Service and Code No.	No. of vacancies	Pay Band and Grade Pay
Tourist Officer (Post Code No. 3015)(2014-15)	Tamil Nadu General Service (Service Code No.035)	5 GT(G)-1 GT(W)-1 BC(G)-1 MBC/DC(G)-1 SC(A)(W) (PSTM)-1	Rs.15600 - 39100 + Grade Pay Rs. 5400

Abbreviation:- GT-General Turn, BC - Backward Class, MBC/ DC - Most Backward Class / Denotified Community, SC- Scheduled Caste, A - Arunthathiar, G - General, W - Women, PSTM- Persons Studied in Tamil Medium.

2. FEES:

a)	<u>Registration Fee</u> For One Time Registration (Revised with effect from 01.03.2017 vide G.O.(Ms).No.32, Personnel and Administrative Reforms (M) Department, dated 01.03.2017) Note: Applicants who have already registered in One Time Registration system paying Rs.50/- before 01.03.2017 and those who have registered in One-Time Registration system on or after 01.03.2017 by paying Rs.150/- are exempted from paying the registration fee for this recruitment.	Rs.150/-
b)	<u>Preliminary Examination Fee</u> For Preliminary Examination Note: The Examination fee should be paid at the time of submitting the online application for this recruitment if they are not eligible for the concession noted below	Rs.100/-
c)	<u>Main Written Examination Fee</u> For Main Written Examination Note: The Main Written Examination fee should be paid later only by those Applicants who are admitted to the Main Written Examination based on the result of Preliminary Examination and on receipt of intimation from Tamil Nadu Public Service Commission, if they are not eligible for fee concession.	Rs.200/-

EXAMINATION FEE CONCESSION

Category	Concession	Condition
(i) Scheduled Castes / Scheduled Caste (Arunthathiyars), Scheduled Tribes	Full Exemption	--
(ii) Differently Abled Persons, Destitute Widow of all communities	Full Exemption	(i) For Disabled 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 Class / Denotified Communities, Backward Classes (Other than Muslim), Backward Class (Muslim)	Those who have not availed three free chances so far in any of the previous recruitments may avail exemption from payment of examination fee.	Should not have availed three free chances in any of the previous recruitments
(iv) Ex-Servicemen	Those who have not availed two free chances so far in any of the previous recruitments may avail exemption from payment of examination fee.	(i) Should not have availed two free chances in any of the previous recruitment. (ii) Fee concession will not apply to those who have already been recruited to any class or service or category.

Note:

- (i) The Three/two free chances referred to above are not for **EACH POST** but for **ANY THREE/TWO APPLICATION ONLY**. The claim for exemption from payment of examination fee made in any application which is rejected/admitted or withdrawn will be counted as a free chance availed.
- (ii) Failure to pay the prescribed fee along with the application in-time will be liable for rejection of application.
- (iii) The number of free chances availed by the applicant means the total number of free chances hitherto availed by the applicant in his/her earlier applications submitted to the Commission for any post/recruitment.
- (iv) If the Examination fee concession claimed in the application is found to exceed the admissible limits as announced above, the application will be rejected at any stage of selection. The Number of free chances availed by the applicants will be counted from all previous applications submitted through One Time Registration and / or submitted directly without One Time Registration.
(For further details regarding fee concession, refer para 12 of "Instructions to Applicants")

3. IMPORTANT DATES:-

Date of Notification	09.05.2017	-
Last date for submission of applications	08.06.2017	-
Last date for payment of Examination Fee through Bank (State Bank of India / Indian Bank)	12.06.2017	-
Date of Written Examination		
Preliminary Examination	19.08.2017	10.00 A.M. to 01.00 P.M.
Date of Main Written Examination	Will be announced later at the time of declaring results of Preliminary Examination.	

4. QUALIFICATIONS:-**A. AGE** (as on 01.07.2017):

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

Age Concession:**(i) For Differently Abled Persons:**

- a. No maximum age limit for applicants belonging to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s, BCMs.
- 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.

(ii) For Ex-servicemen:

- (a) No maximum age limit for applicants belonging to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s, BCMs.
- (b) The maximum age limit is 48 years for "Others" (should not have completed) i.e. applicants not belonging to any of the categories mentioned in (a) above.
- (c) The above mentioned age concession will not apply to the Ex-servicemen applicants those who have already been recruited to any class or service or category.

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

(For further details refer para 5 of 'Instructions to Applicants').

5. EDUCATIONAL QUALIFICATION (as on 09.05.2017):

Applicants should possess the following educational qualification awarded by any University or Institution recognised by the University Grants Commission on the date of this notification:

- a) (i) Post Graduate degree in Travel and Tourism; (or)
- (ii) Any post graduate degree with one subject on Tourism; (or)
- (iii) Any post graduate degree with M.Phil in Tourism; (or)
- (iv) Any post graduate degree with diploma in Tourism
- b) Certificate course in Computer on Office Automation awarded by the Directorate of Technical Education or its equivalent; and
- c) Proficiency in English and Tamil Languages;

Provided that other things being equal, preference shall be given to the holders of MBA degree.

Explanation:

For proficiency in English and Tamil Languages applicants should have passed English Language and Tamil Language in Degree Course. (Para 11 of "Instructions to Applicants" will not apply to this recruitment.)

Note:

- (1) The qualification prescribed for the post in this recruitment should have been obtained by passing the required qualification in the order of studies 10th + HSC or its equivalent qualification + UG Degree and PG Degree as the case may be as stipulated in section 25 of Tamil Nadu Government Servants (Conditions of Service) Act 2016.
- (2) Applicants claiming equivalence of qualification to the prescribed qualification should upload and submit evidence for equivalence of qualification in the form of G.O. issued prior to the date of this notification when called for, failing which their application will be summarily rejected. The G.Os issued regarding Exemption for Certificate Course in Computer on Office Automation is available in **Annexure-II** of this Notification.

(For further details refer para-10 of 'Instructions to Applicants').

5(A) CERTIFICATE OF PHYSICAL FITNESS:-

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

Standard of Vision	Form of Certificate of Physical Fitness
Standard-III or better	Form prescribed for Executive post.

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

6. GENERAL INFORMATION:

- A. The Rule of reservation of appointments is applicable to the post.
- B. In G.O. (Ms.) No.145, Personnel and Administrative Reforms (S) Department, dated 30.09.2010, and G.O.(Ms.)No.40 Personnel and Administrative Reforms(S) Department dated 30.04.2014 the Government have issued orders to fill up 20% of all vacancies in Direct Recruitment on preferential basis to persons who 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. (Applicants claiming this reservation should have studied the prescribed qualification for the post in Tamil Medium and should have the certificate for the same. Having written the examinations in Tamil language alone will not qualify for claiming this reservation). If the Applicants with PSTM certificate are not available for selection for appointment against reserved turn such turn shall be filled up by Non-PSTM Applicants but belonging to the respective communal category. The PSTM certificate, shall be produced / uploaded by the applicant in prescribed format / proforma available in the Commission's website at 'www.tnpsc.gov.in' which shall be obtained from the Head of the Institution when called for by the commission

(Further details are at Para 27 (XIX) of "Instructions to Applicants")

- C. The number of vacancies advertised is only approximate and is liable for modification including reduction with reference to vacancy position at any time before finalisation of selection.
- D. 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.
- E. The post is not identified as suitable for Differently Abled Persons. Hence 3% reservation for Differently Abled Persons will not apply to this recruitment.
- F. The Differently Abled persons should upload a copy of certificate of physical fitness specifying the nature of physical handicap and the degree of disability based on the norms laid down, 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 when called for by the Tamil Nadu Public Service Commission.
- G. Reservation of appointment to "Destitute Widows" and "Ex-servicemen" will not apply to this recruitment.
- H. Even after filling up of 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 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 applicants, it shall be filled up by Scheduled Castes other than Arunthathiyars.
- I. Evidence for claims made in the online application should be uploaded / submitted in time when documents are called for. Any subsequent claim made thereafter on submission of online application will not be entertained.

- J. Correct and True information regarding arrest, convictions / debarment / disqualification by any recruiting agency, criminal or any disciplinary proceedings initiated / pending or finalised, 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 application i.e. the details thereof, originals of the judgement, order/ or G.O. dropping further action in Departmental proceedings or any document that may prove the suitability of such applicants for a Government appointment in such cases must be produced at the stage / time of certificate verification without fail.
- K. Incomplete applications and applications containing wrong claims or incorrect particulars relating to category of reservation / other basic qualification / eligibility wise / age / communal categories / educational qualification / physical qualification and other basic eligibility criteria **will be liable for rejection.**
- L. **One Time Registration is not an application for any Post / Recruitment. Though the details / particulars were furnished in the one Time Registration by the applicants, the details / particulars furnished in the online application for this recruitment alone will be taken into consideration. Tamil Nadu Public Service 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.**

7. SCHEME OF PRELIMINARY EXAMINATION, MAIN WRITTEN EXAMINATION AND ORAL TEST:-

(A) PRELIMINARY EXAMINATION (OBJECTIVE TYPE)

Subject	Duration	Maximum Marks	Minimum Qualifying Marks for All Communities
<u>Preliminary Examination (Objective Type)</u> General Studies (Code No. 217) (Degree Standard) (175 items) Aptitude and Mental Ability Test (S.S.L.C. Std.) (25 items)	3 Hours	300	90
Total		300	

Note

The questions on General Studies will be set both in English and Tamil

**(B) MAIN WRITTEN EXAMINATION (PG DEGREE STANDARD) (DESCRIPTIVE TYPE)
AND ORAL TEST :-**

Subject	Duration	Maximum Marks	Minimum Qualifying Marks for Selection	
			Others	SCs, SC(A)s, STs, MBCs/DCs BCs and BC(M)s
<p>Paper-I (General Studies)(Code No.218)</p> <p>1. Modern history of India and Indian culture 2. Indian polity and emerging political trends across the world affecting India and geography of India 3. Administration of Union and States with special reference to Tamil Nadu 4. Current economic trends: Indian economy and impact of global economy on India. 5. Socio economic issues of India/Tamil Nadu</p>	3 Hours	300	408	306
<p>Paper-II (Code No.219) Tourism Principles and Practices</p>	3 Hours	300		
<p>Paper-III (Code No.220) Tourism Administration and operations</p>	3 Hours	300		
Interview and Record		120		
Total		1020		

In respect of Subject Paper and General Studies:-

- The Questions in Paper-I will be set in both English and Tamil. Questions in Paper-II and Paper-III will be set in English only.
- The applicants who have not appeared for any of the paper in the written examination will not be considered for selection even if they secure the minimum qualifying marks for selection.
- The syllabus for the subjects Paper-I, Paper-II and Paper-III are available in **Annexure-I** to this Notification.

Note:

For Written Examination refer para 22 of “Instructions to Applicants” in regard to Instructions to be followed while appearing for competitive Examinations conducted by the Commission.

8. CENTRE FOR BOTH PRELIMINARY AND MAIN WRITTEN EXAMINATION:-

Examination will be held **at Chennai Centre** only.

Note:

- i. The Commission reserves the right to increase the number of examination centres and to re-allot the applicants.
- ii. Applicants should appear for the written examination/ Certificate Verification/ Oral Test at their own expenses.

9. MODE OF PAYMENT OF EXAMINATION FEE:-

- Preliminary Examination fee Rs.100/- (Rupees One hundred only) is payable by online through Net Banking/credit card/Debit card or it can be paid by offline at SBI / at Indian Bank within 2 days from the date of submission of online application.
- Applicants have to register their basic particulars through One -Time Registration which is mandatory on payment of Rs.150/- (Rupees One Hundred and Fifty only) towards registration fee and then should apply online for this recruitment. The One-Time Registration will be valid for 5 years from the date of registration. Thereafter, the registration should be renewed by paying the prescribed fee. Applicants who have already registered in one time Registration system by paying Rs.50/- before 01.03.2017 and having validity and those who have registered for One-Time Registration on or after 01.03.2017 by paying Rs.150/- towards One-Time Registration are exempted from paying the registration fee for this recruitment.
- Applicants have also to pay the service charges applicable to the State Bank of India / Indian Bank.
- The fee for Main Written Examination should be paid by those who are to be admitted to the Main Written Examination, based on the result of Preliminary Examination, on receipt of intimation from the Tamil Nadu Public Service commission, unless exemption of fee is claimed.
- Applicants can avail exemption from paying examination fees as per eligibility criteria.
- **Offline mode of payment 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.**
- Those who have registered in the One -Time Registration system, and paid the registration fee of Rs.150/- and received the registration ID need not pay the Registration fee i.e., Rs.150/- and it is enough to pay the examination fee alone.
- Applicants who have made One-Time Registration have to apply separately for the notified posts. (One – Time Registration is only to avail exemption for Registration fee for a period of 5 years from the date of registration).

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

10. PROCEDURE OF SELECTION:-

The selection will be made in three successive stages viz., (i) Preliminary Examination for selection of Applicants for admission to the Main Written Examination and (ii) Main Written Examination and (iii) an Oral Test in the shape of an Interview.

The Preliminary Examination is meant to serve as a screening test only. The marks obtained in the Preliminary Examination by the applicants who are declared qualified for admission to the Main Written Examination will not be counted for determining their final order of merit. The number of applicants to be admitted to the Main Written Examination will be twenty times the number of applicants to be recruited having regard to the rule of reservation of appointments. However, in each reservation group, all the Applicants who secure the same marks as that of cut off marks of their reservation groups shall also be admitted to the Main Written Examination, though the number of Applicants to be admitted to the Main Written Examination may exceed 1:20 ratio.

(For further details refer paragraph 23(a) of 'Instructions to Applicants')

11. NO OBJECTION CERTIFICATE AND INFORMATION TO THE EMPLOYER:

No Objection Certificate obtained from appropriate authority shall be produced at the time of Certificate Verification. If failed to produce the same at that time of Certificate Verification, the application will be rejected.

For details refer para 15(g) of 'Instructions to Applicants'. - Any violation of this instruction will be liable for / end in rejection of application and forfeit his/her candidature.

(Para 15(g) of "Instructions to Applicants" shall be read as NOC and information to the employer)

12. CONCESSIONS:-

- (i) Concessions in the matter of age and/or fees allowed to SC's, SC(A)'s, ST's, MBC's/DC's, BC's, BCM's, Destitute Widows, Differently Abled Persons, Ex-servicemen, other categories of persons etc., are given in para 12 to 14 of 'Instructions to Applicants'.
- (ii) Persons claiming concessions referred to above has to produce evidence for such claim when called for, otherwise his/her application will be liable for rejection.

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 Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

13. HOW TO APPLY:

1. Applicants should apply only through online mode in the Commission's Websites www.tnpsc.gov.in/www.tnpscexams.net/www.tnpscexams.in
2. One Time Registration (OTR) and applicant Dashboard are 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 5 years from the date of Registration. All the applications should be submitted using the One Time Registration ID and password registered by the applicant.
3. For applying in One Time Registration, the applicants should have scanned image of their photograph and signature in CD/DVD/Pen Drive to upload the photo and signature.
4. Applicants who have already registered in One Time Registration on or before 29.09.2015 shall use their existing user ID and Password to create applicants Dashboard in the new One Time Registration system. No applicant is permitted to create more than one registration ID in One Time Registration.
5. Enter the Unique ID and password to view the already available information and update them.
6. One Time Registration is not an application for any post. It is just collection of information from the applicants and giving a separate dashboard to each applicant to facilitate them to maintain their own profile. Applicant who wishes to apply for any post shall click "Apply" against the post Notified in the Commission's Website and use the same USER ID and PASSWORD given for ONE TIME REGISTRATION.
7. Select the name of the post or service for which the applicant wishes to apply.
8. Applicants are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.
9. **An Online application uploaded without the photograph and signature will be rejected.**
10. All the particulars mentioned in the online application including name of the Applicant, Post applied Educational Qualifications 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, applicants 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.
11. Print Option:-
 - a) After submitting the application, applicants can print / save their application in PDF format.
 - b) On entering registration number and password, applicants can download their application and print, if required.
 - c) Need not send the printout of the online application or any other supporting documents to the Commission. The application and certificates will be verified only when the applicants come up for next stage of selection.
12. One Time Registration will not be considered as an application for any post.

14. OTHER IMPORTANT INSTRUCTIONS:-

- a. Applicants **should ensure their eligibility for examination:** The Applicants applying for the examination should go through all instructions carefully and 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 the eligibility conditions.** Mere issue of memo of admission to the applicants will not imply that his/her candidature has been fully cleared by the Commission.
- b. The Hall Tickets for eligible applicants will be made available in the Commission's Website www.tnpsc.gov.in or www.tnpscexams.net or www.tnpscexams.in for downloading the same by applicants. No Hall Tickets will be sent by post. So the applicants should watch TNPSC website before the scheduled date of examination. The applicants must comply with each and every instruction given in the Hall Ticket.
- c. **Grievance Redressal Cell for guidance of applicants:** - In case of any guidance / information / clarification of their applications, candidature, etc., applicants can contact Tamil Nadu Public Service Commission's Office in person or over Telephone No.044-25332833 / 25332855 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.
- d. **Mobile Phones and other Articles Banned:**
 - i. Applicants are not allowed to bring Cellular Phone, Watches and Ring with Inbuilt Memory Notes and etc., or any other Electronic device and Non Electronic devices such as P&G Design Data Book, Books, Notes, Hand Bags and Recording Device either as separate piece or part of something used by the applicant such as Watch or Ring etc., to the examination hall / room on the date of examination.
 - 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 to thorough physical search including frisking on the spot (For further details refer "Instructions to Applicants").
 - iii. Do not bring into the Examination Hall any article such as books, notes, loose sheets, electronic or any other type of calculators, mathematical and drawing instruments, Log Tables, stencils of maps, slide rules, Text Books, rough sheets etc., except the permitted writing material (i.e. pen).

- iv. 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 cannot be assured.
- e. Applicants are not required to submit along with their application any certificates in support of their claims regarding age, educational qualifications, physical qualification, community certificates and certificates regarding their physical disability etc., which should be submitted when called for by the Tamil Nadu Public Service Commission. The candidates applying for the examination should ensure that they fulfil 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. Preliminary Examination, Main 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 Preliminary Examination, Main Written Examination, Certificate Verification and Oral Test, it is found that they do not fulfil any of the eligibility conditions, their candidature for the recruitment will be cancelled by the Commission. (For Further details refer "Instructions to Applicants")
- f. If any of their claims is found to be incorrect, it will lead to rejection / debarment.
- g. **Unfair means strictly prohibited:** No applicant shall copy from the papers of any other applicant or permit his papers to be copied or give or attempt to give or obtain or attempt to obtain irregular assistance of any description. (For further details refer "Instructions to Applicants")
- h. **Conduct in 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 severely viewed and penalised. (For further details refer "Instructions to Applicants")
- i. For violation of "Instructions to Applicants" in any manner, suitable penalty will be imposed as per the 'Instructions to Applicants' or as deemed fit by the Commission.

The Online Application can be submitted upto 08.06.2017 till 11.59 p.m., after which the link will be disabled

(For detailed information applicants may refer 'Instructions to Applicants' at the Commission's website www.tnpsc.gov.in)

Secretary

Annexure - I

Preliminary Examination

[GENERAL STUDIES]

(Degree Standard)

Code No. 217

Unit-I General science:

Physics Universe-General Scientific laws-Scientific instruments-Inventions and discoveries-National scientific laboratories-Science glossary-Mechanics and properties of matter-Physical quantities, standards and units - Electricity and Magnetism, Electronics and Communication -Heat, light and sound-Atomic and nuclear physics-Solid State Physics – Spectroscopy- Geophysics - Astronomy and space science

Chemistry Elements and Compounds-Acids, bases and salts-Oxidation and reduction-Chemistry of ores and metals-Carbon, nitrogen and their compounds-Fertilizers, pesticides, insecticides-Biochemistry and biotechnology-Electrochemistry-Polymers and plastics

Botany-Main Concepts of life science-The cell-basic unit of life-Classification of living organism-Nutrition and dietetics-Respiration-Excretion of metabolic waste-Bio-communication.

Zoology-Blood and blood circulation-Endocrine system-Reproductive system-Genetics the science of heredity-Environment, ecology, health and hygiene, Bio- diversity and its conservation-Human diseases - prevention and remedies - Communicable diseases and non- communicable diseases - Alcoholism and drug abuse-Animals, plants and human life

Unit- II Current Events:

History - Latest diary of events – National--National symbols-Profile of States-Defence, national security and terrorism-World organizations-pacts and summits-Eminent persons & places in news-Sports & games-Books & authors -Awards & honours-Cultural panorama-Latest historical events-- India and its neighbours-- Latest terminology-Appointments-who is who?

Political Science - India's foreign policy- Latest court verdicts – public opinion-Problems in conduct of public elections - Political parties and political system in India - Public awareness & General administration - Role of Voluntary organizations & Govt.,- Welfare oriented govt. schemes, their utility

Geography - Geographical landmarks-Policy on environment and ecology

Economics - Current socio-economic problems-New economic policy & govt. sector

Science - Latest inventions on science & technology-Latest discoveries in Health Science-Mass media & communication.

Unit-III Geography:

Earth and Universe-Solar system-Atmosphere hydrosphere, lithosphere-Monsoon, rainfall, weather and climate-Water resources --- rivers in India-Soil, minerals & natural resources-Natural vegetation-Forest & wildlife-Agricultural pattern, livestock & fisheries-Transport & communication-Social geography – population-density and distribution-Natural calamities – disaster management-Climate change - impact and consequences - mitigation measures-Pollution Control.

Unit-IV History and culture of India:

Pre-historic events--Indus valley civilization-Vedic, Aryan and Sangam age-Maurya dynasty-Buddhism and Jainism-Guptas, Delhi Sultans, Mughals and Marathas-Age of Vijayanagaram and the bahmanis-South Indian history-Culture and Heritage of Tamil people-Advent of European invasion-Expansion and consolidation of British rule-Effect of British rule on socio-economic factors-Social reforms and religious movements-India since independence-Characteristics of Indian culture-Unity in diversity –race, colour, language, custom-India-as secular state-Organizations for fine arts, dance, drama, music-Growth of rationalist, Dravidian movement in TN-Political parties and populist schemes- Prominent personalities in the various spheres – Arts, Science, literature and Philosophy – Mother Teresa, Swami Vivekananda, Pandit Ravishankar , M.S.Subbulakshmi, Rukmani Arundel and J.Krishnamoorthy etc.

Unit-V Indian Polity:

Constitution of India-. Preamble to the constitution- Salient features of constitution- Union, State and territory- Citizenship-rights amend duties- Fundamental rights- Fundamental duties- Human rights charter- Union legislature – Parliament- State executive- State Legislature – assembly- Status of Jammu & Kashmir- Local government – panchayat raj – Tamil Nadu- Judiciary in India – Rule of law/Due process of law- Indian federalism – center – state relations-. Emergency provisions- Civil services in India- Administrative challenges in a welfare state- Complexities of district administration- Elections - Election Commission Union and State. Official language and Schedule-VIII- Amendments to constitution- Schedules to constitution-. Administrative reforms & tribunals- Corruption in public life- Anti-corruption measures – Central Vigilance Commission, lok-adalats, Ombudsman, - Comptroller and Auditor General of India- Right to information - Central and State Commission- Empowerment of women- Voluntary organizations and public grievances Redressal- Consumer protection forms

Unit- VI Indian economy:

Nature of Indian economy-Need for economic planning-Five-year plan models-an assessment-Land reforms & agriculture-Application of science in agriculture Industrial growth-Capital formation and investment-Role of public sector & disinvestment-Development of infrastructure- National income- Public finance & fiscal policy- Price policy & public distribution- Banking, money & monetary policy- Role of Foreign Direct Investment (FDI)- WTO-globalization & privatization- Rural welfare oriented programmes- Social sector problems – population, education, health, employment,

poverty-HRD – sustainable economic growth- Economic trends in Tamil Nadu -Energy Different sources and development- Finance Commission -Planning Commission- National Development Council.

Unit-VII Indian national movement:

National renaissance-Early uprising against British rule-1857 Revolt- Indian National Congress-Emergence of national leaders-Gandhi, Nehru, Tagore, Nethaji -Growth of militant movements -Different modes of agitations-Era of different Acts & Pacts-World war & final phase struggle-Communalism led to partition-Role of Tamil Nadu in freedom struggle - Rajaji, VOC, Periyar, Bharathiar & Others-Birth of political parties /political system in India since independence-

Unit-VIII APTITUDE AND MENTAL ABILITY TESTS:

Conversion of information to data-Collection, compilation and presentation of data - Tables, graphs, diagrams-Parametric representation of data-Analytical interpretation of data -Simplification-Percentage-Highest Common Factor (HCF)-Lowest Common Multiple (LCM)-Ratio and Proportion-Simple interest-Compound interest-Area-Volume-Time and Work-Behavioural ability -Basic terms, Communications in information technology-Application of Information and Communication Technology (ICT)- Decision making and problem solving-Logical Reasoning-Puzzles-Dice-Visual Reasoning-Alpha numeric Reasoning-Number Series-Logical Number/Alphabetical/Diagrammatic Sequences.

Main Examination

Paper –I General Studies

(PG Degree Standard)

Code No. 218

UNIT - I Modern history of India and Indian culture: Advent of European invasion- Expansion and consolidation of British rule - Effect of British rule on socio-economic factors - Social reforms and religious movements - India since independence - Characteristics of Indian culture - Unity in diversity - race, colour, language, custom - India - a secular state - Organizations for fine arts, dance, drama, music - Growth of rationalist, Dravidian movement in Tamil Nadu - Political parties and populist schemes - National renaissance - Early uprising against British rule - 1857 Revolt - Indian National Congress - Emergence of national leaders - Gandhi, Nehru, Tagore, Netaji - Growth of militant movements - Different modes of agitations - Era of different Acts & Pacts - World war & final phase struggle - Communalism led to partition - Role of Tamil Nadu in freedom struggle - Rajaji, VOC, Periyar, Bharathiar & Others.

UNIT –II Indian polity and emerging political trends across the world affecting India and Geography of India:

Indian polity - Constitution of India - Preamble to the constitution - Salient features of constitution - Union, state and territory - Citizenship - rights and duties - Fundamental rights - Directive principles of state policy - Fundamental duties - Human rights charter - Union executive - Union legislature – parliament - State executive - State legislature – assembly - Status of Jammu & Kashmir - Local government - panchayat raj - Indian federalism - center state relations - Judiciary in India - Rule of law /Due process of law - Emergency provisions - Civil services in India - Administrative Challenges in a welfare state - Complexities of district administration - Elections - Election Commission Union and State -Official language and Schedule – VIII - Amendments to constitution - Schedules to constitution

a. Emerging political trends across the world affecting India

Foreign Affairs with special emphasis on India's relations with neighbouring countries and in the region -Security and defence related matters - Nuclear policy, issues and conflicts-The Indian Diaspora and its contribution to India and the world.

b. Geography of India

Earth and universe - Solar system - Atmosphere, hydrosphere, lithosphere - Monsoon, rainfall, weather and climate - Water resources - rivers in India - Soil, minerals & natural resources - Natural vegetation - Forest & wildlife - Agricultural pattern, livestock & fisheries - Transport & communication - Centers of trade, commerce & art - Social geography - population - density and distribution - Natural calamities - disaster management - Bottom topography of Indian ocean, Arabian Sea and Bay of Bengal - Climate change - impact and consequences - mitigation measures - Pollution Control

UNIT-III Administration of Union and States with special reference to Tamil Nadu:

State government organization - structure, functions and control mechanism - District administration -role in people's welfare oriented programmes - Industrial map of Tamil Nadu - role of state government -Public Services - role of recruitment agencies - State finance -- resources, budget and financial administration - Use of IT in administration -- e-governance in the State - Natural calamities -strategic planning in the State - Social welfare - Government sponsored schemes with reference to Tamil Nadu - Union government organization - structure, functions and control mechanism - Relationship between State and Union - Industrial map of India -- role of Union government - Public Services - role of recruitment agencies in Union Government - Union finance -- resources, budget and financial administration - Use of IT in administration -- e-governance in Union Government -Natural calamities -strategic planning by the Union - Social welfare - government sponsored schemes by Government of India

UNIT – IV Current Economic Trends: Indian Economy and Impact of global economy on India:

a. Indian economy

Nature of Indian economy – Five - year plan models -an assessment –Land reforms & agriculture –Application of science in agriculture –Industrial growth –Capital formation and investment –Role of public sector & disinvestment –Development of infrastructure – National income – Public Finance & fiscal policy – Price policy & public distribution – Consumerism & Consumer Protection – Banking, Money & Monetary policy – Role of foreign direct investment – WTO – Liberalization, globalization & privatization –Rural welfare oriented programmes –HRD –sustainable economic growth – Economic trend in Tamil Nadu – Energy different sources and development – Finance Commission – Planning Commission –National Development Council – Poverty Alleviation Programmes.

b. Impact of global economy on India

Impact of the Economic Crisis on India : (a) Offshoot of Globalized Economy – (b) Aspects of Financial Turmoil in India – Capital Outflow – Impact on Stock and Forex Market – Impact on the Indian Banking System – Impact on Industrial Sector and Export Prospect – Impact on Employment – Impact on Poverty – (c) Indian Economic Outlook.

India's Crisis Responses and Challenges: (a) State of Economy in Crisis Times – (b) RBI's Crisis Responses – (c) Government's Crisis Response – (d) The Risks and challenges – Monetary policy – Fiscal Policy - Financial stability.

The Options Ahead: Diversifying Exports – Boosting Domestic Consumption – Enhancing Public Spending – Generating Employment – Provisioning credit to Productive Sectors – Need for Structural Reforms – Increased purchasing power of the people.

UNIT – V Socio Economic Issues in India / Tamil Nadu:

Population Explosion – Unemployment issues in India & Tamil Nadu – Child Labour – Economic issues (a) Poverty (b) Sanitation – Rural and Urban (c) Corruption in public life – Anti – Corruption measures – CVC, Lok-adalats, Ombudsman, CAG. – Illiteracy – Women Empowerment – Role of the Government Women Empowerment Social injustice to womenfolk – domestic violence, dowry menace, sexual assault – Loss of cultural heritage due to economic development – Urbanization and its impact on the society – Impact of violence on the growth of the nation – Religious violence, Terrorism and Communal violence – Regional Disparities – Problems of Minorities – Human Rights issues – Right to information – Central and State Commission – Faith and conflict among legislature , executive, judiciary and media – Education – Linkage between Education and Economic Growth – Community Development Programme – Employment Guarantee Scheme – Self Employment and Entrepreneurship Development – Role of N.G.O's in social Welfare – Government Policy on Health.

PAPER – II**TOURISM PRINCIPLES & PRACTICES**
(PG Degree Standard)**Code No. 219**

UNIT – I: Basic concepts of Tourism – Definitions, Components, Scope, Structure, Travel Motivation, Deterrents, Types and Typologies – Evolution of Tourism – Emerging trends in Tourism, Eco / Rural / Agri / Farm / Green / Wilderness / Country side & Special interest tourism.

UNIT – II: Tourism Products: Natural Resources – Popular destinations in India and Tamil Nadu based on Biosphere Reserves, Mountain, deserts, beaches, Islands, Water bodies and Biotic Wealth – Land, Water and Air based Adventure activities, Wild life tourism – Conservation related issues, Tourism in National Parks – Conservation Man made Resources – Popular tourist destinations in India and Tamil Nadu – Historical, Cultural, Religious, Architectural Heritage sites, Cuisine, Performing Arts, Arts & Craft, Fairs & Festivals UNESCO World Heritage sites in India and Tamil Nadu – Dance Forms of India.

UNIT – III: Transportation: Evolution & Trends surface (Road & Rail) Types of Roads, National, State and Village – Types of Road Transport (Government, Private & Tourist Coaches) – Car Rental System. Major Railway Lines in India – Luxury tourist trains in India – Heritage Mountain Railways in India, (Palace on Wheels , Decean Odyssey, Golden Chariot)

AIR TRANSPORT – Scheduled & Non Scheduled Airlines – Air Transport in Industry in India – Operations, Management & Performance Water Transport – Historical, cruise ships, ferries, Hovercraft, River & Canal Boats.

UNIT – IV: ACCOMMODATION – Hotels – Origin, Growth and diversification, classification – Heritage Hotel Motels and Resort and Timeshare establishments and other catering outlets – speciality Restaurants – Fast Foods centers. Flight Catering & Regional cuisines – Hotel Chains of India and Tamil Nadu.

UNIT – V: TOURISM IMPACT: Physical Impact Environment carrying capacity – Pollution Air, Water, Soil, Noise – ECONOMIC IMPACT – Sources of Income – Investment, Seasonality – Tourism Impact on Employment – Multiplier Effect – Balance of Payment – Benefit from tourism Economic development. Socio – CULTURAL IMPACTS – Social Impacts and cultural Erosion – Neo Colonization demonstration effect – Impact on Local Community – Environmental Impact Assessment.

PAPER – III**TOURISM ADMINISTRATION & OPERATIONS****(PG Degree Standard)****Code No. 220**

UNIT – I: Tourism Planning: Planning Process – Assessment of Tourism Demand and supply - Types of Tourism Planning – Sectoral – Spatial, Integrated complex – Centralized and decentralized tourism planning – planning at Regional, National, State Level Government of Tamil Nadu & Public Private Partnership.

UNIT – II: Tourism Policies: Concept of Policy – Formulating tourism policy, Role of Tamil Nadu Government, National Policy 1982 & 2002 – National Action Plan 1992, National Tourism Board – National committees – Feasibility study, development of Tourism Master Plan – Law & Legislation relating to Tourist entry stay departure Passport, Visa & Health, Safety and Security aspects.

UNIT – III: Tourism Marketing: Service Characteristics of Tourism – Unique features of Tourism – Tourism Marketing Mix – Measuring & Forecasting tourism Demand – Market segmentation & Positioning – Consumer buying behavior New product development – Product life cycle – Destination life cycle – Relationship Marks – Marketing skills for tourism – Product like Product Mix – Breeding and Packaging – Pricing and strategy Tourism Promotion – Advertising – Audio – Visual – Print Media – Public Relations – On-line Marketing – Distribution Channels – Supplies (Road/ Air / cruise / Hotels etc) Whole salers (Tour operators) Retailers, (Travel agents).

UNIT – IV: ACCOUNTING & FINANCE: Introduction – Book keeping – Financial analysis & Control – Cost Volumes – Profit Analysis – Break even Analysis - Cost of different sources of rising capital – Capital structure – Operating Costing – Transport Costing – Utilization of Ratio and Ration statement – Hotel canteen costing – Working Capital Management – TFCI.

UNIT – V: Contemporary Tourism: Factors contributing to the growth of global tourism – Event based tourism – MICE, NICHE Tourism – Event planning and organizing – Time – site and Infrastructure Management – MICE as supplement to tourism, Barriers, Gender and social constraints. Health Tourism – Origin & development. Quality of Life – Typologies of Health Tourism – Preventive Health care – Ayush, Ayurveda, Yoga, Unani, Siddha & Homeopathy – Curative Health care – Allopathy Treatment – Indian Medical Tourism, Market size and growth Factors – Rural Tourism, Village Tourism Agri Tourism and Farm Tourism Practices.

Tour Operations: Itinerary Preparation, Reservation Tour Costing / Pricing, Marketing of tour packages, Income Sources.

Tourism Organisation: Organisation and Functions of UNWTO, IATA / UFTAA, ICAO, PATA, TAAI, FHRAI, ITDA & TTDC – Role of Indian Government in Tourism development.

ANNEXURE –II

Exempted Qualification in lieu of Pass in Certificate Course in Computer on Office Automation	G.O. in which ordered
Those who possess a Degree (or) Diploma in Computer Science (or) Computer Engineering (or) Computer Application (or) Information Technology (or) Software Engineering (or) Computing (or) Computer Information Systems (or) Computer Design approved by the UGC / All India Council for Technical Education / Directorate of Technical Education or an equivalent body are exempted from passing the Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education.	<ol style="list-style-type: none"> 1. G.O.Ms.No.130, Personnel and Administrative Reforms (S) Department, dated 22.07.2008. 2. G.O.(Ms) No. 26, Personnel and Administrative Reforms (S) Department, dated 23.02.2017.

DISCLAIMER

“The Government orders relating to Equivalence of qualification on various subjects have been hosted in the Tamil Nadu Public Service Commission website. The applicants while applying for the examination should furnish the details such as G.O. No. and date on their claims in regard to equivalence of qualification, if any, and produce the copy of the same when called for by Tamil Nadu Public Service Commission”.

Secretary