| NOTIFICATION NO: 19/2013 | DATED: 22.11.2013 |
|---|---|

Applications are invited on behalf of **High Court of Madras**, only through online mode upto 20.12.2013 for direct recruitment to the following posts included in Madras High Court Service :- **(Service Code No. 071)**

<u>**TABLE - I**</u>

**Posts for which selection is made in Three successive stages (i) Written Examination, (ii) Skill Test and (iii) Oral Test.**

| Sl. No. | Name of the post & Code No. | No. of vacancies | Scale of pay |
|---|---|---|---|
| 1. | Personal Assistant to the Hon'ble Judge (Post Code No: 3300) | 57 | PB3 Rs.15,600-39,100/- + Grade Pay Rs.5,400/- + Special Pay |
| 2. | Personal Assistant (Post Code No: 3400) | 7 | PB2 Rs.9,300-34,800/- + Grade Pay Rs.4,600/- + Special Pay |

<u>**TABLE - II**</u>

**Posts for which selection is made in Two Successive stages (i) Written Examination and (ii) Oral Test**

| Sl. No. | Name of the post & Code No. | No. of vacancies | Scale of pay |
|---|---|---|---|
| 1. | Assistant (Post Code No: 3500) | 37 | PB1 Rs.5,200-20,200/- + Grade Pay Rs.2,600/- |
| 2. | Computer Operator (Post Code No: 3600) | 28 | PB1 Rs.5,200-20,200/- + Grade Pay Rs.2,800/- |

<u>**TABLE - III**</u>

**Post for which selection is made in Two successive stages (i) Written Examination and (ii) Skill Test**

| Name of the post & Code No. | No. of vacancies | Scale of pay |
|---|---|---|
| Typist (Post Code No: 3700) | 139 | PB1 Rs.5,200-20,200/- + Grade Pay Rs.2,400/- + Special Pay |

**2. IMPORTANT DATES:-**

| A | Date of Notification | | 22.11.2013 | - |
|---|---|---|---|---|
| B | Last date for submission of applications | | 20.12.2013 | - |
| C | Last date for payment of Fee through Bank or Post Office | | 24.12.2013 | - |
| D | Date of Written Examination | General Studies + General Tamil/General English (for all posts including Computer Operator) | 23.02.2014 | 10:00 A.M. to 1:00 P.M. |
| | | Knowledge in access to Computer (only for the post of Computer Operator) | | 2.30 P.M. to 4.00 P.M. |

**Note :**

1. The selected candidates will be posted either in Principal Seat at Madras or at Madurai Bench of the Madras High Court, Madurai.

2. Candidates should submit only one application even if he/she opts for more than one post.

**3. Distribution of vacancies** :-

| Sl. No. | Name of the post | Vacancies | SCG | SCW | SCDW | SC-EX | SCG-ORTHO | SCAG | SCAW | SCADW | STG | MBC/DCG | MBC/DCW | MBC/DCDW | MBC/DC-EX | MBC/DCG-ORTHO | BCG | BCW | BCDW | BC-EX | BCG-ORTHO | GTG | GTW | GTDW | GT-EX | GTG-ORTHO | BCMG | BCMW | BCMDW |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | P.A. to the Hon'ble Judge | 57 | 6 | 3 | | | | 1 | 1 | | 1 | 8 | 4 | | | | 10 | 4 | | | | 11 | 5 | | | 1 | 1 | 1 | |
| 2 | Personal Assistant | 7 | 1 | | | | | 1 | | | | 1 | 1 | | | | 1 | | | | | 1 | 1 | | | | | | |
| 3 | Assistant | 37 | 4 | 1 | 1 | | | | 1 | 1 | | 6 | | 1 | | | 6 | 2 | 1 | | | 7 | 2 | 1 | 1 | 1 | 1 | | |
| 4 | Computer Operator | 28 | 3 | 1 | 1 | | | | | 1 | | 4 | 1 | 1 | | | 5 | 1 | 1 | | | 5 | 1 | 1 | | 1 | 1 | | |
| 5 | Typist | 139 | 13 | 5 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 18 | 7 | 1 | 1 | 1 | 22 | 9 | 2 | 2 | 1 | 27 | 11 | 2 | 2 | 1 | 3 | 1 | 1 |
| | Total | 268 | 27 | 10 | 3 | 1 | 1 | 5 | 3 | 3 | 2 | 37 | 13 | 3 | 1 | 1 | 44 | 16 | 4 | 2 | 1 | 51 | 20 | 4 | 3 | 4 | 6 | 2 | 1 |

**4. QUALIFICATIONS: -**

**(A) AGE (as on 22.11.2013)**

| Sl. No. | Category of Candidates | Minimum Age (should have completed) | Maximum Age (should not have completed) |
|---|---|---|---|
| 1 | "Others" [ i.e Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs ] | 18 Years | 30 years |
| 2 | Scheduled Caste, Scheduled Caste (Arunthathiyars), Scheduled Tribes Most Backward Classes / Denotified Communities., Backward Classes and Backward Classes (Muslims) | | 35 years |
| 3 | Service Candidates (Madras High Court service and Tamil Nadu Judicial Ministerial Service Including City Civil Court, Chennai, Small Causes Court, Chennai and Criminal Units in Chennai) | | 45 years |

Note:

Candidates who are full member or approved probationer in any service other than Madras High Court Service and Tamil Nadu Judicial Ministerial Service are not eligible even if they are within the age limit.

(Paras 2 (d) and 4 of the Instructions to the candidates will not apply to this recruitment.)

Para 13 (i), (ii) and (iii) and para 14 of the Instructions to the candidates will not apply to this recruitment.)

## (B) **EDUCATIONAL QUALIFICATION :**

Candidates should possess the following or its equivalent qualification on the date of this Notification viz. 22.11.2013.

| Name of the Post | Qualifications | Special Qualifications |
|---|---|---|
| P.A. to the Hon'ble Judge | | For the post of P.A. to the Hon'ble Judge:-<br><br>Must have passed<br><br>(1) the Government Technical Examination in Shorthand and Typewriting in English by the Higher / Senior Grade. |
| Personal Assistant | | For the post of Personal Assistant:-<br><br>Must have passed<br><br>(1) The Government Technical Examination in Typewriting and Shorthand in English and Tamil by the Higher / Senior Grade. |
| Assistant | A degree of<br>B.A.<br>or<br>B.Sc.,<br>or<br>B. Com.,<br>or<br>any other Bachelor degree of the Madras University<br>or<br>Equivalent thereto of a recognised university | For the post of Assistant:-<br>Provided that other things being equal preference shall be given to persons who possess a 'Certificate in Computer on Office Automation' conducted by the Directorate of Technical Education or any other Diploma/Degree Course in Computer from a University recognised by UGC. |
| Typist | | For the post of Typist:-<br>Must have passed the Government Technical Examination in Typewriting:-<br><br>(i) by the Higher / Senior Grade in Tamil and English<br>(or)<br>(ii) by the Higher / Senior Grade in Tamil and Lower / Junior Grade in English<br>(or) |

| | | |
|---|---|---|
| | | (iii) by the Higher / Senior Grade in English and Lower / Junior Grade in Tamil. **Candidates for the post of Typist Shall be selected in the following Order:-** <br> a. Candidates with Technical qualification referred to in item (i) above will be considered first for selection. <br> b. In case, candidates with Technical qualification referred to in item (i) above are not available, candidates with Technical qualification referred to in item (ii) above will be considered for selection. <br> c. In case, candidates with Technical qualification referred to in item (i) and (ii) above are not available, candidates with Technical qualification referred to in item (iii) above will be considered for selection. |
| Computer Operator | A Bachelor's degree in Computer Science / Computer Applications of a recognised University OR A Bachelor's degree in B.A., or | For the post of. Computer Operator:- Must have passed the Government Technical Examination in Typewriting in English and Tamil by Higher / Senior Grade. |

| | B. Sc.,<br>or<br>B.Com.,<br>of a recognised University<br>with a diploma in<br>Computer Applications<br>from a recognised University | |
|---|---|---|

**(B) (i) Computer Qualification (for P.A. to the Honourable Judge, Personal Assistant and Typist):-**

Candidates should have passed the "Certificate Course in Computer on Office Automation" awarded by the Technical Education Department.

**Note:**

(i) "Candidates who do not possess Certificate Course in Computer on Office Automation conducted by the Technical Education Department may also apply. If selected, they should acquire such qualification within the period of their probation".

*(ii) Those who possess Degree (or) Diploma with Computer Science (or) Computer Engineering as one of the subjects approved by the University Grants Commission / All India Council for Technical Education / Directorate of Technical Education are exempted from passing the* **"Certificate course in Computer on Office Automation"** *conducted by the Directorate of Technical Education.*

The degree qualification prescribed for all the posts mentioned in para 4 (B) of this notification should have been obtained by passing the required qualification in the order of studies viz. $10^{th}$ + HSC + U.G. degree / $10^{th}$ + Diploma (3 years) + U.G. degree / $11^{th}$ (old SSLC) + 2 years Teacher Training + U.G degree / $10^{th}$ + I.T.I (2 years) + U.G. degree / $10^{th}$ + 3 year Diploma + 2 year Degree (Lateral Entry) (i.e., 10 +2 +3, 10+3+3, 11+2+3, 10+2+3 and 10 +3+2).

Persons claiming equivalence of qualification should upload evidence for such claim when called for, failing which their application will be summarily rejected. (For further details refer para-9 of the 'Instructions to the candidates')

Para 10 of the Instructions to the candidates will not apply to this recruitment.

Para 15 (c) of the Instructions to the candidates in regard to Tamil qualification will not apply to this recruitment.

## 5. GENERAL INFORMATION:-

A. The Rule of reservation of appointments as per Madras High Court Service Rules applies to each of the posts separately.

B. Reservation for Persons Studied in Tamil Medium will not apply for this recruitment.

C.   The number of vacancies advertised is only approximate and is liable for modification with reference to vacancy position at any time before Oral Test or finalisation of selection.

D.   10% of vacancies out of 30% of vacancies set apart for Women candidates in direct recruitment are reserved for Destitute Widows in respect of the posts for which the scale of pay does not exceed Rs. 5200-20200 + Grade Pay 2800/- (PB 1).  If no qualified and suitable Destitute Widow belonging to a particular category is available for selection for appointment against reserved turn, such turn shall be filled up by a Woman candidate other than Destitute Widow but belonging to the particular communal category.

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% of vacancies shall be set apart for Ex-Servicemen in the posts which are classified under Group-'C' (i.e.,) with the Grade Pay minimum of which Rs.1,400/- and above but below Rs.4,400/-. 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.   3% of reservation applicable for Differently Abled persons is reserved for Orthopaedically handicapped only.  Blind and Deaf candidates are not eligible for appointment to these posts.  (Para 20 of the Instructions to the candidates will not apply for Blind candidates).

H.   Differently Abled 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.

I.   Evenafter 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.

J.   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.

K.   If a qualified and suitable candidate, belonging to any of the Scheduled Castes or Scheduled Castes (Arunthathiyars) or Scheduled Tribes or Backward Classes or Backward Classes (Muslims) or Most Backward Classes and Denotified Communities or an Orthopaedically handicapped candidates is not available for selection for appointment in the turn allotted for them in the cycle, the turn will lapse and the vacancy shall be filled in by the next turn in the order of rotation.

L.    Persons belonging to the State of Tamil Nadu and Union Territory of Puducherry and to one of the communities mentioned in the Instructions to the candidates alone shall be treated as Scheduled Caste or Scheduled Caste (Arunthathiyars) or Scheduled Tribe or Most Backward Classes / Denotified Communities or Backward Classes and Backward Classes (Muslims) as the case may be.  Persons belonging to other States (i.e. except Tamil Nadu and Union Territory of Puducherry) shall not be treated as belonging to the Scheduled Caste or Scheduled Caste (Arunthathiyars) or Scheduled Tribe or Most Backward Classes / Denotified Communities or Backward Classes and Backward Classes (Muslims) eventhough they may belong to one of the Communities specified in the Instructions to the candidates".

Note (i) of Para 6 of the Instructions to the candidates will not apply for this recruitment.

M. **The term "the Commission" wherever occurs in the Instructions to the candidates may be read as "the Commission on behalf of High Court of Madras".**
(Para 27 (7) and (19) of the Instructions to the candidates will not apply to this recruitment).

N. **CERTIFICATE OF PHYSICAL FITNESS:-**

| Sl. No. | Name of the post | Form of Certificate of Physical fitness | Standard of Vision Prescribed |
|---|---|---|---|
| 1 | P.A. to the Honourable Judge | Prescribed for Executive posts | Standard - III or better |
| 2 | Personal Assistant | Form prescribed for posts other than Executive Posts and Ministerial Posts | |
| 3 | Computer Operator | | |
| 4 | Assistant | | |
| 5 | Typist | | |

**Note :**

Candidates who   possess the standard of vision stipulated in item (N) above of this notification alone are eligible to apply for appointment to these posts.

O.  **Applications containing wrong claims relating to category of reservation / age / educational qualification will be liable for rejection.**

P.  The general instructions contained in this notification will prevail over the 'Instructions to the candidates' issued by the TNPSC in case of inconsistency, if any.

**6. (1) <u>SCHEME OF WRITTEN EXAMINATION (OBJECTIVE TYPE), SKILL TEST AND ORAL TEST FOR THE POSTS OF P.A. TO HON'BLE JUDGE, PERSONAL ASSISTANT AND TYPIST</u>**:-

**A) <u>SCHEME OF WRITTEN EXAMINATION (OBJECTIVE TYPE)</u>**

| Name of the post | Subject | Duration | Maximum Marks | Minimum Qualifying Marks for selection |
|---|---|---|---|---|
| 1. P.A. to Hon'ble Judge<br><br>2. Personal Assistant<br><br>3. Typist | Single paper in General Studies (Degree Std.) (75 items) Aptitude and Mental Ability Test (S.S.L.C Std) (25 items) (75+25 = 100 items)<br>+<br>General Tamil or General English (S.S.L.C Std) (100 items) | 3 Hours | 150<br>+   } 300<br>150 | 90 |
| | | **Total** | **300** | |

**B) <u>SCHEME OF SKILL TEST AND ORAL TEST :-</u>**

| Name of the post | Subject | Duration | Maximum Marks | Minimum Qualifying Marks for selection |
|---|---|---|---|---|
| Skill Test for P.A. to Hon'ble Judge<br><br><br><br>Oral Test | Passage Dictation (in English only) (120 words per minute)<br><br>Transcription | 7 minutes<br><br><br><br>1½ hours | 200<br><br><br>27 | 68 |
| Skill Tests for Personal Assistant<br><br><br><br><br><br><br><br><br>Oral Test | 1) Passage Dictation (in English) (120 words per minute)<br><br>Transcription<br>*<u>and</u>*<br>2) Passage Dictation (in Tamil) (90 words per minute)<br><br>Transcription | 7 minutes<br><br><br><br>1½ hours<br><br>7 minutes<br><br><br><br>1½ hours | 100<br><br><br><br>100<br><br>27 | 68 |
| Skill Test for Typist | <u>TypeWriting in</u><br>1. English (45 words per minute)<br>and<br>2. Tamil (45 words per minute) | 10 Minutes<br><br>10 Minutes | 50<br><br>50 | 30 |

**6 (2) SCHEME OF WRITTEN EXAMINATION (OBJECTIVE TYPE) AND ORAL TEST FOR THE POST OF COMPUTER OPERATOR :-**

| Name of the post | Subject | Duration | Maximum Marks | Minimum Qualifying Marks for selection |
|---|---|---|---|---|
| Computer Operator | **Paper–I** General Studies (Degree Std.) (75 items) + Aptitude and Mental Ability Test (25 items) (SSLC Std.) (75+25 = 100 items) + General Tamil / General English (100 items) (SSLC Std.) | 3 Hours | 150 + 150 ⎫ 300 ⎬ | 90 ⎫ ⎬ 146 40 ⎭ |
| | **Paper–II** 1. Knowledge in access to Computers (100 items) (Diploma Standard) **Oral Test** | 1 ½ Hours | 100 53 | |
| | **Total** | | 453 | |

**6 (3) SCHEME OF WRITTEN EXAMINATION (OBJECTIVE TYPE) AND ORAL TEST FOR THE POST OF ASSISTANT :-**

| Name of the post | Subject | Duration | Maximum Marks | Minimum Qualifying Marks for selection |
|---|---|---|---|---|
| Assistant | Single Paper in General Studies (Degree Std.) (75 items) + Aptitude and Mental Ability Test (25 items) (SSLC Std.) (75+25 = 100 items) + General Tamil / General English (100 items) (SSLC Std.) **Oral Test** | 3 Hours | 150 + 150 ⎫ 300 ⎬ 40 | 102 |
| | **Total** | | 340 | |

**For the posts of P.A. to the Hon'ble Judge, Personal Assistant, Assistant and Typist**

Single question paper will contain questions on General Studies (75 items), Aptitude and Mental Ability Test (25 items) and General Tamil (100 items) / General English (100 items).

**For the post of Computer Operator**

Two Types of question papers will be set.  One type of question paper will contain questions on General Studies (75 items), Aptitude and Mental Ability Test (25 items) and General Tamil (100 items) / General English (100 items).  The other will contain questions on Knowledge in access to Computers (100 items).

**Note** :

i)      Candidates are given the option to choose either General Tamil or General English for answering the second 100 items apart from answering the first (75+25)100 items on General Studies.

ii)      The questions on General Studies will be set both in English and Tamil.  The questions on Knowledge in access to Computers will be set in English only and the questions on General Tamil / General English will be set in the respective languages.

**The syllabi for the said subjects are available only in Commission's Website 'www.tnpsc.gov.in'**

**7. CENTRES FOR EXAMINATION:-**

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

**Note:** The Commission reserves the right to increase / decrease the number of Examination Centres and to re-allot the candidates.

**8. EXERCISING OF OPTIONS:-**

A candidate who applies for more than one post shall specify the name of the post in the column provided there for in the online application form in the order of preference as to the post to which he/she wishes to be selected.

**9. PROCEDURE OF SELECTION:-**

**For the Posts of P.A. to the Hon'ble Judge and Personal Assistant :-**

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

The Written Examination is meant to serve as a screening test only.  The marks obtained in the Written Examination by the candidates who are declared qualified for admission to the Skill Test will not be counted for determining their final order of merit.  The number of candidates to be admitted to the Skill Test will be 20 times the number of candidates to be recruited having regard to the rule of reservation of appointments.  However, in each reservation group, all the candidates who secure the same marks as that of cut off marks of their reservation groups shall also be admitted to the Skill Test, though the number of candidates to be admitted to the Skill Test may exceed 1:20 ratio.  Candidate's appearance in each subject of the Written Examination, Skill Test and Oral Test is compulsory.  A candidate who has not appeared for any one of the subject will not be considered for selection, even if he/she secures qualifying marks for selection.  The number of candidates to be admitted to the Oral Test will be 3 times

the number of candidates to be recruited having regard to the rule of reservation of appointments.

**For the Posts of Assistant and Computer Operator :-**

Selection will be made in two successive stages i.e., (i) Written Examination and (ii) Oral Test in the shape of an interview. 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 subject to the rule of reservation of appointments and post option exercised by candidate. Candidate's appearance in each subject of the Written Examination and Oral Test is compulsory. A candidate who has not appeared for the Written Examination or the Oral Test will not be considered for selection, even if he/she secures qualifying marks for selection. The number of candidates to be admitted to the Oral Test will be 3 times the number of candidates to be recruited having regard to the rule of reservation of appointments.

**For the Post of Typist :-**

**The selection will be made in two successive stages,** viz. (i) Written Examination for selection of candidates for admission to the Skill Test and (ii) Skill Test.

The Written Examination is meant to serve as a screening test only. The marks obtained in the Written Examination by the candidates who are declared qualified for admission to the Skill Test will not be counted for determining their final order of merit. The number of candidates to be admitted to the Skill Test will be 20 times the number of candidates to be recruited having regard to the rule of reservation of appointments. However, in each reservation group, all the candidates who secure the same marks as that of cut off marks of their reservation groups shall also be admitted to the Skill Test, though the number of candidates to be admitted to the Skill Test may exceed 1:20 ratio. Candidate's appearance in each subject of the Written Examination and Skill Test is compulsory. A candidate who has not appeared for any one of the subject will not be considered for selection, even if he/she secures qualifying marks for selection.

The marks obtained by the candidates appearing for the Oral Test, both in the Written Examination as well as in the Oral Test will be placed in the Notice Board in the Office of the Tamil Nadu Public Service Commission in the evening either on the last day fixed for Oral Test or on the succeeding working day. The same will also be made available on the Internet in the Commission's website 'www.tnpsc.gov.in'.

(Para 21 of the Instructions to the candidates will not apply to this recruitment).

**10. FEE:-**

| | | |
|---|---|---|
| For the posts of P.A. to the Hon'ble Judge, Personal Assistant, Typist, Computer Operator and Assistant. | For Written Examination | Rs.150/- (Examination Fee Rs.100/- + Cost of Application Rs.50/-) |
| For the posts of P.A. to the Hon'ble Judge, Personal Assistant and Typist. | For Skill Test | Rs.50/- |

- ➤ Candidates claiming exemption from examination fee should pay only Rs.50/- towards Application fee.
- ➤ 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, on any other occasion.
- ➤ **Offline mode of payment in the form of Demand Draft, Postal Orders will not be accepted and the application forwarded with such mode of payment will be summarily rejected.**

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

## 11. NO OBJECTION CERTIFICATE:

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

## 12. 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 email ID should be kept active till the declaration of results. Candidates are cautioned to keep their e-mail ID and pass word confidentially. TNPSC will send Hall Tickets (Memorandum of Admission) for Main Examination, Interview Call Letters, Other Memos to the registered / given e-mail ID only.
- All the particulars mentioned in the online application including Name of the Candidate, Post Applied, Communal Category, Date of birth, Address, e-mail 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 should 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 or 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 the candidate already have Unique ID, should enter the Unique ID and password to view the already available information and update them, if necessary.

e)   If the candidate do not have valid ID, should 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 uploaded without the photograph and signature will be rejected.**

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

Select the mode of payment (Online Payment/Offline Payment).

**12(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 the payment information in the online application form, candidate should 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.

**12(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 candidates 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. Check that the Chalan is properly signed and the details of Transaction Number, Branch Name,

DP Code Number and 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(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 advised 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 advised 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.1800 425 1002)

## 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 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 12 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.   **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 - 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, Skill Test 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 written Examination, Skill Test 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 & penalised.

     **The Online Application can be filled upto 20.12.2013 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**

**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 |
| | Kuzhithurai | 0803 |
| | Thakalai | 0804 |
| Karur | Karur | 0901 |

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|---|---|---|
| **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** |
| | **Sirkazhi** | **1105** |
| **Namakkal** | **Namakkal** | **1201** |
| | **Rasipuram** | **1203** |
| | **Thiruchengodu** | **1204** |
| **The Niligirs** | **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** |
| | **Omalur** | **1706** |
| | **Sangagiri** | **1707** |
| **Sivaganga** | **Sivaganga** | **1801** |
| | **Devakottai** | **1802** |
| | **Karaikkudi** | **1804** |
| **Thanjavur** | **Thanjavur** | **1901** |
| | **Kumbakonam** | **1902** |
| | **Pattukkottai** | **1905** |
| **Theni** | **Theni** | **2001** |
| | **Periyakulam** | **2004** |
| | **Uthamapalayam** | **2005** |

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|---|---|---|
| | Thiruvallur | 2101 |
| | Avadi | 2103 |
| | Pattabiram | 2107 |
| Thiruvallur | Ponneri | 2108 |
| | Poonamallee | 2109 |
| | Tiruttani | 2110 |
| | Thiruvannamalai | 2201 |
| Thiruvannamalai | Arani | 2202 |
| | Cheyyar | 2204 |
| | Polur | 2205 |
| | Thiruvarur | 2301 |
| Thiruvarur | Mannargudi | 2303 |
| | Thiruthuraipoondi | 2306 |
| | Thoothukkudi | 2401 |
| Thoothukkudi | Kovilpatti | 2403 |
| | Srivaikundam | 2406 |
| | Tiruchendur | 2407 |
| | Tiruchirappalli | 2501 |
| Tiruchirappalli | Manapparai | 2504 |
| | Musiri | 2505 |
| | Thuraiyur | 2509 |
| | Tirunelveli | 2601 |
| | Ambasamudram | 2603 |
| Tirunelveli | Palayamkottai | 2605 |
| | Sankarankoil | 2607 |
| | Tenkasi | 2610 |
| | Valliyur | 2611 |
| | Tiruppur | 3201 |
| Tiruppur | Dharapuram | 3203 |
| | Udumalaipettai | 3207 |
| | Vellore | 2701 |
| | Arakonam | 2703 |
| | Arcot | 2704 |
| Vellore | Gudiyatham | 2705 |
| | Tiruppattur | 2707 |
| | Vaniyambadi | 2708 |
| | Walajah | 2709 |

| | Vizhupuram | 2801 |
|---|---|---|
| **Vizhupuram** | Kallakkurichi | 2803 |
| | Tindivanam | 2805 |
| | Virudhunagar | 2901 |
| | Aruppukkottai | 2902 |
| **Virudhunagar** | Rajapalayam | 2904 |
| | Sivakasi | 2906 |
| | Srivilliputhur | 2907 |