TAMIL NADU PUBLIC SERVICE COMMISSION

Advertisement No.638
Notification No. 32/2022   **DATED: 11.11.2022**

Applications are invited from eligible candidates only through online mode upto **10.12.2022** for direct recruitment to the post of **Bursar** included in the Tamil Nadu Educational Service.

Examination for this post shall be conducted in Computer Based Test (CBT) Method.

WARNING

> *All recruitments by the Tamil Nadu Public Service Commission are purely merit based.*
> *The Tamil Nadu Public Service Commission hereby cautions the applicants against touts and agents who may cheat, by making false promises of securing jobs through unfair means.*
> *The Tamil Nadu Public Service Commission shall not be responsible or liable for any loss that may be caused to any applicant on account of indulging in any sort of dealings with such unscrupulous elements.*
> *Applicants are solely responsible for their claims in the online application. They cannot blame service providers like internet cafes/browsing centres/Common Service centres for the mistakes made while applying online for recruitment. Applicants are advised to check the filled in online application along with required documents (see Annexure IV) before finally submitting the same.*

> ***The applicants shall mandatorily upload the certificates / documents (in support of all the claims made / details furnished in the online application) at the time of submission of online application itself. It shall be ensured by the applicants that the online application shall not be submitted without uploading the required certificates.***

> **Applicants are directed to read all the information / instructions / guidelines given in this notification and the Commission's "Instructions to applicants" before applying for this recruitment. Clarification if any required, may be obtained over phone and email well ahead of the last date for submission of online application. Candidates should follow the instructions given in the online application also.**

1. ONE TIME REGISTRATION:

It is mandatory for applicants to register their basic particulars through one - time online registration system on payment of Rs. 150/- (Rupees One hundred and fifty only) towards registration fee and then they should apply online for this recruitment. [The one-time registration will be valid for five years from the date of registration. Thereafter, the registration should be renewed by paying the prescribed fee.] One Time Registration will not be considered as an application for any post.

2. DETERMINE OF VACANCIES:

Name of the post	Name of the service	No. of vacancies	Scale of pay
Bursar in Government Arts & Science Colleges and Colleges of Education (Post Code No. 3010)	Tamil Nadu Educational Service (Service Code No.024)	5	Rs.56,100 – 2,05,700 (Level 22) (Revised scale)

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

3. DISTRIBUTION OF VACANCIES

The Rule of reservation of appointments is applicable to this post and distribution of the vacancies will be as per the rule in force.

BC(G) (PSTM)	BC(W)	BC (M) (G)	MBC/DC(G) (PSTM)	SC (G)	TOTAL
1	1	1	1	1	5

Abbreviation:- BC – Backward Classes; BC(M) - Backward Classes (Muslim); MBC/DC- Most Backward Classes/Denotified Communities; SC – Scheduled Castes;

G-General; W-Women; PSTM- Persons Studied in Tamil Medium;

4. IMPORTANT DATES AND TIME:

Date of Notification		11.11.2022
Last date for submission of online application		10.12.2022
Application Correction Window Period	**From 15.12.2022 12.01 A.M to 17.12.2022 11.59 P.M**	
Date of examination (Computer Based Test)		
Bursar in Government Arts & Science Colleges and Colleges of Education	**Paper-I** : **Subject paper** **Public Administration (PG Degree Standard)** **Or** **Business Administration (PG Degree Standard)**	**10.03.2023** **09.30 A.M. to 12.30 P.M.**
	Paper – II **PART A Tamil Eligibility Test (SSLC Std)** and **PART B General Studies (Degree Std)**	**10.03.2023** **02.30 P.M. to 05.30 P.M.**

Note: Refer Annexure-VII of this notification regarding tentative timeline for the recruitment process.

5. QUALIFICATIONS:

(A) AGE LIMIT (as on 01.07.2022):

Sl. No.	Category of Applicants	Maximum Age (Should not have completed)
1.	SCs, SC(A)s, STs, MBC/DCs, BC(OBCM)s, BCMs and Destitute Widows of all categories.	37 years @
2.	'Others' [i.e. candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s and BCMs]	32 years @

Note: @ In G.O (Ms).No.91, Human Resources Management (S) Department, dated 13.09.2021, Maximum Age Limit prescribed for appointment by direct recruitment is enhanced by 2 years. [i.e., 30 years to 32 years / 35 years to 37 years]

Note

"Others" [i.e., Applicants not belonging to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s, BCMs] who have put in five years and more of service in the State/Central Government are not eligible even if they are within the age limit. (For further details refer to para 3(F) of "Instructions to Applicants", Section 3(r) of Tamil Nadu Government Servants (Conditions of Service) Act, 2016)

AGE CONCESSION:

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

Persons with Benchmark Disability are eligible for age concession upto 10 years over and above the maximum age limit prescribed.

(Section 64 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016)

(ii) **For Ex-servicemen (others) :**

a) The maximum age limit is 55 years for the applicants who belongs to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s and BCMs.

b) The maximum age limit is 50 years for 'OTHERS' (i.e., applicants not belonging to any of the above said categories)

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

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

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

(B) EDUCATIONAL QUALIFICATION (as on 11.11.2022)

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

Name of the Post	Educational Qualification
Bursar	Must have passed Post Graduate Degree in Public Administration Or Post Graduate Degree in Business Administration (MBA) with Specialization in Finance **Other things being equal preference will be given to persons with experience for a period of not less than three years in finance or administration matters.**

Note :1-

(i) Experience should be acquired in the Managerial cadre / Officers in the Public Sector Organizations in the field of Finance or Administration matters.

(ii) Experience gained in Government / Universities / Quasi Government Organizations /Public Sectors / Private Institutions shall be accepted. Experience gained in Private Institution which have been registered under Company's Act (Private Limited shall be accepted)

(iii) The Competent authority (Private Institution) should be the General Manager / Equivalent Cadre.

(iv) The model format for Experience Certificate is indicated in Annexure-II to this Notification.

Note: 2-

(i) The educational qualification prescribed for the posts should have been obtained by passing the required qualification in the following order of studies: 10th + HSC or its equivalent + Bachelor's Degree + P.G. Degree as required under Section 25 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016. Results of the examination should have been declared on or before the date of notification. (Section 20(4)(iv) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016).

(ii)   The qualifications considered equivalent are indicated in Annexure-III to this notification.

(iii)   Applicants claiming equivalence of qualification to the prescribed qualification should upload and submit evidence for equivalence of qualification, in the form of government order issued on or before the date of this notification, and submit it along with the online application, failing which, their application **will be summarily rejected after due process**. The government orders regarding equivalence of qualification issued after the date of this notification will not be accepted.

(For further details regarding equivalence of qualification refer note under para.9 of the "Instructions to Applicants").

(C) CERTIFICATE OF PHYSICAL FITNESS:

Applicants selected for appointment to the said post will be required to produce a certificate of physical fitness in the form prescribed below. The model format is enclosed with **Annexure V** of the notification. **The said Certificate should be submitted by the selected candidate to the Appointing Authority at the time of joining to the said post.**

Standard of vision	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 working in Government Hospital.

(D)   KNOWLEDGE IN TAMIL

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

6. FEES:

a)	**Registration Fee** For One Time Registration (G.O.(Ms).No.32, Personnel and Administrative Reforms (M) Department, dated 01.03.2017). **Note** Applicants who have already registered in One Time online Registration system and are within the validity period of 5 years are exempted.	Rs.150/-
b)	**Examination Fee** **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.200/-

Note:

(i) Linking Aadhaar number with One Time Registration (OTR) is mandatory for applicants.[For further details refer para 2B of 'Instructions to Applicants'.]

(ii) One Time Registration is valid for five years from the date of registration. After completion of five years, the applicant must renew the One Time Registration by paying the fee prescribed. The One Time Registration is different from the application for the examination. An applicant should make an online application separately for each and every examination for which he intends to appear.[Para 2C of 'Instructions to Applicants'.]

EXAMINATION FEE CONCESSIONS:

	Category	**Concession**
(i)	Scheduled Castes/ Scheduled Caste (Arunthathiyars)	Full Exemption
(ii)	Scheduled Tribes	Full Exemption
(iii)	Most Backward Classes/ Denotified Communities	Three Free Chances
(iv)	Backward Classes (Other than Muslim) / Backward Classes (Muslim)	Three Free Chances
(v)	Ex-Servicemen	Two Free Chances
(vi)	Persons with Benchmark Disability	Full Exemption
(vii)	Destitute Widow	Full Exemption

Note:

(i) The total number of free chances availed, will be calculated on the basis of claims made in previous applications.

(ii) The number of free chances availed by the applicant may be verified by the Commission at any stage of the selection process.

(iii) In case an applicant who makes a false claim for exemption from payment of application fee by suppressing information regarding his/ her previous application(s) his/her candidature shall be rejected after due process.

(iv) Applicants are directed to carefully choose the options 'Yes' or 'No' regarding availing the fee concession.

(v) Applicants are advised in their own interest, to keep an account of the number of times fee concession has been availed, irrespective of the information displayed in the <Application History> of the applicant dashboard.

(vi) An application (irrespective of the post applied for) claiming fee concession will operate to exclude one chance from the number of free chances allowed.

(vii) Applicants who have availed the maximum number of free chances permitted / applicants who do not wish to avail of the fee concession / applicants who are not eligible for fee concession, shall choose the option 'No' against the query regarding fee concession. Such applicants shall thereafter pay the requisite fee through the prescribed mode of payment.

(viii) Failure to pay the prescribed fee in time along with the online application, will result in the rejection of application after due process. (for further details regarding examination fee concessions refer to Para 6 of 'Instructions to Applicants')

7. MODE OF PAYMENT OF EXAMINATION FEE:

- CBT Examination fee of Rs.200/- (Rupees Two hundred only), is payable by online mode through Net Banking / Credit card / Debit card on or before the last date of submission of online application by choosing the option in the online application.

- Applicants have also to pay the service charges as applicable.

- Applicants can avail exemption from paying examination fee 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 must pay the prescribed examination fee for this recruitment unless fee exemption is claimed (One–Time Registration is only to avail exemption for Registration fee for a period of 5 years from the date of registration and it will not be considered as prescribed examination fee for this recruitment).

    (For further details regarding the Examination fee, refer para. 2(V) of "Instructions to Applicants").

8. CONCESSIONS:

(i) Concessions in the matter of age and/or examination fees allowed to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s, BCMs, Destitute Widows, Persons with Benchmark Disability and Ex-servicemen are given in paras. 3D, 5 and 6 of the 'Instructions to Applicants'.

(ii) Persons claiming concessions referred to above and other claims made in the application have to upload evidence along with online application for such claims, otherwise their application will be rejected after due process.

Note:

    In all cases, an **Ex-serviceman once recruited** to a post in any class or service or category, **cannot claim the concession** of being called an Ex-serviceman for his

further recruitment. (Section 3(j) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016).

9. SCHEME OF EXAMINATION: OBJECTIVE TYPE (CBT METHOD) AND ORAL TEST:

Subject EXAMINATION in COMPUTER BASED TEST Method	Duration	Maximum Marks	Minimum qualifying marks for selection	
			SCs, SC(A)s, STs, MBCs/ DCs, BC(OBCM)s & BCMs	Others
(i) Paper I **Subject Paper** **(200 Questions)** **Public Administration** **(PG Degree Standard)** **(Code No.391)** Or **Business Administration** **(PG Degree Standard)** **(Code No.385)**	**3 Hours**	**300**	**153**	**204**
(ii) Paper II (Total **200** questions) **Part-A** *Tamil Eligibility Test * (SSLC Std)* **(100 questions/ 150 marks)**	**1.30 Hours**	**Note:** • *Minimum qualifying marks –60 marks (40% of 150)* • *Marks secured in Part-A of Paper-II will not be taken into account for ranking.*		
Part-B **(General Studies)** (Code No.003) **(100 questions/ 150 marks)** **General Studies** (Degree Std) -**75** questions and **Aptitude & Mental Ability Test** (SSLC Std.) -**25** questions	**1.30 Hours**	**150**		
(iii) Interview and Records		**60**		
Total		**510**		

Note:

a) Answer sheets of Paper-I and Part B of Paper II of the candidates will not be evaluated, if the candidate does not secure minimum qualifying marks in Part-A of Paper-II.

b) Only marks secured in Paper-I and Part-B of Paper-II will be considered for ranking.

c) The questions in paper I and Part–B of Paper-II will be set both in Tamil and English.

d) Candidates should choose and specify in the application, only the prescribed subject in which they have obtained the educational qualification for appearing to the examination.

e) The candidate should appear for all the papers in the CBT examination for his / her answers to be evaluated and in case the candidate absents himself / herself for any of the papers, the papers attended will not be evaluated.

f)   If answers of a candidate for one paper is declared deemed not fit for valuation, the answers of the candidate for the remaining papers will not be evaluated.

g) As per the orders issued in G.O.(Ms) No.49, Human Resources Management (M) Department, dated 23.05.2022, the differently abled candidates can avail exemption from writing Part-A in Paper-II (Objective Type) (Tamil Eligibility Test). Such candidates have to furnish the required details in the online application without fail. Subsequent claim will receive no attention. The candidates need to upload Disability Certificate as prescribed in G.O. (Ms) No. 08, Welfare of Differently Abled Persons (DAP-3.2) Department dated 21.09.2021. Model format enclosed with Appendix to Annexure –IV of this notification.

Instructions to the candidates who have been exempted for Tamil Eligibility Test:-

i)   As per the orders issued in G.O. (Ms.) No.49, Human Resource Management (M) Department, dated 23.05.2022, read alongwith G.O. Ms.No.8, Welfare of Differently Abled Persons (DAP 3.2) Department, dated 21.09.2021, the differently-abled candidates who are even below the 40% of disability can also avail the exemptions from writing Tamil Eligibility Test i.e Part-A in Paper-II of examination if they have claimed such exemptions in their online application.

ii) The candidates who have been exempted to write Tamil Eligibility Test shall be allowed to write only **General Studies Paper** i.e. Part-B in Paper-II.

iii) Part-A of Paper-II Tamil Eligibility Test shall contain 100 questions from 1 to 100. Part-B of Paper-II the General Studies paper contains 100 questions from 101 to 200 and time duration to write each part of the said examination shall be given 1.30 Hrs.

iv) All the exempted candidates with disability who have physical limitation with regard to writing, including that of speed and not availing the services of a scribe shall also be allowed compensatory time of a minimum of thirty minutes for an examination of one and a half hours (1.30hrs.) duration in the General Studies paper as per G. O. Ms.No.8, Welfare of Differently Abled Persons (DAP 3.2) Department, dated 21.09.2021.

v)   The said exempted candidates must also enter into the examination hall in the AN session half an hour before the commencement of examination (i.e. till 1.30 P.M).

vi) In the case of OMR method of examination, they shall be allowed to write the examination from 2.00 P.M. to 4.00 P.M., and in the case of CBT method, they shall be allowed to write the examination from 2.30 P.M. to 4.30 P.M. All the candidates are permitted to leave the examination hall only after the closure of examination eventhough they are exempted to write Tamil Eligibility Test.

vii) The disability certificate as prescribed in the Appendix to G.O. (Ms.) No. 8, Welfare of Differently Abled Persons (DAP 3.2) Department, dated 21.09.2021, should be obtained from the competent authority (viz. Chief Medical Officer / Civil Surgeon / Medical Superintendent /Notified Medical Authority of a Government Health Care Institution) and it has to be produced / uploaded along with the online application failing which, the application of the candidate (who claims exemption from Tamil Eligibility Test) will be rejected after due process.

viii) The exemption from Tamil Eligibility Test, Compensatory time and scribe will be provided only if the candidates have made such claims in their online application and uploaded the Medical Certificate as prescribed in Appendix to the G.O. (Ms.) No. 8, Welfare of Differently Abled Persons (DAP 3.2) Department, dated 21.09.2021.

h) Refer to para.17 of "Instructions to Applicants" with regard to Instructions to be followed while appearing for competitive Examinations (CBT Method) conducted by the Commission.

i) The syllabus for CBT examination is available in **Annexure-I** to this Notification.

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

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

➢ 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 online Test (CBT) is similar to paper pen shading test.

➢ In Computer Based online Test, questions with five options each will be displayed in the computer screen.

➢ Candidate can use only the mouse to select the correct answers and proceed with answering the questions.

➢ Candidates will be provided with a paper for doing rough work. After closure of the examination, rough sheet will be collected.

➢ 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.

➢ 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 their 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 Computer Based online Test. Knowledge in Mouse operation is suffice to take up the Computer Based online Test.

➢ The question and answers can be zoomed to the required level for the candidates with visual impairment. Candidates have to sign the attendance sheet and affix thumb impression for verification of his/her identity. All the activities of the candidates with the mouse will be recorded in the server and a log file will be created for future reference. The Examination Hall will be under camera surveillance. To acquaint with the operation of Mouse and the CBT, the candidates can take up the mock test available in the Commissions website (www.tnpsc.gov.in) 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.

➢ Answer sheet answered other than the subject mentioned by the candidate in the online application /specified in the Hall Ticket will be invalidated.

➢ Additional instruction for Computer Based Test (CBT) is provided at Annexure VI.

10. SELECTION PROCEDURE:

Selection will be made in two successive stages i.e., (i) Examination (Computer Based Test Method) and (ii) Oral Test in the shape of an interview. The final selection will be made on the basis of the total marks obtained by the applicants at the CBT examination and oral test taken together subject to the rule of reservation of appointments. Applicants' appearance in the CBT examination and oral test is compulsory. The applicant who has not appeared for any of the subjects in the CBT examination or Oral Test will not be considered for selection, even if he/she secures the minimum qualifying marks for selection. (For further details refer to para 18(B) of the 'Instructions to Applicants').

11. CENTRES FOR EXAMINATION:

Sl.No	Name of the Centre	Centre Code
1.	Chennai	0101
2.	Madurai	1001
3.	Coimbatore	0201
4.	Tirunelveli	2601

Note:

1. Applicants should choose any two of the above centres for CBT Method examination. Applicants will be allotted a venue in one of these two centres. However, applicants with benchmark disability (differently-abled applicants), shall be permitted to choose only one district centre. (for further details refer para 2(R) of Instructions to Applicants)

2. Request for change of examination centre will not be permitted (For further details refer para 17(A)(ii) of "Instructions to Applicants")

3. The Commission reserves the right to increase or decrease the number of examination centres and to re-allot the applicants accordingly.

4. Applicants should appear for the examinations / certificate verification/ Oral Test/ Counselling at their own expenses

12. (A) EMPLOYMENT DETAILS

Candidates who are in the service of the Indian Union or a State in India or in the employment of Local Bodies or Universities or Quasi Government Organizations or Public Sector Units constituted under the authority of the Government of India or of a State in India, whether in regular service or in temporary service must inform the Commission of such fact, at the time of applying. Suppression of the fact of employment by candidates shall result in rejection of candidature after due process. Candidates should produce No Objection Certificate when called for [For further details refer para. 14 (P) of "Instructions to Applicants']

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

(i) Candidates who have declared pending criminal or disciplinary cases in their online application, must upload the copy of First Information Report (FIR) or memorandum of charges / show cause notice, as the case may be. Failure to upload such papers along with online application, shall result in rejection of candidature after due process.

(ii) Candidates who have declared conviction in criminal cases or punishment in disciplinary cases, in their online application, must upload the relevant court orders and/or release orders or memorandum of proceedings, as the case may be, along with online application. Failure to upload such papers, shall result in rejection of candidature after due process.

(iii) In case of any criminal case is filed / disciplinary action is taken against or conviction / punishment is imposed on a candidate after submission of the on-line application at any stage of the recruitment process before the completion of entire selection process such candidates should report this fact to the Commission in the next immediate stage. Failure to comply with these instructions shall result in rejection of candidature after due process and debarment for a period of one year.

> [Para. 14 (S) & 2W of "Instructions to Applicants']
Any violation of instruction therein will result in rejection of application and forfeiture of his/her candidature after due process.

13. GENERAL INFORMATION:

(A) The rule of reservation of appointments is applicable to this recruitment.

(B) Person Studied in Tamil Medium

   (i) As per Section 2(d) of the Tamil Nadu Appointment on preferential basis in the services under the State of Persons Studied in Tamil Medium Act, 2010, as amended by Act 35 of 2020, **Person studied in Tamil medium means a person who has studied through Tamil medium of instruction upto the educational qualification prescribed for direct recruitment in the rules or regulations or orders applicable to any appointment in the services under the State.**

   (ii) Candidates claiming to be Persons studied in Tamil Medium (PSTM) must upload evidence for the same in the form of SSLC, HSC, Transfer Certificate, Provisional Certificate , Convocation Certificate, Degree Certificate, PG Degree Certificate, Mark Sheets, Certificate from the Board or University or from the Institution, as the case may be, with a recording that he/she had studied **the entire duration of the respective course(s) through Tamil Medium of instruction at the time of submission of online application.**

   (iii)   Candidates must upload documents as evidence of having studied in the Tamil medium, all educational qualification upto the educational qualification prescribed **at the time of submission of online application**.

   Example:
   If the prescribed educational qualification is Post Graduate Degree, then the candidate should have studied from the First

standard to SSLC, Higher Secondary Course, Degree and Post Graduate Degree through Tamil Medium of instruction.

(iv)   If no such document as evidence for 'PSTM' is available, a certificate from the Principal / Head Master / District Educational Officer / Chief Educational Officer / District Adi Dravidar Welfare Officer / Registrar / Controller of Examinations / Head / Director of the Educational Institution, Director / Joint Director of Technical Education / Registrar of Universities as the case may be, in the prescribed format must be uploaded **at the time of submission of online application**, for each and every educational qualification up to the educational qualification prescribed.

(v)   Failure to upload such documents **at the time of submission of online application** as evidence for 'Persons Studied in Tamil Medium' for all educational qualification up to the educational qualification prescribed, shall result in the rejection of candidature after due process.

(vi)   Documents uploaded **at the time of submission of online application** as proof of having studied in Tamil medium, for the partial duration of any course / private appearance at any examination, shall not be accepted and shall result in the rejection of candidature after due process.

(For further details refer to para. 14 (R) & 2W of the "Instructions to Applicants")

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

(D) As per Sections 26 and 27(c) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, reservation of appointment to "Destitute Widows" and "Ex-servicemen" will not apply to this recruitment.

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

As per G.O. (Ms.) No. 20, Welfare of Differently Abled Persons (DAP.3.2) Department, dated 20.06.2018, the said post has been identified as suitable for differently abled persons with the following disabilities- **LV, HH, LC, DF, MD**

[**LV**- Low Vision: **HH**- Hard of hearing; **LC**-Leprosy cured **DF** – Dwarfism; MD-Multiple Disability]

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

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

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

(H) Wherever vacancies are reserved for Arunthathiyars on preferential basis, even after filling the vacancies reserved for SC (Arunthathiyars) on preferential basis, if more number of qualified Arunthathiyars are available, they shall be entitled to compete with the 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 by Scheduled Castes other than Arunthathiyars. (Section 27 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016).

(I) **Evidence for all the claims made in the online application should be uploaded at the time of submission of online application. Any subsequent claim made after submission of online application will not be entertained. Failure to upload the documents at the time of submission of online application will entail rejection of application after due process**.

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

(K) Correct and true information regarding arrest, convictions, criminal or any disciplinary proceedings initiated / pending or finalised, debarment / disqualification by any recruiting agency, if any, should also be furnished to the Commission at the time of submission of online application. The details thereof, i.e. originals of the judgement / order / G.O. dropping further action in the departmental proceedings or any document that may prove the suitability of such applicants for appointment in such cases must be produced at the stage / time of certificate verification/ oral test as the case may be without fail. All such events that occur after the submission of application and till the date of his / her selection and appointment shall be reported to the Commission forthwith. Failure to report on the part of the applicant will be considered as suppression of material information and will entail suitable penal action as decided by the Commission.

(L) Incomplete applications and applications containing wrong claims or incorrect particulars relating to category of reservation / eligibility / age /gender / communal category / educational qualification / medium of instruction / physical qualification / other basic qualifications and other basic eligibility criteria will be summarily rejected after due process.

(M) One Time Registration is not an application for any post / recruitment. Though the details/particulars have already been furnished by the applicants under One Time Registration system, **the claims made in the online application for this recruitment alone will be taken into consideration**. The Commission will not be responsible for any consequences arising out of furnishing of incorrect and

incomplete details in the application or omission to provide the required details in the application for this recruitment.

(N) Determination of Community for Transgender:

(i) The Transgender candidates, who do not possess any community certificate may choose to be considered under Most Backward Classes as per G.O.(Ms) No.28, Backward Classes, Most Backward Classes and Minorities Welfare Department, dated 06.04.2015 or under 'others'.

(ii) The Transgender candidates who belong to Scheduled Caste/ Scheduled Caste (Arunthathiyar)/ Scheduled Tribe communities and possess community certificate as such, shall be considered as per their respective community.

(iii) The Transgender candidates who belong to the communities other than Scheduled Castes/ Scheduled Castes (Arunthathiyar) / Scheduled Tribe and possess community certificate as such are permitted to choose to be considered as belonging to their own community or as Most Backward Classes whichever is advantageous to them, at the time of One Time Registration itself. Once the individual opts to be considered as a particular community, it shall be crystallized and this option shall not be changed in future. [Refer G.O.Ms.No.90, Social Welfare and Nutritious Meal Programme [SW8(2)] Department, dated 22.12.2017 and Para. 14 (F) (vi – xi) of "Instructions to Applicants']

(O) Reservation in Employment for Transgender:-

(i) The Transgender candidates who identify themselves as 'Female' shall be considered against both 30% reservation for women as well as 70% reservation for the General category (both Men & Women).

(ii) The Transgender candidates, who identify themselves as 'Male' or 'Transgender', shall be considered against the 70 % reservation for General category (both Men & Women).

The above concessions shall be granted subject to production of certificate identifying them as Transgender or Transgender (Male) or Transgender (Female), as the case may be, issued by the Tamil Nadu Transgender Welfare Board (TNTGWB)."

14. OTHER IMPORTANT INSTRUCTIONS:

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

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

b) The memorandum of admission (hall ticket) for eligible applicants will be made available in the Commission's website **www.tnpscexams.in** / **www.tnpsc.gov.in** for downloading by applicants. The memorandum of

admission will **not** be sent by post. The applicants must comply with   each and every instruction given in the memorandum of admission.

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

c)   ONLINE CORRESPONDENCE:- Applicants requiring clarification, can contact the office of the Tamil Nadu Public Service Commission in person or over the Toll-Free No.1800 419 0958 on all working days between 10.00 am and 5.45 pm. Queries relating to One Time Registration/ online application may be sent to helpdesk@tnpscexams.in.   Other   queries   may   be   sent   to **grievance.tnpsc@tn.gov.in** [Refer in Note (h),(i),(j) under Para 2(V) of "Instructions to applicants"]

d) **COMMUNICATION TO APPLICANTS:** Individual communication regarding the date and time of certificate verification, oral test and counselling (as applicable) will not be sent to the applicants by post. The details will be made available on the Commission's website. Applicants will be informed of the above fact only through SMS and e-mail and they should watch the Commission's website in this regard. Commission is not responsible for non-delivery of SMS/e-mail due to any reasons.

e) *During the process of recruitment, from Notification till completion of selection process, NO information / clarification on the selection particulars / details will be furnished to any petitions / representations including petitions received under Right to Information Act, CM cell petitions, and GRC would be furnished.*

f) **MOBILE PHONES AND OTHER ARTICLES BANNED :**

i)   Except the permitted writing material (Black ball point pen), applicants are not allowed to bring cellular phones, electronic or any other type of calculators, watches and rings with inbuilt memory notes, recording devices either as a separate piece or part of something used by the applicant such as watch or ring etc or any other electronic devices and non - electronic devices such as P&G design data book, mathematical and drawing instruments, log tables, stencils of maps, slide rules books, notes, loose sheets, rough sheets, hand bags etc., into the examination hall / room.

ii)   If they are found to be in possession of any such things or instruments, they will not be allowed to proceed with the examination further, besides invalidation of answers and / or debarment. If it is considered necessary, they will be subjected to thorough physical search including frisking on the spot.

iii)   Applicants are advised, in their own interest, not to bring any of the banned items including mobile phones to the venue of the examination, as

arrangements for safekeeping of the same cannot be assured. (For further details refer Para 17-E to "Instructions to Applicants").

g) Applicants 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 will be purely provisional, subject to their satisfying the prescribed eligibility conditions. **If,on verification at any time before or after the CBT examination/ certificate verification / oral test , it is found that they do not fulfil any of the eligibility conditions, their candidature for the recruitment will be summarily rejected after due process.**

h) If any of their claims is found to be incorrect, it will lead to rejection of their candidature after due process and suitable penal action including debarment.

i) **UNFAIR MEANS STRICTLY PROHIBITED**: No applicant shall copy from the answers of any other applicant or permit his / her answers to be copied or give or attempt to give or obtain or attempt to obtain irregular assistance of any description.

j) **CONDUCT IN THE EXAMINATION HALL**: No applicant should misbehave in any manner or create a disorderly scene in the examination hall or harass the staff employed by the Commission for the conduct of the examination. Any such misconduct will be viewed seriously and penalised.

k) For violation of "Instructions to Applicants" in any manner, suitable penalty will be imposed as per Para 17-E to "Instructions to Applicants" or as deemed fit by the Commission.

(l) a) Tentative answer keys will be hosted in the Commission's website within 6 working days from the date of conduct of objective type examination. Candidates can challenge the tentative answer keys of the objective type examination through the 'Answer Key Challenge' window available in the Commission's website [Results → Answer Keys].

b) Representations, if any, challenging the tentative answer keys shall be submitted only through online mode **within seven days from the date of publication of tentative answer keys**. Representations received by post or e-mail will receive no attention.

c) Detailed instructions, procedures to challenge the tentative answer keys have been made available in the Commission's website. Representations made online / offline after the closure of the window will also receive no attention.

The challenges submitted on time, through the online mode, shall be referred to a committee comprising of experts in each subject. The decision on the final answer key shall be made, based on the recommendations of the expert committee and answer evaluation shall commence thereafter.

d) The Commission shall not publish the final answer key until the completion of the entire selection process.

e) Requests from candidates for furnishing of their marks or answer copy before the completion of the entire selection process, will not be entertained by the Commission.

f) After conclusion of the entire selection process, complete particulars of all candidates who had applied for recruitment to the post shall be made available on the Commission's website.

[Refer Para 17(D) (iv) to (xii) of "Instructions to Applicants"]

15. HOW TO APPLY:

1) Applicants should apply only through online mode in the Commission's websites www.tnpsc.gov.in or www.tnpscexams.in

2) "*One Time Registration*" by linking Aadhaar is mandatory before applying for any post. Applicant should register only once in the One Time Registration by paying Rs.150/- as registration fee. Successfully registered One Time Registration is valid for five years from the date of registration. All the applications should be submitted using the One Time Registration ID and password registered by the applicant.

3) To apply under One Time Registration system, applicants should have a scanned image of their photograph, certificates specified, if any, and signature in CD/DVD/Pen Drive to upload the same, as per the specifications given in the guidelines for scanning and uploading of photograph and signature.

[Refer Para 2 of "Instructions to Applicants"]

4) No applicant is permitted to create more than one registration ID under One Time Registration system.

5) Applicants should enter the Unique ID and password to view the already available information and update them. They shall not share the ID/ PASSWORD with any other person or agency.

6) One Time Registration is not an application for any post. It is just a collection of information from the applicants and provides a separate dashboard to each applicant to facilitate maintenance of their own profile. Applicants who wish to apply for this recruitment shall click "Apply" against the recruitment notified in the Commission's website using the same USER ID and PASSWORD given for ONE TIME REGISTRATION.

7) Applicants should select the name of the post for which the applicant wishes to apply.

8) Online applications uploaded without the photograph, signature and the documents specified in Annexure II will be rejected after due process.

<u>Online Application Correction Window</u>:

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

10) **PRINT OPTION**:

   a) After submitting the application, applicants can save / print their application in PDF format.

   b) On entering user ID and password, applicants can download their application and print, if required.

   c) **Applicants need not send the printout of the online application or any other supporting documents to the Commission.**

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

16. UPLOAD OF DOCUMENTS:

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

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

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

II Intimation to the Candidates: Individual Communication regarding the Date and Time of Certificate Verification (CV), Oral Test (OT) and Counselling will not be sent to the applicants by Post, the details will be made available in the Commission's website. However, the Commission provides an additional facility to the candidates by informing the above said date and time of Certificate Verification and Oral Test etc., via SMS and e-mail through their registered Mobile Number and email ID. Candidates are directed to watch the Commission's website periodically for all updates and intimations. Commission is not responsible for failure / delay in delivery of SMS / email to the candidates due to any reason including technical issues. Any representation from the candidates for non-receipt of SMS or e-mail will receive no attention.

17. LAST DATE FOR SUBMISSION OF APPLICATION:

Online application can be edited/ submitted upto **10.12.2022** till 11.59 p.m., after which the link will be disabled. Online application correction window period is from **15.12.2022** 12.01 A.M. to **17.12.2022** 11.59 P.M. The applicants are permitted to upload/ re-upload the documents upto **26.02.2023** till 11.59 P.M, after which the link will be disabled.

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

DISCLAIMER

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

Secretary

ANNEXURE – I   **Paper-I**
SYLLABUS FOR EXAMINATION (CBT Method)

Code :391

PUBLIC ADMINISTRATION
POST GRADUATE DEGREE STANDARD

Unit-I: Introduction:
1. Meaning, Nature, Scope and importance of Public Administration.
2. Politics - Administration Dichotomy.
3. Evolution of Public Administration and its Present Status.
4. New Public Administration - New Public Management.
5. Impact of Liberalisation, Privatisation and Globalisation on Public Administration.
6. Good Governance.

Unit -II: Organisation and Management
1. Meaning and Importance of Organisation
2. Bases of Organisation
3. Principles of Organisation - Hierarchy, Span of Control, Unity of Command, Centralisation Vs Decentralisation, Delegation.
4. Theories of Organisation - Classical Theory, Scientific Management Theory, Bureaucratic Theory, Human Relations Theory, System Theory
5. Meaning, Nature and importance of Management.
6. Principles of Management.
7. MBO (Management by Objectives), Participative Management

UNIT-III: Administrative Behaviour
1. Process and Techniques of Decision – making
2. Communication
3. Morale
4. Motivation – Motivation Theories
5. Leadership – Leadership Theories
6. Public – Private Partnership.

UNIT-IV: Personnel Administration
1. Meaning, Nature, Scope and Importance of Personnel Administration.
2. Manpower Planning
3. Recruitment
4. Performance Appraisal

5. Training – Skill Development
6. Bureaucracy and Civil Services
7. Civil Service Associations
8. Retirement
9. Corruption in Public Service
10. Administrative Ethics

Unit –V
Comparative Public Administration and Development Administration.
1. Meaning, Nature, Scope and importance of Comparative public Administration.
2. Approaches to the study of comparative public administration
3. Ecological and systems approaches
4. Riggs model of comparative public administration: Prismatic Society-Industria Agravia model.
5. Comparative Administrative Systems: UK-USA-France and Switzerland.
6. Sustainable Development and Goals
7. Sustainable Governance
8. Social welfare Programmes and five year Plans in India
9. Social Welfare Programmes in Tamil Nadu
10. Poverty Alleviation Programmes.

Unit –VI
Public Policy:
1. Meaning, nature and importance of public policy
2. Policy science and public policy
3. Approaches to public policy
4. Theories and models of public policy making: Harold Lasswell-Charles Lindblam-Y.Dror
5. Policy Making Process: Formulation-implementation-Evaluation
6. Policy making Institutions: Legislature- Executive-Judiciary-Higher Educational Institutions and NGOs
7. Role of media, civil society and pressure groups in policy making.

VII . Administrative Law
1. Meaning, nature and Scope of Administrative Law
2. Growth of Administrative Law
3. Sources of Administrative Law
4. Meaning and Importance of Delegation Legislation
5. Judicial Remedies and Judicial Review
6. Administrative Tribunals
7. Citizen Rights
8. Public Interest Litigation

VIII. Administrative Responsibility

1. The concept of Responsibility and Control
2. Executive Control over Administration
3. Parliamentary control over Administration
4. Judicial Control over Administration
5. Public Control over Administration
6. Media control over Administration

IX. Indian Administration
I. Introduction

   I.   Evolution of Indian Administration

     (a) Kautilya
     (b) Maurya
     (c) Mughal Period
     (d) British Period

   II.   Constitutional Framework of Indian Administration

1. Framing of the Indian Constitution
2. Fundamental Rights and Duties
3. Directive Principles of State Policy
4. Parliamentary Democracy
5. Democratic Socialism

X. Union Government

1. President
2. Vice-President
3. Prime Minister and Council of Ministers
4. Central Secretariat
5. Cabinet Secretariat
6. Ministries and Departments
7. Lok Saha and Rajya Sabha
8. The Supreme Court and Rule of Law

XI. Public Services:

1. **All India Services:-** The UPSC – Conduct of Examination – Recruitment procedures – Reforms in Examination System for All India Services – Training – Initial Training, On the Job Training – Training Senior Civil Servants – Promotion – Pay scales – Retirement – Re-appointment.

2. **Central Services:-** The Recruitment to Central Services – Training of Central Service Personal – Promotion and Pay Scales – On the Job Training – Deputation – Retirement – Re-appointment.

3. **State Service:-** State Services in India – State Services in Tamil Nadu – The Tamil Nadu Public Service Commission recruitment procedures – Conduct of Examinations – Reforms in Examination – Appointment in various cadres – Pay scales – Promotion - Re-appointment.

4. **Training of Civil Servants:-** All India Services – Tamil Nadu State Civil Services – Indian Institute of Public Administration – Training in Abroad – Training in Field Services in India – Training of Subordinate Civil Servants in Tamil Nadu.

XII: State Government:-

1. The Governor:– The office of the Governor – Constitutional Responsibilities of Governor – The Appointment and Removal of Governor of a State – Legal Administrative – Financial – Powers of the State Governor – The Relationship between Governor and the Chief Minister and the Ministry – The Emergency powers of Governor of the State.

2. The Chief Minister and the Council of Ministers:- The Appointment of Chief Minister and the Council of Ministers – The tenure of the Chief Minister and the Council of Ministers – The powers of Chief Minister – The Relationship between Chief Minister and the Council of Ministers – The function of giving advice to the Governor.

3. State Government:- The powers of State Government – The seventh schedule of the Constitution – The function of State Government.

4. State Secretariat:- The concept of separation of policy making and execution – The organization of Secretariat – Policy making in State Government – The Minister – Secretary relationship – The functional domain of Secretariat.

5. State Legislature:- State Legislature in India – The evolution from Government of India Act, 1909 – 1919 and 1935 – The constitutional provisions regarding powers of State Legislature – The power to discuss subjects – The powers of the Speaker, Chief Minister – Leader of opposition – Party whips – The privileges of Members of State Legislative Assembly – The responsibility of Chief Minister and Council of Ministers to the Assembly – The tenure of State Legislatives.

6. High Court:- The hierarchy of Courts in India – The Supreme Court and High Courts of India – The appointment of Judges of High Courts –The Appointment and Removal of Judges of High Court –The collegium system – Law Commission Recommendations – The

Jurisdiction of High Courts – The Original and appealing side of the High Court.

7. Administration of Law and Order:- The Maintenance of Law and order – The responsibility of States – The role of district administration – the Maintenance of Law and order in big cities – the Commissionarate system – The emergency powers of the President and the role of the Governor.

XIII. Union – State Relations:

1. **Legislative Relations:** Constitutional Seventh schedule – List-I, List-II and List-III – The Legislative powers of the Union and States.

2. **Administrative Relations:** The Union – State relative Administrative Powers – Constitutional Provisions of the Executive powers of the President and the Governor – The Union node to State governments.

3. **Judicial Relations:** The power of the Supreme Court – The directions of the Supreme Court – The Directive powers of Supreme Court.

4. **Financial Relations:-** Constitutional provision of Centre – State Financial Relations – The seventh schedule – The taxing power of Union – and States - The appointment of Finance Commission – Finance Commission Recommendations – The reforms in Financial Relations – The G.S.T

XIV. Financial Administration:-
1. Meaning, Nature and Scope and significance of financial Administration - Budgetary process – Preparation- enactment and execution.
2. Types of Budget – PPBS- ZBB- Performance Budget - Resource mobilization – Tax Revenue - Non Tax Revenue.
3. Tax Administration in India: Direct Tax-Indirect Tax - Public Debt Management.
4. Local finances
5. The Constitutional Provisions of the Financial Administration art 112 – the other provisions – Votes on account – etc. – The budget cycle – Preparation – Enactment and Execution – The role of Ministry of finance – The role of Administrative heads – (Controlling Officer) The network of Treasuries – The accounting and auditing of Accounts – Pre-auditing – Post Auditing and concurrent auditing.

6. Executive Control of Public Expenditure:- The Role of controlling officer – The administrative heads – The drawing of money - Treasuries – The accounting and realising and flow and control of funds.

7. Parliamentary Control of Public Expenditure:- Constitutional Provisions regarding enactment and control public expenditure – The Privileges of Members of Legislatures – Discussion and debate over Public Expenditure. The standing Committees of Indian Parliament – The PAC, EC and COPU and the Departmentally Related Standing Committees. (DRSCS)

8. Auditing , Accounting and Argumentation of Revenues: The comptroller and Audit General of India – (CAG) The role CAG in accounting and auditing of account of Union and States – The Auditing of Public Sector Undertaking.

XV. District and Local Administration:

1. The role of District Collector in District Administration – The Changing role of District Collector – The Local Governments in India – Rural and Urban.

2. The 73rd and 74th Constitutional Amendment Acts – The new dispensation of Local Government.

3. Political Process: Political parties in India – Multi Party System – The Election Commission in India – The Representation of People Act. The political role of Bigger parties.

4. Pressure Groups: The Pressure Groups based on various functions. Agricultural – Industrial and Tertiary Sectors. The demand Groups in various sectors.

XVI. Issues in Public Administration:
1. Political and permanent Executive
2. Generalists VS Specialists
3. Integrity in Public Administration;
4. People's participation administration – Direct and Indirect; Ombudsman Institution in India.
5. Lok Ayukta and Lok Pal.
6. Administrative Reforms in India: First Administrative Commission – Second Administrative Commission.

SYLLABUS   PAPER-I
BUSINESS ADMINISTRATION   Code :385
POST GRADUATE DEGREE STANDARD

1. Management Concepts

The development of Management thought-Pre scientific management era – Human relation era – Social sciences era – Management sciences era. Definitions of Administration and Management – Basic Principles and Process of Management. Functions of Mangement : Planning, Organising, Staffing, Directing, Coordination and Controlling. Management by objectives – Process of MBO – Management by Exception.

2. Managerial Economics

Introduction to Economics; Nature and Scope of Managerial Economics – Significance in Decision-Making and Fundamental Concepts - Objectives of a Firm - Role of Economic Analysis in managerial decisions. The Concept of Profit. Nature and Measurement of Profits - Profit Maximization - Profit Planning and control – Profit Policies – Cost Volume Profit Analysis. National Income – Definition, Concepts and Various Methods of its Measurement– Inflation, Types and Causes - National Income and Economic Welfare - Business Cycles and Business Forecasting – Measuring Business Cycles Using Trend Analysis

3. Organisational Behaviour

Organisational Behaviour :   Importance – Historical Development of Organisation Behaviour- Understanding Individual :Personality-Perception-Learning-Values-Attitude- Job Involvement – Organisational Commitment – Job Satisfaction – Emotions – Emotional Intelligence – Spiritual Quotient. Understanding groups: Meaning of group and group dynamics – Theories of Group Dynamics – Group Cohesiveness – Team Building- Management of change-Organisational Culture-Management of Conflict-Organizational Citizenship Behaivour.

4. Human Resource Management

Functions of HRM – Managerial Functions and Operative functions – Organisation of HRM Department – Qualities and Qualification of HR Managers – HR Policies - Environmental influences of HRM – HRM Challenges – HRM Strategies. Recruitment and Selection- Job Analysis- Job Evaluation-Performance Appraisal-Training and Development- Quality of Working Life-e HRM

5.RESEARCH METHODOLOGY AND STATISTICS

Research – Meaning – Types – Nature and scope of research – Review of Literature - Problem formulation – Statement of research Objective – Value and cost of information – Research Questions – Research Gap - Decision theory –Research process – Research designs – Experimental Research. Methods of data collection-Sampling – Measure of Central Tendency-Measure of Dispersion-Testing of Hypothesis- Correlations-Regression- Multivariate Analysis-Research Report

6. Operations Management

Operations Management concept, objectives and types –Characteristics of Modern Operation Management – Differences between Services and Goods – Operation Strategy – Supply Chain Management – Warehousing and Supply Chain Strategies – Supply Chain Dynamics. Operations Planning- Work study: Objectives, Procedures – Method Study and Motion Study - Work Measurement and Productivity. Total Productive Maintenance- Materials management and Purchase Management- Project management-Quality Control – Quality Movement – Continuous Improvement – Tools – Total Quality Management (TQM) concepts – ISO Quality Certification – Quality Assurance.

7. Marketing Management

Marketing – Definition – Importance – Concepts in Marketing, Marketing Concepts – Traditional and Modern Concepts – Marketing Environment, Marketing Strategies – Kinds of Marketing Strategies – Marketing Mix Concept – Marketing Research and Information – Objectives and Process. Consumerism – Problems of consumer protection – Developments in Consumer Protection in India - Government and Marketing – Neo Marketing Trends – e-Marketing – Tele-marketing – Green Marketing – Event Marketing – Viral Marketing – Direct Marketing- Ethics in Marketing & Advertisement.

8. Management Information System & E-commerce

Data, Information, Intelligence, Information Technology, Information System, Functional Information Systems, DSS, EIS, KMS, GIS, International Information System-Data Base Management System- Role of information management in ERP, e-governance, Data Mining, Business Intelligence, Pervasive Computing, Cloud computing, CMM. Electronic Commerce: Technical Components of E-Commerce Functions of E-Commerce - Advantages and disadvantages of E-Commerce - Electronic Commerce and Electronic Business- Electronic Commerce Technology - Building the E-Business application- Avoiding legal issues- Web strategy: Attracting and retaining visitors - Search Engines and Portals- Cyberservice-Online Banking.

9. ACCOUNTS AND AUDITING

Basic Accounting concepts - Kinds of Accounts. Double Entry Book Keeping - Journal and Ledger Accounts- Subsidiary books- Trial balance - Errors – Types of errors - Rectification of errors – Bank reconciliation statement – Manufacturing - Trading - Profit & Loss Account - Balance sheet. – Accounting for non-trading Institutions-Income & Expenditure Account- Receipts and Payment Accounts and Balance sheet – Accounting for depreciation – methods of depreciation – Preparation of accounts from incomplete records. Auditing-Origin-Objectives-Types-qualities of an Auditor- Audit programmes-verification and valuation of Assets and Liabilities. Investigation-objectives of investigation-Audit of computerized-Accounts-electronic auditing.

10.Financial Management

Finance Functions – Nature And Scope – Evolution Of Finance Function – Its New Role in The Contemporary Scenario – Goals Of Finance Function – Maximising Profit Vs Wealth – Cost – Risk – Return- Trade Off – Concept Of Time Value Of Money – Future Value And Present Value And The Basic Valuation Model - Sources Of Short Term Financing – The Management Of Working Capital- Cash Management Strategies- Receivables Management-Sources Of Long Term Finance- Cost Of Capital And Capital Structure-Economic Value Added (EVA)-Risk & Uncertainity-Risk Management-Return on Investment.

Paper-II
SYLLABUS FOR EXAMINATION (CBT Method)

PART - A
TAMIL ELIGIBILITY TEST (SSLC STANDARD)
கட்டாய தமிழ்மொழி தகுதித் தேர்விற்கான பாடத்திட்டம்
(கொள்குறி வினாவிற்கான தலைப்புகள்)
பத்தாம் வகுப்பு தரம்

1. பிரித்தெழுதுதல் / சேர்த்தெழுதுதல்.
2. எதிர்ச்சொல்லை எடுத்தெழுதுதல்.
3. பொருந்தாச் சொல்லைக் கண்டறிதல்.
4. பிழை திருத்தம் (i) சந்திப்பிழையை நீக்குதல் (ii) மரபுப் பிழைகள், வழுவுச் சொற்களை நீக்குதல் / பிறமொழிச் சொற்களை நீக்குதல்.
5. ஆங்கிலச் சொல்லுக்கு நேரான தமிழ்ச் சொல்லை அறிதல்.
6. ஒலி மற்றும் பொருள் வேறுபாடறிந்து சரியான பொருளையறிதல்.
7. ஒரு பொருள் தரும் பல சொற்கள்.
8. வேர்ச்சொல்லைத் தேர்வு செய்தல்.
9. வேர்ச்சொல்லைக் கொடுத்து / வினைமுற்று, வினையெச்சம், வினையாலணையும் பெயர், தொழிற்பெயரை / உருவாக்கல்.
10. அகர வரிசைப்படி சொற்களை சீர் செய்தல்.
11. சொற்களை ஒழுங்குப்படுத்தி சொற்றொடராக்குதல்.
12. இருவினைகளின் பொருள் வேறுபாடு அறிதல்.
    (எ.கா.) குவிந்து-குவித்து
13. விடைக்கேற்ற வினாவைத் தேர்ந்தெடுத்தல்.
14. எவ்வகை வாக்கியம் என க்கண்டெழுதுதல் - தன்வினை, பிறவினை, செய்வினை, செயப்பாட்டு வினை வாக்கியங்களைக் கண்டெழுதுதல்.
15. உவமையால் விளக்கப்பெறும் பொருத்தமான பொருளைத் தேர்ந்தெழுதுதல்
16. அலுவல் சார்ந்த சொற்கள் (கலைச்சொல்)
17. விடைவகைகள்.
18. பிறமொழிச் சொற்களுக்கு இணையான தமிழ்ச் சொற்களைக் கண்டறிதல் (எ.கா.) கோல்டுபிஸ்கட் – தங்கக்கட்டி.
19. ஊர்ப் பெயர்களின் மரூஉவை எழுதுக (எ.கா.) தஞ்சாவூர் – தஞ்சை
20. நிறுத்தற்குறிகளை அறிதல்.

21. பேச்சு வழக்கு, எழுத்து வழக்கு (வாரான் – வருகிறான்).

22. சொற்களை இணைத்து புதிய சொல் உருவாக்கல்.

23. பொருத்தமான காலம் அமைத்தல்
    (இறந்தகாலம், நிகழ்காலம், எதிர்காலம்).

24. சரியான வினாச் சொல்லைத் தேர்ந்தெடு.

25. சரியான இணைப்புச் சொல்
    (எனவே, ஏனெனில், ஆகையால், அதனால், அதுபோல).

26. அடைப்புக்குள் உள்ள சொல்லைத் தகுந்த இடத்தில் சேர்க்க.

27. இருபொருள் தருக.

28. குறில் – நெடில் மாற்றம், பொருள் வேறுபாடு.

29. கூற்று, காரணம் – சரியா? தவறா?

30. கலைச் சொற்களை அறிதல் :-
    எ.கா. – Artificial Intelligence – செயற்கை நுண்ணறிவு
    Super Computer   - மீத்திறன் கணினி

31. பொருத்தமான பொருளைத் தெரிவு செய்தல்

32. சொற்களின் கூட்டுப் பெயர்கள் (எ.கா.) புல் –புற்கள்

33. சரியான தொடரைத் தேர்ந்தெடுத்தல்

34. பிழை திருத்துதல் (ஒரு-ஒர்)

35. சொல் – பொருள் – பொருத்துக

36. ஒருமை-பன்மை பிழை

37. **பத்தியிலிருந்து வினாவிற்கான சரியான விடையைத் தேர்ந்தெடு.**

Paper-II

PART - B

GENERAL STUDIES (DEGREE STANDARD)

CODE NO.003

UNIT-I: GENERAL SCIENCE

(i) Scientific Knowledge and Scientific Temper - Power of Reasoning - Rote Learning vs Conceptual Learning - Science as a tool to understand the past, present and future.

(ii) Nature of Universe - General Scientific Laws – Mechanics - Properties of Matter, Force, Motion and Energy - Everyday application of the Basic Principles of Mechanics, Electricity and Magnetism, Light, Sound, Heat, Nuclear Physics, Laser, Electronics and Communications.

(iii) Elements and Compounds, Acids, Bases, Salts, Petroleum Products, Fertilisers, Pesticides.

(iv) Main concepts of Life Science, Classification of Living Organisms, Evolution, Genetics, Physiology, Nutrition, Health and Hygiene, Human Diseases.

(v) Environment and Ecology.

UNIT-II: CURRENT EVENTS

(i) History - Latest diary of events - National symbols - Profile of States - Eminent personalities and places in news – Sports-Books and authors.

(ii) Polity – Political parties and political system in India-Public awareness and General administration- Welfare oriented Government schemes and their utility, Problems in Public Delivery Systems.

(iii) Geography-Geographical landmarks.

(iv) Economics-Current socio-economic issues.

(v) Science-Latest inventions in Science and Technology.

(vi) Prominent Personalities in various spheres – Arts, Science, Literature and Philosophy.

UNIT–III: GEOGRAPHY OF INDIA

(i) Location – Physical features - Monsoon, Rainfall, Weather and Climate - Water Resources - Rivers in India - Soil, Minerals and Natural Resources - Forest and Wildlife - Agricultural pattern.

(ii) Transport -Communication.

(iii) Social Geography – Population density and distribution- Racial, Linguistic Groups and Major Tribes.

(iv) Natural calamity – Disaster Management – Environmental pollution: Reasons and preventive measures – Climate change – Green energy.

UNIT–IV: HISTORY AND CULTURE OF INDIA

(i) Indus Valley Civilization - Guptas, Delhi Sultans, Mughals and Marathas - Age of Vijayanagaram and Bahmani Kingdoms - South Indian History.

(ii) Change and Continuity in the Socio - Cultural History of India.

(iii) Characteristics of Indian Culture, Unity in Diversity –Race, Language, Custom.

(iv) India as a Secular State, Social Harmony.

UNIT-V: INDIAN POLITY

(i) Constitution of India - Preamble to the Constitution- Salient features of the Constitution- Union, State and Union Territory.

(ii) Citizenship, Fundamental Rights, Fundamental Duties, Directive Principles of State Policy.

(iii) Union Executive, Union Legislature – State Executive, State Legislature – Local Governments, Panchayat Raj.

(iv) Spirit of Federalism: Centre-State Relationships.

(v) Election - Judiciary in India – Rule of Law.

(vi) Corruption in Public Life – Anti-corruption measures – Lokpal and Lok Ayukta - Right to Information- Empowerment of Women-Consumer Protection Forums, Human Rights Charter.

UNIT-VI: INDIAN ECONOMY

(i) Nature of Indian Economy – Five year plan models - an assessment – Planning Commission and Niti Ayog.

(ii) Sources of revenue – Reserve Bank of India – Fiscal Policy and Monetary Policy - Finance Commission – Resource sharing between Union and State Governments - Goods and Services Tax.

(iii) Structure of Indian Economy and Employment Generation, Land Reforms and Agriculture - Application of Science and Technology in Agriculture - Industrial growth - Rural Welfare Oriented Programmes – Social Problems – Population, Education, Health, Employment, Poverty.

UNIT-VII: INDIAN NATIONAL MOVEMENT

(i) National Renaissance –Early uprising against British rule - Indian National Congress - Emergence of leaders –B.R.Ambedkar, Bhagat Singh, Bharathiar, V.O. Chidambaranar Jawaharlal Nehru, Kamarajar, Mahatma Gandhi, Maulana Abul Kalam Azad, Thanthai Periyar, Rajaji, Subash Chandra Bose, Rabindranath Tagore and others.

(ii) Different modes of Agitation: Growth of Satyagraha and Militant Movements.

(iii) Communalism and Partition.

UNIT-VIII: History, Culture, Heritage and Socio-Political Movements in Tamil Nadu

(i) History of Tamil Society, related Archaeological discoveries, Tamil Literature from Sangam Age till contemporary times.

(ii) Thirukkural :   (a) Significance as a Secular Literature
                         (b) Relevance to Everyday Life
                         (c) Impact of Thirukkural on Humanity
                         (d) Thirukkural and Universal Values - Equality,
                                  Humanism, etc
                         (e) Relevance to Socio-Politico-Economic affairs
                         (f)   Philosophical content in Thirukkural

(iii) Role of Tamil Nadu in freedom struggle - Early agitations against British Rule - Role of women in freedom struggle.

(iv) Evolution of 19th and 20th Century Socio - Political Movements in Tamil Nadu - Justice Party, Growth of Rationalism - Self Respect Movement, Dravidian Movement and Principles underlying both these Movements, Contributions of Thanthai Periyar and Perarignar Anna.

UNIT–IX: Development Administration in Tamil Nadu

(i) Human Development Indicators in Tamil Nadu and a comparative assessment across the Country – Impact of Social Reform Movements in the Socio - Economic Development of Tamil Nadu.

(ii) Political parties and Welfare schemes for various sections of people – Rationale behind Reservation Policy and access to Social Resources - Economic trends in Tamil Nadu – Role and impact of social welfare schemes in the Socio-Economic Development of Tamil Nadu.

(iii) Social Justice and Social Harmony as the Cornerstones of Socio-Economic Development.

(iv) Education and Health Systems in Tamil Nadu.

(v) Geography of Tamil Nadu and its impact on Economic growth.

(vi) Achievements of Tamil Nadu in various fields.

(vii) e-Governance in Tamil Nadu.

UNIT-X: APTITUDE AND MENTAL ABILITY

(i) Simplification – Percentage - Highest Common Factor (HCF) - Lowest Common Multiple (LCM).

(ii) Ratio and Proportion.

(iii) Simple interest - Compound interest - Area - Volume - Time and Work.

(iv) Logical Reasoning - Puzzles-Dice - Visual Reasoning - Alpha numeric Reasoning – Number Series.

ANNEXURE-II
EXPERIENCE CERTIFICATE (MODEL FORMAT)

1	Name of the Employee and Date of Birth	:	
2.	Designation of the Employee		
2	Name and Address of the Organization/Institution	:	
3	Type of Organization/Institution **(Government/University /Quasi Government Organisation /Public Sector /Private)**	:	
4	Period of Experience, whether in Finance or Administration matters From (Date) to (Date)	:	
5	Total Experience (YY/MM/DD)	:	
6.	**CERTIFICATE** The above said employee is experienced in Finance matters / Administration matters as stated above. The above particulars furnished by us are correct.		

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

Date: **Signature, Name and Designation of**
Place: **the Head of Institution/Competent**
authority (with Seal of the office/Officer)

NOTE:

1) A certificate in the format prescribed in Annexure – II should be obtained from the Head of the Institution/Competent authority wherein the individual had served or the authority competent to issue such certificate in that institution.

2) The Head of Institution/Competent authority who issues the certificate is cautioned that issuing of certificate which contains false or incorrect details will lead to legal /penal action against them.

3) The Competent authority (Private Institutions) should be the General Manager/Equivalent Cadre.

<u>ANNEXURE – III</u>

Sl.No	Equivalent Degree	G.O
1.	M.A. Public Management awarded by Madras University is equivalent to PG degree in Public Administration	G.O.(Ms)No.228, Higher Education (K2) Department, dated 04.11.2013.
2.	M.A. Development Administration (5 year Integrated) awarded by Gandhigram Rural University is equivalent to M.A degree in Public Administration	G.O.(Ms)No.228, Higher Education (K2) Department, dated 04.11.2013.
3.	M.B.A awarded by Anna University, Coimbatore is equivalent to Post Graduate degree in Business Administration (M.B.A) with Specialization in Finance for the purpose of employment in Public Services.	G.O.(Ms)No.42, Higher Education (J1) Department, dated 03.03.2015.

Annexure-IV

LIST OF DOCUMENTS TO BE SCANNED AND UPLOADED ALONG WITH THE ONLINE APPLICATION
(Size of each document should be less than 200 KB in PDF format (Single page or Multiple page)

1.	SSLC Mark Sheet
2.	HSC Mark Sheet /Diploma Certificate
3.	Educational Qualification: As per Para 5(B) of Notification No.32/2022, dated 11.11.2022 • UG Degree • PG Degree in Public Administration or Business Administration (MBA) with Specialization in Finance Provisional Certificate/ Degree Certificate/ Consolidate Mark Sheet for U.G. and P.G. Degree **Note:** If the issue date of Provisional Certificate / P.G. Degree Certificate falls after the date of notification (i.e., 11.11.2022) candidates should upload evidence for having acquired the prescribed qualification on or before the date of Notification, failing which their applications will be rejected.
4.	G.O. for Equivalence of qualification to the prescribed qualification (if applicable) Evidence for Course duration.
5.	PSTM Certificate up to prescribed educational qualification of entire duration. (if applicable)
6.	Community Certificate
7.	Differently Abled Certificate obtained from the Medical Board / Differently Abled book /Scribe Assistant (if applicable)
8.	Ex-Servicemen Certificate (if applicable)
9.	Exemption for Tamil Eligibility Test (if applicable) • Disability Certificate as prescribed in G.O (Ms)No.08, Welfare of Differently Abled Persons (DAP-3.2) Department, dated 21.09.2021. Model format enclosed with Appendix of this Notification.
9A.	Scribe Assistant requesting Certificate • Disability Certificate as prescribed in G.O (Ms)No.08, Welfare of Differently Abled Persons (DAP-3.2)Department, dated 21.09.2021. Model format enclosed with Appendix of this Notification.
10.	Destitute Widow Certificate (if applicable)
11.	Transgender ID Card with Gender (if applicable)
12.	Gazetted copy for name change (if applicable)
13.	Experience Certificate as mentioned in Annexure –II of the Notification
14.	No Objection Certificate (if applicable)
15.	Documents / Court Orders proving Acquittal / Conviction or FIR in case of pending cases for Criminal cases registered (if applicable)
16.	A passport size photo
17.	Other documents (if any)

Important Note:-
1. As per para 13(I) of Instructions to Applicants, dated 22.03.2022 Documents uploaded must be in Tamil or English or both. Candidates possessing certificates/documents in languages other than Tamil or English shall obtain and upload a translated version of the said certificate(s) /documents(s) in Tamil or English, attested by the authority who originally issued the certificate/document. Uploading of documents issued only in languages other than Tamil or English shall result in the rejection of candidature after due process.
2. Any certificates/documents are found blank or illegible, the applicant should upload afresh within the stipulated time limit, failing which their online application shall be rejected.

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

APPENDIX

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____(name of the candidate with disability) a person with _____(nature and percentage of disability as mentioned in the certificate of disability), S/O/D/o_____ a resident of _____ (Village / District / State) and to state that He / She has physical limitation which hampers his/her writing capabilities owning to his/her disability.

Due to the above mentioned disability following concession may be given:-

1. Exemption from Tamil / Second Language
2. Extra _____ hours for writing theory exam.
3. Allocation of a scribe.
4. Over looking spelling mistakes and grammatical errors.
5. Using calculator / assistive devices.
6. _____(any other assistive devices or concessions).
         *strike out the not applicable.

                                                                      Signature
              (Chief Medical Officer/Civil Surgeon/Medical Superintendent/signature of
              the notified medical authority of a Government health care institution)

                                                              Name & Designation

 Name of the Government Hospital/Health Care Centre/The notified medical authority

Place:
Date:

Signature / Thumb impression
of the Differently abled person

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

Note:
Certificate should be given by a specialist of the relevant stream/ disability
(eg, Visual impairment – Ophthalmologist, Locomotor disability – Orthopedic specialist/ PMR .etc)

சுருக்கம்

தெரிவுகள் - தமிழ்நாட்டில் உள்ள அனைத்து தெரிவு முகமைகளால் நடத்தப்படும் போட்டித் தேர்வுகளில் தமிழ் மொழித் தகுதித் தேர்வினை எழுதுவதிலிருந்து மாற்றுத்திறனாளி தேர்வர்களுக்கு விலக்களித்தல் - ஆணைகள் வெளியிடப்படுகின்றன.

மனிதவள மேலாண்மை (எம்)த் துறை

அரசாணை (நிலை) எண்.49

நாள்: 23.05.2022
சுபகிருது வருடம், வைகாசி - 09,
திருவள்ளுவர் ஆண்டு 2053
படிக்கப்பட்டது:

1. அரசாணை (நிலை) எண்.133, மனிதவள மேலாண்மை (எம்) துறை, நாள் 01.12.2021.

2. செவித்திறன் குறைபாடு உள்ளவர்களின் பெற்றோர் சங்கத்தின் செயலாளரின், 01.03.2022-ம் நாளிட்ட மனு

3. செயலாளர், தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணையம், கடித எண்.5476/RND-E/2018, நாள் 05.05.2022

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ஆணை:

மேலே படிக்கப்பட்ட அரசாணை (நிலை) எண்.133, மனிதவள மேலாண்மை (எம்) துறை, நாள் 01.12.2021-ல் அரசுத் துறைகளில் உள்ள பணியிடங்கள் அனைத்திலும் தமிழக இளைஞர்கள் பெருமளவில் நியமனம் பெற ஏதுவாக, மாநிலத்தின் தெரிவு முகமைகளால் நடத்தப்படும் அனைத்துப் போட்டித் தேர்வுகளிலும் தமிழ்மொழி தகுதித்தாள் கட்டாயமாக்கப்பட்டு ஆணைகள் வெளியிடப்பட்டன. அவ்வரசாணைக்கிணங்க, தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணையம், போட்டித் தேர்வுகளில் தமிழ் மொழித் தாளினை கட்டாயத்தாளாக இணைத்து, அதற்கேற்ப அறிவிக்கைகளை வெளியிட்டு தெரிவு நடவடிக்கையினை மேற்கொண்டுவருகிறது.

2. மேலே இரண்டாவதாகப் படிக்கப்பட்ட, செவித்திறன் குறைபாடு உள்ளவர்களின் பெற்றோர் சங்கத்தின் மனுவில், காது கேளாத மற்றும் வாய்பேச

(த.பி.பா.)

/2/

இயலாத மாற்றுத்திறனாளிகள், இரண்டு அல்லது அதற்கு மேற்பட்ட மொழிகளைக் கற்க சிரமப்படுவார்கள் என்றும், இம்மாணவ மாணவியர்கள் சிலர் முன்பருவப்பள்ளி முதல் பட்டப்படிப்பு வரை முழுமையாக ஆங்கில வழிக் கல்வியில் மட்டுமே கல்வி கற்றிருப்பார்கள் எனத் தெரிவித்து தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணையத்தால் நடத்தப்படுகின்ற தொகுதி-IV பதவிகளுக்கான போட்டித் தேர்வில் இத்தேர்வர்களுக்கு தமிழ் மொழித் தகுதித் தேர்வு எழுதுவதிலிருந்து விலக்களித்து அவர்களுக்கென தனியாக பொது ஆங்கில தாளினை நடத்த கோரியுள்ளனர்.

3. மேற்காணும் கோரிக்கை குறித்து மாற்றுத்திறனாளிகள் நலத்துறையுடன் கலந்தாலோசிக்கப்பட்டது. மேலும், இது குறித்து மேலே மூன்றாவதாகப் படிக்கப்பட்ட கடிதத்தில் தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணையச் செயலாளர் வழங்கியுள்ள குறிப்புரையினை ஏற்று, அரசாணை (நிலை) எண்.133, மனிதவள மேலாண்மை (எம்) துறை, நாள் 01.12.2021-ல் ஆணையிடப்பட்டுள்ள கட்டாய தமிழ்மொழி தகுதித் தேர்வினை எழுதுவதற்கு மாற்றுத் திறனாளிகளுக்கு விலக்களித்து அரசு பின்வருமாறு ஆணையிடுகிறது:-

(அ) தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணையத்தால், நடத்தப்படும் தொகுதி - I, II, II-A போன்ற இரண்டு நிலைகளைக் கொண்ட தேர்வுகளில், முதன்மை எழுத்துத்தேர்வில் (Main Written exam) கட்டாய தமிழ்மொழித்தாளானது தகுதி தேர்வாக (Tamil eligibility Test) நடத்தப்படுகிறது. இதுபோன்ற தேர்வுகளில் கட்டாயத் தமிழ்மொழி தகுதித் தாளினை எழுதுவதிலிருந்து மாற்றுத் திறனாளிகளுக்கு விலக்களிக்கப்படுகிறது.

(ஆ) தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணையத்தால், நடத்தப்படும் தொகுதி-III, IV, VII-B, VIII, போன்ற ஒரே நிலை கொண்ட தேர்வுகளில் தமிழ் மொழித்தாளானது, தகுதி மற்றும் மதிப்பீட்டுத் தேர்வாக (Tamil Eligibility-cum-Scoring Test) நடத்தப்படுகிறது. இத்தேர்வுகளில், Board / University-ல் ஆங்கில மொழிப் பாடம் மட்டுமே படித்த மாற்றுத்திறனாளிகளுக்கு, தமிழ் மொழித்தாள் எழுதுவதிலிருந்து விலக்களிக்கப்படுகிறது. அதற்குபதில், ranking மதிப்பீடு செய்வதற்காக, அவர்களுக்கென்று தனியாக பொது ஆங்கிலத்தேர்வு (SSLC standard-ல்) நடத்தப்படும். (இத்தேர்வுகளில் மொழி பெயர்ப்புப்பகுதி இடம் பெறாது).

(இ) அரசாணை (நிலை) எண்.133, மனிதவள மேலாண்மை (எம்) துறை, நாள் 01.12.2021-ல் ஆணையிடப்பட்டுள்ள கட்டாய தமிழ் மொழித் தாளிலிருந்து மாற்றுத்திறனாளிகளுக்கான விலக்கு, தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணையம் மட்டுமல்லாமல், மாநிலத்தின் மற்ற தெரிவு முகமைகளால் நடத்தப்படும் அனைத்து போட்டித் தேர்வுகளுக்கும் மற்றும் நியமன அலுவலர்களால் தேவைப்படும் நேர்வுகளில் நடத்தப்படும் எழுத்துத் தேர்வுகளுக்கும் பொருந்தும்.

(ஈ) இவ்வாறான விலக்கு, அரசாணை (நிலை) எண்.62, பள்ளிக் கல்வித்துறை, நாள் 25.03.2022ல் குறிப்பிடப்பட்டுள்ள மாற்றுத் திறனாளிகளுக்குப்

/3/

பொருந்தும். மேற்காண் அரசாணையில் குறிப்பிடப்பட்டுள்ள மாற்றுத்திறனாளிகளின் தொடர்பான விவரப் பட்டியல் கீழ்கண்டவாறு:-

(1)	உடல்குறைபாடு – உடல் இயக்கக் குறைபாடு	Physical disability – Locomotor disability, Leprosy cured, Cerebral palsy, Dwarfism, Muscular Dystrophy, Acid Attack victims.
(2)	உடல் குறைபாடு – பார்வைக் குறைபாடு	Physical disability – Visual Impairment – Blindness, Low Vision
(3)	உடல் குறைபாடு – செவித்திறன் குறைபாடு	Physical disability – Hearing Impairment – Deafness, Hard of hearing
(4)	உடல் குறைபாடு – பேச்சு மற்றும் மொழித்திறன் குறைபாடு	Physical disability – Speech and Language disability
(5)	அறிவுசார் குறைபாடு	Intellectual disability, Specific Learning disability (Dyslexia, Dysgraphia, Dyscalculia, Dysprasia), Developmental Aphasia, Autism Spectrum Disorder
(6)	மன நலம் சார்ந்த குறைபாடு – மனநலம் பாதிப்பு	Mental Behaviour – Mental illness
(7)	நாள் பட்ட நரம்பியல் குறைபாடுகள்	Disability caused due to Chronic Neurological conditions, Multiple Sclerosis, Parkinson's disease, Haemophilia, Thalassemia, Sickle Cell disease
(8)	பன்முகக் குறைபாடுகள் (பார்வையின்மையோடு செவித்திறன் குறைபாடு உட்பட)	Multiple Disabilities including deaf, blindness

இவ்விலக்கு 40 சதவிதத்திற்கும் குறைவான குறைபாடுகளைக் கொண்ட மாற்றுத் திறனாளிகளுக்கும் பொருந்தும்.

(உ) இவ்விலக்கினை பெறவிரும்பும் மாற்றுத்திறனாளிகள் உரிய மாற்றுத்திறனாளி சான்றிதழ் (Disability Certificate) சமர்ப்பித்தல் வேண்டும்.

(ஆளுநரின் ஆணைப்படி)

மைதிலி கே.ராஜேந்திரன்
அரசு செயலாளர்

<u>பெறுநர்</u>

செயலாளர், தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணையம், சென்னை – 600 003.

அரசுக் கூடுதல் தலைமைச் செயலாளர், உள், மதுவிலக்கு மற்றும் ஆயத்தீர்வை துறை, சென்னை – 600 009.

(த.பி.பா.)

ANNEXURE – V

CERTIFICATE OF PHYSICAL FITNESS BY   A SINGLE MEDICAL OFFICER
                                     THE CIVIL MEDICAL BOARD

Signature of Candidate_____

     I/We hereby certify that I/We have examined (full name) Thiru/Thirumathi /Selvan/Selvi_____

a Candidate_____for employment under the Government as _____in the

_____Office in the_____

_____department and whose signature is given above and cannot discover that he/she has any disease, communicable or otherwise constitutional affliction or bodily infirmity/except that his/her weight is in excess of/below the standard prescribed or except.

    I/We do not consider this a disqualification for the employment he/she seeks.

    His/Her age is according to his/her own statement   Years and by

appearance about   Years

    I/We also certify that he/she has marks of smallpox/vaccination.

Chest measurement in   On full inspiration
                      On full expiration
                      Difference expansion

Weight in Kg.

Cardio – Vascular System

Respiratory system

His/Her vision is normal

Hypermetropic/   Myopic/   Astigmatic/

(Here enter the degree of defect and the strength of correction glasses)

Hearing is normal/defective (much or slight)

Urine – Does chemical examination show-

(I) Albumen   (II) Sugar   State Specific gravity

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

                                      1.

                                      2.

Signature:
Rank:
Designation: President

                              Members (i)
                                      (ii)
Station: Station:
Date: Date:

2

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

1. State your name in full

2. State your age and date of Birth

3. (a) Have you ever had small-pox intermittent
or any other fever, enlargement or
suppuration   of glands, spitting of blood,
asthma, inflammation of lungs, heart disease
fainting attacks, rheumatism, appendicitis?

OR

(b) Any other disease or accident requiring
confinement to bed and medical or surgical
treatment?

4. When were you last vaccinated

5. Have you or any of your near relation been
afflicted with consumption,   serefula gout,
asthma, fits, epilepsy or insanity?

6. Have you suffered from any form of nervousness
due to over work or any other cause?

7. Furnish the following details concerning your family

Father's age, if living and state of health

Father's age, if living and state of health (1)	Father's age at death and cause of death (2)	Number or brothers living, their ages and state of health. (3)	Number of brothers dead, their ages at and cause of death (4)

Mother's age, if living and state of health (1)	Mother's age at death and cause of death (2)	Number of sisters living, their ages and state of health. (3)	Number of sisters dead, their ages at and cause of death (4)

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

Candidate's Signature

_____

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

MedI. I-68.

ANNEXURE – VI

COMPUTER BASED TEST (CBT)
IMPORTANT INSTRUCTIONS
OBJECTIVE TYPE

a) One question will be displayed on the screen at a time.

.

b) Time available for you to complete the examination will be displayed through a countdown timer in the top right-hand corner of the screen. It will display the remaining time as **Time Left**. At the beginning of exam, timer will show 180 minutes (240 minutes for Differently Abled candidates with scribe) which will reduce gradually with passage of time. When the timer reaches zero, the examination will end by itself and your examination will be submitted by the system automatically.

c) Question Number Box:

1. Question Number Box displayed on the right side of the screen will show the status of each question using one of the following symbols:

> **1** You have not visited the question yet.

> **2** You have not answered the question.

> **3** You have answered the question.

> **4** You have NOT answered the question, but have marked the question for review.

> **5** You have answered the question and marked for review. This will be considered for evaluation.

The 'Marked for Review' status for a question simply indicates that you would like to look at that question again.

2. You can click on the **">"** arrow which appears to the left of question number box to minimize the question number box. This will enable you to view the question on a bigger area of the screen. To view the question number box again, you can click on **"<"** arrow which appears on the right side of the screen.

You can click on to navigate to the bottom and to navigate to

the top of the question area, without scrolling.

3. The summary of number of questions answered, not answered, not visited, marked for review and answered and marked for review will be displayed above the question number box.

d) **Answering a Question**

i) The questions will appear on the screen in ascending order, which can be answered one by one.

ii) To select your answer of a question, click on the button of one of the options.

iii) **Click on Save and Next button after answering every question to save your answer.** Otherwise your answer will not be saved.

iv) To deselect your chosen answer, click on the button of the chosen option again or click on the **Clear Response** button.

e) **Instruction for enlarging images**

To view the image provided in the question in a bigger size, click on the image and rotate the scrolling wheel on the mouse.

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

<u>ANNEXURE - VII</u>

<u>TENTATIVE TIMELINE FOR THE RECRUITMENT PROCESS</u>

Sl. No.	Process	Timeline
1.	Last date upto which the Online Application can be edited/ submitted/ payment of fees can be made	10.12.2022
2.	Online Application Correction Window period	From 15.12.2022 12.01 A.M to 17.12.2022 11.59 P.M
3.	Last date upto which the applicants are permitted to upload/ re-upload the documents	26.02.2023
4.	Publication of Examination Results	May 2023
5.	Certificate Verification / Oral Test	June 2023
6.	Counselling	June 2023

Secretary