

TAMIL NADU PUBLIC SERVICE COMMISSION

INSTRUCTIONS TO THE CANDIDATES APPEARING FOR THE HALF YEARLY EXAMINATIONS AND LANGUAGE TESTS

1. These examinations are only for those who are already in All India Services and State Services.
2. How to apply through online:
 - I. Applicants should apply only through online mode in the Commission's Website www.tnpsc.gov.in.
 - II. One Time Registration (OTR) and applicant's Dashboard are mandatory before applying.
 - III. Before registering for one time registration, scan the signature and recent **(not more than 3 months)** passport size photograph with blue/white background with good clarity and store it in a folder as an image in JPG /JPEG format.
 - IV. Please ensure that the photo image should be of 165 x 125 pixels and between 30 kb – 40 kb size and also the signature image should be of 80 x 125 pixels and between 20 kb – 30 kb size with reasonably good quality image.
 - V. In online application Selfie photos / Polaroid photos / without photos and or signature are not accepted and will be rejected. Applications not complying with these instructions or without clear photograph are liable to be rejected.
 - VI. If the image of photo and signature exceeds the above given size adjust the scanner settings suitably such as DPI resolution, Colors etc. during the process of scanning so as to reduce the file size - Ms Paint may also be used to resize the scanned image.
 - VII. The examinations test code details are available in the Commissions website.
 - VIII. One Time Registration is not an application for Half yearly examination and Language Tests. It is just collection of information from the applicants and giving a separate dashboard to each applicant to facilitate them to maintain their own profile. Applicant who wishes to apply for shall click "**Apply**" against the

Half Yearly Examinations and Language Tests for Officers of All India Services and Staff Services notified in the Commission's Website and use the same USER ID and PASSWORD given for ONE TIME REGISTRATION. Applicant has to create, user ID and password themselves. In case, if the applicant forgets the PASSWORD, he/ she can change or reset them using "**FORGOT LOGIN ID**" and "**FORGOT PASSWORD**" Option. The Commission will not furnish PASSWORD details to the applicants.

- IX. A valid e-mail ID and Mobile Number is mandatory for one time registration. E-mail ID and Mobile Number are to be kept in active mode. TNPSC will send all communications and messages only to the registered email ID and Mobile number.
 - X. Though the applicants furnish details / information in the One Time Registration, the details furnished in the application for the Half Yearly Examinations and Language Tests concerned above will be taken into consideration.
 - XI. Fill all the columns of online application since it is mandatory.
 - XII. After submitting the payment details in the online application form, wait for the intimation from the server. Meanwhile do not press "back" or "Refresh" button to avoid payment failure or double payment.
 - XIII. If the process of online application is successfully completed, a message will be sent to the registered mobile number / E-mail ID.
3. Applicants are advised in their own interest to apply on-line much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability/ failure to log on to the TNPSC's website on account of heavy load on internet/website.
4. TNPSC does not assume any responsibility for the applicants not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of TNPSC.

5. No physical hall tickets will be sent to the candidates individually by posts.
6. Hall Tickets for eligible applicants will be made available on the Commission's website www.tnpsc.gov.in so as to enable the applicants to download the same by presenting the unique online Application Number and date of birth. Hence, applicants should watch the Commission's website before the scheduled date of examination.
7. Candidates should carry the downloaded memorandum with them to the Examination hall on each day of the examination for inspection by the Invigilator and if they fail to do so they will run the risk of not being allowed to write the examination.
8. A candidate submitting an application to the Half Yearly Examinations and Language Tests will abide by all the rules in force.

Instructions to be followed during examination:-

9. Candidates should write their Register Number on the front page of the first sheet of the main answer book in the space provided for that purpose. They should not write their Register Number in any one of the pages in the main answer book. The answer book of the candidate who violates this instruction will not be valued. They should not write their Register Number on any other page including in the additional answer books supplied to them. Five marks will be deducted from the total marks obtained by candidates who write their Register Number in the additional answer books, supplied to them.
10. Smoking is prohibited in the examination premises.
11. No candidate suffering from any contagious disease will be admitted to the examination venue.
12. Bringing electronic devices such as cellular phones, digital watches and rings within built memory notes, Bluetooth devices, communication chip, any other electronic devices inside the examination venue into the examination hall is strictly prohibited.

13. Whenever the examination is to be held for both test with books and test without books in the same session as the case may be, candidates shall be allowed to compete the test without book first and hand over the answer booklet of the same, thereafter they shall be allowed to take test with books.
14. Candidates should take their places in the examination hall atleast ten minutes before the time fixed for giving out the papers. Candidates presenting themselves more than half an hour after the prescribed time will not be admitted into the hall.
15. Strict silence should be maintained in the examination hall.
16. Candidates are allowed to write the descriptive type of examinations in ink or ball point pen (only blue or black or blue black).
17. Candidates are allowed the option to answer the paper in all the tests either in English or in Tamil or even to answer any of the papers partly in English or in Tamil except the test on translation and the language test.
18. Before starting to write the examinations, candidates should verify the answer book whether the page numbers are in sequence. If the Answer Book (Main / Additional) is defective in any way ask the Room Invigilator to replace it.
19. In answering papers, Candidates will on no account be allowed to exceed the time allotted for each paper.
20. Candidates are strictly forbidden from writing their names or initials or any other names or initials on the main or additional answer books. Answer book (whether main or additional) in which this instruction is violated will not be valued. Candidates who fail to write the name of the subject of the paper or who do not write the name of the subject of the paper correctly or who fail to write their Register Number distinctly and correctly on the first page of the main answer books will be penalized.
21. Books other than those prescribed for a Test will not be allowed while answering the paper or papers in the test.

22. Candidates should give the correct number of the question or sub-division in their answers. If they fail to indicate the correct question number or sub-division of a question or if they give number incorrectly they are liable to lose marks.
23. Candidates should bring their own books with them for the purpose of answering the question papers in the test in the case of which the use of books is allowed.
24. No candidate will be allowed to give books or to take back from any other candidates during the hours of examination.
25. The books containing only bare Acts and Rules need not necessarily be government publication.
26. Candidates are prohibited from introducing into the examination hall any book or portion of a book other than those allowed or manuscripts, printed form of paper of any description from communicating with or copying from each and from communicating with any person outside the examination hall. Candidates are strictly prohibited from writing on the memorandum issued to them or on question paper.
27. Any candidate resorting to malpractice in the examination hall will be liable to be sent out of the hall forthwith and his conduct will be reported to the Commission. Moreover, the candidate's answer paper will be invalidated and / or debarred from writing TNPSC Half Yearly Examinations as decided by the Commission for such term of years.
28. The use of guides, digests, summaries 'catechisms' etc., will not be allowed.
29. Any candidate who does not behave properly towards the Chief Invigilator / Invigilators of the Examination Halls / any other inspecting authority or any candidate resorting to malpractice of any kind will have his/her answer book invalidated. He / She is also liable to be debarred from appearing again for any of the examinations either permanently or for such term of years as the Commission may decide as fit. The same penalty will be imposed on any candidate who personally or by letter attempts to canvas or bring influence to bear on an examiner or Member of the Commission or

its staff, in connection with the examination or on whose behalf such attempt is made by any relative, friend, patron/official or other persons. The above penalty will be imposed also in case where candidates make an appeal in their answer papers invoking sympathy of examiners in connection with their result.

30. Requests from candidates for furnishing the cause of failure in the test or for revaluation of their answer book will not be complied with.
31. Candidates should appear only for the test(s) for which the candidate has applied and been admitted. Otherwise, the answer book(s) of the candidate will be invalidated.
32. No candidate will be allowed to leave the examination hall till the closure of the examination and prohibited from taking unused answer books with them from the examination hall.
33. Any candidate violating any of these instructions or the instructions printed on the second page of the main answer book or in the Memorandum of Admission will run the risk of his answer books being invalidated or marks being deducted.

Controller of Examinations