



TAMIL NADU PUBLIC SERVICE COMMISSION

NOTIFICATION NO: 01/2017

DATED: 04.01.2017

Applications are invited only through online mode upto 02.02.2017 for Direct Recruitment to the vacancies in the following post:-

It is mandatory for the Applicants to register their basic particulars through one time online registration system on payment of Rs.50/- towards registration fee and then should apply online for this recruitment.

Name of the Post and Code No.	Name of the Service and Code No.	Number of vacancies	Scale of pay
Social Case Work Expert (2009-2010,2010-2011& 2013-2014) (Post Code1945)	Tamil Nadu Jail Subordinate Service (Code No.046)	3 GT-1 SC(A)(W)(PSTM)-1 MBC/DC-1	Rs. 9,300 - 34800/- + Grade Pay 4,300/-

Abbreviations:-

GT - General Turn, SC(A)(W)(PSTM) - Scheduled caste (Arunthathiyar)(Woman)(Persons Studied in Tamil Medium), MBC/DC - Most Backward Class / Denotified Community

2. FEES:-

a)	<u>Registration Fee</u> For One Time Registration - Note: Applicants who have already registered in one time Registration system paying Rs.50/- are exempted from paying the registration fee for this recruitment.	Rs.50/-
b)	<u>Examination Fee</u> For Examination - Note: The Examination fee should be paid at the time of submitting the online application for this recruitment if they are not eligible for the concession noted below	Rs.100/-

EXAMINATION FEE CONCESSION:-

Category	Concession	Condition
(i) Scheduled Castes / Scheduled Caste (Arunthathiyar), Scheduled Tribes	Full Exemption	--
(ii) Differently Abled Persons, Destitute Widow of all communities	Full Exemption	i) For Disabled persons, the disability should be not less than 40% ii) For DWs, the DW certificate should have been obtained from the RDO/Sub Collector.
Most Backward Class / Denotified Communities, Backward Classes (Other than Muslim), Backward class (Muslim)(For Degree Holders)	Those who have not availed three free chances so far in any of the previous recruitments may avail exemption from payment of examination fee.	i) For degree holders only ii) Should not have availed three free chances in any of the previous recruitments.
Ex-Servicemen	Those who have not availed two free chances so far in any of the previous recruitment may avail exemption from payment of examination fee.	(i) Should not have availed two free chances in any of the previous recruitments. (ii) Fee concession will not apply to those who have already been recruited to any class or service or category

- i) The three / two free chances referred to above are not for **EACH POST** but for **ANY THREE / TWO APPLICATIONS ONLY**. The claim for exemption from payment of examination fee made in any application which is rejected / admitted or withdrawn will be counted as a free chance availed.
- ii) Failure to pay the prescribed fee along with the application in-time will be liable for rejection of application.
- iii) If the fee concession claimed in the application exceeds the admissible limits announced above, the application will be rejected.

(For further details regarding fee concession, refer para 12 of "Instructions to Applicants")

3. IMPORTANT DATES:-

A	Date of Notification	04.01.2017	---
B	Last date for submission of applications	02.02.2017	---
C	Last date for payment of Fee	04.02.2017	---
D	Date of Examination	Paper - I (Subject)	21.05.2017 10.00 A.M.to 01.00 P.M.
		Paper - II (General Studies)	21.05.2017 02.30 P.M.to 04.30 P.M

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

Name of the post	Category of Applicants	Minimum Age (Should have completed)	Maximum Age
Social Case Work Expert	SCs, SC(A)s, STs, MBCs/DCs, BCs, BCMs and DWs of all Castes	23 Years	No Maximum Age Limit
	“Others” [i.e. Applicants not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]		40 Years (Should not have completed)

AGE CONCESSION**(i) For Differently Abled Persons:**

Differently Abled Persons are eligible for age concession upto 10 years over and above the maximum age limit prescribed above.

(ii) For Ex-servicemen

(a) No maximum age limit for the Applicants who belong to SC, SC (A), ST, MBC/DC, BC and BCM.

(b) The maximum age limit is 48 years for “others” (i.e) Applicants not belonging to any of the above said categories.

(c) The above mentioned age concession will not apply to the Applicants those who have already been recruited to any class or service or category.

Note:

- (i) “Others” i.e., Applicants not belonging to SC, SC(A), ST, MBC/DC, BC and BCM who have put in 5 years and more of service in the State / Central Government are not eligible to apply even if they are within the age limit.
- (ii) Instructions given with regard to maximum age limit under para 5 of the 'Instructions to Applicants' will apply to this recruitment only for maximum age limit.

(B) EDUCATIONAL QUALIFICATION (As on 04.01.2017): -

Applicants should possess the following or its equivalent qualification:-

- (a) A post graduate degree in social work or social service or social science or Criminology or Sociology or Andragogy (Adult Education);
- or
- (b) A degree in social work or social service or social science or criminology or sociology ;
- or
- (c) Any other degree with diploma in social work or social service or social science or criminology or sociology.

Security

Where the state Government have by general or special order directed that the holder of any specified post shall deposit security for the due and faithful performance of his or her duties no person shall be eligible for appointment to any such post whether by direct recruitment or by recruitment by transfer or promotion, unless he or she is able and willing to deposit security to such amount as may be specified in such general or special order.

Note:-

- (i) The qualification prescribed for this post should have been obtained by passing the required qualification in the order of studies 10th + HSC or its equivalent +U.G. degree + P.G. degree. The results of exam should have been declared on or before the date of Notification.
- (ii) Applicants claiming equivalence of qualification to the prescribed qualification should upload and submit evidence for equivalence of qualification in the form of G.O. issued prior to the date of this notification when called for. Failing which their application will be summarily rejected. The G.O's issued regarding equivalence of prescribed qualification after the date of this notification will not be accepted. Equivalence of qualification prescribed for this post is available in Annexure - I.
(Refer para 10 of the 'Instructions to Applicants' and annexure to this Notification)

(C) CERTIFICATE OF PHYSICAL FITNESS:-

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

Name of the Post	Standard of Vision Prescribed	Form of Certificate of Physical Fitness
Social Case Work Expert	Standard - I Colour Blindness will be a disqualification.	Form prescribed for Executive post

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

5. GENERAL INFORMATION:-

- A. The rule of reservation of appointments is applicable to this post. The distribution of vacancies will be as per rules in force.
- B. In G.O.Ms.No.145, Personnel and Administrative Reforms(S) Department dated 30.09.2010 and G.O.Ms.No.40, Personnel and Administrative Reforms(S) Department dated 30.04.2014 the Government have issued Orders to fill up 20% of all vacancies in direct recruitment on preferential basis to Persons who studied the prescribed qualification in Tamil Medium. The 20% reservation of vacancies on preferential allotment to **Persons Studied in Tamil Medium (PSTM)** will apply for this recruitment and will be applicable to the Applicants who have acquired the prescribed qualification in Tamil Medium. (Applicants claiming PSTM preference must produce certificate issued by Head of Institution as proof as per the specimen contained in the "Instructions to Applicants" for having studied in Tamil Medium. Having written the examination in Tamil language alone will not qualify for claiming this preference). If the Applicants with PSTM certificate are not available for selection for appointment against reserved turn such turn shall be filled up by other eligible Applicants but belonging to the respective communal category. The PSTM certificate, in prescribed format / proforma available in the Commission's website at www.tnpsc.gov.in shall be obtained from the Head of the Institution and shall be produced / uploaded when called for. (For further details refer "Instructions to Applicants").

- C. The number of vacancies advertised is only approximate and is liable to modification with reference to vacancy position at any time including reduction before finalization of selection.
- D. The selection for appointment to the above said post is purely provisional subject to final Orders on pending Writ Petitions, if any, filed at Madras High Court and Madurai Bench of Madras High Court.
- E. As per G.O.Ms.No.18, Personnel and Administrative Reforms (S) Department, Dated 22.01.2007, reservation to Ex-Servicemen will apply for the said post. If no qualified and suitable Ex-Servicemen belonging to a particular category is available for selection for appointment against reserved turn, such turn shall be filled up by an Applicant other than Ex-Servicemen but belonging to the particular communal category. However no reserved turn arises in this recruitment. As per the orders issued in G.O.(Ms).No.89, Personnel and Administrative Reform(S) Department, dated 12.08.2015, "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.
- F. Reservation of appointment to Destitute Widows will not apply to this recruitment as per G.O.Ms.No.32, Personnel and Administrative Reforms (S) Department, Dated.22.03.2013.
- G. 3% reservation for differently abled persons will be made applicable to DA persons as per the orders issued in G.O.Ms.No.99, Personnel and Administrative Reforms Department, dated 26.02.1988 and as per the amendments issued from time to time. However no reserved turn arises in this recruitment. Differently Aabled Persons can apply and should upload the documents referred to in para. 14 (b) of the Commission's 'Instructions to the Applicants' when called for.
- H. The Differently Aabled Persons should upload a copy of certificate of physical fitness (refer 'Instructions to Applicants') specifying the nature of physical handicap and the degree of disability based on the norms laid down, from the Medical Board to the effect that his/her handicap will not render him/her incapable of efficiently discharging the duties attached to the post to which he/she has been selected when called for by the Tamil Nadu Public Service Commission.
- I. 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.
- J. Even after filling up of the vacancies reserved for SC Arunthathiyars on preferential basis, if more number of qualified Arunthathiyars are available, they shall be entitled to compete with the Scheduled Castes other than Arunthathiyars in the inter-se merit among them and if any post reserved for Arunthathiyars remain unfilled for want of adequate number of qualified Applicants, it shall be filled up by Scheduled Castes other than Arunthathiyars.
- K. Evidence for claims made in the online application should be uploaded / submitted in time when called for the documents. Any subsequent claim made thereafter on submission of online application will not be entertained.

- L. Correct and True information regarding arrest, convictions / debarment / disqualification by any recruiting agency, criminal or any disciplinary proceedings initiated / pending or finalized, participation in agitation or any Political Organization, candidature in election for Parliament/State Legislature/Local Bodies etc., if any, should also be furnished to the Commission at the time of application i.e., the details thereof, originals of the Judgement, order / or G.O dropping further action in Departmental proceedings or any document that may prove the suitability of such Applicants for a Government appointment in such cases must be produced at the stage / time of Certificate Verification without fail.
- M. Applications containing wrong claims relating to category of reservation / other basic qualification / eligibility wise / age / communal categories / educational qualification / physical qualification and other basic eligibility criteria will be liable for rejection.
- N. Tamil Nadu Public Service Commission will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application forms.
- O. **Knowledge of Tamil:-**

Applicants should possess adequate knowledge of Tamil on the date of this Notification.
(For details refer para.11 of the 'Instructions to Applicants')

6. SCHEME OF EXAMINATION (OBJECTIVE TYPE) (OMR METHOD) AND ORAL TEST:-

Subject	Duration	Maximum Marks	Minimum Qualifying Marks for selection	
			SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs	Others
<u>Paper -I</u> <u>Single paper covering the following subjects in Degree standard (200 items)(Code No.216)</u> Social Work Social Service Social Science Sociology Criminology Andragogy	3 hours	300	171	228
<u>Paper-II</u> General Studies (Degree standard) (100 items)	2 hours	200		
Interview and Records		70		
Total		570		

Note:-

- i. The Question Paper in Paper-I will be set in English only.
- ii. The Question paper in Paper - II will be set in both English and Tamil
- iii. Refer para 22 of "Instructions to Applicants" in regard to instructions to be followed while appearing for competitive examinations conducted by the Commission
- iv. The Syllabus for Examination is furnished in the Annexure II of the notification.

7. PROCEDURE OF SELECTION:-

The selection will be made in two stages, viz. (i) Written Examination and (ii) an Oral Test in the form of an Interview.

(For further details refer paragraph 23(b) of the 'Instructions to Applicants').

8. CENTRE FOR EXAMINATION:-

Examination will be held in Chennai centre only.

Note:-

- (i) Applicants will be required to appear for the Written Examination / Certificate Verification / Oral Test at their own expenses.
- (ii) The Commission reserves the right to increase the number of Examination Centre and to re-allot the Applicants.

9. MODE OF PAYMENT OF EXAMINATION FEE:-

- Examination fee Rs.100/- (Rupees One hundred only) is payable by online through Net Banking/credit card/Debit card or it can be paid by offline at SBI / at Indian Bank within 2 days from the date of submission of online application.
- Applicants have to register their basic particulars through One -Time Registration which is mandatory on payment of Rs.50/- towards registration fee. The registration shall be valid for a period of five years from the date of One-Time Registration.
- Applicants have also to pay the service charges applicable to the **State Bank of India / Indian Bank**
- Applicants can avail exemption from paying examination fees as per eligibility criteria.
- **Offline mode of payment in the form of Demand Draft / Postal Order etc., will not be accepted and the applications forwarded with such modes of payment will be summarily rejected.**
- Those who have registered in the **One -Time Registration** system, and paid the registration fee of Rs.50/- and received the registration ID **need not pay** the Registration fee i.e., Rs.50/- and it is enough to pay the examination fee alone.
- Applicants who have made One-Time Registration must apply for the notified posts. One – Time Registration is only to avail exemption for Registration fee for a period of 5 years from the date of registration.

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

10. NO OBJECTION CERTIFICATE AND INFORMATION TO THE EMPLOYER:

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

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

11. CONCESSIONS:-

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

Note

In all cases, an Ex-Serviceman once recruited to a post in any class or service or category, cannot claim the concession of being called an Ex-Serviceman for his further recruitment (G.O. Ms. No. 89, Personnel and Administrative Reforms(S) Department, dated 12.08.2015)

12. HOW TO APPLY:-

1. Applicants should apply only through online mode in the Commission's Websites www.tnpsc.gov.in/www.tnpscexams.net/www.tnpscexams.in
2. One Time Registration (OTR) and applicant Dashboard are mandatory before applying for any post. One Time Registration is valid for 5 years from the date of registration.
3. For applying in One Time Registration, the applicants should have scanned image of their photograph and signature in CD/DVD/Pen drive to upload the photo and signature.
4. Applicants who have already registered in One Time Registration on or before 29.09.2015 shall use their existing user ID and Password to create applicant Dashboard in the **new** One Time Registration system. No applicant is permitted to create more than one registration ID in one time registration.
5. Enter the Unique ID and password to view the already available information and update them.
6. One Time Registration is not an application for any post. It is just collection of information from the applicants and giving a separate dashboard to each applicant to facilitate them to maintain their own profile. Applicant who wishes to apply for any post shall click "**Apply**" against the post Notified in the Commission's Website and use the same USER ID and PASSWORD given for ONE TIME REGISTRATION.
7. Select the name of the post or service for which you wish to apply.
8. Applicants are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.
9. **An Online application uploaded without the photograph and signature will be rejected.**
10. All the particulars mentioned in the online application including name of the Applicants, Post applied educational qualifications Communal Category, Date of Birth, Address, Email ID, Centre of Examination etc. will be considered as final and **no Modifications will be allowed after the last date specified for applying online.** Since certain fields are firm and fixed and cannot be edited, Applicants are requested to fill in the online application form with the utmost care and caution as no correspondence regarding change of details will be entertained.

11. Print Option:-

- i. After submitting the application, Applicants can print / save their application in PDF format.
- ii. On entering registration number and password, Applicants can download their application and print, if required.
- iii. Need not send the printout of the online application or any other supporting documents to the Commission. The certificates will be verified only when the Applicants come up for next stage of selection.

12. One time registration will not be considered as an application for any post.

13. OTHER IMPORTANT INSTRUCTIONS:-

- a. **Applicants should ensure their eligibility for examination:** The Applicants applying for the examination should go through all instructions carefully and ensure that they fulfil all eligibility conditions for admission to examination. **Their admission to all stages of the examination will be purely provisional subject to satisfying of the eligibility conditions.** Mere issue of memo of admission to the Applicant will not imply that his/her candidature has been fully cleared by the Commission.
- b. The Hall Tickets for eligible Applicants will be made available in the Commission's Website www.tnpsc.gov.in or www.tnpscexams.net or www.tnpscexams.in for downloading by Applicants. No Hall Tickets will be sent by post. So the applicants should watch TNPSC website before the scheduled date of examination. The applicants must comply with each and every instruction given in the Hall Ticket.
- c. **Grievance Redressal Cell for guidance of Applicants:-** In case of any guidance /information / clarification of their applications, candidature, etc., Applicants can contact Tamil Nadu Public Service Commission's Office in person or over Telephone No.044-25332833 / 25332855 or the Commission's Office Toll-Free No. 1800 425 1002 on all working days between 10.00 a.m. and 05.45 p.m.
- d. **Mobile Phones and other Articles Banned:**
 - i. Applicants are not allowed to bring Pager, Cellular Phone, Watches and Ring with inbuilt, Memory Notes etc., or any other Electronic device and Non electronic devices such as P&G Design Data Book, Books, Notes, Hand Bags to the examination hall / room on the date of examination.
 - ii. If they are found to be in possession of any such thing or instrument they will not be allowed to write the examination further, besides invalidation of answer paper and / or debarment. If it is considered necessary they will be subjected to thorough physical search including frisking on the spot. (For further details refer "Instructions to Applicants")
 - iii. Do not bring into the Examination Hall any article such as books, notes, loose sheets, electronic or any other type of calculators, mathematical and drawing instruments, Log Tables, stencils of maps, slide rules, Text Books, rough sheets etc., except the permitted writing material (i.e. pen).
 - iv. Applicants are advised in their own interest not to bring any of the banned items including Mobile Phones / Pagers to the venue of the examination, as arrangements for safekeeping cannot be assured.

- e. Applicants are not required to submit along with their application any certificates in support of their claims regarding age, educational qualifications, physical qualification, community certificates and certificates regarding their physical disability etc., which should be submitted when called for by the Tamil Nadu Public Service Commission. The 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 viz. Written Examination and Oral Test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after Written Examination, Certificate Verification and Oral Test, it is found that they do not fulfil any of the eligibility conditions, their candidature for the recruitment will be liable for rejection / cancellation by the Commission.(For further details refer "Instructions to Applicants")
- f. If any of their claim is found to be incorrect, it will lead to rejection / debarment.
- g. **Unfair means strictly prohibited:** No Applicant shall copy from the papers of any other Applicant or permit his papers to be copied or give or attempt to give or obtain or attempt to obtain irregular assistance of any description.(For further details refer "Instructions to Applicants")
- h. **Conduct in Examination Hall:** No Applicant should misbehave in any manner or create a disorderly scene in the Examination Hall or harass the staff employed by the Commission for the conduct of the examination. Any such misconduct will be severely viewed and penalised. (For further details refer "Instructions to Applicants")
- i. For violation of Instructions to Applicants in any manner suitable penalty will be imposed as per the Instructions to Applicants or as deemed fit by the Commission.

The Online Application can be submitted upto 02.02.2017 till 11.59 p.m., after which the link will be disabled

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

Secretary

DISCLAIMER

“The Government orders relating to equivalence of qualification have been hosted in the Tamil Nadu Public Service Commission website. However, the Applicants while applying for the examination should furnish evidence for equivalence of qualification in the form of Government order, if any, which are not mentioned in the Annexure to the Notification and produce the same when called for by Tamil Nadu Public Service Commission”.

Secretary

Annexure – I**Social Case Work Expert**

Degree considered as Equivalent to the Qualification prescribed in the Rule	G.O. in which ordered
<p>திருச்சிராப்பள்ளி பிஷப் ஈபர் கல்லூரியால் வழங்கப்படும் முதுநிலை சமூகப்பணி பட்ட மேற்படிப்பை (Master of Social Work) அதே கல்லூரியில் வழங்கப்பட்ட முதுநிலை (சமூகப்பணி) பட்ட மேற்படிப்பிற்கு (M.A. Social Work) இணையானதாகக்கக் கருதி பொதுப்பணிகளில் நியமனம் செய்ய அங்கீகாரம் அளித்தல்.</p>	<p>அரசாணை நிலை எண்.2 பணியாளர் மற்றும் நிர்வாகச் சீர்திருத்தத் (ஆர்) துறை, நாள் 03.01.2000.</p>

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4. ഭൂമി പരിരക്ഷണ പദ്ധതി പരിഷ്കരണ രീതി
 തയ്യാറാക്കുന്നതിനായി, സർക്കാർ, സർവ്വകലാശാല,
 സാമൂഹിക പ്രവർത്തന വിഭാഗം തയ്യാറാക്കിയ
 സാമൂഹിക പ്രവർത്തന (Master of Social Work) പഠന രീതി
 തയ്യാറാക്കിയതിനെ (അല്ലെങ്കിൽ) പരിഷ്കരിച്ചതിനെ (M.A. (Social Work))
 പരിഷ്കരിച്ചതിനെ തയ്യാറാക്കുന്നതിനായി സർക്കാർ
 തയ്യാറാക്കിയ പദ്ധതി.

(സർക്കാർ തയ്യാറാക്കിയ)

ഒരു കമ്മിറ്റി രൂപീകരിച്ച്,
 സർക്കാർ.

- 1. സർക്കാർ തയ്യാറാക്കിയ, സർവ്വകലാശാല.
- 2. സർക്കാർ തയ്യാറാക്കിയ, സർവ്വകലാശാല.
- 3. സർക്കാർ തയ്യാറാക്കിയ, സർവ്വകലാശാല.
- 4. സർക്കാർ തയ്യാറാക്കിയ, സർവ്വകലാശാല.

- 1. സർക്കാർ തയ്യാറാക്കിയ, സർവ്വകലാശാല.
- 2. സർക്കാർ തയ്യാറാക്കിയ, സർവ്വകലാശാല.
- 3. സർക്കാർ തയ്യാറാക്കിയ, സർവ്വകലാശാല.

F. J. ...
 Director

Subtd. to S.O.
 May be transferred to RND-F section.

10.2.2000

10.2.2000

ANNEXURE-II**Code No.216****TAMIL NADU PUBLIC SERVICE COMMISSION****SYLLABUS FOR THE POST OF SOCIAL CASE WORK EXPERT (UG STANDARD)****SOCIAL WORK****BASIC CONCEPTS, HISTORY, METHODS AND FIELDS****UNIT - I**

Social Work – Definition and Meaning, Basic Concepts – Social Service, Social Development, Social Change, Social Welfare and Social Security; Historical background of Social Work in India, Contributions of Mahatma Gandhi to Constructive Social Work, Social Reform Movements, Social Work Profession – Definition and Meaning; Philosophy - Values, Beliefs and Principles, Goals and Functions. Methods of Social Work- Case Work, Group Work, Community Organisation and Social Action, Social Work Research and Statistics, Social Work Administration.

UNIT - II

Application and Approaches of Social Work in different Settings: Field Work as an integral component of Social Work Training, Fields of Social Work - Community Development (rural, urban, tribal), Medical and Psychiatric Social Work, Family and Child Welfare, Correctional Social Work, Social Work with Senior Citizens, Human Rights and Social Work, Youth and Social Work, Approaches in Social Work Practice: Remedial, Preventive, Promotive and Rehabilitative approaches; welfare, developmental, rights based and participatory approaches, Skills and techniques required for a Social Worker.

SOCIAL SERVICE**UNIT – III**

SOCIAL WORK: Concept of Social Welfare, Social Service and Social Work. Social Welfare: Definition and Objectives. Social Service: Definition and Scope. Social Work: Definition, Values and Principles – Purpose - Fields and Methods – Code of Ethics and Social workers – Skills and Roles.

Social Case Work Counselling: Definition – Purpose, Principles – Process (Intake, Study, Treatment, Evaluation, Termination) – Role and Skills - Recording in Case Work (Genogram and Eco-Map) – Counselling: Definition, Process - Interviewing, Effective Listening, Assessment, Empathy, Problem solving – Therapeutic Techniques: Psychoanalysis, Person-centered, Transaction Analysis, Cognitive Behavior Therapy.

Social Group Work: Definition – Purpose – Principles – Stages of Group Development (Forming, Norming, Storming, Performing) – Group Dynamics (Sub-Groups, Isolation, Rejection, Scape Goating, Group Think) – Process of Group Work (Beginning, Middle and Termination).

Social Research: Definition – Objectives – scope – Approaches (Quantitative and Qualitative) – Research Process: Research Formulation – Review of Literature – Hypothesis – Sampling (Probability and non-Probability Methods) – Methods of Data Collection (Interview, Focus Group Discussion) – Analysis and Reporting.

UNIT – IV

SOCIAL WELFARE: Social Welfare Administration: Definition – Objectives – Principles – General Administration (Staffing, Supervision, Office Management, Public Relations, Record Maintenance, Infrastructure) – Financial Administration (Budgeting, Fund Raising, Accounting and Auditing, Annual Report).

Correctional Administration: Prison: Purpose of imprisonment- Psycho Social Impact of Imprisonment – Role of Social Worker: Welfare Activities – Education – Vocational Training – Recreation – Counselling – Rehabilitation – Probation – Parole – After Care Services. Children in Conflict with Law (Juvenile Delinquent): Definition – Causes – Juvenile Justice System – Observation Homes – Juvenile Homes – Rehabilitation – Child Welfare Committee.

Human Rights: Definition – Universal Declaration of Human Rights – Indian Constitution (Fundamental Rights and Directive Principles of State Policy) – International Conventions – UN Commission for Human Rights – National and State Commission for Human Rights.

NGOs: Definition, Objectives and Scope – Types (NGO, NPO, INGO, CBO), Activities (Service Delivery, Relief, Rehabilitation, Capacity – Building, Advocacy) – Advantages and Limitations of NGOs. Target Groups: Families, Children, Youth, Elderly, Mentally ill, Disabled, Women, Dalits, Tribal Persons, Chronically ill.

SOCIAL SCIENCE

UNIT - V

Social Science as an approach to the study of Society - Structural, Functional and Conflict perspectives in understanding society. Social Stratification and Social Mobility; Individual and Society, Socialization; Caste and class in India, Changing patterns in society, social control as a process, agents of social control, social change and social movements specific to Tamil Nadu, gender roles. Culture - definition, components of culture - material and non-material, role and functions of culture, cultural lag, folkways, mores, values and norms, Social Issues - Unemployment, Corruption, Violence, Violence against women and children, gender discrimination, domestic violence, juvenile delinquency, child abuse, migration and displacement, problems of refugees.

UNIT - VI

Social Psychology: Definition and meaning, Personality- definition, theories related to structure and development of personality.

Economics: State Programmes for rural, urban and tribal development, Impact of Globalization on development in India, Role of Panchayat Raj institutions in Tamil Nadu in the development process, Role and contribution of NGOs in development. Approaches in development, Indicators of Development.

Political Science: Need and importance, types of social policy, Constitution as a major source of policy planning in India. Major policies related to health, women, children, youth and environment.

SOCIOLOGY

UNIT – VII

SOCIAL INSTITUTIONS: Family: Functions of the Family – Matriarchal Family – Patriarchal Family – Joint Family – Nuclear Family – Changing Trends in the family system.

Marriage: Functions of marriage – Forms of marriage: Polygyny, Polyandry, Monogamy, Endogamy, Exogamy

Social Groups: Meaning and Characteristics of Social groups – Classification of Social groups and their importance – In-groups and Out groups – Primary and Secondary groups – Reference groups – Peer groups

Socialization: Meaning of Socialization – Primary Socialization – Anticipatory Socialization – Adult Socialization – Re-socialization – Agencies of Socialization

Social Control: Informal Means of Social Control: Folkways – Mores – Customs – Sanctions – Values – Public opinion, Formal Means of Social Control: Social Legislation – education

UNIT - VIII

SOCIAL PROBLEMS: Definition and Characteristics-Social Disorganization - Characteristics of Social Disorganization - Causes of Social Disorganization- Difference between Social problem and Social disorganization - Approaches to social problems – deviance – labeling –disorganization - subculture.

Socio cultural problems: AIDS - Alcoholisms and Drug addiction - prostitution, beggary – causes – consequences - remedial measures

Problems of vulnerable groups: Child marriage - female infanticide - sex selective abortion - dowry deaths - Rape – Domestic Violence

Policies for prevention and welfare measures: Child welfare - Youth welfare -Welfare of the aged and disabled - Government, NGO's and community role in prevention and reducing social problems.

CRIMINOLOGY**UNIT- IX**

Ecology of Crime – Theories of Crime – Criminal behavior, Psychological approach, heredity, delinquency –Punishment Theories, Group Conflict Theory – Punishment: Concept, Scope and Techniques, Sentencing: Principles, Policies and Procedure-Correctional Manuals and rules: Prison Act, 1894; Prisoners Act,1950; Transfers of Prisoners Act, 1950, UN Standard Minimum Rules for Treatment of Prisoners - Prison systems, Juvenile Justice System, Probation System, Parole System, Classification of Prison and Prisoners, Prisoner's Rights, Treatment of Prisoners, Aftercare Programmes, Role of Governments (state and Central) in Prison Administration

UNIT – X

Socio-Psychological Process – Perception, Motivation, Attitudes, Stereotypes – Personal development Programme: Individual Accountability, System Accountability, Needs and interest of the individual in conflict with Law, dignity and intrinsic of Individual, Self improvement: highly dynamic – management of sensitive information, building community partnership, case management, Program delivery, individual / group / family Counselling, Community capacity building and advocacy (Individual and System), Assessment and treatment – Individuals in Sensitive and traumatic situations, Intervention Programmes, Psychology of reformation.

ANDRAGOGY**UNIT – XI**

ADULT EDUCATION: Andragogy: Concept, Principles, Assumptions, Barriers and Motivators. Difference between Andragogy and Pedagogy. Adult education – Concept and Definition, Principles – Types – Training Methods in Adult Education: Lecture, Discussion, Demonstration, Role Play, Games and Simulation, Brain Storming, Field Trip, Case Studies, Questions and Answer, Problem Solving Projects, Assignment and Seminars. Mass media for Adult Education – Radio, film, Press, Television.

Alternative Learning system: Concept and Need – Non-Formal Education – Adult Education – Continuing Education – Open Schools – distance Education – Online Education- Inservice Education – Community Colleges and their Impact. Vocational Education: Need and Importance – Technical and Non-Technical Vocations.

Extension Education: Definition – Functions of Extension Education – Approaches - Extension Education and Development – Methods of Extension Education (Field Demonstration, Folk Arts, ICT) – Rural Technology Dissemination – Participatory Methods (PRA). Role of NGOs.

Role of Government: Constitutional Provisions – Adult Education in Five year plans - National Policy on Education - National Literacy Mission and National Adult Education Programme (NAEP): Objectives, Strategies, Achievements and areas of concern.

UNIT – XII

FIELDS OF ADULT EDUCATION : Environmental Education: Need and Importance – Environmental Resources – Environmental Hazards and Disasters - Environmental Pollution (Air, Water, Soil, Sound).

Population Education: Need and Importance – Themes in Population Education (Fertility, Migration, Employment, Literacy, Enrolment, Reproductive Health) – National Family Health Survey – Census Survey – Government Policy Schemes.

Human Rights Education: Need and Importance- Classification of Human Rights (Economic, Cultural, Civil and Political Rights)- National Human Rights Commission – state Human Rights Commission – National Commission for Women, Minorities, S.C & S.T, Children.

Guidance and Counselling: Need and Importance, Process –Guidance for Adult Learning and Socio- Emotional Development of Adults –Life Skills – Counselling Techniques and Skills – Role of Counsellor.

Consumer and Legal Awareness: Need and Importance, Consumer Rights, Role of Mass media, Consumer Protection Act (1986), Public Interest Litigation, Legal Aid. Right to Information Act, 2005.

ANNEXURE II
All TECHNICAL POST MAIN EXAMINATION
General Studies
Degree / P.G Degree Standard
Topics for Objective Type

Unit-I General science :

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

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

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

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

Unit- II. Current Events

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

Political Science-1. India's foreign policy-2. Latest court verdicts – public opinion-3. Problems in conduct of public elections-4. Political parties and political system in India- 5. Public awareness & General administration-6. Role of Voluntary organizations & Govt.-7. Welfare oriented govt. schemes, their utility

Geography Geographical landmarks-Policy on environment and ecology— **Economics**--Current

socio-economic problems-New economic policy & govt. sector **Science**-Latest inventions on science & technology-Latest discoveries in Health Science-Mass media & communication

Unit-III. Geography

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

Unit-IV. History and culture of India

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

Unit-V INDIAN POLITY

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

Unit- VI. Indian economy

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

Unit-VI. Indian national movement

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

Unit-VII. APTITUDE & MENTAL ABILITY TESTS

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