



TAMIL NADU PUBLIC SERVICE COMMISSION

Advertisement No.604
Notification No. 02/2022

DATED: 21.01.2022

Applications are invited from eligible candidates only through online mode upto **21.02.2022** for direct recruitment to the post of Assistant Director of Co-operative Audit in the Tamil Nadu Co-operative Service.

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 before finally submitting the same.

எச்சரிக்கை

- தேர்வாணையத்தின் தெரிவுகள் அனைத்தும் விண்ணப்பதாரரின் தர வரிசைப்படியே மேற்கொள்ளப்படுகின்றன.
- பொய்யான வாக்குறுதிகளைச் சொல்லி, தவறான வழியில் வேலை வாங்கித் தருவதாகக் கூறும் இடைத்தரகர்களிடம் விண்ணப்பதாரர் மிகவும் கவனமாக இருக்குமாறு எச்சரிக்கப்படுகின்றனர்.
- இதுபோன்ற தவறான மற்றும் நேர்மையற்றவர்களால் விண்ணப்பதாரருக்கு ஏற்படும் எவ்வித இழப்புக்கும் தேர்வாணையம் எந்தவிதத்திலும் பொறுப்பாகாது.
- இணையவழி விண்ணப்பத்தில் குறிப்பிடப்படும் அனைத்துத் தகவல்களுக்கும் விண்ணப்பதாரரே முழுப் பொறுப்பாவார். விண்ணப்பதாரர், தேர்விற்கு இணையவழியில் விண்ணப்பிக்கும்பொழுது, ஏதேனும் தவறு ஏற்படின், தாங்கள் விண்ணப்பித்த இணையச்சேவை மையங்களையோ/பொதுச் சேவை மையங்களையோ குற்றம் சாட்டக் கூடாது. விண்ணப்பதாரர் பூர்த்தி செய்யப்பட்ட இணையவழி விண்ணப்பத்தினை இறுதியாக சமர்ப்பிக்கும் முன்னர், நன்கு சரிபார்த்தப் பின்னரே சமர்ப்பிக்குமாறு அறிவுறுத்தப்படுகிறார்.

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. Details of vacancies:

Name of the Post and Post Code	Name of the Service and Service Code	No. of vacancies	Scale of pay
Assistant Director of Co-operative Audit (Post Code No. 3009)	Tamil Nadu Co-operative Service (Service Code No. 102)	8	Rs.56,100 – 1,77,500 (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 for this recruitment.

GT (G)	GT (W)	BC(OBCM) (G)	BC(OBCM) (W)	MBC /DC (G)*	MBC /DC (W)*	SC (G)	TOTAL
1	1	2	1	1	1	1	8

Abbreviation:-GT-General Turn; BC (OBCM)- Backward Classes (other than Backward Class Muslim); MBC/DC- Most Backward Classes / Denotified Communities; SC – Scheduled Castes;

G-General; W-Women;

Note:-

*(i) The distribution of vacancies is subject to the outcome of final orders of the Hon'ble Supreme Court of India on the Special Leave to Appeal [SLP] filed by the Government of Tamil Nadu with regard to the Tamil Nadu Act 8 of 2021.

(ii) Information regarding MBC (V), MBC-DNC, and other MBC are required for distribution depending upon the outcome of Special Leave Petition before the Hon'ble Supreme Court of India.

4. IMPORTANT DATES AND TIME:

Date of Notification	21.01.2022
Last date for submission of online application	21.02.2022
Date and Time of written examination	
Paper-I : Subject paper	30.04.2022 9.30A.M. to 12.30 P.M.
Paper-II : Part-A - கட்டாயத் தமிழ் மொழித் தகுதித் தேர்வு Part-B-General Studies	30.04.2022 02.30 P.M. to 05.30 P.M.

Note:-

Refer **Annexure-IV** 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
1.	SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s, BCMs and Destitute Widows of all categories.	No maximum Age limit
2.	'Others' [i.e. candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s and BCMs]	Should not have completed or will complete the age of 30 years.*

Note: * In G.O (Ms).No.91, Human Resources Management (S) Department, dated 13.09.2021, Maximum Age Limit has been increased from 30 to 32 years.

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 :

a) The maximum age limit for Ex-Servicemen is 50 years.

(Section 63 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016)

b) 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)

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)

Explanation: No maximum age limit shall mean that the applicants should not have completed 60 years of age either on the date of notification or at the time of selection / appointment to the post.

(B) EDUCATIONAL QUALIFICATION (as on 21.01.2022):

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

M.A(Co-operation) (Or) M.Com., with (Co-operation) as a subject (Or) M.Com., (without Co-operation as a subject) plus Higher Diploma in Co-operation (Or) Must have passed the Final Examination conducted by the Institute of Chartered Accountants

Note:

- (i) The qualification prescribed for the post 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-I 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 produce it when called for, 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 III](#) 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	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)	<p>Registration Fee For One Time Registration (G.O.(Ms).No.32, Personnel and Administrative Reforms (M) Department, dated 01.03.2017).</p> <p>Note Applicants who have already registered in One Time online Registration system and are within the validity period of 5 years are exempted.</p>	Rs.150/-
b)	<p>Examination Fee</p> <p>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.</p>	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'.]
- (iii) Applicants who had already registered under One-Time Registration system by paying Rs.50/- before 01.03.2017 and having validity and those who have registered for One-Time Registration on or after 01.03.2017 by paying Rs.150/- towards One-Time Registration are exempted from paying the registration fee for this recruitment.

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 previous application(s) his candidature shall be rejected after due process and he shall be debarred for a period of one year from appearing for examinations and selections conducted by the Commission.

(iv) Applicants are directed to carefully choose the options 'Yes' or 'No' regarding availing the fee concession. The choice made, cannot be modified or edited after successful submission of online application.

(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:

- Written Examination fee of Rs.200/- (Rupees Two hundred only), is payable by online through Net Banking / Credit card / Debit card on or before the 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.**
- 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 produce evidence for such claims when called for, 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 (OMR METHOD) AND ORAL TEST

Subject	Duration	Maximum marks	Minimum qualifying marks for selection	
			SCs, SC(A)s, STs, MBCs/DCs BC(OBCM)s & BCMs	Others
i. Paper – I Single paper consisting of the following subjects:- (200 Questions) (PG Degree Std) (Code No:367) Co-operation -100 Questions Commerce - 60 Questions Cost Accountancy - 40 Questions	3 Hours	300	153	204
ii. Paper - II Part-A கட்டாயத் தமிழ் மொழித் தகுதித் தேர்வு (10ம் வகுப்புத் தரம்) (100 questions/150 marks)		Note: 1. Minimum qualifying marks – 60 marks (40% of 150) 2. Marks secured in Part-A of Paper-II will not be taken into account for ranking.		
ii.Part-B (General Studies) (100 questions) (150 marks) (Code No:003) General studies (Degree standard) – 75 questions and Aptitude and mental ability test (SSLC standard) - 25 questions		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 be evaluated, only if the candidate secures minimum qualifying marks in Part-A of Paper-II.
- b) Marks secured in Paper-I and Part-B of Paper-II will only be considered for ranking.
- c) The question paper in paper I will be set in English only. The questions in Part-B of Paper-II will be set both in Tamil and English.
- d) Refer to para.17 of "[Instructions to Applicants](#)" with regard to Instructions to be followed while appearing for competitive Examinations conducted by the Commission.
- e) The syllabus for written examination is available in [Annexure-II](#) to this Notification.

10. SELECTION PROCEDURE:

Selection will be made in two successive stages i.e., (i) Written Examination 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 written examination and oral test taken together subject to the rule of reservation of appointments. Applicants' appearance in the written examination and oral test is compulsory. The applicant who has not appeared for any of the subjects in the Written 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:

Examination will be held at **Chennai (0101)** Centre only.

Note:

Applicants should appear for the written examinations / certificate verification / oral test 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 / produce the copy of First Information Report (FIR) or memorandum of charges / show cause notice, as the case may be. Failure to upload / produce such papers when called for, 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 / produce the relevant court orders and/or release orders or memorandum of proceedings, as the case may be, when called for. Failure to upload / produce 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 when Commission calls for uploading / producing documents. 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) 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) Persons 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, **Persons 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 / produce 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.**
- (iii) Candidates must upload / produce documents as evidence of having studied in the Tamil medium, all educational qualification upto the educational qualification prescribed.
Example:
If the prescribed educational qualification is Degree, then the candidate should have studied the SSLC, Higher Secondary Course and Degree through Tamil Medium of instruction.
If the prescribed educational qualification is Post-Graduate Degree, then the candidate should have studied the SSLC, Higher Secondary Course, Degree and the Post-graduate degree through Tamil medium of instruction (Refer para 14(R) (iii) example(d) of Instructions to Applicants.
- (iv) If no such document as evidence for 'PSTM' is available, a certificate from the Registrar / Principal / Head Master / Controller of Examinations / Director of the Educational Institution, as the case may be, in the prescribed format must be uploaded / produced, for each and every educational qualification up to the educational qualification prescribed.

(v) Failure to upload / produce such documents 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 / produced 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) 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 and As per G.O. (Ms.) No. 09, Welfare of Differently Abled Persons (DAP.3.2) Department, dated 15.07.2020 the post has been identified as suitable for differently abled persons with the following disabilities - **LV, LD (OL, BL), HI, HH, LC, DF, AC** [LV-Low Vision, LD- Loco-motor disability (OL-One Leg, BL-Both Leg), HI-Hearing Impaired, HH-Hard of Hearing, LC - Leprosy Cured, DF-Dwarfism, AC-Acid attack victims].

(F) Persons with Benchmark Disability should submit / upload 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 G.O. 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 / submitted in time when documents are called for. Any subsequent claim made after submission of online application will not be entertained. Failure to upload / submit the documents within the stipulated time limit will entail rejection of application after due process.**

(J) Suppression of following material information in the online application regarding (i) free chances availed (ii) 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 (iii) Wilful suppression of criminal cases / disciplinary action pending / punishments if any, against the applicant (iv) 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, participation in agitation or any political organisation, candidature in election for Parliament / State Legislature / Local Bodies etc, if any, should also be furnished to the Commission at the time of application. 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 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 attract suitable penal action. (for further details refer para 12 of the Instructions to applicants)

(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 Class 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 Caste / Scheduled Caste (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 Class 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 & Nutritious Meal Programme [(SW8(2))]Dept, dated 22.12.2017 & 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).

(iii) 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 written 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 in Note (g) under Para 2(V) of "Instructions to applicants"]

- c) 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 contacttnpsc@gmail.com. [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 under Right to Information Act, CM cell petitions, 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 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.
 - 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) Unless specific instruction is given, applicants are not required to submit along with their application any certificates (in support of their claims regarding age, educational qualifications, physical qualification, community, physical disability etc.,) which should be submitted when called for by the Commission. 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 written 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 papers of any other applicant or permit his / her papers 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) Tentative answer keys will be hosted in the Commission's website within 3 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].

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.

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 paper evaluation shall commence thereafter.

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

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

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\(D\) \(v\) to \(xiii\) 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" using 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.

- 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 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, details of specified documents and signature will be rejected after due process.
- 9) **All the particulars mentioned in the online application will be considered as final and no modifications will be allowed after the submission of the application. Once an application is submitted, no further request for change of details will be entertained. Hence, the applicants are instructed to fill the online application with utmost care and caution as no correspondence regarding change of details will be entertained.**
- 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. Application and all the required certificates will be verified only when the applicants come up for certificate verification.**

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

16. UPLOAD OF DOCUMENTS:

Applicants should upload the required documents for proof in respect of all the claims made in the application with reference to this notification as and when called for. If the required certificates are not uploaded by the applicant, within the stipulated time, his/her application will be rejected after due process.

[For further details refer para 13 of "Instructions to Applicants"]

17. LAST DATE FOR SUBMISSION OF APPLICATION:

Online application can be submitted upto 21.02.2022 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).

Secretary

DISCLAIMER

“The Government orders relating to Equivalence of qualification are available in the Annexure II of the Notification. 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 produce a copy of the Government orders, when called for by the Tamil Nadu Public Service Commission, 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**G.Os / Government letters relating to equivalence of qualification for the post of Assistant Director of Co-operative Audit**

Sl. No	Degree	Equivalence Degree	G.O
1.	M.Com *	M.Com., Post Graduate Degree under open University System of the Madurai Kamaraj University recognized as equivalent to M.Com.,	G.O.(Ms) No. 64, Personnel Administrative Reforms(R), dated 02.02.1996.
		Master of Labour Management awarded by Madras University as equivalent to M.Com.,	G.O.Ms.No.70, Personnel Administrative and Reforms(R) Department, dated 19.04.1999.
		M.Com., Multi branch degree courses awarded by Bharathiar University as equivalent to M.Com M.Com., with Computer Applications, M.Com., (Information Technology) M.Com., (Finance and Cost Accounting) M.Com (Finance and Control)	G.O.(1D) No.29, Higher Education Department, dated 04.03.2013
		1.M.Com.,(Financial Management), M.Com., (Banking Management) awarded by Bharathidasan University as equivalent to M.Com. 2.M.Com.,(Computer Application) Awarded by Bharathidasan University as equivalent to M.Com.	G.O.(Ms.) No.30, Higher Education(K2) Department, dated 04.03.2013.
		1. M.Com., (Computer Application) equivalent to M.Com 2. M.Com., Computer Application equivalent to M.Com., / Periyar University 3. M.Com., (Corporate Finance) equivalent to M.com / Bharthidasan University	G.O.(Ms)No.72, Higher Education (K2) Department, dated 30.04.2013.

		4. M.Sc., Finance and Computer Applications equivalent to M.Com., M.I.B equivalent to M.Com., Bharathiar University.	
		<p>The following Programmes awarded by University of Madras as equivalent to M.Com.,</p> <ol style="list-style-type: none"> 1. M.Com(Trade & Services) 2. M.Com (Business Systems) 3. M.Com (Trade and Development) 4. M.Com (International Business) 5. M.Com (International Business and Finance) 6. M.Com (Accounting Finance) 	G.O.(1D) No.270, Higher Education (K2) Department, dated 31.12.2013
		<p>The following programmes awarded by Annamalai University those who have passed their Bachelor degree in corresponding subjects under 10+2+3 or 11+1+3 as equivalent to M.Com degree</p> <ol style="list-style-type: none"> 1. M.Com (Entrepreneurship) 2. M.Com (Banking and Insurance Management – English and Tamil Medium) 3. M.Com (Computer Applications) 4. M.Com (Accounting and Finance) 5. M.Com (Education Management) 6. M.Com (Marketing) 7. M.Com (Co-operative Management – English & Tamil Medium) 	G.O.(Ms) No.27, Higher Education (k2) Department, dated 13.02.2014.

		<ol style="list-style-type: none"> 1. M.Com Finance awarded by Avinashilingam Institute for Home Science and Higher Education for Women Coimbatore is equivalent to M.Com (General) 2. M.Com (International Banking) on-campus programme awarded by Annamalai Univeristy is equivalent to M.Com., (General) 3. M.Com (Computer Application) awarded by Arulmigu Kalasalingam College of Arts & Science, Krishnan Koil affiliated to Madurai Kamaraj University is equal to M.Com 	<p>G.O.(Ms) No.112, Higher Education (k2) Department, dated 18.07.2014.</p>
		<ol style="list-style-type: none"> 1. M.Com with Computer Application awarded by Alagappa University as equivalent to M.Com. 2. M.Com (Finance) awarded by Madurai Kamaraj University as equivalent to M.Com. 	<p>G.O.(Ms)No.72, Higher Education(K2) Department, dated 20.04.2015.</p>
		<ol style="list-style-type: none"> 1. M.Com., (Finance & Accounting) awarded by Bharathiar University as equivalent to M.Com., 2. M.Com., (Finance & Computer Application) awarded by Bharathiar University as equivalent to M.Com., 	<p>G.O.(Ms) No.37, Higher Education (K2) Department, dated 17.02.2016.</p>

		<p>1.M.Com., (Business Intelligence) awarded by Annamalai University as equivalent to M.Com.,</p> <p>2.M.Com (Accounting Information System) awarded by Annamalai University as equivalent to M.Com.,</p> <p>3.M.Com., (International Business Banking & Insurance) awarded by Annamalai University as equivalent to M.Com.,</p> <p>4.M.Com., (International Business Banking) awarded by Annamalai University as equivalent to M.Com.,</p> <p>5.M.Com., (Financial Services) awarded by Annamalai University as equivalent to M.Com.,</p> <p>6.M.Com., 5 year Integrated (with Optional 1.Accounting Information System 2. International Business Banking and Insurance 3. Co-operative Management 4. Accounting and Finance 5. International Business and Banking 6. International Banking) awarded by Annamalai University as equivalent to M.Com.,</p> <p>7.M.Com., (Business Studies) awarded by Annamalai University as equivalent to M.Com.,</p>	<p>G.O.(Ms)No.266, Higher Education (K2)Department, dated 29.11.2019</p>
		<p>M.Com., (C.A.) awarded by Periyar University as equivalent to M.Com.,</p>	<p>G.O.(Ms)No.268, Higher Education (K2)Department, dated 29.11.2019</p>
		<p>M.Com.,(Business Finance) awarded by Pondicherry University as equivalent to M.Com.,</p>	<p>G.O.(Ms)No.185, Higher Education (K2)Department, dated 15.12.2020</p>

		<p>1. Master of Finance and Control awarded by Bharathiyar University as equivalent to M.Com.,</p> <p>2. M.Com., (Finance and Control) (Distance Education Mode) awarded by Alagappa University as equivalent to M.Com.,</p>	G.O.(Ms).No.259, Higher Education (K1) Department, dated 21.12.2021
	<p>Note:</p> <p>* Candidates possessing qualification specified in Column-II with Co-operation as one of the subject are eligible to apply.</p>		
2	M.Com., and Higher Diploma in Co-operative Managements	M.Com with Higher Diploma in Co-operation.	G.O.(Ms)No.72, Finance (Co-operative Audit) Department, dated 12.03.2013.
3	M.Com., without Co-operation plus Higher Diploma in Co-operation	<p>1. B.A.,Co-operation with M.Com.,</p> <p>2. M.Com., Co-operative Management</p> <p>3. M.Com., with Diploma in Co-operation</p>	G.O.(Ms)No.72, Finance (Co-operative Audit) Department, dated 12.03.2013.
4	M.A.,Co-operation	M.A.,Co-operative Management	G.O.(Ms)No.72, Finance (Co-operative Audit) Department, dated 12.03.2013.
5	M.Com.,Co-operative Management	M.A.,Co-operation	

ANNEXURE-II**PAPER-I****SYLLABUS FOR THE POST OF ASSISTANT DIRECTOR OF CO-OPERATIVE AUDIT
(Post Graduate Degree Standard)****Code No:367****UNIT-I: THEORY AND DEVELOPMENT OF COOPERATION**

Concept- Evolution of Cooperation- Different Cooperative Thoughts - ICA Principles - Cooperative Movement in India - Pre and Post Era- Recommendations of Various Committees of Cooperation- Features of plan periods.

UNIT-II: COOPERATIVE BANKING IN INDIA

Concept - Evolution and Functions of Credit and Non-Credit Cooperatives (Primary, District, Apex level Institutions) - National level - RBI, NABARD, NAFCUBs, NAFED, NDDDB, VITTAL and COSMOS - Cooperative Banking Regulation Act.

UNIT-III: COOPERATIVE LEGISLATION AND ADMINISTRATION

Cooperative legal frame work in India - Tamil Nadu Cooperative societies Act, 1983 and Rules 1988 - Multi-State Cooperative Societies Act, 2002 - Features of Cooperative management - Cooperative Administration set-up -Functional Areas of Cooperative management - Role of Registrar - Board of Directors - members.

UNIT-IV: COOPERATIVE ACCOUNTS AND AUDIT

Cooperative Account keeping -Double entry book keeping systems -Day book-ledger- Different types of cash books - Statement of Receipts and Payments - Balance sheet - Net profit Distribution - Nature and scope of audit- Kinds of cooperative audit- Audit programme - Verification and Valuation of various books of accounts - Duties and Responsibilities of Cooperative Auditor- Audit defects- Cooperative Audit set-up and Administrative set-up.

UNIT-V: COOPERATIVE RESEARCH, EDUCATION AND MIS

Concept of Research - Research design and methodology - Collection of data- Analysis and Interpretation - Report writing - Cooperative Education and Training (NCUI, NCCT, NCCE and ICM) - Role of Cooperative Union - Process of MIS - MS office - E-filling system in Cooperatives.

UNIT VI: FUNCTIONAL MANAGEMENT

Management: Definition of Management – Principles of Management – Functions of Management (POSDCORB).

Human Resource Management: Role and Functions of Human Resource Management – Performance Evaluation Tools: Balance Score Card, Six Sigma, 360 degree appraisal and SWOT Analysis.

Financial Management: Goals of Financial Management – Decisions of Financial Management – Capital Structure – Cost of Capital – Capital Budgeting – Working Capital Management – Risk and Return.

Marketing Management: Functions of Marketing – Marketing Mix – New Product Development- Product Lifecycle – Pricing Policies- Promotional Strategies – Channels of Distribution – Digital Marketing.

UNIT VII: LEGAL FRAMEWORK OF BUSINESS

- (a) Indian Companies (Amendment) Act, 2013 – Promotion – Formation and related procedures –Types of Companies – Winding-up.
- (b) Indian Contract Act, 1872 – Essential Elements of a valid Contract.
- (c) Indian Partnership (Amendment) Act, 2019 – Limited Liability Partnership (LLP) Act, 2008.
- (d) Industrial Laws: Factories Act, 1948 – Employees State Insurance Act, 1948 – Payment of Bonus Act, 1965 – Payment of Gratuity Act,1972.
- (e) Negotiable Instrument Act, 1881.

UNIT VIII: AUDITING AND TAXATION

Auditing: Auditing of different types of undertakings – Education, Hospitals, Banks, Trusts, Clubs, Municipalities – Government Department Audit – Audit Report – Computer Aided Auditing Tools (CAAT).

Direct Taxation: Scope of total Incomes – Heads of Incomes and computation of Taxable Incomes under various heads – Assessment of income-tax of Individual, Firms and Companies.

GST and Customs Act: Types of GST – Rates of GST – Input Tax Credit – Reverse Charge Mechanism (RCM) – Payment of Taxes.
Customs Act, 1962: Imported goods – Levy of custom duty – Exemptions from custom duty – Baggage Rules.

UNIT IX: FINANCIAL AND CORPORATE ACCOUNTING

Financial Accounting: Concepts and conventions of Accounting – Accounting Standards – GAAP – IAS – IFRS – Indian AS – Bank Reconciliation Statement – Accounting for non-profit organisations – Branch and Departmental Accounts – Depreciation and Insurance claims – Recent developments in accounting – Social Accounting – Forensic accounting – Computerised Accounting with TALLY – IFHRMS.

Corporate Accounting: Presentation of Financial Statements as per Schedule-III of companies Act, 2013 – Statement of Profit/ Loss, Balance sheet and Cash Flow Statement – Accounts of Banking, Electricity and Insurance companies – Human Resource Accounting – Inflation Accounting.

UNIT X: COST AND MANAGEMENT ACCOUNTING

Cost Accounting: Nature and scope – Cost centre and profit centre – Preparation of cost sheet – Tender and quotations – Applications of Costing – Operating Costing, Contract Costing, Job Costing, Batch Costing and Process Costing – Activity Based Costing – JIT system.

Management Accounting: Meaning and Significance – Analysis and Interpretation of Financial Statements – Ratio Analysis – Cash flow Statements – Budgets and Budgetary Control – Marginal Costing – CVP Analysis – BEP – Applications of Marginal Costing – Variance Analysis – Material, Labour, Overheads, Sales and Profits.

PAPER -II
Part-A

கட்டாயத் தமிழ்மொழித் தகுதித் தேர்விற்கான பாடத் திட்டம்

(கொள்குறி வினாவிற்கான தலைப்புகள்)

பத்தாம் வகுப்புத் தரம்

1. பிரித்தெழுதுதல் / சேர்த்தெழுதுதல்.
2. எதிர்ச்சொல்லை எடுத்தெழுதுதல்.
3. பொருந்தாச் சொல்லைக் கண்டறிதல்.
4. பிழைதிருத்தம் (i) சந்திப்பிழையை நீக்குதல் (ii) மரபுப்பிழைகள், வழுவச் 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. அகரவரிசைப்படி சொற்களை சீர் செய்தல்.
11. சொற்களை ஒழுங்குப்படுத்தி சொற்றொடராக்குதல்.
12. இரு வினைகளின் பொருள் வேறுபாடு அறிதல்.
(எ.கா.) குவிந்து-குவித்து
13. விடைக்கேற்ற வினாவைத் தேர்ந்தெடுத்தல்.
14. எவ்வகை வாக்கியம் எனக் கண்டெழுதுதல் - தன்வினை, பிறவினை, செய்வினை, செய்ப்பாட்டு வினை வாக்கியங்களைக் கண்டெழுதுதல்.
15. உவமையால் விளக்கப்பெறும் பொருத்தமான பொருளைத் தேர்ந்தெழுதுதல்
16. அலுவல் சார்ந்த சொற்கள் (கலைச்சொல்)
17. விடை வகைகள்.
18. பிறமொழிச் சொற்களுக்கு இணையான தமிழ்ச் சொற்களைக் கண்டறிதல் (எ.கா.) கோட்டு பிஸ்கட் - தங்கக்கட்டி.
19. ஊர்ப் பெயர்களின் மரூஉவை எழுதுக (எ.கா.) தஞ்சாவூர் - தஞ்சை
20. நிறுத்தற் குறிகளை அறிதல்.
21. பேச்சுவழக்கு, எழுத்துவழக்கு (வாரான் - வருகிறான்).

22. சொற்களை இணைத்து புதிய சொல் உருவாக்கல்.
23. பொருத்தமான காலம் அமைத்தல்
(இறந்தகாலம், நிகழ்காலம், எதிர்காலம்).
24. சரியான வினாச்சொல்லைத் 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** - செயற்கைநுண்ணறிவு
Super Computer - மீத்திறன் கணினி
31. பொருத்தமான பொருளைத் தெரிவு செய்தல்
32. சொற்களின் கூட்டுப் பெயர்கள் (எ.கா.) புல் - புற்கள்
33. சரியான தொடரைத் தேர்ந்தெடுத்தல்
34. பிழைதிருத்துதல் (ஒரு-ஓர்)
35. சொல் - பொருள் - பொருத்துக
36. ஒருமை-பன்மைபிழை
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, Fertilizers, 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.

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 LokAyukta - 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 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 - III

CERTIFICATE OF PHYSICAL FITNESS BY

A SINGLE MEDICAL OFFICER
THE CIVIL MEDICAL BOARD

Signature of Candidate_____

I/We do 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 of 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 Small Pox/ Vaccination.

Chest measurement in Inches	<u>On full Inspiration</u>
	<u>On full expiration</u>
	Difference expansion

Height in ft.

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:

Member (I)

(II)

STATION:

DATE:

STATION:

DATE:

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 birth place:
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, where your last vaccinated
5. Have you or any of your near relations been afflicted with consumption, serofula 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 particulars concerning your family:

Father's age, if living and state of health	Father's age at death and cause of death	No. of brothers living, their ages, state of health	No. of brothers dead, their ages at and cause of death
(1)	(2)	(3)	(4)

Mother's age, if living and state of health	Mother's age at death and cause of death	No. of Sisters living, their ages and state of health	No. of Sisters dead, their ages at and cause of death
(1)	(2)	(3)	(4)

I declare 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 willfully suppressing any information he will incur the risk of losing the appointment and if appointed, of forfeiting all claim to superannuation allowance or gratuity.

ANNEXURE-IV**TENTATIVE TIMELINE FOR THE RECRUITMENT PROCESS**

Sl. No.	Process	Timeline
1.	Publication of Preliminary Examination Results	June 2022
2.	Uploading of Certificates for C.V	June 2022
3.	Certificate Verification	June 2022
4.	Oral Test	July 2022
5.	Final Selection List/Counselling	July 2022

Secretary