

**TAMIL NADU PUBLIC SERVICE COMMISSION**  
**“INSTRUCTIONS TO THE CANDIDATES”**

**(Note:-** Words of Masculine gender in these instructions should wherever the context so requires, be taken to include female)

**1. NOTIFYING OF VACANCIES BY T.N.P.S.C**

The Tamil Nadu Public Service Commission notifies vacancies in various posts in the Commission's Website which are in wide circulation. The number of such vacancies notified by the Commission is only approximate and is liable for modification with reference to vacancy position at any time before or at the time of actual recruitment.

**2. HOW TO APPLY:**

- Candidates should apply only through online in the Commission's Website [www.tnpsc.gov.in](http://www.tnpsc.gov.in) or in [www.tnpscexams.net](http://www.tnpscexams.net).
- Before applying, the candidates should have scanned image of their photograph and signature in CD/DVD/Pen drive as per their convenience.
- A valid e-mail ID and Mobile Number is mandatory for registration and email ID should be kept active till the declaration of final results. TNPSC will send Hall Tickets (Memorandum of Admission) for Written Examinations, Interview Call Letters, Other Memos etc. through the registered e-mail ID only.
- Please note that all the particulars mentioned in the online application including Name of the Candidate, Post Applied, Community, Educational qualifications, Date of birth, Address, Application and examination fee detail, 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, viz., Name, Date of Birth, Community are firm and fixed and cannot be edited, candidates are requested to fill in the Online application form with the utmost care as no correspondence regarding change of details will be entertained.
- The candidates who wish to receive SMS should register their correct and permanent mobile number in the application.

### **Applying Online:**

- A. Candidates are first required to log on to the TNPSC's website [www.tnpsc.gov.in](http://www.tnpsc.gov.in) or [www.tnpscexams.net](http://www.tnpscexams.net) and thoroughly read all the instructions given under the heading "Instructions to the Candidates".
- B. Click "Apply Online" to open up the On-Line Application Form.
- C. Select the name of the post or service for which you wish to apply.
- D. If you already have Unique ID, please enter the Unique ID and password to view the already available information and update them, if necessary.
- E. If you do not have valid ID, please enter all the required particulars without skipping any field.
- F. Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature. An online application is incomplete without the photograph and signature uploaded.

### **Mode of Fee Payment:**

**FOR FEE STRUCTURE PLEASE REFER TO THE NOTIFICATION RELEASED BY THE COMMISSION FOR RECRUITMENT TO VARIOUS POSTS FROM TIME TO TIME**

- G. Please select the mode of payment (Online Payment/Offline Payment). Except those specially exempted for Examination Fee, all others must pay the fee specified in the Notification. If anyone claims fee exemption from payment of fees he or she must possess valid certificates from Competent Authorities, such of those candidates alone are exempted from payment.

### **Online Payment (Net Banking, Credit card/Debit card)**

- H. In case of candidates wish to pay fees through the online payment gateway, i.e Net Banking, Credit Card and Debit card Payment, **an additional page of the application form will be displayed** wherein candidates may follow the instructions and fill in the requisite details to make payment.
- I. After submitting your payment information in the online application form, please wait for the intimation from the server, **DO NOT press Back or Refresh button in order to avoid double charge.**
- J. If the online transaction has been successfully completed an Application

Number and Password will be generated. Candidates should note their Application Number and Password for future reference in respect of the post applied for.

**Offline Payment (Post Office or Indian Bank)**

The fee should be paid either through any one of the designated Post offices or Indian Bank branches.

**K.** For offline mode of payment candidates have to select either Post Office or Indian Bank Branch.

**Note:** Other than online payment/offline payment as noted above, THE PAYMENT IN THE FORM OF DD / POSTAL ORDER ETC. WILL NOT BE ACCEPTED AND THE FEE WILL NOT ORDINARILY BE REFUNDED.

**L.** Click "SUBMIT" to submit the Application form.

**M.** Candidates will be provided with Application Number and Password. Please note down the Application Number and Password.

**N.** On Submission, system will generate the payment Chelan which the candidate need to take print out and go to the nearest branch of Indian bank or the Designated Post Offices as the case may be, to make the payment.

**O.** Collect the candidate's copy of the fee payment Chelan from the Branch. Please check that the Chelan is properly signed and the details of Transaction Number, Branch Name and DP Code Number, Deposit Date have been noted in the Chelan by the Branch authorities.

**P.** Online Application Registration will be taken as successful one, only if the payment is made either in the post office or in the Indian Bank **within two working days from the date of registration/submission of application. Failing which the application will be rejected.**

**Print Option:**

**Q.** After carefully filling all columns in the application, you may submit the application. Candidates can print /save their application in PDF format.

**R.** On entering Application Number and password, Candidates can download their application and print, if required.

**S.** Candidates need not send the printout of the online application or any other supporting documents to the Commission. But all the statements in the application must be genuine / true and you must have documentary proof for the

same. The certificates will be verified only when the candidates come up to next stage of selection.

- T. The certificates in support of claim(s) made by the candidates, as per Notification, should be produced, whenever required as directed by the Commission without fail. Failing which the application for that recruitment will be rejected and request for reconsideration will not be entertained.

**Note:**

- I. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for remitting the fee to avoid the possibility of disconnection/inability/failure to log on the TNPSC's website on account of heavy load on internet/website jam due to last minute surge.
- II. TNPSC does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the TNPSC.
- III. Under no circumstances, a candidate should share/mention e-mail ID and Mobile Number to any other person. In case a candidate does not have a valid personal e-mail ID, they should create a new e-mail ID before applying on-line and must maintain that email account till final results are announced..
- IV. There is a provision to modify the submitted Online Application except certain fields. Candidates are requested to make use of this facility to correct their details in the Online Application, if any.** This modification facility will be available up to the last date for applying online for the particular post. After this date, no modification will be permitted. Candidates should take utmost care while filling in the Online Application. Please note that no modification in fee payment details will be permitted for candidates who pay fees / Registration charges or examination fees through the online mode. Since certain fields are firm, fixed and cannot be edited, candidates are requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained.
- V. Candidates should carefully fill in the details in the On-Line Application at the appropriate places and click on the "SUBMIT" button at the end of the On-Line Application format. Before pressing the "SUBMIT" button, candidates are advised to verify each and every particular filled in the application. The name of

the candidate or his /her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found will adversely affect his / her candidature.

**VI.** Request for change/correction in any particulars in the Application Form shall not be entertained under any circumstances AFTER THE LAST DATE FOR Editing/ Updating application details specified. TNPSC will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

**VII.** Commission is not responsible for the online payment failure.

**VIII.** Any clarification may be obtained from the Help Desk No.1800 425 1002

### **3. GENERAL ELIGIBILITY CONDITIONS:**

A Candidate must satisfy the Commission on the following aspects:-

#### **a) TO CONSIDER HIM AS CITIZEN OF INDIA**

that he is -

- I.** A person of Indian Origin who has migrated from Pakistan,
- II.** Burma, Sri Lanka, Vietnam, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tankaika and Zanzibar) Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India.
- III.** A Candidate belonging to categories (I) or (II) or a subject of Nepal or Bhutan should also obtain a certificate of eligibility given by the Government of Tamil Nadu.
- IV.** A candidate in whose case a certificate of eligibility is necessary will be admitted to an examination or interview and he will provisionally be appointed subject to the necessary certificate being given to him by the Government of Tamil Nadu.

#### **b) CHARACTER AND ANTECEDENTS:**

That his character and antecedents are such as to qualify him for the appointment;

#### **c) BIGAMY:**

He must not have more than one living wife or if such person is a woman, she is not married to any person who has a wife living; and

#### **d) CANDIDATES IN UNION/STATE GOVERNMENT SERVICE:**

On the date of notification for the purpose of direct recruitment he was not in the service of the Indian Union or of a State in India.

**Note: -**

For the purpose of this clause a person will be deemed to be not in the service of the Indian Union or of a State in India.

- i. If a period of five years has not elapsed since his first appointment to a service of the Indian Union or of a State in India.
- ii. If he belongs to one of the Scheduled Castes or Scheduled Tribes or to one of the MBC/DC and Backward Classes.

**4. SOUND HEALTH ETC.,**

A candidate must satisfy the appointing authority that he is of sound mind, health, active habits and free from any bodily defect or infirmity unfitting him for the appointment.

**5. AGE LIMIT:**

Save or otherwise stated in the Commission's Notification / Advertisement, no person shall be eligible for appointment to any service by direct recruitment including appointment on compassionate grounds, unless he has completed 18 years of age on the first day of July of the year in which the vacancy is notified. However, if any other minimum age limit is specified in the Commission's Notification / Advertisement such minimum age limit will apply for that recruitment.

**The maximum age-limit prescribed in the special rules shall not apply—**

\*(i) to the appointment of a candidate belonging to any of the Scheduled Castes, Scheduled Tribes, Backward Class Muslims, Backward Classes, Most Backward Class and Denotified communities or of destitute widows of all castes to a post included in a service for which the Special Rules prescribe a qualification lower than a degree of any University mentioned in Schedule II to this part, if such candidate possesses a general educational qualification which is higher than that referred to in sub-rule (a) and he is otherwise qualified for appointment;

or

\*(ii) to the appointment to a post included in a service of a candidate belonging to any of the Scheduled Castes, Scheduled Tribes, Backward Class Muslims, Backward Classes, Most Backward Classes and Denotified communities or of destitute widows of all castes who holds a degree of any University mentioned in Schedule II to this part, if the degree he holds is not lower than the degree

prescribed in the Special Rules for appointment to such post and if he is otherwise qualified for appointment.

\* Amendments issued in G.O.Ms.No.67, P&AR (S) Department, dated 10-3-95. with effect from 28-03-1989.

Provided that, for direct recruitment to a post included in a service for which the minimum qualification required is not higher than the minimum general educational qualification, the age limit prescribed shall be increased by five years in respect of candidates belonging to Scheduled Castes or Scheduled Tribes or in respect of destitute widows of all castes, who do not possess a general educational qualification, which is higher than the minimum general education qualification.

Provided further that for direct recruitment to a post included in a service for which the minimum qualification required is not higher than the minimum general educational qualification, the age limit prescribed shall be increased by two years in respect of candidates belonging to \*Backward Class Muslims, Backward Classes, Most Backward Classes and Denotified Communities, who do not possess a general educational qualification, which is higher than the minimum general educational qualification.

**Note:**

- i. "A pass in Pre-University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognized by the Government of Tamil Nadu or any other State Government or the Government of India, shall be deemed to be a qualification higher than the minimum that has been referred to Instruction above".
- ii. A candidate who has passed only one or two parts of the Pre-University or Higher Secondary Examination or Diploma will not be deemed to possess a qualification higher than the minimum general educational qualification. In respect of direct recruitment to a post included in a service for which the minimum qualification required is not higher than the minimum general educational qualification, the age limit prescribed shall be increased by five years in respect of candidates belonging to Scheduled Castes or Scheduled Caste (Arunthathiyars) or Scheduled Tribes or in respect of Destitute Widows of any castes and two years in respect of candidates belonging to Most Backward

Classes / Denotified Communities, Backward Classes (other than Muslim) or Backward Classes (Muslim) who do not possess a general educational qualification which is higher than the minimum general educational qualification.

**Note:** "Destitute Widow" shall mean a widow whose total monthly income from all sources shall not be more than Rs.4,000/-(Rupees Four Thousand only), including any family pension or other receipts including income from private practice in the case of professionals. Such candidate should produce a certificate from the R.D.O or the Assistant Collector or the Sub-Collector concerned in the format prescribed. Destitute Widow shall not include a divorcee or any lady who lost her husband.

#### **6. OTHER CONDITIONS:**

- i. Selection of a candidate by the Commission carries with it no guarantee for an appointment in a government department.
- ii. The Number of vacancies advertised is only approximate and is liable for modification with reference to vacancy position as follows:-"In the case of selections based on Written cum Oral Test, the vacancies are liable to modification before admitting the candidates to oral test. In the case of selections based only on written test, the vacancies are liable to modification before actual recruitment or finalisation of results. Provided that, modification in the vacancy position will be made only when there is a change in the number of vacancies pertaining to the same year to which the notified vacancies are related".
- iii. Any claim by a candidate that he belongs to Scheduled Caste or Scheduled Caste (Arunthathiyars) or Scheduled Tribe or Most Backward Class / Denotified Community or Backward Class (other than Muslim) or Backward Class (Muslim) that he has obtained a higher or additional qualification made after the submission of an application will not be entertained.
- iv. The claims of the candidates with regard to the date of birth, educational / technical qualifications, Community, special qualification like Persons Studied in Tamil Medium, Physically Handicapped, experience, optional subject, language, etc. are accepted only on the information furnished by them in their applications. Their candidature therefore will be provisional and subject to the Commission satisfying itself, about their above said criteria like age, educational / technical qualifications, community etc. Mere admission to the interview or inclusion of



name in the list will not confer on the candidates any right for appointment. The candidature is therefore, provisional at all stages and the Commission reserves the right to reject any candidature at any stage, even after the selection has been made when anything wrong or violation is confirmed.

- v. Candidates who consider themselves eligible to appear in an examination may apply and write the examination at their own risk, with an undertaking / declaration to that effect viz. before appearing for the examination, it should be ensured by the candidates that on the date of notification of a post he fulfils all the conditions in regard to age, educational qualifications, number of chances etc. as provided in the rules. The candidature of candidates, if found ineligible shall stand cancelled even after declaration of their result.
- vi. A candidate found by the Commission qualified to compete for the appointment must be prepared to appear when summoned before the Commission at Chennai or at any other Centre in the State at their own expense.
- vii. The Commission reserves itself to get any answer book revalued if in its opinion there is a sufficient / valid ground to do so.

#### **7. RESERVATION OF APPOINTMENTS:**

Where the rule of reservation of appointments for Scheduled Castes / Scheduled Caste (Arunthathiyars) / Scheduled Tribes / Most Backward Classes / Denotified Communities / Backward Classes (other than Muslim) / Backward Classes (Muslim) is applicable, selection will be made up to the number of appointments reserved for them, so far as qualified and suitable candidates are available. Candidates belonging to the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Most Backward Classes / Denotified Communities, Backward Classes (other than Muslim) and the Backward Classes (Muslim) will also be eligible for selection against the vacancies to be filled under General turns on the basis of merit and where a Scheduled Caste / Scheduled Caste (Arunthathiyars) / Scheduled Tribe, Most Backward Class / Denotified Community or Backward Class (other than Muslim) / Backward Class (Muslim) candidate is selected on the basis of merit against the General turn, the vacancy reserved for that particular community will not in any way be affected.

Following the Rule of 30% reservation of appointments for female candidates, due number of vacancies out of the total vacancies in each communal category are

being notified as reserved for female candidates. If no qualified and suitable female candidates are available for selection against such vacancies, those vacancies shall be filled by male candidates belonging to the respective communal categories. This clause will not apply to the recruitments meant exclusively for men or women.

Ten percent of vacancies out of thirty percent set apart to women candidates in direct recruitment are reserved for Destitute Widows who possess the prescribed qualifications for appointment to any post in Revised pay scales which do not exceed Rs.5,200 - 20,200 + Grade pay Rs.2,800/- Amendment issued in G.O (MS) No.32 P & AR (S) Department dated 22.03.13 under the State Government. If no qualified and suitable Destitute Widow is available for selection, the turn so set apart for Destitute Widows shall go to the women (other than Destitute widows) belonging to the respective communal categories. In the event of non-availability of qualified and suitable Destitute Widows / women (other than Destitute Widows) candidates for selection, the vacancy will be filled by male candidates, belonging to the respective communal categories.

Out of the total number of vacancies, 5% shall be reserved for Ex-servicemen in the posts which are classified under Group 'C', (i.e., the posts with scale of pay, the minimum of which is Rs.2610/- (Revised Pay Rs.4800-10000 + Grade Pay Rs.1400/-) and above but below Rs.5500/- (Revised Pay Rs.9300-34800 + Grade Pay Rs.4400/-)

Out of the total number of appointments to be made in the categories, viz., Scheduled Castes, Scheduled Castes-Arunthathiyar (on preferential basis), Scheduled Tribes, Most Backward Classes / Denotified Communities, Backward Classes (other than Backward Class Muslim) Backward Classes (Muslim) and General Turns, one percent under each category shall be separately reserved for each of the blind, hearing impaired and orthopedically challenged candidates. If no qualified and suitable candidate is available for selection from one or more categories of Differently Abled, the vacancies will be carried forward as per the Act / rules. The reservation for Differently Abled candidates is applicable to all the Non-executive posts. In so far as the Executive Posts are concerned, the reservation for the Differently Abled candidates shall be made applicable in respect of the suitable posts identified in G.O.Ms.No.53 SW & NP (SW4) dated 11.04.05, G.O.Ms.No.25, WDAP (DAP-2.1) dated 14.03.2013, G.O.Ms.No.20, WDAP (DAP-3) dated

23.03.2015 in Group 'A' and 'B' as identified in the list approved by the State Government and to all posts in Group 'C' and 'D' which will be specified in the Commission's Notification / Advertisement.

Even after filling up of the posts reserved for SC Arunthathiyars on preferential basis, if more number of qualified Arunthathiyars are available, they shall be entitled to compete with the Scheduled Castes other than Arunthathiyars in the inter-se merit among them and if any posts reserved for Arunthathiyars remain unfilled for want of adequate number of qualified candidates, it shall be filled up by Scheduled Castes other than Arunthathiyars.

A List for Scheduled Castes, Scheduled Tribes, Most Backward Classes / Denotified Communities and Backward Classes and Backward Classes (Muslim) is given in the **Annexure**.

**Note: -**

Persons belonging to Tamil Nadu and to any one of the communities mentioned in the lists shown in the Annexure alone shall be treated as Scheduled Caste or Scheduled Tribe or Most Backward Classes / Denotified Communities or Backward Classes and Backward Classes (Muslim) as the case may be. Persons belonging to other States shall not be treated to / as belonging to the Scheduled Caste or Scheduled Tribe or Most Backward Classes / Denotified Communities or Backward Class and Backward Class (Muslim) even though they may belong to any one of the Communities specified in the list.

- i. Persons belonging to Christian Communities, who are converts from any Hindu Community but included in the list of Backward Classes alone will be considered as Backward Classes with effect from 24-2-1986.
- ii. A member of the Scheduled Caste on conversion to Christianity will be considered only under Backward Classes (other than Muslim) and not under Scheduled Castes.
- iii. "Arunthathiyar" means the castes, Arunthathiyar, Chakkiliyan, Madari, Madiga, Pagadai, Thoti and Adi Andhra.

**8. MINIMUM GENERAL EDUCATIONAL QUALIFICATION:**

The minimum general educational qualification wherever referred to means the qualifications specified below:-

1. A pass in the Secondary School Leaving Certificate Examination with eligibility

for admission to College Course of Studies in the Universities in this State; or  
2. A pass in the Secondary School Leaving Certificate Examination of this State.

**Explanation (i)**

A person who had appeared for 11 year S.S.L.C. Public Examination and obtained 35 per cent of marks in each subject either in one sitting or compartmentally shall be deemed to have passed the S.S.L.C. Public Examination.

**Explanation (ii)**

A person who had appeared for 11 year S.S.L.C Public Examination and had failed to obtain 35 per cent of marks in one or more subjects but who had appeared and obtained 35 per cent of marks in the corresponding subject or subjects in 10 year S.S.L.C. Public Examinations shall be deemed to have passed S.S.L.C. Public Examination.

**Explanation (iii)**

A person who had studied optional subject in 11 year S.S.L.C. and failed in the optional subject, but had obtained 35 per cent of marks in all other subjects except the optional subject in 11 year S.S.L.C. Public Examination, shall be deemed to have passed the S.S.L.C. Public Examination.

**Explanation (iv)**

A person who had appeared and passed the 10<sup>th</sup> Standard Government Examination conducted by the Board of Open School, Tamil Nadu shall be deemed to have passed the S.S.L.C. Public Examination.

**9. ADDITIONAL QUALIFICATION / PREFERENCE:**

Other things being equal, training and experience in the National Cadet Corps and the services rendered in the Defence Force will be regarded as an additional qualification and preference will be given to an outstanding Scout who has received the award of the President of India.

**10. EQUIVALENT QUALIFICATIONS:**

The degree is awarded by any University / Institution recognized by the University Grants Commission for the purpose of its grant that qualification will be generally accepted. Candidates who apply for a particular post should possess the prescribed qualification for the post or such other qualification which have been declared to be

higher than or equivalent to the said qualification by the State Government in consultation with the Equivalence Committee constituted under the Chairmanship of the Chairman, Tamil Nadu Public Service Commission for the purpose. The candidates claiming Equivalence of Qualification should upload evidence for such claim in the form of G.O. issued prior to the date of notification and produce when called for at the time of Oral Test / Certificate Verification.

**11. QUALIFICATION IN TAMIL:**

Every candidate on the date of the Commission’s Notification for the post should possess an adequate knowledge in Tamil.

**Explanation:** For this purpose a person will be deemed to possess an adequate knowledge in Tamil in the case of a post for which the educational qualification prescribed is the Minimum General Educational Qualification and above he/she must have passed the S. S. L. C. / H.S.C / Degree, etc with Tamil as one of the languages or Studied the High School course in Tamil Medium and passed the S.S.L.C Public Examination in Tamil Medium or passed the Second Class Language Test (Full Test) in Tamil conducted by the Tamil Nadu Public Service Commission.

**Note :**

- i. Candidates who do not possess an adequate knowledge in Tamil may also apply. If selected, they should pass the Second Class Language Test (Full Test) in Tamil within a period of two years from the date of their appointment, failing which they will be discharged from service.
- ii. The above exemption will not apply to certain posts wherein adequate knowledge in Tamil or a pass in Tamil language is specifically called for in Commission’s Notification.

**12. FEE CONCESSIONS:**

Category	Concession	Condition
Scheduled Castes / Scheduled Caste (Arunthathiyars)	Full Exemption	-
Scheduled Tribes	Full Exemption	--
Most Backward Class / Denotified Communities	Three Free Chances	For Degree Holders

Backward Classes (Other than Muslim) / Backward Classes (Muslim)	Three Free Chances	For Degree Holders
Ex-Servicemen	Two Free Chances	-
Differently Abled Person	Full Exemption	-
Destitute Widow	Full Exemption	-

**Note 1:**

- a) In the case of Differently Abled Candidates, a Certificate from Medical officer specifying the nature of physical handicap and he should certify that the physical handicap as not one which could render the candidate incapable of efficiently discharging duties should be produced.
- b) In the case of Desitute Widow candidates, the candidates must produce Destitute Widow Certificate in support of their claim, whenever they are asked / directed to produce the same.

**Note 2:**

- i. Failure to appear for the competitive examination (including oral test) after sending an application will not operate to exclude that chance from the free chances. i.e. Fee Exemption allowed.
- ii. The three / two free chances allowed are not for **EACH POST** but for **ANY THREE / TWO APPLICATIONS ONLY**. The claim for exemption from payment of fee made in any application which is rejected / admitted or withdrawn will be counted as a free chance.
- iii. The application of a candidate who makes a false claim for exemption from payment of application fee by suppressing information regarding his previous application or applications, the application will be rejected and he will also be debarred from appearing for all future examinations and selections conducted by the Commission.
- iv. Candidates belonging to Most Backward Classes / Denotified Communities and Backward Classes (other than Muslim)/ Backward Classes (Muslim), who have passed the Pre-University Examination or in addition, the examination held at the end of the first or second year of the degree course or passed only certain parts of the degree examination are not exempted from payment of the prescribed fee.

### **13. QUALIFICATION / AGE CONCESSION: EX-SERVICEMEN:**

Only Persons who have been demobilized from the Army, Navy or Air Force and not their wards.

- i. Who will be below 53 years of age in the case of Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Most Backward Classes / Denotified Communities, Backward Classes(other than Muslim) and Backward Classes (Muslim), 48 years of age in the case of "Others" on the 1st July of the year in which the selection is made.
- ii. May also apply even if they may not fully satisfy all the prescribed qualifications including the age-limit announced in the Advertisement / Notification.
- iii. The case of each such applicant will be considered on merits and the question of relaxing any technical restriction including the age limit will be considered, if he / she is selected.
- iv. Those who are still serving in the Armed Forces shall be eligible to apply for a Civil Post, if they are due to complete the specified terms of his engagement in the Armed Forces within one year from the last date prescribed by the appropriate authority for receipt of application in respect of a particular selection or recruitment. At the time, when they come up for selection, if they are otherwise qualified, they can claim the concession for ex-serviceman as per the rules issued by the Government of India.

**Note 1:** "Ex-serviceman" means,

- I. any person who had served in any rank (whether as Combatant or not) in the Armed Forces of the Union and has been released there from on or before the 30th June 1968 otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or
- II. any person who had served in any rank (whether as Combatant or not) in the Armed Forces of the Union for a continuous period of not less than six months after attestation and released between 1st July 1968 and 30<sup>th</sup> June 1979 (both days inclusive) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or
- III. any person who had served in any rank (whether as Combatant or not) in the Armed Forces of the Union for a continuous period of not less than six months after attestation if released between 1st July 1979 and 30th June 1987 (both

days inclusive)

- i. for reasons other than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency; or
  - ii. at his own request after serving for a period of not less than five years; or
- IV.** any person who had served in any rank (whether as Combatant or not) in the Armed Forces of the Indian Union and was released or retired on or after 1st July 1987 with any kind of pension from Defence Budget or released on or after 1st July 1987 on completion of specific terms of engagement with gratuity otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency; or
- V.** any person of the Territorial Army of the following categories, namely, pension holder for continuous embodied service, person with disability attributable to military service and gallantry award winner retired on or after 15<sup>th</sup> November 1986; or
- VI.** any person of the Army Postal Service, who retired on or after 19th July 1989 directly from the said service without reversion to Postal & Telegraph Department with pension or who has been released on or after 19th July 1989 from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
- VII.** any person discharged on or after July 1987 under Army Rule 13(3) III (V) for the reason that his service is no longer required and in receipt of pension;
- VIII.** Ex-service Men – does not mean the wards of those mentioned above.

**Note 2:** a Recruit is not an ex-serviceman

**Note 3:** a person discharged before July 1987 under Army Rule 13 (3) III (V) for the reason that his Service is no longer required is not an ex-serviceman. A candidate who claims to have been demobilised from the Army or Navy or Air Force should produce in support of his claim properly authenticated extract from his Discharge Certificate in the following form :-

- (1) Name of the candidate
- (2) Rank held
- (3) Date of enrolment
- (4) Date of discharge



(5) Reasons for discharge

(6) Document to show his / her Conduct and Character while serving in the defence forces.

**14. AGE CONCESSION ONLY:**

**a) Extra temporary employees already discharged or retrenched from the Census Organization in the State of Tamil Nadu**

- i. Should have put in at least six months of temporary service in the Census Organization in the State of Tamil Nadu.
- ii. Will be allowed to deduct a maximum period of three years from their age.
- iii. Can avail only for any one of the Competitive Examinations conducted by the Commission.
- iv. Not admissible to persons who hold regular appointment in any post under the State or Central Government.
- v. Allowed only to those candidates appointed in the Census Organization through the Employment Exchanges.

**Candidates should produce evidence from the Superintendent of Census Organization in the following form:-**

- (1) Name of the candidate
- (2) Description of Post in which temporarily employed in the Census Organization
- (3) Particulars of employment with dates
- (4) Whether the candidate's work and conduct have been satisfactory

**b) Ex-N.C.C Cadets who were employed as Under Officer, Instructors, or Sergeant-Major- Instructors in the N.C.C on whole time basis on or after 1st January 1963** may also apply if they possess all the prescribed qualifications except the age. Allowed to deduct from their age, the actual period of service as Under Officers, Instructors, or Sergeant-Major- Instructors in the N.C.C. The relevant age rule will be relaxed by the Government in their favour if they are otherwise found to be suitable.

**c) Unqualified and part-time Hindi and other Language Pandits**

Who are below 40 years of age on 1st July of the year in which the selection for appointment is made may also apply if they satisfy all the prescribed qualification except age. The relevant age rule will be relaxed by the Government in favour of such candidates if they are selected. Such candidates should produce a certificate from the Chief Educational Officer (in respect of

Pandits retrenched from Government 'A' and 'B' Wing Schools) or District Educational Officer / Inspector of Girls Schools (in respect of Pandits retrenched from aided and Local Body Schools) to show that they are unqualified and part-time Hindi or Other Language Pandits whose services were terminated consequent on the introduction of two Language Formula.

**d) Retrenched employees of the Civil Supplies Department:**

who have rendered a minimum period of two years of service in the Civil Supplies Department on 1st April 1971 allowed to deduct from their age, the period of their service rendered in that department and also the period of service (whether continuous or non-continuous), rendered in any other department of the Government after their discharge from the Civil Supplies Department plus a period of three years in computing their age.

**e) Territorial Army Personnel:**

Who have served as a permanent staff of a Territorial Army Unit or have been embodied for service under Territorial Army rule 33 for a continuous period of not less than six months are allowed to deduct the actual period of service rendered in the Territorial Army from their actual age. If the resultant age does not exceed the maximum age limit prescribed for the post by more than three years they shall be deemed to satisfy the age qualification for the post. For this purpose, the entire period of service in the Territorial Army including broken period will be taken into account.

**Candidates should produce a certificate from a competent authority in the Territorial Army in the following form:**

- (i) Name of the candidate
- (ii) Rank held in the Territorial Army
- (iii) Had he served as a permanent staff of a Territorial Army Unit or had he been embodied for service under the Territorial Army Rule 33.
- (iv) Period of service in the Territorial Army From .....To....., .....Unit with actual dates
- (v) Conduct and Character while in the Territorial Army Unit
- (vi) Whether any punishment was awarded during the period and if so, give the details

**f) Differently Abled persons**

Will be eligible for age concession upto ten years over and above the age-limit prescribed. Provided they are found to be otherwise suitable and the medical authorities are satisfied that the physical handicap is not such as it would render them incapable of efficiently discharging the duties of the post for which they are selected.

**Note:**

- i. Save or otherwise the concessions specified in the Commission's "Instructions to the Candidates" and any other concessions to be notified in the Commission's Notification / Advertisement in respect of Differently Abled persons will be applicable to them only if their degrees of physical disability is 40 percent and above.
- ii. Such candidates should produce a certificate as laid down in G.O.Ms.No.927, B.C.W.N.M.P and S.W. Department, dated 6th November 1989, and the norms suggested by the Government of India for this purpose from a Medical Officer concerned in the relevant specialty specifying the nature of physical handicap and the degree of disability based on the norms laid down and further stating whether the Medical Officer considers the physical handicap is not such as it would render him incapable of efficiently discharging the duties of the post for which he is selected.
- iii. In case of doubt that the certificate issued by the Medical Officer does not confirm to the eligibility criteria, for classification of handicapped, the matter will be referred to the appropriate Medical Board.

**g) Bonded Labourers:**

Candidates can apply for posts under Groups C and D (i.e. if the starting pay in the Revised Scale of pay of the post is below Rs.9,300 - 34,800 + Grade Pay Rs.4,400/-). They are eligible for age concession if they themselves have been released from Bonded Labour System / their sons or unmarried daughters, of such released Bonded Labour. Eligible to apply if they had not completed 40 years of age on the 1st July of the year in which the selection for appointment is made. Candidates should produce a certificate in the form specified below from the authority competent to issue Community Certificate to show that they have been released from the Bonded Labour under the Provision of the Bonded

Labour System (Abolition) Act' 1976.

**CERTIFICATE**

This is to certify that Thiru/Tmt/Selvi .....is the Son/Unmarried daughter of Thiru .....residing at .....Village .....Taluk..... District has himself / herself been released from Bonded Labour under the provisions of the Bonded Labour System Abolition) Act' 1976 on.....

**h) Discharged and serving temporary Government employees:**

Who have not completed 40 years of age on the 1st July of the year in which the selection is made allowed to deduct from their age the actual period of service (Whether continuous or non-continuous) rendered upto the date of the Commission's Notification under the Tamil Nadu Government in computing their age.

**Note:-** A discharged State Government employee is a person who was in the employment of the State and was discharged because of reduction in establishment or for any other reason but not on a disciplinary proceeding.

**15. PRODUCTION OF EVIDENCE FOR CLAIMS MADE IN THE APPLICATION:**

The Original Certificates in support of the claims made in the on-line application, should be produced at the time of the Certificate Verification - Oral Test or when called for by the Commission. One set of xerox copies of all certificates along with a copy of photograph identical to the one that was submitted in the application, should also be handed over while attending the Certificate Verification - Oral Test or when called for. A candidate who has applied to the Commission on a previous occasion should produce the required documents even though they might have produced the same on a previous occasion and were returned to him.

**a) Evidence of date of birth viz.,**

(i) the Secondary School-Leaving Certificate; or (ii) A certificate from a University or College, or School authority showing date of birth, according to the University or College or School records. (The certificate of Baptism or extract from Register of Births, cannot be accepted) ; or (iii) Extract from the Service Register showing date of birth in respect of persons holding regular appointment under the State Government.

**b) Two certificates of Character and Conduct:**

(i) From the Head of the Institution (other than that of a Tutorial College or Tutorial School or a Type-writing and / or Shorthand Institution) in which the candidate last studied or is studying, as the case may be. (ii) From a Government Officer belongs to Group A or B who knows the candidate personally, obtained not earlier than the first day of the month, in which the recruitment is advertised in the newspapers. This certificate must be based on personal knowledge and experience of the candidate and not from a relative.

**Note:-**

- i. If the period of study at the Institution in which the candidate last studied or is studying as the case may be, is less than one academic year, he must produce also another certificate from the Head of the Institution, in which he last studied for not less than one academic year.
- ii. No two certificates may be obtained from the same person.

**c) Documents evidencing the qualification prescribed for the appointment, including qualification in Tamil.**

Copies of Degree or Provisional Certificate alone will be accepted as evidence of qualifications. However, in case the Degree Certificate is lost or is not immediately available for reasons to be specified, extract from the Convocation Register will be accepted as evidence of qualification. Copies of Mark Sheets or Grade Certificates will not be accepted as sufficient evidence. In the case of an applicant, who claims to possess adequate knowledge in Tamil, whether his mother-tongue is Tamil or not, a certificate evidencing that he had taken Tamil as a language in his S.S.L.C. Public Examination or had taken all the non language subjects in the S.S.L.C. Public Examination in Tamil Medium or he had passed the Second Class Language Test (Full Test) in Tamil must be proceeded.

**d) Practical / Other Experience / Bar Experience**

In cases where the qualifications announced for a post include a period of practical or other experience, in addition to educational qualification / technical qualification, such a period of practical or other experience, as the case may be should have been acquired after obtaining the educational / technical qualifications prescribed for such appointment unless otherwise specified.

Certificate regarding Practical Experience, if any, prescribed, should conform to the requirements notified. Certificate regarding Bar Experience should conform to the requirements notified. These certificates will be subjected for verification. Hence, documents in support of the contents of such certificates must be available.

**e) Registration Certificates**

Candidates applying for the posts for appointment to which registration of their names in Councils like Bar Council or Central Board of Indian Medicine, Chennai and / or the Board of Integrated Medicine, Chennai / Tamil Nadu Siddha Medical Council / Tamil Nadu Board of Indian Medicine, Tamil Nadu Medical Council or Tamil Nadu Homoeopathy Council or Tamil Nadu Veterinary Council, as the case may be, is a pre-condition, they should have registered their names **before the date of the Commission's notification for appointment** and the copy of the Registration Certificate should be sent along with the other documents evidencing their qualification. Original of the same has to be produced at the time of oral test along with other certificates.

**f) Community Certificate**

In the case of an applicant who claims to be a member of SC/ SC(A) or ST or MBC/DC or BC(Other than BCM)or BCM, a certificate from the following authority noted against each should be produced in the form as specified in G.O.Ms.No. 781, Revenue department, dated 2nd May 1988:-

Name of the Community	Competent Authority to issue the Certificate
ST	R.D.O / Assistant Collector / Sub-Collector / Personal Assistant (General) to the Collector of Chennai / District Adi-Dravidar Welfare Officer.
SC / SC(A)	Taluk Tahsildar
MBC / DC, BC (other than Muslim) BCM	Revenue Officer not lower in rank than a Tahsildar or Head Quarters Deputy Tahsildar or Special Deputy Tahsildar appointed to issue Community Certificate. Additional Head Quarters Deputy Tahsildar and Zonal Deputy Tahsildar

Thottia Naicker (including Rajakambalam, Gollavar, Sillavar, Thockalavar, Thozhuva Naicker, and Erragollar) included in the list of MBC / DC	Head Quarters Deputy Tahsildar
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Community Certificate should have been issued by the competent authorities referred to above, in whose jurisdiction the candidate claims to have permanent residence, after personal enquiries and proper verification. The certificate obtained by the candidates in the form other than the one prescribed in G.O.Ms.No.781, Revenue department, dated 2nd May 1988 and solely based on the entries in S.S.L.C or Transfer Certificate or other School / College records will not be accepted. Candidates are warned that if the community recorded in the certificate produced by them from the competent authority is not included in the list of Scheduled Castes, Scheduled Tribes, Most Backward Classes / Denotified Communities or Backward classes given in the Annexure of this "Instructions to the Candidates", they will not be considered as belonging to Scheduled Caste, Scheduled Tribes or Most Backward Classes / Denotified Communities or Backward Classes as the case may be. They will, in that case, be considered only under 'Others Category' and if they are not qualified to be considered under 'Others Category', their applications will be rejected.

**g) No Objection Certificate**

Persons 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 constituted under the authority of the Government of India or of a State in India whether in regular service or in a temporary service need not send their applications through their Head of Department or Employer. Instead, they may directly apply to the Commission after duly informing their Employer in writing that they are applying for the particular recruitment and with the condition that they should produce "No Objection Certificate" in the form prescribed below, from an authority not below their Officer / Division Head at the time of attending the Certificate Verification.

**NO OBJECTION CERTIFICATE BY THE HEAD OF DEPARTMENT OR OFFICE OR EMPLOYER**

1. Name of the Candidate
2. Name of the Post held
3. Whether the Candidate is employed temporarily under the emergency provisions or whether the candidate is a probationer or an approved probationer or a full member of any of the sub-ordinate/State Services
4. Period of Employment      From (date)                                  To (date)  
    Endorsement No.                  Dated

(a) I have no objection to the candidate's application being considered for the post of

(b) Certified that Thiru/Tmt/Selvi ..... has the following punishment / has no punishment to his/her credit.

Place	Office Seal & Date	Signature
		Designation

**Note :** (i) Persons who get employment after the submission of their applications and before the receipt of intimation admitting them to the Oral Test / requiring to produce original documents for verification should also produce the "No objection Certificate". (ii) In case any Criminal / Disciplinary action is taken against or if any punishment is imposed against such persons after the production of "No objection Certificate" and before the actual appointment, such candidates should report this fact forthwith to the Commission indicating their Register Number. Any violation or failure to comply with these instructions will end in rejection of candidature.

**16. INITIAL PAY, T.A., ETC.,**

A selected candidate, who is already in any Government Service (State or Central) on being appointed to another post through the Tamil Nadu Public Service Commission by direct recruitment, will not be entitled on the basis of his previous service to any concession in the matter of initial pay, travelling allowances, etc. A candidate who is in the service of a Government other than the Government of Tamil Nadu if selected and appointed, will not be entitled on the basis of the previous service under that Government to any concession in the matter of leave, transit pay, etc., under the Government of Tamil Nadu.



If a rate of pay actually in force at the time of appointment of selected candidate is different from that announced, he will be paid only at that rate. The pay of the post is also subject to such modification, as may be made from time to time by the State Government.

#### **17. PROBATION AND TRAINING:**

Candidates selected and appointed to a post should undergo such probation and training and should pass such tests as may be prescribed in the rules by the Government from time to time and are liable to face such penalties as prescribed by the Government for failure to pass such tests.

At any time before the end of the prescribed period of probation, the probation of a candidate appointed may be terminated and he may be discharged from the service. If within the period of probation, the probationer does not pass the specified tests, if any prescribed for the probationers, or if at the end of said period he / she is considered not suitable for full membership of the service, he / she will be discharged from the service.

#### **18. COMMUNICATION WITH THE TAMIL NADU PUBLIC SERVICE COMMISSION:**

- i. Any communication intended for the Commission must be made in writing and addressed only to the Secretary, Tamil Nadu Public Service Commission, No.3, Frazer Bridge Road, Chennai -600 003.
- ii. If a reply is sought it must be accompanied by an envelope affixed with sufficient Postage Stamps with the address to which the reply is to be sent.
- iii. Communications asking for reasons for non-selection and request for exemption from age limit or other qualifications will receive no attention.
- iv. The Commission will receive communications only from candidates. Communications in the name of pleader or agent will receive no attention.
- v. Requests for furnishing causes of failure in written exam or for non-selection on the results of the written exam / oral test or for revaluation of answer books will not be entertained.
- vi. Details of marks of all candidates who appeared for the main written exam and oral test will be available in the Commission's website **www.tnpsc.gov.in**
- vii. Candidates asking for details of marks after finalisation of selection should send a postal order / crossed Account Payee demand draft for **Rs.10/-** in favour of the

**19. DISQUALIFICATION / DEBARMENT:**

The following acts will end in disqualification or debarment:

- i. If a candidate attempts to canvas and bring influence on the Hon'ble Chairman or any of the Hon'ble Member of the Commission personally / by letter / through relatives, friends, patrons, officials or other persons.
- ii. If a candidate appeals to examiner in the answer books to value liberally / award more marks / be sympathetic. etc.,
- iii. If a candidate writes anything unconnected to the question or any irrelevant / impertinent matter.
- iv. If a candidate writes any marks revealing his / her identity i.e, religious symbols, colour pen / pencils, native place, address, phone numbers, etc. in the main or additional answer books. He/she will be disqualified for that recruitment.

**Debarment:**

- a) If the applicant attempts any tampering, alteration with the documents or certificates, he is liable to be debarred from appearing for any of the selections and examinations conducted by the Commission and consequently from entry into public service itself.
- b) (i) Candidates furnishing false particulars in the matter of qualification medium of instruction or the nature of pass in various subjects, experience gained, their religion or community, disciplinary proceedings, punishment, etc.,  
(ii) Suppression of material information regarding
  - (a) Previous appearances or availing free chances, employment in Government or Local Bodies, Public Corporations etc.,
  - (b) Criminal Cases, Arrests, convictions debarment or disqualification by Union Public Service Commission / State Public Service Commissions.
  - (c) Participation in agitation or any political organization.
  - (d) Candidature in election for Parliament / State Legislature / Local bodies etc.,
- (iii) Making false or vexatious allegations against the Commission in petitions addressed to it or any other authority will be viewed seriously and that the candidate responsible for such act will be debarred from appearing for the

examinations and selections held by this Commission permanently or for such period of years as the Commission may decide.

**c) Candidates resorting to any kind of irregularity or Mal-practices in the examination hall, such as.**

(i) Copying from another candidate in the examination hall

(ii) Permitting others to copy from his answer book

(iii) Copying from unauthorized Books or Notes which are printed / type written / written will also lead to debarment of the candidate for such a period as the Commission may decide.

(iv) Seeking the help / assistance of any official / hall supervisor in answering questions in examination hall.

## **20. OTHER IMPORTANT INSTRUCTIONS:**

**a) Candidates should ensure their eligibility for examination.** The candidates applying for the examination should go through all instructions carefully and ensure that they fulfill 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 candidate will not imply that his / her candidature has been fully cleared by the Commission.

**b)** The Hall Tickets for eligible candidates will be made available in the Commission's Website [www.tnpsc.gov.in](http://www.tnpsc.gov.in) for downloading by candidates. No Hall Tickets will be sent by post. The candidates must comply with each and every instruction given in the hall ticket.

**c) Facilitation counter for guidance of candidates:** In case of any guidance / information / clarification of their applications, candidature, etc candidates can contact Tamil Nadu Public Service Commission Office in person or over Telephone No.25332833 / 25332855 in the Commission's Office Toll-Free No.1800 425 1002 on all working days between 10.00 am to 5.45 p.m.

### **d) Mobile Phones and Other Articles Banned:**

(i) 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 and rough sheets etc.

- (ii) Mobile phones, pagers or any other electronic communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary action including ban from future examination
- (iii) Candidates are advised in their own interest not to bring any of the banned items including mobile phones / pagers even to the venue (i.e., premises) of the examination, as arrangements for safekeeping cannot be assured.
- (iv) Candidates are cautioned against use of pencils, colour pencils, whitener, sketch pens and Bullet points etc., and that the answer books of the candidates who violate the said instructions will be invalidated.
- e) Candidates are not required to submit along with their application any certificates in support of their claims regarding Age, Educational Qualifications, Community Certificates and certificates regarding their Physical Disability, etc., which should be submitted when called for by the Tamil Nadu Public Service Commission. The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the Examination. Their admission at all the stages of examination for which they are admitted by the Commission viz., (Written) Examination and interview Test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the (written) Examination and interview Test, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the Commission.
- f) If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the Commission.
- g) **Unfair means strictly prohibited:** No candidates shall copy from the papers of any other candidate nor permit his papers to be copied nor give nor attempt to give nor obtain nor attempt to obtain irregular assistance of any description.
- h) **Conduct in Examination Hall:** No candidates should misbehave in any manner or create 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 penalized.
- i) Except Hall Ticket and Writing material like pen, noting, huge purses, pouches, etc. should be brought into the examination hall

## **21. HELP OF SCRIBES:**

In objective type papers, the candidate must make the responses himself / herself. In no circumstances, he will be allowed the help of any other person to make responses for him except in the case of blind candidates / Differently Abled persons, particularly hands.

In Descriptive Type papers, the candidates must write in his own hand in only one ink. In no circumstances any one will be allowed the help of a Scribe to write answers for him except in the case of blind candidates / Differently Abled persons, particularly hands.

### **(a) Blind Impaired:**

A blind candidate will be allowed the assistance of Scribe, subject to the following conditions:-

- i. A blind impaired who applies with reference to any of the Commission's notifications should produce a medical certificate from a Government Medical Officer to the effect that he is totally blind and not in a position to write the examination on his own.
- ii. The Commission will arrange for the competent - qualified Scribes and will also pay for them.
- iii. The blind impaired will be seated in a separate room under the direct supervision of the Chief Invigilator. They will be granted half an hour extra time for writing the examination.
- iv. At the closure of the examination, the scribe will read what has been written in the answer books so as to enable the blind candidate to ensure that the scribe has written what he had dictated. A declaration to this effect should be given in writing by the blind candidate for reference of the Commission.

**Note:** Failure to comply with instruction (i) above will entail rejection of the application.

### **b) Orthopedically Challenged**

Differently Abled persons, particularly hands, are allowed the assistance of a competent – qualified scribe subject to the following Conditions;

- i. All the Differently Abled persons, particularly hands, will be allowed to take the Commission's examinations with the help of the scribes.
- ii. The Commission will arrange for the competent – qualified scribe and the

amount paid to the scribes will be met by the Commission and Differently Abled persons need not pay any amount to them.

- iii. The scribes should possess the same or equivalent qualification as possessed by the disabled persons, particularly hands.
- iv. Scribes will not be appointed on regular basis as full time Government servants.
- v. All such Differently Abled candidates appearing for the written examination will be seated in a separate room under the direct supervision of the Chief Invigilators.
- vi. The Differently Abled persons, who are unable to write with either arms and are provided with scribes assistance, will be granted extra half-an-hour time for writing examinations conducted by the Commission.

**Note:** All Differently Abled persons, who are unable to climb the staircase, will be allowed to write the examination in the Ground Floor along with the other candidates.

## **22. INSTRUCTIONS TO CANDIDATES TO BE FOLLOWED WHILE APPEARING FOR COMPETITIVE EXAMINATIONS CONDUCTED BY THE COMMISSION**

1. The candidate should appear for the examination at the examination venue of the centre mentioned in the Memorandum of Admission (Hall Ticket). Change of centre or venue is not permitted.
2. The candidate should reach the examination venue well ahead of the specified time and take his seat in the examination hall exactly 30 minutes before the time prescribed for the commencement of the test for receiving detailed instructions / completion of formalities.
3. Except the writing material, i.e. Pen and Hall Ticket, the candidate should not take anything inside the Hall. He / She may take Scale, Pencil, Clarks Table – only if such materials are specifically permitted or an instruction to this effect is incorporated in the Question Paper.
4. Candidates should show the Hall Ticket to the Invigilator / Chief Invigilator / Inspection authorities of the examination hall, on demand for verification.
5. Candidates who have applied more than once and consequently are in receipt of more than one Hall Ticket with different register numbers should retain only one Hall Ticket and return the remaining Hall Ticket/s to the Commission

- specifying the facts.
6. The candidate whose name is not included in the nominal list of candidates or whose Register Number is not included in the list of register numbers pertaining to the examination hall will not be admitted into the hall and allowed to appear for the examination.
  7. The candidate is admitted to the Written Examination provisionally based on the information furnished by him / her in the on-line application. If at any stage, the information furnished by him / her is found to be incorrect and does not conform to the provisions announced in the Commission's Notification, Instructions to the Candidates and other Rules of the Commission in this regard his / her application will be summarily rejected and provisional selection if any made will also be cancelled. Mere admission to the examination will not confer any right on the candidature. His / Her candidature shall be provisional at all stages and the Commission has the right to reject it at any stage as per the rules and the procedures of the Commission
  8. Candidates suffering from any contagious disease will not be admitted into the examination hall. Smoking is prohibited in the examination hall.
  9. Candidates should maintain strict discipline not only in the examination hall, but also inside the campus of the examination centre. Candidates found in a drunken mood, or found to have entered into quarrel of any kind, or misbehaved either with the Chief Invigilator or Inspection Authorities or with the Invigilator or with any other candidate who has come to write the examination either in the Examination Hall or inside the campus of the examination centre, either before or at the time of the examination or after the examination are liable for severe action including appropriate criminal action.
  10. Candidates shall always sit only in the seat allotted to them as per their Register Number and must not change it.
  11. After the candidate has taken his allotted seat in the Examination Hall he will be supplied with the OMR Answer Sheet / Answer Book by the Invigilator after duly obtaining necessary acknowledgement from the candidate in the computerized nominal list. The candidate should verify his name and Register Number properly and then write the OMR Answer Sheet / Answer Book Number in the nominal list against the subject concerned, and record his signature.

- 12.** After getting Answer Sheet / Book, check that it is properly printed and that it has a number assigned. If Answer Sheet / Book is defective in any way, ask the Invigilator to replace it within half-an-hour (30 minutes).
- 13.** Each one mark will be deducted for writing / shading the register number and Question Booklet Number and name of the subject / paper incorrectly or absence of the same.
- 14.** The answer sheet will be invalidated if the box for Booklet series is not shaded and could not be identified even by physical verification of the answer sheet. Answer Sheet / Answer Book answered in a subject other than the subject opted by the candidate in his application / specified in the Hall Ticket will be invalidated. Answer Sheet will also be invalidated if shaded in pencil.
- 15.** Tea, coffee, snacks, soft drinks, etc., will NOT be served inside or outside the examination hall. Candidates should not borrow any material instruments from other candidates. They shall use only their own pens and specifically permitted material.
- 16.** Candidates may note that indiscipline or irregular practices like consulting with other candidates, copying, carrying notes, seeking the help of an Invigilator / any outsider, etc. are strictly prohibited. Any violation would lead to being sent out of the Examination Hall and his / her Answer Sheet will be invalidated and being debarred from the present and future examinations.
- 17.** Candidate should be decently dressed while appearing for the Examination.
- 18.** No candidate will be allowed to leave the Examination Hall before the closing time of the examination.
- 19.** No candidate will on no account be allowed to exceed the time allotted for answering the paper.
- 20.** At the end of the session, Answer Sheet / Book should be returned to the Invigilator. Candidates are prohibited from taking with them from the examination hall any used / unused answer sheet / book supplied to them.
- 21.** Candidates are allowed to take the Question Booklet after the Examination is over.
- 22.** Candidates are strictly warned that they should not approach the examiners with reference to their answer books. Any candidate approaching or attempting to approach an examiner or getting other people to approach an examiner on his



behalf will be disqualified. The above penalty will be imposed also in cases where candidates write irrelevant or impertinent remarks or any marks revealing the identity of the candidate or make an appeal in their answer books invoking sympathy of examiners in connection with their results. Using of Colour Pencils, Sketch, Multi Colour Pen, etc are strictly prohibited. Only one ink either Blue or Black must be used.

- 23.** Any representation regarding the defects in question paper should be sent to the Controller of Examinations within **two days** from the date of examination specifying the Serial Number of the Question Booklet. In such representations, Register No. Name and address of the candidate, Question No. etc. should invariably be quoted. Any representation received after **two days** from the date of examination or without any of the required particulars will receive no attention.
- 24.** 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.
- 25.** The application of the candidate who violates anyone or more of these instructions, instructions printed on the question paper and answer sheet / book or memorandum of admission, will be rejected and / or his / her answer books will be invalidated and / or he / she will be disqualified for that recruitment and / or debarred for such period as the Commission considers fit.

### **CERTIFICATE VERIFICATION**

Certificate Verification is done to verify the eligibility of the claims made by the candidates in the on-line application. It is done before Oral Test / Counselling, as the case may be. Certificate Verification is meant only for confirming the eligibility of the candidates and it is not the next stage of the selection process. After confirming the claims made by the candidates for certificate verification, the actual selection process will begin.

### **23. PROCEDURE OF SELECTION:**

#### **a) Posts included in Group - I Services:**

The selection to the posts included in Group - I Services, will be made in three successive stages viz., (i) Preliminary Examination for selection of candidates for admission to the Main Written Examination (ii) Main Written Examination and (iii) Oral test in the shape of an Interview. The Preliminary Examination is meant to

serve as a screening test only. The marks obtained in the Preliminary Examination by the candidates who are declared qualified for admission to the Main Written Examination will not be counted for determining their final order of merit. The number of candidates to be admitted to the Main Written Examination will be fifty times the number of candidates to be recruited having regard to the rule of reservation of appointments. However, in each reservation group, all the candidates, who secure the same marks as that of the cut off marks of their reservation groups shall also be admitted to the Main Written Examination, though the number of candidates to be admitted to the Main Written Examination may exceed 1:50 ratio (Announced in Notification No.49/2012 dt.16.11.2012). Before such admission to Main Examination, the candidates have to produce the documents in support of their eligibility criteria claimed in the application.

Once the eligibility list for the Main Written Examination in the ratio of 1:50 for the posts included in Group-I Services and 1:10 for the posts included in Group-II Services is published, it is the responsibility of candidates (in the said list) to send the documents in support of their claims in the on-line application within prescribed time. Those who do not send the documents and who are rejected in Certificate Verification are not eligible or allowed to write the Main Written Examination. No list will be published subsequently in the place of such rejected candidates or candidates who failed to send documents for verification.

**b) Posts for which selection is made on the basis of Written Examination and Oral Test:**

Where the selection is made on the basis of both, Main Written Examination / Written Examination and Oral Test, the Main Written Examination / Written Examination will precede the Oral Test. Before the Oral Test candidates in a suitable ratio depending on the vacancy in each reservation category as decided by the Commission will be called for "Certificate Verification". So candidates called for Certificate Verification must be aware that this exercise is done only to ascertain their eligibility to participate in further selection process and it cannot be construed as the exact list of candidates to be admitted to the oral test. After due verification the proper ranking is arrived by deleting the ineligible candidates.

If the number of vacancies notified / reserved to be filled up for any one or more of the reservation groups (viz., Scheduled Castes, Scheduled Caste

(Arunthathiyars), Scheduled Tribes, Most Backward Classes / Denotified Communities, Backward Classes (other than Muslim) or Backward Classes (Muslim) or General Turn is five and above, the number of candidates to be admitted to the Oral Test shall be two times the number of vacancies for which recruitment has to be made against those reservation groups based on the marks obtained by the candidates at the Main Written Examination or Written Examination, as the case may be. Similarly, if the number of vacancies in any one or more of the remaining reservation groups for the same recruitment is four and below, the number of candidates to be admitted to the Oral Test from those particular reservation group(s) shall be three times the number of vacancies for which recruitment has to be made against those reservation group(s). In respect of the posts, the total cadre strength of which is one only and for which the rule of reservation of appointments does not apply, the number of candidates to be admitted to the oral test on the basis of the marks obtained at the Written Examination will be three. The final selection will be made on the basis of the total marks obtained by the candidates at the Main Written Examination or Written Examination, as the case may be, and Oral Test taken together subject to the rule of reservation of appointments wherever it applies. Appearance in all the papers in the Main Written Examination / Written Examination and for Oral Test is compulsory. The candidates who have not appeared for any of the subjects in the Main Written Examination / Written Examination will not be considered for selection even if they secure the minimum qualifying marks for selection. The marks obtained by the candidates appearing for the Oral Test, both in the Written Examination as well as in the Oral Test will be displayed in the Notice Board in the Office of the Tamil Nadu Public Service Commission in the evening either on the last day fixed for Oral Test or on the succeeding working day. The same will also be made available on the Internet in the Commission's website [www.tnpsc.gov.in](http://www.tnpsc.gov.in).

**(c) Posts for which selection is made on the basis of Written Examination only:**

The Written examination is conducted in OMR method objective in nature (multiple choice type question). The answer papers are evaluated through computers and the marks of all candidates along with their respective community are published in the Commission's web-site. The details regarding the overall rank and rank in their

respective communal category are also provided for that particular recruitment in respect of each candidate. The details of distribution of vacancies is also hosted by the Commission. The candidates by correlating the ranking given as above, with the number of vacancies in his / her communal category, he / she may know the possibility of his / her selection.

**EXERCISING OF OPTION:-**

The rank wise list of candidates summoned for counselling will be announced in the Commission's website. On the day prior to the date of counselling, all the original certificates will be verified and application admitted finally then the candidates will be allowed to participate in the counselling. At the time of counselling, the number of vacancies in the posts / units will be exhibited through a video projector. Based on the option exercised and on eligibility, the candidates will be allotted and orders of selection issued.

**24. SYLLABI FOR WRITTEN EXAMINATION:**

The Syllabi for all subjects have been published in the Tamil Nadu Public Service Commission Bulletin No.11 dated 16.05.2001 and subsequent Bulletins issued then and there, and the same is available for sale at the Sales Counter for Government Publications in the office of the Stationery and Printing, Chennai - 600 002. The same is also available in the Commission's web-site <http://www.tnpsc.gov.in>

**25.** Candidates are advised to register online separately for each recruitment based on the advertisements being issued by the Commission from time to time, revised as per present stage instruction to candidates.

**26.** Candidates are advised to refer to these instructions carefully before filling up your online application.

**27.** There is a Facilitation Counter functioning in TNPSC premises. Candidates may obtain any information / clarification relating to examinations and their candidature etc. on working days between 10.00 AM to 5.45 PM in person or over telephone Nos.25332833 / 25332855 from this Counter and Toll Free No.1800 425 1002.

**28.** Candidates need not send any copies of certificates / application to the Commission. However they have to furnish the details such as Certificate number; Issuing Authority; Date of issue, in support of the claims made with regard to:

- i. Community
- ii. Educational qualification and Persons Studied in Tamil Medium
- iii. Destitute Widow

- iv. Ex-serviceman
- v. Differently Abled Persons
- vi. Medical / Bar Council Registration
- vii. Driving License etc

as prescribed in the Online application / One Time Registration, failing which the application will not be considered under the respective categories.

**29. List of Documents to be produced at the time of Certificate Verification / Oral Test. (\* If applicable)**

- (i) Evidence of Date of Birth (SSLC / HSC / TC)
- (ii) Community certificate from the competent authority (ie. Life card) \*
- (iii) Evidence of Educational qualification (SSLC / HSC / Diploma / Degree / PG Degree or Provisional certificate etc.)
- (iv) B.Ed/M.Ed Degree / Provisional Certificate. \*
- (v) M.Phil./Ph.D.\*
- (vi) Evidence for Typewriting / Shorthand Qualification\*.
- (vii) Evidence of Tamil qualification (viz. SSLC / HSC / Degree/ Certificate for having passed the second class Language Test (Full Test) in Tamil conducted by the Tamil Nadu Public Service Commission).
- (viii) Medical / Veterinary Registration Certificate / Bar Council Registration Certificate / Driving Licence \*
- (ix) Evidence of Practical Experience if any prescribed for the post advertised.\*
- (x) Certificate of character and conduct issued by Group A or Group B Officer on or after the first day of the month in which the Advertisement announcing the vacancies is published in the dailies.
- (xi) Certificate of character and conduct issued by the Head of the Institution in which he / she last studied or studying.
- (xii) Physical Fitness certificate. \*
- (xiii) Differently Abled certificate from a Medical Officer to the effect that he / she is a fit person to discharge his / her duties and with the entries therein regarding the percentage of Differently abled \*
- (xiv) A certificate of Destitute Widow from the RDO or the Assistant Collector or the Sub-Collector concerned in the format prescribed. \*
- (xv) A certificate as evidence for claim in respect of Ex-serviceman. \*
- (xvi) Evidence of extra-curricular activities if any \*
- (xvii) No Objection Certificate \*

(xviii) Special records, if any specified in the Notification / Advertisement.\*

(xix) **Tamil Medium:** Persons Studied in Tamil Medium (PSTM) have to produce the evidence, such as Transfer Certificate, Provisional Certificate / Convocation Certificate / Degree Certificate / Certificate if needed mark sheets after received from the Board or University or from the Institution, with a recording that he / she studied **prescribed educational Qualification in Tamil Medium as per G.O Ms.No.145 P & AR (S) Department dated 30.09.2010.** If no evidence for 'Persons studied in Tamil Medium' is available as said, then a certificate from the Head of the Institution as given below must be furnished:-

**PSTM Certificate**

**(To be issued only by the Head of Institution)**

This is certify that Thiru/Tmt/Selvi. ....(Name).....has studied (course Name ) .....(B.A./B.Sc., etc.,) during the year .....to.....in Tamil Medium. This certificate is issued after verifying the course content / statement of Marks / Transfer Certificate. The candidate has / has not obtained scholarship for having studied in Tamil Medium.

Date:

Place:

**Registrar/ Principal**

Seal of the  
Institution:

**It should be kept ready as soon as this filled application sent.**

## **ANNEXURE**

**(See paragraph -6)**

### **(A ) List of scheduled Castes**

1. Adi Andhra.
2. Adi Dravida.
3. Adi Karnataka.
4. Ajila.
5. Arunthathiyar.
6. Ayanavar (in Kanyakumari District and Shencottah Taluk of Tirunelveli District)
7. Baira.
8. Bakuda.
9. Bandi.
10. Bellara.
11. Bharatar (in Kanyakumari District and Shencottah Taluk of Tirunelveli District)
12. Chakkiliyan.
13. Chalavadi.
14. Chamar, Muchi.
15. Chandala.
16. Cheruman.
17. Devendrakulathan.
18. Dom, Dombara, Paidi, Pane.
19. Domban.
20. Godagali.
21. Godda.
22. Gosangi.
23. Holeya.
24. Jaggali.
25. Jambuvulu.
26. Kadaiyan.
27. Kakkalan (In kanyakumari District and shencottah Taluk of Tirunelveli District)
28. Kalladi.
29. Kanakkan, Padanna (In the Nilgris District)
30. Karimpalan.
31. Kavara (in Kanyakumari District and Shencottah Taluk of Tirunelveli District)
32. Koliyan.
33. Koosa.
34. Kootan, Koodan (In kanyakumari District and Shencottah Taluk of Tirunelveli District)
35. Kudumban.
36. KuravanSidhanar.
37. Madari.
38. Madiga.
39. Maila.
40. Mala.
41. Mannan (In Kanyakumari District and shencottah taluk of Tirunelveli District)
42. Mavilan.
43. Moger
44. Mundala
45. Nalakeyava

46. Nayadi
47. Padannan (In kanyakumari District and Shencottah Taluk of Tirunelveli District)
48. Pagadai
49. Pallan.
50. Palluvan
51. Pambada
52. Panan (in Kanyakumari District and Shencottah Taluk of Tirunelveli District)
53. Panchama
54. Pannadi
55. Panniandi
56. Paraiyan, Parayan, Sambavar.
57. Paravan (in Kanyakumari district and Shencottah taluk of Tirunelveli District)
58. Pathiyan (in Kanyakumari District and Shencottah Taluk of Tirunelveli District)
59. Pulayan, Cheramar.
60. Puthirai Vannan.
61. Raneyar.
62. Samagara.
63. Samban.
64. Sapari.
65. Semman.
66. Thandan (in Kanyakumari District and Shencottah Taluk of Tirunelveli District)
67. Thoti.
68. Tiruvalluvar.
69. Vallon.
70. Valluvan.
71. Vannan (in Kanyakumari District and Shencottah Taluk of Tirunelveli District)
72. Vathiriyar.
73. Velen.
74. Vetan (in Kanyakumari District and Shencottah Taluk of Tirunelveli District)
75. Vettiyan.
76. Vettuvan (in Kanyakumari District and Shencottah Taluk of Tirunelveli District)

**(B) ) LIST OF SCHEDULED TRIBES**

1. Adiyar.
2. Aranadan.
3. Eravallan.
4. Irular.
5. Kadar.
6. Kammara (excluding in Kanyakumari District and Shencottah Taluk of Tirunelveli District)
7. Kanikaran, Kanikkar (in Kanyakumari District and Shencottah and Ambasamudram Taluks of Tirunelveli District) as per G.O.Ms.No.27 P & AR (S) Department, dated 13.03.09
8. Kaniyan, Kanyan.
9. Kattunayakan.
10. Kochu Velan.
11. Konda Kapus.
12. Kondareddis.
13. Koraga.
14. Kota (excluding Kanyakumari District and Shencottah Taluk of Tirunelveli District)



15. Kudiya, Melakudi.
16. Kurichchan.
17. Kurumbas (in the Nilgris District)
18. Kurumans.
19. Maha Malasar.
20. Malai Arayan.
21. Malai Pandaram.
22. Malai Vedan.
23. Malakkuravan.
24. Malasar.
25. Malayali (in Dharmapuri, Vellore, Pudukottai, Salem, Namakkal, Cuddalore, Tiruchirapalli, Karur and Perambalur Districts)
26. Malayekandi.
27. Mannan.
28. Madugar, Muduvan.
29. Muthuvan.
30. Palleyan.
31. Palliyan.
32. Palliyar.
33. Paniyan.
34. Sholaga.
35. Toda(excluding Kanyakumari District and Shencottah Taluk of Tirunelveli District)
36. Uraly

**(C) LIST OF BACKWARD CLASSES**

**G.O.(Ms).No.85 ,dated 29.07.2008, G.O.(Ms).No.97, dated 11.09.2008 and G.O.(Ms) No.37, dated 21.05.2009 of BC, MBC and Minorities Welfare (BCC) Department.**

1. Agamudayar including Thozhu or Thuluva Vellala.
2. Agaram Vellan Chettiar.
3. Alwar, Azhavar and Alavar (in Kanyakumari District and Shencottah Taluk of Tirunelveli District)
4. Servai (except Tiruchirapalli Karur, Perambalur and Pudukottai Districts)
5. Nulayar (in Kanyakumari District and Shencottah Taluk of Tirunelveli District)
6. Archakarai Vellala.
7. Aryavathi (in Kanyakumari District and Shencottah Taluk of Tirunelveli District)
8. Ayira Vaisyar.
9. Badagar.
10. Billava.
11. Bondil.
12. Boyas (except Tiruchirapalli, Karur,Perambalur, Pudukottai, The Nilgris, Salem, Namakkal, Dharmapuri and Krishnagiri Districts) Pedda/Boyar (except Tiruchirapalli, Karur, Perambalur and Pudukottai Districts) Oddars (except Thanjavur, Nagapattinam, Thiruvarur, Tiruchirapalli, Karur, Perambalur, Pudukottai, Madurai, Theni and Dindigul Districts) Kaloddars (except Kancheepuram, Tiruvallur, Ramanathapuram, Sivaganga, Virudhunagar, Madurai, Theni, Dindigul, Pudukottai, Tiruchirapalli, Karur, Perambalur, Tirunelveli, Thoothukudi, Salem and Namakkal Districts) Nellorepet Oddars (except Vellore and Tiruvannamalai Districts) Sooramari Oddars (except Salem and Namakkal Districts)
13. Chakkala(except Sivaganga, Virudhunagar, Ramanathapuram, Thanjavur,

- Nagapattinam, Thiruvarur, Pudukkottai, Tiruchirapalli, Karur, Perambalur, Madurai, Theni, Dindigul and The Nilgiris Districts)
14. Chavalakarar (in Kanyakumari District and Shencottah Taluk of Tirunelveli District)
  15. Chettu or Chetty (including Kottar Chetty, Elur Chetty, Pathira Chetty, Valayal Chetty, Pudukadai Chetty) (in Kanyakumari District and Shencottah Taluk of Tirunelveli District)
  16. Chowdry.
  - 16(A). Converts to Christianity from Scheduled Castes irrespective of the generation of conversion (except the Paravar converts to Christianity of Kannyakumari District and Shencottah Taluk of Tirunelveli District). (As per the G.O.Ms.No.98, BC, MBC & Minorities Welfare (BCC) Dept. dt.05.11.2009).
  - 16(B). C S I formerly S.I.U.C. (in Kanyakumari District and Shencottah Taluk of Tirunelveli District)
  17. Donga Dasaris (except Kancheepuram, Tiruvallur, Tiruchirapalli, Karur, Perambalur, Pudukkottai, Chennai, Salem and Namakkal Districts)
  18. Devangar, Sedar.
  19. Dombs (except Pudukkottai, Tiruchirapalli, Karur and Perambalur Districts) Dommars, (except Thanjavur, Nagapattinam, Thiruvarur, Pudukkottai, Vellore and Tiruvannamalai Districts).
  20. Enadi.
  21. Ezhavathy (in Kanyakumari District and Shencottah Taluk of Tirunelveli District)
  22. Ezhuthachar (in Kanyakumari District and Shencottah Taluk of Tirunelveli District)
  23. Ezhuva (in Kanyakumari District and Shencottah Taluk of Tirunelveli District)
  24. Gangavar.
  25. Gavara, Gavarai and Vadugar (vaduvar) (other than Kamma, Kapu, Balija and Reddi)
  26. Gounder.
  27. Gowda (including Gammala, Kalali and Anuppa Gounder)
  28. Hegde.
  29. Idiga.
  30. Illathu Pillaimar, Illuvar, Ezhubar and Illathar.
  31. Jhetty.
  32. Jogis (except Kancheepuram, Tiruvallur, Madurai, Theni, Dindigul, Cuddalore, Villupuram, Vellore and Tiruvannamalai Districts)
  33. Kabbera.
  34. Kaikolar, Sengunthar.
  35. Kaladi (except Sivaganga, Virudhunagar, Ramanathapuram, Madurai, Theni, Dindigul, Thanjavur, Nagapattinam, Thiruvarur, Pudukkottai, Tiruchirapalli, Karur and Perambalur Districts)
  36. Kalari Kurup including Kalari Panicker (in Kanyakumari District and Shencottah Taluk of Tirunelveli District)
  37. Kalingi.
  38. Kallar (including Easanattu Kallar, Gandarvakottai Kallars) (except Thanjavur, Nagapattinam, Thiruvarur and Pudukkottai Districts) Kootappal Kallars (except Pudukkottai, Tiruchirapalli, Karur, and Perambalur Districts) Piramalai Kallars (except Sivaganga, Virudhunagar, Ramanathapuram, Madurai, Theni, Dindigul, Pudukkottai, Thanjavur, Nagapattinam and Thiruvarur Districts) Periyasooriyur Kallars (except Tiruchirapalli, Karur, Perambalur and Pudukkottai Districts)

39. Kallar Kula Thondaman.
40. Kalveli Gounder.
41. Kambar.
42. Kammalar or Viswakarma, Viswakarmala (including Thattar, Porkollar, Kannar, Karumar, Kollar, Thacher, Kal Thacher, Kamsala and Viswa Brahmin)
43. Kani, Kanisu, Kaniyar Panikkar.
44. Kaniyala Vellalar.
45. Kannada Saineegar, Kannadiyar (Throughout the State) and Dasapalanjika (in Coimbatore, Erode and The Nilgiris Districts)
46. Kannadiya Naidu.
47. Karpooora Chettiar.
48. Karuneegar(Seer Karuneegar, Sri Karuneegar, Sarattu Karuneegar,Kaikatti Karuneegar,Mathuvazhi Kanakkar, Sozhi Kanakkar and Sunnambu Karuneegar)
49. Kasukkara Chettiar.
50. Katesar, Pattamkatti.
51. Kavuthiyar.
52. Kerala Mudali.
53. Kharvi.
54. Khatri.
55. Kongu Vaishnava.
56. Kongu Vellalar (including Vellala Gounder, Nattu Gounder, Narambukkatti Gounder, Tirumudi Vellalar, Thondu Vellalar, Pala Gounder, Poosari Gounder, Anuppa Vellala Gounder, Padaithalai Gounder, Chendalai Gounder, Pavalankatti Vellala Gounder, Palavellala Gounder, Sanku Vellala Gounder and Rathinagiri Gounder)
57. Koppala Velama.
58. Koteyar.
59. Krishnanvaka (in Kanyakumari District and Shencottah Taluk of Tirunelveli District)
60. Kudikara Vellalar.
61. Kudumbi (in Kanyakumari District and Shencottah Taluk of Tirunelveli District)
62. Kuga Vellalar.
63. Kunchidigar.
- 63(A).Latin Catholics except Latin Catholic Vannar in Kanniyakumari District.
- 63(B).Latin Catholics in Shencottah Taluk of Tirunelveli District.
64. Lambadi.
65. Lingayat (Jangama).
66. Mahratta(Non-Brahmin)(including Namdev Mahratta)
67. Malayar.
68. Male.
69. Maniagar.
70. Maravars (except Thanjavur, Nagapattinam, Thiruvarur, Pudukottai, Ramanathapuram, Sivaganga, Virudhunagar, Tirunelveli and Thoothukudi Districts) Karumaravars, Appanad Kondayamkottai Maravars(except Sivaganga, Virudhunagar, Ramanathapuram, Madurai, Theni and Dindigul Districts) Sembanad Maravars (except Sivaganga, Virudhunagar and Ramanathapuram Districts)
71. Moondrumandai Embathunalu (84) Ur Sozhia Vellalar
72. Mooppan.
73. Muthuraja, Muthuracha, Muttiriyar, Mutharaiyar

74. Nadar, Shanar and Gramani including Christian Nadar, Christian Shanar and Christian Gramani
75. Nagaram.
76. Naikkar (in Kanyakumari District and Shencottah Taluk of Tirunelveli District)
77. Nangudi Vellalar.
78. Nanjil Mudali (in Kanyakumari District and Shencottah Taluk of Tirunelveli District)
79. Odar (in Kanyakumari District and Shencottah Taluk of Tirunelveli District)
80. Odiya.
81. Oottruvalanattu Vellalar.
82. O.P.S Vellalar.
83. Ovachar.
84. Paiyur Kotta Vellalar.
85. Pamulu.
86. Panar (except in Kanyakumari District and Shencottah Taluk of Tirunelveli District where the community is a Scheduled Caste)
- 86A. Pandiya Vellalar.
- 87 Omitted
88. Kathikarar (in Kanyakumari District)
89. Pannirandam Chettiar or Uthama Chettiar.
90. Parkavakulam (including suruthimar, Nathamar, Malayamar, Mooppanar and Nainar)
91. Perike (Including Perike Baliya)
92. Perumkollar (in Kanyakumari District and Shencottah Taluk of Tirunelveli District)
93. Podikara Vellalar.
94. Pooluva Gounder.
95. Poraya.
96. Pulavar (in Coimbatore and Erode Districts)
97. Pulluvar or Pooluvar
98. Pusala.
99. Reddy (Ganjam).
100. Sadhu Chetty (Including Telugu Chetty, Twenty four Manai Telugu Chetty)
101. Sakkaravar or Kavathi (in Kanyakumari District and Shencottah Taluk of Tirunelveli District)
102. Salivagana.
103. Saliyar, Padmasaliyar, Pattusaliyar, Pattariyar and Adhaviyar
104. Savalakkarakar.
105. Senaithalaivar, Senaikudiyar and Illaivanianar
- 105A Serakula Vellalar
106. Sourashtra (Patnulkarakar).
107. Sozhiavellalar (including Sozha Vellalar, Vetrilaikarakar, Kodikalkarakar and Keerai karar)
108. Srisayar.
109. Sundaram Chetty.
110. Thogatta Veerakshatriya.
111. Tholkollar (in Kanyakumari District and Shencottah Taluk of Tirunelveli District)
112. Tholuva Naicker and Vetalakara Naicker.
- 113.Omitted
114. Thoriyar.
- 115 Ukkirakula Kshatriya Naicker.

116. Uppara, Uppillia and Sagara
117. Urali Gounder (Except Tiruchirapalli, Karur, Perambalur and Pudukottai Districts) and Orudaya Gounder or Oorudaya Goundar (in Madurai, Theni, Dindigul, Coimbatore, Erode, Tiruchirapalli, Karur, Perambalur, Pudukottai, Salem and Namakkal Districts)
118. Urikkara Nayakkar.
- 118A. Virakodi Vellala.
119. Vallambar.
- 119A Vallanattu Chettiar.
120. Valmiki.
121. Vaniyar, Vania Chettiar. (including Gandla, Ganika, Telikula and Chekkalar)
122. Veduvar & Vedar (Except in Kanyakumari District and Senkottai Taluk of Tirunelveli District where the community is a Scheduled Caste)
123. Veerasaiva (in Kanyakumari District and Shencottah Taluk of Tirunelveli District)
124. Velar.
125. Vellan Chettiar.
126. Veluthodathu Nair (in Kanyakumari District and Shencottah Taluk of Tirunelveli District)
127. Vokkaligar (including Vakkaligar, Okkaligar, Kappiliyar, Kappiliya, Okkaliga Gowda, Okkaliya Gowda, Okkaliya Gowder, Okkaliya Gowda)
128. Wynad Chetty (in The Nilgiris District)
129. Yadhava (including Idaiyar, Telugu speaking Idaiyar known as Vaduga Ayar or Vaduga Idaiyar or Golla and Asthanthra Golla)
130. Yavana.
131. Yerukula.
- 131(A).Converts to Christianity from any Hindu Backward Classes Community or Most Backward Classes Community (except the converts to Christianity from Meenavar, Parvatharajakulam, Pattanavar, Sembadavar, Mukkuvar or Mukayar and Paravar) or Denotified Communities.
132. Orphans and destitute children who have lost their parents before reaching the age of ten and are destitutes; and who have nobody else to take care of them either by law or custom; and also who are admitted into any of the schools or orphanages run by the Government or recognised by the Government.

**(D)LIST OF BACKWARD CLASSES (MUSLIMS)**

(G.O. Ms.No.85 BC, MBC and Minorities Welfare (BCC) Department, Dt.29.07.2008.)

1. Ansar
2. Dekkani Muslims
- 3 Dudekula
4. Labbais including Rowthar and Marakayar (whether their spoken language is Tamil or Urdu)
5. Mapilla
- 6, Sheik
7. Syed

**(E) LIST OF MOST BACKWARD CLASSES**

G.O.Ms.No.85 BC, MBC and Minorities welfare (BCC) Dept.,dated 29.07.08

G.O.Ms.No.97 BC, MBC and Minorities welfare (BCC) Dept.,dated 11.09.08

1. Ambalakarar.
2. Andipandaram.

- 2(A). Arayar (in Kanyakumari District)
3. Bestha, Siviari.
4. Bhatraju (other than Kshatriya Raju)
5. Boyar, Oddar.
6. Dasari.
7. Dommara.
8. Eravallar (except Kanniyakumari district and shencottah Taluk of Tirunelveli District where the Community is a Scheduled Tribe)
9. Isaivellalar.
10. Jambuvanodai.
11. Jangam.
12. Jogi.
13. Kongu Chettiar (in Coimbatore and Erode Districts only)
14. Koracha.
15. Kulala (including Kuyavar and Kumbarar)
16. Kunnuvar Mannadi.
17. Kurumba, Kurumba Gounder (as per the G.O.Ms.No.96, BC,MBC and Minority Welfare (BCC) Dept.,dt.8.9.2008)
18. Kuruhini Chetty.
- 18(A).Latin Catholic christian Vannar( in Kanniyakumari District)
19. Maruthuvar, Navithar, Mangala, Velakattalavar, Velakatalanair and Pronopakari
20. Mond Golla.
21. Moundadan Chetty.
22. Mahendra, Medara.
23. Mutlakampatti.
24. Narikoravar.
25. Nokkar.
- 25(A). Panisaivan/Panisivan
26. Vanniakula Kshatriya (including Vanniyar, Vanniya, Vannia Gounder, Gounder or Kander, Padayachi, Palli and Agnikula Kshatriya)
27. Paravar (except in Kanniyakumari District and Shencottah Taluk of Tirunelveli District where the Community is Scheduled Caste).
- 27(A).Paravar converts to Christianity including the Paravar converts to Christianity of Kanniyarkumari District and Shencottah Taluk in Tirunelveli District. (As per the G.O.Ms.No.98, BC, MBC & Minorities Welfare (BCC) Dept. dt.05.11.2009).
28. Meenavar (Parvatha rajakulam, Pattanavar Sembadavar (including converts to Christianity)
29. Mukkuvar or Mukayar (including converts to Chirstianity)
30. Punnan Vettuva Gounder
31. Pannayar (other than Kathikarar in Kanniyakumari District)
32. Sathatha Srivaishnava (including Sathani, Chattadi and Chattada Srivaishnava)
33. Sozhia Chetty.
34. Telugupatty Chetty.
35. Thottia Naicker (including Rajakambalam, Gollavar, Sillavar, Thockalavar Thozhuva Naicker and Erragollar)
36. Thondaman.
- 36(A).Thoraiyar(Nilgris)

- 36(B).Thoraiyar (Plains)  
 37. Valaiyar (including Chettinad Valayars).  
 38. Vannar (Salaivai Thozhilalar) (including Agasa, Madivala, Ekali,Rajakula, Veluthadar and Rajaka) except in Kanniyakumari District and Shencottah Taluk of Tirunelveli District where the Community is a Scheduled Caste).  
 39. Vettaikarar.  
 40. Vettuva Gounder.  
 41. Yogeewarar

**(F ) LIST OF DENOTIFIED COMMUNITIES**

G.O.Ms.No.85 BC, MBC and Minorities welfare (BCC) Dept.,dated 29.07.08

1. Attur Kilnad Koravars : Salem , Namakkal ,Cuddalore , Villupuram, Ramanathapuram , Sivaganga and Virudhunagar Districts
2. Attur Melnad Koravars : Salem and Namakkal Districts.
3. Appanad Kondayamkottai:  
Maravar : Sivaganga, Virudhunaar, Ramanathapuram, Madurai, Theni and Dindigul Districts.
4. Ambalakarar :Thanjavur, Nagapattinam Tiruvarur, Tiruchirapalli , Karur, Perambalur, and Pudukottai Districts
5. Ambalakkarar : Suriyanur, in Tiruchirapalli District.
6. Boyas : Tiruchirapalli, Karur, Perambalur, Pudukottai, The Nilgiris, Namakkal Salem, Dharmapuri and Krishnagiri Districts.
7. Battu Turkas
8. C.K.Koravars : Cuddalore and Villupuram Districts
9. Chakkala : Sivaganga, Virudhunagar, Ramanathapuram, Thanjavur, Nagapattinam, Tiruvarur, Pudukottai, Tiruchirapalli, Karur, Perambalur, Madurai, Theni, Dindigul and The Nilgiris Districts.
10. Changayampudi Koravars : Vellore and Tiruvannamalai Districts
11. Chettinad Valayars : Sivaganga, Virudhunagar and Ramanathapuram Districts.
12. Dombs : Pudukkottai, Tiruchirapalli, Karur and Perambalur Districts.
13. Dobba Koravars : Salem and Namakkal Districts.
14. Dommars : Thanjavur, Nagapattinam, Tiruvarur, Pudukottai, Vellore and Tiruvannamalai Districts.
15. Donga Boya
16. Donga Ur.Korachas
17. Devagudi Talayaris
18. Dobbai Korachas : Tiruchirapalli , Karur , Perambalur and Pudukottai Districts.
19. Dabi Koravars : Thanjavur, Nagapattinam, Tiruvarur, Tiruchirapalli , Karur Perambalur, Pudukottai, Vellore and Tiruvannamalai Districts.
20. Donga Dasaris : Kancheepuram, Tiruvallur, Tiruchirapalli, Karur, Perambalur, Pudukkottai, Chennai, Salem and Namakkal Districts.
21. Gorrela Dodda Boya
22. Gudu Dasaris
23. Gandarvakottai Koravars : Tanjavur, Nagapattinam, Thiruvarur, Tiruchirappalli, Karur, Perambalur, Pudukkottai, Cuddalore and Villupuram Districts.
24. Gandarvakottai Kallars : Thanjavur, Nagapattinam, Thiruvarur and Pudukottai Districts .
25. Inji Koravars : Thanjavur, Nagapattinam, Thiruvarur, Tiruchirapalli, Karur,

Perambalur and Pudukottai Districts.

26. Jogis:: Kancheepuram,Tiruvallur,Chennai, Cuddalore, Villupuram, Vellore and Tiruvannamalai Districts.

27. Jambavanodai

28. Kaladis : Sivaganga, Virudhunagar, Ramanathapuram, Madurai, Theni, Dindigul, Thanjavur, Nagapattinam, Thiruvarur, Pudukottai, Tiruchirapalli, Karur and Perambalur Districts.

29. Kal Oddars : Kancheepuram, Tiruvallur, Ramanathapuram, Sivaganga, Virudhunagar, Madurai, Theni, Dindigul, Pudukottai, Thanjavur, Nagapattinam, Tiruvarur, Tiruchirapalli, Karur, Perambalur, Tirunelveli, Thoothukudi, Salem and Namakkal Districts.

30. Koravars : Kancheepuram, Tiruvallur,Chennai, Ramanathapuram, Sivaganga, Virudhunagar, Pudukottai, Thanjavur Nagapattinam,Thiruvarur, Tiruchirapalli , Karur, Perambalur, Tirunelveli, Thoothukudi, Madurai, Theni, Dindigul and The Nilgiris Districts.

31. Kalinji Dabikoravars : Thanjavur, Nagapattinam, Thiruvarur and Pudukottai Districts.

32. Kootappal Kallars : Tiruchirapalli, Karur , Perambalur and Pudukottai Districts.

33. KalaKoravars Thanjavur, Nagapattinam, Tiruvarur, Tiruchirapalli, Karur, Perambalur and Pudukottai Districts.

34. Kalavathila Boyas

35. Kepmaris : Kancheepuram, Tiruvallur, Pudukottai, Tiruchirapalli, Karur and Perambalur Districts.

36. Maravars : Thanjavur, Nagapattinam, Tiruvarur, Pudukottai, Ramanathapuram, Sivaganga, Virudhunagar, Tirunelveli and Thoothukudi Districts.

37. Monda Koravars

38. Monda Golla : Salem and Namakkal Districts.

39. Mutlakampatti : Tiruchirapalli, Karur, Perambalur and Pudukottai Districts.

40. Nokkars : Tiruchirapalli, Karur, Perambalur and Pudukottai Districts.

41. Nellorepet Oddars : Vellore and Tiruvannamalai Districts

42. Oddars : Thanjavur, Nagapattinam, Tiruvarur, Tiruchirapalli, Karur, Perambalur, Pudukottai, Madurai, Theni and Dindigul Districts.

43. Pedda Boyas : Tiruchirapalli, Karur, Perambalur and Pudukottai Districts

44. Ponnai Koravars : Vellore and Tiruvannamalai Districts

45. Piramalai Kallars :Sivaganga,Virudhunagar, Ramanathapuram, Madurai,Theni, Dindigul, Pudukottai, Thanjavur, Nagapattinam and Tiruvarur Districts.

46. Peria Suriyur Kallars : Tiruchirapalli, Karur, Perambalur and Pudukottai Districts.

47. Padayachi : Vellaiyan Kuppam in Cuddalore District and Tennore in Tiruchirapalli District.

48. Punnan Vettuva Gounder : Tiruchirapalli, Karur, Perambalur and Pudukottai Districts.

49. Servai : Tiruchirapalli, Karur, Perambalur and Pudukottai Districts.

50. Salem Melnad Koravars : Madurai, Theni, Dindigul, Coimbatore, Erode, Pudukottai, Tiruchirapalli, Karur, Perambalur, Salem, Namakkal, Vellore and Tiruvannamalai Districts.

51. Salem Uppu Koravars : Salem and Namakkal Districts.



52. Sakkaraihamadai Koravars :Velloreand Tiruvannamalai Districts.
53. Saranga Palli Koravars
54. Sooramari Oddars : Salem and Namakkal Districts.
55. Sembanad Maravars : Sivaganga, Virudhunagar and Ramanathapuram Districts .
56. Thalli Koravars : Salem and Namakkal Districts .
57. Thelungapatti Chettis : Tiruchirapalli, Karur, Perambalur and Pudukottai Districts .
58. Thottia Naickers : Kancheepuram,Tiruvallure, Sivaganga, Virudhunagar, Ramanathapuram, Thanjavur, Nagapattinam, Tiruvarur, Tiruchirapalli, Karur, Perambalur, Pudukkottai, Tirunelveli, Thoothukudi, Salem, Namakkal, Vellore, Tiruvannamalai, Coimbatore and Erode Districts.
59. Thogamalai Koravars or Kepmaris :Tiruchirapalli, Karur, Perambalur and Pudukottai Districts.
60. Uppukoravars or Settipalli Koravars : Thanjavur, Nagapattinam, Tiruvarur, Pudukottai, Madurai, Theni, Dindigul, Vellore and Tiruvannamalai Districts.
61. Urali Gounders : Tiruchirapalli, Karur, Perambalur and Pudukottai Districts.
62. Wayalpad or Nawalpeta : Korachas
63. Vaduvarpatti Koravars : Madurai, Theni, Dindigul, Ramanathapuram, Sivaganga, Virudhunagar, Tirunelveli, Thoothukudi, Tiruchirapalli, Karur, Perambalur and Pudukottai Districts.
64. Valayars : Madurai, Theni, Dindigul, Tiruchirapalli, Karur, Perambalur, Pudukottai, Erode and Coimbatore Districts.
65. Vettaikarar : Thanjavur, Nagapattinam, Tiruvarur and Pudukottai Districts.
66. Vetta Koravars : Salem and Namakkal Districts.
67. Varaganeri Koravars : Tiruchirapalli, Karur, Perambalur and Pudukottai Districts.
68. Vettuva Gounder : Tiruchirapalli, Karur, Perambalur and Pudukottai Districts.