

4. DISTRIBUTION OF VACANCIES: -

VACANCIES	GT							BC							BCC			
	GTG	GTW	GTDW	GTEX	GTG_BLIND	GTG_DEAF	GTG_ORTHO	BCG	BCW	BCDW	BCEX	BCG_DEAF	BCW_DEAF	BCG_ORTHO	BCC_G	BCCW	BCC_(DW)	BCC_EX
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
4103	827	224	164	43	13	1	1	574	147	135	43	1	6	1	111	3	25	1

BCM				MBC/DC						SC					ST	
BCM_G	BCM_W	BCM_(DW)	BCM_EX	MBC/DCG	MBC/DCW	MBC/DCDW	MBC/DCEX	MBC/DCG_BLIND	MBC/DCG_ORTHO	SCG	SCW	SCDW	SCEX	SCG_BLIND	STG	STDW
(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)	(34)	(35)
57	3	12	1	549	119	144	20	1	7	564	122	152	15	1	15	1

* Unit wise – Category wise distribution of vacancies is available at Commission's Website www.tnpsc.gov.in

GT - General Turn, BC - Backward Class, BCC - Backward Class Christian, BCM - Backward Class Muslim, MBC/DC - Most Backward Class/ Denotified Communities, SC- Scheduled Caste, ST - Scheduled Tribe, G - General, W - Women, DW - Destitute Widow, EX- Ex-servicemen, Ortho – Orthopaedically Handicapped

5. ELIGIBILITY CONDITIONS FOR APPLYING:-

1. Special Competitive Examination is open only to the persons who are appointed as per G.O.Ms.No.84, P&AR (Per.G) Department, dated 04.07.2003 and G.O.Ms.No.85, P&AR(per.G)Department, dated 04.07.2003 on contract basis for a gross monthly remuneration of Rs.4000/- and continuing in service in Departments of Secretariat as temporary contract Assistant, in Districts as Temporary Contract Junior Assistant and in TASMACH who have been employed vide G.O.Ms.No. 84, P&AR (Per.G) Department, dated 04.07.2003 and transferred to TASMACH as per G.O.Ms.No.425, P&AR (G) Department, dated 04.12.2003.
2. The filled in application along with the Employment certificate mentioned in para 14(b) should be sent through their Head of Department.
3. Applications will not be received direct from the candidates.

6. GENERAL INFORMATION :-

- A. The Rule of reservation of appointments applies to each unit separately
- B. As per G.O.Ms.No.241, P&AR (K) Department, dated 29.10.2007, the Government have issued orders reserving 3.5 % to BC Christians and 3.5% to BC Muslims within the 30% reservation available for BCs. Persons who claim reservation as per the G.O. should fill-up Columns 6, 7 and 7(a) of the OMR application and shade the boxes thereunder. All the concessions / relaxations / benefits applicable to BC candidates are applicable to BC Christian and BC Muslim candidates also.

Note:

[BCCs denotes Backward Class Christians and BCMs denotes Backward Class Muslims].

- C. If no qualified and suitable woman candidates are available for selection against the vacancies reserved for them, those vacancies will be filled by male candidates belonging to the respective communal categories.
- D. If no qualified and suitable Ex-servicemen belonging to a particular category is available for selection for appointment against reserved turn such turn shall be filled up by a candidate other than Ex-servicemen but belonging to the particular category.
- E. Reservation for Physically Handicapped persons applies for this recruitment
- F. Reservation for Destitute Widows applies for this recruitment.

Explanation:

“Destitute Widow” means a widow whose total monthly income from all sources shall not be more than Rs. 4000/- (Rupees four thousand only) including any family pension or other receipts including income from private practice in the case of professionals. Such candidates 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.

“Destitute Widow” shall include a candidate born outside the State of Tamil Nadu and became a widow after her marriage to a person belonging to the State of Tamil Nadu and residing permanently in the State of Tamil Nadu and shall also include a candidate born in the State of Tamil Nadu and became a widow after her marriage to a person belonging to other State and settled permanently in the State of Tamil Nadu, but shall not include a candidate belonging to other State not covered under the above said categories.

G. A member of the Adi–Dravidar Castes on conversion to Sikhism or Buddhism will be entitled to the concession admissible to Adi-Dravidar Castes (Hindus).

H. CERTIFICATE OF PHYSICAL FITNESS:-

Candidates selected for appointment to the post will be required to produce a certificate of physical fitness in the form prescribed for posts in the “**Tamil Nadu Ministerial Service/ Tamil Nadu Judicial Ministerial Service/Tamil Nadu Secretariat Service**”. The Standard of vision prescribed for the post is ‘**Standard- III**’ or better. Standard –III is as follows:

	Better eye		Worse eye
Distant vision without glasses	6/9	OR	6/9
Distant vision with glasses	6/6		6/12

Candidates with defective vision should produce eye fitness certificate from qualified Eye Specialist.

I. The Physically Handicapped persons should produce a certificate of physical fitness from the Medical Board to the effect that his/her handicap will not render him/her incapable of efficiently discharging the duties attached to the post to which he/she has been selected, before appointment.

J. The number of vacancies advertised is only approximate and is liable to modification with reference to vacancy position at any time before or at the time of actual Selection.

K. Regarding the vacancies available in the Department of Hindu Religious and Charitable Endowment, only persons professing Hindu Religion are eligible.

L. Any claim relating to the selection should be received within 90 days from the date of announcement of results. Claims received thereafter will receive no attention.

7. QUALIFICATIONS: -**(A) AGE (as on 01.07.2007):**

(i) **MINIMUM AGE LIMIT – Should have completed 18 years (for all candidates).**
(i.e. should have been born on or before 01.07. 89)

(ii) MAXIMUM AGE LIMIT

- | | |
|---------------------------------------------------------------------------------------------|------------------|
| (a) For SCs, STs and Destitute Widows of all castes | - Below 35 Years |
| (b) For MBCs/DCs, BCs, BCCs and BCMs | - Below 32 Years |
| (c) For other than SCs, STs, MBCs/DCs, BCs
BCCs, BCMs and Destitute Widows of all castes | - Below 30 Years |

(1) No maximum age limit for candidates belonging to SCs, STs, MBCs/DCs, BCs, BCCs, BCMs and Destitute Widows of all castes who possess a General Educational Qualification which is higher than the Minimum General Educational Qualification (i.e. who have passed P.U.C / H.S.C / Diploma /Degree).

(2) Age relaxation of 5 years in the maximum age limit will be applicable to persons (viz., unemployed youth and those who are in Service) affected by the ban orders as per the orders issued in G.O.Ms.No.98,P&AR(S) Department, dated 17.07.06 and G.O.Ms.No.152, P&AR(S) Department, dated 18.09.06 respectively and subsequent clarifications thereon.

Note:**Age Relaxation:**

Candidates who have exceeded the age-limit announced above, in addition to the age relaxation of 5 years in the upper age limit ordered by the Government, may also apply and the question of relaxing the age rule in favour of the successful candidates will be considered by Government.

(B) EDUCATIONAL QUALIFICATION:

Candidates should possess the following or its equivalent qualification on the date of temporary contract appointment:-

Minimum General Educational Qualification;**Explanation:**

Minimum General Educational Qualification means:

- (i) A pass in the SSLC Examination with eligibility for admission to College courses of studies in the Universities in this State. (11 years course of study)

OR

- (ii) A pass in the SSLC Examination of this State. (10 years course of study)

(Please refer Sl.No.7 and 9 of "Instructions etc. to candidates")

(C) KNOWLEDGE OF TAMIL:

Candidates should possess adequate knowledge of Tamil.

(For details refer Sl.No.10 of Commission's 'Instructions etc. to candidates')

8. SCHEME OF WRITTEN EXAMINATION:-**GROUP-IV SERVICES S.S.L.C STANDARD (OBJECTIVE TYPE):**

Subject	Duration	Maximum Marks	Minimum Qualifying Marks for selection
Single Paper in General Knowledge (S.S.L.C. Standard) (100 items) + General Tamil / General English (S.S.L.C. Standard) (100 items)	3 Hours	[150 + 150] 300	90

Note:

- (i) Two Types of question papers will be set. One type of question paper will contain questions on General Knowledge (100 items) and General English (100 items). The other will contain questions on General Knowledge (100 items) and General Tamil (100 items). Candidates are given the option to choose either General Tamil or General English for answering the second 100 items apart from answering the first 100 items on General Knowledge. Candidates should mention in column 22 of the OMR application form under the heading compulsory subject, the subject i.e. General Tamil or General English chosen by them, failing which they will be penalised.
- (ii) The questions on General Knowledge will be set both in English and in Tamil and the questions on General Tamil/General English will be set in the respective languages.
- (iii) The Syllabi for the said subjects have been published in the Tamil Nadu Public Service Commission Bulletins as follows:

Sl.No.	Subject	Page No.	Tamil Nadu Public Service Commission Bulletin No. & Date
1.	General Knowledge	490	No.16, dated 01.08.2004
2.	General Tamil	721	No.11, dated 16.05.2001.
3.	General English	722	No.11, dated 16.05.2001

The Syllabi have also been made available in the Commission's Website at www.tnpsc.gov.in

9. CENTRES FOR WRITTEN EXAMINATION:

The Written Examination will be held at the centres mentioned below:

Sl.No.	Name of the Centre	Centre Code
1.	Chennai	001
2.	Coimbatore	002
3.	Madurai	010
4.	Salem	017
5.	Thanjavur	019
6.	Tiruchirappalli	025
7.	Tirunelveli	026
8.	Vellore	027
9.	Villupuram	028

Note:

- Candidates should choose any one of the centres mentioned above and appear for the examination at their own expenses.
- Request for change of centre will not be complied with.
- The Commission reserves the right to increase or decrease the number of examination centres and to re-allot the candidates.

10. PROCEDURE OF SELECTION:-

Selection will be made on the basis of marks in the Written Examination, number of vacancies, Post option exercised by the candidates and following the rule of reservation of appointments.

11. EXERCISING OF OPTIONS:-

At the time of verification of Original Certificates, (After the announcement of selection list) the candidates will be required to exercise their option as to which of the Unit he/she wishes to be allotted. However the candidates are required to exercise post option in column 23 of OMR application irrespective of the Service/Unit for which they apply. The Post Code No. is given in para No.1 of this Notification.

12. SECURITY:-

Candidates to be selected for appointment as Junior Assistant (Security), Bill Collector should pay the security amount as may be prescribed by the appointing authority concerned at the time of appointment.

13. EXAMINATION FEE: Rs.75/- (Rupees Seventy five only)

Examination fee should be paid only through any one of the Post offices listed in Annexure – III to the Brochure and the Postal receipt obtained for the payment of fee should be pasted in the space provided in the application. (For further details refer para. 2 under part –III of Information Brochure and for Examination fee concessions, refer para 12 of the 'Instructions etc. to candidates').

Note:

All candidates should pay Rs. 5/- (Rupees five only) as service charge to the Post Office, while obtaining the postal receipt. Candidates should inform the OMR application Number to the Counter Clerk of the Post Office for obtaining the Postal receipt.

14(a). ENCLOSURES TO BE SENT ALONG WITH APPLICATION:-

Candidates should enclose copies of all certificates (including evidence for Educational Qualification possessed by them) as mentioned in para 15 of the Commission's 'Instructions etc. to candidates' and item 25 under part –II of Information Brochure along with a Postal receipt to the value of Rs.75/- (Rupees Seventy five only) pasted in the column provided in the application, unless exemption of fee is claimed. **Original Certificates (except the Employment Certificate) should not be sent.**

Applications received without the attested copies of certificates as specified above will be rejected.

In addition to the documents specified above candidates should also send their present temporary Contract Employment Certificate in original in the format as illustrated in para 14(b), below, along with the application.

14(b). DETAILS REGARDING CANDIDATES PRESENT TEMPORARY CONTRACT EMPLOYMENT:-

Persons who are appointed as per G.O.Ms.No.84, P&AR (Per.G) Department, dated 04.07.2003 and G.O.Ms.No.85, P&AR(per.G)Department, dated 04.07.2003 on contract basis for a gross monthly remuneration of Rs.4000/- and continuing in service in Departments of Secretariat as temporary contract Assistant, in Districts as Temporary Contract Junior Assistant and in TASMAL who have been employed vide G.O.Ms.No. 84, P&AR (Per.G) Department, dated 04.07.2003 and transferred to TASMAL as per G.O.Ms.No.425, P&AR (G) Department, dated 04.12.2003 shall fill in columns 1 to 3 in the format given below and submit it to the Head of Office under whom he/she is working, along with OMR application form with all the required enclosures as stated in para 14 above for onward transmission by the Head of Department to the Commission's office, after duly filling in columns 4 to 7, (by the Head of the Department/Office), in the format given below, so as to reach the Commission's Office before 5.45 p.m. on 22-01-2008 i.e. the last date for receipt of applications in the Commission's Office, failing which his/her application will not be considered. (Applications will not be received direct from the candidates).

EMPLOYMENT CERTIFICATE

1. Name of the candidate :
2. Candidate's OMR Application No. :
(Sent to the Commission's Office)
3. Particulars of employment with date(s) :
(i.e. from the date of his/her first :
temporary contract appointment.)

(Columns 1 to 3 are to be filled by the candidates)

Signature of the candidate

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4. Date of Employment of the above candidate and whether he/she is now continuing in temporary contract Service. :
 5. Whether the candidate's work and conduct have been satisfactory during his/her temporary contract appointment :
 6. Whether any punishment has been awarded to the candidate. :
 7. Whether any charge is pending or contemplated against the candidate :

(Columns 4 to 7 are to be filled in by the Head of Department/Office under whom the candidate is now working).

Employment Exchange Registration No. and Date

Signature of the Head of Department/Office.
and date with Office Seal.

Applications received without the Employment Certificate in original, as specified above will be rejected.

Note:

In case any criminal/disciplinary action is initiated or any punishment is imposed against such persons after the submission of application and before actual appointment, such candidate should report this fact forthwith to the Commission indicating his/her Register No. pertaining to this recruitment.

15. CONCESSIONS:-

Concessions in the matter of age and/or fees allowed to SCs., STs., MBCs/DCs., BCs, BCCs, BCMs, Destitute Widows, Ex-Servicemen, Physically Handicapped persons, discharged and serving temporary State Government employees below 40 years of age, etc. are given in the Commission's 'Instructions, etc. to candidates'.

16. ISSUE OF APPLICATION FORMS: -

- A. OMR application form along with an INFORMATION BROCHURE containing General Instructions for filling up the application form, Commission's 'Instructions, etc. to candidates' and an envelope for sending application can be obtained from any one of the HEAD POST OFFICES in Tamil Nadu or from the Head Post Office, Puduchery or from the Post Office of Lalgudi or Virudhachalam on payment of Rs.30/- (Rupees Thirty only). (The list showing the names of Post Offices is available in the Commission's Website at www.tnpsc.gov.in.)
- B. OMR application forms can also be obtained in person from the sales counter of the office of the Tamil Nadu Public Service Commission, Omanthoorar Government Estate, Chennai-600 002, on all working days till the closing date upto 5.00 p.m. (Excluding lunch interval between 1.30 and 2.00 p.m.) only on cash payment of Rs.30/- (Rupees Thirty only). **Application forms will not be supplied to the candidates by Post.**
- C. Candidates should use only the OMR application form (AD or subsequent series). No other typed or printed or Xeroxed / Photocopy of the application form will be accepted and such application, if any received, will be summarily rejected.

17. RECEIPT OF APPLICATION :-

- (A) Candidates are advised to verify the following aspects also **before sending their filled in OMR applications** to the Commission's office **through their Head of the Department**.
 - (i) Signature by the candidate below the declaration in Ballpoint pen or fountain pen only. **Failure to sign will entail rejection of his/her application.**
 - (ii) Post preference in column 23 of the OMR application specified and the Boxes thereunder shaded.
 - (iii) Columns 11, 14(d) and 23(a) of the O M R application form need not be filled in.
 - (iv) Columns 1, 1(a) 3, 4, 22, 23 and 24 in the OMR application form filled up based on the details available in this Notification / Advertisement.
 - (v) Columns 6,7 and 7(a) of OMR application are filled in and the Boxes thereunder shaded.
- (B) **Filled in applications must be sent to the Controller of Examinations, Tamil Nadu Public Service Commission, Omanthoorar Government Estate, Anna Salai, Chennai – 600 002, through their Head of the Department, by Registered Post / Speed Post well in advance so as to reach the Commission's Office before 5.45 p.m. on 22-01- 2008.**
- (C) **Applications will not be received direct from the candidates.**
- (D) **Applications which are received through the Head of the Department, in which candidates are employed, alone will be entertained:-**

Secretary.