



TAMIL NADU PUBLIC SERVICE COMMISSION

Advertisement No.561

Notification No.31/2019

DATED: 08.11.2019

(Individual communication regarding the date and time of Certificate Verification and Counselling will not be sent to the Candidates and the above details will be made available in the Commission's Website. Candidates will be informed of the above fact only through SMS and e-mail)

Warning

- All the Recruitments conducted by the Tamil Nadu Public Service Commission are purely merit based.
- Tamil Nadu Public Service Commission hereby cautions the candidates against touts and agents who cheat by making false promises of securing job through unfair means.
- Tamil Nadu Public Service Commission shall not be responsible or liable for any loss that may be caused to any candidate on account of indulging into any sort of actions with such unscrupulous persons.
- Candidates are solely responsible for their claims in the online application. They cannot blame the service providers like internet cafe/browsing centres/common service centres for the mistakes made while applying online for the recruitment. Candidates are advised to check the filled in online application before submitting the same.

எச்சரிக்கை

- தேர்வாணையத்தின் தெரிவுகள் அனைத்தும் விண்ணப்பதாரர்களின் தர வரிசைப்படியே மேற்கொள்ளப்படுகின்றன.
- பொய்யான வாக்குறுதிகளை சொல்லி, தவறான வழியில் வேலை வாங்கித் தருவதாக கூறும் இடைத்தரகர்களிடம் விண்ணப்பதாரர்கள் மிகவும் கவனமாக இருக்குமாறு எச்சரிக்கப்படுகிறார்கள்.
- இதுபோன்ற தவறான மற்றும் நேர்மையற்ற நபர்களால் விண்ணப்பதாரர்களுக்கு ஏற்படும் எந்தவொரு இழப்புக்கும் தேர்வாணையம் எந்தவிதத்திலும் பொறுப்பல்ல.
- விண்ணப்பத்தில் குறிப்பிடப்படும் அனைத்து தகவல்களுக்கும் விண்ணப்பதாரரே முழு பொறுப்பாவார். விண்ணப்பதாரர்கள் தேர்விற்கு விண்ணப்பிக்கும்போது விண்ணப்பத்தில் தவறான தகவல்கள் ஏதேனும் குறிப்பிடப்பட்டிருந்தால் அதற்கு விண்ணப்பதாரரே பொறுப்பாவாரே தவிர, இதுதொடர்பாக விண்ணப்பதாரர்கள் தாங்கள் தேர்விற்கு விண்ணப்பித்த இணையதள மைய (Browsing Centre / Internet Cafe) உரிமையாளரை குற்றம் சாட்டக்கூடாது. விண்ணப்பதாரர்கள் தங்களது விண்ணப்பத்தினை சமர்ப்பிக்கும் முன்னர் விண்ணப்பத்தினை நன்கு சரிபார்த்த பின்னரே சமர்ப்பிக்குமாறு அறிவுறுத்தப்படுகிறார்கள்.

Applications are invited only through online mode up to 08.12.2019 for Direct Recruitment to the following post:-

Name of the Post	Name of the Service and Code No.	No. of vacancies	Scale of Pay
Assistant Section Officer (Translation) in Tamil Development and Information Department (2018-2019) (Post Code : 2069)	Tamil Nadu Secretariat Service (Code No.057)	05 Tamil-04 Hindi-01	Rs.36,400-1,15,700/- (Level-16)

It is mandatory for the applicants to register their basic particulars through One-Time online Registration system on payment of Rs.150/- (Rupees One Hundred and Fifty only) towards registration fee and then should apply online for this recruitment. [The One-Time Registration will be valid for 5 years from the date of registration. Thereafter, the registration should be renewed by paying the prescribed fee.]

2. DISTRIBUTION OF VACANCIES

GT(G)	BC(G)	GT(W)	BC(W)	MBC/DC(PSTM)	Total
1	1	1	1	1	5

(Abbreviation:- GT-General Turn - G-General; BC(OBCM) - Backward Classes (Other than Backward Class Muslims); MBC/DC - Most Backward Classes / Denotified Communities; W-Woman, PSTM-Persons Studied in Tamil Medium)

3. IMPORTANT DATES AND TIME

Date of Notification	08.11. 2019	
Last date for submission of application	08.12. 2019	
Last date for payment of Examination Fee through Bank (State Bank of India or HDFC Bank)	10.12. 2019	
Date of Written Examination		
Paper-I (Subject paper) (Degree Standard)	11.01.2020 FN	10.00 A.M. to 01.00 P.M
Paper – II (General Studies)(Degree Standard)	11.01.2020 AN	02.30 P.M. to 04.30 P.M

4. FEES

a)	<p><u>Registration Fee</u></p> <p>For One-Time Registration (Revised with effect from 01.03.2017 vide G.O.(Ms).No.32, Personnel and Administrative Reforms Department, dated 01.03.2017)</p> <p><u>Note :</u></p> <p>(i) Applicants who have already registered in One-Time Registration system by paying Rs.50/- before 01.03.2017 and those who have registered for One-Time Registration on or after 01.03.2017 by paying Rs.150/- are exempted from paying the registration fee for this recruitment.</p> <p>(ii) Applicants who have made One-Time Registration must pay the prescribed examination fee for this recruitment <u>unless fee exemption is claimed.</u> (One-Time Registration is only to avail exemption for Registration fee for a period of 5 years from the date of registration and it will not be considered as prescribed examination fee for this recruitment).</p>	Rs.150/-
b)	<p><u>Examination Fee</u></p> <p><u>Note :</u></p> <p>The Examination fee should be paid at the time of submitting the online application for this recruitment, if they are not eligible for the fee concession noted below.</p>	Rs.100/-

EXAMINATION FEE CONCESSION

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

Note :

- (i) Applicants can avail exemption from paying examination fees as per eligibility criteria.
- (ii) The three / two free chances referred to above are not for **EACH POST** but for **ANY THREE TWO APPLICATIONS ONLY**. The claim for exemption from payment of examination fee made in any application which is rejected/ admitted or withdrawn will be counted as a free chance availed.
- (iii) Failure to pay the prescribed fee along with the application in time will be liable for rejection of application.
- (iv) The number of free chances availed by the applicant means the total number of free chances hitherto availed by the applicant in his / her earlier application submitted to the Commission for any post / recruitment.
- (v) If the examination fee concession claimed in the application is found to exceed the admissible limits as announced above, the application will be rejected at any stage of selection. The number of free chances availed by the applicants will be counted from the previous applications submitted through One-Time Registration and/ or submitted directly without One-Time Registration i.e., before One-Time Registration was made as mandatory.

5. MODE OF PAYMENT OF EXAMINATION FEE

- Examination fee of Rs.100/- (Rupees One Hundred only) is payable online through Net banking / Credit card / Debit card or it can be paid offline at SBI/ HDFC Bank within 2 days from the date of submission of online application, by choosing the option in the online application.
- Applicants have to register their basic particulars through One-Time Registration which is mandatory on payment of Rs.150/- (Rupees One Hundred and Fifty Only) towards registration fee and then should apply online for this recruitment. The One-Time Registration will be valid for 5 years from the Date of Registration. Thereafter, the registration should be renewed by paying the prescribed fee. Applicants who have already registered in One-Time Registration system on payment of Rs.50/- before 01.03.2017 and those who have registered for One-Time Registration on or after 01.03.2017 by paying Rs.150/- towards One-Time Registration are exempted from paying the registration fee for this recruitment.
- Applicants have also to pay the service charges applicable to the State Bank of India/ HDFC Bank.
- **Offline mode of payment in the form of Demand Draft / Postal Order etc., will not be accepted and the applications forwarded with such modes of payment will be summarily rejected. Those who have registered in the One-Time Registration system and paid the registration fee of Rs.150/- and received the registration ID need not pay the Registration fee i.e., Rs.150/- and it is enough to pay the examination fee alone.**
- Applicants who have made One-Time Registration must pay the prescribed examination fee for this recruitment. (One-Time Registration is only to avail exemption from Registration fee for a period of five years from the date of registration and it will not be considered as prescribed examination fee for this recruitment).

(For further details, refer [para 2 \(13 – 23\) of “Instructions to Applicants”](#)).

Note:

The fees once paid to the Tamil Nadu Public Service Commission will not be refunded to the applicants under any circumstances.

6. QUALIFICATIONS

A) AGE LIMIT (as on 01.07.2019)

Category of Applicants	Minimum Age (Should have completed)	Maximum Age (Should not have completed)
SCs, SC(A)s, STs, MBCs/DCs, BCs, BCMs and DWs of all Castes	Minimum 18 years	No Maximum age limit
"Others" [i.e. Applicants not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]		30 Years

Age Concession

- (i) No Maximum age limit for SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs and DWs of all castes who have passed Pre Technical course /Pre University Course /Higher Secondary Course/ Diploma and Degree.
- (ii) **For Differently Abled Persons (Others)**
- (a) Differently Abled Persons are eligible for age concession upto 10 years over and above the maximum age limit prescribed above.
- (iii) **For Ex-Servicemen: (Others)**
- (a) Ex-servicemen are eligible for age concession upto 48 years of age.
- (b) The above mentioned age concession will not apply to those Applicants who have already been recruited to any class or service or category.

Note:

- (i) Applicants not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs., who have put in 5 years and more of service in the State/ Central Government are not eligible to apply even if they are within the age limit.
- (ii) Instructions given with regard to maximum age limit under Para 5 of the 'Instructions to Applicants' will apply to this recruitment.
- (iii) **No maximum age limit shall mean that the applicants should not have completed 58 years of age either on the date of notification or at the time of selection / appointment to the post.**

(B) EDUCATIONAL QUALIFICATION: (as on 08.11.2019)

Candidates should possess the following or its equivalent qualifications:-

For the post of Assistant Section Officer in Tamil:-

"A Degree of any University recognized by the University Grants Commission with Tamil in any one of the parts in the Degree course"

For the post of Assistant Section Officer in Hindi:

"A Degree of any University recognized by the University Grants Commission with Hindi in any one of the parts in the Degree course."

Provided that adequate knowledge of Tamil is essential for the language sections other than Tamil Language section.

Note :

- (i) The qualification prescribed for this post should have been obtained by passing the required qualification in the order of studies viz. 10th + HSC or its equivalent + U.G. Degree Standard as stipulated in Section 25 of Tamil Nadu Government Servants (Conditions of Service) Act 2016. The results of exam should have been declared on or before the date of Notification.
- (ii) Applicants claiming equivalence of qualification to the prescribed qualification should upload and submit evidence for equivalence of qualification in the form of G.O. issued prior to the date of this notification when called for, failing which, their application will be summarily rejected.
- (iii) The G.Os issued regarding equivalence of prescribed qualification after the date of this notification will not be accepted.

(C) CERTIFICATE OF PHYSICAL FITNESS

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

Form of Certificate of Physical Fitness	Standard of Vision Prescribed for the Post
Form prescribed for the posts in the Tamil Nadu Ministerial Service, the Tamil Nadu Judicial Ministerial Service and the Tamil Nadu Secretariat Service	Standard III or better

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

(D) KNOWLEDGE IN TAMIL

Applicants should possess adequate knowledge in Tamil on the date of this Notification.

(Note (i) under para 11 of the Commission's "Instructions to Applicants" is not applicable to this recruitment to this post).

7. CONCESSIONS

- (i) Concessions in the matter of age and/or fees allowed to SCs, SC(A)s, STs, MBCs/DCs, BCs, BCMs, Destitute Widows, Differently Abled Persons, Ex-servicemen, other categories of persons etc., are given in [para 12 to 14 of the 'Instructions to Applicants'](#).
- (ii) Persons claiming concession referred to above have to produce evidence for such claim, when called for, otherwise their application will be liable for rejection.

Note:

In all cases, an Ex-Serviceman once recruited to a post in any class or service or category, **cannot claim the concession** of being called an Ex-Serviceman for his further recruitment. [Proviso to Section 3(j)(vii) of Tamil Nadu Government Servants (Conditions of Service) Act, 2016]

8. SCHEME OF WRITTEN EXAMINATION :-

Subject	Duration of Examination	Maximum Marks	Minimum Qualifying Marks for Selection	
			SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs.	Others
<u>I. PAPER-I (Descriptive)</u> <u>Language – Tamil</u> (Code No: 099) Translation (i) English to Tamil (ii) Tamil to English 2. Precis Writing in English 3. Precis Writing in Tamil <u>Language – Hindi</u> (Code No: 188) 1. Translation (i) Tamil to English (ii) English to Tamil (iii) Tamil to Hindi (iv) Hindi to Tamil (v) English to Hindi (vi) Hindi to English 2. Precis Writing in Hindi	3 Hours	300	150	200
<u>II. PAPER-II (Objective)</u> (100 Questions) <u>General Studies</u> (Code No.003) General Studies (Degree standard) - 75 Questions. Aptitude and Mental Ability Test (SSLC Standard) - 25 Questions.	2 Hours	200		
Total		500		

Note :

- (i) Candidate should specify in the application the subject in which they wish to write the examination.
They should choose only one subject in which they have obtained the qualification.
- (ii) The question papers for the language papers will be set in respective languages and General studies will be set in both English and Tamil.
- (iii) Refer [para 22 of "Instructions to Applicants"](#) in regard to instructions to be followed while appearing for competitive examinations conducted by the Commission.
- (iv) The Syllabus for Examination is furnished in the [Annexure - I](#) of the notification and also available in the Commission's website www.tnpsc.gov.in.

9. CENTRE FOR EXAMINATION

Examination will be held in the following 15 Centres:

Name of the Centre	Centre Code
Chennai	0100
Madurai	1000
Coimbatore	0200
Tiruchirappalli	2501
Tirunelveli	2601
Salem	1701
Thanjavur	1901
Villupuram	2801
Vellore	2701
Krishnagiri	3101
The Nilgiris	1301
Ramanathapuram	1600
Kancheepuram	0700
Nagercoil	0800
Karaikudi	1804

Note :

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

10. SELECTION PROCEDURE

Based on the marks obtained by the candidates in the Written Examination, the tentative list of eligible candidates for certificate verification will be announced in the Commission's website. After verification of the original certificates, the eligible candidates will be summoned for final selection through counselling method.

(For further details refer [paragraph 23 of "Instructions to Applicants"](#))

11. NO OBJECTION CERTIFICATE / INFORMATION TO THE EMPLOYER

No Objection Certificate obtained from appropriate authority shall be produced at the time of Certificate Verification, failing which, the application will be rejected.

For details refer [Para 15 \(g\) of Commission's "Instructions to Applicants"](#).- Any violation of this instruction will be liable for / end in rejection of application and forfeiture of his/her candidature.

12. GENERAL INFORMATION

- A. The rule of reservation of appointments is applicable to this recruitment.
- B. In G.O.(Ms.) No.145, Personnel and Administrative Reforms (S) Department, dated 30.09.2010, and G.O.(Ms.)No.40 Personnel and Administrative Reforms(S) Department dated 30.04.2014, the Government have issued orders to fill 20% of all vacancies in direct recruitment on preferential basis to persons who studied the **prescribed qualifications in Tamil Medium**. Applicants claiming this reservation must have studied the prescribed qualifications for the post in Tamil Medium and should have the certificate for the same. **Having written the University Examinations or Competitive Examinations in Tamil language alone will not qualify the candidate for claiming this reservation.** If the Applicants with PSTM Certificate are not available for selection for appointment against reserved turn, such turn shall be filled by Non-PSTM Applicants but belonging to the respective communal category. The PSTM certificate shall be produced by the applicant in prescribed format/ proforma available in the Commission's website at www.tnpsc.gov.in" which shall be obtained from the Head of the Institution and to be submitted when called for by the Commission.

(For further details refer para 27 (XIX) of "Instructions to Applicants")

- C. The number of vacancies advertised is only approximate and is liable to modification with reference to vacancy position at any time including reduction before finalization of selection.**
- D. The selection for appointment to the above said post is purely provisional subject to Final Orders on pending Writ Petitions, if any, filed at Madras High Court and Madurai Bench of Madras High Court.
- E. As per Section 26 and 27(c) of Tamil Nadu Government Servants (Conditions of Service) Act 2016, reservation of appointment to **Destitute Widows and Ex-Servicemen** respectively is not applicable to this recruitment.
- F. **This post is not included under the list of posts of Group-A & B category which are identified as suitable for 4% reservation to Differently Abled Persons vide G.O.(Ms.)No.20, Welfare of Differently Abled (DAP 3.2) Department, dated 20.06.2018. However, the persons belonging to DAP categories can apply in this post. Eligibility of such candidate in other eligible categories will be listed after the receipt of Government orders regarding admissibility of DAP to this post.**
- G. The Differently Abled persons should submit copy of Differently Abled Certificate specifying the nature of physical handicap and the degree of disability when called for by the Tamil Nadu Public Service Commission. If selected, they should produce a Fitness Certificate obtained from the Medical Board to the appointing authority. [Section 20 (5) of Tamil Nadu Government Servants (Conditions of Service) Act 2016].
- H. If no qualified and suitable women applicants are available for selection against the vacancies reserved for them, those vacancies will be filled by male applicants belonging to the respective communal categories.

- I. Wherever vacancies are reserved for Arunthathiyars on preferential basis, even after filling the vacancies reserved for SC (Arunthathiyars) on preferential basis, if more number of qualified Arunthathiyars are available, they shall be entitled to compete with the Scheduled Castes other than Arunthathiyars in the inter-se-merit among them and if any posts reserved for Arunthathiyars remain unfilled for want of adequate number of qualified applicants, it shall be filled by Scheduled Castes other than Arunthathiyars.
- J. Any subsequent claim made thereafter on submission of online application will not be entertained. Evidence for claims made in the online application should be uploaded / submitted in time, when called for. Failure to submit the documents within the stipulated time limit **will entail rejection of the Application.**
- K. Correct and True information regarding arrest, convictions / debarment / disqualification by any recruiting agency, criminal or any disciplinary proceedings initiated / pending or finalized, participation in agitation or any Political Organization, candidature in election for Parliament/State Legislature/Local Bodies etc., if any, should also be furnished to the Commission at the time of application i.e., the details thereof, originals of the Judgement, order or G.O dropping further action in Departmental proceedings or any document that may prove the suitability of such Applicants for a Government appointment in such cases must be produced at the stage / time of Certificate Verification without fail.
- L. **Incomplete applications and applications containing wrong claims or incorrect particulars relating to category of reservation / other basic qualification / eligibility wise / age / communal categories / educational qualification / physical qualification and other basic eligibility criteria will be summarily rejected.**
- M. **One-Time Registration is not an application for any Post / Recruitment. Though the details/particulars were furnished in the One-Time Registration by the applicants, the details/particulars furnished in the online application submitted for this recruitment alone will be taken into consideration. Tamil Nadu Public Service Commission will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application for this recruitment.**

13. OTHER IMPORTANT INSTRUCTIONS

- a) **Applicants should ensure their eligibility for examination:** The applicants applying for the examination should go through all instructions carefully and ensure that they fulfil all eligibility conditions for admission to examination. **Their admission to all stages of the examination will be purely provisional subject to satisfaction of the eligibility conditions.** Mere issue of memo of admission to the applicant will not imply that his/her candidature has been fully accepted by the Commission.

- b) The **Hall Tickets** for eligible applicants will be made available in the Commission's Website www.tnpsc.gov.in or www.tnpscexams.net or www.tnpscexams.in for downloading the same by applicants. No Hall Tickets will be sent by post. So the applicants should watch TNPSC website before the scheduled date of examination. The Applicants must comply with each and every instruction given in the Hall Ticket.

c) Communication to Applicants:

Individual communication regarding the date and time of certificate verification and counselling will not be sent to the applicants by post. The details will be made available on the Commission's website. Applicants will be informed of the above fact only through SMS and e-mail and they should watch Tamil Nadu Public Service Commission's website in this regard.

- d) Grievance Redressal Cell for guidance of applicants:- In case of any guidance/ information / clarification of their applications, candidature etc., applicants can contact Tamil Nadu Public Service Commission's Office in person or over Telephone No.044-25332833 / 25332855 or the Commission's Office Toll-Free No.1800 425 1002 on all working days from 10.00 a.m. to 05.45 p.m. or Commission's mail id contacttnpsc@gmail.com

e) Mobile Phones and other Articles Banned:

- i. Applicants are not allowed to bring Cellular Phone, Watches and Ring with Inbuilt Memory Notes etc., or any other Electronic device and Non-Electronic devices such as P&G Design Data Book, Books, Notes, Hand Bags and Recording Device either as separate piece or part of something used by the applicants such as Watch or Ring etc., to the examination hall / room on the date of examination.
 - ii. Applicants must not bring into the Examination Hall any article such as books, notes, loose sheets, electronic or any other type of calculators, mathematical and drawing instruments, Log Tables, stencils of maps, slide rules, Text Books, rough sheets etc., except the permitted writing material (i.e. Ball point pen). No colour pen or Pencil must be used.
 - iii. If they are found to be in possession of any such thing or instrument, they will not be allowed to write the examination besides invalidation of answer paper and / or debarment. If it is considered necessary they will be subjected to thorough physical search including frisking on the spot. (For further details refer [„Instructions to Applicants“](#)).
 - iv. Applicants are advised in their own interest not to bring any of the banned items including Mobile Phones to the venue of the examination, as arrangements for safe keeping cannot be assured.
- f) Unless specific instruction is given, **applicants are not required to submit along with their online application any certificates** in support of their claims regarding age, educational qualifications, practising / service, physical qualification, community their physical disability etc., which should be submitted when called for by the Tamil Nadu Public Service Commission.

- g) On verification, if the information so furnished by the applicant in the application is found to be false, then his/her candidature is liable for rejection and also suitable penal action such as criminal prosecution and debarment etc.
- h) **Unfair means strictly prohibited:** No applicants shall copy from the papers of any other candidate or permit his papers to be copied or give or attempt to give or obtain or attempt to obtain irregular assistance of any description. ([For further details refer Instructions to Applicants](#)).
- i) For violation of “Instructions to Applicants” in any manner, suitable penalty will be imposed as per the Instructions to Applicants or as deemed fit by the Commission.

14. HOW TO APPLY

1. Applicants should apply only through online mode in the Commission’s Websites www.tnpsc.gov.in/www.tnpscexams.net / www.tnpscexams.in
2. One-Time Registration (OTR) and applicant Dashboard are mandatory before applying for any post. Applicant should register only once in the One-Time Registration by paying Rs.150/- as Registration fee. Successfully registered One- Time Registration is valid for 5 years from the date of Registration. All the applications should be submitted using the One-Time Registration ID and password registered by the applicant.
3. For applying in One-Time Registration, the applicants should have scanned image of their photograph, certificate wherever insisted and signature in CD/DVD/Pen Drive to upload the photo, certificate and signature.
4. Applicants who have already registered in One-Time Registration on or before 29.09.2015 shall use their existing user ID and Password to create applicant Dashboard in the new One-Time Registration system. No applicant is permitted to create more than one registration ID in One-Time Registration.
5. Applicants should enter the Unique ID and password to view the already available information and update them. They shall not share the ID with any other person or agency.
6. One-Time Registration is not an application for any post. It is just a collection of information from the applicants and giving a separate dashboard to each applicant to facilitate them to maintain their own profile. Applicant who wishes to apply for any post shall click “[Apply](#)” against the post Notified in the Commission’s Website and use the same USER ID and PASSWORD given for ONE-TIME REGISTRATION.
7. Applicants should select the name of the post or service for which they wish to apply.
8. Applicants are required to upload their photograph and signature as per the specification given in the Guidelines for Scanning and Upload of Photograph and Signature.
9. An Online application uploaded without the photograph, specified documents and signature will be rejected.
10. **All the particulars mentioned in the online application will be considered as final and no modification will be allowed after submission of online application. Once an application is submitted no further request for change of details will be entertained.**

11. Print Option

- a) After submitting the application, applicants can print/save their application in PDF format.
- b) On entering user ID and password, applicants can download their application and print, if required.
- c) Applicants need not send the printout of the online application or any other supporting documents to the Commission. The certificates will be verified only when the applicants come up for next stage of selection.

12. One -Time Registration will not be considered as an application for any post.

15. UPLOAD/SUBMIT OF DOCUMENTS

Applicants should upload/submit their testimonials and all other relevant certificates for proof in respect of claims made in the application with reference to this notification as and when called for.

16. LAST DATE FOR SUBMITTING APPLICATION

The Online Application can be submitted up to 08.12.2019 till 11.59 p.m., after which the link will be disabled.

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

Secretary

DISCLAIMER

“The applicants while applying for the examination should furnish the details of equivalence of qualification declared in the form of Government order issued prior to the date of this notification, if any, and produce the same when called for by Tamil Nadu Public Service Commission, failing which their application will be rejected. The Government Orders issued regarding equivalence of prescribed qualification after the date of this notification will not be accepted.”

Secretary

ANNEXURE-I
TAMIL NADU PUBLIC SERVICE COMMISSION
ASO (TRANSLATION) TAMIL
PAPER – I
TRANSLATION AND PRECIS WRITING (DEGREE STANDARD)
(Descriptive Type)

Code No.099

TRANSLATION ENGLISH TO TAMIL
SECTION – A

1) An official letter in English pertaining to Government correspondence or a Government Order (G.O.)

The Letter or G.O. should not exceed 400 words. All technical terms and unfamiliar phrases are to be explained in a simple manner in an accompanying key in the question paper.

2) A 400 word editorial or an inspiring speech or a newspaper report can be given for translation from English to Tamil.

a) Controversial topics like politics, religion, sex, or any other topic that would trigger controversy should be avoided.

b) Technical terms and unfamiliar phrases are to be explained in English in a simple manner in an accompanying key in the Question Paper.

SECTION –B
TRANSLATION : TAMIL TO ENGLISH

1) An official letter in Tamil pertaining to Government correspondence or a Government Order (G.O.). The letter or G.O. Should not exceed 200 words.

2) A 200 - Word editorial or an inspiring speech or a newspaper report can be given for translation from Tamil to English.

a) Controversial topics like politics, religion, sex or any other topic that would trigger controversy should be avoided.

SECTION– C
PRECIS WRITING IN TAMIL

A 600- word essay or a passage in Tamil dealing with science, technology, sociology, geography, Psychology, history or literature taken from any non-controversial source. Controversial topics like politics, religion, sex and communal aspects must be avoided.

SECTION–D
PRECIS WRITING IN ENGLISH

A 600 word passage in English dealing with science, technology, sociology, geography, psychology, history or literature taken from any non-controversial source. Controversial topics like politics, religion, sex and communal aspects must be avoided. Technical terms and unfamiliar phrases are to be explained in English in a simple manner in an accompanying key in the question paper.

INSTRUCTIONS TO THE CANDIDATES

Candidates are expected to write the precis in their own words and avoid lifting words and phrases from the original passage. A suitable title must be provided. The no. of words in the precis should be indicated.

ASO (TRANSLATION) HINDI
DEGREE STANDARD

SECTION-A**Code No.188****TRANSLATION THEORY**

1. Definition and origin of Translation .
2. Principles of Translation
3. Types of Translation
4. Characteristics of a translation
5. Problems of Translation and Translator
6. Importance of Translation
7. Translation of a passage from “English to Tamil” and Tamil to English
8. (Government Order/Scientific/Technical/Environment/Information Technology/Computer Science/any other emerging area etc)

Section-B

9. Translation of an official letter/News/Memo etc from “HINDI to Tamil”.
10. Translation of Government Reports from “English to Tamil “
11. Translation of Technical terms (different subjects) from English to Hindi & Hindi to English
12. Precise writing in HINDI (about 400 words)

Note: Passage/letter should not exceed 400 words and it should be non-controversial topics.

Reference Books:

1. On Translation, Bower, Reben, Arther
2. Aspects of Translation, A.D. Booth
3. A Linguistic Theory of Translation, J.C. Catsford,
4. Translation and introduction by Forester Leonard.
5. Theory and practice of Translation, Nida Eugen Albert.
6. Anuvaad vigyan by Bholanath tiwari.
7. Anuvaad Abhyas – Part-III Published by Hindi prachar sabha, T. Nagar, Chennai.

PAPER - II
GENERAL STUDIES (DEGREE STANDARD)
OBJECTIVE TYPE

Code No.003

UNIT – I : GENERAL SCIENCE

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

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

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

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

UNIT– II: CURRENT EVENTS

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

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

Geography: Geographical landmarks-Policy on environment and ecology.

Economics: Current socio-economic problems-New economic policy & govt. sector.

Science: Latest inventions on science & technology - Latest discoveries in Health Science - Mass media & communication.

UNIT– III: GEOGRAPHY

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

UNIT – IV: HISTORY AND CULTURE OF INDIA

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

UNIT– V: INDIAN POLITY

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

UNIT–VI: INDIAN ECONOMY

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

UNIT– VII: INDIAN NATIONAL MOVEMENT

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

UNIT – VIII: APTITUDE & MENTAL ABILITY TEST (SSLC STANDARD)

Conversion of information to data - Collection, compilation and presentation of data - Tables, graphs, diagrams - Parametric representation of data-Analytical interpretation of data - Simplification – Percentage - Highest Common Factor (HCF) - Lowest Common Multiple (LCM) - Ratio and Proportion - Simple interest - Compound interest - Area-Volume - Time and Work - Behavioral ability - Basic terms, Communications in information technology - Application of Information and Communication Technology (ICT) - Decision making and problem solving.

Logical Reasoning - Puzzles – Dice - Visual Reasoning - Alpha numeric Reasoning - Number Series - Logical Number/Alphabetical/Diagrammatic Sequences.

ANNEXURE - II**ASO (TRANSLATION) IN TAMIL DEVELOPMENT AND
INFORMATION DEPARTMENT
TENTATIVE TIMELINE FOR THE RECRUITMENT PROCESS**

Sl. No.	Process	Timeline
1.	Publication of Written Examination results	February, 2020
2.	Certificate Verification	March, 2020
3.	Final Selection List	March, 2020

Secretary