



Advertisement No: 201.

TAMIL NADU PUBLIC SERVICE COMMISSION
Group-IV Services Special Competitive Examination-2009
NOTIFICATION / ADVERTISEMENT

1. Applications are invited upto 5.45 p.m on 06-08-2009 for **Special Competitive Examination** to the vacancies in the following posts included in Group IV Services (S.S.L.C Standard) **only from the persons who are appointed as Typist or Steno-Typist Grade-III in various Government Departments in Tamil Nadu Ministerial Service and Typist in Tamil Nadu Secretariat Service as per G.O.Ms.No.205, P&AR (P) Department, dated 09.11.2006 and as Typist or Steno-Typist Grade -III in Tamil Nadu Judicial Ministerial Service as per G.O.Ms.No.102, P&AR (P) Department, dated 29.01.2007 and continuing in service in various Government Departments. Applications will not be received direct from the candidates. Applications which are received through the Head of the Department and appointing authorities in Tamil Nadu Secretariat Service, in which candidates are employed, alone will be entertained:-**

Sl. No.	Name of the Post	Service	Post Code No.	No. of vacancies
1.	Steno-Typist Grade-III	Tamil Nadu Ministerial Service / Tamil Nadu Judicial Ministerial Service (Service Code.006)	2300	260
2.	Typist	Tamil Nadu Ministerial Service / Tamil Nadu Secretariat Service / Tamil Nadu Judicial Ministerial Service (Service Code.006)	2200	2114

2. **IMPORTANT DATES AND TIME:-**

A	Date of Notification	18- 06-2009	--
B	Last date for receipt of applications	06-08-2009	5.45.P.M.
C	Date of Written Examination	30-08-2009	10.00 A.M. to 1.00 P.M.

3. **Scale of Pay:**

	<u>Steno-Typist, Grade-III</u>	<u>Typist</u>
Old Pay:	Rs.4000-100-6000/-	Rs.3,200-85-4900/-
New Pay:	Revised Pay Band + Grade Pay PB1- Rs.5200-20200+2400	Revised Pay Band + Grade Pay PB1- Rs.5200-20200+2000

4. **DISTRIBUTION OF VACANCIES WILL BE AS PER THE RULE OF RESERVATION OF APPOINTMENTS.**

5. **ELIGIBILITY CONDITIONS FOR APPLYING:-**

1. Special Competitive Examination is open only to the persons who are appointed as Typist or Steno-Typist Grade -III in various Government departments in Tamil Nadu Ministerial Service and Typist in the Tamil Nadu Secretariat Service as per G.O.Ms.No.205, P&AR (P) Department, dated 09.11.2006 and as Typist or Steno-Typist Grade -III in Tamil Nadu Judicial Ministerial Service as per G.O.Ms.No.102, P&AR (P) Department, dated 29.01.2007 and continuing in service.

2. The filled in application along with the Employment certificate mentioned in para 13(b) should be sent through their Head of Department / appointing authorities in the Tamil Nadu Secretariat Service.
3. Applications will not be received direct from the candidates.

6. GENERAL INFORMATION :-

- A. The Rule of reservation of appointments applies to each unit and post separately.
- B. Candidates belonging to Backward Class Muslims (i.e. BCMs) and Scheduled Castes (i.e. SCs) should fill-up Columns 6, 7 and 7(a) of the OMR application form and shade the boxes thereunder. **All the concessions / relaxations / benefits applicable to BC and SC candidates are also applicable to BCM and SC (Arunthathiyar on preferential basis) candidates respectively.**
- C. The expressions "BC" (i.e. Backward Class) and "SC" (i.e. Scheduled Caste) wherever they occur in the Commission's 'Instructions, etc. to candidates', 'Information Brochure', OMR application form and Notification should be read as "BC (Other than BCM) and BCM" and "SC and SC (Arunthathiyar on preferential basis)" respectively.
- D. 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.
- E. 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.
- F. Reservation for Physically Handicapped persons applies for this recruitment
- G. Reservation for Destitute Widows applies for this recruitment.

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. 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 Endowments, 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 01.07.2009):

- (i) **MINIMUM AGE LIMIT – Should have completed 18 years (for all candidates). (i.e. should have been born on or before 01.07. 91)**

(ii) **MAXIMUM AGE LIMIT**

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

- (1) No maximum age limit for candidates belonging to SCs, SC (Arunthathiyar on preferential basis) STs, MBCs/DCs, BCs, 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 affected by the ban order as per the orders of the Government

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(i). EDUCATIONAL QUALIFICATION (Common Qualification for all Posts):

Candidates should possess the following or its equivalent qualification on the date of temporary 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")

B(ii) TECHNICAL QUALIFICATION :

(a) FOR TYPIST :

Must have passed the Government Technical Examination in Typewriting:-

- (i) by Higher/Senior Grade in Tamil and English (or)
- (ii) by Higher/Senior Grade in Tamil and Lower/Junior Grade in English (or)
- (iii) by Higher/Senior Grade in English and Lower/Junior Grade in Tamil.

(b) FOR STENO-TYPIST GRADE -III :

Must have passed the Government Technical Examination both in Typewriting and in Shorthand:

- (i) by Higher/Senior Grade in Tamil and English (or)
- (ii) by Higher/Senior Grade in Tamil and Lower/Junior Grade in English (or)
- (iii) by Higher/Senior Grade in English and Lower/Junior Grade in Tamil.

Note:

Candidates who possess Intermediate grade shall shade JG under column 11 (if no column is available for intermediate qualification in the OMR application) of the OMR application as Intermediate grade is not treated as equivalent to Senior Grade (SG).

B(iii) Candidates for both the posts i.e Typist and Steno-typist Grade –III Shall be selected in the following Order:

- Candidates with technical qualification referred to in item (i) above will be considered first for selection
- In case candidates with technical qualification referred to in item (i) above are not available, candidates with technical qualification referred to in item (ii) above will be considered for selection.
- In case candidates with technical qualification referred to in item (i) and (ii) above are not available, candidates with technical qualification referred to in item (iii) above will be considered for selection.

(c) Computer Qualification :-

Candidate should possess the “Certificate Course in Computer on Office Automation” awarded by the Technical Education Department.

Note:

“Candidates who do not possess the said qualification conducted by the Technical Education Department may also apply. If selected, they should acquire such qualification within the period of their probation”.

C. KNOWLEDGE OF TAMIL:

Candidates should possess adequate knowledge of Tamil on the date of Notification.
(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:

- 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.
- 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.
- 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. 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'). 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. **Physically Handicapped Persons are exempted from payment of Examination fee irrespective of their family income. Destitute Widow candidates are also exempted from payment of Examination fee.**

13(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.

Candidates should furnish the particulars referred to in para 20(b) (ii) of the Commission's Instructions etc. to the candidates in a separate statement along with the application.

In addition to the documents specified above candidates should also send their present temporary Employment Certificate in original in the format as illustrated in para 13(b), below, along with the application.

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

Persons who are appointed as Typist or Steno – Typist Grade-III in various Government departments in Tamil Nadu Ministerial Service and Typist in the Tamil Nadu Secretariat Service as per G.O.Ms.No.205, P&AR (P) Department, dated 09.11.2006 and as Typist or Steno-Typist Grade-III in Tamil Nadu Judicial Ministerial Service as per G.O.Ms.No.102, P&AR (P) Department, dated 29.01.2007 and continuing in service, 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 13(a) 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 06-08-2009 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. 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 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 Service. :
 5. Whether the candidate's work and conduct have been satisfactory during his/her temporary 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.

14. CONCESSIONS:-

Concessions in the matter of age and/or fees allowed to SCs., STs., MBCs/DCs., BCs, 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'.

15. 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 or selected Sub-Post Offices (236 Nos.) in Tamil Nadu/Puducherry 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.

16. 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/Appointing Authorities in respect of Tamil Nadu Secretariat Service.**
 - (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 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 / Appointing Authorities in respect of Tamil Nadu Secretariat Service., well in advance so as to reach the Commission's Office before 5.45 p.m. on 06-08- 2009.**
- (C) **Applications will not be received direct from the candidates.**
- (D) **Applications which are received through the Head of the Department / Appointing Authorities in respect of Tamil Nadu Secretariat Service, in which candidates are employed, alone will be entertained:-**

Secretary.