



Advertisement No: 176.

TAMIL NADU PUBLIC SERVICE COMMISSION
NOTIFICATION / ADVERTISEMENT

Applications are invited upto 5.45 p.m on **18-12-2008** for direct recruitment to the following posts included in **Combined Subordinate Services Examination – I [Examination/Service Code No.004]**

TABLE - I

Posts for which selection is made in two successive stages (i) written examination, (ii) Oral test.

Sl.No.	Name of the Post & Scale of pay	Service	Post Code	No. of vacancies
1.	Assistant Section Officer (Other than Law & Finance Department) in Secretariat. (Rs.6500-200-11,100 p.m.)	Tamil Nadu Secretariat Service.	1072	124
2.	Assistant Section Officer in the Office of the Tamil Nadu Public Service Commission (Rs.6500-200-11,100 p.m.)	Tamil Nadu Public Service Commission	2201	1
3.	Probation Officer in Social Defence (Rs.5900-200-9900 p.m)	Tamil Nadu Social Defence Subordinate Service.	1011	4
4.	Junior Employment Officer in Employment and Training Department. (Rs.5500- 175- 9,000 p.m.)	Tamil Nadu General Subordinate Service	1017	13
5.	Junior Employment Officer (Physically Handicapped) in Employment and Training Department. (Rs.5500- 175- 9,000 p.m.)	Tamil Nadu General Subordinate Service	2500	10
6.	Sub-Registrar Grade-II (Rs.5300-150-8300 p.m)	Tamil Nadu Registration Subordinate Service.	1071	7 (including 4 ST vacancies)
7.	Senior Inspector of Co-operative Societies (Rs.5000-150-8000 p.m.)	Tamil Nadu Co-operative Subordinate Service	1014	100
8.	Assistant Inspector of Local Fund Audit and Internal Audit Department. (Rs. 5000-150-8000p.m)	Tamil Nadu Local Fund Audit Subordinate Service	1069	151
9.	Supervisor of Agricultural Marketing (Rs. 5000-150-8000p.m)	Tamil Nadu Agricultural Marketing Subordinate Service.	1087	19
10.	Junior Co-operative Auditor in the Dept. of Co-operative Audit (Rs. 4000-100-6000 p.m.)	Tamil Nadu Co-operative Audit Subordinate Service.	1016	128
11.	Assistant in the Revenue department (in the following districts) District-wise Number of vacancies / Post Code No.) Ariyalur - 17- (Post Code. 2120) Chennai - 10- (Post Code. 1033), Coimbatore - 13- (Post Code-1034) Cuddalore - 39- (PostCode-1035),	Tamil Nadu Ministerial Service.	--	637

	Dharmapuri - 29- (Post Code-1036) Dindigul - 15- (Post Code-1037), Erode - 36- (Post Code - 1038), Kancheepuram - 31- (Post Code - 1039), Kanyakumari - 29- (Post Code-1040), Karur - 25- (Post Code-1041), Krishnagiri - 36- (Post Code-2200), Madurai - 5-(Post Code-1042) Nagapattinam - 17- (Post Code -1043) Namakkal - 13- (Post Code-1044) The Nilgiris - 6- (Post Code - 1045) Perambalur - 25- (Post Code-1046) Pudukkottai - 37- (Post Code-1047) Ramanathapuram – 7- (Post Code -1048) Salem - 33- (Post Code-1049) Sivaganga - 4- (Post Code-1050) Thanjavur - 47- (Post Code-1051) Tirunelveli - 34- (Post Code -1058) Theni - 6- (Post Code -1052) Tiruvannamalai - 7- (Post Code-1054) Tiruvarur - 17- (Post Code-1055) Tiruvallur - 21- (Post Code-1053) Trichy - 36- (Post Code-1057) Tuticorin - 17- (Post Code-1056) Vellore - 6- (Post Code-1059) Villupuram - 9- (Post Code-1060) Virudhunagar - 10-(Post Code-1061) (Rs. 4000-100-6000 p.m)			
12.	Audit Assistant in the Accounts Branch of Highways Department (Rs. 4000-100-6000 p.m)	Tamil Nadu General Subordinate Service.	1018	19

TABLE –II

Posts for which selection is made through written examination alone.

Sl.No.	Name of the Post & Scale of pay	Service	Post Code	No. of vacancies
13.	Personal Clerk in the Office of the Tamil Nadu Public Service Commission (Rs. 4500-125-7000 p.m)	Tamil Nadu Public Service Commission	1082	8
14.	Assistant in the Office of the Commissioner of Revenue Administration. (Rs.4000-100-6000 p.m.)	Tamil Nadu Ministerial Service.	1030	13
15.	Assistant in the Office of the Commissioner of Civil Supplies. (Rs. 4000-100-6000 p.m)	Tamil Nadu Ministerial Service.	1026	16
16.	Assistant in the Office of the Tamil Nadu Public Service Commission. (Rs.3625-85-4900 p.m)	Tamil Nadu Public Service Commission	1081	41

2. IMPORTANT DATES:-

		Date	Time
A	Date of Notification	10-11-2008	-
B	Last date for receipt of applications	18-12-2008	5.45. P.M.
C	Date of Written Examination	22-03-2009	10.00 A.M. to 1.00 P.M.

3. DISTRIBUTION OF VACANCIES WILL BE AS PER THE RULE OF RESERVATION OF APPOINTMENTS.**4. GENERAL INFORMATION :-**

- A. The Rule of reservation of appointment applies to each of the posts separately.
- B. The number of vacancies advertised is only approximate and is liable to modification with reference to vacancy position at any time before finalisation of selection for Oral Test or selection for appointment, as the case may be.
- C. The selection for appointment to the above said post is purely provisional subject to final orders on pending W.Ps in High Court.
- D. If no qualified and suitable women 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. 5% reservation for Ex-Servicemen is applicable in respect of the posts for which the Scale of Pay is below Rs.5500/-
- F. 10% of vacancies out of 30% of vacancies set apart for Women candidates in direct recruitment are reserved for DWs in respect of the posts for which the Scale of Pay does not exceed Rs,4000/-
- G. 3% of reservation for Physically Handicapped person is applicable. 3% reservation of vacancies for PH is not applicable for the post of Assistant Section Officer (Other than Law and Finance). If no suitable PH candidate belonging to the category to which it is earmarked is available for selection, it will be carried forward.

H. CERTIFICATE OF PHYSICAL FITNESS:-

Candidates selected for appointment to the posts will be required to produce a certificate of physical fitness in the form prescribed below:

Name of the Post	Form of Certificate of Physical Fitness	Standard of Vision Prescribed.
Probation Officer (Social Defence)	Form Prescribed for Executive Post	Standard -I
Junior Employment Officer, Junior Co-operative Auditor		Standard –III or better
Senior Inspector of Co-operative Societies		Standard –III.
Sub-Registrar, Grade –II, Supervisor Agricultural Marketing	Form Prescribed for Posts other than Executive and Ministerial Post	Standard –III

Assistant Inspector LFAD, Assistant in Revenue Units, Assistant in the Office of the CRA, Audit Assistant High Ways, Assistant Civil Supplies, Assistant Section Officer (Other than Law and Finance Departments) Secretariat., Assistant Section Officer/ Assistant/ Personal Clerk in the Office of the TNPSC	Form Prescribed for posts in Tamil Nadu Ministerial Service, Tamil Nadu Judicial Ministerial Service and Tamil Nadu Secretariat Service.	Standard –III or better
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(i) Standard of Vision “Standard -I” is as follows:

Distant vision without glasses	6/6 each eye
Near Vision RE	0.5 (sn)
LE	0.5(sn)

(ii) Standard of vision “Standard –III” / “Standard –III or better” is as follows:-

	Better eye.	Worse eye.
Distant Vision without glasses	6/9	6/9
Distant Vision with glasses	6/6	6/12

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

- H. 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.
- I. 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.
- J. In consequent to the withdrawal of 3.5 % reservation provided for Backward Class Christians by the Government in G.O.Ms.No.206, P&AR (K) Department dated 06.11.2008, separate reservation of 3.5% within the 30% reservation available for Backward Classes is applicable only to Backward Class Muslims. Candidates belonging to BCMs should compulsorily 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 Muslim candidates also.

Note:

The expression B.C.(i.e. Backward Class) wherever it occurs in the Commission’s ‘Instructions etc to candidates’, Information Brochure, OMR application form, shall be read as B.C.(Other than BCM) and B.C.Muslim.

[BCM denotes Backward Class Muslims].

5. QUALIFICATIONS: -

(A) AGE (as on 01.07.2008):

- (i) **MINIMUM AGE LIMIT – Should have completed 18 years (for all candidates). (i.e. should have been born on or before 01.07.90)**
for Sub- Registrar Grade -II - Should have completed 20 years
for Probation Officer (Social Defence Subordinate Service.) 26 years.
- (ii) **MAXIMUM AGE LIMIT – Should not have completed 30 years**
for Junior Employment Officer –Physically Handicapped 40 Years.
for Probation Officer (Social Defence Subordinate Service) maximum age limit is 40 years.

Note:

- (1) No maximum age limit for SCs, STs, MBCs/DCs, BCs(Other than BCMs), BCMs and Destitute Widows of all castes except for the post of Probation Officer in Social Defence subordinate Services..
- (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 clarification thereon.
- (3) Candidates not belonging to SCs, STs, MBC/DCs BCs(other than BCMs), BCMs and (i.e. others) who have put in five years of service in the State/Central Government are not eligible to apply even though they are within the age limit.
- (4) The Technical and Non-technical staff of TANSI/IFAD who are facing retrenchment and have not been absorbed in the Government Corporations/Undertakings may also apply (evidence to be produced), if they satisfy all the prescribed qualifications except age. The relevant age rule will be relaxed by the Government in their favour if they come up for selection.

(B) EDUCATIONAL QUALIFICATION:

Candidates should possess the following or its equivalent or higher qualification on the date of this Notification, viz. 10-11-2008:

TABLE -I

Sl. No.	Name of post	Educational Qualification prescribed (As on 10.11.2008)
1.	Assistant Section Officer (Other than Law & Finance Department) in the Tamil Nadu Secretariat Service.	A Master's Degree or A Bachelor's degree and BGL Degree or A Bachelor's Degree with First Class in any one of the parts. Provided that in case of a candidate belonging to SC, ST MBC/DC, BC(other than BCM), BCM it shall be sufficient if he/she holds a Bachelor's degree.
2.	Assistant Section Officer in the Tamil Nadu Public Service Commission	A Master's Degree or A Bachelor's degree and BGL Degree or A Bachelor's Degree with First Class in any one of the parts. Provided that in case of a candidate belonging to SC, ST MBC/DC, BC(other than BCM), BCM, it shall be sufficient if he/she holds a Bachelor's degree.
3.	Probation Officer in the Tamil Nadu Social Defence Subordinate Service.	A degree of B.A., or B.Sc., or B.Com., of any University or Institution recognised by the University Grants Commission. or B.O.L., of Annamalai University or B.B.A., of Madurai Kamaraj University or B.Litt., of Madras University or BBM or B.Litt. of Bharathiar University. Provided that other things being equal preference shall be given to candidates who possess a degree in Sociology or Psychology. Provided further that other things being equal preference shall be given to those who have practical experience in having done Social Welfare work or who possess a diploma in social service including experience in social and moral hygiene and aftercare work.

4.	Junior Employment Officer in Employment and Training Department.	Must possess a degree in Arts or Science or Commerce or B.O.L. degree of Annamalai University or B.B.A. Degree of Madurai Kamaraj University or B.Litt. degree of Madras University, B.B.M., or B.Litt., degree of Bharathiar University.
5.	Junior Employment Officer (Physically Handicapped) in Employment and Training Department.	(a) Must Possess a degree in Arts, or Science or Commerce or B.B.A., Degree of Madurai Kamaraj University or B.O.L. degree of Annamalai University or B.Litt degree of Madras University, B.B.M., or B.Litt., degree of Bharathiar University. and (b) is a physically handicapped person whose physical disability shall not be less than 40%. PH person who applies for appointment to the Post of Junior Employment Officer –PH, should produce with their application a Medical Certificate obtained from a Medical Officer of the rank not lower than that of the Civil Assistant Surgeon showing the nature of degree of his Physical impairment.
6.	Sub-Registrar Grade-II	Must possess a Bachelor's degree. Provided that other things being equal preference shall be given to persons who in addition to the qualification specified above possess a BL degree.
7.	Senior Inspector of Co-operative Societies	A degree of any University or Institution recognised by the University Grants Commission or other Educational Institution. or A Diploma in Rural Services Awarded by the National Council of Rural Higher Education. or A Diploma of Associate Members of the Institute of Chartered Accountants. Other things being equal preference shall be given to the candidates possessing such qualification and in such order as specified below: i) M.A. Degree in Co-operation; or ii) M.Com Degree with Co-operation as one of the subject; or iii) B.A., Degree in Co-operation; or iv) Higher Diploma in Co-operative Management awarded by the Natesan Institute of Co-operative Management, Madras; or Institute of Co-operative Management, Madurai.
8.	Assistant Inspector of Local Fund Audit and Internal Audit Department.	B.A., or B.Sc., or B.Com., degree of any University or Institution recognised by the University Grants Commission. or B.O.L., of Annamalai University or B.B.A., of Madurai Kamaraj University or B.Litt., of Madras University or B.B.M. or B.Litt., of Bharathiar University.
9.	Supervisor of Agricultural Marketing.	A Degree. Other things being equal preference shall be given to those who have passed Government Technical Examination in Book keeping by Higher Grade.

10.	Junior Co-operative Auditor in the Dept. of Co-operative Audit in the Tamil Nadu Co-operative Audit Subordinate Service.	B.Com., or B.A., (Co-operation) or B.A., (Economics) or B.A., (Corporate Secretary ship) or B.B.M. (Bachelor of Bank Management) of Madras University or Institution from Tamil Nadu.
11.	Assistant in the Revenue Department.	B.A., or B.Sc., (Other than in a Professional subject) or B.Com., of any University or Institution recognised by the University Grants Commission. or B.O.L. of Annamalai University or B.B.A. of Madurai Kamaraj University or B.Litt of Madras University or B.B.M. or B.Litt, of Bharathiar University.
12.	Audit Assistant in the Accounts Branch of Highways Department	Any degree of any University or Institution recognized by the University Grants Commission. Provided that other things being equal preference shall be given to persons who possess a degree in Commerce.

TABLE –II**Posts for which selection is made through written examination alone.**

Sl. No.	Name of post	Educational Qualification prescribed (As on 10.11.2008.)
13.	Personal Clerk in the Tamil Nadu Public Service Commission.	(i) A Bachelor's Degree: (ii) A pass in the Government Technical Examinations in Typewriting in Tamil and English both by the Higher Grade. (iii) A pass in the Government Technical Examinations in shorthand in Tamil and English both by the Higher Grade. Provided that if candidates with the qualifications referred to items (ii) and (iii) above are not available, candidates who have passed the following examinations in the order of preference indicated below will be considered for selection Namely: - (a) Government Technical Examination in Typewriting and Shorthand in Tamil both by the Higher Grade and Typewriting and Shorthand in English both by the Lower Grade. (b) Government Technical Examination in Typewriting and Shorthand in English both by the Higher Grade and Typewriting and Shorthand in Tamil both by the Lower Grade.
14.	Assistant in the Office of the Commissioner of Revenue Administration in the Tamil Nadu Ministerial Service.	B.A., or B.Sc., or B.Com., of any University or Institution recognised by the University Grants Commission; or B.O.L. of Annamalai University or B.B.A. of Madurai Kamaraj University or B.Litt of Madras University or B.B.M. or B.Litt, of Bharathiar University.
15.	Assistant in Civil Supplies and Consumer Protection Department	B.A., or B.Sc., or B.Com., of any University or Institution recognised by the University Grants Commission; or B.O.L. of Annamalai University or B.B.A. of Madurai Kamaraj University or B.Litt of Madras University or B.B.M. or B.Litt, of Bharathiar University.

16.	Assistant in the Office of the Tamil Nadu Public Service Commission.	A Bachelor's Degree of any University or Institution recognised by the University Grants Commission.
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(Details regarding equivalence of qualification are given in paragraph 9 of the Commission's 'Instructions, etc. to candidates')

(C) KNOWLEDGE OF TAMIL:

Candidates should possess adequate knowledge of Tamil on the date of this Notification.
(For details refer para 10 of Commission's 'Instructions etc. to candidates')

6. SCHEME OF WRITTEN EXAMINATION

(A) For posts mentioned in Table –I at Sl.No.1 to 12 under para – 1 (Interview Posts) (Degree Standard – Objective Type)

Subject	Duration	Maximum Marks	Minimum Qualifying Marks for selection
(1)	(2)	(3)	(4)
Single Paper in General Knowledge (Degree Std.) (100 items) + General Tamil / General English (SSLC Std.) (100 items)	3 Hours	150 + 150 } 300	102
Oral Test	--	40	
		Total 340	

(B) Scheme of Examination for Posts mentioned in Table –II in Sl.No. 13 to 16 under para –1 (Non- Interview Posts) (Degree Standard - Objective Type)

Subject	Duration	Maximum Marks	Minimum Qualifying Marks for selection
(1)	(2)	(3)	(4)
Single Paper in General Knowledge (Degree Std.) (100 items) + General Tamil / General English (SSLC Std.) (100 items)	3 Hours	150 + 150 } 300	90
		Total 300	

Notes: -

- (i) The question papers will be set in two types (i.e.) 1) General Knowledge (100 items) with General Tamil (100 items) and 2) General Knowledge (100 items) with General English (100 items). The 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. The candidates should mention in the column 22 of the OMR application form the option (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 Tamil and in English and the questions on General Tamil and General English will be set in the respective languages.

The syllabi for the said subjects are published in TNPSC Bulletin 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

7. **CENTRES FOR EXAMINATION:-**

The Written Examination will be held at the Centres mentioned under classes A, B, C, D & E in Annexure-I of the Information Brochure.

Notes:-

- (i) Candidates should choose and write the Examination at any one of the Centres.
- (ii) Candidates will be required to appear for the Written Examination / Oral test (if they are called) at their own expenses.
- (iii) Requests for change of Centre will not be complied with.
- (iv) The Commission reserves the right to increase or decrease the number of examination centres and to re-allot the candidates.

8. **EXERCISING OF OPTIONS:-**

Fresh /Revised option regarding Post preference will be obtained from all the candidates at the time of Oral Test. Note (i) in Item 3 under part-III of the Information Brochure will not apply for this recruitment.

9. **PROCEDURE OF SELECTION:-**

The selection of candidates for appointment to the posts mentioned against Sl. Nos.1 to 12 of the Table – I will be made in two successive stages viz. (i) written examination and (ii) Oral Test in the shape of an interview and the final selection will be made on the basis of total marks obtained by the candidates in the written examination and oral test taken together and the post option exercised by the candidates and following the rule of reservation of appointments separately for each post and unit. Candidates' appearance in the written examination and for oral test is compulsory.

The selection for appointment to the posts mentioned against Sl. Nos.13 to 16 of the Table –II will be made on the basis of total marks obtained by the candidates in the Written Examination and the post option exercised by the candidates following the rule of reservation of appointments separately for each post and unit.

Two separate Rank Lists will be prepared for Interview posts mentioned against Sl.No.1 to 12 under Table – I and Non-Interview posts (Sl.No.13 to 16) under Table – II.

Selection in respect of Non-Interview posts will be taken up after finalising the selection for Interview posts mentioned against Sl.No.1 to 12 excluding those who have been selected for Interview posts.

10. **EXAMINATION FEE:-** Rs.100/- (Rupees One Hundred only)

Examination fee should be paid only through any one of the Head Post Offices or selected sub Post Offices and the Postal receipt obtained (by showing Application Form to the Postal Authority) for the payment of fee should be affixed in the space provided in the application. (For further details refer para. 2 under part –III of Information Brochure and for the concession of Examination fee, refer para 12 of the 'Instructions, etc. to candidates').

Physically Handicapped persons are exempted from payment of examination fee irrespective of their family income. (Para 12 (b) and condition mentioned against Physically Handicapped persons in para. 12 of the 'Instructions, etc. to candidates' may be ignored.)

Note:

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

11. 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.100/- (Rupees One Hundred only) pasted in the column provided in the application, unless exemption of fee is claimed. **Original Certificates should not be sent.** Those applying Online please refer sub para D of para 14 of this Notification/Advertisement.

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

12. NO OBJECTION CERTIFICATE :-

Candidates who are already in service (whether regular Service or in temporary service) of the Indian Union or of a State in India or in the employment of Local Bodies or Universities or Quasi-Government Organisations or Government owned undertakings and similar Organisations, need not send their applications through the Head of the Department or employer. Instead they may directly apply to the Commission duly informing their Employer in writing. However, they should produce a "No Objection Certificate" from the employer, at the time of Oral Test or at the time of certificate verification as the case may be. In case, any criminal /disciplinary action is taken or if any punishment is imposed against such persons after the production of "No Objection Certificate" and before actual appointment, such candidates should report this fact forthwith to the Commission indicating their Register Number pertaining to this recruitment.

13. CONCESSIONS:-

Concession in the matter of age, and/or fee concession allowed to SCs, STs., MBC/DCs., BCs(Other than BCMs), BCMs, DWs., Ex-Servicemen, Bonded Labourers, 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". Concession if any to be availed evidence has to be produced.

14. 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 the 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.

- D. Candidates can also avail of the facility of applying Online on the Commission's Website at **www.tnpsc.gov.in**. Candidates applying Online should possess and keep ready Postal receipt for Rs.130/- (i.e. cost of Application Rs.30/- and Examination fee Rs.100/-) obtained from any one of the Head Post Offices or selected Sub Post Offices before registering Online. Candidates claiming exemption from payment of Examination fee should possess and keep ready Postal receipt for Rs.30/- towards the application fee. The Postal receipt obtained for the payment of cost of Application / Examination Fee should be pasted in the space provided in the application. Candidates applying Online shall also abide by the Commission's instructions laid down in this Notification / Advertisement/Commission's 'Instructions, etc. to candidates' / Information Brochure. Candidates applying Online should send the applications (i.e. The printout generated from the web site and signed by the candidates) with the Postal Receipt along with attested copies of Certificates so as to reach the Commission's office on or before the last date for receipt of applications, failing which his/her application will be rejected. The facility of applying Online will be closed on **16 -12 -2008** at 5.45.p.m.

15.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:
- (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) Columns 1, 1(a), 3, 4, 14(d) compulsory subjects in column 22 in the OMR application form filled up based on the details available in this Notification / Advertisement.
 - (iii) Columns 6, 7 and 7(a) of OMR application are filled in and the Boxes thereunder shaded.
 - (iv) Those who apply for the post of Personal Clerk in the office of the Tamil Nadu Public Service Commission should fill in Column 11 of the OMR Application supported by copies of certificate.
- (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 by Registered Post / Speed Post well in advance so as to reach the Commission's Office before 5.45 p.m. on 18-12-2008.**

Secretary.