



Advertisement No:135

TAMIL NADU PUBLIC SERVICE COMMISSION
NOTIFICATION / ADVERTISEMENT

Applications are invited upto 5.45 p.m on 14-12-2007 for direct recruitment to the vacancies in the following post(s) included in Group –IV Services for the year 2006-2007:-

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

2. IMPORTANT DATES:-

		Date	Time
A	Date of Notification	15-11-2007	-
B	Last date for receipt of applications	14-12-2007	5.45.P.M.
C	Date of Written Examination	27-01-2008	10.00 A.M. to 1.00 P.M.

3. SCALE OF PAY: -

1. Typist	Rs.3,200 - 85 – 4,900/-
2. Steno-Typist Grade -III	Rs.4,000 – 100 – 6,000/-

4. DISTRIBUTION OF VACANCIES: - Refer Annexure

5. GENERAL INFORMATION :-

- Rule of reservation of appointments applies to each of the post and for each of the unit separately
- 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.
- 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.
- Reservation for Physically Handicapped persons applies for this recruitment.
- Reservation for Destitute Widow 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.

F. 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).

G. 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.

- 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. 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.
- J. Regarding the vacancies available in the Department of Hindu Religious and Charitable Endowment, only persons professing Hindu Religion are eligible.
- K. 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.
- L. 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 would be available to BC Christians and BC Muslims candidate also.

Note:

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

6. 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 DWs of all castes | - Below 30 Years |

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).

Note:

- (1) 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.
- (2) Candidates not belonging to SCs, STs, MBC/DCs, BCs, BCCs and BCMs (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.
- (3) The Technical and Non-technical staff of TANSI 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.

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

Candidates should possess the following or its equivalent qualification on the date of this Notification, viz. 15-11-2007:

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")

6.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 of the OMR application as Intermediate grade is not treated equivalent to Senior Grade (SG).

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

- (a) Candidates with technical qualification referred to in item (i) above will be considered first for selection
- (b) 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.
- (c) 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.

6(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')

7. 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) 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:

SI.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

8. CENTRES FOR WRITTEN EXAMINATION:

The Written Examination will be held at the following centres:

SI.No.	Name of Centre	Centre code	SI.No.	Name of Centre	Centre code
1.	Chennai	001	16.	Pudukkottai	015
2.	Coimbatore	002	17.	Ramanathapuram	016
3.	Cuddalore	003	18.	Salem	017
4.	Dharmapuri	004	19.	Sivaganga	018
5.	Dindigul	005	20.	Thanjavur	019
6.	Erode	006	21.	Theni	020
7.	Kancheepuram	007	22.	Thiruvallur	021
8.	Karur	009	23.	Thiruvannamalai	022
9.	Krishnagiri	031	24.	Thiruvarur	023
10.	Madurai	010	25.	Thoothugudi	024
11.	Nagapattinam	011	26.	Tiruchirappalli	025
12.	Nagercoil	119	27.	Tirunelveli	026
13.	Namakkal	012	28.	Vellore	027
14.	The Nilgiris (Udhagamandalam)	013	29.	Villupuram	028
15.	Perambalur	014	30.	Virudhunagar	029

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.

9. 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.

10. PROCEDURE OF SELECTION:-

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

11. 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 (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.

12. 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 should not be sent.** Those applying Online please refer sub para D of para 15 of the Notification/Advertisement.

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

13. 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, if selected. 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.

14. 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, Bonded Labourer 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 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.
- 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.105/- (i.e. Application fee Rs.30/- and Examination fee Rs. 75/-) obtained from any one of the Post Offices listed in Annexure-III to the Information Brochure 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 Application Fee/ 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 12 -12 -2007 at 5.45.p.m.

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:
- Signature by the candidate below the declaration in Ballpoint pen or fountain pen only. **Failure to sign will entail rejection of his/her application.**
 - Post preference in column 23 of the OMR application specified and the Boxes thereunder shaded.
 - Columns 14(d) and 23(a) of the O M R application form need not be filled in.
 - Columns 1, 1(a), 3, 4, 22 and 23 in the OMR application form filled up based on the details available in this Notification / Advertisement.
 - 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 by Registered Post / Speed Post well in advance so as to reach the Commission's Office before 5.45 p.m. on 14-12-2007.**

Secretary