



TAMIL NADU PUBLIC SERVICE COMMISSION

**NOTIFICATION NO: 10/2016**

**DATED: 20.07.2016**

Applications are invited on behalf of **High Court of Madras**, only through online mode upto 03.08.2016 for direct recruitment to the following posts included in Madras High Court Service :- **(Service Code No. 071)**

Candidates have to Register their basic particulars through One - Time Registration which is mandatory on payment of Rs. 50/- towards registration fee

Sl. No.	Name of the post & Code No.	No. of vacancies	Scale of pay
1.	Personal Assistant to the Hon'ble Judges (Post Code No: 3300)	76	PB3 Rs.15,600-39,100/- + Grade Pay Rs.5,400/- + Special Pay
2.	Personal Assistant (to the Registrars) (Post Code No: 3400)	07	PB2 Rs.9,300-34,800/- + Grade Pay Rs.4,600/- + Special Pay
3.	Personal Clerk (to the Deputy Registrars) (Post Code No: 3800)	01	PB1 Rs.5,200-20,200/- + Grade Pay Rs.2,800 + Special Pay
4.	Computer Operator (Post Code No: 3600)	61	PB1 Rs.5,200-20,200/- + Grade Pay Rs.2,800/-
5.	Typist (Post Code No: 3700)	84	PB1 Rs.5,200-20,200/- + Grade Pay Rs.2,400/- + Special Pay
6.	Reader / Examiner (Post Code No: 3900)	80	PB1 Rs.5,200-20,200/- + Grade Pay Rs.2,400/-
7.	Cashier (Post Code No: 4000)	02	PB1 Rs.5,200-20,200/- + Grade Pay Rs.2,400/-
8.	Xerox Operator (Post Code No:4100)	06	PB1 Rs.4,800- 10,000/- + Grade Pay Rs.1,650/-

**2. Distribution of Vacancies:-**

Distribution of Vacancies is available at **Annexure – I** of this Notification.

**3. IMPORTANT DATES:-**

Date of Notification	20.07.2016	-
Last date for submission of applications	03.08.2016	-
Last date for payment of Fee through Bank (State Bank of India / Indian Bank)	05.08.2016	-
<b>Date and Time of Written Examination</b>		
1.P.A. to the Hon'ble Judges 2.P.A.(to the Registrars) 3.P.C.(to the Deputy Registrars)	General Studies	27.08.2016 FN 10.00 A.M. to 01.00 P.M.

<u>For all the remaining Posts</u> 4. Computer Operator 5. Typist 6. Reader / Examiner 7. Cashier 8. Xerox Operator	<b>Paper-I</b> (General Studies +General English/ General Tamil)	28.08.2016 F.N	10.00 A.M. to 01.00 P.M.
For Computer Operator only	<b>Paper-II</b> (Computer Applications)	28.08.2016 AN	2.30 P.M. to 04.00 P.M.

**Note :**

- The selected candidates will be posted either in Principal Seat at Madras or at Madurai Bench of the Madras High Court, Madurai. (For all the posts covered in this Notification) or at Tamil Nadu State Judicial Academy, Chennai or Regional Centres of Tamil Nadu State Judicial Academy at Madurai or Coimbatore (for the posts of Personal Assistant (to the Registrars); Computer Operator and Typist covered in this Notification)
- Candidates should submit only one application even if he/she opts for more than one post.

**4. FEES:-**

<b>One - Time Registration fee</b>	<b>Examination fee</b>
Rs.50/-	Rs.100 /-

Candidates who have already registered in one time Registration System it is enough to pay the Examination Fee.

**EXAMINATION FEE CONCESSION:-**

Category	Concession	Condition
Scheduled castes / Scheduled Caste (Arunthathiyars)	Full Exemption	--
Scheduled Tribes	Full Exemption	--
Most Backward Class / Denotified Communities	Three free Chances	For Degree Holders
Backward Classes(Other than Muslim) / Backward Classes (Muslim)	Three free Chances	For Degree Holders
Ex-Servicemen	Two free Chances	--
Differently Abled Persons	Full Exemption	--
Destitute Widow	Full Exemption	--

**5. QUALIFICATIONS:-****AGE (as on 01.07.2016)**

Sl. No.	Category of Candidates	Minimum Age (should have completed)	Maximum Age (should not have completed)
1	"Others" [ i.e Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs ]	18 Years	30 years
2	Scheduled Caste, Scheduled Caste (Arunthathiyars), Scheduled Tribes Most Backward Classes / Denotified Communities., Backward Classes and Backward Classes (Muslims)		35 years
3	Service Candidates (Madras High Court service and Tamil Nadu Judicial Ministerial Service).		45 years

**Note:**

- i. Candidates who are full member or approved probationer in any service other than Madras High Court Service and Tamil Nadu Judicial Ministerial Service are not eligible even if they are within the age limit.  
(Para 3 (d) and 5 of the Instructions to the candidates will not apply to this recruitment.)  
Para 13 (i), (ii) and (iii) and para 14 of the Instructions to the candidates will not apply to this recruitment.)
- ii. The Persons appointed under 10(a)(i) basis in the Madras High Court Service or Tamil Nadu Judicial Ministerial Service are not eligible to claim the age relaxation meant for the persons employed in the said service.

**B)(I) EDUCATIONAL QUALIFICATION:**

Candidates should possess the following qualification on the date of this Notification viz. 20.07.2016.

S.No	Name of the Post	Qualifications
1.	Personal Assistant to the Hon'ble Judges	<p>a) Any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine, or any other discipline of a recognised University in Indian Union, in 10+2+3 or 11+1+3 pattern</p> <p>b) Must have passed the Government Technical Examination in Shorthand and Typewriting in English – Higher Grade.</p> <p>c) Must have passed the Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education.</p>

2. 3.	Personal Assistant (to the Registrars)  Personal Clerk (to the Deputy Registrars)	<p>a) Any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine, or any other discipline of a recognised University in Indian Union, in 10+2+3 or 11+1+3 pattern</p> <p>b) Must have passed the Government Technical Examination in Shorthand and Typewriting in English – Higher Grade and Shorthand and Typewriting in Tamil - Higher Grade.</p> <p>c) Must have passed the Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education.</p>
4.	Computer Operator	<p>a) Any Bachelor degree in Computer Science/ Computer Applications from a recognised University of Indian Union, in 10+2+3 or 11+1+3 pattern (OR)  Any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine, or any other discipline of a recognised University in Indian Union, in 10+2+3 or 11+1+3 pattern with a diploma in Computer Applications from any recognised University or any Institute recognised by the All India Council for Technical Education. AND</p> <p>b) Must have passed the Government Technical Examination in Typewriting in English and Tamil by Higher / Senior Grade.</p>
5.	Typist	<p>a) Any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine, or any other discipline of a recognised University in Indian Union, in 10+2+3 or 11+1+3 pattern</p> <p>b) Must have passed the Government Technical Examination in Typewriting in English and Tamil by Higher / Senior Grade.</p> <p>c) Must have passed the Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education.</p>

6.	Reader / Examiner	} Any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine, or any other discipline of a Recognised University in Indian Union, in 10+2+3 or 11+1+3 pattern.
7.	Cashier	
8.	Xerox Operator	

**B(II) Computer Qualification (for Personal Assistant to the Hon'ble Judges, Personal Assistant (to the Registrars), Personal Clerk (to the Deputy Registrars) and Typist:-**

Candidates should possess the "Certificate Course in Computer on Office Automation" awarded by the Technical Education Department, as mentioned in the Table above.

**Note:**

- (i) "Candidates who do not possess Certificate Course in Computer on Office Automation conducted by the Technical Education Department may also apply. If selected, they should acquire such qualification within the period of their probation".
- (ii) Those who possess Degree/ Diploma in Computer Science (or) Computer Engineering as one of the subjects approved by the University Grants Commission / All India Council for Technical Education / Directorate of Technical Education are exempted from passing the "**Certificate course in Computer on Office Automation** awarded by the Directorate of Technical Education.

**6. GENERAL INFORMATION:-**

- i) The Rule relating to Madras High Court Service Rules 2015 will apply for this recruitment. Rule 22 of the General Rules in Part II of the Tamil Nadu State and Subordinate Service Rules dealing with "reservation of appointments" shall apply for appointment to the posts to be filled up by direct recruitment.
- ii) "Persons belonging to the State of Tamil Nadu and Union Territory of Puducherry and to one of the communities mentioned in the Instructions to the candidates alone shall be treated as Scheduled Caste or Scheduled Caste (Arunthathiyars) or Scheduled Tribe or Most Backward Classes / Denotified Communities or Backward Classes (OBCMs) and Backward Classes (Muslims) as the case may be. Persons belonging to other States (i.e. except Tamil Nadu and Union Territory of Puducherry) shall not be treated as belonging to the Scheduled Caste or Scheduled Caste (Arunthathiyars) or Scheduled Tribe or Most Backward Classes / Denotified Communities or Backward Classes (OBCMs) and Backward Classes (Muslims) eventhough they may belong to one of the Communities specified in the Instructions to the candidates".

"Note of Para7 of the Instructions to the candidates will not apply for this recruitment."

iii) 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 up 20% of all vacancies in Direct Recruitment on preferential basis to persons who studied the **Prescribed Qualification** Tamil Medium. The 20% reservation of vacancies on preferential allotment to **Persons Studied in Tamil Medium (PSTM)** will apply for this recruitment. (Candidates claiming this reservation should have studied the prescribed qualification for the post in Tamil Medium and should have the certificate for the same. Having written the examinations in Tamil language alone will not qualify for claiming this reservation). If the candidates with PSTM are not available for selection for appointment against reserved turn such turn shall be filled up by Non-PSTM candidates but belonging to the respective communal category. The PSTM reservation certificate, shall be produced / uploaded by the candidate as it has been in prescribed format / proforma available in the Commission's website at [www.tnpsc.gov.in](http://www.tnpsc.gov.in) which shall be obtained from the Head of the Institution.

(For further details refer para 29 (XIX) of the Instructions to the candidates)

- iv) The number of vacancies advertised is only approximate and is liable for modification including reduction with reference to vacancy position at any time before finalisation of selection.
- v) 10% of vacancies out of 30% of vacancies set apart for Women candidates in direct recruitment are reserved for Destitute Widows for all the posts except for the posts of Personal Assistant to Hon'ble Judges and Personal Assistant to Registrar. If no qualified and suitable Destitute Widow belonging to a particular communal category is available for selection for appointment against reserved turn, such turn shall be filled up by a Woman candidate other than Destitute Widow but belonging to the particular communal category.
- vi) 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.
- vii) 5% of vacancies shall be set apart for Ex-Servicemen for all the posts except for the posts of Personal Assistant to Hon'ble Judges and Personal Assistant to Registrar. 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 communal category.

- viii) In respect of reservation for Differently Abled persons for the post of **Typist, persons with Partial hearing impairment** (i.e) 40% to 50% hearing impairment are alone eligible. For the post of **Reader / Examiner Orthopaedically handicapped persons** with disability of (i.e) 40% and above are alone eligible. (Para 14(f) of the Instructions to the candidates will not apply.)
- ix) Differently Abled 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. Percentage of disability should be specifically mentioned.
- x) Evenafter filling up of the posts 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 candidates, it shall be filled up by Scheduled Castes other than Arunthathiyars.
- xi) Any claim relating to the selection (not related to candidature or / and claims made in the application) should be sent when called for documents / uploading document is made. Any claim received thereafter will not be entertained.
- xii) Correct and true information regarding arrest, convictions / debarment / disqualification by any recruiting agency, criminal or any disciplinary proceedings initiated or finalised, participation in agitation or any Political Organisation, 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 of Acquittals, order/ or G.O. Dropping further action in Departmental proceedings or any document that may prove the suitability of such candidates for a Government appointment in such cases must be produced at the stage / time of certificate verification.
- xiii) Applications containing wrong claims relating to other basic qualifications / eligibility age / category of reservation / educational qualification will be liable for rejection.
- xiv) The term “the Commission” wherever occurs in the Instructions to the candidates may be read as “the Commission on behalf of High Court of Madras.

xv) **CERTIFICATE OF PHYSICAL FITNESS:-**

Sl. No.	Name of the post	Form of Certificate of Physical fitness	Standard of Vision Prescribed
1	P.A. to the Honourable Judges	Prescribed for Executive posts	Standard - III or better
2	Personal Assistant (to the Registrars)	Form prescribed for posts other than Executive Posts and Ministerial Posts	
3	Personal Clerk (to the Deputy Registrars)		
4	Computer Operator		
5	Typist		
6	Reader / Examiner		
7	Cashier		
8	Xerox Operator		

**Note:**

Candidates who possess the standard of vision stipulated in item (xv) above of this Notification alone are eligible to apply for appointment to these posts.

xvi) The general information contained in this notification will prevail over the 'Instructions to the candidates' issued by the TNPSC in case of inconsistency, if any.

**7(1): SCHEME OF WRITTEN EXAMINATION (OBJECTIVE TYPE) AND ORAL TEST FOR THE POST OF PERSONAL ASSISTANT TO THE HON'BLE JUDGES, PERSONAL ASSISTANT (TO THE REGISTRARS) AND PERSONAL CLERK (TO THE DEPUTY REGISTRARS)**

Name of the post	Subject	Duration	Maximum Marks	Minimum Qualifying Marks for selection
1. Personal Assistant to the Hon'ble Judges	Single paper in General Studies (Degree Std.) (150 items)	3 Hours	300	102
2. Personal Assistant (to the Registrars)	Aptitude and Mental Ability Test (S.S.L.C Std) (50 items)			
3. Personal Clerk (to the Deputy Registrars)	(150+50 = 200 items)			
<b>Oral Test</b>			40	
<b>Total</b>			<b>340</b>	

**7(2) SCHEME OF WRITTEN EXAMINATION (OBJECTIVE TYPE) FOR THE POST OF COMPUTER OPERATOR:-**

Name of the post	Subject	Duration	Maximum Marks	Minimum Qualifying Marks for selection
Computer Operator	<b>Paper-I</b> General Studies (Degree Std.) (75 items) + Aptitude and Mental Ability Test (25 items) (SSLC Std.) (75+25 = 100 items) + General Tamil / General English (100 items) (SSLC Std.)	3 Hours	150 + 150 } 300	90 } 120
	<b>Paper-II</b> Computer Applications (100 items) (Diploma Standard)	1 ½ Hours	100	
<b>Total</b>			400	

**7(3) SCHEME OF WRITTEN EXAMINATION (OBJECTIVE TYPE) FOR THE POST OF TYPIST, READER/EXAMINER, CASHIER AND XEROXOPERATOR:-**

Name of the post	Subject	Duration	Maximum Marks	Minimum Qualifying Marks for selection
Typist, Reader/ Examiner, Cashier, Xerox Operator	Single Paper in General Studies (Degree Std.) (75 items) + Aptitude and Mental Ability Test (25 items) (SSLC Std.) (75+25 = 100 items) + General Tamil / General English (100 items) (SSLC Std.)	3 Hours	150 + 150 } 300	90
<b>Total</b>			300	

**For the posts of Personal Assistant to the Hon'ble Judges, Personal Assistant (to the Registrars) Personal Clerk (to the Deputy Registrars)**

Single question paper will contain questions on General Studies (Degree Std.) (150 items), Aptitude and Mental Ability Test (S.S.L.C Std) (50 items) (150+50 = 200 items)

**For the posts of Typist, Reader/Examiner, Cashier and Xerox Operator**

Single question paper will contain questions on General Studies (75 items), Aptitude and Mental Ability Test (25 items) and General Tamil (100 items) / General English (100 items).

**For the post of Computer Operator**

Paper-I will contain questions on General Studies (75 items), Aptitude and Mental Ability Test (25 items) and General Tamil (100 items) / General English (100 items). Paper-II will contain questions on Computer Applications. (100 items).

**Note:**

- (i) Candidates are given the option to choose either General Tamil or General English for answering the second 100 items apart from answering the first (75+25)100 items on General Studies.
- (ii) The questions on General Studies will be set both in English and Tamil. The questions on General Tamil / General English will be set in the respective languages and the questions on Computer Applications will be set in English only.

**Note : (2) Instruction to candidates appearing for Objective type Examination**

- (i) To use blue or black ink ball point pen only.
- (ii) Answer sheet will be invalidated if shaded in pencil.
- (iii) The answer sheet will be invalidated if the box provided for booklet series mentioned in the Question Paper is not shaded / incorrectly shaded.
- (iv) Answer sheet answered in a subject other than the subject opted by the candidates in his application / specified in the Hall Ticket will be invalidated.
- (v) Each one mark will be deducted for incorrect or absence of shading Register Number.

The Syllabi for the Written Examination are available in **Annexure-II** of this Notification.

**8. CENTRES FOR EXAMINATION:-**

The Written Examination (Objective Type) will be held at 32 Centres mentioned in **Annexure – III** of this Notification. Candidates should choose and write the examination at any one of the centres

**Note:**

1. Candidates will be required to appear for the Examination / Certificate verification at their own expenses.
2. Request for change of centre will not be compiled with.

## **9. MODE OF PAYMENT:-**

- Examination fee Rs. 100/- (Rupees Hundred only)
- Candidates have to register their basic particulars through One-Time Registration which is mandatory on payment of Rs. 50/- towards registration fee. The registration shall be valid for a period of five years from the date of one-time registration.
- Candidates have also to pay the service charges applicable to the Bank (Indian Bank or State Bank)
- Candidates can avail exemption from paying examination fees as per eligibility criteria.
- 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.50/- and received the registration ID **need not pay** the application fee i.e., Rs.50/- and it is enough to pay the examination fee alone.
- Candidates who have made **One - Time Registration** must apply for these notified posts. **One - Time Registration** is only to avail exemption for application fee for a period of 5 years from the date of Registration.

(For further details regarding the Examination fee concessions refer para 12 of the 'Instructions to the candidates').

## **10. INSTRUCTIONS WHILE APPLYING:-**

A candidate who applies for more than one post shall click the name of the posts in the column provided therefor in the online application. Candidates will be considered only for the posts for which he has applied for, in column 1 of the online application.

## **11. PROCEDURE OF SELECTION:-**

### **For the Posts of Personal Assistant to the Hon'ble Judges, Personal Assistant (to the Registrars) and Personal Clerk (to the Deputy Registrars):-**

Selection will be made in two successive stages i.e., (i) Written Examination and (ii) Oral Test in the shape of an interview. Final selection will be made on the basis of the total marks obtained by the candidates at the Written Examination and Oral Test and Educational Qualification taken together subject to the rule of reservation of appointments. Candidate's appearance in the Written Examination and Oral Test is compulsory. A candidate who has not appeared for the Written Examination or the Oral Test will not be considered for selection, even if he/she secures qualifying marks for selection.

**For the Post of Computer Operator, Typist, Reader/Examiner, Cashier and Xerox Operator:-**

The selection will be made on the basis of the marks obtained by the candidates in the Written Examination and considering the Educational Qualification following the rule of reservation of appointments separately for each category of post (wherever applicable). [Counselling may be conducted for the posts with Technical Qualification and Non-Technical Qualifications separately for which candidates are selected based on written Examination alone].

**12. NO OBJECTION CERTIFICATE AND INFORMATION TO THE EMPLOYER:-**

**For details please refer to paragraph 15 (g) of the 'Instructions to the Candidates'.** Any violation of the instruction will be liable for or end in rejection of his / her candidature.

**13. HOW TO APPLY:**

Kindly [Click here...](http://www.tnpscexams.net) [www.tnpscexams.net](http://www.tnpscexams.net) / [www.tnpscexams.in](http://www.tnpscexams.in)

**The Online Application can be filled upto 03.08.2016 till 11.59 p.m., after which the link will be disabled**

(For detailed information, the candidates may refer Commission's 'Instructions to the candidates' at the Commission's website [www.tnpsc.gov.in](http://www.tnpsc.gov.in))

**Secretary**

**ANNEXURE-I**

**DISTRIBUTION OF VACANCIES**

Sl. No.	Name of the post	GTG	GTG-GPSTM	GT-G-Ortho	GT-EX	GTW	GTDW	GTG-WPSTM	GTW Deaf	BCG	BC-EX	BCG-GPSTM	BCG-Ex-PSTM	BCG Ortho	BCW	BCDW	BC-WPSTM	BC-W(Deaf)	BCMG	BCM_GPSTM	BCM-W	BCMDW	MBC/DCG	MBC/DCG-TGPSM	MBC/DC-EX	MBC/DCW	MBC/DCDW	MBC/DCW-PSTM	SCG	SCG-PSTM	SC-EX	SCW	SCDW	SC-WPSTM	SCAG	SCA-GPSTM	SCA-W	SCA-WPSTM	SCA-DWPSTM	STG	STGPSTM	Total			
1	P.A. to the Hon'ble Judges	13	4			6		1		12		2			5		1		1	1	1	0	8	3		4			6	2		2			1	2			1						76
2	Personal Assistant (to Registrars)	1	1							1		1			1									1							1													7	
3	PC (to the Deputy Registrars)	1																																										1	
4	Computer Operator	9	3		1	5		1		8	1	2			4		1		1			1	7	1	1	2		1	5	1	1	1			1	1	1					1	61		
5	Typist	12	4		1	4	1	2	1	12		3	1		5		1	1	2		1		8	2	1	4	1	1	7	1	1	3			1	1	0	1			1		84		
6	Reader/Examiner	12	3	1	1	5	1	1		10	1	3		1	4	1	1		2			1	8	2	1	3	1	1	6	1	1	2	1		1	1	1			1		1	80		
7	Cashier	1																																					1			2			
8	Xerox-Operator	1					1			1													1					1											1			6			
	Total	50	15	1	3	20	3	5	1	44	2	11	1	1	19	1	4	1	6	1	2	2	33	8	3	13	2	3	25	5	3	9	1	4	5	2	1	1	3	1	2	317			

## Annexure-II

### FOR THE POST OF PERSONAL ASSISTANT TO THE HON'BLE JUDGES, PERSONAL ASSISTANT (TO THE REGISTRARS) AND PERSONAL CLERK (TO THE DEPUTY REGISTRARS)

#### GENERAL STUDIES

##### Degree Standard

#### **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 and Communication -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-Communicable diseases and non- communicable diseases- prevention and remedies- 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**-1. India's foreign policy-2. Latest court verdicts – public opinion-3. Problems in conduct of public elections-4. Political parties and political system in India-5. Public awareness & General administration-6. Role of Voluntary organizations & Govt.,-7. 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 including Surface 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-Need for economic planning-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, Nethaji -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 AND MENTAL ABILITY TESTS**

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-

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**FOR THE POSTS OF COMPUTER OPERATOR, TYPIST, READER / EXAMINER,  
CASHIER AND XEROX OPERATOR**

**PAPER – I**  
**GENERAL STUDIES**

**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 -Heat, light and sound-Atomic and nuclear physics.

**Chemistry-** Elements and Compounds-Acids, bases and salts-Oxidation and reduction-Chemistry of ores and metals-Carbon, nitrogen and their compounds-Fertilizers, pesticides, insecticides

**Botany--** Main Concepts of life science-The cell-basic unit of life-Classification of living organism-- Nutrition and dietetics-Respiration

**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

**Unit-II. Current Events**

**History** Latest diary of events – National-National symbols-Profile of States -Eminent persons & places in news-Sports & games-Books & authors -Awards & honours-Latest historical events-- India and its neighbours - Appointments-who is who?

**Political Science** 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- Social geography - population-density and distribution-Natural calamities – disaster management-

**Unit IV. History and culture of India**

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 - 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- Elections - Election Commission Union and State- 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.

**UNIT- VI. INDIAN ECONOMY**

Nature of Indian economy- Five-year plan models-an assessment-Land reforms & agriculture- Application of science in agriculture-Industrial growth-Role of public sector & disinvestment- Development of infrastructure- National income 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**

Early uprising against British rule-1857 Revolt- Indian National Congress-Emergence of national leaders-Gandhi, Nehru, Tagore, Netaji-Growth of militant movements -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 TESTS**

Conversion of information to data--Collection, compilation and presentation of data Tables, graphs, diagrams-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 Decision making and problem solving - Logical Reasoning- Puzzles-Dice-Visual Reasoning-Alpha numeric Reasoning - Number Series- Logical Number/Alphabetical/Diagrammatic Sequences

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பாடத்திட்டம் பொதுத் தமிழ் (கொள்குறிவகைத் தேர்விற்கு)

எஸ்.எஸ்.எல்.சி. தரம் பகுதி - அ

இலக்கணம்

1. பொருத்துதல் - பொருத்தமான பொருளைத் தேர்வு செய்தல்; (ii) புகழ் பெற்ற நூல் நூலாசிரியர்
2. தொடரும் தொடர்பும் அறிதல் (i) இத்தொடரால் குறிக்கப்பெறும் சான்றோர் (ii) அடைமொழியால் குறிக்கப்பெறும் நூல்
3. பிரித்தெழுதுக
4. எதிர்ச்சொல்லை எடுத்தெழுதுதல்
5. பொருந்தாச் சொல்லைக் கண்டறிதல்
6. பிழை திருத்தம் (i) சந்திப்பிழையை நீக்குதல் (ii) ஒருமை பன்மை /பிழைகளை நீக்குதல் மரபுப் பிழைகள், வழுவச் சொற்களை நீக்குதல் / பிறமொழிச் சொற்களை நீக்குதல்
7. ஆங்கிலச் சொல்லுக்கு நேரான தமிழ்ச் சொல்லை அறிதல்
8. ஒலி வேறுபாடறிந்து சரியான பொருளையறிதல்
9. ஒரெழுத்து ஒருமொழி உரிய பொருளைக் கண்டறிதல்
10. வேர்ச்சொல்லைத் தேர்வு செய்தல்
11. வேர்ச்சொல்லைக் கொடுத்து வினைமுற்று, வினையெச்சம், வினையாலணையும் பெயர், தொழிற் பெயரை / உருவாக்கல்
12. அகர வரிசைப்படி சொற்களைச் சீர் செய்தல்
13. சொற்களை ஒழுங்குபடுத்தி சொற்றொடராக்குதல்
14. பெயர்ச்சொல்லின் வகையறிதல்
15. இலக்கணக் குறிப்பறிதல்
16. விடைக்கேற்ற வினாவைத் தேர்ந்தெடுத்தல்
17. எவ்வகை வாக்கியம் எனக் கண்டெழுதுதல்
18. தன்வினை, பிறவினை, செய்வினை, செயப்பாட்டு வினை வாக்கியங்களைக் கண்டெழுதுதல்
19. உவமையால் விளக்கப்பெறும் பொருத்தமான பொருளைத் தேர்ந்தெழுதுதல்
20. எதுகை, மோனை, இயைபு இவற்றுள் ஏதேனும் ஒன்றைத் தேர்ந்தெழுதுதல்

பகுதி - (ஆ)

இலக்கியம்

1. திருக்குறள் தொடர்பான செய்திகள், மேற்கோள்கள் தொடரை நிரப்புதல் (பத்தொன்பது அதிகாரம் மட்டும்)

அன்பு-பண்பு-கல்வி-கேள்வி-அறிவு-அடக்கம், ஒழுக்கம், பொறை, நட்பு, வாய்மை, காலம், வலி, ஒப்புரவறிதல், செய்நன்றி, சான்றாண்மை, பெரியாரைத்துணைக்கோடல், பொருள் செயல்வகை, வினைத்திட்டம், இனியவை கூறல்.

2. அறநூல்கள் நாடடியார், நான்மணிக்கடிகை, பழமொழிநானூறு, முதுமொழிக்காஞ்சி, திரிகடுகம், இன்ன நாற்பது, இனியவை நாற்பது, சிறுபஞ்சமூலம், ஏலாதி, ஓளவையார் பாடல்கள் தொடர்பான செய்திகள், பதினெண்கீழ்க்கணக்கு நூல்களில் பிற செய்திகள்.

3. கம்பராமாயணம் - தொடர்பான செய்திகள் மேற்கோள்கள், பா வகை, சிறந்த தொடர்கள்.
4. புறநானூறு - அகநானூறு, நற்றிணை, குறுந்தொகை, ஐங்குறுநூறு, கலித்தொகை தொடர்பான செய்திகள், மேற்கோள்கள் அடிவரையறை, எட்டுத்தொகை, பத்துப்பாட்டு நூல்களில் உள்ள பிற செய்திகள்.
5. சிலப்பதிகாரம்-மணிமேகலை-தொடர்பான செய்திகள், மேற்கோள்கள், சிறந்த தொடர்கள் உட்பிரிவுகள் மற்றும் ஐம்பெரும்- ஐஞ்சிறுங் காப்பியங்கள் தொடர்பான செய்திகள்.
6. பெரியபுராணம் - நாலாயிர திவ்வியப்பிரபந்தம் - திருவிளையாடற் புராணம் - தேம்பாவணி - சிறாப்புராணம் தொடர்பான செய்திகள்.
7. சிற்றிலக்கியங்கள்  
திருக்குற்றாலக்குறவஞ்சி - கலிங்கத்துப்பரணி - முத்தொள்ளாயிரம், தமிழ்விடு தூது - நந்திக்கலம்பகம், விக்ரமசோழன் உலா, முக்கூடற்பள்ளு, காவடிச்சிந்து, திருவேங்கடத்தந்தாதி, முத்துக்குமாரசுவாமி பிள்ளைத் தமிழ், பெத்தலகேம் குறவஞ்சி, அழகா கிள்ளைவிடுதூது, இராஜராஜன் சோழன் உலா தொடர்பான செய்திகள்.
8. மனோன்மணியம் - பாஞ்சாலி சபதம் - குயில் பாட்டு - இரட்டுற மொழிதல் (காளமேகப்புலவர் - அழகிய சொக்கநாதர் தொடர்பான செய்திகள்)
9. நாட்டுப்புறப்பாட்டு - சித்தர் பாடல்கள் தொடர்பான செய்திகள்.
10. சமய முன்னோடிகள் அப்பர், சம்பந்தர், சுந்தரர், மாணிக்கவாசகர், திருமூலர், குலசேகர ஆழ்வார், ஆண்டாள், சீத்தலைச் சாத்தனார், எச்.ஏ.கிருஷ்ண பிள்ளை, உமறுப்புலவர் தொடர்பான செய்திகள், மேற்கோள்கள், சிறப்புப் பெயர்கள்.

#### பகுதி -இ

#### தமிழ் அறிஞர்களும் தமிழ்த் தொண்டும்

1. பாரதியார், பாரதிதாசன், நாமக்கல் கவிஞர், கவிமணி தேசிக விநாயகம் பிள்ளை தொடர்பான செய்திகள், சிறந்த தொடர்கள், சிறப்புப் பெயர்கள்.
2. மரபுக்கவிதை - முடியரசன், வாணிதாசன், சுரதா, கண்ணதாசன், உடுமலைநாராயணகவி, பட்டுக்கோட்டை கல்யாணசுந்தரம், மருதகாசி தொடர்பான செய்திகள், அடைமொழிபெயர்கள்.
3. புதுக் கவிதை - ந.பிச்சமூர்த்தி, சி.க.செல்லப்பா, தருமு சிவராமு, பசுவய்யா, இரா.மீனாட்சி, சி.மணி, சிற்பி, மு.மேத்தா, ஈரோடு தமிழன்பன், அப்துல்ரகுமான், கலாப்ரியா, கல்யாணஜி, ஞானக் கூத்தன், தேவதேவன், சாலை இளந்திரையன், சாலினி இளந்திரையன், ஆலந்தூர் மோகனரங்கன் - தொடர்பான செய்திகள், மேற்கோள்கள், சிறப்புத் தொடர்கள் மற்றும் எழுதிய நூல்கள்.
4. தமிழில் கடித இலக்கியம் - நாட்குறிப்பு. நேரு - காந்தி - மு.வ. - அண்ணா - ஆனந்தரங்கம் பிள்ளை நாட்குறிப்பு தொடர்பான செய்திகள்.
5. நாடகக்கலை - இசைக்கலை தொடர்பான செய்திகள்
6. தமிழில் சிறுகதைகள் தலைப்பு - ஆசிரியர் - பொருத்துதல்
7. கலைகள் - சிற்பம் - ஓவியம் - பேச்சு - திரைப்படக்கலை தொடர்பான செய்திகள்

8. தமிழின் தொன்மை - தமிழ் மொழியின் சிறப்பு, திராவிட மொழிகள் தொடர்பான செய்திகள்
9. உரைநடை - மறைமலையடிகள், பரிதிமாற்கலைஞர், ந.மு.வேங்கடசாமி நாட்டார், ரா.பி. சேதுப் பிள்ளை, திரு.வி.க., வையாபுரிப்பிள்ளை - மொழி நடை தொடர்பான செய்திகள்.
10. உ.வே.சாமிநாத ஐயர், தெ.பொ.மீனாட்சி சுந்தரனார், சி.இலக்குவனார் - தமிழ்ப்பணி தொடர்பான செய்திகள்
11. தேவநேயப்பாவாணர் - அகரமுதலி, பாவலரேறு பெருஞ் சித்திரனார், தமிழ்த்தொண்டு தொடர்பான செய்திகள்
12. ஜி.யு.போப் - வீரமாமுனிவர் தமிழ்த்தொண்டு சிறப்புத் தொடர்கள்
13. பெரியார் - அண்ணா - முத்துராமலிங்கத் தேவர் - அம்பேத்கர் - காமராசர் - சமுதாயத் தொண்டு.
14. தமிழகம் - ஊரும் பேரும், தோற்றம் மாற்றம் பற்றிய செய்திகள்
15. உலகளாவிய தமிழர்கள் சிறப்பும் - பெருமையும் - தமிழ்ப் பணியும்
16. தமிழ்மொழியில் அறிவியல் சிந்தனைகள் தொடர்பான செய்திகள்
17. தமிழ் மகளிரின் சிறப்பு - அன்னி பெசண்ட் அம்மையார், மூவலூர் ராமாமிர்தத்தம்மாள், டாக்டர்.முத்துலட்சுமி ரெட்டி. விடுதலைப் போராட்டத்தில் மகளிர் பங்கு (தில்லையாடி வள்ளியம்மை, ராணி மங்கம்மாள்)
18. தமிழர் வணிகம் - தொல்லியல் ஆய்வுகள் - கடற் பயணங்கள் - தொடர்பான செய்திகள்
19. உணவே மருந்து - நோய் தீர்க்கும் மூலிகைகள் தொடர்பான செய்திகள்
20. சமயப் பொதுமை உணர்த்திய தாயுமானவர், இராமலிங்க அடிகளார், திரு.வி. கல்யாண சுந்தரனார் தொடர்பான செய்திகள் - மேற்கோள்கள்.

**SYLLABUS – GENERAL ENGLISH****S.S.L.C. Standard (Objective Type)****Grammar****PART A**

1. Match the following words and Phrases given in Column A with their meanings in Column B.
2. Choose the correct 'Synonyms' for the underlined word from the options given
3. Choose the correct 'Antonyms' for the underlined word from the options given
4. Select the correct word (Prefix, Suffix)
5. Fill in the blanks with suitable Article
6. Fill in the blanks with suitable Preposition
7. Select the correct Question Tag
8. Select the correct Tense
9. Select the correct Voice
10. Fill in the blanks (Infinitive, Gerund, Participle)
11. Identify the sentence pattern of the following sentence (Subject, Verb, Object....)  
Blanks with correct 'Homophones'
12. Find out the Error (Articles, Prepositions, Noun, Verb, Adjective, Adverb)
13. Comprehension
14. Select the correct sentence
15. Find out the odd words (Verb, Noun, Adjective, Adverb)
16. Select the correct Plural forms
17. Identify the sentence (Simple, Compound, Complex Sentence)
18. Identify the correct Degree.
19. Form a new word by blending the words.
20. Form compound words (Eg: Noun+Verb, Gerund+Noun)

**Part-B**  
Literature

**1. Figures of speech observed in the following Poems:**

Alliteration – Allusion – Simile – Metaphor – Personification – Oxymoron – Onomatopoeia – Anaphora – Ellipsis - Rhyme Scheme - Rhyming Words – Repetition – Apostrophe

A Psalm of Life - Women's Rights - The Nation United - English words – Snake – The Man He Killed - Off to outer space tomorrow morning - Sonnet No.116 - The Solitary Reaper - Be the Best - O Captain My Captain - Laugh and Be Merry – Earth - Don't quit - The Apology - Be Glad your Nose is on your face - A sonnet for my Incomparable Mother - The Flying Wonder - To a Millionaire - The Piano – Manliness - Going for water - The cry of the Children - Migrant Bird - Shilpi.

**2. Appreciation Questions from Poetry**

A Psalm of Life - Women's Rights - The Nation United - English words – Snake – The Man He Killed - Off to outer space tomorrow morning – Sonnet No.116 - The Solitary Reaper - Be the Best - O Captain My Captain - Laugh and Be Merry – Earth - Don't quit - The Apology - Be Glad your Nose is on your face - A sonnet for my Incomparable Mother - The Flying Wonder - To a Millionaire - The Piano – Manliness - Going for water - The cry of the Children - Migrant Bird - Shilpi.

**3. Important lines from Poems.**

Where the mind is without fear - The Solitary Reaper - Going for water - A Psalm of Life - Be the Best - Sonnet No.116

**4. Questions on the Biography of**

Mahatma Gandhi - Jawaharlal Nehru - Subash Chandra Bose - Helen Keller Kalpana Chawala - Dr.Salim Ali - Rani of Jhansi - Nelson Mandela – Abraham Lincoln

**5. Questions on Shakespeare's**

Merchant of Venice (Act IV Court Scene) - Julius Ceasar (Act III Scene 2) - Sonnet 116

**6. Questions from Oscar Wilde's**

The Model Millionaire - The Selfish Giant

**7. Dr. Karl Paulnack**

Music-The Hope Raiser

### 8. Comprehension Questions from the following Motivational Essays:

Gopala Krishna Gokhale's Speech on 25<sup>th</sup> July in Mumbai in response to The address presented to him by students- Dale Carnegie's 'The Road to success- Dr.APJ Abdul Kalam's 'Vision for the Nation'(from 'India 2020')  
 - Ruskin Bond's 'Our Local Team' - Hope Spencer's 'Keep your spirits high' - Deepa Agarwal's 'After the storm' - Brian patten's 'You can't be that no you can't be that'

### 9. Comprehension Questions from the following description of Places

Ahtushi Deshpande's 'To the land of snow' - Manohar Devadoss – Yaanai Malai - Brihadeesvarar Temple

### 10. British English – American English

## Part-C

### Authors and their Literary Works

#### 1. Match the Poems with the Poets

A psalm of Life - Be the Best - The cry of the children - The Piano – Manliness  
 Going for water – Earth -The Apology - Be Glad your Nose is on your face - The Flying Wonder -Is Life But a Dream - Be the Best - O captain My Captain - Snake - Punishment in Kindergarten -Where the Mind is Without fear – The Man He Killed - Nine Gold Medals

#### 2. Which Nationality the story belongs to?

The selfish Giant - The Lottery Ticket - The Last Leaf - How the Camel got its Hump - Two Friends – Refugee - The Open Window

#### 3. Identify the Author with the short story

The selfish Giant - The Lottery Ticket - The Last Leaf - How the Camel got its Hump - Two Friends – Refugee - The Open Window - A Man who Had no Eyes - The Tears of the Desert – Sam The Piano - The face of Judas Iscariot - Swept Away - A close encounter - Caught Sneezing - The Wooden Bowl - Swami and the sum

#### 4. Whose Auto biography / Biography is this?

#### 5. Which Nationality the Poet belongs to?

Robert Frost - Archibald Lampman - D.H. Lawrence - Rudyard Kipling  
 Kamala Das - Elizabeth Barrett Browning - Famida Y. Basheer - Thomas Hardy - Khalil Gibran - Edgar A. Guest - Ralph Waldo Emerson - Jack Prelutsky - F. Joanna - Stephen Vincent Benet - William Shakespeare - William Wordsworth - H.W. Long Fellow - Annie Louisa walker - Walt Whitman - V.K. Gokak

**6. Characters, Quotes, Important Lines from the following works of Indian Authors:**

Sahitya Akademi Award winner: Thakazhi Sivasankaran Pillai – ‘Farmer’

Kamala Das – 1. Punishment in Kindergarten 2. My Grandmother’s House

R.K. Narayan - Swami and the sum - Rabindranath Tagore - Where the mind is without fear - Dhan Gopal Mukherji - Kari, The Elephant - Deepa Agarwal - After the Storm - Dr. APJ Abdul Kalam - Vision for the Nation

Indra Anantha Krishna- The Neem Tree - Lakshmi Mukuntan- The Ant Eater and the Dassie - Dr. Neeraja Raghavan - The Sun Beam

**7. Drama Famous lines, characters, quotes from**

Julius Caesar - The Merchant of Venice

**8. Match the Places, Poet, Dramatist, Painter with suitable option**

**9. Match the following Folk Arts with the Indian State / Country**

**10. Match the Author with the Relevant Title/Character**

**11. Match the Characters with Relevant Story Title**

The Selfish Giant - How the camel got its hump - The Lottery ticket - The Last Leaf - Two friends – Refugee - Open window – Reflowering - The Necklace Holiday

**12. About the Poets**

Rabindranath Tagore - Henry Wordsworth Longfellow - Anne Louisa Walker - V K Gokak - Walt Whitman - Douglas Malloch

**13. About the Dramatists**

William Shakespeare - Thomas Hardy

**14. Mention the Poem in which these lines occur**

Granny, Granny, please comb My Hair - With a friend - To cook and Eat - To India – My Native Land - A tiger in the Zoo - No men are foreign – Laugh and be Merry – The Apology - The Flying Wonder

**15. Various works of the following Authors –**

Rabindranath Tagore – Shakespeare - William Wordsworth - H.W. Longfellow – Anne Louisa Walker - Oscar Wilde - Pearl S. Buck

**16. What is the theme observed in the Literary works?**

Snake - The Mark of Vishnu - Greedy Govind - Our Local Team – Where the mind is without fear - Keep your spirits high - Be the best – Bat – The Piano – The Model Millionaire - The Cry of the Children – Migrant bird – Shilpi

**17. Famous Quotes – Who said this?****18. To Which period the Poets belong**

William Shakespeare - Walt Whitman - William Wordsworth - H.W. Longfellow Annie Louisa Walker - D.H. Lawrence

**19. Matching the Poets and Poems**

Discovery – Biking – Inclusion - Granny, Granny, please comb My Hair – With a Friend - To cook and Eat – Bat - To India – My Native Land - A tiger in the Zoo - No men are foreign - Laugh and be Merry – Earth – The Apology - The Flying Wonder - Off to outer space tomorrow morning - Be the best - Is life, but a dream - Women’s rights - The Nation united - English words – Snake – The man he killed

**20. Nature centered Literary works and Global issue Environment and Conservation**

Flying with moon on their wings - Migrant bird - Will Thirst Become - Unquenchable? - Going for Water - Swept away - Gaia tells her

**TAMIL NADU PUBLIC SERVICE COMMISSION****SYLLABUS****COMPUTER APPLICATIONS**  
**(Diploma Standard)****UNIT – I (FUNDAMENTALS OF COMPUTER)**

Introduction to Computers – Classification of Computers – Types of Computers – Basic Operations of a Computer – Hardware – Software, Application and System Software – Data Representation, BCD (Binary Coded Decimal), Alphanumeric Codes – Computer Languages.

**UNIT – II (COMPUTER ORGANIZATION)**

Basic Components of Computer – Input Units, Keyboard, Mouse, CD-ROM Drive, Other Input Units – Output Unit, VDU (Visual Display Unit), Printer, Other Output Unit – Input/output Units, Floppy Drive, Harddisk, CD-writer, Magnetic Tape Drive – Central Processing Unit – Memory, Arithmetic and Logic Unit, Control Unit.

**UNIT – III (BASICS OF OPERATING SYSTEM)**

Introduction – Features of OS (Operating System) – Types of Operating System, Windows OS, Linux (Introduction) – Introduction to Windows – Advantages – Working with Windows – Desktop – MS DOS Prompt – Starting an Application – Windows Dialog Boxes – Customizing Windows – Windows Control Panel – Applications in Windows – Managing Files and Folders – Windows Explorer – Windows Accessories – Shutting Down the Computer.

**UNIT – IV (WORD PROCESSOR)**

Introduction – Word Options, Creating, Opening, Typing and Editing a Document – Find and Replace Text, Check Spelling and Grammar – Print a Document – Formatting the Text – Rulers – Paragraph Breaks and Tabs – Character Formatting – Paragraph Formatting – Page Formatting – Creating Columns – Case Conversions – Borders and Shading – Adding Lists – Tables – Graphics (Draw with Word, Add a Chart, Word Art) – Advanced Features – Mailmerge, Header and Footer, Insert a Symbol, Adding Watermark – Common Keyboard Commands.

**UNIT – V (WORKING WITH SPREADSHEETS)**

Introduction – Creating a Workbook – Open an Existing Worksheet – Entering a Data – Formulas – Insert Rows and Columns – Edit Cell Data – Print a Worksheet – Find and Replace Data – Create a Range – Fill Cells with Autofill Data – Functions – Formatting Cells – Freeze Rows and Column Headers – Page Formatting – Conditionally Format Data – Sorting Data – Advanced Features – Adding Charts, Insert Graphics, Protect Worksheet, Combine Multiple Cells, Import and Export Worksheets.

**UNIT – VI (WORKING WITH POWER POINT)**

Introduction – Presentation Creation – PowerPoint Options – Opening an Existing Presentation – Printing a Presentation – Entering Text into a Presentation – Find and Replace a Text – Animate Text – Layout and Themes – Changing Presentation Background – Advanced Features – Inserting a Chart, Graphics, Presentation Header and Footer, Add Sound and Video, Add Special Effects, Add Slide Transition, Make an automatic Presentation, Add Notes, Create Handouts.

**UNIT - VII (WORKING WITH ACCESS)**

Introduction – Creating a Database – Creating a table – Entering a Data – Editing Data – Printing a Table – Creating Forms – Creating Queries – Sub Queries – Creating and Printing Reports.

**UNIT - VIII (COMPUTER COMMUNICATION)**

Introduction – Advantages – MODEM – Computer Networks – Uses of Networks – Types of Networks - Introduction to Internet – Advantages of Internet – Getting connected to Internet – World Wide web (www) – E-mail – Creating E-mail id, Sending, Receiving, Attaching Document – Browser – Searching Information's.

**UNIT - IX (BASIC TROUBLE SHOOTING)**

Connecting Input and Output Devices - Connecting Ports - Serial Port (COM Port), Parallel Port (LPT), USB NIC Port (Network Inter Face Card), Sound Card Ports, Monitor Port – Virus – Anti Virus Installation – Virus/Malware Scanning.

**UNIT - X (WORKING WITH EXTERNAL DEVICES)**

Printer Installation – Printer Settings – Taking Printouts – Scanner Installation – Scanning the Image/Document, Adjust the Scan Settings – Web Camera/Digital Camera Installation – Web Camera Settings – Taking Images/Photos – Biometric Device Installation (Thumb Print Scanner, Eye Vision Scanner) – Settings, Taking Images.

**ANNEXURE- III**

<b>Sl. No.</b>	<b>DISTRICT</b>	<b>CODE NO</b>	<b>Sl. No.</b>	<b>DISTRICT</b>	<b>CODE NO</b>
1.	Ariyalur	3001	17.	Pudukkottai	1501
2.	Chennai	0100	18.	Ramanathapuram	1601
3.	Coimbatore	0200	19.	Salem	1701
4.	Cuddalore	0301	20.	Sivaganga	1801
5.	Dharmapuri	0401	21.	Thanjavur	1901
6.	Dindigul	0501	22.	Theni	2001
7.	Erode	0601	23.	Thiruvallur	2101
8.	Kanchipuram	0701	24.	Thiruvannamalai	2201
9.	Kanyakumari	0802	25.	Thiruvarur	2301
10.	Karur	0901	26.	Thoothukkudi	2401
11.	Krishnagiri	3101	27.	Tiruchirappalli	2501
12.	Madurai	1000	28.	Tirunelveli	2601
13.	Nagapattinam	1101	29.	Tiruppur	3201
14.	Namakkal	1201	30.	Vellore	2701
15.	The Niligirs	1301	31.	Vilupuram	2801
16.	Perambalur	1401	32.	Virudhunagar	2901