1. Candidates should sit for the examination only at the centre mentioned in the Memorandum. Candidates appearing at a centre other than the one mentioned in the Memorandum should produce an order from the Tamil Nadu Public Service Commission in which change of centre has been permitted.

2. No candidates whose name is not in the Attendance Sheet will be admitted into the examination hall.

3. Candidates should bring with them to the examination hall on each day of the examination the Memorandum of admission issued to them for inspection by the Invigilator and if they fail to do so they will not be allowed to write the examination.

4. Smoking is prohibited in the examination hall.

5. No candidate suffering from any contagious disease will be admitted into the examination hall.

6. Candidate should take their places in the examination hall 30 minutes before the time of commencement of Examination. Candidates presenting themselves more than half an hour after the commencement of the examination will not be admitted into the Examination hall.
7. (i) The candidates are required to attend both objective and descriptive type of Departmental Examinations compulsorily in respect of Test Code numbers from 049 to 075 and 101 to 172 (except Test Code 112 & 135).

(ii) The candidates are required to obtain minimum pass marks in both type (Objective & Descriptive) for considering them as passed in the Departmental Tests where combination of objective and descriptive type of examinations is prescribed in respect of the Departmental Test.

8. No candidate will be allowed to leave the examination hall till the closure of the examination.

9. Strict silence should be maintained in the examination hall.

10. Candidates are required to provide themselves with their own pens, ink, and blotting paper and instrument boxes.

11. The candidates are permitted to use calculators at the examination hall while writing the Examination.

12. SPECIAL INSTRUCTIONS FOR OBJECTIVE PATTERN OF EXAMINATION (OMR)

   a. The use of books will not be allowed for all the objective type / pattern of examination.

   b. Before starting to write the objective type of examination, candidates should check the OMR bar code in the answer sheet given to them. If the OMR answer sheet is defective in any way ask the Room Invigilator to replace it.
c. Candidates are instructed to read the instructions to candidates on the side 1 of the OMR Answer sheet. In case of any doubt regarding writing/shading Register number and Departmental test code etc., consult the Room Invigilator for any assistance.

OMR sheet has a 1-inch wide horizontal barcode (bar code) at top left corner. In case of any doubt regarding writing/shading/Register number and Departmental test code etc., consult the Room Invigilator for any assistance.

d. Candidates are allowed to write the objective type of examination in ball point pen only (blue or black or blue black only).

Candidates are instructed to read the instructions to candidates on the side 1 of the OMR Answer sheet. In case of any doubt regarding writing/shading/Register number and Departmental test code etc., consult the Room Invigilator for any assistance.

OMR sheet has a 1-inch wide horizontal barcode (bar code) at top left corner. In case of any doubt regarding writing/shading/Register number and Departmental test code etc., consult the Room Invigilator for any assistance.

Answer sheet will be invalidated if any of the answer is shaded in pencil.

Candidates are instructed to read the instructions to candidates on the side 1 of the OMR Answer sheet. In case of any doubt regarding writing/shading/Register number and Departmental test code etc., consult the Room Invigilator for any assistance.

OMR sheet has a 1-inch wide horizontal barcode (bar code) at top left corner. In case of any doubt regarding writing/shading/Register number and Departmental test code etc., consult the Room Invigilator for any assistance.

e. Answer sheet will be invalidated if any of the answer is shaded in pencil.

Candidates are instructed to read the instructions to candidates on the side 1 of the OMR Answer sheet. In case of any doubt regarding writing/shading/Register number and Departmental test code etc., consult the Room Invigilator for any assistance.

OMR sheet has a 1-inch wide horizontal barcode (bar code) at top left corner. In case of any doubt regarding writing/shading/Register number and Departmental test code etc., consult the Room Invigilator for any assistance.

f. Do not make any stray marks or write anything on the answer sheet and also in the Track on the sides of the answer sheet on SIDE 2.

Candidates are instructed to read the instructions to candidates on the side 1 of the OMR Answer sheet. In case of any doubt regarding writing/shading/Register number and Departmental test code etc., consult the Room Invigilator for any assistance.

OMR sheet has a 1-inch wide horizontal barcode (bar code) at top left corner. In case of any doubt regarding writing/shading/Register number and Departmental test code etc., consult the Room Invigilator for any assistance.

g. Two marks will be deducted for incorrect shading or absence of shading the Register No.

Candidates are instructed to read the instructions to candidates on the side 1 of the OMR Answer sheet. In case of any doubt regarding writing/shading/Register number and Departmental test code etc., consult the Room Invigilator for any assistance.

OMR sheet has a 1-inch wide horizontal barcode (bar code) at top left corner. In case of any doubt regarding writing/shading/Register number and Departmental test code etc., consult the Room Invigilator for any assistance.

h. Two marks will be deducted for incorrect shading or absence of shading of Departmental Test code.

Candidates are instructed to read the instructions to candidates on the side 1 of the OMR Answer sheet. In case of any doubt regarding writing/shading/Register number and Departmental test code etc., consult the Room Invigilator for any assistance.

OMR sheet has a 1-inch wide horizontal barcode (bar code) at top left corner. In case of any doubt regarding writing/shading/Register number and Departmental test code etc., consult the Room Invigilator for any assistance.

i. Answer sheet answered in a Departmental test other than the test mentioned by the candidate in the application/specified in the Hall Ticket will be invalidated.

Candidates are instructed to read the instructions to candidates on the side 1 of the OMR Answer sheet. In case of any doubt regarding writing/shading/Register number and Departmental test code etc., consult the Room Invigilator for any assistance.

OMR sheet has a 1-inch wide horizontal barcode (bar code) at top left corner. In case of any doubt regarding writing/shading/Register number and Departmental test code etc., consult the Room Invigilator for any assistance.

j. Completely shade only one answer to a particular question.

Candidates are instructed to read the instructions to candidates on the side 1 of the OMR Answer sheet. In case of any doubt regarding writing/shading/Register number and Departmental test code etc., consult the Room Invigilator for any assistance.

OMR sheet has a 1-inch wide horizontal barcode (bar code) at top left corner. In case of any doubt regarding writing/shading/Register number and Departmental test code etc., consult the Room Invigilator for any assistance.
13. SPECIAL INSTRUCTIONS FOR DESCRIPTIVE TYPE PATTERN OF EXAMINATION

a. Candidates are allowed to write the descriptive type of examination in ink or ball point pen (only blue or black or blue black).

b. Candidates are allowed the option to answer the paper in all the tests either in English or in Tamil or even to answer any of the papers partly in English and Partly in Tamil except the test on translation and the language test which have to be answered only in the language chosen by them in their applications.

c. Before starting to write the examination candidates should check whether Serial Number is assigned on the Answer Book supplied to them and to verify whether the page numbers are also in sequence. If the Answer Book (Main/Additional) is defective in any way ask the Room Invigilator to replace it.

d. Candidates should write their Register Number on the front page of the first sheet of the main answer book in the space provided for that purpose. They should not write their Register Number in any other page in the Main Answer Book. The Answer Book of the candidate who violates this instruction will not be valued. They should not write their Register Number on any other page including in the Additional Answer Book, Graph sheet, Maps or in the Journal sheet if any supplied to them. Five marks will be deducted from the total marks obtained by the candidates who write their Register Number in the additional answer books, Graph sheets, Maps or in the Journal sheet if any supplied to them.
 Candidates are strictly forbidden from writing their names or initials or any other names or initials on the main or additional answer books. They should not attach their names or initials or any other names or initials even in the order, judgement letter etc. EXCEPT WRITING ANSWER TO QUESTION, CANDIDATES ARE FORBIDDEN FROM MAKING ANY OTHER MARKS OR WRITING ANY FIGURES OR DRAWING ANY DIAGRAMS IN THE MAIN OR ADDITIONAL ANSWER BOOKS. No answer book (whether main or additional) in which these instructions are violated will be valued. Candidates who fail to write the name of the subject of the paper or who do not write the name of the subject of the paper correctly or who fail to write their Register Number distinctly and correctly on the first page of the main answer books will be penalised. A reduction of five marks will be made for omission to write the Register Number and reduction of three marks will be made for writing Register Number or subject incorrectly.

f. The lower part of the left hand pages or if necessary a page or pages of the answer books may be used for any rough work. The rough work should be crossed through afterwards.

g. In answering to practical questions candidates must show the entire detailed working in the answer books themselves.

h. In answering papers candidates will on no account be allowed to exceed the time allotted for each paper. Candidate will on no account be allowed to change the test or parts of tests offered by them and for which they are admitted.
i. Candidates should give the correct numbers of the question or sub-divisions in their answers. If they fail to indicate the correct question number or sub-division of a question or if they give question number incorrectly they are liable to lose marks.

j. The use of books will not be allowed for the Test Codes from 1 to 75 (both objective and descriptive type) and 101-172 (in respective of objective type pattern of examination).

k. Candidates should bring their own books with them for the purpose of answering the descriptive type question papers in the test in the case of which the use of books are allowed (i.e. Test Codes 101 to 172 for descriptive type only). Books other than those prescribed for a test will not be allowed in answering the paper or papers in the test. Refer to the commission’s website www.tnpsc.gov.in for the list of books.

NOTE/முடிவு:

(i) In the case of the Civil and Criminal Judicial Test and the Criminal Judicial Test the books containing bare Acts that need not necessarily be Government Publications.

(ii) The books containing only bare Acts and Rules (without any notes or commentaries or explanations) need not necessarily be Government publication.

(iii) As far as Registration Department Test is concerned, the examinees are permitted to use guides containing only circulars and orders issued by Inspector – General of Registration, Government and Board of Revenue and also the Judgement relating to the Department. All other guides, digests, summaries, etc. are prohibited.
14. The use of books containing notes or commentaries and the use of guides, digests, summaries ‘catechisms’ etc., will not be allowed.

15. The candidates may be allowed to write with Photostat copies of the permitted books recommended by the Head of the Department, duly attested by the Group A Officer working in their Department and with certificate on number of pages contained in the Photostat copies of prescribed books.

16. The use of Government publication containing an index will not be objected to for the examination in which books are allowed.

17. Candidates are prohibited from introducing into the examination hall any book or portion of a book other than those allowed in instruction No. 13 (k) above stated or manuscripts, printed form of paper of any description from communicating with or copying from each and from communicating with any person outside the examination hall candidates are strictly prohibited from writing on the memorandum issued to them or on question paper.

18. Except for the purpose mentioned below candidates are forbidden to ask the Invigilator questions of any kind during the examination.
19. A candidate who wants paper fastener, additional answer books should raise from his/her seat and remain standing until one of the invigilators goes to his/her seat and ascertains his/her requirement.

20. The candidate will be supplied with the additional answer books only after getting his signature in a list maintained by the Chief invigilator for noting the supply of additional answer books.

21. A candidate who has completed his answer should raise from his seat and remain standing until the invigilator takes his answer books. Similarly at the end of the time prescribed for each paper a candidate should stop writing, raise from the seat and remain standing until the Invigilator takes his answer books. Candidates should use additional answer book including printed form if any for the main answer books with paper fasteners or thread to be obtained from the Invigilator.

22. Candidates are prohibited from taking with them from the examination hall any unused answer books.

23. The candidates are instructed to mention number of questions answered and unanswered for the objective type of Examination in the format furnished by the invigilator.

24. Candidates are strictly warned that they should not approach the examiners with reference to their answer books. Any candidate approaching or attempting to approach an examiner or getting other people to approach an examiner on his behalf will be disqualified and will also be reported for disciplinary action to the head of the Department in which he may be employed.
25. The above penalty will be imposed also in case where candidates make an appeal in their answer books invoking the sympathy of examiner in connection with their result.

26. Any candidate violating any of these instructions or the instructions printed on the second page of the main answer book or in the Memorandum of Admission will run the risk of his answer books being invalidated or marks being deducted.

27. Any candidate resorting to malpractice in the examination hall will be liable to be sent out of the hall forthwith and his conduct will be reported to the commission. Moreover, the candidate will be debarred of writing TNPSC Departmental Examinations up to 3 years by the Commission.

28. The answer books containing irrelevant or impertinent or insolent or vulgar answer will be invalidated and candidates guilty of writing such answers are also liable to be debarred from appearing for future examinations conducted by the commission. If the candidate is a Government Servant the matter will be reported to the Head of the Department for taking disciplinary action.

29. Requests from candidates for furnishing the cause of failure in the test or for revaluation of their answer book will not be complied with. However the commission reserves to itself the right to get any answer book revalued if in its opinion there are sufficient and valid grounds to do so.
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30. TNPSC Bulletins containing detailed results of Departmental Examinations are sent to the District Collectorate, Taluk Offices and District Central Libraries for providing information to the candidates.

31. The results of the Examinations (i.e.,) the Register Numbers of the successful candidates will be exhibited in the Collectorate, Taluk offices and published in the TNPSC Bulletins for the information of the candidates.

32. General Notes to candidates appearing for the Departmental Examinations

1. Any representation regarding the test for which the candidate is admitted should be made immediately on receipt of the memorandum of admission.

2. Candidates should take the examination only at the Examination Hall assigned to his/her Register Number. Otherwise their answer books will be invalidated.

3. Candidates should write only the test for which he/she had applied and been admitted otherwise his/her answer books will be invalidated.

4. Candidates appearing for the Departmental Examinations are warned that they should not use unauthorized books containing commentaries guides, digests, summaries catechism etc., or books containing notes or unauthorized index noted down in ink or pencil while answering the papers with books. The answer books of the candidates who violate the instructions will be invalidated. The candidates will be expelled from the Examination Hall. They are also liable to be debarred from appearing for any of the examinations either permanently or for such term of years as the Commission decides as fit.
5. Special ruled Sheets for answering question on Book-keeping in the Departmental Test for Officers of the Co-operative Department will not be supplied. Candidates should themselves rule the papers in the Answer book. For this purpose they should bring their own pencil and rule or scale.

6. A list of Instruments, etc, to be brought by the Candidates appearing for the Survey Department Test is as follows:-

   i. Plotting Scale: 1:5,000; 1:1,000 (Metric) and Offset scale
   ii. Brass Compass
   iii. Parallel Ruler
   iv. Drawing Pen
   v. Pen
   vi. Pencil of plotting, erasers.
   vii. Area Square paper 1:5,000; 1:1,000 (Metric)
   viii. Protractor
   ix. Colour boxes, brushes, saucers, crow quills and Indian ink, cake or other kinds of ink, if necessary for answering the papers in the Survey Test.
x. Chamber’s Mathematical Tables and Boleau’s Traver’s Tables for answering questions in the Survey Test.

xi. Metric Computing Scale.

xii. Calculator

7. The Memorandum of admission should be shown to the invigilator at the Examination Hall whenever required.

Controller of Examinations

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