



TAMIL NADU PUBLIC SERVICE COMMISSION

Notification No: 2/2013

DATED: 21.02.2013

Applications are invited **only through online mode from candidates professing Hindu Religion** upto 11.03.2013 for direct recruitment to the vacancies in the following posts included in **Group-I B Services:-**

Sl. No.	Name of the Posts and Code No.	Name of the Services and Code No.	No. of vacancies	Scale of Pay
1.	Assistant Commissioner in the Tamil Nadu Hindu Religious and Charitable Endowments Administration Department. (Code No.: 1010)	Tamil Nadu Hindu Religious and Charitable Endowments Administration Service. (Code No.: 003)	4	Rs.15,600-39,100 +Grade Pay Rs. 5,400/- (PB3)
2.	Executive Officer, Grade-I (Code No.: 1653)	Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Service. (Code No.: 009)	8 (Including 1 GT Blind C/F vacancy)	Rs.9,300 -34,800 +Grade pay Rs.4,900/--(PB2)

2. DISTRIBUTION OF VACANCIES:-

The vacancies will be filled in as follows according to Rule of Reservation of appointments:

Sl. No	Name of the Post	GT (W)**	BC (PSTM)**	MBC/DC	SC	Total
1.	Assistant Commissioner	1	1	1	1	4
Total		1	1	1	1	4

Sl. No	Name of the Post	GT (Blind) C/F**	GT	GT (PSTM)**	BC	BC(W)**	MBC/DC	SC	SCA	Total
2.	Executive Officer, Grade-I	1	1	1	1	1	1	1	1	8
Total		1	1	1	1	1	1	1	1	8

**Abbreviation: - W - Women; PSTM - Person Studied in Tamil Medium, C/F -Carried Forward.

3. IMPORTANT DATES AND TIME:-

A	Date of Notification		21.02.2013	
B	Last date for submission of applications		11.03.2013	
C	Last date for payment of fee through Bank or Post Office		13.03.2013	
D	Date and Time of Main Examination in Computer Based Test (CBT) Format	Paper-I	30.03.2013 AN	2.30 P.M. to 5.30 P.M.
		Paper-II	31.03.2013 FN	10.00 A.M. to 1.00 P.M.
		Paper-III	31.03.2013 AN	2.30 P.M. to 5.30 P.M.

4. QUALIFICATIONS: -**(A) AGE (as on 01.07.2013):**

For the Post of Assistant Commissioner: -

Sl. No.	Category of Candidates	Maximum Age (should not have completed)
1.	SCs, SC(A)s, STs, MBCs/DCs, BCs, and DWs of all Castes	37 years
2.	"Others" i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs and BCs.	32 Years

For the Post of Executive Officer, Grade-I:-

Sl. No.	Category of Candidates	Minimum Age	Maximum Age (should not have completed)
1.	SCs, SC(A)s, STs, MBCs/DCs, BCs and DWs of all Castes	30 years	No maximum age limit
2.	"Others" i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs and BCs.		35 Years

Note:

- (i) The maximum age limit prescribed for the post of Assistant Commissioner will not apply in the case of a candidate in service, holding the post of Executive Officer, Grade-I or Grade-II or Grade-III or Grade-IV or Inspector or Head Clerk or Manager or

Superintendent, in the Tamil Nadu Hindu Religious and Charitable Endowments Administration Department. Para 2 (d) of the Commission's "Instructions to the Candidates" will not apply to the above said service candidates who apply for the post of Assistant Commissioner alone.

- (ii) Candidates (except those referred under Note (i) above), not belonging to SCs, SC(A)s, STs, MBC/DCs and BCs 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 for both the posts.
- (iii) Para 4 of the Commission's "Instructions to the Candidates" will not apply to the post of Assistant Commissioner.

(B) EDUCATIONAL QUALIFICATION: (as on 21.02.2013)

Candidates should possess the following or its equivalent qualification on the date of this Notification: -

For the Post of Assistant Commissioner: -

- (i) (a) A degree in Arts or Science or Commerce of any University or Institution recognized by the University Grants Commission for the purpose of its grant or B.O.L. of Annamalai University or B.B.A. of Madurai Kamaraj University or B.Litt. of University of Madras or B.B.M. or B.Litt. of Bharathiyar University and A degree of Bachelor of Law (three years course) of any University or Institution recognized by the University Grants Commission for the purpose of its grant.

OR

- (b) A degree of Bachelor of Law (Five years integrated Course) of any University or Institution recognized by the University Grants Commission for the purpose of its grant.

AND

- (ii) (a) Must be actually practising as an Advocate or as a Pleader in a Court of Civil or Criminal Jurisdiction for a period of not less than three years.

OR

- (b) Must have put in a service of not less than six years in the post of Executive Officer, Grade I or Grade II or Grade III or Grade IV, or Inspector or Head Clerk or Manager or Superintendent, in the Tamil Nadu Hindu Religious and Charitable Endowments Administration Department.

For the Post of Executive Officer, Grade-I: -

- (i) Must possess a degree in Arts, Science or Commerce of any University recognized by the University Grants Commission for the purpose of its grant or B.O.L. of Annamalai University, B.B.A. of Madurai Kamaraj University, B.Litt. of Madras University, B.B.M. or B.Litt. of Bharathiyar University.

And

- (ii) A degree in Law of any University recognized by the University Grants Commission for the purpose of its grant.

Provided that, other things being equal, preference shall be given to the employees of Religious Institutions (other than Government Servants) who have put in not less than 5 years of Service.

Provided that, other things being equal, preference shall be given to persons who hold a Diploma in Epigraphy and Archaeology awarded by the Institute of Epigraphy in Tamil Nadu.

Note:

- (i) The qualification, prescribed for these posts, should have been obtained by passing the required degree course in the order of studies, 10th, HSC, Bachelor's degree, B.L. degree **or** 10th, HSC, B.L. degree (Five years integrated Course).
- (ii) Persons claiming equivalence of qualification should upload evidence for such claim, when called for failing which their applications will be liable for rejection.

5. GENERAL INFORMATIONS:-

- A. The number of vacancies advertised is only approximate and is liable to modification with reference to vacancy position at any time before finalization of selection.
- B. The Rule of reservation of appointments applies to each post separately.
- C. The Differently Abled persons should upload a copy of certificate of physical fitness specifying the nature of physical handicap and the degree of disability based on the norms laid down, from the Medical Officer concerned in the relevant speciality 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 is applying, when called for. However he/she should produce the physical fitness certificate obtained from the Medical Board before appointment. As per G.O Ms. No.53, Social Welfare and Nutritious Meal Programme Department, dated 11.04.2005, all the three categories of Differently Abled persons are eligible for the Reservation to Differently Abled persons. However, no turn earmarked for Differently Abled persons has fallen within the turns utilized for the post of Assistant Commissioner. Differently Abled persons can apply and should upload the documents referred to in para 14 (f) of the Commission's "Instructions to the Candidates", when called for.
- D. In G.O.Ms.No.145, Personnel and Administrative Reforms (S) Department dated 30.09.2010, the Government have issued Orders to fill up 20% of all vacancies in direct recruitment on preferential basis to Persons Studied in Tamil Medium. The 20% reservation of vacancies on preferential allotment to **Persons Studied in Tamil Medium (PSTM)** will apply to

persons who have acquired the prescribed qualification referred to in para 4(B) of this Notification in Tamil Medium.

- E. If no qualified and suitable female candidates are available for selection against the vacancies reserved for women, those vacancies will be filled by male candidates belonging to the respective communal categories.
- F. Even after 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.
- G. Reservation of appointment to "Destitute Widows" and "Ex-Servicemen" will not apply to this recruitment.

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 posts	Standard of Vision Prescribed	Form of Certificate of Physical Fitness
Assistant Commissioner	Standard-I	Form prescribed for Executive Posts
Executive Officer, Grade-I	Standard-III	

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

- I. Any claim relating to the selection (not related to candidature or/and claims made in the application) should be received within 30 days from the date of announcement of results. Claims received thereafter will receive no attention.
- J. Only persons professing the Hindu Religion as required by Section 10 of the Tamil Nadu Hindu Religious and Charitable Endowments Act-1959 (Tamil Nadu Act 22 of 1959) are eligible to apply.
- K. Information relating to debarment by any recruiting agency, criminal or any disciplinary proceeding initiated or finalised should also be furnished to the Commission.
- L. The selection will be subject to outcome of W.Ps., if any, pending in the High Court.

For candidates applying for the Post of Assistant Commissioner only.

Candidates referred under item (ii) (b) in para 4(B) should upload the service certificate in the following format obtained from the Head of Department/Office: -

Service Certificate

Certified that Thiru/Tmt/Selvi..... (Name).....has put in a service of not less than six years (from _____ to _____) in the post of Executive Officer, Grade-I/ Grade-II/Grade-III/Grade-IV/Inspector/Head Clerk/Manager/Superintendent, in the Tamil Nadu Hindu Religious and Charitable Endowments Administration Department as on . .2013.

Date:

Signature of the Head of the

Office Seal:

Department/Office with Designation.

In respect of other candidates they may be required to upload a certified copy of 'certificate' from a Senior Advocate or from the Secretary or President of the Advocates Association or Bar Association or Council or from a Judicial Officer to the effect that on the date of the Notification, **he/she is actually practising at the Bar as an Advocate or as a Pleader and that he/she has been so practising for a period of not less than 3 years since**

Applications submitted without uploading the above mentioned certificates will be rejected.

6. SCHEME OF EXAMINATION FOR BOTH THE POSTS:-

MAIN EXAMINATION (OBJECTIVE TYPE)(DEGREE STANDARD) AND ORAL TEST

Subject	Duration	Maximum marks	Minimum Qualifying marks for selection	
			SCs, SC(A)s, STs, MBCs/DCs and BCs	Others
<u>Main Examination in CBT format</u> <u>Paper-I</u> General Knowledge General Knowledge } -150 Items } Aptitude Test } 200 items -50 Items } Code No: 191 } <u>Paper-II</u> Hindu Religion -200 Items Code No: 193 } <u>Paper-III</u> Law - 200 Items Code No: 194 }	3 Hours	300	306	408
	3 Hours	300		
	3 Hours	300		
Interview and Record		120		
Total		1020		

Note:-

The questions on General Knowledge, Hindu Religion and Law will be set in English and in Tamil.

The Syllabi have been made available in the Commission's Website at "www.tnpsc.gov.in"

Computer Based Test (CBT):

The candidate has to appear for the examination where he has been allotted to the examination. Change of centre or venue is not permitted. He has to carry the Hall Ticket (Admission Card) and same has to be produced at the examination venue. Each Candidate will be assigned a Computer to take up the examination. Candidates will be provided with a user name and password to login the system. Necessary instructions will be displayed on screen. Kindly read all the instructions carefully.

- Candidates are not permitted to carry any electronic and/or communication device into the examination hall. They are advised not to bring the electronic gadgets with them.
- Computer Based Test (CBT) is similar to paper pen shading test.
- In CBT, questions with four options each will be displayed in the computer screen.
- Candidate has to click the best answer to the question.
- Candidates can proceed to the next question by clicking next button. Or previous question by clicking previous button.
- Candidates can review any question and the answers, and the answers can be changed at any time before the closure of examination. They can skip the questions also, if they desire so.
- Candidate can use only the mouse to select the correct answers and proceed with answering the questions.
- The Questions and optional answers will be shuffled randomly and displayed to the candidate.
- Candidate can submit their answers at any time during the examination.
- Once the answers are submitted, the candidates have no option to proceed further.
- If the candidate fails to submit their answers, the system will automatically submit the answers to the server, at the closure of the examination.
- No computer knowledge is required to take up the CBT. Knowledge in Mouse operation is suffice to take up the CBT.
- The questions and answers can be zoomed to the required level for the candidates with visual impairment.

Candidates will be admitted to the examination till 30 minutes from the commencement of the examination. Candidates have to sign the attendance sheet and affix thumb impression for verification of his identity. All the activities of the candidates with the mouse will be recorded in the server and a log file will be created for future reference. The Examination Hall will be under camera surveillance.

To acquaint with the operation of Mouse and the CBT, the candidates can take up the mock test available in the Commission's website (www.tnpsc.gov.in) and they can practice the usage of mouse in the mock test. Mock test is similar to the CBT to be held on the day of examination. In the Mock test, all the steps are given similar to the CBT. Candidate can practice the mock test as many times as he/she likes.

7. CENTRE FOR EXAMINATION AND CODE NUMBERS:-

Examination will be held at the following centres.

Sl. No.	Name of Centre	Centre Code
1.	Chennai	001
2.	Coimbatore	002
3.	Madurai	010
4.	Salem	017
5.	Thanjavur	019
6.	Tiruchirappalli	025
7.	Tirunelveli	026
8.	Vellore	027
9.	Villupuram	028

- (i) The candidate should choose any one of the above centres.
- (ii) Candidates should appear for the examination at their own expenses.
- (iii) The Commission reserves the right to increase/decrease the number of examination centres and to re- allot the candidates.
- (iv) Request for change of centre will not be complied with.

8. PROCEDURE OF SELECTION:-

Selection will be made in two successive stages i.e., (i) Main Examination in Computer Based Test Format and (ii) Oral Test in the shape of an interview.

(For further details, refer paragraph 21(b) of the "Instructions to the Candidates").

(The expression Main Written Examination/Written Examination wherever occurs in the "Instructions to the Candidates" may be read as Main Examination in Computer based Test format).

9. EXAMINATION FEE:

- Rs.300/- (Rupees Three Hundred only) to be paid by all the candidates (i.e. Cost of Application Rs. 50/- + Examination fee Rs.250/-) for both the posts of Assistant Commissioner and Executive Officer, Grade-I.
- Candidates have also to pay the service charges applicable to the Bank or Post Office or Fee Processing Agency.
- 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 for a period of 5 years from the date of registration even if he/she applies for any other posts, subsequently notified by the Commission. But those candidates shall pay examination fee.

(Details regarding the Examination fee concessions referred under paragraph 12 of the "Instructions to the Candidates" will not apply to this recruitment).

10. NO OBJECTION CERTIFICATE :

For details refer to paragraph 15(g) of the Commission's "Instructions to the Candidates".

11. CONCESSIONS:-

Concessions in the matter of age allowed to SCs., SC(A)s., STs., MBCs/DCs., BCs., Destitute Widows, Ex-Servicemen, Differently Abled persons, discharged and serving temporary State Government employees below 40 years of age, etc. are given in para 13, 14 of the Commission's "Instructions to the Candidates". Persons claiming concessions referred to above has to produce evidence for such claim when called for, otherwise his/her application will be liable for rejection.

12. SECURITY:-

In regard to the security to be furnished by the Executive Officer, Grade-I, the rules framed under section 116(2) (xvi) of the Tamil Nadu Hindu Religious and Charitable Endowments Act, 1959 (Tamil Nadu Act 22 of 1959) shall apply.

13. HOW TO APPLY:-

- Candidates should apply only through online in the Commission's Website www.tnpsc.gov.in or in www.tnpscexams.net Candidates who wish to apply for both the posts can submit a single application for both the posts.
- Before applying, the candidates should have scanned image of their photograph and signature in CD/DVD/Pen drive as per their convenience.
- A valid e-mail ID or Mobile Number is mandatory for registration and e-mail ID should be kept active till the declaration of results. You are cautioned to keep your e-mail ID and pass word confidentially. TNPSC will send Hall Tickets (Memorandum of Admission) for Main Examination in Computer Based Test Format, Interview Call Letters, Other Memos etc. to the registered / given e-mail ID only.
- Please note that all the particulars mentioned in the online application including Name of the Candidate, Post Applied, Communal Category, Date of birth, Address, E-mail ID, Centre of Examination etc. will be considered as final and **no modifications will be allowed after the last date specified for applying online**. Since certain fields are firm and fixed and cannot be edited, candidates are requested to fill in the online application form with the utmost care and caution as no correspondence regarding change of details will be entertained.
- The candidates who wish to receive SMS should register their mobile number in the application.

13(A) Applying Online:-

- 1) Candidates are first required to log on to the TNPSC's website www.tnpsc.gov.in or www.tnpscexams.net
- 2) Click "Apply Online" to open up the On-Line Application Form.
- 3) Select the name of the post or service for which you wish to apply.
- 4) If you already have Unique ID, please enter the Unique ID and password to view the already available information and update them, if necessary.
- 5) If you do not have valid ID, please enter all the required particulars without skipping any field.
- 6) Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature. An online application is incomplete without the photograph and signature upload.

13(B) Mode of Fee Payment:-

Please select the mode of payment (Online Payment/Offline Payment).

13 (C) Online Payment (Net Banking, Credit card/Debit card) :-

- 1) In case candidates who wish to pay fees through the online payment gateway, i.e. Net Banking, Credit Card and Debit card Payment, **an additional page of the application form will be displayed** wherein candidates may follow the instructions and fill in the requisite details to make payment.
- 2) After submitting your payment information in the online application form, please wait for the intimation from the server, **DO NOT press Back or Refresh button in order to avoid double charge.**
- 3) If the online transaction has been successfully completed a Registration Number and Password will be generated. Candidates should note their Application Number and Password for future reference in respect of the post applied for.

13 (D) Offline Payment (Post Office or Indian Bank) :-

- 1) For offline mode of payment candidates have to select either Post Office or Indian Bank Branch.
- 2) Click "SUBMIT" to submit the Application form.
- 3) Candidates will be provided with Application Number and password. Please note down the Application Number and password.
- 4) On Submission, system will generate the payment Chelan which the candidate need to take print out and go to the nearest branch of Indian bank or the Designated Post Offices as the case may be, to make the payment.
- 5) Collect the candidate's copy of the fee payment Chelan from the Branch. Please check that the Chelan is properly signed and the details of Transaction Number, Branch Name and DP Code Number, Deposit Date have been noted in the Chelan by the Branch authorities.
- 6) Online Application Registration will be taken as successful one, only if the

payment is made either in the post office or in the Indian Bank **within two working days from the date of registration/submission of application.**

13 (E) Print Option:-

- 1) After submitting the application, candidates can print /save their application in PDF format.
- 2) On entering Application Number and password, Candidates can download their application and print, if required.
- 3) Candidates need not send the printout of the online application or any other supporting documents to the Commission. The certificates will be verified only when the candidates come up for next stage of selection.

Note:

- I. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee/intimation charges to avoid the possibility of disconnection/inability/failure to log on the TNPSC's website on account of heavy load on internet/website jam.
- II. TNPSC does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the TNPSC.
- III. Under no circumstances, a candidate should share/mention e-mail ID or Mobile Number to any other person. In case a candidate does not have a valid personal e-mail ID, they should create a new e-mail ID before applying on-line and must maintain that e-mail account.
- IV. There is a provision to modify the submitted Online Application. Candidates are requested to make use of this facility to correct their details in the Online Application if any. This modification facility will be available up to the last date for applying online for the particular post. After this date, no modification will be permitted. Candidates should take utmost care and caution while filling in the Online Application. Please note that no modification in fee payment details will be permitted for candidates who pay fees/ intimation charges through the online mode. Since certain fields are firm, fixed and cannot be edited, candidates are requested to fill in the online application form with the utmost care and caution as no correspondence regarding change of details will be entertained.
- V. Candidates should carefully fill in the details in the On-Line Application at the appropriate places and click on the "SUBMIT" button at the end of the On-Line Application format. Before pressing the "SUBMIT" button, candidates are advised to verify each and every particular filled in the application. The name of the candidate or his /her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.

- VI. Request for change/correction in any particulars in the Application Form shall not be entertained under any circumstances AFTER THE LAST DATE FOR Editing/ Updating application details specified. TNPSC will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.
- VII. Commission is not responsible for the online payment failure.
- VIII. Any clarification may be obtained from the Help Desk (No.1860 345 0112).

14. OTHER IMPORTANT INSTRUCTIONS:-

- a. **Candidates should ensure their eligibility for examination:** The candidates applying for the examination should ensure that they fulfil all eligibility conditions for admission to examination. **Their admission to all stages of the examination will be purely provisional subject to satisfying of the eligibility conditions.** Mere issue of memo of admission to the candidate will not imply that his/her candidature has been fully cleared by the Commission.
- b. **How to apply:** Candidates are required to apply Online by using the website www.tnpsc.gov.in or www.tnpscexams.net Detailed instructions for filling up online application are given in Para 13 of this Notification.
- c. The Hall Tickets for eligible candidates will be made available in the Commission's Website www.tnpsc.gov.in or www.tnpscexams.net for downloading by candidates. No Hall Tickets will be sent by post.
- d. **Facilitation counter for guidance of candidates:** In case of any guidance/information/clarification of their applications, candidature, etc. candidates can contact Tamil Nadu Public Service Commission's Office in person or over Telephone No. 044-25300300 or the Commission's Office Toll-Free No.1800 425 1002 on all working days between 10.00 a.m. and 05.45 p.m.
- e. **Mobile Phones and other Articles Banned:-**
 - (i) Candidates are not allowed to bring Pager, Cellular Phone, Calculator, Memory Notes and books etc. or any other Electronic device or Recording Device either as separate piece or part of something used by the candidate such as Watch or Ring.
 - (ii) If they are found to be in possession of any such thing or instrument they will not be allowed to attend the examination further, besides invalidation of answer paper and / or debarment. If it is considered necessary they will be subjected for a physical search including frisking on the spot.
 - (iii) Do not bring into the Examination Hall any article such as books, notes, loose sheets, mathematical and drawing instruments, Log Tables, stencils of maps, slide rules, Text Books, rough sheets etc.

- (iv) Candidates are advised in their own interest not to bring any of the banned items including Mobile Phones / Pagers to the venue of the examination, as arrangements for safekeeping cannot be assured.
- f. Candidates are not required to submit along with their application any certificates (except the certificates referred to under para 5(L) of this Notification which are to be uploaded with the application) in support of their claims regarding Age, Educational Qualifications, Experience, Community Certificates and certificates regarding their Physical Disability, etc.,. They should be submitted when called for by the Tamil Nadu Public Service Commission. The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the Examination. Their admission at all the stages of examination for which they are admitted by the Commission viz. Main Examination in Computer Based Test format and Oral Test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the Main Examination in Computer Based Test format and Oral Test, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the Commission.
- g. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the Commission.
- h. **Unfair means strictly prohibited:** No candidate shall copy from the papers of any other candidate nor permit his papers to be copied nor give nor attempt to give nor obtain nor attempt to obtain irregular assistance of any description.
- i. **Conduct in Examination Hall:** No candidate should misbehave in any manner or create a disorderly scene in the Examination Hall or harass the staff employed by the Commission for the conduct of the examination. Any such misconduct will be severely viewed & penalized.

The Online Application can be filled upto 11.03.2013 till 11.59 p.m., after which the link will be disabled.

(For any additional information the candidates may refer Commission's "Instructions to the Candidates" at the Commission's website www.tnpsc.gov.in)

Secretary