



# TAMIL NADU PUBLIC SERVICE COMMISSION

Advertisement No.695

Notification No.13/2024

Date:13.09.2024

## Assistant Public Prosecutor, Grade-II

Applications are invited only through online mode for direct recruitment to the post of Assistant Public Prosecutor, Grade-II in Prosecution Department.

### 1. Important Instructions:

#### 1.1. Candidates to ensure their eligibility for the examination:

All candidates are requested to carefully read the "Instructions to Applicants" available in the Commission's website [www.tnpsc.gov.in](http://www.tnpsc.gov.in) and this Notification. The candidates applying for the examination should ensure that they fulfill all eligibility conditions for admission to the examination. Their admission to all stages of the examination will be purely provisional, subject to their satisfying the eligibility conditions. Mere admission to the preliminary examination, main written examination, certificate verification, interview or inclusion of name in the selection list will not confer on the candidates any right to appointment. The Commission reserves the right to reject candidature at any stage, after due process even after selection has been made, if a wrong claim or violation of rules or instructions is confirmed.

#### 1.2. Important Dates and Time:

Date of Notification	13.09.2024	
Last date and time for submission of online application	12.10.2024 11.59 P.M	
Application correction window period	16.10.2024 12.01 A.M to 18.10.2024 11.59 P.M	
<b>Date and Time of Examination</b>		
<b>Type of Examination</b>	<b>Date</b>	<b>Time</b>
Preliminary Examination	14.12.2024	02.30 P.M to 05.30 P.M
Main Written Examination	Will be announced at the time of the declaration of the results of the preliminary examination.	

#### 1.3. How to Apply:

##### 1.3.1. One Time Registration and Online Application:

Candidates are required to apply online by using the Commission's website [www.tnpsc.gov.in](http://www.tnpsc.gov.in) or [www.tnpscexams.in](http://www.tnpscexams.in). The candidate needs to register himself / herself first at the One Time Registration (OTR) platform available on the Commission's website and then proceed to fill the online application for the examination. If the candidate is already registered, he / she can proceed straightway to fill the online application for the examination.

##### 1.3.2. Application Correction Window:

After the last date for submission of online application, the Application Correction Window will open for three days from 16.10.2024 to 18.10.2024. During this period, candidates will be able to edit the details in their online application. After the last date of the Application Correction Window period, no modification will be allowed in the online application.

1.3.3. The detailed instructions regarding how to apply and the examination centres are available in Annexure I of this Notification.

**1.4. Banned Items:**

1.4.1. Candidates are not allowed to bring mobile phone, pager or any electronic equipment or programmable device or storage media like pen drive, smart watches, watches with in-built memory notes, rings with in-built memory notes etc., or camera or Bluetooth devices or communication chips or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device into the examination hall / room. Candidates are not allowed to bring non-electronic devices such as P&G Design Data Book, mathematical and drawing instruments, log tables, stencils of maps, slide rules, books, notes, loose sheets, guides, rough sheets, hand bags into the examination hall/room.

1.4.2. If they are found to have any such things or instruments, they will not be allowed to write the examination, besides invalidation of the answer sheet and/or debarment and/or rejection of candidature. If it is considered necessary, they will be subjected to a thorough physical search including frisking on the spot.

1.4.3. Candidates are advised, in their own interest, not to bring any of the banned items including mobile phones to the venue of the examination, as arrangements for safekeeping of the same cannot be assured.

**2. Warning:**

2.1. All the recruitments by the Tamil Nadu Public Service Commission are purely merit-based. The Tamil Nadu Public Service Commission hereby cautions the candidates against touts and agents who may cheat, by making false promises of securing jobs through unfair means. The Tamil Nadu Public Service Commission shall not be responsible or liable for any loss that may be caused to any candidate on account of indulging in any sort of dealings with such unscrupulous elements.

2.2. Candidates are solely responsible for their claims in the online application. They cannot blame service providers like internet cafes / browsing centers / common service centers for the mistakes made while applying online for recruitment. Candidates are advised to check the filled-in online application before finally submitting the same.

**3. Post and Vacancies:**

Name of the Post	Post Code	Name of the Department	Distribution of vacancies		Number of vacancies	Level of pay
Assistant Public Prosecutor, Grade-II	1797	Prosecution	GT(G)	8	51	Level 22 (CPS)
			GT(G)(PSTM)	3		
			GT(W)	4		
			GT(W)(PSTM)	1		
			BC(G)	7		
			BC(LD/LC/DF/AC)	1		
			BC(G)(PSTM)	1		
			BC(W)	3		
			BC(W)(PSTM)	1		
			BC(M)(G)(PSTM)	1		
			BC(M)(W)(PSTM)	1		
			MBC/DC(G)	6		
			MBC/DC(G)(PSTM)	1		
			MBC/DC(W)	1		
			MBC/DC(W)(PSTM)	2		
			SC(G)	3		
SC(LD/LC/DF/AC)	1					

			SC(G)(PSTM)	2		
			SC(W)	1		
			SC(W)(PSTM)	1		
			SC(A)(W)	1		
			ST(G)	1		
<b>Abbreviation:</b> CPS - Contributory Pension Scheme.						

3.1. The number of vacancies notified is tentative and is liable for modification, before the publication of the results of the preliminary examination. Whenever the vacancies are revised, the number of candidates selected for the successive stages will also be revised commensurately.

#### 4. Eligibility Conditions:

##### 4.1. Age Limit: (as on 01.07.2024)

The candidates should have completed the age of 26 years. The category wise maximum age limit and age concession details are given below.

##### 4.1.1. Others (Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s and BCMs):

Name of the Post	Post code	Maximum Age (Should not have completed)	Age Concession		
			Persons with Benchmark Disability	Ex-Servicemen	Destitute Widow
Assistant Public Prosecutor, Grade-II	1797	36	46	50	No Maximum Age limit

##### 4.1.2. BC (OBCM)s, BCMs, MBCs/DCs, SCs, SC(A)s and STs:

Name of the Post	Post code	Maximum Age (Should not have completed)	Age Concession		
			Persons with Benchmark Disability	Ex-Servicemen	Destitute Widow
Assistant Public Prosecutor, Grade-II	1797	No Maximum Age limit			
<b>Abbreviations:</b> BC(OBCM) - Backward Classes (Other than Backward Class Muslim) BCM - Backward Class Muslims MBC / DC - Most Backward Classes / Denotified Communities SC - Scheduled Castes SC(A) - Scheduled Castes (Arunthathiyars) ST - Scheduled Tribes					

4.1.3. No maximum age limit shall mean that the candidates should not have completed 60 years of age as on 1.7.2024 or at the time of selection / appointment to the post.

4.1.4. Candidate claiming age concession should upload / produce the supporting documents for such a claim. Failure to upload / produce such a document shall result in the rejection of candidature after due process.

#### 4.2. Supporting Documents:

4.2.1. The date of birth will be verified against the tenth standard (SSLC) or twelfth standard (HSC) mark sheet, issued by the Tamil Nadu Board of Secondary Education and Tamil Nadu Board of Higher Secondary Education respectively.

4.2.2. Those candidates whose date of birth is not mentioned in their tenth standard / twelfth standard mark sheet must upload / produce their Birth Certificate / Transfer Certificate / Degree Mark Sheets /

Post Graduate Degree Mark Sheets, instead of the tenth standard or twelfth standard mark sheet. Any other form of evidence will not be accepted.

4.2.3. Failure to upload / produce such a document shall result in the rejection of candidature after due process.

**4.3. Educational Qualification and Experience:**

Name of the Post	Post Code	Qualification and Experience
Assistant Public Prosecutor, Grade-II	1797	(i) Must possess B.L., Degree of any University or Institution recognized by the University Grants Commission for the purpose of its grant; (ii) Must be a member of the Bar and must have had active practice in Criminal Courts for a period of not less than 5 years Explanation: The expression “active practice in Criminal Courts” shall include the period of service rendered by a person as a temporary Assistant Public Prosecutor, Grade-II (iii) Must possess adequate knowledge of Tamil Explanation: For this purpose, a person will be deemed to possess an adequate knowledge of Tamil if he has passed the S.S.L.C. Public Examination or its equivalent examination with Tamil as one of the languages studied in the High School Course in Tamil Medium and also S.S.L.C., Public Examination in Tamil Medium or passed the Second Class Language Test in Tamil conducted by the Tamil Nadu Public Service Commission

4.3.1. Second Proviso of Para 10 of “Instructions to Applicants” and section 21(2) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 are not applicable to this post.

4.3.2. The qualification prescribed for this post should have been obtained by passing the required qualification in the order of studies, viz., 10th + HSC / Diploma or its equivalent + Bachelor’s degree+ B.L., Degree (3 years) or 10th + HSC / Diploma or its equivalent + B.L., Degree (Five years Integrated Course)

4.3.3. The candidates should possess the educational qualifications and experience prescribed for the post, on the date of notification.

**4.3.4. Supporting Documents:**

4.3.4.1. SSLC / HSC / Diploma / Degree / Provisional Degree / Consolidated Mark Sheet shall be accepted as proof of educational qualification.

4.3.4.2. In cases where the duration of the prescribed educational qualification / experience has been specified in the notification, any discrepancy between the claim in the application and the documents uploaded / produced, shall result in the rejection of candidature after due process.

4.3.4.3. In case the Degree Certificate is lost or is not immediately available for reasons to be specified, an extract from the Convocation Register will be accepted as evidence of qualification.

4.3.4.4. Candidates must upload / produce the Enrolment certificate issued by the Bar council as a proof for member of the Bar.

**4.3.4.5. Practice Certificate:**

(a) Candidates should upload practice certificate at the time of submission of online application in the format available in Annexure-V of this notification in support of his / her claim of “had active practice in Criminal Courts for a period of not less than 5 years”.

(b) Criminal Courts means the High Courts, Courts constituted under any law, Courts of Session, Judicial Magistrates of the first class, and in any metropolitan area, Metropolitan Magistrates, Judicial Magistrates of the second class and Executive Magistrates.

(c) The Competent Authority to issue the practice certificate is Public Prosecutor, High Court of Madras, Additional Public Prosecutor, High Court of Madras, District Public Prosecutor, Additional Public Prosecutor, Special Public Prosecutor of the Directorate of the Prosecution and Senior Advocate.

(d) Senior Advocate means Advocate designated as Senior Advocate by the High Court of Madras in exercise of the powers conferred by section 16(2) of the Advocates Act, 1961.

(e) The period of study of M.L., Degree will not be excluded from the period of practice.

4.3.4.6. Failure to upload / produce such documents supporting the claim shall result in rejection of candidature after due process.

#### **4.3.5. Equivalence of Qualification:**

The Government orders relating to equivalence of qualification are available on the Tamil Nadu Public Service Commission's website. However, if the candidate possesses an equivalence of qualification other than one mentioned in the Commission's website and if Government orders to this effect have been issued on or before the date of this notification, candidates should furnish the details of the same while applying and should upload a copy of the Government order at the time of uploading of documents, failing which his / her candidature will be rejected after due process. The Government orders regarding equivalence of qualification issued after the date of this notification will not be considered for this recruitment.

#### **4.4. Medical and Physical Standards:**

4.4.1. Candidates selected for appointment to the post will be required to produce a certificate of physical fitness to the appointing authority at the time of joining the post.

4.4.2. The visual acuity of the candidates will have to be Standard – III or better. Candidates with defective vision should produce an Eye Fitness certificate from a qualified Eye Specialist working in a Government Hospital to the appointing authority at the time of joining the post.

#### **4.5. Restrictions on applying for the Examination:**

4.5.1. The candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s, and BCMs, who have put in five years or more of service, since his / her first appointment to a service of Government of India or Government of a State / Union Territory, are not eligible to apply even if they are within the age limit.

#### **4.6. Suitable categories of Persons with Benchmark Disability:**

4.6.1. The post of Assistant Public Prosecutor, Grade-II is identified as suitable for reservation to the Persons with Benchmark Disability as detailed below;

<b>Name of the Post</b>	<b>Post Code</b>	<b>Suitable Category of Benchmark Disabilities</b>
Assistant Public Prosecutor, Grade-II	1797	LD, LC, DF, AC
<b>Abbreviations:</b>		
LC – Leprosy Cured	DF – Dwarfism	
LD – Locomotor Disability	AC – Acid attack victims	

4.6.2. Persons with Benchmark Disability with only those category(ies) of disability(ies) mentioned above shall be eligible to apply for the Examination for this post under Persons with Benchmark Disability category. Therefore, candidates concerned are advised to read it carefully before applying appropriately for admission to the Examination.

## **5. Plan of Examination:**

5.1. The examination for the post of Assistant Public Prosecutor, Grade-II comprises of two successive stages: (i) Preliminary Examination for the selection of candidates for Main Examination; and (ii) Main Examination (Written Examination and Interview).

5.2. Preliminary Examination is meant to serve as a screening test only and the marks obtained in the Preliminary Examination by the candidates who are declared qualified for admission to the Main Examination will not be counted for determining their final order of merit.

5.3. The Commission will draw a list of candidates to be qualified for the Main Written Examination based on the criterion of minimum qualifying marks as mentioned in Para 6.1 of this Notification.

5.4. The number of candidates to be admitted to the Main Written Examination will be 10 times the number of candidates to be recruited having regard to the rule of reservation of appointments. However, in each reservation group, all the candidates who secure the same marks as that of cut-off marks of their reservation group shall also be admitted to the Main Written Examination, though the number of candidates to be admitted to the Main Written Examination may exceed the 1:10 ratio.

5.5. Onscreen certificate verification will be conducted before admission to the Main Written Examination. No supplemental list will be published in the place of rejected candidates or candidates who have failed to upload documents for verification.

5.6. The practice certificate uploaded by the candidates will be verified by the Committee constituted by the Director of Prosecution during onscreen certificate verification. The Committee can reject the practice certificate of candidates who have not had active practice in Criminal Courts for the period of not less than 5 years after due process. The decision of the Committee is final.

5.7. The Main Examination will consist of a Written Examination and an Interview. The Main Written Examination will consist of five papers in the subjects set out in Para 6.2 of this Notification. Out of which Paper-I will be qualifying in nature. Marks obtained in Paper II, Paper III, Paper IV and Paper V and marks obtained in the Interview will be counted for ranking.

5.8. If the number of vacancies notified to be filled from any one or more of the reservation group(s) (viz., Scheduled Castes, Scheduled Castes (Arunthathiyar), Scheduled Tribes, Most Backward Classes / Denotified Communities, Backward Class (OBCM), Backward Class – Muslim and General Turn) is five and above, the number of candidates to be admitted to the Physical Certificate Verification and Interview shall be two times the number of vacancies, based on the marks obtained by the candidates in the Main Written Examination. Similarly, if the number of vacancies in any one or more of the reservation group(s) is four and below, the number of candidates to be admitted to the Physical Certificate Verification and Interview of those reservation group(s) shall be three times the number of vacancies. The Interview will carry 60 marks (with no minimum qualifying marks).

5.9. Marks thus obtained by the candidates in the Main Examination (Written part as well as Interview) would determine their final ranking. The final selection will be made based on the total marks obtained by the candidates in the Main Written Examination Paper II, Paper III, Paper IV, Paper V and Interview taken together, subject to the rule of reservation of appointments.

## 6. Scheme of Examination:

### 6.1. Preliminary Examination (Single Paper)

Subject	Standard	No. of Questions	Duration	Maximum Marks	Minimum Qualifying Marks		Type of Examination	Mode of Examination	Language of Question Paper
					SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s and BCMs	Others*			
(i) General Studies	Degree	75	3 Hours	300	90	120	Objective	CBT	Tamil and English
(ii) Aptitude and Mental Ability Test	SSLC	25							
(iii) Law	Degree	100							
Total		200							

\*Others - Candidates not belonging to SCs, SC(A)s, STs, MBCs / DCs, BC(OBCM)s and BCMs.  
CBT- Computer Based Test

### 6.2. Main Examination (Written Examination and Interview)

Paper	Subject	Standard	Duration	Maximum Marks	Minimum Qualifying Marks		Mode of Examination	Language of Question Paper	
					SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s and BCMs	Others*			
Paper I	Tamil Eligibility Test	SSLC	3 Hours	100	40	40	Descriptive	Tamil	
Paper II	Law - I	Degree	3 Hours	100	120	160		Descriptive	Tamil and English
Paper III	Law - II		3 Hours	100					
Paper IV	Law - III		3 Hours	100					
Paper V	Law - IV		3 Hours	100					
Total (Paper II, III, IV and V)				400					
Interview				60		-			
Grand Total (Paper II, III, IV, V and Interview)				460		-			

\* Others – Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s and BCMs

6.3. The Main Written Examination answer sheets of Paper II, Paper III, Paper IV and Paper V will be evaluated only if the candidate secures minimum qualifying marks in Paper I.

6.4. Appearance in all the papers of the Main Written Examination and the Interview is compulsory. Candidates who have not appeared for any one or more papers of the Main Written Examination, shall not be considered for selection, even if they secure the minimum qualifying marks for selection.

6.5. The differently abled candidates can avail exemption from writing Paper I of the Main Written Examination (Tamil Eligibility Test). Such candidates have to furnish the required details in the online application without fail. Subsequent claim will receive no attention. The candidates need to upload the Certificate in the format prescribed in the para 5 of Annexure IV of this notification.

6.6. The syllabus for the Preliminary and Main Written Examination is available in Annexure III of this Notification.

6.7. The instructions to be followed while appearing for the examination, are available in Annexure IV of this Notification.

## **7. Reservation of Appointments:**

The rule of reservation of appointments applies to this recruitment. Reservation of appointment to Destitute Widow and Ex-Servicemen will not apply to this recruitment.

## **8. Communication to Candidates:**

8.1. The memorandum of admission (Hall Ticket) for eligible candidates will be made available on the Commission's website [www.tnpscexams.in](http://www.tnpscexams.in) / [www.tnpsc.gov.in](http://www.tnpsc.gov.in) for downloading by candidates. The memorandum of admission will not be sent by post. The candidates must comply with every instruction given in the memorandum of admission.

8.2. The Commission will publish the written examination results, date and time of certificate verification and interview on the Commission's website [www.tnpsc.gov.in](http://www.tnpsc.gov.in). No individual communication will be sent to the candidates by Post. Candidates will be informed of the above fact only through SMS and e-mail, through the registered Mobile Number and email ID. Candidates are directed to watch the Commission's website in this regard. The Commission shall not be responsible if the communication does not reach the candidate due to an incorrect / invalid e-mail ID / mobile number and failure / delay in delivery of SMS / email to the candidates due to any reason including technical issues. Any representation from the candidates for non-receipt of SMS or e-mail will not be responded.

## **9. Communication with the Commission:**

9.1. Candidates requiring clarification, can contact the office of the Tamil Nadu Public Service Commission in person or over the Toll-Free No.1800 419 0958 on all working days between 10.00 A.M and 5.45 P.M.

9.2. Queries relating to One Time Registration / online application may be sent to [helpdesk@tnpscexams.in](mailto:helpdesk@tnpscexams.in). Any other communication with the Commission must be made through email to [grievance.tnpsc@tn.gov.in](mailto:grievance.tnpsc@tn.gov.in). Communications sent by post must be addressed only to the Secretary, Tamil Nadu Public Service Commission, TNPSC Road, V.O.C. Nagar, Park Town, Chennai - 600003.

9.3. All communications to the Commission should invariably contain the following particulars. Communications not containing the following particulars will not be attended to.

- a. Name of the examination
- b. Notification No. and year
- c. Registration No.
- d. Name of the Candidate (in full and in block letters)
- e. Complete postal address as given in the application
- f. Valid and Active E-mail ID

9.4. Request for exemption from age limit or other qualifications will receive no attention. Requests for furnishing causes of failure in the written examination or for non-selection based on the results of the written examination or for revaluation of answer sheets / answer booklets will not be entertained.

9.5. Requests from candidates for furnishing of their marks or answer paper copy before the completion of the entire selection process will not be entertained by the Commission.

## **10. Litigations:**

The selection for appointment to the post in this recruitment is purely provisional subject to the final orders in the court cases, if any, pending before the Hon'ble High Court of Madras and Madurai Bench of Madras High Court, relating to this recruitment.

**Secretary**



## Annexure I

### How to Apply Online

**1. Website:** Candidates should apply only through online mode in the Commission's website viz., [www.tnpscexams.in](http://www.tnpscexams.in).

#### **2. One Time Registration:**

2.1. It is essential for the candidate to register himself/herself first at the One Time Registration (OTR) platform, available on the Commission's website, and then proceed to fill up the online application for the examination. Candidates should register only once in the One Time Registration by paying Rs.150/- as registration fee. Successfully registered One Time Registration is valid for five years from the date of registration.

2.2. During One Time Registration, the candidates should keep ready the scanned image of their photograph, taken within the last 3 months of size 20 KB – 50 KB and saved as "Photograph.jpg" and signature of size 10 KB – 20 KB and saved as 'Signature.jpg'. Both photograph and signature, of 200 DPI resolution, should be saved in a CD / DVD / Pendrive, to upload the same.

2.3. One Time Registration is not an application for any post. It is just a collection of information from the candidates and provides a separate dashboard to each candidate to facilitate the maintenance of their own profile. A candidate should make an online application separately for every examination for which he/she intends to appear.

2.4. A valid e-mail ID and mobile number are mandatory for One Time Registration. E-mail ID and mobile number are to be kept in 'ACTIVE' mode. Every candidate should have his/her email ID and password. No candidate should share his/her e-mail ID, password, mobile number with any other person. In case a candidate does not have a valid personal email ID, he/she should create a new email ID before applying online and must maintain that email account live. Inquiries relating to One Time Registration / online applications will be answered only if the inquiries are received through a registered e-mail ID.

2.5. Linking the Aadhaar number with One Time Registration (OTR) is mandatory for candidates. The information associated with the Aadhaar number including biometrics will be used only for identification purposes and will not be stored or shared. Candidates are requested to give their consent in their respective OTR. The Aadhaar details will be submitted to the Central Identities Data Repository (CIDR) only for authentication. Linking of the Aadhaar number is mandatory for all prospective candidates to create new OTR / renew/access the existing OTR and apply for any recruitment to be notified henceforth.

#### **2.6. Details to be furnished during One Time Registration:**

2.6.1. Candidates shall furnish their correct SSLC Register Number and Certificate Number, Month and Year of Passing, Medium of Instruction, and Name of the Board that issued the certificate while registering online. If any detail furnished is found to be wrong, the online application will be rejected at any stage after due process.

2.6.2. Candidates who have more than one SSLC mark sheet, should enter the details available in the mark sheet issued on the final attempt in which he / she had passed the SSLC examination.

2.6.3. Besides details related to SSLC, all other details required in the One Time Registration, shall be furnished without any mistake, as these details shall form the basis of all other details given subsequently by the candidate while filling the online application for each recruitment.

#### **2.7. One-Time Registration (OTR) Edit:**

2.7.1. The candidates shall be permitted to edit the details in the OTR whenever required by uploading the supporting documents.

2.7.2. Any changes in the One Time Registration must be made before the submission of the online application since the details furnished in the One Time Registration will be filled in automatically in the online application. Hence, incorrect particulars furnished in the One Time Registration may result in the rejection of online application after due process. Candidates are therefore advised to fill in the One Time Registration particulars carefully and correctly.

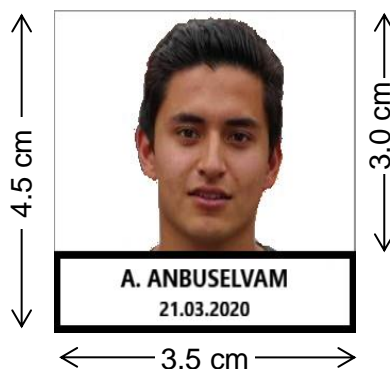
2.7.3. The Commission will not be responsible for any consequences arising out of failure on the part of the candidates to adhere to the instructions issued regarding One Time Registration or filling up of online application.

2.7.4. The instructions and illustration regarding One Time Registration are available on the website viz., [www.tnpscexams.in](http://www.tnpscexams.in) / [www.tnpsc.gov.in](http://www.tnpsc.gov.in)

### 3. Online Application:

3.1. A candidate who wishes to apply for any post shall click “APPLY” against the examination notified on the Commission’s website and use the same user ID and password given for One Time Registration. User ID and Password are to be created by the candidates themselves. In case the candidate forgets the User ID and Password, he / she can retrieve or reset them using the “FORGOT PASSWORD and FORGOT USER ID” options. The Commission will not furnish user ID and password details to the candidates.

3.2. A candidate already having user ID and password, has to login. The available One Time Registration particulars will be displayed on the screen, including the photograph furnished at the time of One Time Registration, as well as the photographs uploaded with previous online applications. Candidates shall check and confirm the One Time Registration details before proceeding further. Thereafter, the candidates shall fill up additional details required in the specific recruitment application. If any of the One Time Registration details are found to be incorrect, the same should be corrected by clicking on OTR Edit. Changes made in the One Time Registration will be reflected only in online applications to be submitted subsequently.



3.3. Candidates shall upload their photograph taken on or after the date of notification at the time of submission of each and every online application. The photograph should be in colour, of passport size, against a white background and taken in a photo studio. The candidate should be photographed in frontal view showing both ears and part of the neck. The candidate should ensure that the name of the candidate and the date of photography (i.e., on or after the date of notification) are printed at the bottom of the photograph. The face of the candidate as well as his/her name and date of photography should be clearly visible in the photograph of height 4.5 cm (170 pixels) and width 3.5 cm (130 pixels). Of the total height of the photograph, the image of the candidate shall be 3.0 cm (115 pixels) and the candidate’s name and date of photography shall be 1.5 cm (55 pixels), as illustrated above. The photograph should be saved in a digital format (in CD / DVD / pen drive/ hard drive), ready for uploading.

3.4. If the photograph is not available in a digital format, a passport-size photograph showing the image of the candidate along with the name of the candidate and the date of photography printed at the bottom, in the same dimensions as specified above, may be pasted on a plain white paper and scanned to obtain a resolution of 200 DPI. The image should then be cropped to show only the photograph of size 20 KB–50KB saved as “Photograph.jpg” and uploaded. The entire sheet of white paper on which the photograph

is pasted should not be scanned/uploaded. Photographs taken using cellular phones, selfies, photocopies (Xerox) of photographs, photographs taken during family functions, at tourist places, or against a backdrop of plants or buildings should not be uploaded. Photographs of nature, wildlife, buildings, etc. shall not be uploaded. In case of uploading an inappropriate photograph, in violation of the aforementioned instruction, the application is liable to be rejected after due process.

3.5. Before uploading of signature, the candidate shall draw a box of dimension 6.0 x 2.0 cm (230 pixels x 75 pixels) on white paper and sign within the box, using a blue or black ink pen. The paper should then be scanned to obtain a resolution of 200 DPI. The image should then be cropped to show only the box with the signature, of size 10 KB –20KB, and saved as “Signature.jpg” and uploaded.

3.6. Clear images of the photograph and the signature should be uploaded in the correct dimensions, size, and format. Failure to upload / upload clear images of the photograph and signature will result in the rejection of the online application after due process.

### **3.7. Examination Centres:**

#### **A. Preliminary Examination:**

3.7.1. While applying online, candidates shall be permitted to choose two district centres as their preference for the preliminary examination. Candidates shall be allotted a venue in one of these two district centres. However, candidates with benchmark disability shall be permitted to choose only one district centre and shall be allotted a venue in that district centre.

3.7.2. Candidates must appear for the examination at the venue they have been allotted, as mentioned in the memorandum of admission (hall ticket). Request for change of examination centre will not be permitted.

3.7.3. The Commission reserves the right to increase or decrease the number of examination centres and to re-allot the candidates accordingly. The Commission also reserves the right to allot a candidate to the nearby centre, if he / she could not be accommodated in the centres opted by the candidate.

3.7.4. The preliminary examination will be held at the centres given below.

<b>S.No.</b>	<b>Name of the Centre</b>	<b>Code</b>	<b>S.No.</b>	<b>Name of the Centre</b>	<b>Code</b>
1.	Chennai	0101	9.	Salem	1701
2.	Coimbatore	0201	10.	Thanjavur	1901
3.	Dharmapuri	0401	11.	Thoothukudi	2401
4.	Dindigul	0501	12.	Tiruchirappalli	2501
5.	Erode	0601	13.	Tirunelveli	2601
6.	Nagercoil	0801	14.	Vellore	2701
7.	Madurai	1001	15.	Virudhunagar	2901
8.	Namakkal	1201			

#### **B. Main Written Examination:**

3.7.5. The Main Written Examination will be held at Chennai (Code: 0101) only.

#### **3.8. Application Preview:**

3.8.1. Candidates should carefully fill in the details in the online application at the appropriate places and click on the ‘SAVE AND PROCEED’ button at the end of each page of the application. Before pressing the ‘SAVE AND PROCEED’ button, candidates are advised to verify each particular field in the application.

3.8.2. Candidates can edit/add/delete any information while filling the online application. Before finally submitting the application, candidates will be given the option of seeing a preview of their application. As soon as a candidate clicks the button meant for preview, an SMS will be sent to the registered mobile number, informing the availability of such a preview in the registered email ID provided by the candidate.

3.8.3. Once the candidate desires to make modifications based on the preview arrangement as indicated in the paragraph above, he/she may re-open the application and make necessary modifications using the Edit option and make the final submission of the corrected application, before the last date prescribed for submission of the online application. It is the responsibility of the candidate to carefully check the details available in the preview and make suitable corrections, if any, in the application / OTR before final submission. The candidate will be solely responsible for any non-rectification or non-submission of the application.

3.8.4. An individual is considered to have applied for a recruitment, if and only if, he/she finally submits the application, by clicking the 'SUBMIT' button. The mere availability of a preview shall not be tantamount to "having applied" for a particular recruitment.

### **3.9. Examination Fee:**

3.9.1. The preliminary examination fee of Rs. 100 (Rupees One hundred only) should be paid at the time of submitting the online application for this recruitment, unless exemption of fee is claimed.

3.9.2. The main written examination fee of Rs. 200 (Rupees Two Hundred only) have to be paid by the candidates who have not claimed fee exemption, if they are shortlisted for the Main Written Examination based on the results of preliminary examination and on receipt of such intimation from Tamil Nadu Public Service Commission.

3.9.3. Candidates belonging to special categories can avail of exemption from paying examination fees as per eligibility criteria. For further details refer to Annexure II of this Notification.

3.9.4. The total number of free chances availed, will be calculated based on claims made in previous applications. The number of free chances availed by the candidate may be verified by the Commission at any stage of the selection process. In case a candidate makes a false claim for exemption from payment of the application fee by suppressing information regarding his/her previous application(s), his/her candidature shall be rejected after due process and he/she shall be debarred for a period of one year, from appearing for examinations conducted by the Commission.

3.9.5. Candidates are directed to carefully choose the option "Yes" or "No" regarding availing of the fee concession. The choice made, cannot be modified or edited after successful submission of the online application. Candidates are advised in their own interest, to keep an account of the number of times fee concession has been availed, irrespective of the information displayed in the <Application History> of the candidate dashboard.

3.9.6. An application (irrespective of the post / examination applied for) claiming fee concession will operate to exclude one chance from the number of free chances allowed. Candidates who have availed the maximum number of free chances permitted / candidates who do not wish to avail of the fee concession / candidates who are not eligible for fee concession shall choose the option "No" against the query regarding fee concession. Such candidates shall thereafter pay the requisite fee through the prescribed mode of payment.

3.9.7. Failure to pay the prescribed fee in time, along with the online application, will result in the rejection of the application after due process.

### **3.10. Examination Fee Payment:**

3.10.1. After submitting the details in the online application, the candidates can pay the examination fee by online mode through Net Banking / Credit card / Debit card on or before the last date of submission of the online application by choosing the option in the online application. Candidates have to pay the service charges also as applicable.

3.10.2. Offline mode of payment if any received 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 and the same will not be returned or refunded.

3.10.3. To facilitate payment of fees through the online mode, an additional page of the application format will be displayed wherein candidates may follow the instructions and fill in the requisite details to make payment. There is a possibility of online payment failure. Hence, if the online payment fails, candidates can check the status of the earlier transaction. If the earlier transactions have failed, the candidate shall retry paying the fee again by online mode. In case of online payment failure, the amount debited from the candidate's account will be reverted to his / her account. The candidates have been given a provision to check the status of the transaction made. If all the attempts/transactions have failed, candidates have to make the payment again. The Commission is not responsible for online payment failure. It is the responsibility of the candidates to ensure that the transaction made by them is successful.

3.10.4. After submitting the payment information in the online application format, wait for the intimation from the server. Meanwhile, DO NOT press 'Back' or 'Refresh' button to avoid payment failure or double payment.

3.10.5. If the online transaction has been successfully completed, an Application Number / Applicant ID will be generated. Candidates should note the Application Number / ID for future reference in respect of the recruitment applied for.

3.10.6. Tamil Nadu Public Service Commission reserves the right to change the mode of payment at any time.

### **3.11. Online Application Edit:**

3.11.1. The candidates shall be permitted to edit all the details in the online application till the last date stipulated for submission of the online application.

3.11.2. If the candidate desires to change his/her photograph and/or signature in his/her online application, the candidate shall select the edit option in the online application to re-upload them which must be saved finally before submitting the online application.

3.11.3. Some of the information contained in the online application has been brought forward from the candidate's one-time registration. If such information has to be edited in the online application, the candidate shall select the edit profile option in One Time Registration (OTR) and shall make and save necessary corrections. After doing so, the candidate shall select the edit option in the online application and edit the details as desired. The candidate shall save the changes and submit it finally. The candidate shall take a printout of the same if required.

3.11.4. After editing the online application, if the edited details are not finally saved and submitted by the candidate, the details provided by the candidate in the application submitted before editing shall only be considered. If the candidate has to pay a fee based on the edited details, the candidate shall pay the prescribed examination fee in online. Candidates who have already paid the examination fee are not required to pay.

### **3.12. Application Correction Window:**

3.12.1. After the last date for submission of the online application, the Online Application Correction Window shall open for 3 days as mentioned in Para 1 'Important Instructions' of this Notification. During this period, candidates will be able to edit the details in their online application. After the last date of the Correction Window period, no modification is allowed in the online application.

3.12.2. The applications shall be processed as per the details finally furnished by the candidates. It is the responsibility of the candidates and the Commission has no liability for subsequent rejection of the application consequent to the editing details already submitted in the online application. Request / representation received for modification of claims in the online application, in any mode shall not be entertained.

3.13. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability/failure to log on to the Commission's website on account of heavy load on internet/website.

3.14. The Commission does not assume any responsibility for the candidates not being able to submit their online applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Commission.

3.15. Candidates need not send the printout of the online application or any other supporting documents to the Commission by post unless asked for specifically.

3.16. The name of the candidate or the name of his / her father or mother, should be spelt correctly in the application as it appears in the certificates/mark sheets.

3.17. Any discrepancy between the details as given in the online application and the documents submitted shall result in the summary rejection of candidature after due process.

3.18. The Commission will not be responsible for any consequences arising out of furnishing of incorrect and / or incomplete details in the application or omission to provide the required details in the application.

### **3.19. Upload of Documents:**

3.19.1. Candidates should upload the required documents of proof in respect of all the claims made in the application with reference to this notification while applying for this post. If the required certificates are not uploaded by the candidate, within the stipulated time, his/her candidature will be rejected after due process.

3.19.2. The candidates shall have the option of verifying the uploaded certificates / documents through their OTR. If any of the certificates / documents have wrongly been uploaded or not uploaded or if any modifications are to be done in the uploading of documents, the candidates shall be permitted to upload / re-upload the documents till two days prior to the date of hosting of hall tickets for that particular examination. (i.e., twelve days prior to the date of examination).

3.19.3. The uploaded credentials shall be mapped with the One Time Registration of the respective candidate along with the Application number and Notification Number (i.e., with reference to the notification for each examination), so that they can be used during future submission of application by the same candidates.

3.19.4. The online application of the candidates who have not uploaded the required supporting documents (correctly / clearly / legibly) on or before the stipulated period shall be rejected after due process.

3.19.5. The documents uploaded by the candidates shall be linked with OTR and retained in the server for a maximum period of two years. If the candidate applies subsequently for other posts within two years, the documents that were already uploaded shall be displayed to the candidate during the online application process for confirmation and the same need not once again be uploaded by the candidates. If the candidate applies to other posts after the period of retention i.e. two years, the candidate shall be instructed to upload all the documents afresh.

### **4. Information regarding criminal cases / disciplinary cases:**

4.1. Candidates who have declared pending criminal or disciplinary cases in their online application, must upload / produce a copy of the First Information Report (FIR) or memorandum of charges / show cause notice, as the case may be. Failure to upload/produce such papers at the time of submission of online application, shall result in rejection of candidature after due process.

4.2. Candidates who have declared conviction in criminal cases or punishment in disciplinary cases, in their online application, must upload/produce the relevant court orders and/or release orders or

memorandum of proceedings, as the case may be, at the time of submission of online application. Failure to upload/produce such papers shall result in the rejection of candidature after due process.

4.3. In case any criminal case is filed / disciplinary action is taken against or conviction/punishment is imposed on a candidate after submission of the online application, at any stage of the recruitment process before the completion of the entire selection process, such candidates should report this fact to the Commission in the next immediate stage when Commission calls for uploading/producing documents. Failure to comply with these instructions shall result in the rejection of candidature after due process and debarment for a period of one year.

4.4. The pendency of disciplinary cases / criminal cases shall in no way affect the selection prospects of candidates. However, failure to inform such pendency, shall result in the rejection of candidature after due process.

## **5. Employment Details:**

5.1. Candidates who are in the service of the Indian Union or a State in India or in the employment of Local Bodies or Universities or Quasi Government Organizations or Public Sector Units constituted under the authority of the Government of India or of a State in India, whether in regular service or in temporary service, must inform the Commission of such fact, at the time of applying. Suppression of the fact of employment by candidates shall result in rejection of candidature after due process.

5.2. Candidates need not send their applications through their Head of Department or employer. Instead, they may directly apply to the Commission after duly informing their employer in writing that they are applying for the particular recruitment, subject to the condition that they should produce 'No Objection Certificate' in the format prescribed as shown below.

### **No Objection Certificate**

This is to certify that Thiru/Tmt./Selvi ..... (Name) employed as ..... (designation) in this office from .....(specify the date from which appointed), who is regularly / temporarily appointed and a probationer / approved probationer / full member, had applied for the post of .....in .....service called by the Tamil Nadu Public Service Commission through online application form to the Tamil Nadu Public Service Commission and informed the fact to this department / organization. This department / organization has 'No Objection' for processing the said application of the individual by the Tamil Nadu Public Service Commission subject to the condition that the particulars furnished by the individual are found to be correct.

Appointing Authority  
(Signature with Seal)

\* In the case of a Government servant against whom departmental or criminal proceedings are contemplated or pending, the appointing authority shall inform the said fact to the Tamil Nadu Public Service Commission along with the "No Objection Certificate" and shall also inform the Tamil Nadu Public Service Commission about the initiation of departmental or criminal proceedings, if any, subsequently, till the date of his / her actual relief from the office to take up appointment in the post for which he / she has been selected.

5.3 Candidates who secure employment after submission of online application, must upload/produce a 'No Objection Certificate' or at least an undertaking regarding the fact of employment and that 'No Objection Certificate' has been applied for. Failure to upload / produce the 'No Objection Certificate' / an undertaking shall result in the rejection of candidature after due process.

5.4. Candidates who have been removed / dismissed / resigned from a post, shall intimate such fact to the Commission, through the One Time Registration Dashboard. Any failure in this regard shall result in the rejection of the candidature after due process.

5.5. Any change in the employment status of the candidate, whether appointment to or resignation / removal / dismissal, from a post, at any stage of the recruitment process, until completion of the entire selection process, must be informed to the Commission. Any failure in this regard shall result in the rejection of the candidature after due process.

5.6. Failure on the part of employed candidates to upload/produce the 'No Objection Certificate' shall result in the rejection of candidature after due process.



## Annexure II

### 1. Ex-Servicemen:

#### 1.1. 'Ex-Serviceman' means,

1.1.1. any person who had served in any rank (whether as combatant or not) in the Armed Forces of the Union for a continuous period of not less than six months after attestation, if released between 1st July 1979 and 30th June 1987 (both days inclusive):

- a. for reasons other than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency; or
- b. at his own request after serving for a period of not less than five years; or

1.1.2. any person who had served in any rank (whether as combatant or not) in the Armed Forces of the Union, and had retired or had been released on or after 1st July 1987 from such service:

- a. at his own request after earning his pension; or
- b. on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
- c. otherwise than at his own request after earning his pension, as a result of reduction in establishment; or
- d. after completing specific period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency and has been given a gratuity.

1.1.3. any person of the Territorial Army of the following categories, namely, pension holder for continuous embodied service, person with disability attributable to military service and gallantry award winner retired on or after 15<sup>th</sup> November 1986; or

1.1.4. any person of the Army Postal Service, who retired on or after 19<sup>th</sup> July 1989 directly from the said service without reversion to Postal and Telegraph Department with pension or who has been released on or after 19<sup>th</sup> July 1989 from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or

1.1.5. any person who was on deputation in the Army Postal Service for more than 6 months prior to the 14th day of April 1987; or

1.1.6. any person who was boarded out or released on medical grounds and granted medical or disability pension; or

1.1.7. any person discharged on or after July 1987 under Army Rule 13(3) III (V) for the reason that his service is no longer required and in receipt of pension; or

1.1.8. such other person as may be notified by the Government from time to time.

1.2. Ex-Servicemen does not mean the wards / dependants of those mentioned above.

1.3. A person discharged before July 1987 under Army Rule 13(3) III (V) for the reason that his service is no longer required is not an Ex-Serviceman.

1.4. In all cases, an Ex-Serviceman once recruited to a post in any class or service or category, cannot claim the concession of being called an ex-serviceman for his further recruitment.

1.5. Persons serving in the Armed Forces shall be eligible to apply for posts under the Government, if they are due to complete the specified term of their engagement in the Armed Forces, within one year from the last date prescribed by the Commission, for receipt of the online application in respect of a particular recruitment.

1.6. The above mentioned age concession will not apply to the Ex-Servicemen candidates who have already been recruited to any class or service or category.

**1.7. Fee Concession:** Two free chances.

**1.8. Reservation of Appointments:** The rule of reservation of appointment to Ex-Servicemen will not apply to this recruitment.

**1.9. Supporting Documents:**

1.9.1. A candidate who claims to have been demobilised from the Army or Navy or Air Force needs to upload / produce either a properly authenticated extract from his Discharge Certificate (viz., a Bonafide Certificate) issued by the Ex-Servicemen's Welfare Board in the format as depicted below or the Pension Pay Order at the time of submission of online application.

**Form of Bonafide Certificate to be produced by Ex-Servicemen**

1. Name of the applicant
2. Rank held, Name of the Service (Army / Navy / Airforce)
3. Date of enrolment
4. Date of discharge
5. Reasons for discharge
6. Whether an 'Ex-Serviceman' should be specifically stated
7. Whether in receipt of pension
8. P.P.O No.
9. Conduct and character while serving in the defence forces
10. Name of the post applying for
11. Unique Service No.
12. Whether the individual is employed in any post under the Government of Tamil Nadu? If so, Name of the post and date of appointment

1.9.2. Persons serving in the Armed Forces who are due to complete the specified term of their engagement in the Armed Forces, within one year from the last date prescribed by the Commission, for receipt of the online application in respect of this recruitment, shall upload / produce at the time of certificate verification, an undertaking and a certificate from their Commanding Officer in the format as depicted below.

**Form of undertaking to be given by the Serving Personnel**

I hereby accept that if selected on the basis of the recruitment / examination to which this application relates, I will produce documentary evidence to the satisfaction of the appointing authority that I have been duly released / retired / discharged from the Armed Forces and I am entitled to the benefits admissible to Ex-Servicemen given under Section 63 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016.

Place:

Signature of the Applicant

## Form of Certificate for Serving Personnel

I hereby certify that according to the information available with me (Number) ..... (Rank) .....  
(Name) is due to complete the specified term of his engagement with the Armed Forces on the (date)  
.....

Place:

Signature of the Commanding Officer

Date:

1.9.3. Failure to upload / produce the supporting documents, shall result in the rejection of candidature after due process.

### 2. Persons with Benchmark Disability:

2.1. "Person with Benchmark Disability" means a person with not less than forty percent of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority designated by the Government under sub-section (1) of section 57 of the Rights of Persons with Disabilities Act, 2016.

**2.2. Fee Concession:** Full exemption.

**2.3. Reservation of Appointments:** Out of the total number of appointments to be made in the communal reservation categories, viz., Scheduled Castes / Scheduled Caste-Arunthathiyars (on preferential basis) / Scheduled Tribes / Most Backward Classes / Denotified Communities / Backward Classes (other than Muslim) / Backward Classes (Muslim) and General Turn, in the case of appointment made by direct recruitment, 1% each shall be reserved for persons with benchmark disabilities under categories (a), (b) and (c) and 1% for persons with benchmark disabilities under categories (d) and (e) both taken together, namely:

- a. blindness and low vision;
- b. deaf and hard of hearing;
- c. locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- d. autism, intellectual disability, specific learning disability and mental illness;
- e. multiple disabilities from amongst persons under categories (a) to (d) including deaf-blindness in the posts identified for each disability.

### 2.4. Supporting Documents:

2.4.1. The Persons with Benchmark Disability should produce Disability Certificate in the format shown below, prescribed in the Rights of Persons with Disabilities Rules, 2017 and issued by the competent authority as mentioned below;

**Form V**

**Certificate of Disability**

**(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)**

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph (Showing face only) of the person with disability.

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

This is to certify that I have carefully examined Shri./ Smt./ Kum. \_\_\_\_\_ son/ wife/ daughter of Shri. \_\_\_\_\_ Date of Birth (DD/ MM/ YY) \_\_\_\_\_ Age \_\_\_\_\_ years, male/ female \_\_\_\_\_ Registration No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_ Ward/ Village/ Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed above, and am satisfied that:

(A) he / she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his / her case is \_\_\_\_\_

(C) he / she has \_\_\_\_\_ % (in figure) \_\_\_\_\_ percent (in words) permanent locomotor disability / dwarfism / blindness in relation to his / her \_\_\_\_\_ (part of body) as per guidelines

(..... number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate
--------------------	---------------	--

Signature / thumb impression of the person in whose favour certificate of disability is issued.

(Signature and Seal of Authorized Signature of notified Medical Authority)

**Form VI**  
**Certificate of Disability**  
**(In cases of multiple disabilities)**

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size  
 attested photograph  
 (Showing face only) of  
 the person with  
 disability.

Certificate No. \_\_\_\_\_ Date: \_\_\_\_\_

This is to certify that we have carefully examined Shri./ Smt./ Kum. \_\_\_\_\_ son / wife/ daughter of Shri \_\_\_\_\_ Date of Birth (DD/ MM/ YY) \_\_\_\_\_ Age \_\_\_\_\_ years, male/ female \_\_\_\_\_. Registration No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_ Ward/ Village / Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed above, and am satisfied that:

(A) he / she is a case of Multiple Disability. His/ her extent of permanent physical impairment/ disability has been evaluated as per guidelines (..... number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

Sl. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/ mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his/ her over all permanent physical impairment as per guidelines (..... number and date of issue of the guidelines to be specified), is as follows : -

In figures :- ----- percent

In words :- ----- percent

2. This condition is progressive/ non-progressive/ likely to improve/ not likely to improve.

3. Reassessment of disability is:

(i) not necessary, or

(ii) is recommended / after ..... years ..... months, and therefore this certificate shall be valid till --- --- ---

(DD) (MM) (YY)

@ e.g. Left/ right/ both arms/ legs

# e.g. Single eye

£ e.g. Left/ Right/ both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of document	Date of issue	Details of authority issuing certificate
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5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson
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Signature / thumb impression of the person in whose favour certificate of disability is issued.
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**Form VII**  
**Certificate of Disability**  
**(In cases other than those mentioned in Forms V and VI)**  
(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size  
attested photograph  
(Showing face only) of  
the person with  
disability.

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

This is to certify that I have carefully examined Shri./ Smt./ Kum. \_\_\_\_\_ son / wife / daughter of Shri \_\_\_\_\_ Date of Birth (DD/ MM/ YY) \_\_\_\_\_ Age \_\_\_\_\_ years, male/ female \_\_\_\_\_ Registration No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_ Ward/ Village/ Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed above, and am satisfied that he/ she is a case of \_\_\_\_\_ disability. His/ her extent of percentage of physical impairment/ disability has been evaluated as per guidelines (..... number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below:-

Sl. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive/ non-progressive/ likely to improve/ not likely to improve.

3. Reassessment of disability is:

- (i) not necessary, or
- (ii) is recommended/ after \_\_\_ years \_\_\_ months, and therefore this certificate shall be valid till (DD/ MM/ YY) \_\_\_\_\_

- @ - eg. Left/ Right/ both arms/ legs
- # - eg. Single eye/ both eyes
- € - eg. Left/ Right/ both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate
--------------------	---------------	--

(Authorized Signatory of notified Medical Authority)  
(Name and Seal)

Countersigned

{Countersignature and seal of the  
Chief Medical Officer/ Medical Superintendent/  
Head of Government Hospital, in case the  
Certificate is issued by a medical authority who is  
not a Government servant (with seal)}

Signature/ thumb impression of the person in whose favour certificate of disability is issued.
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## List of Certifying Authority for the issue of disability certificate

### TABLE – I

S. No.	Specified disability	Medical Authority for the purpose of the issue of disability certificate	Certifying authority to issue certificate of disability
1	In case of amputation or complete permanent paralysis of limbs or dwarfism	Hospitals/ Institutions/ Primary Health Centres run by Central and State Government/ Statutory Local bodies	Any doctor / medical practitioner working in the Hospitals/ Institutions / Primary Health Centres run by Government/ Statutory Local bodies.
2	Multiple Disability	District Hospital/ Other hospitals/ Institutions run by Central and State Government /Statutory Local Bodies having relevant medical specialist and testing/assessment facilities	Medical Board consisting of three members of whom two will be specialist dealing with relevant disabilities
3	Specified Disabilities not mentioned in Serial numbers 1& 2 above	Hospitals/ Primary Health Centers / Institutions run by Central and State Government/ Statutory Local bodies having relevant medical specialist and testing/ assessment facilities	A specialist dealing with the relevant disability as specified in the Table - II given below

### TABLE – II

Sl. No.	Category	Specialist
1	Locomotor disability other than amputation or complete permanent paralysis of limbs and dwarfism	Specialist in Physical Medicine and Rehabilitation or Orthopaedician.
2	Muscular Dystrophy	Specialist in Physical Medicine and Rehabilitation or Orthopaedician.
3	Leprosy cured person	Specialist in Physical Medicine and Rehabilitation or Orthopaedician.
4	Cerebral Palsy	Specialist in Physical Medicine and Rehabilitation or Orthopaedician.
5	Acid Attack Victim	Specialist in Physical Medicine and Rehabilitation or Orthopaedician.
6	Blindness	Specialist in the field of Ophthalmology.
7	Low Vision	Specialist in the field of Ophthalmology.
8	Deaf	Specialist in the field of Ear, Nose, Throat (E.N.T).
9	Hard of Hearing	Specialist in the field of Ear, Nose, Throat (E.N.T).
10	Speech and Language Disabilities	Specialist in the field of Ear, Nose, Throat (E.N.T) and Neurologist.
11	Intellectual Disability	Children with intellectual disability below the age of 18 years – Paediatrician or Paediatric Neurologist or Psychiatrist. Adults with intellectual disability above the age group of 18 years – Psychiatrist.

12	Specific Learning Disabilities	Medical board consisting of a) Paediatrician; and b) Psychiatrist and Trained Psychologist.
13	Autism spectrum disorder	Medical Board consisting of a) Psychiatrist and Trained psychologist; and b) Paediatrician or General Physician.
14	Mental Illness	Psychiatrist.
15	Chronic Neurological Conditions such as Multiple Sclerosis and Parkinson's Disease	Medical Board consisting of a) Psychiatrist and Trained Psychologist; and b) Neurologist; and c) Orthopaedician or Specialist in Physical Medicine and Rehabilitation.

2.4.2. In case the certificate is issued by a medical authority who is not a Government servant, it shall be valid only if countersigned by the Joint Director, Medical Services.

2.4.3. The disability claimed in the online application, shall be exactly the same as stated in the Disability Certificate. Any discrepancy in this regard shall result in rejection of candidature after due process.

2.4.4. Claim as person with benchmark disability, unsupported by the prescribed documents shall result in rejection of candidature after due process.

### **3. Destitute Widow:**

3.1. "Destitute Widow" means a widow whose total monthly income from all sources shall not be more than Rs.4,000/- (Rupees Four Thousand only), including any family pension or other receipts including income from private practice in the case of professionals. Destitute Widow shall not include a divorcee or a woman deserted by her husband. The status of an individual as Destitute Widow is with reference to the date of notification.

**3.2. Fee Concession:** Full exemption.

**3.3. Reservation of Appointments:** The rule of reservation of appointment to Destitute Widow candidates will not apply for this recruitment.

### **3.4. Supporting Documents:**

3.4.1. The Destitute Widows should produce a certificate from the Revenue Divisional Officer or the Assistant Collector or the Sub-Collector concerned, in the format prescribed below. Failure to upload / produce such certificate or uploading / production of a widow or divorcee certificate, at the time of submission of online application, shall result in rejection of candidature after due process.

#### **Form of Destitute Widow Certificate**

1. Name of the individual
2. Full Postal Address
3. Details of job held, if any:
4. Particulars of her children, if any
5. Name and last occupation of her late husband
6. Date of demise of her husband
7. Monetary benefits received after her husband's death by way of family pension, insurance, etc., if any

8. Details of Properties if any immovable and movable left behind by him
9. Present monthly income —
  - a. From salaries / wages
  - b. From family pension
  - c. From private properties
  - d. Rents received
  - e. From private practice
  - f. Other sources, if any
  - g. Total
10. Whether living alone or living with her husband's parents / in-laws / parents / brother(s)
11. Whether she satisfies the definition of the term "Destitute Widow" as defined in section 20(8) and 26 of Tamil Nadu Government Servants (Conditions of Service) Act, 2016.

Certified that I have verified the particulars furnished by the individual and satisfied myself as to the correctness of her claim with reference to the definition of the term – "Destitute Widow" in section 20(8) and 26 of Tamil Nadu Government Servants (Conditions of Service) Act, 2016.

Certificate Reference No.:  
Place:  
Date:

Signature:  
Name:  
Designation:

Revenue Divisional Officer / Assistant Collector / Sub-Collector

Explanation: The above certificate should be issued only by the Revenue Divisional Officer or the Assistant Collector or the Sub-Collector concerned.

3.4.2. A 'Widow Certificate' is different from a 'Destitute Widow Certificate'. Candidates who have uploaded/produced Widow Certificates will not be considered as Destitute Widow.

3.4.3. Claim as Destitute Widow shall be admitted only if the date of demise of husband is on or before the date of notification.

3.4.4. Any correction in the Destitute Widow certificate must be attested by the issuing authority or a fresh certificate in lieu thereof must be uploaded / produced.

#### **4. Person Studied in Tamil Medium (PSTM):**

4.1. "Person Studied in Tamil medium" means a person who has studied through Tamil medium of instruction up to the educational qualification prescribed for direct recruitment in the rules or regulations or orders applicable to any appointment in the services under the State.

4.1.1. In cases where a Degree is prescribed as the educational qualification, one shall have studied from first standard to Degree through Tamil medium of instruction.

4.1.2. In cases where a Post Graduate Degree is prescribed as the educational qualification, one shall have studied from first standard to Post Graduate Degree through Tamil medium of instruction.

## 4.2. Supporting Documents:

4.2.1. Candidates claiming to be Persons Studied in Tamil Medium (PSTM) must upload / produce evidence for the same, in the form of SSLC, HSC, Transfer Certificate, Provisional Certificate, Convocation Certificate, Degree Certificate, PG Degree Certificate, Mark Sheets, Certificate from the Board or University or from the Institution, as the case may be, with a recording that he had studied the entire duration of the respective course(s) through Tamil medium of instruction.

4.2.2. Candidates must upload/produce documents as evidence of having studied in the Tamil medium, all educational qualifications from 1<sup>st</sup> standard up to the educational qualification prescribed.

4.2.3. If no such document as evidence for 'Person Studied in Tamil Medium' is available, a certificate from the Principal / Head Master / District Educational Officer / Chief Educational Officer / District Adi Dravidar Welfare Officer / Registrar / Controller of Examinations / Head / Director of the Educational Institution / Director / Joint Director of Technical Education/ Registrar of Universities as the case may be, in the format as shown below, must be uploaded / produced, for each and every educational qualification, from 1<sup>st</sup> standard upto the educational qualification prescribed.

4.2.4. Failure to upload/produce such documents as evidence for 'Persons Studied in Tamil Medium' for all educational qualification up to the educational qualification prescribed, at the time of submission of online application, shall result in the rejection of candidature after due process.

4.2.5. Documents uploaded/produced as proof of having studied in Tamil medium, for the partial duration of any course / private appearance at any examination, shall not be accepted and shall result in the rejection of candidature after due process.

### **Certificate for having studied in Tamil Medium #**

This is to certify that Thiru./Tmt./Selvi. ....(Name) had studied Classes ..... to ..... with **Tamil as the medium of instruction**, during the year ..... to .....and had satisfactorily completed the course of studies prescribed for Classes ..... to .....

Thiru./Tmt./Selvi. ....(Name) was / was not awarded **scholarship meant for students studying in the Tamil medium**.

This certificate is issued with reference to Section 2(d) of the PSTM (Amendment) Act, 2020, based on verifiable documentary evidence. The undersigned assumes full responsibility for the veracity of the contents herein.

Signature of  
Principal/Head Master /  
District Educational Officer /  
Chief Educational Officer /  
District Adi Dravidar Welfare Officer

Place:

Date: Seal of the Institution

Mobile No. \_\_\_\_\_

# - If the candidate has studied in different schools from 1st std. up to 10th std./ 12th std., then the above certificate shall be obtained from each of the schools the candidate has studied in.

## Certificate for having studied in Tamil Medium@

This is to certify that Thiru./Tmt./Selvi. ....(Name) had studied..... (Diploma/Degree/PG Degree, etc.) during the year ..... to ..... with **Tamil as the medium of instruction** and had satisfactorily completed the course of studies prescribed for .....(Diploma/Degree/PG Degree, etc.).

Thiru./Tmt./Selvi. ....(Name)was / was not awarded **scholarship meant for students studying in the Tamil medium.**

This certificate is issued with reference to Section 2(d) of the PSTM (Amendment) Act, 2020, based on verifiable documentary evidence. The undersigned assumes full responsibility for the veracity of the contents herein.

Signature of Registrar / Principal / Controller of Examinations /  
Head / Director of Educational Institution / Director / Joint  
Director of Technical Education / Registrar of Universities

Place:

Date:

Seal of the Institution

Mobile No. ....

@If the candidate has completed different courses in different Institutions, such a certificate shall be obtained from each of these Institutions for the courses completed therein.

### 5. Scheduled Castes, Scheduled Caste (Arunthathiyars) and Scheduled Tribes:

5.1. "Scheduled Castes" means the communities given in the Annexure to the "Instructions to Candidates" [extracted from Part-A of Schedule-II of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

5.2. 'Arunthathiyar' means the castes: Arunthathiyar, Chakkiliyan, Madari, Madiga, Pagadai, Thoti and Adi Andhra.

5.3. "Scheduled Tribes" means the communities given in the Annexure to the "Instructions to Candidates" [extracted from Part-B of Schedule-II of Tamil Nadu Government Servants (Conditions of Service) Act, 2016.

Note: Persons belonging to Tamil Nadu and to any one of the communities mentioned in the lists shown in the Annexure to the "Instructions to Applicants" alone shall be treated as Scheduled Castes or Scheduled Tribes as the case may be. Persons belonging to other States shall not be treated as belonging to the Scheduled Castes or Scheduled Tribes even though they may belong to any one of the communities specified in the list.

**5.4. Fee Concession:** Full exemption

**5.5. Reservation of Appointments:** The selection will be made following the rule of reservation of appointments for Scheduled Castes / Scheduled Caste (Arunthathiyars) / Scheduled Tribes.

Scheduled Caste (SC)	15%
Scheduled Caste (Arunthathiyar) (SCA)	3%
Scheduled Tribe (ST)	1%

## 5.6. Supporting Documents:

5.6.1. The Scheduled Caste (Arunthathiyars) and Scheduled Castes candidates should produce the Community certificate, citing either father's / mother's name, issued by Taluk Tahsildar, in whose jurisdiction the candidate claims to have permanent residence.

5.6.2. The Scheduled Tribe candidates should produce the Community certificate, citing either father's / mother's name, issued by the Revenue Divisional Officer / Assistant Collector / Sub-Collector / Personal Assistant (General) to the Collector of Chennai / District Adi-Dravidar Welfare Officer, in whose jurisdiction the candidate claims to have permanent residence.

5.6.3. Candidates belonging to Scheduled Tribe communities must upload/produce the report of the State Level Scrutiny Committee (SLSC), if available. Failure to do so would render their claim liable to verification by the State Level Scrutiny Committee.

5.6.4. Uploading / production of a community certificate citing name of the spouse, shall result in rejection of candidature after due process.

5.6.5. The certificate obtained by the candidates in the form other than the one referred to in G.O.Ms.No.781, Revenue Department, dated 2<sup>nd</sup> May 1988 and solely based on the entries in SSLC or Transfer Certificate or other school / college records will not be accepted.

5.6.6. Candidates are warned that if the community recorded in the certificate produced by them from the competent authority is not included in the list of Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, given in the Annexure to the "Instructions to Applicants" [extracted from the Tamil Nadu Government Servants (Conditions of Service) Act, 2016], they will not be permitted to claim to belong to Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, as the case may be. They will, in that case, be permitted to claim to belong to 'Others' category only.

5.6.7. Candidates belonging to Scheduled Castes, on conversion to religions other than Christianity / Islam, shall be treated as 'Others'. However, Scheduled Caste converts to Sikhism and Buddhism shall be treated as Scheduled Castes.

5.6.8. Failure to upload the supporting documents, at the time of submission of online application, shall result in the rejection of candidature after due process.

## 6. Backward Classes:

6.1. "Backward Classes" means the communities specified as Backward Classes, Backward Class Muslims, Most Backward Classes / Denotified Communities given in the Annexure to the "Instructions to Applicants" [extracted from Parts A, B, C and D respectively, of Schedule-I of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

6.2. Explanation - Persons who belong to the State of Tamil Nadu alone, who belong to one of the communities specified in Schedule-I, of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 shall be treated as persons who belong to one of such communities.

### 6.3. Fee Concession: Three Free Chances

**6.4. Reservation of Appointments:** The selection will be made following the rule of reservation of appointments for Backward Classes (Muslim), Backward Classes, Most Backward Classes / Denotified Communities.

Backward Class (BC)	26.5%
Backward Class (Muslim) [BC (M)]	3.5%
Most Backward Class / Denotified Communities (MBC / DC)	20.0%

## **6.5. Supporting Documents:**

6.5.1. The candidates belonging to Backward Classes (Muslim), Backward Classes, Most Backward Classes / Denotified Communities should produce the Community certificate, citing either father's / mother's name, issued by Revenue Officer not lower in rank than a Tahsildar or Head Quarters Deputy Tahsildar or Special Deputy Tahsildar appointed to issue Community Certificate or Deputy Tahsildar (School Certificates) or Executive Deputy Tahsildar (in respect of Chennai district) or Additional Head Quarters Deputy Tahsildar or Zonal Deputy Tahsildar, in whose jurisdiction the candidate claims to have permanent residence.

6.5.2. The candidates belonging to Thottia Naicker (including Rajakambalam, Gollavar, Sillavar, Thockalavar, Thozhuvu Naicker, and Erragollar) included in the list of MBC / DC should produce the Community certificate, citing either father's / mother's name, issued by Head Quarters Deputy Tahsildar / Zonal Deputy Tahsildar, in whose jurisdiction the candidate claims to have permanent residence.

6.5.3. Uploading / production of a community certificate citing name of the spouse, shall result in rejection of candidature after due process.

6.5.4. The certificate obtained by the candidates in the form other than the one referred to in G.O.Ms.No.781, Revenue Department, dated 2<sup>nd</sup>May 1988 and solely based on the entries in SSLC or Transfer Certificate or other school / college records will not be accepted.

6.5.5. Candidates are warned that if the community recorded in the certificate produced by them from the competent authority is not included in the list of Backward Classes (Muslim), Backward Classes, Most Backward Classes / Denotified Communities, given in the Annexure to "Instructions to Applicants" [extracted from the Tamil Nadu Government Servants (Conditions of Service) Act, 2016], they will not be permitted to claim to belong to Most Backward Classes / Denotified Communities, Backward Classes (other than Muslim) or Backward Classes (Muslim), as the case may be. They will, in that case, be permitted to claim to belong to 'Others' category only.

6.5.6. Candidates belonging to Backward Classes, Most Backward Classes / Denotified Communities on conversion to religions other than Christianity / Islam, shall be treated as 'Others'.

6.5.7. Failure to upload/produce the supporting documents, at the time of submission of online application, shall result in the rejection of candidature after due process.

## **7. Women:**

**7.1. Reservation of Appointments:** A minimum of 30% of all vacancies shall be set apart for women candidates, irrespective of the fact of whether the rule of reservation of appointments applies to the posts or not. In respect of the posts to which the rule of reservation of appointments applies, 30% of vacancies shall be set apart for women candidates, following the reservation for each communal category as well as open category. Women / Transgender (women) candidates shall be entitled to compete for the said 30% of vacancies. They shall also be entitled to compete for the remaining 70% of vacancies along with male / Transgender / Transgender (men) candidates.

**7.2. Supporting Documents:** Gender claimed shall be verified against the Transfer Certificate / Community Certificate. Failure to upload/produce the supporting documents, at the time of submission of online application, shall result in the rejection of candidature after due process.

## **8. Transgender:**

### **8.1. Supporting Documents:**

8.1.1. Transgender / Transgender (Male) / Transgender (Female) candidates should produce the Transgender ID card issued only by the Tamil Nadu Transgender Welfare Board.

8.1.2. Uploading / production of Transgender ID card, issued by any authority other than the Tamil Nadu Transgender Welfare Board shall result in rejection of candidature after due process.

8.1.3. Transgender or Transgender (Male) or Transgender (Female) claim made in the online application must correspond to what is stated in the Transgender ID card. Any discrepancy in this regard shall result in rejection of candidature after due process.

8.1.4. Gender claim unsupported by the requisite documents shall result in rejection of candidature after due process.

## **8.2. Community:**

8.2.1. Transgender candidates, who do not possess any community certificate may choose to be considered under 'Others' or under Most Backward Classes.

8.2.2. Transgender candidates who belong to Scheduled Caste / Scheduled Caste (Arunthathiyar) / Scheduled Tribe communities and possess community certificate as such, shall be considered as per their respective community.

8.2.3. Transgender candidates who belong to communities other than Scheduled Caste / Scheduled Caste (Arunthathiyar) / Scheduled Tribe and possess community certificate as such, are permitted to choose to be considered as belonging to their own community or as Most Backward Class, whichever is advantageous to them, at the time of One Time Registration itself. Once the individual opts to be considered as a particular community, it shall be crystallized and this option shall not be changed in the future.

8.2.4. Transgender candidates who do not possess a community certificate and have chosen to be considered under 'Most Backward Classes' or 'Others' and those in possession of a community certificate as Backward Classes / Backward Classes (Muslim) / Denotified Communities but have chosen to be considered under 'Most Backward Classes', need not upload / produce a community certificate in support of their claim.

8.2.5. Transgender candidates, in possession of a community certificate and who have chosen to be considered under the communal reservation category as stated in the community certificate, must upload / produce the same. Failure to upload / produce such a certificate at the time of submission of online application, shall result in rejection of candidature after due process.

8.2.6. All concessions permitted to Transgender candidates in the matter of choice of communal reservation category, shall be wholly dependent on the uploading / production of a Transgender ID card issued by the Tamil Nadu Transgender Welfare Board. Failure to upload / produce the same or uploading / production of a Transgender ID card issued by other authorities, shall result in rejection of candidature after due process.



**Annexure – III**  
**Syllabus**  
**A. Preliminary Examination**  
**GENERAL STUDIES**  
**(Degree Standard)**

**CODE:003**

**UNIT I: GENERAL SCIENCE**

- (i) Scientific Knowledge and Scientific Temper - Power of Reasoning - Rote Learning vs Conceptual Learning - Science as a tool to understand the past, present and future.
- (ii) Nature of Universe - General Scientific Laws – Mechanics - Properties of Matter, Force, Motion and Energy - Everyday application of the Basic Principles of Mechanics, Electricity and Magnetism, Light, Sound, Heat, Nuclear Physics, Laser, Electronics and Communications.
- (iii) Elements and Compounds, Acids, Bases, Salts, Petroleum Products, Fertilisers, Pesticides.
- (iv) Main concepts of Life Science, Classification of Living Organisms, Evolution, Genetics, Physiology, Nutrition, Health and Hygiene, Human Diseases.
- (v) Environment and Ecology.

**UNIT-II: CURRENT EVENTS**

- (i) History - Latest diary of events - National symbols - Profile of States - Eminent personalities and places in news – Sports - Books and authors.
- (ii) Polity - Political parties and political system in India - Public awareness and General administration - Welfare oriented Government schemes and their utility, Problems in Public Delivery Systems.
- (iii) Geography - Geographical landmarks.
- (iv) Economics - Current socio - economic issues.
- (v) Science - Latest inventions in Science and Technology.
- (vi) Prominent Personalities in various spheres – Arts, Science, Literature and Philosophy.

**UNIT III: GEOGRAPHY OF INDIA**

- (i) Location – Physical features - Monsoon, Rainfall, Weather and Climate - Water Resources - Rivers in India - Soil, Minerals and Natural Resources - Forest and Wildlife - Agricultural pattern.
- (ii) Transport - Communication.
- (iii) Social Geography – Population density and distribution - Racial, Linguistic Groups and Major Tribes.
- (iv) Natural calamity – Disaster Management – Environmental pollution: Reasons and preventive measures – Climate change – Green energy.

**UNIT IV: HISTORY AND CULTURE OF INDIA**

- (i) Indus Valley Civilization - Guptas, Delhi Sultans, Mughals and Marathas - Age of Vijayanagaram and Bahmani Kingdoms - South Indian History.
- (ii) Change and Continuity in the Socio-Cultural History of India.
- (iii) Characteristics of Indian Culture, Unity in Diversity – Race, Language, Custom.
- (iv) India as a Secular State, Social Harmony.

**UNIT V: INDIAN POLITY**

- (i) Constitution of India - Preamble to the Constitution - Salient features of the Constitution - Union, State and Union Territory.
- (ii) Citizenship, Fundamental Rights, Fundamental Duties, Directive Principles of State Policy.
- (iii) Union Executive, Union Legislature – State Executive, State Legislature – Local Governments, Panchayat Raj.
- (iv) Spirit of Federalism: Centre - State Relationships.
- (v) Election - Judiciary in India – Rule of Law.
- (vi) Corruption in Public Life – Anti-corruption measures – Lokpal and Lok Ayukta - Right to Information - Empowerment of Women - Consumer Protection Forums, Human Rights Charter.

## **UNIT VI: INDIAN ECONOMY**

- (i) Nature of Indian Economy – Five year plan models - an assessment – Planning Commission and Niti Ayog.
- (ii) Sources of revenue – Reserve Bank of India – Fiscal Policy and Monetary Policy - Finance Commission – Resource sharing between Union and State Governments - Goods and Services Tax.
- (iii) Structure of Indian Economy and Employment Generation, Land Reforms and Agriculture - Application of Science and Technology in Agriculture - Industrial growth - Rural Welfare Oriented Programmes – Social Problems – Population, Education, Health, Employment, Poverty.

## **UNIT VII: INDIAN NATIONAL MOVEMENT**

- (i) National Renaissance – Early uprising against British rule - Indian National Congress - Emergence of leaders – B.R.Ambedkar, Bhagat Singh, Bharathiar, V.O.Chidambaranar Jawaharlal Nehru, Kamarajar, Mahatma Gandhi, Maulana Abul Kalam Azad, Thanthai Periyar, Rajaji, Subash Chandra Bose, Rabindranath Tagore and others.
- (ii) Different modes of Agitation: Growth of Satyagraha and Militant Movements.
- (iii) Communalism and Partition.

## **UNIT VIII: HISTORY, CULTURE, HERITAGE AND SOCIO - POLITICAL MOVEMENTS IN TAMIL NADU**

- (i) History of Tamil Society, related Archaeological discoveries, Tamil Literature from Sangam Age till contemporary times.
- (ii) Thirukkural :
  - (a) Significance as a Secular Literature
  - (b) Relevance to Everyday Life
  - (c) Impact of Thirukkural on Humanity
  - (d) Thirukkural and Universal Values - Equality, Humanism, etc.,
  - (e) Relevance to Socio-Politico-Economic affairs
  - (f) Philosophical content in Thirukkural
- (iii) Role of Tamil Nadu in freedom struggle - Early agitations against British Rule - Role of women in freedom struggle.
- (iv) Evolution of 19th and 20th Century Socio-Political Movements in Tamil Nadu - Justice Party, Growth of Rationalism - Self Respect Movement, Dravidian Movement and Principles underlying both these Movements, Contributions of Thanthai Periyar and Perarignar Anna.

## **UNIT IX: DEVELOPMENT ADMINISTRATION IN TAMIL NADU**

- (i) Human Development Indicators in Tamil Nadu and a comparative assessment across the Country – Impact of Social Reform Movements in the Socio - Economic Development of Tamil Nadu.
- (ii) Political parties and Welfare schemes for various sections of people – Rationale behind Reservation Policy and access to Social Resources - Economic trends in Tamil Nadu – Role and impact of social welfare schemes in the Socio - Economic Development of Tamil Nadu.
- (iii) Social Justice and Social Harmony as the Cornerstones of Socio Economic Development.
- (iv) Education and Health Systems in Tamil Nadu. Geography of Tamil Nadu and its impact on Economic growth.
- (v) Achievements of Tamil Nadu in various fields.
- (vi) e-Governance in Tamil Nadu.

## **UNIT-X: APTITUDE AND MENTAL ABILITY**

- (i) Simplification – Percentage - Highest Common Factor (HCF) - Lowest Common Multiple (LCM).
- (ii) Ratio and Proportion.
- (iii) Simple interest - Compound interest - Area - Volume - Time and Work.  
Logical Reasoning - Puzzles-Dice - Visual Reasoning - Alpha numeric Reasoning – Number Series.

**LAW**  
**(Degree Standard)**

**CODE: 480**

**Unit I: (25 questions)**

- 1) Indian Penal Code, 1860 (with amendments as on date)
- 2) Bharatiya Nyaya Sanhita, 2023

**Unit II: (25 questions)**

- 1) Code of Criminal Procedure, 1973 (with amendments as on date)
- 2) Bharatiya Nagarik Suraksha Sanhita, 2023
- 3) Indian Evidence Act, 1872 (with amendments as on date)
- 4) Bharatiya Sakshya Adhinyam, 2023

**Unit III: (25 questions)**

- 1) Constitutional Law (with amendments as on date) (Specified Portions).
  - i. Preamble
  - ii. Fundamental Rights
  - iii. Directive Principles of State Policy
  - iv. Fundamental Duties
  - v. Writ Jurisdiction of the Supreme Court and High Courts.
- 2) The Protection of Human Rights Act, 1993 (with amendments as on date)
- 3) Legal Aid and Legal Services Authorities Act, 1987
- 4) The Code of Civil Procedure, 1908 (with amendments as on date) (Specified Portions).
  - i. Section 9 : Jurisdiction of Civil Courts
  - ii. Section 10 : Res Sub-judice
  - iii. Section 11 : Res-judicata
  - iv. Order VII : Complaint (Simple format)
  - v. Order VIII : Written Statement (Simple format)
  - vi. Order XXVII : Suits by or against the Government or Public Officers in their Official Capacity
  - vii. Section 79 : Suits by or against Government
  - viii. Section 80 : Notice
  - ix. Order XIV : Framing of Issues
  - x. Sections 149–151 : Inherent Powers of Court
  - xi. Sec.148A : Caveat

**Unit IV: (25 questions)**

**A) The Central Criminal Minor Acts (with amendments as on date)**

1. The Arms Act, 1959
2. The Prohibition of Child Marriage Act, 2006
3. The Child Labour (Prohibition and Regulation) Act, 1986
4. The Copyright Act, 1957
5. The Dowry Prohibition Act, 1961
6. The Electricity Act, 2003 (Specified Portions – Offences and Penalties)
7. The Essential Commodities Act, 1955
8. The Explosives Act, 1884
9. The Explosives Substances Act, 1908
10. The Immoral Traffic (Prevention) Act, 1956
11. The Juvenile Justice (Care and Protection of Children) Act, 2015
12. The Food Safety and Standards Act, 2006 (Specified Portions – Offences and Penalties).
13. The Probation of Offenders Act, 1958
14. The Public Gambling Act, 1867
15. The Railway Property Unlawful Possession Act, 1966
16. The SC/ST Prevention of Atrocities Act, 1989
17. The Prevention of Insults to National Honour Act, 1971

18. The Transplantation of Human Organs and Tissues Act, 1994
19. The National Medical Commission Act, 2019
20. The Information Technology Act, 2000
21. Criminal Procedure (Identification) Act, 2022
22. The Mental Health Care Act, 2017
23. Indecent Representation of Woman (Prohibition) Act, 1986
24. The Foreigners Act, 1946 (Amendment Act 2004)
25. The Narcotic Drugs and Psychotropic Substances Act, 1985
26. Pre-Conception and Pre-Natal Diagnostic Techniques (Regulation and Prevention of Misuse) Act, 1994
27. The Prevention of Damage to Public Property Act, 1984
28. The General Clauses Act, 1897
29. The Mines and Minerals (Development and Regulation) Act, 1957
30. The Rights of Persons with Disabilities Act, 2016
31. The Transgender Persons (Protection of Rights) Act, 2019
32. The Passports Act, 1967
33. The Drugs and Cosmetics Act, 1940
34. The Lotteries (Regulations) Act, 1998
35. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
36. The Protection of Children from Sexual Offences Act, 2012
37. The Cigarettes and Other Tobacco Products (Prohibition of advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003

**B) The Tamil Nadu State Minor Acts (with amendments as on date)**

1. The Tamil Nadu City Police Act, 1888
2. Tamil Nadu Prevention of Dangerous Activities of Bootleggers, Drug- Offenders, Forest-Offenders, Goondas, Immoral Traffic Offenders, Sand Offenders, Sexual Offenders, Slum-Grabbers, and Video Pirates, Act, 1982
3. The Tamil Nadu Prohibition Act, 1937
4. The Tamil Nadu Gaming Act, 1930
5. The Tamil Nadu Forest Act, 1882
6. The Tamil Nadu Prohibition of Harassment of Women Act, 1998
7. The Tamil Nadu Prohibition of Ragging Act, 1997
8. The Tamil Nadu Prohibition of Charging of Exorbitant Interest Act, 2003
9. The Tamil Nadu Property (Prevention of Damage and Loss) Act, 1992
10. The Tamil Nadu Open Places Disfigurement Prevention Act, 1959
11. The Tamil Nadu Prize Schemes (Prohibition) Act, 1979
12. The Tamil Nadu Prize Chits and Money Circulation Schemes Banning Act, 1978
13. The Tamil Nadu Open Places (Regulation of pasting of Posters and Fixing of Thatty Boards) Rules, 1995
14. The Tamil Nadu Protection of Interests of Depositors (in Financial Establishments) Act, 1997
15. Tamil Nadu Clinical Establishments (Regulation) Act, 1997
16. Tamil Nadu Police Standing Order (Specified Portions-Hierarchy, Investigation, Powers and Duties of Police Officers)
17. The Medicare Service Persons and Medicare Service Institutions (Prevention of Violence and Damage or Loss to Property) Act, 2008

**B. Main Examination**  
**கட்டாயத் தமிழ் மொழி தகுதித் தேர்வு**  
**தேர்வுத் திட்டம்**

1. மொழிபெயர்த்தல்

- (i) தமிழிலிருந்து ஆங்கிலத்துக்கு மொழிபெயர்த்தல்  
(ii) ஆங்கிலத்திலிருந்து தமிழுக்கு மொழிபெயர்த்தல்

2. சுருக்கி வரைதல்

3. பொருள் உணர்திறன்

4. சுருக்கக் குறிப்பிலிருந்து விரிவாக்கம் செய்தல்

5. திருக்குறள் தொடர்பான கட்டுரை வரைதல்

அ) மதச் சார்பற்ற தனித் தன்மையுள்ள இலக்கியம்

ஆ) அன்றாட வாழ்வியலோடு தொடர்புத் தன்மை

இ) மானுடத்தின் மீதான திருக்குறளின் தாக்கம்

ஈ) திருக்குறளும் மாறாத விழுமியங்களும் - சமத்துவம், மனிதநேயம் முதலானவை

உ) சமூக அரசியல் பொருளாதார நிகழ்வுகளில் திருக்குறளின் பொருத்தப்பாடு

ஊ) திருக்குறளில் தத்துவக் கோட்பாடுகள்

6. கடிதம் வரைதல் (அலுவல் சார்ந்தது)

7. தமிழ் மொழி அறிவு

**பாடத்திட்டம்**

1. தற்கால நிகழ்வுகள்

2. சமுதாயப் பிரச்சனைகள்

3. சுற்றுச்சூழல் தொடர்பான தலைப்புகள்

4. இந்தியப் பொருளாதாரம் தொடர்பான தலைப்புகள்

5. அறிவியலும் தொழில்நுட்பமும்

6. கலையும் பண்பாடும்

7. பகுத்தறிவு இயக்கங்கள் - திராவிட இயக்கம், சுயமரியாதை இயக்கம்.

8. இக்காலத் தமிழ்மொழி - கணினித் தமிழ், வழக்கு மன்றத் தமிழ். அலுவலக மொழியாகத் தமிழ், புதிய வகைமைகள்.

9. தமிழ்நாட்டின் சமூகப் பொருளாதார முன்னேற்றம் மற்றும் தமிழக அரசின் நலத்திட்டங்கள் (பெண்கள், விவசாயிகள்), சமூக நலத்திட்டங்களை நடைமுறைப்படுத்துதலில் சமூக சீர்திருத்த இயக்கங்களின் பங்கு. இட ஒதுக்கீடும் அதன் பயன்களும் - தமிழ்நாட்டின் சமூகப் பொருளாதார வளர்ச்சியில் சமூக நீதி மற்றும் சமூக ஒற்றுமையின் பங்கு.

10. சொந்த வாக்கியத்தில் அமைத்து எழுதுக. பொருள் வேறுபாடு அறிதல்

பிரித்தெழுதுக, எதிர்ச்சொல், எதிர்மறை வாக்கியம், பிழை நீக்கி எழுதுக.

11. திருக்குறளிலிருந்து கீழ்க்காணும் தலைப்புகள் தொடர்பாக கட்டுரை எழுதுதல்

அ) மதச் சார்பற்ற தனித் தன்மையுள்ள இலக்கியம்

ஆ) அன்றாட வாழ்வியலோடு தொடர்புத் தன்மை

இ) மானுடத்தின் மீதான திருக்குறளின் தாக்கம்

ஈ) திருக்குறளும் மாறாத விழுமியங்களும் - சமத்துவம், மனிதநேயம் முதலானவை

உ) சமூக அரசியல் பொருளாதார நிகழ்வுகளில் திருக்குறளின் பொருத்தப்பாடு

ஊ) திருக்குறளில் தத்துவக் கோட்பாடுகள்

**LAW**  
**(Degree Standard)**

**CODE: 481**

**LAW PAPER I:**

- 1) Indian Penal Code, 1860 (with amendments as on date)
- 2) Bharatiya Nyaya Sanhita, 2023
- 3) Final Report and Framing of Charges
- 4) Translation
  - (a) Tamil to English
  - (b) English to Tamil
  - (i) Deposition
  - (ii) Judgement
  - (iii) Final Report

**LAW PAPER II:**

- 1) Code of Criminal Procedure, 1973 (with amendments as on date)
- 2) Bharatiya Nagarik Suraksha Sanhita, 2023
- 3) Indian Evidence Act, 1872 (with amendments as on date)
- 4) Bharatiya Sakshya Adhinyam, 2023

**LAW PAPER III:**

- 1) Constitutional Law (with amendments as on date)(Specified Portions).
- 2) The Protection of Human Rights Act,1993 (with amendments as on date)
- 3) Legal Aid and Legal Services Authorities Act, 1987 (with amendments as on date)
- 4) The Code of Civil Procedure,1908 (with amendments as on date)  
(Specified Portions).

**LAW PAPER IV:**

- 1) The Central Criminal Acts.
- 2) The Tamil Nadu State Minor Acts.

**LAW PAPER I:**

- |   |          |
|---|----------|
| 1) Indian Penal Code, 1860 (with amendments as on date) ] | 50 Marks |
| 2) Bharatiya Nyaya Sanhita, 2023                          |          |
| 3) Final Report and Framing of Charges                    | 30 Marks |
| 4) Translation: (10 x 2 = 20 Marks)                       | 20 Marks |
| a) English to Tamil                                       |          |
| b) Tamil to English                                       |          |

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100 Marks  
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Note: Questions will be asked to test the knowledge on practical aspects, current case laws and issue based problems.

**LAW PAPER-II:**

- |   |          |
|---|----------|
| 1) Code of Criminal Procedure, 1973(with amendments as on date) ] | 60 Marks |
| 2) Bharatiya Nagarik Suraksha Sanhita, 2023                       |          |
| 3) Indian Evidence Act, 1872 (with amendments as on date) ]       | 40 Marks |
| 4) Bharatiya Sakshya Adhinyam, 2023                               |          |

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100 Marks  
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## LAW PAPER–III:

- 1. CONSTITUTIONAL LAW:** 40 Marks  
(i) Preamble  
(ii) Fundamental Rights  
(iii) Directive Principles of State Policy  
(iv) Fundamental Duties  
(v) Writ Jurisdiction of the Supreme Court and High Courts.
- 2. HUMAN RIGHTS:** 20 Marks  
The Protection of Human Rights Act, 1993  
(with amendments as on date)
- 3. LEGAL AID:** 20 Marks  
Legal Services Authorities Act, 1987 (with amendments as on date)  
Lok Adalat System
- 4. THE CODE OF CIVIL PROCEDURE, 1908** (with amendments as on date) 20 Marks
- i. Section 9 : Jurisdiction of Civil Courts
  - ii. Section 10 : Res Sub-judice
  - iii. Section 11 : Res-judicata
  - iv. Order VII : Complaint (Simple format)
  - v. Order VIII : Written Statement (Simple format)
  - vi. Order XXVII : Suits by or against the Government or Public Officers in their Official Capacity
  - vii. Section 79 : Suits by or against Government
  - viii. Section 80 : Notice
  - ix. Order XIV : Framing of Issues
  - x. Sections 149 – 151 : Inherent Powers of Court
  - xi. Sec.148A : Caveat

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100 Marks  
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## LAW PAPER–IV:

- CENTRAL ACTS** (with amendments as on date) 50 Marks
1. The Arms Act, 1959
  2. The Prohibition of Child Marriage Act, 2006
  3. The Child Labour (Prohibition and Regulation) Act, 1986
  4. The Copyright Act, 1957
  5. The Dowry Prohibition Act, 1961
  6. The Electricity Act, 2003 (Specified Portions – Offences and Penalties)
  7. The Essential Commodities Act, 1955
  8. The Explosives Act, 1884
  9. The Explosives Substances Act, 1908
  10. The Immoral Traffic (Prevention) Act, 1956
  11. The Juvenile Justice (Care and Protection of Children) Act, 2015
  12. The Food Safety and Standards Act, 2006 (Specified Portions – Offences and Penalties).
  13. The Probation of Offenders Act, 1958
  14. The Public Gambling Act, 1867
  15. The Railway Property Unlawful Possession Act, 1966
  16. The SC/ST Prevention of Atrocities Act, 1989
  17. The Prevention of Insults to National Honour Act, 1971
  18. The Transplantation of Human Organs and Tissues Act, 1994
  19. The National Medical Commission Act, 2019
  20. The Information Technology Act, 2000
  21. Criminal Procedure (Identification) Act, 2022
  22. The Mental Health Care Act, 2017
  23. Indecent Representation of Woman (Prohibition) Act, 1986

24. The Foreigners Act, 1946 (Amendment Act 2004)
  25. The Narcotic Drugs and Psychotropic Substances Act, 1985
  26. Pre-Conception and Pre-Natal Diagnostic Techniques (Regulation and Prevention of Misuse) Act, 1994
  27. The Prevention of Damage to Public Property Act, 1984
  28. The General Clauses Act, 1897
  29. The Mines and Minerals (Development and Regulation) Act, 1957
  30. The Rights of Persons with Disabilities Act, 2016
  31. The Transgender Persons (Protection of Rights) Act, 2019
  32. The Passports Act, 1967
  33. The Drugs and Cosmetics Act, 1940
  34. The Lotteries (Regulations) Act, 1998
  35. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
  36. The Protection of Children from Sexual Offences Act, 2012
  37. The Cigarettes and Other Tobacco Products (Prohibition of advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003
- (Ten questions will be framed in the above Acts, each carrying five marks)

**TAMIL NADU STATE ACTS** (with amendments as on date)

50 Marks

1. The Tamil Nadu City Police Act, 1888
  2. Tamil Nadu Prevention of Dangerous Activities of Bootleggers, Drug- Offenders, Forest-Offenders, Goondas, Immoral Traffic Offenders, Sand Offenders, Sexual Offenders, Slum-Grabbers, And Video Pirates, Act, 1982
  3. The Tamil Nadu Prohibition Act,1937
  4. The Tamil Nadu Gaming Act, 1930
  5. The Tamil Nadu Forest Act, 1882
  6. The Tamil Nadu Prohibition of Harassment of Women Act, 1998
  7. The Tamil Nadu Prohibition of Ragging Act,1997
  8. The Tamil Nadu Prohibition of Charging of Exorbitant Interest Act, 2003
  9. The Tamil Nadu Property (Prevention of Damage and Loss) Act, 1992
  10. The Tamil Nadu Open Places Disfigurement Prevention Act, 1959
  11. The Tamil Nadu Prize Schemes (Prohibition) Act, 1979
  12. The Tamil Nadu Prize Chits and Money Circulation Schemes Banning Act, 1978
  13. The Tamil Nadu Open Places (Regulation of pasting of Posters and Fixing of Thatty Boards) Rules, 1995
  14. The Tamil Nadu Protection of Interests of Depositors (in Financial Establishments) Act,1997
  15. Tamil Nadu Clinical Establishments (Regulation) Act, 1997
  16. Tamil Nadu Police Standing Order (Specified Portions-Hierarchy, Investigation, Powers and Duties of Police Officers)
  17. The Medicare Service Persons and Medicare Service Institutions (Prevention of Violence and Damage or Loss to Property) Act, 2008
- (Ten questions will be framed in the above Acts, each carrying five marks)

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100 Marks  
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## **Annexure IV**

### **Instructions to be followed by candidates while appearing for examinations**

#### **1. General Instructions**

1.1. Candidates shall present themselves at the examination venue with the memorandum of admission (hall ticket) downloaded from the Commission's website, failing which, they shall not be allowed to write the examination. Candidates shall also bring with them, a photocopy of their Aadhaar card / Passport / Driving Licence / Permanent Account Number (PAN) card / Voter ID card.

1.2. Candidates must appear for the examination at the venue they have been allotted, as mentioned in the memorandum of admission (hall ticket). Change of venue will not be permitted. No candidate, without prior approval, shall be allowed to appear for the examination at a venue other than the one originally allotted.

1.3. Candidates may be subjected to frisking at the examination venue, if required, with the assistance of male / female police personnel or any authorized persons, as the case may be.

1.4. Candidates are advised, in their own interest, not to bring any of the banned items including mobile phones to the venue of the examination, as arrangements for safekeeping of the same cannot be assured.

1.5. Parents and others who accompany the candidates will not be permitted inside the examination venue.

1.6. If the photograph of the candidate in the memorandum of admission (hall ticket) is not printed or not clear or does not match with candidate's appearance, he / she should furnish a separate photograph affixed on a plain paper, along with his name, address, register number and signature along with a copy of the memorandum of admission (hall ticket) and a copy of Aadhaar card / Passport / Driving Licence / Permanent Account Number (PAN) card / Voter ID card, to the Chief Invigilator, who shall countersign it.

1.7. The ID proof in original, should also be shown to the room invigilator for verification. The room invigilator upon verification of the identity of the candidate, shall obtain an undertaking as to the genuineness of the candidate and to the effect that he / she is aware that he / she is liable to any criminal / penal action initiated by the Commission, if the information furnished is found to be incorrect at a later date. The undertaking shall then be handed over to the Chief Invigilator.

1.8. In order to facilitate verification of the identity of the candidates and explanation of the procedures pertaining to the examination, the candidates shall present themselves at the examination venue one hour before the time scheduled for the commencement of the examination.

1.9. All gates serving as entry into the examination venue shall be closed thirty minutes before the commencement of the examination and no one shall be allowed into the venue thereafter. (e.g., in case of forenoon session, for an examination scheduled to commence at 09.30 am, the candidates should present themselves at 09.00 am in the examination venue. In case of afternoon session, for an examination scheduled to commence at 02.00 pm, the candidates should present themselves at 01.30 pm. After that no candidate shall be permitted to enter the premises of the examination venue).

1.10. In case of examinations to be held in both forenoon and afternoon sessions, the reporting time for the afternoon session shall also be thirty minutes before the commencement of the examination and no one shall be allowed into the venue thereafter.

1.11. In case of extraordinary circumstances, like pandemic conditions, etc., the procedures / precautions prescribed (e.g., use of sanitizer and face mask, practicing social distancing) shall be adhered to.

1.12. Candidates must show the memorandum of admission (hall ticket) to the Invigilator / Chief Invigilator/ inspection authorities / any authorized persons of the examination hall, on demand, for verification.

1.13. Candidates must ensure that the Room Invigilator signs in the memorandum of admission (hall ticket). The memorandum of admission should be preserved carefully and retained permanently. The memorandum of admission should be produced if shortlisted for the next stage of selection / whenever sought for by the Commission.

1.14. The memorandum of admission may also be photocopied, as a precaution, after the exam is over.

1.15. No duplicate memorandum of admission (hall ticket) will be issued later.

1.16. Candidates should maintain strict discipline not only in the examination room, but also inside the campus of the examination venue. Candidates found smoking / intoxicated, or found to have entered into a quarrel of any kind, or to have misbehaved with the Chief Invigilator or with the inspection authorities or with the invigilator or with any other candidate either in the examination hall or inside the campus of the examination venue, either before, during or after the examination, are liable to invalidation of answer sheet and debarment for any period the Commission may deem fit, as well as appropriate criminal action.

1.17. Water, tea, coffee, snacks, soft drinks, etc., will not be allowed inside the examination venue.

1.18. Candidates suffering from serious health issues, may, with the consent of the Chief Invigilator, deposit medication or other medical requirements on the room invigilator's table for use if needed.

1.19. An alarm bell shall be sounded in respect of each of the following activities in order to alert the candidates. The room invigilators shall make appropriate announcements as and when required.

Event	Timeline	Duration of Bell
<b>Before Commencement of Examination</b>		
<b>Descriptive type Examination:</b> Distribution of Question-cum- Answer Booklets	15 minutes before	Short Bell (2 seconds)
<b>At the Start and During the Examination</b>		
Commencement of the Examination	At the Designated Time	Long Bell (5 seconds)
During the Examination	Every One Hour	Short Bell (2 seconds)
Before Conclusion of the Examination	10 minutes before conclusion	Short Bell (2 seconds)
<b>At the Conclusion of the Examination</b>		
Conclusion of the Examination	At the Designated Time	Long Bell (5 seconds)

1.20. The candidates shall compulsorily be seated in the examination room thirty minutes before the time scheduled for the commencement of the examination.

1.21. Candidates must sit in the place allotted to them after checking the name, register number and photo as pasted on the table.

1.22. Candidate should appear for all the papers in the examination for his / her answers to be evaluated and in case the candidate absents himself / herself for any of the papers, the papers attended will not be evaluated.

## 2. Computer Based Test (CBT) Examination






2.1. The Registration for the examination shall start one hour before the time scheduled for the commencement of the examination. Further, the candidates should present themselves at the examination venue 30 minutes before the time scheduled for the commencement of examination and no one shall be allowed into the venue thereafter.

2.2. Each candidate will be assigned a Computer to take up the examination.

- 2.3. No computer knowledge is required to take up the Computer Based Test. Knowledge in Mouse operation would suffice to take up the Computer Based Test.
- 2.4. Candidates will be provided with a user name and password to login the system.
- 2.5. Use the keyboard only to key – in the Register Number, User id (registration id) and password.
- 2.6. Necessary instructions will be displayed on the screen. Kindly read all the instructions carefully and follow the instructions without fail.
- 2.7. In case of doubt in the questions and answers, English version is the final.
- 2.8. In Computer Based Test, questions with five options each will be displayed in the computer screen.
- 2.9. The Question and optional answers will be shuffled randomly and displayed to the candidate.
- 2.10. Candidates will be provided with a paper for doing rough work. After closure of the examination, rough sheet will be collected.
- 2.11. 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.
- 2.12. Candidate can use only the mouse to select the correct answers and proceed with answering the questions.
- 2.13. Candidates can recheck his / her answers and if he / she feels to correct the answers, it can be done at any time before the closure of examination. They can skip the questions also, if they desire so.
- 2.14. Candidate can submit their answers at any time during the examination.
- 2.15. If he / she wants to close the examination, he / she shall remain in the seat till the completion of the scheduled time of examination.
- 2.16. Once the entire answers are submitted, the candidates have no option to proceed further.
- 2.17. If the candidates fail to submit their answers, the system will automatically submit the answers to the server, at the closure of the examination.
- 2.18. The question and answers can be zoomed to the required level for the candidates with visual impairment.
- 2.19. Candidates have to sign the attendance sheet and affix thumb impression for verification of his / her identity.
- 2.20. 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.
- 2.21. The Examination Hall will be under camera surveillance.
- 2.22. 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](http://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. Candidates can practice the mock test as many times as he / she likes.
- 2.23. One question will be displayed on the screen at a time.



2.24. Time available for the candidate to complete the examination will be displayed through a countdown timer in the top right-hand corner of the screen. It will display the remaining time as Time Left. (For example: if duration of examination is 3 hours, at the beginning of exam, timer will show 180 minutes and for Differently Abled candidates with scribe / without scribe 240 minutes, which will reduce gradually with passage of time). When the timer reaches zero, the examination will end by itself and the examination will be submitted by the system automatically.

2.25. Question Number Box: 1. Question Number Box displayed on the right side of the screen will show the status of each question using one of the following symbols:

-  You have not visited the question yet.
-  You have not answered the question.
-  You have answered the question.
-  You have NOT answered the question, but have marked the question for review.
-  You have answered the question and marked for review. This will be considered for evaluation.

The 'Marked for Review' status for a question simply indicates that you would like to look at that question again.

You can click on the ">" arrow which appears to the left of question number box to minimize the question number box. This will enable you to view the question on a bigger area of the screen. To view the question number box again, you can click on "<" arrow which appears on the right side of the screen.

You can click on  to navigate to the bottom and  to navigate to the top of the question area, without scrolling.

2.26. The summary of number of questions answered, not answered, not visited, marked for review and answered and marked for review will be displayed above the question number box.

2.27. The questions will appear on the screen in ascending order, which can be answered one by one.

2.28. To select your answer of a question, click on the button of one of the options.

2.29. Click on Save and Next button after answering every question to save your answer. Otherwise your answer will not be saved.

2.30. To deselect your chosen answer, click on the button of the chosen option again or click on the Clear Response button.

2.31. Instruction for enlarging images, to view the image provided in the question in a bigger size, click on the image and rotate the scrolling wheel on the mouse.

2.32. Any attempt of malpractice found, will render you liable to such penal action as the Commission may decide.

### **3. Descriptive type examination:**

3.1. Candidates must carry only black ink pen (Fountain pen or Ball point pen or Gel pen), a photocopy of any one proof of ID, as specified and memorandum of admission (hall ticket) inside the examination room. Other materials are not allowed.

3.2. In respect of descriptive type examination, the question-cum-answer booklet as well as instructions regarding filling up of the same, shall be given fifteen minutes before the time scheduled for the commencement of the examination.

3.3. Candidates must sign in the attendance sheet, after verifying his name and register number therein, duly mentioning the question-cum-answer booklet number.

3.4. In cases where the question number and the answer written therein or the question and answer written therein do not correspond to each other or the candidate makes any modification in the question number, such an answer shall not be evaluated.

3.5. If an answer booklet of a candidate for one paper is declared deemed not fit for valuation, the answer booklets of the candidate for the remaining papers will also be treated as invalid / not subjected for evaluation.

3.6. In case of doubt in the questions, English version is the final.

### **4. Other Instructions**

4.1. Borrowing of any material, instruments from other candidates is strictly prohibited. Candidates shall use only their own pens and specifically permitted material.

4.2. Candidates shall not be allowed to exceed the time allotted for answering the paper, for any reason.

4.3. In the descriptive type of examination, the candidate is to write answers in question cum answer booklet.

4.4. Tentative answer keys will be hosted in the Commission's website within six working days from the date of conduct of objective type examination. Candidates can challenge the tentative answer keys of the objective type examination through the 'Answer Key Challenge' window available in the Commission's website [Recruitment → Answer Keys]. Representations, if any, challenging the tentative answer keys shall be submitted only through online mode within seven days from the date of publication of tentative answer keys. Representations received by post or e-mail will receive no attention.

4.5. Detailed instructions, procedures to challenge the tentative answer keys have been made available in the Commission's website. Representations made online/offline after the closure of the window will also receive no attention.

4.6. The challenges submitted on time, through the online mode, shall be referred to a committee comprising of experts in each subject. The decision on the final answer key shall be made, based on the recommendations of the expert committee and paper evaluation shall commence thereafter.

4.7. The Commission shall not publish the final answer key until the completion of the entire selection process.

4.8. Requests from candidates for furnishing of their marks or answer paper copy before the completion of the entire selection process, will not be entertained by the Commission.

4.9. After conclusion of the entire selection process, copies of descriptive type answer booklet shall be made available to the candidates on the Commission's website. On requisite payment, the candidates can download the answer papers.

4.10. After conclusion of the entire selection process, relevant particulars of all candidates who had applied for recruitment to the post shall be made available on the Commission's website.

## 5. Special Instructions for Persons with Benchmark Disabilities, Usage of scribes, etc.,

5.1. Candidates with benchmark disability, shall be permitted to utilize the services of a scribe upon making such request in the online application subject to the following conditions. Request for scribe made after the submission of application or on the date of examination will receive no attention.

5.1.1. Candidate with benchmark disability in the category of blindness, locomotor disability (both arm affected) and cerebral palsy the facility of scribe shall be given.

5.1.2. In case of other category of disability, the provision of scribe can be allowed on production of a certificate from the Chief Medical Officer / Civil Surgeon / Medical Superintendent of a Government Health care institution if so desired by that candidate. The format of the certificate is given below:

### Certificate

This is certify that I have examined Mr/Ms/Mrs. \_\_\_\_\_  
\_\_\_\_\_ (Name of the candidate with disability) a person with  
\_\_\_\_\_ (Nature and percentage of disability as mentioned in the  
certificate of disability), S/o/D/o \_\_\_\_\_ a resident of  
\_\_\_\_\_ (Village / District / State and to state that He / She has physical  
limitation which hampers his / her writing capabilities owing to his / her disability.

Due to the above mentioned disability following concession may be given:-

1. Exemption from Tamil / Second Language.
2. Extra \_\_\_\_\_ hours for writing theory exam.
3. Allocation of a scribe.
4. Overlooking spelling mistakes and grammatical errors.
5. Using calculator / assistive devices
6. \_\_\_\_\_ (Any other assistive devices or concessions).

\*strike out the non applicable.

Signature

(Name of Government Hospital / Civil Surgeon / Medical Superintendent / Signature of the notified Medical Authority of a Government Health Care Institution)

Name & Designation

Name of Government Hospital / Health Care Centre / The notified Medical Authority

Place:

Date:

Signature / Thumb impression  
of the Differently Abled Person

Note:

Certificate should be given by a specialist of the relevant stream /  
disability

(e.g. Visual Impairment – Ophthalmologist, Locomotor disability – Orthopedic Specialist / PMR  
etc.,)

(Photo of the  
Differently  
Abled Person  
and Stamp to  
be fixed here)

5.1.3. The Commission will arrange for scribes and the fee amount to be paid to the scribes will be met by the Commission. Candidates availing of the services of the scribes need not pay any fee to them.

5.2. All candidates with benchmark disability, availing of the services of the scribes while appearing for the written examination will be seated in a separate room in the ground floor, in close vicinity to the Chief Invigilator's control room and under the close supervision of the Chief Invigilator.

5.3. Candidates with Benchmark disability must affix their signature and left hand thumb impression in the space provided in the answer sheets, if possible.

5.4. Visually disabled / orthopedically disabled candidates who have been permitted to use scribe facility, who are unable to affix their signature, may affix their left hand thumb impression alone.

5.5. Candidates who are unable to use their left hand, must affix right hand thumb impression.

5.6. Candidates who are unable to use both hands, and who have been permitted to use scribe, may leave the signature and thumb impression columns blank.

5.7. Compensatory time of not less than 20 minutes per hour of examination will be allowed to candidates with benchmark disability, who have physical limitation to write including that of speed and who are utilizing the services of a scribe.

5.8. All candidates with disability who have physical limitation with regard to writing including that of speed and not availing the services of a scribe will be allowed additional time of a minimum of one hour for an examination of three hours duration which could further be increased on a case-to-case basis.

5.9. All persons with benchmark disability, who are unable to climb the staircase, will be allowed to write the examination in a room in the ground floor, in close vicinity to the Chief Invigilators control room.

## **6. Penalty for Violation of Commission's Instructions in the Descriptive Type Examination**

The answer sheets of the candidate will be invalidated / marks deducted / criminal action initiated / and debarment imposed for the following violations:

### **6.1. Invalidation of Answer Sheet (Descriptive Type)**

6.1.1. Usage of pens other than black ink pens. The candidate shall use the same black ink pen (Fountain pen or Ball point pen or Gel pen) in the entire answer booklet for all purposes including writing the register number, signing on the first page, answering, drawing, underlining, highlighting, striking off unused space in the answer booklet, striking off answers in excess of the number required, etc. For this purpose, candidates should keep sufficient number of additional black ink pens of same type, with same colour and shade of ink.

6.1.2. Usage of whitener, sketch pens, pencil, colour pencils, multicolour pens, crayons or any other writing materials, for any purpose.

6.1.3. Writing religious symbols, writing their name, signature, phone number, cell phone number, initials, address and writing any other name, initial or address in the answer booklet except in the manner instructed in the question-cum-answer booklet.

6.1.4. Appealing to the examiner in the answer booklet, invoking sympathy of examiners in connection with their results.

6.1.5. Candidates writing anything unconnected to the question, or any impertinent remarks and irrelevant matter revealing his identity.

6.1.6. Writing the answers in more than one language (i.e., partly in Tamil and partly in English) except in cases where specifically permitted. If the candidates answer in Tamil, they should write the entire examination in Tamil only or if the candidates answer in English, they should write the entire examination in English only. However, technical words which cannot be translated, can be written in the respective languages, i.e., only the technical words and not the entire sentence / entire answers. The answer booklet of the candidate who violates this instruction will be invalidated.

6.1.7. Wrongly seated in the place of other candidates and / or written the examination using the answer booklet of other candidates.

6.1.8. Tampering with the Barcode printed on the question-cum-answer booklet.

6.1.9. The Question cum Answer Booklet for Main Examination which has not been signed by the candidates in the designated places.

**6.2. Criminal Action:** Criminal action will be initiated against the candidates for the following reasons; (CBT and Descriptive Type)

6.2.1. Misbehaviour and indiscipline in the examination hall. Candidates should maintain strict discipline not only in the examination room, but also inside the campus of the examination venue. Candidates found smoking / intoxicated, or found to have entered into a quarrel of any kind, or to have misbehaved with the Chief Invigilator or with the inspection authorities or with the invigilator or with any other candidate either in the examination hall or inside the campus of the examination venue, either before, during or after the examination, are liable to invalidation of Answer sheet / Question Cum Answer Booklet and debarment for any period the Commission may deem fit, as well as appropriate criminal action.

6.2.2. Indulging in any type of malpractice, including impersonation and resorting to unfair means within the examination hall or outside will lead to debarment for any period deemed fit by the Commission, besides initiation of criminal action.

6.3. Invalidation of Answer sheet / Question Cum Answer Booklet as well as debarment for such period as the Commission may deem fit will be imposed on candidates resorting to any kind of irregularity or malpractice within / outside the examination hall including:

- a. Consulting with / copying from another candidate in the examination hall.
- b. Permitting others to copy from his/her Question Cum Answer Booklet.
- c. Copying from books or notes which are printed / typewritten / handwritten.
- d. Seeking the help / assistance of any official / hall supervisor in answering questions in examination hall.
- e. Approaching or attempting to approach an examiner or getting other people to approach an examiner on his behalf.
- f. Possession of electronic devices such as cellular phones, watches and rings with in-built memory notes, Bluetooth devices, communication chip, other electronic devices and non-electronic devices such as P&G design data book, books, notes, handbags, other non-permitted materials, etc.
- g. Taking away from the examination hall, the whole or part of any used / unused Question Cum Answer Booklet without handing it over to the room invigilator.
- h. Tampering with the Barcode printed on the Question Cum Answer Booklet.

6.4. Violation of any one or more of the instructions contained in the Commission's Instructions to Applicants / instructions printed on the question-cum-answer booklet / memorandum of admission (hall ticket) shall also make the candidate liable to debarment, either permanently or for such period as the Commission deems fit, and/or rejection of candidature after due process and /or invalidation of answer sheet and/or any other penalty, as decided by the Commission.



**6.5. Debarment:** The period for which candidates shall be debarred from appearing for the examinations / participating in the recruitment processes conducted by the Commission, for the offences committed by the candidates are given below. Besides debarment, the candidate shall also be liable to rejection of candidature after due process, invalidation of answer papers, as the case may be. Criminal action may also be initiated against such candidates wherever indicated.

S. No	Nature of Offence	Period of Debarment
1	Attempts to influence the Chairman, Members of the Commission, Secretary, Controller of Examinations or any officer or staff of the Commission, personally / by letter / through relatives, friends, patrons, officials or other persons.	Three Years
2	Production of bogus community / destitute widow / differently abled / ex-serviceman / transgender / person studied in Tamil medium certificates, etc. Tampering or alteration in the documents or certificates.	Permanent, Initiation of criminal action
3	Suppression of material information, at any stage of the selection process, regarding: (i) Previous appearances or availing free chances. (ii) Regular / temporary employment in Government or Quasi-Government organizations, local bodies, public sector undertakings, statutory bodies, public corporations, Universities, etc., (iii) Criminal cases, arrests, convictions, disciplinary proceedings, etc. (iv) Debarment or disqualification by Union Public Service Commission / State Public Service Commissions / other agencies	One Year
4	Possession of electronic devices such as cellular phones, watches and rings with in-built memory notes, Bluetooth devices, communication chip, any other electronic devices inside the examination room and also seeking the help of / assistance of any official / invigilator / any outsider in answering question	Permanent
5	Possession of non-electronic devices such as P&G Design Data Book, books, notes, guides, handbags, other non-permitted materials, etc. inside the examination room.	Three Years
6	Consulting with other candidates, copying from other candidates, permitting others to copy from his / her answer paper, copying from books or notes which are printed / typewritten / hand written, etc.	Three Years
7	In addition to the offences listed herein, the involvement of candidates in any indiscipline or irregular practices within / outside the examination room.	Three Years
8	Written certain unwarranted remarks unconnected with answers to the subject concerned in the answer books, etc., i.e., vulgar, derogatory and obscene language.	Three Years
9	Appeal to the examiners in the answer books, to value liberally or to award more marks or to be sympathetic, etc.	One Year
10	Approaching or attempting to approach an examiner or getting other people to approach an examiner on his / her behalf	Permanent, Initiation of criminal action
11	Taking away from the examination hall, the whole or part of any used / unused question cum answer booklet, without handing it over to the room invigilator. Tampering with the Barcode.	Three Years
12	Candidates found smoking / intoxicated, or found to have entered into a quarrel of any kind, or to have misbehaved with the Chief Invigilator or with the inspection authorities or with the invigilator or with any other candidate either in the examination hall or inside the campus of the examination venue, either before, during or after the examination.	Three Years
13	Indulging in grave malpractices, including impersonation, amounting to subversion of the conduct of examination.	Permanent, Initiation of criminal action

**Annexure-V**  
**Form for Practice Certificate**

1.	Name of the Candidate	
2.	Father / Spouse Name	
3.	Date of Birth	
4.	Qualification	
5.	Permanent Address	
6.	Advocate Enrolment No.	
7.	Whether the candidate have had active practice in criminal courts for a period of not less than 5 years?	Yes / No
8.	Period of active practice	

This is to certify that Thiru/Tmt./Selvi ..... have had active practice in Criminal Courts for a period of not less than 5 years as stated above, as on the date of notification (i.e., 13.09.2024). The above particulars furnished by me are correct.

Affix photograph of the candidate with the signature of the Certifying Authority on the Photograph
--

Seal of Office / Officer:

Place  
Date:

Signature  
Name & Designation of the  
Competent Authority

**Note:**

1. Criminal Courts means the High Courts, Courts constituted under any law, Courts of Session, Judicial Magistrates of the first class, and in any metropolitan area, Metropolitan Magistrates, Judicial Magistrates of the second class and Executive Magistrates.
2. The Competent Authority to issue the practice certificate is Public Prosecutor, High Court of Madras, Additional Public Prosecutor, High Court of Madras, District Public Prosecutor, Additional Public Prosecutor, Special Public Prosecutor of the Directorate of the Prosecution and Senior Advocate.
3. Senior Advocate means Advocate designated as Senior Advocate by the High Court of Madras in exercise of the powers conferred by section 16(2) of the Advocates Act, 1961.