



# TAMIL NADU PUBLIC SERVICE COMMISSION

**Advertisement No.549**

**Notification No.19/2019**

**DATED:14.06.2019**

Combined Civil Services Examination - 4 (Group-IV). Applications are invited only through online mode up to 14.07.2019 for the years 2018-2019 and 2019-2020 for the Direct Recruitment against the vacancies in the following posts included in the Tamil Nadu Ministerial Service, Tamil Nadu Judicial Ministerial Service, Tamil Nadu Survey and Land Records Subordinate Service, Tamil Nadu Secretariat Service and Tamil Nadu Legislative Assembly Secretariat Service.

## Warning

- **All the Recruitments conducted by the Tamil Nadu Public Service Commission are purely merit based.**
- **Tamil Nadu Public Service Commission hereby cautions the candidates against touts and agents who may cheat by making false promises of securing job through unfair means.**
- **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 into any sort of actions with such unscrupulous persons.**
- **Candidates are solely responsible for their claims in online application. They cannot blame the service providers like internet cafe / browsing centre / Common Service centres for the mistakes made while applying online for a recruitment. Candidates are advised to check the filled in online application before finally submitting the same.**

It is mandatory for the applicants to register their basic particulars through One Time online Registration system on payment of Rs.150/- (Rupees One Hundred and Fifty only) towards registration fee and then should apply online for this recruitment. (The One-Time Registration will be valid for 5 years from the date of registration. Thereafter, the registration should be renewed by paying the prescribed fee.)

Sl. No.	Name of the Post and Post Code No.	Name of the Service and Service Code No.	Number of vacancies (Approximate)	Scale of pay
1.	<b>Village Administrative Officer</b> (Post Code 2025)	Tamil Nadu Ministerial Service <b>(Service Code. 050)</b>	<b>397</b> (including 4 carried forward vacancies)	Rs.19,500 - 62,000/- (Level 8)
2.	<b>Junior Assistant</b> (Non - Security) (Post Code: 2600)	Tamil Nadu Ministerial Service / Tamil Nadu Judicial Ministerial Service <b>(Service Code. 006)</b>	<b>2688</b> (including 23 carried forward vacancies)	
3.	<b>Junior Assistant</b> (Security) (Post Code: 2400)		<b>104</b>	
4.	<b>Bill Collector, Grade-I</b> (Post Code: 2500)		<b>34</b>	
5.	<b>Field Surveyor</b> (Post Code: 2800)	Tamil Nadu Survey and Land Records Subordinate Service <b>(Service Code. 006)</b>	<b>509</b> (including 1 carried forward vacancy)	
6.	<b>Draftsman</b> (Post Code: 2900)		<b>74</b>	
7.	<b>Typist</b> (Post Code: 2200)	Tamil Nadu Ministerial Service / Tamil Nadu Judicial Ministerial Service / Tamil Nadu Secretariat Service / Tamil Nadu Legislative Assembly Secretariat Service <b>(Service Code. 006)</b>	<b>1901</b> (including 59 carried forward vacancies)	
8.	<b>Steno-Typist (Grade-III)</b> (Post Code: 2300)	Tamil Nadu Ministerial Service / Tamil Nadu Judicial Ministerial Service <b>(Service Code. 006)</b>	<b>784</b> (including 221 carried forward vacancies)	Rs.20,600 - 65,500/- (Level 10)
<b>Grand Total</b>			<b>6491</b>	

**Note :-**

- (i) The number of vacancy is subject to change.
- (ii) The Carried forward vacancies details for the above said posts will be added before the start of the Counselling process.
- (iii) First, the selection will be made for the carried forward vacancies. [Section 27 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
- (iv) Secondly, the selection will be made for regular vacancies following the rule of reservation.

**2. DISTRIBUTION OF VACANCIES**

The rule of reservation of appointments is applicable for this recruitment and the District / Unit wise Distribution of vacancies will be announced later.

### 3. IMPORTANT DATES

a.	Date of Notification	14.06.2019	
b.	Last date for submission of Online application	14.07.2019	
c.	Last date for payment of Examination Fee through Bank (State Bank of India / HDFC Bank) or Post Office.	16.07.2019	
d.	Date and Time of Written Examination	01.09.2019 FN	10.00 A.M. to 1.00 P.M

**Note: Applicants should submit only one application for the posts included in CCSE-IV recruitment.**

### 4. FEES

a)	<p><b><u>Registration Fee</u></b> For One Time Registration (Revised with effect from 01.03.2017 vide G.O.(Ms).No. 32, Personnel and Administrative Reforms Department, dated 01.03.2017)</p> <p><b><u>Note</u></b> (i) Applicants who have already registered in One -Time Registration system within the validity period of 5 years are exempted. (ii) Those who have registered in the One -Time Registration system and paid the Registration fee of Rs.150/-, it is enough to pay the Examination fee alone.</p>	Rs.150/-
b)	<p><b><u>Examination Fee</u></b></p> <p><b><u>Note</u></b> The Examination fee <b>should be paid</b> at the time of submitting the online application for this recruitment if they are not eligible for the fee concession noted below.</p>	Rs.100/-

### EXAMINATION FEE CONCESSION:-

Category	Concession	Condition
1) Scheduled Castes / Scheduled Caste (Arunthathiyars) and Scheduled Tribes	Full Exemption	The Community Certificate should have been obtained from competent authority.
2) Differently Abled Persons, Destitute Widow of all communities	Full Exemption	(i) For Differently Abled persons, the disability should not be less than 40% (ii) For DWs, the DW certificate should have been obtained from the RDO / Sub Collector/ Assistant Collector

3) Most Backward Class / Denotified Communities, Backward Classes (other than Muslim) and Backward Classes (Muslim)	Those who have not availed three free chances so far in the previous recruitments may avail exemption from payment of examination fee.	Should not have availed three free chances in the previous recruitments.
4) Ex-Servicemen	Those who have not availed two free chances so far in the previous recruitments may avail exemption from payment of examination fee.	(i) Should not have availed two free chances in the previous recruitments. (ii) Fee concession will not apply to those who have already been recruited to any class or service or category.

### **Note**

- (i) The three / two free chances referred to above are **not for EACH POST** but for **ANY THREE / TWO APPLICATIONS ONLY**. The claim for exemption from payment of examination fee made in any application which is rejected / admitted or withdrawn will be counted as a free chance availed.
- (ii) Failure to pay the prescribed fee along with the application in-time will be liable for rejection of application.
- (iii) The number of free chances availed by the applicant means, the total number of free chances hitherto availed by the applicant in his / her earlier applications submitted to the Commission for any post / recruitment.
- (iv) If the examination fee concession claimed in the application is found to exceed the admissible limits as announced above, the application will be rejected at any stage of selection process. The number of free chances availed by the applicants will be counted from the previous applications submitted through One Time Registration and / or submitted directly without One Time Registration i.e., before One Time Registration was made as mandatory.

### **MODE OF PAYMENT OF EXAMINATION FEE**

- ❖ Applicants who have made One-Time Registration must pay the prescribed examination fee for this recruitment unless fee exemption is claimed. (One Time Registration is only to avail exemption from Registration fee for a period of 5 years from the date of registration and it will not be considered or adjusted towards the prescribed examination fee for this recruitment).
- ❖ Examination fee Rs.100/- (Rupees One Hundred only) is payable online through Net banking / Credit card / Debit card or it can be paid offline at SBI / HDFC Bank / Post Office within 2 days from the date of submission of online application, by choosing the option in the online application.
- ❖ Applicants have also to pay the service charges applicable to the State Bank of India / HDFC Bank / Post Office.
- ❖ Applicants can avail exemption from paying examination fees as per eligibility criteria.
- ❖ **Offline mode of payment in the form of Demand Draft / Postal Order etc., will not be accepted and the applications forwarded with such modes of payment will be summarily rejected.**

#### **Note:-**

The fees once paid to the Tamil Nadu Public Service Commission will not be refunded to the applicants under any circumstances.

## 5. QUALIFICATIONS

### AGE LIMIT (as on 01.07.2019)

#### (5)(A) (1) VILLAGE ADMINISTRATIVE OFFICER

Sl. No.	Category of Applicants	Minimum Age (should have completed)	Maximum Age (should not have completed)
1.	SCs, SC(A)s, STs, MBCs/DCs, BCs, BCMs and Destitute Widows of all Castes.	21 Years	40 Years
2.	'Others'	21 Years	30 Years

#### Note-1

- (i) **“Others”** [i.e., Applicants not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs] who have put in 5 years and more of service in the State / Central Government are not eligible to apply even if they are within the age limit.
- (ii) Instructions given with regard to maximum age limit under [para 5 of the 'Instructions to Applicants'](#) **will not apply to the post of Village Administrative Officer.**
- (iii) Age concessions announced in paragraph 13 & 14 of the Commission's [“Instructions to the Applicants”](#) will apply for the maximum age limit only.

#### Note-2

#### Age Concession for the post of Village Administrative Officer

##### **(i) For Differently Abled Persons:**

Differently Abled Persons are eligible for age concession upto 10 years over and above the maximum age limit prescribed above.

##### **(ii) For Ex-servicemen**

- (a) The maximum age limit is 53 Years for the Applicants who belong to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs.
- (b) The maximum age limit is 48 years for “others” (i.e.) Applicants not belonging to any of the above said categories.
- (c) The above concession will not apply to the Applicants those who have already been recruited to any class or service or category.

##### **(iii) For other kinds of Persons**

As per [“para 14 of Instructions to Applicants”](#).

**(5)(A)(2) For the posts of Junior Assistant (Non-Security), Junior Assistant (Security), Bill Collector-Grade I, Field Surveyor, Draftsman, Typist and Steno-Typist (Grade -III).**

**AGE LIMIT (as on 01.07.2019)**

Sl. No.	Category of Candidates	Minimum Age (should have completed)	Maximum Age
1	Scheduled Caste / Scheduled Caste (Arunthathiyar), Scheduled Tribes and Destitute Widows of all castes	<b>18 Years</b>	<b>35 Years</b>
2	Most Backward Classes / Denotified Communities, Backward Classes and Backward Classes (Muslims)		<b>32 Years</b>
3	“Others” [ i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs ]		<b>30 Years</b>
4	For the persons who are trained in Survey in ITI in Tamil Nadu, in respect of posts of Field Surveyor and Draftsman only		<b>35 Years</b>

**Explanation: “No maximum age limit” shall mean that the candidates should not have completed 58 years of age either on the date of Notification or at the time of selection / appointment to the post.**

**Note:1**

“Others” [ i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs] who have put in 5 years of service in the State / Central Government are not eligible even if they are within the age limit.

**Note:2**

**Age Limit for the posts of Junior Assistant (Non-Security), Junior Assistant (Security), Bill Collector-Grade I, Field Surveyor, Draftsman, Typist and Steno-Typist-Grade -III.**

- (i) No maximum age limit for candidates belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs, BCMs and Destitute Widows of all castes who possess a General Educational Qualification which is higher than the Minimum General Educational Qualification (i.e. who have passed P.U.C / H.S.C / Diploma /Degree).
- (ii) **For Differently Abled Persons:**  
Differently Abled Persons are eligible for age concession upto 10 years over and above the maximum age limit prescribed above.
- (iii) **For Ex-servicemen**
  - (a) The maximum age limit is 53 Years for the Applicants who belong to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs.
  - (b) The maximum age limit is 48 years for “others” (i.e.) Applicants not belonging to any of the above said categories.
  - (c) The above concession will not apply to the Applicants those who have already been recruited to any class or service or category.

**(iv) For other kinds of Persons**

As per “[para 14 of Instructions to Applicants](#)”.

**(5)(B) EDUCATIONAL AND TECHNICAL QUALIFICATION: (As on 14.06.2019)**

(The results of the qualifying examinations should have been declared as on this date)

NAME OF THE POST	QUALIFICATION
<b>Village Administrative Officer</b>	Must possess Minimum General Educational Qualification viz. Must have passed S.S.L.C Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies (or) to College Courses of studies.
<b>JUNIOR ASSISTANT (Non - Security), JUNIOR ASSISTANT (Security), BILL COLLECTOR GRADE-I, FIELD SURVEYOR * DRAFTSMAN</b>	Must possess Minimum General Educational Qualification viz., Must have passed S.S.L.C Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of studies.
<b>TYPIST</b>	<p>I. Must possess Minimum General Educational Qualification viz., Must have passed S.S.L.C Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of studies.</p> <p>II. Must have passed the Government Technical Examination in Typewriting:-</p> <ol style="list-style-type: none"> <li>i) by Higher / Senior Grade in Tamil and English (or)</li> <li>ii) by Higher / Senior Grade in Tamil and Lower/ Junior Grade in English (or)</li> <li>iii) by Higher / Senior Grade in English and Lower/ Junior Grade in Tamil.</li> </ol> <p><b>Note:</b></p> <p><b><u>Selection Procedure for Typist</u></b></p> <ol style="list-style-type: none"> <li>a) Candidates with technical qualification referred to in item (i) will be selected first</li> <li>b) In case candidates with technical qualification referred to in item (i) are not available, candidates with technical qualification referred to in item (ii) will be selected.</li> <li>c) In case candidates with technical qualification referred to in item (i) and (ii) are not available, candidates with technical qualification referred to in item (iii) will be selected</li> </ol>

**STENO-TYPIST (GRADE- III)**

- I. Must possess Minimum General Educational Qualification viz., Must have passed S.S.L.C Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of studies.
- II. Must have passed the Government Technical Examination both in Typewriting and in Shorthand:-
  - i) by Higher / Senior Grade in Tamil and English (or)
  - ii) by Higher / Senior Grade in Tamil and Lower/Junior Grade in English (or)
  - iii) by Higher / Senior Grade in English and Lower/ Junior Grade in Tamil.

**Note:****Selection Procedure for Steno-Typist (Grade-III)**

- a) Candidates with technical qualification referred to in item (i) will be selected first.
- b) In case candidates with technical qualification referred to in item (i) are not available, candidates with technical qualification referred to in item (ii) will be selected.
- c) In case candidates with technical qualification referred to in item (i) and (ii) are not available, candidates with technical qualification referred to in item (iii) will be selected

**Note :-**

**“Intermediate Grade is not equivalent to Senior Grade.”**

**Note:**

1. Those who have not passed SSLC Examination or its equivalent are not eligible even if they possess a higher qualification.
2. Candidates claiming equivalence of qualification should upload evidence for such claim in the form of Government Order (G.O.) issued prior to date of this Notification. The G.O. issued after the date of Notification will not be accepted. A list of Typewriting and Short-Hand Qualification equivalent to Lower Grade or Higher as the case may be is provided in Annexure-III.

(For details refer [para 10 of the “Instructions to Applicants”](#))

**Important Note:**

All the eligibility criteria for the claims of Educational qualification / Technical qualifications including the publication of results and claims towards special reservation to Differently Abled persons, Destitute Widows and Ex-servicemen should be as on the date of this Notification (i.e. as on 14.06.2019)

\* **Preferential qualification:**

For recruitment to the post of Field Surveyor, other things being equal, preference shall be given to the candidates who are trained in survey in Industrial Training Institutes.

**(C) COMPUTER QUALIFICATION (for Typist and Steno-Typist (Grade - III):-**

Candidates should have passed the "Certificate Course in Computer on Office Automation" awarded by the Technical Education Department.

**Note:**

"Candidates who do not possess the said qualification (viz. Certificate Course in Computer on Office Automation) conducted by the Technical Education Department may also apply. If selected, they should acquire such qualification within the period of their probation".

**(D) KNOWLEDGE IN TAMIL**

Applicants should possess adequate knowledge of Tamil on the date of this Notification ( i.e. as on 14.06.2019)

**Note:**

(For details refer [para 11 of the "Instructions to Applicants"](#))

**(E) CERTIFICATE OF PHYSICAL FITNESS**

Candidates selected for appointment to the posts will be required to produce a Certificate of Physical Fitness in the form prescribed below:-

Standard of Vision Prescribed	Form of Certificate of Physical Fitness
Standard-III (or) better	As prescribed for the posts included in Tamil Nadu Ministerial Service / Tamil Nadu Judicial Ministerial Service / Tamil Nadu Secretariat Service

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

**(F) CASH SECURITY: (for the posts of VAO only)**

- (i) Every person appointed to the post shall pay a Cash Security of Rs.2000/- (Rupees Two thousand only) within a period of one month from the date on which he/she joins duty.
- (ii) Provided that a person belonging to Backward Class, Backward Class (Muslim), MBC/DC shall pay a cash security of Rs. 1000/- (Rupees One thousand only) within a period of one month from the date on which he/she joins duty.
- (iii) Provided further that a person belonging to Scheduled Caste/ Scheduled Caste (Arunthathiyar) and Scheduled Tribe shall not furnish cash security.

(Failure to furnish such cash security as stated above shall render a person liable to be discharged from service).

**(G) PLACE OF RESIDENCE ON APPOINTMENT(for the posts of VAO only)**

Every person appointed to the post shall reside in the Village under his charge and shall continue to reside in the said Village as long as he / she is in- charge of that Village.

**6. CASH SECURITY: (for the posts of Junior Assistant (Security) and Bill Collector Grade-I only)**

Candidates to be selected for appointment as Junior Assistant (Security) (or) Bill Collector Grade-I in Town Panchayat/ Agriculture/ Treasuries and Accounts should pay the security amount as may be prescribed by the appointing authority concerned at the time of appointment.

**7. CONCESSIONS**

- (i) Concessions in the matter of age and/or fees allowed to SCs, SC(A)s, STs, MBCs/DCs, BCs, BCMs, Destitute Widows, Differently Abled Persons, Ex-servicemen, other categories of persons etc., are given in [para 12 to 14 of the "Instructions to Applicants"](#).
- (ii) Persons claiming concession referred to above have to produce evidence for such claim when called for, otherwise their application will be liable for rejection.

**Note**

**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.**

(Proviso to Section 3(j)(vii) of Tamil Nadu Government Servant (Conditions of Service) Act 2016)

## 8. SCHEME OF EXAMINATION (OBJECTIVE TYPE) (OMR METHOD):-

Subject	Duration	Maximum Marks	Minimum Qualifying Marks for selection (All Communities)
<b><u>Single Paper (S.S.L.C Std.)</u></b> General Studies (75 items) + Aptitude and Mental Ability Test (25 items) + General Tamil / General English (100 items) (Total = 200 items)	<b>3 Hours</b>	<b>300</b>	<b>90</b>

### **Note :**

i) Two types of question papers will be set.

**Type- 1:-** General Studies (75 items) + Aptitude & Mental Ability Test (25 items) and General English (100 items). (Subject code: 002)

**Type-2:-** General Studies (75 items) + Aptitude & Mental Ability Test (25 items) and General Tamil (100 items). (Subject code: 001)

Candidates are given the option to choose either General Tamil or General English for answering the second 100 items apart from answering the first (75+25)100 items on General Studies and Aptitude & Mental Ability Test.

ii) The questions on General Studies will be set both in English and Tamil and the questions on General Tamil/ General English will be set in the respective languages.

iii) The syllabus for the above subject is available in [Annexure-II](#) of this notification.

## 9. CENTRE FOR EXAMINATION

The Written Examination will be held at the Centres mentioned in [Annexure-I](#) of this Notification.

### **Note**

- Request for change of venue will not be complied with (For further details refer ["Instructions to Applicants"](#)).
- The Commission reserves the right to increase/decrease the number of Examination Centres and to re-allot the Applicants.
- Applicants should appear for the Written Examination and Counselling at their own expenses.

## 10. SELECTION PROCEDURE

Based on the marks obtained by the candidates in the Written Examination, the tentative list of eligible candidates will be announced in the Commission's website for uploading all the certificates in support of their claim for onscreen certificate verification. After verification, the eligible candidates will be summoned for counselling to allot the post and Unit / Department in the order of rank and category to which they are eligible as per the vacancy position.

## 11. NO OBJECTION CERTIFICATE / INFORMATION TO THE EMPLOYER

Persons who are in service should apply for this examination only after informing the appointing authority No Objection Certificate obtained from appropriate authority shall be produced at the time of Counselling or within the time granted in exceptional cases, failing which, the application will be rejected. For details refer **para 15 (g) of Commission's "Instructions to Applicants"**. - Any violation of this instruction will be liable for / end in rejection of application and forfeit his/her candidature. Person who gets employment in Government Services after the submission of their applications should also produce the No Objection Certificate at the time of Certificate verification / Counselling.

## 12. GENERAL INFORMATION

- A) The Rule of reservation of appointments applies to each post District / Zonal / Unit separately. The Unit wise vacancies and Distribution of vacancies as per the rules in force will be announced later before the commencement of counselling for final selection.**
- B) In G.O.Ms.No.145, Personnel and Administrative Reforms(S) Department dated 30.09.2010 and G.O.Ms.No.40, Personnel and Administrative Reforms(S) Department dated 30.04.2014, the Government have issued orders to fill up 20% of vacancies in direct recruitment on preferential basis to Persons who studied the prescribed qualification in Tamil Medium. The 20% reservation of vacancies on preferential allotment to **Persons Studied in Tamil Medium (PSTM)** will apply for this recruitment. Applicants claiming PSTM preference must produce certificate issued by Head of Institution as proof as per the specimen contained in the "Instructions to Applicants" for having studied the SSLC in Tamil Medium. (Having written the examination in Tamil language alone will not qualify for claiming this preference). If the Applicants with PSTM certificate are not available for selection for appointment against reserved turn such turn shall be filled up by other eligible Applicants but belonging to the respective communal category. The PSTM certificate, in prescribed format / proforma available in the Commission's website at '[www.tnpsc.gov.in](http://www.tnpsc.gov.in)' shall be obtained from the Head of the Institution and shall be produced / uploaded when called for. (For further details refer para 27(XIX) of Instructions to Applicants)
- C) The number of vacancies advertised is only approximate and is liable to modification with reference to vacancy position at any time including reduction before finalization of selection.**
- D) The selection for appointment to the above said post is purely provisional subject to final Orders on pending Writ Petitions, if any, filed at Madras High Court and Madurai Bench of Madras High Court.

- E) As per **Section, 27(C)** of Tamil Nadu Government Servants (Condition of Service) Act, 2016, reservation to Ex-Servicemen **will apply** for the said post. If no qualified and suitable Ex-Servicemen belonging to a particular category is available for selection for appointment against reserved turn, such turn shall be filled up by an Applicant other than Ex-Servicemen but belonging to the particular communal category. As per the orders issued in (Proviso to Section 3(j) (vii) of Tamil Nadu Government Servant (Conditions of Service) Act 2016), "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.
- F) As per the G.O.(Ms.) No. 51, Welfare of Differently Abled Persons (DAP3-2) Department, dated 26.12.2017 all the posts in respect of 'C' and 'D' categories are eligible for 4% reservation for Differently Abled Persons. Hence, the Differently Abled Persons may apply to this recruitment.
- G) Differently Abled persons should submit copy of their certificate specifying the nature of disability and the degree of disability when called for by the Tamil Nadu Public Service Commission.
- H) A minimum of thirty percent of all vacancies which are to be filled through direct recruitment shall be set apart for women candidates. If no qualified and suitable women applicants are available for selection against the vacancies reserved for them, those vacancies will be filled by male applicants belonging to the respective communal categories.
- I) Wherever vacancies are reserved for Arunthathiyars on preferential basis, even after filling up of the vacancies reserved for SC (Arunthathiyars) on preferential basis, if more number of qualified Arunthathiyars are available, they shall be entitled to compete with the Scheduled Castes other than Arunthathiyars in the inter-se-merit among them and if any posts reserved for Arunthathiyars remain unfilled for want of adequate number of qualified applicants, it shall be filled up by Scheduled Castes other than Arunthathiyars.
- J) Evidence for claims made in the online application should be uploaded / submitted in time when called for the documents. Any subsequent claim made thereafter on submission of online application will not be entertained. Failure to submit the documents within the stipulated time limit will entail rejection of the Application.
- K) Correct and True information regarding arrest, convictions / debarment / disqualification by any recruiting agency, criminal or any disciplinary proceedings initiated / pending or finalized, participation in agitation or any Political Organization, candidature in election for Parliament/State Legislature/Local Bodies etc., if any, should also be furnished to the Commission at the time of application i.e., the details thereof, originals of the Judgement, order / G.O dropping further action in Departmental proceedings or any document that may prove the suitability of such Applicants for a Government appointment in such cases must be produced at the stage / time of Certificate Verification and counselling without fail. Any of the above said events that occur after submission of application and before actual appointment shall also be informed to the Commission forthwith. Failure to inform the Commission will entail suitable penal action as decided by the Commission.
- L) **Regarding the vacancies available in the Department of Hindu Religious and Charitable Endowments, only persons professing Hindu Religion are eligible.**

- M) Incomplete applications and applications containing wrong claims or incorrect particulars relating to category of reservation / other basic qualification / eligibility wise / age / communal categories / educational qualification / physical qualification and other basic eligibility criteria will be summarily rejected.
- N) One Time Registration is not an application for any Post/Recruitment. Though the details/particulars were furnished in the One Time Registration by the applicants, the details/particulars furnished in the online application submitted for this recruitment alone will be taken into consideration for this recruitment. Tamil Nadu Public Service Commission will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application for this recruitment.
- O) Refer G.O.(Ms).No. 90, Social Welfare and Nutritious Meal Programme [SW8(2)] Department, dated 22.12.2017 regarding determination of community and reservation in employment for third gender.

### 13. OTHER IMPORTANT INSTRUCTIONS

- A) **Applicants should ensure their eligibility for examination:** The applicants applying for the examination should go through all instructions carefully and ensure that they fulfil all eligibility conditions for admission to examination and furnish all the required particulars in the online application. Claims made at later stages, after submission of online application will not be entertained **Their admission to all stages of the examination will be purely provisional subject to satisfaction of the eligibility conditions.** Mere issue of memo of admission to the applicant will not imply that his/her candidature has been fully cleared by the Commission.
- B) The **Hall Tickets** for eligible applicants will be made available in the Commission's Website [www.tnpsc.gov.in](http://www.tnpsc.gov.in) or [www.tnpscexams.net](http://www.tnpscexams.net) or [www.tnpscexams.in](http://www.tnpscexams.in) for downloading the same by applicants. **No Hall Tickets will be sent by post.** So the applicants should watch TNPSC website before the scheduled date of examination. The Applicants must comply with each and every instruction given in the Hall Ticket.
- C) **Grievance Redressal Cell for guidance of applicants:** In case of any guidance information clarification of their applications, candidature etc., applicants can contact Tamil Nadu Public Service Commission's Office Toll-Free No.1800 425 1002 on all working days from 10.00 a.m.to 5.45 p.m. or through e-mail id [contacttnpsc@gmail.com](mailto:contacttnpsc@gmail.com)
- D) After Notification, during the process of recruitment till completion of the entire examination process, no information under Right to Information Act, would be furnished.
- E) **Communication to Applicants**  
**Individual communication regarding the date and time of certificate verification and counselling will not be sent to the applicants by post. The details will be made available on the Commission's website. Applicants will be informed of the above fact only through SMS and e-mail.**

### **F) Mobile Phones and other Articles Banned:**

- 1) Applicants are not allowed to bring Cellular Phone, Watches/Bluetooth device and Ring with Inbuilt Memory Notes etc., or any other Electronic device and Non Electronic devices such as P&G Design Data Book, Books, Notes, Hand Bags and Recording Device either as separate piece or part of something used by the applicants such as Watch or Ring etc., to the examination hall / room on the date of examination
- 2) If they are found to be in possession of any such thing or instrument they will not be allowed to write the examination further, besides invalidation of answer paper and / or debarment. If it is considered necessary they will be subjected to thorough physical search including frisking on the spot. (For further details refer "[Instructions to Applicants](#)").
- 3) **Do not bring into the Examination Hall any article such as books, notes, loose sheets, electronic or any other type of calculators, mathematical and drawing instruments, Log Tables, stencils of maps, slide rules, Text Books, rough sheets etc., except the permitted writing material (i.e. pen). No colour pen or pencil must be used.**
- 4) Applicants 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 cannot be assured.

**G)** Unless specific instruction is given, applicants are not required to submit along with their application any certificates in support of their claims regarding age, educational qualifications, practising / service, physical qualification, community certificates and certificates regarding their physical disability etc., which should be submitted when called for by the Tamil Nadu Public Service Commission. The applicants applying for the examination should ensure that they fulfil all the eligibility conditions for admission to the Examination. Their admission to the examination will be purely provisional, subject to they satisfying the prescribed eligibility conditions. **If on verification at any time before or after the Examination and Certificate Verification, it is found that they do not fulfil any of the eligibility conditions, their candidature for the recruitment will be rejected summarily by the Commission.** ([For further details refer "Instructions to Applicants"](#)).

**H)** If any of their claim is found to be false, it will lead to rejection of their candidature and suitable penal action.

**I) Unfair means strictly prohibited:** No applicant shall copy from the papers of any other candidate or permit his papers to be copied or give or attempt to give or obtain or attempt to obtain irregular assistance of any description. ([For further details refer "Instructions to Applicants"](#)).

**J) Conduct in Examination Hall:** No applicant should misbehave in any manner or create a disorderly scene in the Examination Hall or harass the staff employed by the Commission for the conduct of the examination. Any such misconduct will be severely viewed and penalised. ([For further details refer Instructions to Applicants](#)).

**K)** For violation of "Instruction to Applicants" in any manner suitable penalty will be imposed as per the Instructions to Applicants or as deemed fit by the Commission.

#### 14. HOW TO APPLY

- 1) Applicants should apply only through online mode in the Commission's Websites [www.tnpsc.gov.in](http://www.tnpsc.gov.in) / [www.tnpscexams.net](http://www.tnpscexams.net) / [www.tnpscexams.in](http://www.tnpscexams.in)
- 2) One Time Registration (OTR) and applicant Dashboard are mandatory before applying for any post. Applicant should register only once in the One Time Registration by paying Rs.150/- as Registration fee. Successfully registered One Time Registration is valid for 5 years from the date of Registration. All the applications should be submitted using the One Time Registration ID and password registered by the applicant.
- 3) To apply under One Time Registration, the applicants should have scanned image of their photograph, certificate wherever insisted and signature in CD/DVD/Pen Drive to upload the photo, certificate and signature.
- 4) Applicants who have already registered in One Time Registration on or before 29.09.2015 shall use their existing user ID and Password to create applicants Dashboard in the new One Time Registration system. No applicant is permitted to create more than one registration ID in One Time Registration.
- 5) Applicant should enter the Unique ID and password to view the already available information and update them.
- 6) One Time Registration is not an application for any post. It is just a collection of information from the applicants and giving a separate dashboard to each applicant to facilitate them to maintain their own profile. Applicants who wish to apply for any post shall click "[Apply](#)" against the post Notified in the Commission's Website using the same USER ID and PASSWORD given for ONE TIME REGISTRATION.
- 7) Applicants are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.
- 8) **Online application uploaded without the photograph, specified documents and signature will be rejected.**
- 9) All the particulars mentioned in the online application including Name of the Applicant, Educational qualifications, Communal Category, Date of Birth, Gender, Address, Email ID, Centre of Examination, Government employee, etc., will be considered as final and no Modifications will be allowed after the submission of online application. Once an application is submitted no further request for change of details will be entertained.
- 10) **Print Option**
  - a) After submitting the application, applicants can print / save their application in PDF format.
  - b) On entering user ID and password, applicants can download their application and print, if required.
  - c) **Need not send the printout of the online application or any other supporting documents** to the Commission. The application and certificates will be verified only when the applicants come up for next stage of selection.
  - d) **One Time Registration will not be considered as an application for any post.**

### **15. UPLOAD OF DOCUMENTS**

No documents need be uploaded while submitting online application for this recruitment. The applicants must upload / submit the documents when called for specifically. If the required certificate is not uploaded when called for and if the certificate uploaded by the applicant is not clear and not readable, the application will be rejected without any further notice.

### **16. LAST DATE FOR SUBMITTING APPLICATION**

The Online Application can be submitted upto 14.07.2019 till 11.59 p.m., after which the link will be disabled.

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

**Secretary**

**DISCLAIMER**

“The Government Orders relating to Equivalence of Qualification are available in the Tamil Nadu Public Service Commission’s website. However, the applicants while applying for the Examination should furnish the details of Equivalence of Qualification declared in the form of Government Orders issued on or before the date of this Notification if any, and produce the same while uploading the documents, failing which their application will be rejected. The Government Orders issued regarding Equivalence of prescribed qualification after the date of this Notification will not be accepted.”

***Secretary***

**ANNEXURE-I**

<b>DISTRICT</b>	<b>CENTRE</b>	<b>CODE NO.</b>
<b>ARIYALUR</b>	<b>Ariyalur</b>	<b>3001</b>
	<b>Sendurai</b>	<b>3002</b>
	<b>Udayarpalayam</b>	<b>3003</b>
<b>CHENNAI CENTRAL</b>	<b>Annanagar</b>	<b>0101</b>
	<b>Arumbakkam</b>	<b>0102</b>
	<b>Ashok Nagar</b>	<b>0103</b>
	<b>Ayanavaram</b>	<b>0104</b>
	<b>Egmore</b>	<b>0105</b>
	<b>Kilpauk</b>	<b>0106</b>
	<b>Kolathur</b>	<b>0107</b>
	<b>Nungambakkam</b>	<b>0108</b>
	<b>Perambur</b>	<b>0109</b>
	<b>Purasavakkam</b>	<b>0110</b>
	<b>Triplicane</b>	<b>0111</b>
	<b>Vadapalani</b>	<b>0112</b>
	<b>Villivakkam</b>	<b>0113</b>
<b>CHENNAI NORTH</b>	<b>George Town</b>	<b>0121</b>
	<b>Royapuram</b>	<b>0122</b>
	<b>Tiruvottriyur</b>	<b>0123</b>
	<b>Tondairpet</b>	<b>0124</b>
	<b>Washermentpet</b>	<b>0125</b>
<b>CHENNAI SOUTH</b>	<b>Adyar</b>	<b>0141</b>
	<b>Mylapore</b>	<b>0142</b>
	<b>Saidapet</b>	<b>0143</b>
	<b>T.Nagar</b>	<b>0144</b>
	<b>Tiruvanmiyur</b>	<b>0145</b>
	<b>Velachery</b>	<b>0146</b>
<b>COIMBATORE</b>	<b>Coimbatore North</b>	<b>0201</b>
	<b>Coimbatore South</b>	<b>0202</b>
	<b>Mettupalayam</b>	<b>0203</b>
	<b>Pollachi</b>	<b>0204</b>
	<b>Sulur</b>	<b>0205</b>
	<b>Valparai</b>	<b>0206</b>
	<b>Annur</b>	<b>0207</b>
	<b>Kinathukadavu</b>	<b>0208</b>
	<b>Madukarai</b>	<b>0209</b>
	<b>Perur</b>	<b>0210</b>
<b>CUDDALORE</b>	<b>Cuddalore</b>	<b>0301</b>
	<b>Chidambaram</b>	<b>0302</b>
	<b>Kattumannarkoil</b>	<b>0303</b>
	<b>Kurinjipadi</b>	<b>0304</b>
	<b>Neyveli</b>	<b>0305</b>
	<b>Panruti</b>	<b>0306</b>
	<b>Tittakudi</b>	<b>0307</b>
	<b>Viruddhachalam</b>	<b>0308</b>
	<b>Bhuvanagiri</b>	<b>0309</b>
	<b>Veppur</b>	<b>0310</b>

<b>DHARMAPURI</b>	<b>Dharmapuri</b>	<b>0401</b>
	<b>Harur</b>	<b>0402</b>
	<b>Palakkodu</b>	<b>0403</b>
	<b>Pappireddipatti</b>	<b>0404</b>
	<b>Pennagaram</b>	<b>0405</b>
	<b>Karimangalam</b>	<b>0406</b>
	<b>Nallampalli</b>	<b>0407</b>
<b>DINDIGUL</b>	<b>Dindigul East</b>	<b>0501</b>
	<b>Attur</b>	<b>0502</b>
	<b>Kodaikanal</b>	<b>0503</b>
	<b>Natham</b>	<b>0504</b>
	<b>Nilakkottai</b>	<b>0505</b>
	<b>Oddanchatram</b>	<b>0506</b>
	<b>Palani</b>	<b>0507</b>
	<b>Vedasandur</b>	<b>0508</b>
	<b>Dindigul West</b>	<b>0509</b>
<b>ERODE</b>	<b>Erode</b>	<b>0601</b>
	<b>Bhavani</b>	<b>0602</b>
	<b>Gobichettipalayam</b>	<b>0603</b>
	<b>Perundurai</b>	<b>0604</b>
	<b>Sathyamangalam</b>	<b>0605</b>
	<b>Anthiyur</b>	<b>0606</b>
	<b>Kodumudi</b>	<b>0607</b>
	<b>Modakkurichi</b>	<b>0608</b>
<b>KANCHEEPURAM</b>	<b>Kancheepuram</b>	<b>0701</b>
	<b>Alandur</b>	<b>0702</b>
	<b>Chengalpattu</b>	<b>0703</b>
	<b>Cheyyur</b>	<b>0704</b>
	<b>Maduranthakam</b>	<b>0705</b>
	<b>Sholinganallur</b>	<b>0706</b>
	<b>Sriperumbudur</b>	<b>0707</b>
	<b>Tambaram</b>	<b>0708</b>
	<b>Tirukalukundram</b>	<b>0709</b>
	<b>Uthiramerur</b>	<b>0710</b>
	<b>Pallavaram</b>	<b>0711</b>
	<b>Thiruporur</b>	<b>0712</b>
	<b>Walajabad</b>	<b>0713</b>
<b>KANYAKUMARI</b>	<b>Nagercoil</b>	<b>0801</b>
	<b>Kanyakumari</b>	<b>0802</b>
	<b>Kulithurai</b>	<b>0803</b>
	<b>Thakkalai</b>	<b>0804</b>
	<b>Thovalai</b>	<b>0805</b>
<b>KARUR</b>	<b>Karur</b>	<b>0901</b>
	<b>Aravakurichi</b>	<b>0902</b>
	<b>Kadavur</b>	<b>0903</b>
	<b>Krishnarayapuram</b>	<b>0904</b>
	<b>Kulithalai</b>	<b>0905</b>
	<b>Manmangalam</b>	<b>0906</b>
<b>KRISHNAGIRI</b>	<b>Krishnagiri</b>	<b>3101</b>
	<b>Denkanikottai</b>	<b>3102</b>
	<b>Hosur</b>	<b>3103</b>
	<b>Pochampalli</b>	<b>3104</b>
	<b>Uthangarai</b>	<b>3105</b>
	<b>Bargur</b>	<b>3106</b>

	<b>Shoolagiri</b>	<b>3107</b>
<b>MADURAI</b>	<b>Madurai North</b>	<b>1001</b>
	<b>Madurai South</b>	<b>1002</b>
	<b>Melur</b>	<b>1003</b>
	<b>Peraiyur</b>	<b>1004</b>
	<b>Thirumangalam</b>	<b>1005</b>
	<b>Usilampatti</b>	<b>1006</b>
	<b>Vadipatti</b>	<b>1007</b>
	<b>Madurai East</b>	<b>1008</b>
	<b>Madurai West</b>	<b>1009</b>
	<b>Thiruparankundaram</b>	<b>1010</b>
<b>NAGAPATTINAM</b>	<b>Nagapattinam</b>	<b>1101</b>
	<b>Kilvelur</b>	<b>1102</b>
	<b>Kutthalam</b>	<b>1103</b>
	<b>Mayiladuthurai</b>	<b>1104</b>
	<b>Sirkali</b>	<b>1105</b>
	<b>Tharangambadi</b>	<b>1106</b>
	<b>Thirukkuvalai</b>	<b>1107</b>
	<b>Vedaranyam</b>	<b>1108</b>
<b>NAMAKKAL</b>	<b>Namakkal</b>	<b>1201</b>
	<b>Paramathi Velur</b>	<b>1202</b>
	<b>Rasipuram</b>	<b>1203</b>
	<b>Thiruchengodu</b>	<b>1204</b>
	<b>Kolli hills</b>	<b>1205</b>
	<b>Kumarapalayam</b>	<b>1206</b>
	<b>Sendamangalam</b>	<b>1207</b>
<b>PERAMBALUR</b>	<b>Perambalur</b>	<b>1401</b>
	<b>Kunnam</b>	<b>1402</b>
	<b>Vepanthattai</b>	<b>1403</b>
	<b>Alathur</b>	<b>1404</b>
<b>PUDUKKOTTAI</b>	<b>Pudukkottai</b>	<b>1501</b>
	<b>Alangudi</b>	<b>1502</b>
	<b>Aranthangi</b>	<b>1503</b>
	<b>Avudayarkoil</b>	<b>1504</b>
	<b>Gandarvakkottai</b>	<b>1505</b>
	<b>Iluppur</b>	<b>1506</b>
	<b>Karambakudi</b>	<b>1507</b>
	<b>Kulathur</b>	<b>1508</b>
	<b>Manamelkudi</b>	<b>1509</b>
	<b>Ponnamaravathi</b>	<b>1510</b>
	<b>Thirumayam</b>	<b>1511</b>
<b>Viralimalai</b>	<b>1512</b>	
<b>RAMANATHAPURAM</b>	<b>Ramanathapuram</b>	<b>1601</b>
	<b>Kadaladi</b>	<b>1602</b>
	<b>Kamudi</b>	<b>1603</b>
	<b>Mudukulathur</b>	<b>1604</b>
	<b>Paramakudi</b>	<b>1605</b>
	<b>Rameswaram</b>	<b>1606</b>
	<b>Tiruvadanai</b>	<b>1607</b>
	<b>Keelakarai</b>	<b>1608</b>
<b>SALEM</b>	<b>Salem</b>	<b>1701</b>
	<b>Attur</b>	<b>1702</b>
	<b>Edappadi</b>	<b>1703</b>
	<b>Gangavalli</b>	<b>1704</b>

	Mettur	1705
	Omalur	1706
	Sangagiri	1707
	Vazhapadi	1708
	Yercaud	1709
	Kadayampatti	1710
	Pethanaickenpalayam	1711
	Salem South	1712
	Salem West	1713
SIVAGANGAI	Sivagangai	1801
	Devakottai	1802
	Ilayankudi	1803
	Karaikkudi	1804
	Manamadurai	1805
	Tiruppathur	1806
	Kalaiyarkovil	1807
	Thiruppuvanam	1808
THANJAVUR	Thanjavur	1901
	Kumbakonam	1902
	Orathanadu	1903
	Papanasam	1904
	Pattukkottai	1905
	Peravurani	1906
	Thiruvaiyaru	1907
	Thiruvidaimarudur	1908
	Boodhalur	1909
THENI	Theni	2001
	Andipatti	2002
	Bodinayakkanur	2003
	Periyakulam	2004
	Uthamapalayam	2005
THE NILGIRIS	Udhagamandalam	1301
	Coonoor	1302
	Gudalur	1303
	Kotagiri	1304
	Kundah	1305
	Panthalur	1306
TIRUNELVELI	Tirunelveli	2601
	Alangulam	2602
	Ambasamudram	2603
	Nanguneri	2604
	Palayamkottai	2605
	Radhapuram	2606
	Sankarankoil	2607
	Shenkottai	2608
	Sivagiri	2609
	Tenkasi	2610
	Valliyur	2611
	Veerakeralamputhur	2612
	Cheranmahadevi	2613
	KadayaNallur	2614
Manur	2615	
Thiruvengadam	2616	

THIRUVALLUR	Thiruvallur	2101
	Ambattur	2102
	Avadi	2103
	Gummidipoondi	2104
	Madhavaram	2105
	Pallipattu	2106
	Pattabiram	2107
	Ponneri	2108
	Poonamallee	2109
	Tiruttani	2110
	Uthukkotai	2111
	Maduravoyal	2112
THIRUVANNAMALAI	Tiruvannamalai	2201
	Arani	2202
	Chengam	2203
	Cheyyar	2204
	Polur	2205
	Thandarampattu	2206
	Vandavasi	2207
	Chetpet	2208
	Kalasapakkam	2209
	Kilpennathur	2210
	Vembakkam	2211
	THIRUVARUR	Thiruvarur
Kodavasal		2302
Mannargudi		2303
Nannilam		2304
Needamanglam		2305
Thiruthuraipoondi		2306
Valangaiman		2307
THOOTHUKUDI	Thoothukudi	2401
	Ettaiyapuram	2402
	Kovilpatti	2403
	Ottapidaram	2404
	Sathankulam	2405
	Srivaikundam	2406
	Tiruchendur	2407
	Vilathikulam	2408
TIRUCHIRAPPALLI	Tiruchirappalli West	2501
	Lalgudi	2502
	Manachanallur	2503
	Manapparai	2504
	Musiri	2505
	Srirangam	2506
	Thiruverumbur	2507
	Thottiyam	2508
	Thuraiyur	2509
	Thiruchirappalli East	2510
	Marungapuri	2511
TIRUPPUR	Tiruppur North	3201
	Avinashi	3202
	Dharapuram	3203
	Kangeyam	3204
	Madathukulam	3205

	<b>Palladam</b>	<b>3206</b>
	<b>Udumalaipettai</b>	<b>3207</b>
	<b>Tiruppur South</b>	<b>3208</b>
	<b>Uthukkuli</b>	<b>3209</b>
<b>VELLORE</b>	<b>Vellore</b>	<b>2701</b>
	<b>Ambur</b>	<b>2702</b>
	<b>Arakkonam</b>	<b>2703</b>
	<b>Arcot</b>	<b>2704</b>
	<b>Gudiyatham</b>	<b>2705</b>
	<b>Katpadi</b>	<b>2706</b>
	<b>Tirupathur</b>	<b>2707</b>
	<b>Vaniyambadi</b>	<b>2708</b>
	<b>Wallajah</b>	<b>2710</b>
	<b>Anaikattu</b>	<b>2711</b>
	<b>Natrampalli</b>	<b>2712</b>
	<b>Nemili</b>	<b>2713</b>
	<b>Pernampet</b>	<b>2714</b>
	<b>VILLUPURAM</b>	<b>Villupuram</b>
<b>Gingee</b>		<b>2802</b>
<b>Kallakkurichi</b>		<b>2803</b>
<b>Sankarapuram</b>		<b>2804</b>
<b>Tindivanam</b>		<b>2805</b>
<b>Tirukkoyilur</b>		<b>2806</b>
<b>Ulundurpettai</b>		<b>2807</b>
<b>Vanur</b>		<b>2808</b>
<b>Chinnasalem</b>		<b>2809</b>
<b>Kandachipuram</b>		<b>2810</b>
<b>Marakkanam</b>		<b>2811</b>
<b>Melmalaiyanur</b>		<b>2812</b>
<b>Vikkiravandi</b>		<b>2813</b>
<b>VIRUDHUNAGAR</b>		<b>Virudhunagar</b>
	<b>Aruppukottai</b>	<b>2902</b>
	<b>Kariapatti</b>	<b>2903</b>
	<b>Rajapalayam</b>	<b>2904</b>
	<b>Sattur</b>	<b>2905</b>
	<b>Sivakasi</b>	<b>2906</b>
	<b>Srivilliputhur</b>	<b>2907</b>
	<b>Tiruchuli</b>	<b>2908</b>
<b>Vembakkottai</b>	<b>2909</b>	

## பிற்சேர்க்கை-II

CCSE-IV **CCSE- IV** Examination (S.S.L.C. Standard)

### General Studies

Topics for Objective type

#### UNIT-I GENERAL SCIENCE :

Physics: Nature of Universe-General Scientific laws-Inventions and discoveries-National scientific laboratories-Mechanics and properties of matter-Physical quantities, standards and units-Force, motion and energy-Magnetism, electricity and electronics -Heat, light and sound

Chemistry-Elements and Compounds-Acids, bases and salts-Fertilizers, pesticides, insecticides

Botany-Main Concepts of life science-Classification of living organism-Nutrition and dietetics-Respiration

Zoology-Blood and blood circulation-Reproductive system-Environment, ecology, health and hygiene-Human diseases including communicable and non - communicable diseases - prevention and remedies-Animals, plants and human life

#### UNIT-II. CURRENT EVENTS

History-Latest diary of events-national -National symbols-Profile of States-Eminent persons & places in news-Sports & games-Books & authors - Awards & honors'-India and its neighbors

Political Science-1. Problems in conduct of public elections-2. Political parties and political system in India-3. Public awareness & General administration-4. Welfare oriented govt. schemes, their utility

Geography--Geographical landmarks-

Economics-- Current socio-economic problems

Science-Latest inventions on science & technology

#### UNIT- III. GEOGRAPHY

Earth and Universe-Solar system-Monsoon, rainfall, weather & climate-Water resources --- rivers in India-Soil, minerals & natural resources-Forest & wildlife-Agricultural pattern-Transport including surface transport & communication-Social geography - population-density and distribution-Natural calamities - Disaster Management.

#### UNIT - IV. HISTORY AND CULTURE OF INDIA AND TAMIL NADU -

Indus valley civilization-Guptas, Delhi Sultans, Mughals and Marathas-Age of Vijayanagaram and the bahmanis-South Indian history-Culture and Heritage of Tamil people-India since independence-Characteristics of Indian culture-Unity in diversity -race, colour, language, custom-India-as secular state-Growth of rationalist, Dravidian movement in TN-Political parties and populist schemes

#### **UNIT-V. INDIAN POLITY**

Constitution of India--Preamble to the constitution- Salient features of constitution- Union, state and territory- Citizenship-rights amend duties- Fundamental rights- Fundamental duties- Human rights charter- Union legislature - Parliament- State executive- State Legislature - assembly- Local government - panchayat raj - Tamil Nadu- Judiciary in India - Rule of law/Due process of law-Elections- Official language and Schedule-VIII- Corruption in public life- Anti-corruption measures -CVC, lok-adalats, Ombudsman, CAG - Right to information- Empowerment of women- Consumer protection forms

#### **UNIT-VI. INDIAN ECONOMY**

Nature of Indian economy- Five-year plan models-an assessment-Land reforms & agriculture-Application of science in agriculture-Industrial growth-Rural welfare oriented programmers-Social sector problems - population, education, health, employment, poverty-Economic trends in Tamil Nadu

#### **UNIT-VI. INDIAN NATIONAL MOVEMENT**

National renaissance-Emergence of national leaders-Gandhi, Nehru, Tagore-Different modes of agitations-Role of Tamil Nadu in freedom struggle Rajaji, VOC, Periyar, Bharathiar & others-

#### **UNIT-VII. APTITUDE & MENTAL ABILITY TESTS**

Conversion of information to data-Collection, compilation and presentation of data - Tables, graphs, diagrams -Analytical interpretation of data - Simplification-Percentage-Highest Common Factor (HCF)-Lowest Common Multiple (LCM)-Ratio and Proportion-Simple interest-Compound interest-Area-Volume-Time and Work-Logical Reasoning-Puzzles-Dice-Visual Reasoning-Alpha numeric Reasoning-Number Series.

**SYLLABUS – GENERAL ENGLISH**

**S.S.L.C. Standard (Objective Type)**

**Grammar**

**PART A**

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

**Part-B**  
**Literature**

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

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

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

**2. Appreciation Questions from Poetry**

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

**3. Important lines from Poems.**

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

**4. Questions on the Biography of**

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

**5. Questions on Shakespeare's**

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

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

The Model Millionaire - The Selfish Giant

## **7. Dr. Karl Paulnack**

Music-The Hope Raiser

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

Gopala Krishna Gokhale's Speech on 25<sup>th</sup> July in Mumbai in response to The address presented to him by students- Dale Carnegie's 'The Road to success- Dr. APJ Abdul Kalam's 'Vision for the Nation'(from 'India2020') - Ruskin Bond's 'Our Local Team' - Hope Spencer's 'Keep your spirits high' - Deepa Agarwal's 'After the storm' - Brian patten's 'You can't be that no you can't be that'

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

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

## **10. British English – American English**

### **Part-C**

#### Authors and their Literary Works

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

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

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

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

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

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

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

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

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

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

Sahitya Akademi Award winner: Thakazhi Sivasankaran Pillai –  
'Farmer'  
Kamala Das – 1. Punishment in Kindergarten 2. My Grandmother's  
House  
R.K. Narayan - Swami and the sum - Rabindranath Tagore - Where the  
mind is without fear - Dhan Gopal Mukherji - Kari, The Elephant - Deepa  
Agarwal - After the Storm - Dr. APJ Abdul Kalam - Vision for the  
Nation  
Indra Anantha Krishna- The Neem Tree - Lakshmi Mukuntan- The Ant  
Eater and the Dassie - Dr. Neeraja Raghavan - The Sun Beam

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

Julius Caesar - The Merchant of Venice

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

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

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

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

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

**12. About the Poets**

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

**13. About the Dramatists**

William Shakespeare - Thomas Hardy

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

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

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

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

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

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

**17. Famous Quotes - Who said this?**

**18. To Which period the Poets belong**

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

**19. Matching the Poets and Poems**

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

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

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

பாடத்திட்டம் பொதுத் தமிழ் (கொள்குறிவகைத் தேர்விற்கு)

எஸ்.எஸ்.எல்.சி. தரம்

பகுதி - (அ),

இலக்கணம்

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

பகுதி - (ஆ)

இலக்கியம்

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

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

2. அறநூல்கள் நாலடியார், நான்மணிக்கடிகை, பழமொழிநானூறு, முதுமொழிக்காஞ்சி, திரிகடுகம், இன்னா நாற்பது, இனியவை நாற்பது, சிறுபஞ்சமூலம், ஏலாதி, ஓனவையார் பாடல்கள் தொடர்பான செய்திகள், பதினெண்கீழ்க்கணக்கு நூல்களில் பிற செய்திகள்.
3. கம்பராமாயணம் - தொடர்பான செய்திகள் மேற்கோள்கள், பா வகை, சிறந்த தொடர்கள்.
4. புறநானூறு - அகநானூறு, நற்றிணை, குறுந்தொகை, ஐங்குறுநூறு, கலித்தொகை தொடர்பான செய்திகள், மேற்கோள்கள் அடிவரையறை, எட்டுத்தொகை, பத்துப்பாட்டு நூல்களில் உள்ள பிற செய்திகள்.
5. சிலப்பதிகாரம்-மணிமேகலை-தொடர்பான செய்திகள், மேற்கோள்கள், சிறந்த தொடர்கள் உட்பிரிவுகள் மற்றும் ஐம்பெரும்-ஐஞ்சிறுங் காப்பியங்கள் தொடர்பான செய்திகள்.
6. பெரியபுராணம் - நாலாயிர திவ்வியப்பிரபந்தம் - திருவிளையாடற் புராணம் - தேம்பாவணி - சீராப்புராணம் தொடர்பான செய்திகள்.
7. சிற்றிலக்கியங்கள்  
திருக்குற்றாலக்குறவஞ்சி - கலிங்கத்துப்பரணி - முத்தொள்ளாயிரம், தமிழ்விடு தூது - நந்திக்கலம்பகம், விக்கிரமசோழன் உலா, முக்கூடற்பள்ளு, காவடிச்சிந்து, திருவேங்கடத்தந்தாதி, முத்துக்குமாரகவாயி பிள்ளைத் தமிழ், பெத்தலகேம் குறவஞ்சி, அழகர் கிள்ளைவிடுதூது, இராஜராஜன் சோழன் உலா தொடர்பான செய்திகள்.
8. மனோன்மனியம் - பாஞ்சாலி சபதம் - குயில் பாட்டு - இரட்டுற மொழிதல் (காளமேகப்புலவர் - அழகிய சொக்கநாதர் தொடர்பான செய்திகள்)
9. நாட்டுப்புறப்பாட்டு - சித்தர் பாடல்கள் தொடர்பான செய்திகள்.
10. சமய முன்னோடிகள் அப்பர், சம்பந்தர், சுந்தரர், மாணிக்கவாசகர், திருமூலர், குலசேகர ஆழ்வார், ஆண்டாள், சீத்தலைச் சாத்தனார், எச்.ஏ.கிருஷ்ண பிள்ளை, உமறுப்புலவர் தொடர்பான செய்திகள், மேற்கோள்கள், சிறப்புப் பெயர்கள்.

பகுதி -இ-

தமிழ் அறிஞர்களும் தமிழ்த் தொண்டும்

1. பாரதியார், பாரதிதாசன், நாமக்கல் கவிஞர், கவிமணி தேசிக விநாயகம் பிள்ளை தொடர்பான செய்திகள், சிறந்த தொடர்கள், சிறப்புப் பெயர்கள்.
2. மரபுக்கவிதை - முடியரசன், வாணிதாசன், சுரதா, கண்ணதாசன், உடுமலைநாராயணகவி, பட்டுக்கோட்டை கல்யாணசுந்தரம், மருதகாசி தொடர்பான செய்திகள், அடைமொழிபெயர்கள்.
3. புதுக் கவிதை - ந.பிச்சமூர்த்தி, சி.சு.செல்லப்பா, தருமு சிவராமு, பசுவய்யா, இரா.மீனாட்சி, சி.மணி, சிற்பி, மு.மேத்தா, ஈரோடு தமிழன்பன், அப்துல்ரகுமான், கலாப்ரியா, கல்யாணஜி, ஞானக் கூத்தன், தேவதேவன், சாலை இளந்திரையன், சாலினி இளந்திரையன், ஆலந்தூர் மோகனரங்கன் - தொடர்பான செய்திகள், மேற்கோள்கள், சிறப்புத் தொடர்கள் மற்றும் எழுதிய நூல்கள்.
4. தமிழில் கடித இலக்கியம் - நாட்குறிப்பு. நேரு - காந்தி - மு.வ. - அண்ணா - ஆனந்தரங்கம் பிள்ளை நாட்குறிப்பு தொடர்பான செய்திகள்.
5. நாடகக்கலை - இசைக்கலை தொடர்பான செய்திகள்
6. தமிழில் சிறுகதைகள் தலைப்பு - ஆசிரியர் - பொருத்துதல்
7. கலைகள் - சிற்பம் - ஓவியம் - பேச்சு - திரைப்படக்கலை தொடர்பான செய்திகள்
8. தமிழின் தொன்மை - தமிழ் மொழியின் சிறப்பு, திராவிட மொழிகள் தொடர்பான செய்திகள்
9. உரைநடை - மறைமலையடிகள், பரிதிமாற்கலைஞர், ந.மு.வேங்கடசாமி நாட்டார், ரா.பி. சேதுப் பிள்ளை, திரு.வி.க., வையாபுரிப்பிள்ளை - மொழி நடை தொடர்பான செய்திகள்.
10. உ.வே.சாமிநாத ஐயர், தெ.பொ.மீனாட்சி சுந்தரனார், சி.இலக்குவனார் - தமிழ்ப்பணி தொடர்பான செய்திகள்
11. தேவநேயப்பாவாணர் - அகரமுதலி, பாவலரேறு பெருஞ் சித்திரனார், தமிழ்த்தொண்டு தொடர்பான செய்திகள்
12. ஜி.யு.போப் - வீரமாமுனிவர் தமிழ்த்தொண்டு சிறப்புத் தொடர்கள்
13. பெரியார் - அண்ணா - முத்துராமலிங்கத் தேவர் - அம்பேத்கர் - காமராசர் - சமுதாயத் தொண்டு.
14. தமிழகம் - ஊரும் பேரும், தோற்றம் மாற்றம் பற்றிய செய்திகள்
15. உலகளாவிய தமிழர்கள் சிறப்பும் - பெருமையும் - தமிழ்ப் பணியும்
16. தமிழ்மொழியில் அறிவியல் சிந்தனைகள் தொடர்பான செய்திகள்

17. தமிழ் மகளிரின் சிறப்பு - அன்னி பெசண்ட் அம்மையார், மூவலூர் ராமாமிர்தத்தம்மாள், டாக்டர்.முத்துலட்சுமி ரெட்டி. விடுதலைப் போராட்டத்தில் மகளிர் பங்கு (தில்லையாடி வள்ளியம்மை, ராணி மங்கம்மாள்)
18. தமிழர் வணிகம் - தொல்லியல் ஆய்வுகள் - கடற் பயணங்கள் - தொடர்பான செய்திகள்
19. உணவே மருந்து - நோய் தீர்க்கும் மூலிகைகள் தொடர்பான செய்திகள்
20. சமயப் பொதுமை உணர்த்திய தாயுமானவர், இராமலிங்க அடிகளார், திரு.வி. கல்யாண சுந்தரனார் தொடர்பான செய்திகள் - மேற்கோள்கள்.

**Annexure-III**

**EQUIVALENT QUALIFICATIONS FOR GOVERNMENT TECHNICAL EDUCATION  
IN TYPEWRITING AND SHORTHAND**

Name of the Course	Equivalent to Government Technical Education conducted by Director of Technical Education, Tamil Nadu	G.O.
<p><b><u>Diploma in Commercial Practice [Certificate issued by the Board of Technical Education, Tamil Nadu]</u></b></p> <p>Pass in Part-II of the First Year Diploma Course in Commercial Practice</p>	<p>Typewriting in English Lower Grade</p>	<p>G.O.Ms.No.1546, Education Department, Dated 14.10.1969.</p>
<p>Pass in Typewriting and/or Shorthand examinations for the Second Year Diploma Course in Commercial Practice</p>	<p>Typewriting in English Higher Grade Shorthand in English Lower Grade</p>	
<p>Pass in Typewriting and/or Shorthand examinations for the Third and Final Year Diploma Course in Commercial Practice</p>	<p>Typewriting in English Higher Speed Shorthand in English Higher Grade</p>	
<p><b><u>Vocational Course in "Office Secretaryship" of the Tamil Nadu Higher Secondary Certificate Examination.</u></b></p>		<p>G.O.Ms. No.1512, Department of Education in Science and Technology, dated 09.08.1983.</p> <p>Letter No.96971/HS.3/83-22, Education Department, dated 24.05.1988.</p>
<p>Typewriting English</p>	<p>Typewriting in English Higher Grade</p>	
<p>Typewriting Tamil</p>	<p>Typewriting in Tamil Higher Grade</p>	
<p>Shorthand English</p>	<p>Shorthand in English Lower Grade</p>	
<p>Shorthand Tamil</p>	<p>Shorthand in Tamil Lower Grade</p>	<p>G.O.Ms. No.1711 [Labour], Department of Industries, Labour and Co-operation, dated 27.03.1966.</p>
<p><b><u>I.T.I [Stenography Trade]</u></b></p>		
<p>Typewriting English</p>	<p>Typewriting in English Lower Grade</p>	
<p>Shorthand English</p>	<p>Shorthand in English Lower Grade</p>	

87/15-101-

Ms.No.1546, Education Department dated 14.10.1969  
Secretary to Government, Education Department addressed  
Director of Technical Education, Madras-25 communicated  
Director's Endt.No.D.Dis.47060/Ex.II(1)68, dated 27.10.69.

ABSTRACT

Technical Education - "Diploma Course in Commercial Practice -  
Division of Typewriting and Shorthand as equivalent to Exami-  
nation conducted by Commissioner for Government Examinations,  
Madras - Issued.

as follows:

- From the Director of Technical Education Lr.No. 53564/Exam.II (1) 68, dated 22.10.1969.
- From the Commissioner for Government Examinations Lr.No.147/D2/68, dated 12.3.1969
- From the Tamil Nadu Public Service Commission Lr.No.2524/C169-1, dated 12.6.1969.
- From the Director of Technical Education Lr.No. 47060/Exam.II (1)68, dated 9.7.1969.

The Government direct that each of the certificates issued to Diploma holders in Commercial Practice by the State Board of Technical Education and ~~TEE~~ Training, Tamil Nadu mentioned in (1) of the statement below the recognised as equivalent certificate issued by the Commissioner for Government Examinations, Madras mentioned against it in column (2) thereof for purposes of employment under the State Government.

Certificate issued by the Board of Technical Education	Certificates issued by the Commissioner for Government Examinations, Madras-600006
as in Part II of the First Diploma course in Commercial Practice.	Certificate in Typewriting (English) Lower Grade
as in Typewriting and/or shorthand examinations conducted by the Board for the Second year Diploma Course in Commercial Practice	Certificates in Typewriting (English) Higher and Shorthand (English) Lower Grade
as in Typewriting and/or shorthand Examinations conducted by the Board for the Third and Fourth Year Diploma course in Commercial Practice	Certificates in Typewriting (English) High speed and Shorthand (English) Higher Grade

The orders issued in para 1 above will apply only to the revised 3 year Diploma course introduced from 1968-69

(By order of the Governor)  
S.Krishnaswami  
Secretary to Government

/True copy/

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PROCEEDINGS OF THE DIRECTOR OF SCHOOL EDUCATION MADRAS 6  
Re. No. 276609 / Menika / 81 / 80 Dated : 28.08.83

GOVERNMENT OF TAMIL NADU  
ABSTRACT

Higher Secondary Education – Vocational Course in Office Secretaryship – Recognition of a pass in the subjects 'Typewriting and shorthand in that courses as equivalent to a pass in the Tamilnadu Government Technical Examinations in Typewriting English Higher and shorthand English Lower orders issued.

DEPARTMENT OF EDUCATION SCIENCE AND TECHNOLOGY

G.O.Ms. No. 1512

Dated : 9.8.1983  
Read :

1. From the Director of School Education Re. 276609 w5/80 dt. 24.11.80., 10.06.82 and 21.09.1982
2. From the Director of Government Examination Re. 45 HSI / 82 dt. 19.10.81.
3. From the Director of Technical Examination Lr. 9492 / SI / 81 dt. 30.12.81.
4. From the Joint Secretary, Tamilnadu Public Service Commission 44337/C/83 dt. 8.6.83

**ORDER :**

The syllabus for the Higher Secondary Vocational Course in Office Secretaryship is of the level of the Government Technical Examination in Typewriting (Higher) far as the subject Typewriting as concerned and the of to examination in shorthand (lower) so far as the subject concerned. Even when the subjects 'Typewriting and Shorthand were taught earlier in standards 10-11 under the bifrecated course.

Secretarial practice, the Government had in G.O.Ms No. 1 Education dt. 30.07.74 issued specific orders that they be equivalent to the Government Typical Examinations in Typewriting (Higher) and Shorthand (Lower).

2. The Director of School Education has proposed that the orders issued in G.O.MS. 1318 Education dt. 30.7.74 may be retired now in the context of the transfer of the course office Secretaryship to Higher Secondary level as a vocational Higher Secretary course and that the Director of Government Examination may be asked to indicated the equivalence specifically in the Higher Secondary lea Certificate Mark sheets issued to the students of that the Director School Education but the Director of Government Examination has contended that making entry in the Certificate regarding equivalence for qualification will not be advance. The Tamilnadu Public Service Commission has accept the proposal of the Director of School Education.

PROCEEDINGS OF THE DIRECTION OF SCHOOL EDUCATION MADRS – 6.

3. The Government direct that a pass in the subjects "Type writing" and shorthand in the "Office Secretaryship" course in the Tamil Nadu Higher Secondary School Leaving Technical Examination in Typewriting English by Higher Grade and Shorthand English by Lower Grade respectively. The Government also consider that here is so need to make any entry in the Higher Secondary Leaving Certificate marksheet in this regard.

(By Order of the Governor)

*L. S. Sundaraj*  
தலைமையாசிரியர்  
மகளிர் மேல்நிலைப்பள்ளி,  
வேலூர் - நாமக்கல் மாவட்டம்.  
பிள் - 638 182.

T.D. SUNDARAJ  
COMMISSIONER AND SECRETARY TO GOVERNMENT

// True Copy //

*T.D. Sundaraj*  
தலைமையாசிரியர்,  
மகளிர் மேல்நிலைப்பள்ளி,  
வேலூர்-நாமக்கல் மாவட்டம்.

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COPY OF:

GOVERNMENT OF MADRAS.

ABSTRACT.

PUBLIC SERVICES - Subordinate Service - Typists including Steno-typist - Certificate in Stenography trade issued by the National Council for Training in Vocational Trades - Recognition of equivalent to certificate in Lower Grade in Shorthand Examinations - Orders - Issued.

DEPARTMENT OF INDUSTRIES, LABOUR AND CO-OP RATION.

G.O.Ms.No.1711 (Labour)

Dated 27th March, 1966.

Reads:  
From the Director of Industries and Commerce letter No. L29321/1102/62 dated 6.9.63.  
From the Commissioner for Government Examinations, letter No.81 D/63 dated 28.8.64.  
From the Director of Employment and Training, letter No.L29321/K2/64 dated 24.11.1964.  
From the Madras Public Service Commission, letter No.910-02/65-1 dated 6.3.1965.

ORDER:

1. The Government hereby orders that the Certificate in Stenography trade issued by the National Council for Training in Vocational Trades, Government of Madras, Ministry of Labour and Employment be recognised as equivalent to the certificates in Shorthand and Typewriting, in the Lower Grade issued by the Commissioner for Government Technical Examinations.

2. The departments of Secretariate and the Heads of Departments are requested to bring these order to the notice of all the sub-ordinate officers under their control.

(BY ORDER OF THE GOVERNOR)

T.S. Sankaran,  
Joint Secretary to Government.

// true copy //

*V. S. Sankaran*  
Superintendent

*fb*  
*22/3.*

*Clean copy*

GOVERNMENT OF TAMIL NADU

Education Department  
Fort St. George  
Madras-9.

Letter No. 96971/HS.3/83-22,

Dated 24th May, 1988.

From Dr. H.B.N. Shetty, I.A.S.,  
Special Commissioner and  
Secretary to Government.

- To
1. The Director of School Education, Madras-6.
  2. The Secretary, Tamil Nadu Public Service Commission, Madras-2.
  3. The Director of Government Examinations, Madras-6.
  4. The Director of Technical Education, Madras-25.
  5. The Director, Information and Public Relations, Madras-9.
  6. All Other Heads of Departments.

Sir,

Sub: Higher Secondary Education - Vocational Course  
Office Secretaryship - Certifying to level of  
attainments as equal to Typewriting (Higher)  
and Shorthand (Lower) Tamil - Regarding.

- Ref:
1. G.O.Ms.No. 1512, Education, dt. 9.8.1983.
  2. From the Director of School Education, letter  
No. 39674/HS/E/A1/83, dt. 30.9.1983.
  3. From Director of ~~School~~ Technical Education,  
letter No. 52229/T3/86, dt. 31.10.1986.
  4. From the Director of Government Examinations,  
Letter No. 7.1/HS/E/1/83, dt. 24.12.1986.
  5. From the Tamil Nadu Public Service Commission,  
letter No. 7491/E4/87, dt. 20.4.1988.

For the existing para 3 of G.O.Ms.No.1512, E.S.&T. Department  
dated 9.8.1983 the following shall be substituted

3. The Government direct that a pass in the  
subjects indicated below in the vocational  
course 'Office Secretaryship' of the Tamil Nadu  
Higher Secondary Certificate Examination shall  
be recognised as equivalent to a pass in the  
subjects indicated against each in the Tamil Nadu  
Government Technical Examinations (Conducted by  
Director of Technical Education)

12/

Subjects in the Examination under 'Office Secretaryship Course in which a pass is obtained.

Equivalent to pass in the Government Technical Examination in the subjects of.

Typewriting English

Typewriting (English) Higher

Typewriting Tamil

Typewriting Higher (Tamil)

Shorthand English

Shorthand Lower (English)

Shorthand Tamil

Shorthand Lower (Tamil)

The Government also consider that there is no need to make any entry in the Higher Secondary School Leaving Certificate marks list in this regard"

2. This order will take effect from 9.8.1983.

Yours faithfully,

*S. Sange Manan*

for Special Commissioner & Secretary to Government.

Copy to:

All Departments of Secretariat, Madras-9.  
The P.&A.R. (Per.R) Department, Madras-9.

tam./24/5.

**Annexure-IV**

**Tentative Timeline for the Recruitment Process for the posts included in  
CCSE-IV Examination**

<b>Sl.No</b>	<b>Process</b>	<b>Timeline</b>
1	Publication of written Examination results	December 2019
2	Certificate verification	January 2020
3	Counselling	February 2020

**Secretary**