



TAMIL NADU PUBLIC SERVICE COMMISSION

NOTIFICATION NO: 8/2013

DATED: 17.05.2013

Applications are invited only through online mode upto 10.06.2013 for direct recruitment to the following posts included in Combined Civil Services Examination–III (Group-III A).

TABLE - I

Post for which selection is made in two successive stages (i) Written Examination, (ii) Oral Test.

Name of the post & Code No	Name of the Service & Code No.	No. of vacancies	Scale of pay
Junior Inspector of Co-operative Societies in Co-operative Department (1095)	Tamil Nadu Co-operative Subordinate Service (005)	17 (12 Carried Forward vacancies + 5 current year vacancies)	Rs.5200-20,200 + 2400/- Grade Pay (PB1) (PM)

Category of Persons	Vacancies
Members of Supervisor of Co-operative Societies and other non-official employees of Co-operative Institutions	13 (12 + 1*) (12 Carried Forward vacancies)
Open Market	4

Out of 5 current year vacancies 1* vacancy is reserved for Members of Supervisor of Co-operative Societies and other non-official employees of co-operative Institutions as per rule 2(b) of Tamil Nadu Co-operative Subordinate Service ie. 15% of seats have been set apart for the said departmental candidates.

If qualified Supervisors of Co-operative Societies and other non-official employees of Co-operative Institutions are not available upto the required number, the deficiency will be made good by the selection of outsiders.

TABLE - II

Post for which selection is made by Written Examination only

Sl. No.	Name of the posts & Code No.	Name of the Service & Code No.	No. of vacancies	Scale of pay
1	Store-Keeper, Grade-II in Industries and Commerce Department (1098)	Tamil Nadu Ministerial Service (005)	2	Rs.5200-20,200 + 2800/- Grade Pay (PB1) (PM)
2	Store-Keeper in Employment and Training (Training wing) Department (1099)	Tamil Nadu Ministerial Service (005)	18	Rs.5200-20,200 + 2800/- Grade Pay (PB1) (PM)

2. IMPORTANT DATES:-

A	Date of Notification	17.05.2013	-
B	Last date for submission of applications	10.06.2013	-
C	Last date for payment of Fee through Bank or Post Office	12.06.2013	-
D	Date of Written Examination	03.08.2013	10:00 A.M. to 1:00 P.M.

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

Sl. No.	Posts	Category of Candidates	Minimum Age	Maximum Age
1	Junior Inspector of Co-operative Societies	Scheduled Caste / Scheduled Caste (Arunthathiyars), Scheduled Tribes and Destitute Widows of all castes	18 years	Below 35 years
		Most Backward Classes / Denotified Communities., Backward Classes and Backward Classes (Muslims)		Below 32 years
		Others		Below 30 years
		For Supervisor of Co-operative Society (or) non-official employee of a Co-operative institution and who possess the qualification mentioned under the heading 3(B) EDUCATIONAL QUALIFICATION	-	For Others Below 32 years
			-	For BC,BCM MBC/DC Below 34 years
			-	For SC/SC(A)/ST's Below 37 years
War service candidate & has undergone a course of training for nine months in one of the Co-operative Training Institute in the State and has passed Examination in Co-operation, Auditing, Banking and Book-keeping conducted by the Tamil Nadu Co-operative Union.	-	For Others Below 40 years		
	-	For BC,BCM MBC/DC Below 42 years		
	-	For SC/SC(A)/ST's Below 45 years		
No Maximum Age limit for candidates belonging to Scheduled Caste / Scheduled Caste (Arunthathiyars), Scheduled Tribes, Most Backward Classes / Denotified Communities., Backward Classes and Backward Classes (Muslims) and Destitute Widows of all castes who possess a General Educational qualification higher than the Minimum General Educational qualification. For this purpose, a pass in the Pre-University Examination will be deemed to be a qualification higher than the Minimum General Educational qualification.				
2	Store Keeper Grade-II in Industries and Commerce Department	Scheduled Caste / Scheduled Caste (Arunthathiyars), Scheduled Tribes, Most Backward Classes / Denotified Communities. Backward Classes and Backward Classes (Muslims) and Destitute Widows of all castes	18 years	No maximum age limit
		Others		30 years
3	Store-Keeper in Employment and Training (Training wing) Department	Scheduled Caste / Scheduled Caste (Arunthathiyars), Scheduled Tribes, Most Backward Classes / Denotified Communities. Backward Classes and Backward Classes (Muslims) and Destitute Widows of all castes	18 years	No maximum age limit
		Others		30 years

Note:

- (i) "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.
- (ii) The Technical and Non-Technical Staff of TANSI who have faced retrenchment and have not been absorbed in the Government Corporations/ Undertakings may also apply, if they are otherwise qualified except age and the relevant age rule will be relaxed by the Government in their favour if they come up for selection.

(B) EDUCATIONAL QUALIFICATION :

Candidates should possess the following or its equivalent qualification on the date of this Notification / Advertisement viz 17.05.2013.

Name of the Posts	Qualifications	Experience
A) Junior Inspector of Co-operative Societies in Co-operative Department:-	<p><u>For Others</u></p> <p>Higher Secondary Course or Pre-University Examination or A diploma in Rural Services awarded by the National Council for Rural Higher Education with Co-operation as one of the Subjects.</p> <p><u>For SCs, SC(A)s, STs, MBCs/DCs, BCs, BCMs</u> Minimum general educational qualification (i.e. S.S.L.C.) or The certificate of eligibility for College course of studies in the Madras, Madurai and Annamalai Universities issued by the Board of Secondary Education or by any other competent authority.</p> <p><u>For Supervisors of Co-operative Societies and other non-official employees of co-operative Institutions</u> Minimum general educational qualification. (i.e. S.S.L.C.) . or</p>	<p>Provided that other things being equal, preference shall be given to the candidates possessing such qualifications and in such order as specified below: -</p> <p>(1) A degree in Commerce; or (2) Higher diploma in Co-operative Management awarded by the Natesan Institute of Co-operative Management, Madras or Institute of Co-operative Management, Madurai.</p> <p>Must have undergone a course of training in any of the Co-operative Training</p>

	<p>The certificate of eligibility for College course of studies in the Madras, Madurai and Annamalai Universities issued by the Board of Secondary Education or by any other competent authority.</p> <p>Explanation: “Non-Official Employee of Co-operative Institutions” will mean Inspectors performing duties similar to that of Supervisors of Co-operative Societies and Accountants including Ledger Clerks and Clerks and Secretaries and Managers in Co-operative Institutions.</p>	<p>Institutes in the State and a pass in the Examinations in Co-operation Auditing, Banking and Book-keeping conducted by the Tamil Nadu Co-operative Union; and Must have rendered the service of at least five years as Supervisor or other non-official employee of Co-operative Societies.</p>
<p>B) Store Keeper, Grade-II in Industries and Commerce Department and Store-Keeper in Employment and Training (Training wing) Department</p>	<p>Must have passed the Intermediate Examination or Pre-University of any University recognised by the University Grants Commission for the purpose of its grant or Higher Secondary Examination</p>	-

- C) **Knowledge of Tamil :-** Candidates should possess adequate knowledge of Tamil on the date of this notification. (for details refer para 10 of Commission’s Instructions to the candidates)

D. GENERAL INFORMATION:-

- A. The Rule of reservation of appointments applies to each of the posts separately. The distribution of vacancies, as per rules in force will be announced later.
- B. In G.O.Ms.No.145, Personnel and Administrative Reforms (S) Department, dated 30.09.2010, the Government have issued orders to fill up 20% of all vacancies in Direct Recruitment on preferential basis to persons studied 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.
- C. The number of vacancies advertised is only approximate and is liable for modification with reference to vacancy position at any time before finalisation of selection.

- D. If no qualified and suitable women candidates are available for selection against the vacancies reserved for them, those vacancies will be filled by male candidates belonging to the respective communal categories.
- E. Reservation for “Ex-Servicemen” and “Destitute Widow” are applicable to this recruitment.
- F. 3% of reservation for Differently Abled persons is applicable for appointment to the posts of Junior Inspector of Co-operative Societies, Store Keeper, Grade-II in Industries and Commerce department and Store Keeper in the Employment and Training (Training Wing) department. However, in the post of Store Keeper, Grade-II in the Industries and Commerce department the turns for Differently Abled does not arise in this selection.
- G. Differently Abled persons should produce a certificate of physical fitness from the Medical Board to the effect that his/her handicap will not render him/her incapable of efficiently discharging the duties attached to the post to which he/she has been selected, before appointment.
- H. Evenafter filling up of the posts reserved for SC Arunthathiyars on preferential basis, if more number of qualified Arunthathiyars are available, they shall be entitled to compete with the Scheduled Castes other than Arunthathiyars in the inter-se merit among them and if any posts reserved for Arunthathiyars remain unfilled for want of adequate number of qualified candidates, it shall be filled up by Scheduled Castes other than Arunthathiyars.
- I. Any claim relating to the selection (not related to candidature or / and claims made in the application) should be received within 30 days from the date of announcement of results. Any claim received thereafter will receive no attention.

E. CERTIFICATE OF PHYSICAL FITNESS:-

Name of the posts	Standard of Vision Prescribed	Form of Certificate of Physical Fitness
Junior Inspector of Co-operative Societies	Standard-III	Executive Post
Store Keeper, Grade-II in Industries and Commerce Department	Standard-III or better	As prescribed in Tamil Nadu Ministerial Service / Tamil Nadu Judicial Ministerial Service / Tamil Nadu Secretariat Service
Store Kepr in Employment and Training (Training Wing) Department		

Note :

3% reservation for Differently Abled persons applies to these posts. However candidates who possess the standard of vision stipulated in item (E) above of this notification alone are eligible to apply for appointment to this post and candidates will be allotted in the vacancies reserved for them as per rules in force.

4. MAIN EXAMINATION (OBJECTIVE TYPE) AND ORAL TEST:-

Subject	Duration	Maximum Marks	Minimum Qualifying Marks for selection	
			Others	SCs, SC(A)s, STs, MBCs / DCs, BCs and BCMs
Single Paper General Studies (HSC Std.) (75 items) Aptitude Test (25 items) + General Tamil / General English (S.S.L.C. Std.) (100 items) (Total - 200 items)	3 Hours	300	102	90
Interview and Records	--	40		
Total	--	340		

Note :

- Two types of question papers will be set. One type of question paper will contain questions on General Studies (75 items), Aptitude Test (25 items) and General English (100 items). The other will contain questions on General Studies (75 items), Aptitude Test (25 items) and General Tamil (100 items). 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.
- 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.
- The syllabi for the said subjects are available only in Commission's Website 'www.tnpsc.gov.in'**

5. CENTRES FOR EXAMINATION:-

Examination will be held at the following Centres:

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

Note: The Commission reserves the right to increase / decrease the number of Examination Centres and to re-allot the candidates.

6. EXERCISING OF OPTIONS:-

A candidate who applies for more than one post shall specify in column of the on line application form the order of preference as to the posts to which he/she wishes to be selected.

7. PROCEDURE OF SELECTION:-

For the Post of Junior Inspector of Co-Operative Societies

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

For the Post of Store Keeper Grade-II in Industries and Commerce Department and Store Keeper in Employment and Training (Training Wing) Department

The selection of appointment to this post will be made on the basis of marks obtained by the candidates in the Written Examination and the post option exercised by the candidates following the Rule of Reservation of appointment.

Final selection will be made on the basis of the total marks obtained by the candidates at the Written Examination and subject to the rule of reservation of appointment. Candidates appearance in the Written Examination is compulsory.

(For further details please refer paragraph 21(b) of the 'Instructions to the candidates').

8. SECURITY:-

- a) A candidate selected for the post of Store Keeper, Grade-II in the Industries and Commerce Department should furnish a security amount of Rs.1000/- (Rupees One thousand only) as may be required by the Director of Industries and Commerce Department, Chennai.
- b) A candidate selected for the post of Store Keeper in the Employment and Training (Training Wing) should furnish a security amount of Rs.500/- (Rupees Five hundred only) as may be required by the Director of Employment and Training (Training Wing) Department, Chennai.

9. FEE:-

For all posts	Examination Fee	Rs100/-
	Cost of Application	Rs.50/-
	Total	Rs.150/-

- Candidates claiming exemption from examination fee should pay only Rs.50/- towards Application fee.

- Candidates have also to pay the service charges applicable to the Bank or Post Office or Fee Processing Agency
- Those who have registered in the **One - Time Registration system**, and paid the registration fee of Rs.50/- and received the registration ID need not pay the application fee for a period of 5 years from the date of registration even if he applies for any other posts subsequently notified by the Commission. But those candidates shall pay examination fee, if applicable, on any other occasion.
- (For further details regarding the Examination fee concessions refer para 12 of the 'Instructions to the candidates').

10. NO OBJECTION CERTIFICATE:

For details refer para 15 (g) of the Commission's 'Instructions to the candidates'.

11. CONCESSIONS:-

Concessions in the matter of age and/or qualification and / or fees allowed to SCs, SC(A)s, STs, MBCs/DCs, BCs, BCMs, Destitute Widows, Ex-Servicemen, Differently Abled persons, other categories of persons etc., are given in paras 12 to 14 of the Commission's 'Instructions to the candidates'.

12. HOW TO APPLY:-

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

12(A) Applying Online:-

- a) Candidates are first required to log on to the TNPSC's website www.tnpsc.gov.in or www.tnpscexams.net.

- b) Click "Apply Online" to open up the On-Line Application Form.
- c) Select the name of the post or service for which you wish to apply.
- d) If you already have Unique ID, please enter the Unique ID and password to view the already available information and update them, if necessary.
- e) If you do not have valid ID, please enter all the required particulars without skipping any field.
- f) Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature. An online application is incomplete without the photograph and signature upload.

12(B) Mode of Fee Payment:-

Select the mode of payment (Online Payment/Offline Payment).

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

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

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

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

- 6) Online Application Registration will be taken as successful one, only if the payment is made either in the post office or in the Indian Bank **within two working days from the date of registration/submission of application.**

12(E) Print Option:-

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

Note:

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

entertained under any circumstances AFTER THE LAST DATE FOR Editing/ Updating application details specified. TNPSC will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

- VII. Commission is not responsible for the online payment failure.
- VIII. Any clarification may be obtained from the Help Desk (No.1860 345 0112)

13. OTHER IMPORTANT INSTRUCTIONS:-

- a. **Candidates should ensure their eligibility for examination:** The candidates applying for the examination should ensure that they fulfil all eligibility conditions for admission to examination. **Their admission to all stages of the examination will be purely provisional subject to satisfying of the eligibility conditions.** Mere issue of memo of admission to the candidate will not imply that his/her candidature has been fully cleared by the Commission.
- b. **How to apply:** Candidates are required to apply Online by using the website **www.tnpsc.gov.in** or **www.tnpscexams.net** Detailed instructions for filling up online application are given in Para 12 of this Notification.
- c. The Hall Tickets for eligible candidates will be made available in the Commission's Website **www.tnpsc.gov.in** or **www.tnpscexams.net** for downloading by candidates. No Hall Tickets will be sent by post.
- d. **Grievance Redressal Cell for guidance of candidates:** In case of any guidance / information / clarification of their applications, candidature, etc. candidates can contact Tamil Nadu Public Service Commission's Office in person or over Telephone No. 044 - 25300300 or the Commission's Office Toll-Free No. 1800 425 1002 on all working days between 10.00 a.m. and 05.45 p.m.
- e. **Mobile Phones and other Articles Banned:-**
 - (i) Candidates are not allowed to bring Pager, Cellular Phone, Calculator, Memory Notes and books etc. or any other Electronic device or Recording Device either as separate piece or part of something used by the candidate such as Watch or Ring.
 - (ii) If they are found to be in possession of any such thing or instrument they will not be allowed to write the examination further, besides invalidation of answer paper and / or debarment. If it is considered necessary they will be subjected for a physical search including frisking on the spot.
 - (iii) Do not bring into the Examination Hall any article such as books, notes, loose sheets mathematical and drawing instruments, Log Tables, stencils of maps, slide rules, Text Books, rough sheets etc. except the permitted writing material i.e. pen. No colour pen or pencil must be used.
 - (iv) Candidates are advised in their own interest not to bring any of the banned items including Mobile Phones / Pagers to the venue of the examination, as arrangements for safekeeping cannot be assured.

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

The Online Application can be filled upto 10.06.2013 till 11.49 p.m., after which the link will be disabled

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

Secretary