

Annexure- I

TAMIL NADU PUBLIC SERVICE COMMISSION

INSTRUCTIONS & GUIDELINES TO CANDIDATES APPLYING FOR DEPARTMENTAL EXAMINATIONS.

(i) The Departmental Examinations (except General Educational Test of the S.S.L.C. Standard) are open to all persons, whether in Government Service or not, on payment of the prescribed fees. Persons in Government Service who are eligible under the existing rules to apply without paying the examination fee, should also pay the fee and may claim reimbursement of the fee from their offices.

(ii) The candidates who apply for any of the Departmental Examinations should have completed the age of 16 years on the date of this Notification

Registering On line application includes Generation of application No. after data entry and uploading of scanned image with photograph and signature.

1. The Examination Fee should be paid by postal receipt only. Candidates should make use of the facility of applying 'Online' through the Commission's Website with cost of Registration fee of Rs.30/- and Examination Fee Rs.50/- for each test, except the candidate opting for New Delhi as centre.

(a) Candidates should make sure that he/she has acquired the Postal Receipts obtained from anyone of the post offices listed in Annexure-III to the Commission's Notification for the requisite number of tests that he/she is applying for, before registering Online. **"CANDIDATES SHOULD NOTE THAT REGISTRATION FEE OF Rs.30/- ALONG WITH POSTAL CHARGE OF RS.12/- ALSO WILL HAVE TO BE INCLUDED TO THE TOTAL AMOUNT OF EXAMINATION FEE PRESCRIBED FOR THE TESTS APPLIED FOR AND SHOULD BE PAID THROUGH POSTAL RECEIPT ONLY, EXCEPT THE CANDIDATES OPTING NEW DELHI AS CENTRE".**

(b) As regards New Delhi candidates, the examination fee should be paid only by crossed "Account Payee" Demand Draft obtained from any of the Scheduled / Nationalized Bank payable to the Secretary, Tamil Nadu Public Service Commission, Chennai – 600 003 at Chennai only.

Instructions to candidates for applying through Online.

1. Approach the internet browsing centers which has scanning facility also or NIC having image scanners.
2. Keep the Postal receipt for payment of fee obtained on or after the date of Notification and your passport size photograph ready, before going in for Online Registration.

3. The Examination fee, the Test code details, name of the Post Officers etc. are available in the Commission's website.
4. Duly fill the relevant columns of online application.
5. The postal receipt particulars should be furnished, while filling up the application clearly. (The Receipt No. entries made by the candidate will be matched with the data base received from the Post Office before admitting the application. Discrepancies found if any, will lead to rejection of application.)
6. Make a note of the auto-generated unique online Application No. displayed in the screen immediately on generating the Online Application.
7. Take a printout of the auto generated duly filled in Application form and Identification Certificate by presenting the Application No. and date of birth. After verifying the particulars for correctness tear off the blank portion of the Identification Certificate.
8. Paste your recent passport size photograph and affix signature in the respective boxes provided in the Identification Certificate.
9. Scan the Identification Certificate with Photo and signature and store it in a folder as a single image in JPG format.
10. Please ensure the size of the image not to exceed 20 kbs and within the resolution of 300 x 600 pixels with reasonably good quality image.
11. If the file size exceeds 20 kb, adjust the scanner settings suitably such as DPI resolution, Colors etc. during the process of scanning so as to reduce the file size (or) Ms Paint may also be used to resize the scanned image.
12. Upload the image in the website to complete the Online Registration. The application submitted without the photo and / or signature through online will be summarily rejected.
13. The Identification Certificate in original with photo and signature should get attested by immediate Superior Officer of your department along with the postal receipt pasted on the reverse should be taken to the examination hall and handed over to the Invigilator on the last day of the examination, you are appearing for.
14. Answer papers will be invalidated if you fail to handover the Identification Certificate at the examination hall.
15. No need to send the application printout or any other documents to the Commission's Office. Only Online submission of application is enough (except the candidates those who are applying for the II & III class language tests and SAS II(a), II(b), & II(c) tests and General Educational Test).
16. No physical Hall tickets will be sent to the candidates by the Commission individually by post.
17. Candidate's coming without downloaded hall ticket and physical Identification Certificate will not be permitted to write the examination.

Note:

Candidates have to confirm the submission of their application to the TNPSC. They can check the status of the application by giving their unique online Application number.

Commission is not responsible for any data transmission loss.

Candidate should preserve their unique online Application No

Any doubt in online application can get clarified with the Commission's GRC (1800 425 1002) and any other Commission's phone numbers also.

2. Centres of Examinations – The Departmental Examinations will be held at the following Centres:-

Name of Centre	Code	Name of Centre	Code	Name of Centre	Code No
Ariyalur	030	Nagapattinam	011	Thiruvannamalai	022
Chennai	001	Nagercoil (Kanyakumari)	119	Tiruchirappalli	025
Coimbatore	002	Namakkal	012	Tirunelveli	026
Cuddalore	003	Perambalur	014	Thiruvallur	021
Dharmapuri	004	Pudukkottai	015	Thiruvarur	023
Dindigul	005	Ramanathapuram	016	Thoothukudi	024
Erode	006	Salem	017	Udhagamandalam	013
Kancheepuram	007	Sivaganga	018	Vellore	027
Karur	009	Thanjavur	019	Villupuram	028
Krishnagiri	031	Theni	020	Virudhunagar	029
Madurai	010	Tiruppur	032	New Delhi	175

Note:-

(i). The candidates should write the examination only at the Head quarters of the District in which they are working, unless or otherwise they are specifically permitted by the Tamil Nadu Public Service Commission to write the Examination in any other Centre. This condition will not apply to the unemployed candidates and candidates employed in private concerns.

(ii) Change of Centre.

The candidate will appear for the examination at the centre where he is employed. Only in exceptional circumstances, [i.e., transfer, training, deputations] candidates will be allowed for change of centre, provided requests for such changes are received in the Commission's Office within 15 days from the date of issue of Notification. Such requisition for the change of centre

will have to be routed through the Head of Office or a certificate to that effect obtained from the competent authority should be attached. Applications for change of centre received in the Commission's Office after the prescribed period or not sent through the Head of Office or sent without proper certificate, will not be considered.

(iii). A Candidate changing his place of examination without permission of the Tamil Nadu Public Service Commission shall have his examination annulled.

3. Days and Dates of Written Examinations:- The Forenoon session will commence from 9.00 a.m. and the afternoon session will commence from 2-30 p.m. (Time table enclosed with notification)

4. Fee:- The fee payable for each of the tests included in the Departmental Examinations are given in the Annexure-II.

(i) Candidates are at liberty to apply for as many tests as the time table allows. If a candidate applies for two or more tests which are held at one and the same time, he/she will be permitted to write only one of the test which may be decided by him/her, even though all the opted tests appear in the Memorandum of admission.

(ii) If, for any reason, the Commission is not satisfied as to the trustworthiness of a candidate's result, the candidate will be required to undergo examination in one or more of the subjects of the examinations for which he appeared and his success or failure will be determined on the result of such re – examination.

5. The syllabus, the maximum number of marks, the minimum number of marks required for a pass and the duration of the test are published in Part II--Section 2 (Supplement) of the Tamil Nadu Government Gazette, dated 18th December 1991 and dated 28th December 1997 and also in the Tamil Nadu Public Service Commission Bulletins, dated 16th July 1992, 16th November 1997 and dated 1st February 2002. The Hindu Religious and Charitable Endowments Administration Department Test will be conducted as per the orders issued by the Government in G.O.Ms. No.243, T.D. Culture & R.E. Department, dated 27th July 2000.

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

7. **General Educational Test** of the S.S.L.C. Std. The classes of persons mentioned in column (2) of Table below are eligible to apply for admission to the Examination for the purpose specified in the corresponding entry in column (3) subject to production of the certificate obtained from the authorities mentioned in column (4) thereof:--

TABLE

Sl. No.	Classes of Person	Purpose	Competent authority to issue the Certificate
(1)	(2)	(3)	(4)
1.	Members, who do not possess the Minimum General Educational Qualification, employed in any of the Subordinate Services.	To qualify for promotion or for transfer to other posts, for which the service rules prescribe M.G.E.Q	Head of the Department concerned.
2.	Employees of Local Bodies, Corporations, Panchayats, Panchayat Unions, Municipalities and Town Panchayats.	To qualify for promotion or transfer to other posts for which Minimum General Educational Qualification is prescribed.	District Collector (P.D. Unit) or Commissioners / Divisional Development Officers concerned.
3.	Employees of Board High Schools and Higher Secondary Schools.	To qualify for promotion or transfer to other posts for which Minimum General Educational Qualification is prescribed.	Chief Educational Officer, District Educational Officer of the District concerned.
4.	Employees of Agricultural Marketing Committees.	- Do -	Secretary, Agricultural Marketing Committee.
5.	Employees, who do not possess the M.G.E.Q., employed in the National Cadet Corps Units.	- Do -	Director, National Cadet Corps, Chennai.
6.	Employees, who do not possess the M.G.E.Q., employed in Local Library Authorities.	- Do -	Chairman, Local Library Authority, Chennai.
7.	Employees of State owned Corporations.	- Do -	Appointing authority concerned.

Note: 1. The authority competent to issue the certificate in respect of persons employed in the Revenue Department, Commercial Taxes Department and Survey and Land Records Department shall be the Collector of the District, the Deputy Commissioner of Commercial Taxes concerned and the Deputy Director of Survey and Land Records, respectively.

2. The candidates who apply for GENERAL EDUCATIONAL TEST (SSLC STANDARD) should furnish the particulars along with certificate of eligibility duly attested by their Head of the Department in the format furnished below and handover the same to the Invigilator on the last day of the examination. Failure to do so will be liable for rejection of their application.

FORMAT

1. Name of the Post held by him/her	
2. Whether his/her services have been regularized or whether he has been appointed temporarily and the services to which he/she belongs to.	
3. Basic pay in the Post held by him/her.	
4. Period of Service rendered so far in the Post.	
5.Highest Educational Qualification (attested copy of Mark List to be enclosed)	
6.Whether provincialised or non- Provincialised	
7.Reason for which he/she has applied for admission to General Educational Test of the SSLC Standard.	

Place:

Signature with Designation

Office Seal

8.(i). The **Second Class Language Test (Tamil)**, is conducted for persons in Government Service and for persons aspiring for Government service, who have passed S.S.L.C. Public Examination, but have not studied Tamil as one of the Languages, or not studied the high school course in Tamil medium of instruction.

The candidates who have passed the **Second Class Language Test** should bring and submit a copy of SSLC Mark List / T.C during the Viva.

(ii). The **Third Class Language Test (VIVA VOCE)** in Tamil/Telugu is conducted only for Assistant Curators in the Government Museum and in Hindi / Kannada / Malayalam / Telugu / Urdu for Probationary Sub-Registrars and Probationary District Registrars in the Registration Department. Hence the above candidates are directed to inform the details of their employment in the applications.

(iii) The candidates, who are applying for the **II and III class language test** should send the downloaded copy of applications with Identification Certificate immediately after uploading without fail to the Commission's office.(Test Codes. 001 & 209, 210, 211, 212, 213, 214 & 215)

The candidates who satisfy the above conditions alone need apply for these tests and those who are not covered under the above categories are not eligible to apply for the test. The Applications if any, received from candidates other than that of the two categories mentioned above will be rejected summarily / or made ineligible for the said tests, as the case may be.

9. The candidates who are applying **for Subordinate Account Service Part II(a), II(b) and II(c)** are eligible only after passing SAS-Part I(a) and I(b). They should register the particulars regarding their status of the result. Failure to do so the application will be summarily rejected. (Test Codes.No.131, 148, 85, 115 & 164)

10. Blind candidates are alone to be permitted to write the Examination with the help of scribe. Others (i.e. Deaf, Dumb, Physically Challenged the scribe will not be provided)

(i) Differently Abled candidate will be seated in the Ground Floor in a separate room under the direct supervision of the Chief Invigilator. They will be allowed an hour extra time for writing the examination.

(ii) The Chief Invigilator have to arrange for the scribes and the scribes will be paid remuneration by the Commission.

(iii) Before the closure of the examination, the scribe will read what he has written in the answer book so as to ensure the correctness of the dictation. A declaration to this effect should be given by such candidates with thumb impression/signature.

(iv) Candidates who are unable to make use of their own hands due to any infirmity to hold the answer books or turn the pages for answering the questions are allowed the assistance of a mazdoor subject to the conditions that the candidate has to engage an uneducated mazdoor to hold the book and turn the pages at his own cost.

11. Any candidate who does not behave properly towards the Chief Invigilator / Invigilators of the Examination Halls / any other inspecting authority or any candidate resorting to malpractice of any kind will have his/her answer book invalidated. He/She is also liable to be debarred from appearing again for any of the examinations either permanently or for such term of years as the Commission may decide as fit. The same penalty will be imposed on any candidate who personally or by letter attempts to canvas or bring influence to bear on an examiner or Member of the Commission or its staff, in connection with the examination or on whose behalf such attempt is made by any relative, friend, patron/official or other persons. The above penalty will be imposed also in case where candidates make an appeal in their answer papers invoking sympathy of examiners in connection with their result.

12. Any communication intended for the Commission must be made in writing with the particulars of Application Number assigned to him, the centre chosen by him/her and the name of the test for which he/she has applied and the Register Number, if any assigned to him/her and

addressed only to the Secretary. If a reply is sought, a self-addressed and sufficiently stamped envelope should be sent so as to comply with his/her request.

13. A candidate submitting an application to the Departmental Examinations will abide by all the rules in force.

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