



TAMIL NADU PUBLIC SERVICE COMMISSION

Advertisement No.525
Notification No. 36 /2018

DATED:04.12.2018

Applications are invited only through online mode up to 02.01.2019 for direct recruitment to the vacancies in the following post.

Name of the Post and Post Code	Name of the Service and Service Code.	No. of vacancies	Scale of Pay
Cost Assistant in Industries and Commerce Department (2016-2017) (Post Code: 2017)	Tamil Nadu Ministerial Service (050)	1 MBC/DC(G)	Rs.36400-1,15,700/- (Level 16)

(**Abbreviation : MBC/DC** - Most Backward Classes/Denotified Communities; **G** - General)

The number of vacancies is only approximate and is liable for modification including reduction with reference to vacancy position at any time before finalisation of selection.

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.]

2. DISTRIBUTION OF VACANCIES

The rule of reservation of appointment is applicable for this recruitment and the turn of reservation is for Most Backward Classes / Denotified Communities (General) candidates.

3. IMPORTANT DATES AND TIME

Date of Notification	04.12 .2018	
Last date for submission of online application	02.01 .2019	
Last date for payment of Examination Fee through Bank (State Bank of India or Indian Bank)	04.01 .2019	
Date of Written Examination		
Paper – I (Subject Paper) (Intermediate Standard)	02.03 .2019 FN	10.00 A.M. to 01.00 P.M
Paper – II (General Studies) (Degree Standard)	02.03.2019 AN	02.30 P.M. to 04.30 P.M

4. FEES

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

EXAMINATION FEE CONCESSION

Category	Concession	Condition
(i) Scheduled Castes / Scheduled Caste (Arunthathiyars), Scheduled Tribes	Full Exemption	--
(ii) Differently Abled Persons, Destitute Widows of all communities	Full Exemption	(i) For Differently Abled Persons, the disability should be not less than 40%. (ii) For DWs, the DW certificate should have been obtained from the RDO / Sub Collector/ Assistant Collector
(iii) Most Backward Classes / Denotified Communities, Backward Class (Other than Muslims), Backward Class (Muslims)	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.
(iv) 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 for those Ex-Servicemen who have already been recruited to any class or service or category.

Note :

- (i) Applicants can avail exemption from paying examination fees as per eligibility criteria.
- (ii) 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.
- (iii) Failure to pay the prescribed fee along with the application in time will be liable for rejection of application.
- (iv) 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 application submitted to the Commission for any post / recruitment.
- (v) 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. 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.

5. MODE OF PAYMENT OF EXAMINATION FEE

- Examination fee of Rs.150/- (Rupees One Hundred and fifty only) is payable online through Net banking / Credit card / Debit card or it can be paid offline at SBI/ Indian Bank within 2 days from the date of submission of online application, by choosing the option in the online application.
- Applicants have to register their basic particulars through One-Time Registration which is mandatory 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. Applicants who have already registered in One-Time Registration system on payment of Rs.50/- before 01.03.2017 and those who have registered for One-Time Registration on or after 01.03.2017 by paying Rs.150/- towards One-Time Registration are exempted from paying the registration fee for this recruitment.
- Applicants have also to pay the service charges applicable to the State Bank of India / Indian Bank.
- **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. Those who have registered in the One-Time Registration system and paid the registration fee of Rs.150/- and received the registration ID need not pay the Registration fee i.e., Rs.150/- and it is enough to pay the examination fee alone.**
- Applicants who have made One-Time Registration must pay the prescribed examination fee for this recruitment. (One-Time Registration is only to avail exemption for Registration fee for a period of five years from the date of registration and it will not be considered as prescribed examination fee for this recruitment).

(For further details, refer [para 2 \(13 – 23\) of “Instructions to Applicants”](#)).

6. QUALIFICATIONS

(A) AGE LIMIT (As on 01.07.2018)

Category of Applicants	Minimum Age	Maximum Age
SCs, SC(A)s, STs, MBCs/DCs, BCs, BCMs and Destitute Widows of all castes	18 years	No maximum age limit
'Others' [i.e., Applicants not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]		35 years (should not have completed)

Age concession

(i) For Differently Abled Persons (Others)

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

(ii) For Ex-servicemen: (Others)

- (a) Ex-servicemen are eligible for age concession upto 48 years of age.
 (b) The above mentioned age concession will not apply to those Applicants who have already been recruited to any class or service or category.

Note

- (i) 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 apply to this recruitment.
- (iii) No maximum age limit shall mean that the applicants should not have completed 58 years of age either on the date of notification or at the time of selection/ appointment to the post.**

(B) EDUCATIONAL QUALIFICATION AND EXPERIENCE (As on 04 .12 .2018)

Applicants should possess the following or its equivalent qualification as on 04.12.2018 (i.e.) date of this Notification.

Educational Qualification	Experience
(i) A degree of any university or institution recognized by the University Grants Commission and (ii) A pass in intermediate examination of the Institute of Cost and Works Accountants of India, Calcutta or of the Cost and Works Accountants Institute, London.	Practical experience in costing in a Government Department or in a Statutory board constituted by the State Government or in a Government undertaking or Corporation or in an Establishment or Industrial concern (registered under the Factories Act), manufacturing industrial products involving costing and cost accounting, for a period of not less than one year. <u>Explanation:-</u> The Practical experience referred to above should have been acquired after acquiring the Educational Qualification mentioned in serial numbers (i) and (ii).

Note

- i. The Degree qualification prescribed for this post should have been obtained by passing the required qualification in the order of studies, viz., S.S.L.C+ H.Sc or its equivalent + U.G Degree from the recognised Institutions as required under Section 25 of Tamil Nadu Government Servants (Conditions of Service) Act, 2016. (Results of the examination should have been declared on or before the date of notification)
- ii. Applicants claiming equivalence of qualification to the prescribed qualification should submit evidence for equivalence of qualification in the form of Government Order issued on or before the date of this notification, failing which their application will be summarily rejected. The Government Orders issued declaring equivalence of prescribed qualification after the date of this Notification will not be accepted under Section 25(b) of Tamil Nadu Government Servants (Conditions of Service) Act, 2016.

[For further details regarding Equivalence of Qualification refer para 10 of the ["Instructions to Applicants"](#)]

(C) CERTIFICATE OF PHYSICAL FITNESS

Applicants selected for appointment to the above said post will be required to produce a certificate of physical fitness in the form prescribed below before their appointment.

Standard of Vision	Form of Certificate of Physical Fitness
Standard III or Better	Form prescribed for Tamil Nadu Ministerial Service, Tamil Nadu Judicial Ministerial Service and Tamil Nadu Secretariat Service.

(D) KNOWLEDGE IN TAMIL

Applicants should possess adequate knowledge in Tamil on the date of this Notification.

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

7. CONCESSIONS

- (i) Concessions in the matter of age and fees allowed to SCs, SC(A)s, STs, MBCs/DCs, BCs, BCMs, Destitute Widows, Differently Abled Persons, Ex-Servicemen, other categories of persons are given in paras 12 to 14 of the ["Instructions to Applicants"](#)
- (ii) Persons claiming concessions referred to above and other claims made in the application, have to produce evidence for such claims when called for by the Tamil Nadu Public Service Commission, 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 Servants \(Conditions of Service\) Act, 2016](#)]

8. SCHEME OF EXAMINATION: OBJECTIVE TYPE (OMR METHOD) AND ORAL TEST:-

Subject	Duration	Maximum Marks	Minimum Qualifying Marks for selection	
			SCs, STs, BCs and BCMs	SC(A)s, MBCs/DCs, Others
<u>i. Paper - I</u> <u>(Intermediate Standard)</u> (200 Questions) Cost and Works Accounts (Code No.332)	3 hours	300	171	228
<u>ii. Paper - II</u> (100 Questions) (Code No. 003) General Studies (Degree Standard) – 75 Questions and Aptitude and Mental Ability Test (SSLC Standard)– 25 Questions	2 hours	200		
iii. Interview and Records	--	70		
	Total	570		

Note

- (i) The Syllabus for Examination is furnished in the [Annexure II](#) of the notification and also available in the Commission's website www.tnpsc.gov.in
- (ii) Refer para 22 of "[Instructions to Applicants](#)" in regard to instructions to be followed while appearing for competitive examinations conducted by the Commission.
- (iii) The Questions in Paper – I will be set in English only and Paper – II will be set in both English & Tamil.

9. CENTRE FOR EXAMINATION

Examination will be held at **Chennai Centre only** (Centre Code: 0100)

Note

- (i) Applicants will be required to appear for the Written Examination / Certificate Verification / Oral Test at their own expenses.
- (ii) The Commission reserves the right to increase / decrease the number of Examination Centres and to re-allot the Applicants.

10. SELECTION PROCEDURE

Selection will be made in two successive stages i.e., (i) Written Examination and (ii) Oral Test in the form of an interview. Final selection will be made on the basis of total marks obtained by the applicants in the Written Examination and Oral Test taken together subject to the rule of reservation of appointment. Applicant's appearance in both the papers of the Written Examination and in the Oral Test is compulsory. An applicant who has not appeared in any one of the papers in Written Examination or Oral Test will not be considered for selection, even if he/she secures qualifying marks in the Written Examination or Oral Test. Based on the marks obtained by the applicants in the Written Examination, the tentative list of eligible applicants for certificate verification will be announced in the Commission's website. After verification of the original certificates, the eligible applicants will be summoned for Oral Test following the rule of reservation of appointment.

[For further details refer paragraph 23 (b) of "[Instructions to Applicants](#)"]

11. NO OBJECTION CERTIFICATE / INFORMATION TO THE EMPLOYER

No Objection Certificate obtained from appropriate authority shall be produced at the time of Certificate Verification/Counselling. No Objection Certificate should be produced in the format prescribed under para 15 (g) of Commission's "[Instructions to Applicants](#)". Any violation of this instruction will be liable for / end in rejection of application and forfeiture of his/her candidature.

12. GENERAL INFORMATION

- A. The rule of reservation of appointment is applicable to this recruitment.
- 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 to this recruitment, if Tamil medium of studies for the prescribed qualification is available. However, no reserved turn for PSTM arises in this recruitment.
(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 posts 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 mentioned in Section 26 and 27 (C) of Tamil Nadu Government Servants Conditions of Service Act, 2016, reservation of appointment to **Destitute Widows and Ex-Servicemen will not apply** to this recruitment.
- F. **The post is not identified as suitable for Differently Abled Persons in G.O.(Ms).No.20, Welfare of Differently Abled Persons (DAP 3.2) Department, dated 20.06.2018. Hence, reservation to Differently Abled Persons is not applicable for this recruitment.**
- G. The Differently Abled persons should submit copy of Differently Abled Certificate specifying the nature of physical handicap and the degree of disability when called for by the Tamil Nadu Public Service Commission. If selected, they should produce a Fitness Certificate obtained from the Medical Board to the appointing authority. [Section 20 (5) of Tamil Nadu Government Servants (Conditions of Service) Act 2016].

- H. 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 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 by Scheduled Castes other than Arunthathiyars.
- J. Any subsequent claim made thereafter on submission of online application will not be entertained. Evidence for claims made in the online application should be uploaded / submitted in time, when called for. 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 or 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 without fail.
- L. **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 liable for rejection.**
- M. **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. 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.**

13. OTHER IMPORTANT INSTRUCTIONS

- a) The applicants applying for the examination should go through all instructions carefully and should ensure that they fulfil 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., Written Examination and Oral Test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification at any time before or after Written Examination, Certificate Verification and Oral Test, it is found that they do not fulfil any of the eligibility conditions, their candidature for the examination will be liable for rejection / cancellation by the Commission. Mere issue of memo of admission to the applicants will not imply that his/her candidature has been fully accepted by the Commission (For further details refer "Instructions to Applicants").
- b) The **Hall Tickets** for eligible applicants will be made available in the Commission's Website www.tnpsc.gov.in or www.tnpscexams.net or 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) Communication to Applicants:

Individual communication regarding the date and time of certificate verification, Oral Test 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 and they should watch Tamil Nadu Service Commissions's website in this regard.

d) 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 in person or over Telephone No.044-25332833 / 25332855 or the Commission's Office Toll-Free No.1800 425 1002 on all working days from 10.00 a.m. to 05.45 p.m or Commission's mail id contactnpsc@gmail.com

e) Mobile Phones and other Articles Banned:

- i) Applicants are not allowed to bring Cellular Phone, Watches 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.
 - ii) Applicants must 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. Ball point pen). No colour pen or Pencil must be used.
 - iii) 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](#)').
 - iv) 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.
- f) Unless specific instruction is given, **applicants are not required to submit along with their online application any certificates** in support of their claims regarding age, educational qualifications, practising / service, physical qualification, community their physical disability etc., which should be submitted when called for by the Tamil Nadu Public Service Commission.
- g) On verification, if the information so furnished by the applicant in the application is found to be false, then his/her candidature is liable for rejection and also suitable penal action such as criminal prosecution and debarment etc.
- h) **Unfair means strictly prohibited:** No applicants 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](#)).
- i) For violation of "Instructions 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/www.tnpscexams.net / 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. For applying in 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 applicant Dashboard in the new One-Time Registration system. No applicant is permitted to create more than one registration ID in One-Time Registration.
5. Applicants should enter the Unique ID and password to view the already available information and update them. They shall not share the ID with any other person or agency.
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. Applicant who wishes to apply for any post shall click "[Apply](#)" against the post Notified in the Commission's Website and use the same USER ID and PASSWORD given for ONE-TIME REGISTRATION.
7. Applicants should select the name of the post or service for which they wish to apply.
8. 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.
9. An Online application uploaded without the photograph, specified documents and signature will be rejected.
10. **All the particulars mentioned in the online application including name of the Candidate, Post applied, educational qualifications, 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, applicants 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.**
11. 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) Applicants 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 applicants come up for next stage of selection.

12. One -Time Registration will not be considered as an application for any post.

15. UPLOAD / SUBMISSION OF DOCUMENTS

Applicants should submit the Experience Certificate referred to the said post in paragraph 6(B) of the Notification in the format provided in **Annexure – I** when called for by the Tamil Nadu Public Service Commission. If, the required certificate is not submitted by the applicant when called for by the Commission, his/her application will not be considered for the above said post.

16. LAST DATE FOR SUBMITTING APPLICATION

The online application can be submitted up to 02.01.2019 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]

17. Warning

- All the Recruitments by Tamil Nadu Public Service Commission are purely merit based.
- Tamil Nadu Public Service Commission hereby cautions the candidates against touts and agents cheating 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.

எச்சரிக்கை

- தேர்வாணையத்தின் தெரிவுகள் அனைத்தும் விண்ணப்பதாரர்களின் தர வரிசைப்படியே மேற்கொள்ளப்படுகின்றன.
- பொய்யான வாக்குறுதிகளை சொல்லி, தவறான வழியில் வேலை வா'கி தருவதாக கூறும் இடைத்தரகர்களிடம் விண்ணப்பதாரர்கள் மிகவும் கவனமாக இருக்குமாறு எச்சரிக்கப்படுகிறார்கள்.
- இதுபோன்ற தவறான மற்றும் நேர்மையற்ற நபர்களால் விண்ணப்பதாரர்களுக்கு ஏற்படும் எந்தவொரு இழப்புக்கும் தேர்வாணையம் எந்தவிதத்திலும் பொறுப்பல்ல.

Secretary

DISCLAIMER

“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 submitting 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
EXPERIENCE CERTIFICATE

1.	Name and Address of the Institution / Organisation	:	
2.	Whether the said Institution / Organisation is a recognized one?	:	
3.	Registration Number of Institution / Organisation if any	:	
4.	Name of the Employee and Date of Birth	:	
5.	Qualification possessed by the Employee on the Date of Joining Service in the above said Institution / Organisation	:	
6.	Designation and period of Experience of the Employee	:	
7.	Nature of the Work/Duty performed by the Employee (To be mentioned in brief)	:	
8.	Whether the Employee possesses experience as laid in para 6(B) of the notification for the Post of (relevant post may mentioned)	:	Yes / No
9.	Whether Attendance Register / Attendance Rolls / Pay Register and other records /available for this Employee	:	Yes / No
10.	Certificate from the Institution / Organisation	:	The above said employee having experience in this Institution / Organisation as stated above. The above particulars furnished by us are correct

Office
Seal:

Date:

Place:

Signature.

Name & Designation of
Issuing Authority

Note:

Institution / Organisation which issues the certificate is cautioned that issuing of any certificate containing false details will lead to legal / penal action on them.

ANNEXURE-II
SYLLABUS
PAPER-I

COST AND WORKS ACCOUNTS
(INTERMEDIATE STANDARD)
(OBJECTIVE TYPE)

SUBJECT CODE: 332

UNIT – I: CONCEPTS AND DEFINITIONS

a) Meaning definition- Objectives- Scope of cost accounting and its relationship with Financial accounting and Management accounting.- Limitations of financial Accounting b) Difference between Cost and Financial Accounting- Cost and Management Accounting c) Organising for cost determination- Cost centre, Profit Centre, responsibility centre, cost unit d) Ascertainment of Cost-Post costing and concurrent costing e) Classification of Cost f) Elements of costing- materials cost, labour cost, direct expenses and overheads. g) Preparation of Cost Sheets

UNIT – II: MATERIALS

a) Material management-purchase routine-stores control-function of store keeper. b) Purchase routine-indenting procedures-order level indenting-production planning based indenting calendar indenting-vendor rating and selection-tendering procedure-tender committee formation function and recommendation-purchase order. c) Stores routine-stores indenting receiving and inspection of stores-stock levelsmaximum, minimum, EOQ recording and damage level d) Perpetual inventory system-physical verification-continuous stock check-slow moving, non moving and obsolete stock ABC,VED,XYZ and insurance items of stores-different classes of materials like raw material, packing material, consumable, spare parts, general hardware stores, tools etc. e) Pricing of issues-FIFO, LIFO, HIFO, Base stock, average stock, simple and weighted average standard price, inflated price and market prices-effects of these methods on inventory valuation and profits. f) Forms and registers-bin card, stock ledger purchase requisition, inspection report, good received note, material issued requisition, verification reports, vendor register, bill of materials, materials specification sheets, tender committee documents, material return note. g) Inventory carrying costs- space, handling, transportation within and without, insurance, storage loss, risk of obsolescence.

UNIT – III: EMPLOYEE COST

a) Recruitment procedures and employee records - recording of attendance - recording of job/operation time-idle time, recording and analysis by cost centres - overtime recording payment and treatment in cost accounts. b) Pay roll procedures - Methods of wage payments- time and price rate- various incentive scheme. c) Booking labour costs by wages rate and composing rate- element of labour costs- wages DA,FDA,VDA, overtime, incentive, ESI, PF etc.,- Treatment of bonus and gratuity . d) Labour turn over - recording and assessment-causes- preventive costs, actual hidden and replacement costs- training and induction cost. e) Production and productivity- Measurement- Productivity improvement programmes - Application of Industrial Engineering- ergonomics.

UNIT – IV: DIRECT EXPENSES

a) Definition- Nature, collection and tracing to cost unit. b) Treatment of direct statutory expenses like duties and taxes. c) Treatment of royalty, surveyor's fees etc.,

UNIT – V: OVERHEADS

a) Nature, classification, Organisation for accumulation of overheads costs, allocation, apportionment and absorption. b) Basis of allocation- space area, power points, number of employees etc., c) Basis of appointment-secondary distribution-inter dependent and reciprocal series. d) Basis of absorption, labour hour, labour cost, machine hour, materials cost, prime cost and factory cost. e) Classification of overheads production, work, factory or manufacturing overheads- General administration overheads- selling and distribution overhead, fixed variable and semi-variable overheads. f) Treatment of over or under absorption of overheads- reporting of overhead costs activity based costing.

UNIT – VI: COST BOOK- KEEPING

a) Costing accounting records, Ledgers, Cost statements b) Items excluded from cost and normal and abnormal items/cost c) Integral accounts d) Reconciliation of cost accounting records with financial accounts.

UNIT – VII: METHODS OF COSTING: NATURE OF INDUSTRY BASED

a) Job, batch and contract costing b) Process Costing-normal and abnormal losses, equivalent production- Joint and BY Products c) Operating costing or service costing- Transport, Hotel and Hospital

UNIT – VIII: COST ACCOUNTING TECHNIQUES

a) Meaning of marginal cost and Marginal Costing b) Absorption costing Vs Marginal Costing c) Break Even Analysis d) Margin of Safety e) Application of Marginal Costing for decision making

UNIT – IX: STANDARD COSTING AND VARIANCE ANALYSIS

a) Concept of standard cost and standard costing b) Advantages and Disadvantages c) Computations of variances relating to Material, Labour and Overheads

UNIT – X: BUDGET AND BUDGETARY CONTROL

a) Concepts, Types of Budgets b) Budgetary Control Vs Standard Costing c) Advantages and Limitations d) Preparation of Various Budgets e) Zero Base Budgeting

PAPER- II**GENERAL STUDIES (DEGREE STANDARD)****OBJECTIVE TYPE****SUBJECT CODE: 003****UNIT- I: GENERAL SCIENCE**

Physics: Universe-General Scientific laws-Scientific instruments-Inventions and Discoveries - National scientific laboratories-Science glossary - Mechanics and properties of matter-Physical quantities, standards and units-Force, motion and energy-Electricity and Magnetism, Electronics and Communication -Heat, light and sound-Atomic and nuclear physics-Solid State Physics – Spectroscopy- Geophysics - Astronomy and space science.

Chemistry: Elements and Compounds-Acids, bases and salts-Oxidation and reduction-Chemistry of ores and metals-Carbon, nitrogen and their compounds-Fertilizers, pesticides, insecticides-Biochemistry and biotechnology-Electrochemistry-Polymers and plastics.

Botany: Main Concepts of life science-The cell-basic unit of life-Classification of living Organism -Nutrition and dietetics-Respiration-Excretion of metabolic waste- Bio-communication.

Zoology: Blood and blood circulation-Endocrine system-Reproductive system-Genetics the science of heredity-Environment, ecology, health and hygiene, Bio- diversity and its conservation-Human diseases-Communicable diseases and non- communicable diseases-prevention and remedies- Alcoholism and drug abuse-Animals, plants and human life.

UNIT- II: CURRENT EVENTS

History: Latest diary of events – National--National symbols-Profile of States-Defence, national security and terrorism-World organizations-pacts and summits-Eminent persons & places in news-Sports & games-Books & authors -Awards & honours-Cultural panorama-Latest historical events - India and its neighbours-- Latest terminology- Appointments-who is who?

Political Science: 1.India's foreign policy-2. Latest court verdicts – public opinion-3. Problems in conduct of public elections - 4. Political parties and political system in India- 5. Public awareness & General administration-6. Role of Voluntary organizations & Govt.,-7. Welfare oriented govt. schemes, their utility.

Geography: Geographical landmarks-Policy on environment and ecology.

Economics: Current socio-economic problems-New economic policy & govt. Sector.

Science: Latest inventions on science & technology-Latest discoveries in Health Science-Mass media & communication.

UNIT-III: GEOGRAPHY

Earth and Universe-Solar system - Atmosphere hydrosphere, lithosphere- Monsoon, rainfall, weather and climate-Water resources - rivers in India- Soil, minerals & natural resources-Natural vegetation-Forest & wildlife - Agricultural pattern, livestock & fisheries-Transport including Surface transport & communication - Social geography – population density and distribution-Natural calamities – disaster management-Climate change - impact and consequences - mitigation measures-Pollution Control.

UNIT-IV: HISTORY AND CULTURE OF INDIA

Pre-historic events--Indus valley civilization-Vedic, Aryan and Sangam age- Maurya dynasty-Buddhism and Jainism-Guptas, Delhi Sultans, Mughals and Marathas-Age of Vijayanagaram and the bahmanis-South Indian history-Culture and Heritage of Tamil People - Advent of European invasion-Expansion and consolidation of British rule-Effect of British rule on socio-economic factors-Social reforms and religious movements-India since independence-Characteristics of Indian culture-Unity in diversity –race, colour, language, custom-India-as secular state-Organizations for fine arts, dance, drama, music- Growth of rationalist, Dravidian movement in TN-Political parties and populist schemes- Prominent personalities in the various spheres – Arts, Science, literature and Philosophy – Mother Teresa, Swami Vivekananda, Pandit Ravishankar , M.S.Subbulakshmi, Rukmani Arundale and J.Krishnamoorthy etc.

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- Status of Jammu & Kashmir- Local government – panchayat raj – Tamil Nadu - Judiciary in India – Rule of law/Due process of law- Indian federalism – center – state relations- Emergency provisions- Civil services in India- Administrative challenges in a welfare state- Complexities of district administration- Elections - Election Commission Union and State. Official language and Schedule-VIII- Amendments to constitution- Schedules to constitution- Administrative reforms & tribunals- Corruption in public life- Anti-corruption measures – Central Vigilance Commission, lok-adalats, Ombudsman, - Comptroller and Auditor General of India- Right to information - Central and State Commission- Empowerment of women- Voluntary organizations and public grievances redressal- Consumer protection forums.

UNIT-VI: INDIAN ECONOMY

Nature of Indian economy-Need for economic planning-Five-year plan models-an assessment - Land reforms & agriculture-Application of science in agriculture- Industrial growth - Capital formation and investment-Role of public sector & disinvestment- Development of infrastructure - National income- Public finance & fiscal policy- Price policy & public distribution - Banking, money & monetary policy- Role of Foreign Direct Investment (FDI) - WTO-globalization & privatization - Rural welfare oriented Programmes - Social sector problems – population, education, health, employment, poverty-HRD - sustainable economic growth- Economic trends in Tamil Nadu -Energy Different sources and development- Finance Commission -Planning Commission- National Development Council.

UNIT-VII: INDIAN NATIONAL MOVEMENT

National renaissance-Early uprising against British rule-1857 Revolt- Indian National Congress-Emergence of national leaders-Gandhi, Nehru, Tagore, Nethaji - Growth of militant movements -Different modes of agitations-Era of different Acts & Pacts-World war & final phase struggle-Communalism led to partition-Role of Tamil Nadu in freedom struggle - Rajaji, VOC, Periyar, Bharathiar & Others-Birth of political parties /political system in India since independence.

Unit-VIII: APTITUDE & MENTAL ABILITY TESTS (SSLC Standard)

Conversion of information to data - Collection, compilation and presentation of data - Tables, graphs, diagrams-Parametric representation of data - 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 - Behavioural ability - Basic terms, Communications in information Technology - Application of Information and Communication Technology (ICT) - Decision making and problem solving-Logical Reasoning-Puzzles - Dice-Visual Reasoning-Alpha numeric Reasoning-Number Series - Logical Number/Alphabetical/Diagrammatic Sequences.

Annexure III**Tentative Timeline for the Recruitment Process for the post of Cost Assistant in Tamil Nadu Ministerial Service**

Sl. No.	Process	Timeline
1.	Publication of Written Examination results	March 2019
2.	Certificate Verification	April 2019
3.	Oral Test	April 2019
4.	Final Result	April 2019

Secretary