DEPARTMENTAL EXAMINATIONS - DECEMBER 2026
REVISED SYLLABUS / SCHEME

AGRICULTURE DEPARTMENT (2 TESTS)

Name of the Test

T.C: 161: Agricultural Department Test for the Members of the Tamil Nadu Ministerial Service in the Agriculture Department

T.C: 167: Agricultural Department Test for the Technical Officers of the Agriculture Department

SYLLABUS

TEST CODE: 161

Agricultural Department Test for the Members of the Tamil Nadu Ministerial Service in the Agriculture Department.

Agricultural Departmental Manual Chapter I-

Organisation and control.

The erstwhile Three – Tier System (District, Taluk and Block) was converted into Two Tier System (District and Block) and Technical Staff provided in the new setup in Agriculture, Horticulture, Agricultural Marketing and Agri Business and Seed Certification Departments. Staff was reorganized vide G.O.Ms.No.537, Agriculture (AA 8) Department, dated 24.12.2007.

In the G.O.Ms.No.60 Agriculture (AA 8) Department, dated 21.02.2008, the Ministerial and other Non-Technical Posts, surplus in the Agriculture Department due tothe implementation of new staff as per G.O.Ms.No.537, Agriculture Department, dated 24.12.2007, were transferred to above Sister Departments.

Chapter II - Accounts and Audit – General

Chapter III - Advisory Committees

Chapter IV

Agricultural Analytical Laboratories

As per G.O.Ms.No.537, Agriculture (AA 8) Department, dated 24.12.2007, new staff was adopted at District level under the Direct Control of District Joint Director of Agriculture and one Additional Director of Agriculture (Research) at State Headquarters. STL increased from 14 to 30 Nos, PTL from 9 to 15 Nos, FTL from 6 to 14 Nos. besides establishing 15 BFPU and 1 BFQCL at State Level.

Chapter VII - Office Procedure

Chapter IX Agricultural Marketing

As per G.O.Ms.No.537, Agriculture (AA 8) Department, dated 24.12.2007, new staff was adopted and 29 District Offices were formed with Deputy Director of Agriculture as Head of Office and the State Head quarters was also reorganized.

Chapter X

Miscellaneous – Paragraphs 304 to 310, 311, 314 to 316, 329, 332 to 335 of the Agricultural Departmental Manual.

TEST CODE: 167

Agricultural Department Test for the Technical Officers of the Agriculture Department.

The Agricultural Departmental Manual Organisation and control.

The erstwhile Three – Tier System (District, Taluk and Block) was converted into Two-Tier System (District and Block) and Technical Staff provided in the new setup in Agriculture, Horticulture, Agricultural Marketing and Agri Business and Seed Certification Departments. Staff Pattern was reorganized vide G.O.Ms.No.537, Agriculture (AA 8) Department, dated 24.12.2007.

In the G.O.Ms.No.60, Agriculture (AA 8) Department, dated 21.02.2008, the Ministerial and other Non-Technical Posts, surplus in the Agriculture Department due to the implementation of new staff as per G.O.Ms.No.537, Agriculture Department, dated 24.12.2007, were transferred to above Sister Departments.

Agricultural Analytical Laboratories

As per G.O.Ms.No.537, Agriculture (AA 8) Department, dated 24.12.2007, new staff was adopted at District level under the Direct Control of District Joint Director of Agriculture and one Additional Director of Agriculture (Research) at State Headquarters. STL increased from 14 to 30 Nos, PTL from 9 to 15 Nos, FTL from 6 to 14 Nos, besides establishing 15 BFPU and 1 BFQCL at State Level.

1) Seasons – Prominent seasons and Rainfall

2) Agro Climatic Zones of Tamil Nadu

3) Area, Production and Productivity of crops in Tamil Nadu

4) Crop specific strategies – SRI, SPI, SSI, Precision farming, Micro irrigation

5) Farm level planning, Management of inputs and farmers specific extension – FCMS, FDMS through mobile application, voice enabled Data updation Module, scheme benefits Tracking system, IFS, FIHB, online farm machinery booking

6) State Sponsored Schemes – Soil Survey and Land Use Organization, Organic farming – Vermi composting, composting farm waste through Pleurotus, Bio-fertilizers, Liquid Bio-fertilizers, Blue green Algae, Green Manure Crops, Azolla, Seed Multiplication Scheme, Seed farms, SPU, Crop and Plant Protection, Bio control Agents, Insurance Schemes – NAIS, MNAIS & WBCIS, CPIS, Crop Yield Competition, Crop Cutting Experiments – CES, Laboratories – (FCL, PTL, STL, MSTL, BFPU) Parasite Breeding Centers and TNCCM

7) Extension in augmenting Agriculture – Farmers guide booklet, farmers Hub, PDA, Touch Screen Kiosk, FTC, Water Management Training centre, STAMIN

8) Centre – State Shared Schemes – NADP, NMOOP, NFSM, NMSA, SSEPERS (ATMA), SMSP, CDB

9) Centrally Sponsored Schemes – Integrated farming in coconut holdings for productivity improvement

10) External aided projects –IAMWARM

11) TAWDEVA

12) AWS, Agricultural Education in Tamil Nadu

13) Insecticide Act, 1968, Fertilizer Control Order,1985

Horticulture

1. Area, Production and Productivity of Horticulture Crops

2. Dissemination of Hi-Tech Horticulture Practices

3. CapacityBuilding

4. State Plan Schemes

i) Integrated Horticulture Development Schemes (IHDS)

ii) Horticulture Training Centers (HTC)

iii) Integrated Tribal Development Programme (ITDP)

iv) Western Ghat Development Programme (WGDP)

v) Hill Area Development Programme (HADP)

vi) City Vegetable Development Scheme (CVDS)

vii) National Agriculture Insurance Scheme (NAIS)

viii) Weather Based Crop Insurance Scheme (WBCIS)

National Agriculture Development programme

1. Precision Farming
2. Hi-Tech Productivity Enhancement Programme
3. Rainfed Area Development Programme (RADP)
4. Encouraging cultivation of Pandal Vegetables
5. Mechanization of Harvesting Processing in Turmeric and Sett cutting and harvesting in Tapioca
6. Modernization of State Horticulture Farms in Tamil Nadu
7. Perimetro Vegetable Cluster Development Programme

Tamil Nadu Horticulture Development Agency (TANHODA) Government of India Shared Schemes

1. National Horticulture Mission
2. National Mission on Micro Irrigation

Government of India Schemes - Fully funded

1. National Bamboo Mission
2. National Mission of Medicinal Plants(NMMP)

Externally Aided Project - World Bank Funded Scheme

1. IAMWARM

Other Schemes

1. Parks and Garden
2. Tamil Nadu Innovation Initiatives (Hitherto Part-II Schemes)

The Hon'ble Chief Minister made an announcement under Rule 110 in the Legislative Assembly on 08.08.2014 stating that, "to promote innovation culture in Tamil Nadu, Tamil Nadu Innovation Initiatives (TANII) has been established in the State Planning Commission to promote Innovation in Government. Initially, Tamil Nadu Innovation Initiatives (TANII) would work within Government and Government agencies to foster innovation. This idea could be eventually extended further to the non-Government sector as well. Prizes will also be instituted and awarded for innovative practices. A State Innovative Fund has been set up for this purpose.

New schemes would be financed from the State Innovation Fund, if they are truly innovative in nature. An amount of RS.150.00 Crores will be provided every year to this fund. An award in the name of "Chief Minister's Award for Innovation" has been instituted for the best innovative initiatives".

Tamil Nadu Horticulture Producers Co-operative Enterprises Limited (TANHOPE)

Seed Certification & Organic Certification

Seed Certification Concept of Seed Certification - Eligibility requirements for certification of crop varieties - Classes of seeds -Pollination behavior of crop plants - Chain of seed multiplication models - Seed certification regulation and procedures - Indian Minimum Seed Certification Standards for Agricultural and Horticultural crops

Seed Inspection Seed law enforcement - Seed legislations - The Seeds Act, 1966 , the Seeds (Amendment) Act, 1972, the Seeds Rules, 1968, the Seeds (Amendment) Rules, 1973, 1974, 1981, the Seeds (Control) Order, 1983, Amendment in Seeds (Control) Order, 1983, the Essential Commodities Act, 1955, the Essential Commodities (Amendment) Act, 2006- Regulation of sale of Seeds of Genetically modified crops- The Environment (Protection) Act, 1986, the Environment (Protection) Rules, 1986.

Seed Testing Concept of Seed Testing - Principles and procedures for testing seed samples of different crops for ascertaining various seed quality parameters. Central Seed Laboratory and State Seed Laboratory-B.t toxin detection methods and DNA finger printing- Seed analysis report-Seed Act and rules in relation to seed testing. International Seed Testing Association (ISTA)

Training Orientation and refresher trainings - Training programmes to seed producers, farmers, seed dealers, National Seed Research and Training Centre

Organic Certification Concept of Organic Certification - Organic Certification Procedures - National Programme for Organic Production Standards.

Agricultural Marketing and Agri Business Agricultural Marketing

As per G.O.Ms.No.537, Agriculture (AA 8) Department, dated 24.12.2007, new staff was adopted and 29 District Offices were formed with Deputy Director of Agriculture as Head of Office and the State Headquarters was also reorganized.

Agri. Marketing Activities

1) Market Committees and Regulated Markets, Facilities provided in the Regulated Markets, Pledge Loan, and Dissemination of market price information
2)Drying yards at villages
3) Agmark Grading
4) Farmers Markets

Agri. Business Activities

1) Specialized Market Complexes
2) Banana Ripening Chamber
3) Establishment of Terminal market complexes
4) Agri Export Zones
5) Food Processing Industries, National Mission on Food Processing (NMFP), Objectives of NMFP, Structure, Major programmes/Schemes to be covered under NMFP
6) Tamil Nadu Irrigated Agriculture modernization and water bodies Restoration and Management (TN-IAMWARM Project), Role of commodity Groups in increasing the Farm income
7) Tamil Nadu Small farmers Agri-Business consortium (TNSFAC), eligibility criteria for funding
8) Agro Marketing Intelligence and Business promotion center

Tamil Nadu State Agricultural Marketing Board

1) Constitution
2) Sources of Income
3) Functions of Tamil Nadu State Agricultural Marketing Board, Training Programmes for Farmers and Marketing Personnel, Post Harvest Training to Farmers, Salem-Training Centre
4) Tamil Nadu Farmers Development and Welfare Scheme
5) Marketing Endowment Chair at Tamil Nadu Agricultural University
6) Domestic and Export Market Intelligence Cell(DEMIC)

TEST CODE : 161

TEST NAME: Agricultural Department Test for the Members of the Tamil Nadu Ministerial Service inthe Agriculture Department

Pattern / Type of Examination	Time Duration	Minimum Pass Marks	Maximum Marks
Objective Type – 80% without Books	2 hours	36	100
Descriptive Type – 20% With Books	30 minutes	9	
Total	2.30 hours	45	

TEST CODE : 167

TEST NAME: Agricultural Department Test for the Technical Officers of the Agriculture Department

Pattern / Type of Examination	Time Duration	Minimum Pass Marks	Maximum Marks
Objective Type – 80% without Books	2 hours	36	100
Descriptive Type – 20% With Books	30 minutes	9	
Total	2.30 hours	45	

AGRICULTURAL MARKETING (1 TEST)

Name of the Test

T.C. 128 : Departmental Test for Agricultural Marketing Department Employees

SYLLABUS

TEST CODE : 128

Departmental Test for Agricultural Marketing Department Employees

TAMIL NADU AGRICULTURAL PRODUCE MARKETING (REGULATION) ACT, 1987
ANNEXURE – I

1. Short title, extent and commencement
2. Definitions
3. Notification of intention of regulating marketing of Agricultural produce in specified area
4. Declaration of notified area
5. Establishment of Market Committee
6. Establishment of Markets
7. Establishment of special and subsidiary Markets
8. Trading in Agricultural produce in notified area
9. Alteration of notified area, etc.,
10. Constitution of Market Committee
11. Publication of names of Members of Market Committee
12. Chairman and Vice-Chairman of Market Committee
13. Disqualifications for Membership of Market Committee
14. Assistant Director of Agriculture to be Ex-officio Member
15. Term of office of Members, etc.,
16. Incorporation of Market Committee
17. Market Committee to be a local authority
18. Sub-Committee, Special Committee and delegation of powers
19. General meeting
20. Proceeding of Market Committee not to be invalidated by informalities

21. Nominated person to cease to be a Member in certain cases
22. Officers and servants of Market Committee
23. Execution of contracts by Market Committee
24. Levy of fee by Market Committee
25. Establishment of check-post or barrier
26. Issue of receipt by Market Committee
27. Determination of fee, etc., not to be questioned in prosecution
28. Levy of subscription for Market reports, etc.,
29. Market Committee Fund
30. Purposes for which Market Committee Fund may be expended
31. Power to borrow
32. Trade allowance not permissible except in certain cases
33. Special provision where there is delay in reconstitution of new Market Committee, etc.,
34. Delivery of possession of records and properties of Market Committee
35. Establishment of Tamil Nadu State Agricultural Marketing Board
36. Constitution of Board
37. Officers and servants of Board
38. Powers and functions of Board
39. Execution of contracts by Board
40. Power to borrow
41. Estimates of income and expenditure of Board
42. Annual audit of accounts
43. Superintendence and control by Government
44. Market Board Fund
45. Market Development Fund
46. Powers and functions of Director
47. Delegation of powers
48. Penalties
49. Liability of accused to pay fee, or other amount
50. Composition of offences

51. Power of Magistrate to recover summarily fee or other amount
52. Power to make rules
53. Power to make Regulations and By-Laws
54. Power to write off irrecoverable amount, etc.,
55. Bar of certain proceedings
56. President, Vice-President, Chairman and Vice-Chairman to be Public Servants
57. Limitation for certain suits and prosecutions
58. Trial of offences
59. Recovery of sums
60. Revision
61. Registration of document executed on behalf of Board or Market Committee
62. Injunction not to be granted in cretin proceedings, etc.,
63. Liability of President, Vice-President, Chairman, Vice-Chairman and Member for loss, waste or misapplication of property
64. Exemption
65. Power to amend the Schedule
66. Power to remove difficulties
67. Repeal and savings

TAMIL NADU AGRICULTURAL PRODUCE MARKETING (REGULATION) RULES, 1991

ANNEXURE – II

1. Short title
2. Definitions
3. Publication of Notification
4. Copy of the Act, Rules, etc. to be kept in the Office
5. Term of office to the Chairman and Vice-Chairman
6. Election of the Chairman and Vice-Chairman of the Market Committee
7. Election of the Vice-President of the Board
8. Cessation of office of the Chairman and Vice-Chairman
9. Cessation of office of the Vice-President of the Board
10. Resignation of Members, etc.,
11. Special Allowances
12. Powers and functions of the Chairman

13. Powers and functions of the Vice-Chairman
14. Notice of the meeting of the Market Committee
15. Preparation of Agenda
16. Presidency of the meeting
17. Quorum
18. Subject and motion in the meeting
19. Meeting of the Board
20. Conditions for association of person with the Board
21. Motion by Member to associate any person with the Board
22. Appointment of the Chief Executive Officer
23. Purchase of the executive authority of the Board and Market Committee
24. Application for License
25. Grant of License
26. Renewal of License
27. License fee
28. Fee for Renewal of License
29. Issue of Duplicate License
30. Suspension or Cancellation of License
31. Appeal
32. Submission of periodical return
33. Levy of fee on notified Agricultural produce
34. Person authorized to collect fee and charges
35. Subscription for supply of Market report
36. Exemption
37. Person to abide the instruction of the head of Market
38. Receipt of deposit of Agricultural produce
39. Storage and charge for storage
40. Storage after sales and charges therefore
41. Weighing of Agricultural produce
42. Returns by Weigh man, Broker, Measurer, Warehouseman
43. Engaging a broker
44. Exposure of Agricultural produce for sale
45. Regulation of purchase and sale in the market
46. Inspection
47. Accounts
48. Audit

49. Submission of audit report
50. Payment of cost of audit
51. Check on receipts and expenditure
52. Daily crediting of money
53. Payment to be made by cheque
54. Drawing of cheque
55. Passing of a bill
56. Passbook
57. Cash Book
58. Budget
59. Investment of surplus fund
60. Permanent Advance
61. Payment
62. Passing for payment
63. Acknowledgement of receipt
64. Sanction of Expenditure
65. Incurring of Expenditure
66. Time limit for presentation of bill
67. Overpayment
68. Defalcation or loss of money or valuable
69. Cheques
70. Signing of Cheque
71. Writing of Cheque
72. Cancellation of Cheque
73. Refund of Revenue
74. Stamp Account
75. Purchase of Stationery and Stores
76. Purchase of Books, Maps, Periodicals
77. Deposits
78. Authority to sanction refund of deposits
79. Diversion of loan amount
80. Checking the registers, etc., of the Board and Market Committee
81. Purchase, etc., by calling for tenders
82. Printing
83. Power to Condemn
84. Payment by the Market Committee to the Board

85. Contribution to the Market Development Fund
86. Payment of Travelling Allowance and Daily Allowance
87. Use of Motor Vehicle
88. Use of Telephone
89. Taking Building for Rent
90. Repayment of salaries of the officers and servants
91. Acquisition of Immovable Property, etc.,
92. Administrative approval for purchase of Immovable Property
93. Preparation of Plan and Estimates
94. Technical Sanction
95. Payment of centage charge
96. Administrative approval for work
97. Maintenance of Registers, Forms and Statements
98. Check-measurement, Inspection and Test-Check
99. Works in respect of which quotations have to be called for
100. Works in respect of which tenders have to be called for
101. Exercising the power of the Chief Engineer by the Superintending Engineer of the Board
102. Entrustment of work to other authority or agency
103. Payment to contractor
104. Completion Certificate
105. Entrustment of work
106. Heading over of the building, etc., by the Board
107. Authority competent to sanction fees to the Counsel and the Law Officers
108. Quantum of fees payable to the Counsel and the Law Officers
109. Appeal against the decision of a Court
110. Initiation or continuation of litigation against the interest of the Government
111. Maintenance of Suit Register
112. Submission of documents
113. Power to summon of documents
114. Authority to report material impropriety or irregularity, loss, waste or misapplication
115. Duty of the Secretary, Chief Executive Officer to remedy the defects or irregularities
116. Power of authority to disallow and surcharge
117. Submission of representation
118. Recovery
119. Returns

TEST CODE : 128			
TEST NAME: Departmental Test for Agricultural Marketing Department Employees			
Pattern/ Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 80% Without Books	2 hours	**36**	100
Descriptive Type - 20% With Books	30 minutes	**9**	
Total	**2.30 hours**	**45**	

ANIMAL HUSBANDRY & VETERINARY SERVICES (1 TEST)

Name of the Test

T.C. 162 : Animal Husbandry Department Test

SYLLABUS

Test Code:162

Animal Husbandry Department Test

Manual of Animal Husbandry Department

TEST CODE : 162

TEST NAME: Animal Husbandry Department Test

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% With Books	**2.30 hours**	45	100

COMMERCIAL TAXES DEPARTMENT (3 TESTS)

Name of the Test

T.C. 129 - Departmental Test in Commercial Taxes Acts – Part – I

T.C.145 - Departmental Test in Commercial Taxes Acts – Part – II

T.C.155 - Departmental Test in Commercial Taxes Acts – Part – III

SYLLABUS
TEST CODE : 129

Existing syllabus	Revised syllabus
Tamil Nadu VAT Act, 2006 (With relevant Rules & Amendments) Central Sales Tax Act, 1956 (With latest Amendment & relevant Rules) Tamil Nadu VAT Manual VAT Audit Manual Return Scrutiny, Identification of defects, issues of notice and passing of assessment Orders Latest High Court and Supreme Court Judgments Important Circulars issued by Commissioner of Commercial Taxes	1. volume IA-Legal framework of GST 2. Volume IB-Guide Book on Service Taxation 3. Volume IC-Compendium of standing Instructions/Circular of the Commissioner on GST

T.C.145 - **Departmental Test in Commercial Taxes Acts – Part – II**

Existing syllabus	Revised syllabus

Section A:

i. The Tamil Nadu Entertainments Tax Act and Rules, 1939

ii. The Tamil Nadu Betting Tax Act, 1935

iii. Tamil Nadu Tax on Luxuries in Hotel and Lodging Houses Act, 1981 Tamil Nadu Tax on Luxuries in Hotels and Lodging Houses Rules, 1980

Section B:

(a) The Tamil Nadu Commercial Taxes Manual, Volume - II

(b) The Tamil Nadu Commercial Taxes Manual, Volume - III

CHAPTER	CHAPTER HEADING
I	Registration
II	Levy and collection of tax
III	Time and value of supply
IV	Input Tax Credit
V	Tax invoice, credit and debit notes
VI	Returns
VII	Payment Of Tax
VIII	Accounts And Records
IX	Assessment
X	Refunds
XI	Audit
XII	Inspection, search, Seizure and Arrest
XIII	Offences and penalties
XIV	Demands and Recovery
XV	Liability to pay in certain cases
XVI	Appeals and Revision
XVII	Transitional provisions
XVIII	Miscellaneous
XIX	Integrated Goods and service act
XX	The Goods And Services Tax (compensation to states) Act, 2017
XXI	Volume –II-TNVAT Legacy and other Acts

TEST CODE : 155

Departmental Test in Commercial Taxes Acts – Part – III

Existing syllabus	Revised syllabus
Appendix XI of the Tamil Nadu Commercial Taxes Manual, Volume - I pages 323 - 396 containing extracts from the following Acts and codes:- (a) Banker's Book Evidence Act (XVIII of 1891) (b) The Code of Civil Procedure (V of 1908) (c) The Indian Companies Act (VII of 1913) (d) The Constitution of India (e) The Indian Contract Act (IX of 1872) (f) The Criminal Procedure Code (V of 1898) (g) The Indian Evidence Act (I of 1872) (h) The General Clauses Act (X of 1897) (i) The Indian Limitation Act (IX of 1908) (j) The Negotiable Instruments Act (XXVI of 1881) (k.)The Indian Partnership Act (IX of 1932) (l.)The Indian Penal Code Act (XLV of 1860) (m)The sale of Goods Act (III of 1930) (n) The Transfer of Property Act (IV of 1882) (o) The Tamil Nadu General Clauses Act (I of 1891) (p) The Tamil Nadu Revenue Recovery Act (II of 1864)	**Sl.no** | **Name of the manual** 1 | Volume-III-Establishment and office procedures

TEST CODE : 129			
TEST NAME: Departmental Test in Commercial Taxes Acts – Part – I			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 80% Without Books	2 hours	**36**	100
Descriptive Type - 20% With Books	30 minutes	**9**	
Total	**2.30 hours**	**45**	

TEST CODE : 145			
TEST NAME: Departmental Test in Commercial Taxes Acts – Part – II			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 80% Without Books	2 hrs	**36**	100
Descriptive Type - 20% With Books	30 minutes	**9**	
Total	**2.30 hours**	**45**	

TEST CODE : 155			
TEST NAME: Departmental Test in Commercial Taxes Acts – Part – III			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 80% Without Books	2 hours	**36**	100
Descriptive Type - 20% With Books	30 minutes	**9**	
Total	**2.30 hours**	**45**	

CO-OPERATIVE AUDIT & CO-OPERATION DEPARTMENT (5 TESTS)

Name of the Test

T.C.051 Departmental Test for Officers of the Co-operative Department - Co- operation

T.C.061 Departmental Test for Officers of the Co-operative Department - Co- operative Credit and Banking

T.C.068 Departmental Test for Officers of the Co-operative Department - Co-operative Management and Administration

T.C.057 Departmental Test for Officers of the Co-operative Department - Book – keeping

T.C.071 Departmental Test for Officers of the Co-operative Department – Auditing

SYLLABUS
TEST CODE : 051

Departmental Test for Officers of the Co-operative Department - Co-operation

1) Origin and History of Co-operative Movement in Foreign Countries

- Early Co-operative Ideas – Robert Owen, Dr.William King, Charles Fourier, Rochdale Pioneers
- Definition and concept of Co-operation - Rochdale Principles - Reformulated Principles of Co-operation – Co-operative Flag
- Different systems of Economic Organizations
- Evolution of Co-operative credit in Germany, Dairy Co-operative in Denmark and Consumer Co-operative in Japan and Sweden
- International Co-operative Alliance

2) History of Co-operative movement in India

1. Pre- Independence Era.

Report of Sir Frederick Nicholson - Recommendation of Mac lagan Committee, Royal Commission on Agriculture, Central Banking Enquiry Committee, All India Co-operative Planning Committee

2. Post Independence Era

Post Independence Developments – Concept of Planning for Development – Five year plans

3. Committees – All India Rural Credit Survey Committee – Dantwala - All India Rural Credit Review Committee – CRAFICARD – Bramprakash – Madhav Rao – Jagdish Capoor - Vaidyanathan

4. Co-operatives after New Economic Policy

3) Non Credit Co-operatives

a. Consumer Co-operatives – Structure - Primary (Students / Women) – District –State - National level - Retail Outlets - Departmental Stores & Super Markets – Public Distribution System

b. Co-operative Marketing – Structure – Primary Level / State Level – National level - Functions – Regulated Market – Linking of Credit with Marketing – Growers Co-operative – Role of NCDC

c. Co-operative Farming – Need for Co-operative farming – Features, Types of farming Co-operatives

d. Dair yCo-operatives–Structure–Primary/District/State/NDDB–Anand– Operation Flood

e. Housing Co-operatives – Types –Structure

f. Co-operative Processing–Sugar Factories–Spinning Mills–Fruits and Vegetables

g. Industrial Co-operatives – Types – Structure and Functions

h. Weavers Co-operatives – Types – Structure –Functions

Miscellaneous Co-operatives - Labour Contract – Printing Press – Social Welfare – KVI – Fisheries – Fertilizer Co-operatives Other Special Types

4) Co-operative Education and Training

District Level – State Level Co-op Union – NCUI – NCCE -Member Education Programmes

Co-operative Training Institutes – State – National – Training of Personnel's of Co-operative Institutions and Departments

5) History of Co-operative Legislation

Evolution of Co-operative Societies Acts from 1904 to 1934

- Detailed study of Tamil Nadu Co-operative Societies Act 1983 and TNCS Rules1988
- Registration of a Co-operative Societies
- Qualification, Rights and Liabilities of Members
- Management of Registered Societies
- Audit, Inquiry, Inspection, Investigation, Surcharge and Supersession
- Settlement of Disputes
- Winding Up
- Appeal, Revision, Review Offences and Penalties

6) Model State Co-operative Societies Act as per 97th Constitutional Amendment Act, 2011

7) Allied Laws applicable to Co-operatives – Contract Act – Limitation Act – Shops and Establishment Act – Bonus Act

Labour Laws – Wage Legislation – Industrial Disputes – Social Security Acts

TEST CODE : 061

Departmental Test for Officers of the Co-operative Department – Credit & Banking

SYLLABUS

1) **Meaning and Definition of banking** – Various types of Banks – Genesis and Growth of Co-operative Credit and Banking
2) **Rural Credit**
   Short Term Co-operative Credit Structure – 3 Tier – PACCS – DCCB - TNSCB - Functions
3) **Long term Co-operative Credit Structure – Two Tier – PCARDB –SCARDB – Functions**
4) **Urban Credit** – Urban Co-operative Banks - Employees Thrift & Credit Societies
5) **Industrial Credit** – Industrial Co-operative Bank
6) **Approaches in Development of Agriculture Credit**

- Role of NABARD in Credit
- Service Area Approach
- Joint Liability Group
- Development Action Plan Kissan Credit Card

7) **Co-operative Banking** - Banking Regulation Act, 1949 and Negotiable Instruments, Act 1881 applicable to Co-operative Banks – Licensing of Co-operative Banks – Prevention of Money Laundering Act, 2002 – Securitization and Reconstruction of Financial Assets and Enforcement of Security Interest Act (SARFAESI) 2002 – Debt Recovery Tribunal

8) **Banker and Customer Relationship** – Definition - Rights and Responsibilities of Banks as collecting banks, paying bankers – Bankers' rights and right to set off Appropriation of Accounts, Accepting and Collection of Cheques and bills, Demand Draft, etc., - Banking Ombudsman

9) **Banking operations** - Mobilisation of resources – Acceptance of Deposits – Adherence to KYC Norms for Opening of Accounts – Documentation for Various Loans – Financial Inclusion – Opening of No Frill Accounts

10) **Management of Funds in Banks** – Principles of Good Lending and Investment – Profit Planning – Consortium schemes

11) **Types of Loans** – Secured and Unsecured - Overdraft, Cash Credit – Pledge – Hypothecation – Mortgage - Documents of title deeds - Land and Buildings, Gold, produce and goods

12) **Non Performing Assets and Recovery management** – Income Recognition and Asset Classification Norms – Causes for Over dues – Recovery Ethics

13) **Banking Services and Technology** – Core Banking Solutions (CBS)- Debit and Credit Card – Real Time Gross Settlement (RTGS) – National Electronic Fund Transfer (NEFT) – ECS Debit and Credit – Digital Cheques – Cheque Transaction – Indian Financial Services Code(IFSC)

13) Schemes-SHG/loans to weaker sections like Differently abled, Minorities, Backward classes, THADCO, Petty trades, loans to MSME sectors

TEST CODE : 068

Departmental Test for Officers of the Co-operative Department - Co-operative Management and Administration

Co-operative Management and Administration:-

1) Management – Definition – Evolution of the Concept of Management – Principles of Management – Functions of Management.

2) Management in Co-operatives - Distinctive features - Need for Professional Management in Co-operatives.

3) Important features of By laws of Co-operative Institutions – Powers, Duties and Responsibilities of Members, Board of Directors

4) Functions of Management

a) Planning in Co-operatives – Process of Planning in Co-operatives – Decision Making and its Techniques.
b) Organizing – Methods – Delegation – Decentralization in Co-operatives – Functional Authority - Process of Departmentalization - Organizing in different types of Co-operatives
c) Direction – Elements of Direction – Role of Leadership and Communication in Co-operatives
d) Co-ordination – Need – Principles – Techniques of Co-ordination
e) Control–Process and Types of Control–Requirement of Good Control System– Internal Checks and Control
f) Staffing – Forecasting HR requirements in Co-operatives – Recruitment – Training - Appraisal

5. Functional Areas of Management

a) Personnel Management - Personnel policy in Co-operatives–Organizational Setup – Wage and Salary Administration
b) Production – Planning and Control –Standardization
c) Materials Management – Inventory Management – Control –Techniques
d) Marketing Management – Marketing Mix – PLC concept – Marketing research and strategies
e) Financial Management–Financial Planning and Budget–Capital Structure– Working Capital Management – Financial Ratios
f) Office Management – Office Layout – Location – File and Record Maintenance – Commercial Correspondence – Drafting Communication – Attendance and Discipline

6. Co-operative Administration - Present set up of Co-operative Department-Vertical and functional-Gazetted and non-Gazetted staff set up at the State, Divisional District and Sub Divisional levels-Various records and registers Maintained by inspecting, supervisory and audit staff

7. Executive functions-Statutory functions and powers of various Co-operative officers at various levels- Delegation of various powers of Registrar to various officers

8. Various reports and returns submitted by Co-operative Societies- compilation of statistical data- Follow up inspection and enquiry reports

9. Operational Efficiency of Co-operatives – Criteria for measuring operational efficiency – Key Result and Performance Area – Performance Budgeting – Productivity and Profitability -MIS

10. Role of Members, Board of Management and General body of a Co-operative Societies

11. Role of Registrar of Co-operative Societies and Government in a Co-operative movement

TEST CODE : 057

Departmental Test for Officers of the Co-operative Department – Book- keeping

1. Double Entry – Book-keeping – Objects and Functions - Concepts and Conventions – Accounting Process – Difference between Book Keeping and Accounting – Accounting Cycle – Types of Accounts – Personal, Real, Nominal - Rules for Debit and Credit

2. Books of Accounts – Transaction – Journal – Ledger Postings – Balancing - Subsidiary books – Different kinds – Cashbook

3. Bank Reconciliation Statement

4. Preparation of Trial Balance and Rectification of Errors

5.Capital and RevenueTransactions–Valuation of Closing stock

6. Preparation of Trading Account – Profit and Loss Account and Balance Sheet

7. Depreciation and its Types - Methods of Calculating Different types of depreciation

8. Financial Statements Analysis and its Interpretation

9. Reserves- General and Specific Reserve fund

10. Consignment and Joint Venture Accounts

11. Maintenance of Accounts in Co-operative Societies – Registers and Books to be maintained as per TNCS Act and Rules - Common Accounting System (CAS) – Management Information System(MIS)

Test Code : 071

Departmental Test for Officers of the Co-operative Department – Auditing

1. Origin of Audit, definition and objectives of Audit - Principles - Advantages and Scope of Audit, Various Kinds of Audit – Special features of Co-operative Audit Difference between Commercial and Co-operative Audit

2. Departmental set up for Co-operative Audit and Milk Co-operatives

3. Responsibility of Audit Department for Completion of Audit – Co-ordination with all functional Registrars for conduct of Audit-Rights, Duties and Responsibilities of an Auditor.

4. Audit programme with Internal Check and Internal Audit – Review of Books and Accounts.

5. Vouching and routine Checking - Vouching of receipts and payments - Checking of postings in the Ledgers.

6. Administrative Audit - Conduct of Audit as per TNCS Act, Rules, Manuals and By-Laws and Administrative Instructions.

7. Verifications and Valuations of assets – Verification of Liabilities- Verification of fluid resources maintained by Co-operative Banks

- Distribution of profits – Fulfilling all statutory requirements (CEF, CDF – Reserve Fund etc.,) – Provision for bonus under Bonus Act and Provision for Income Tax Sales Tax, etc.,
- Depreciation – Statutory and Non Statutory Provisions – Creation and Release of Reserves

Valuation of Stock in trade including stock under processing – principles of valuation of different kinds of assets – Valuation of bad & doubtful debts

8. Preparation of Receipts & Charges, Trading & Profit & Loss Account – Costing & Preparation of Manufacturing Accounts, Balance Sheet, Checking & Finalizing of Accounts – Contra entries & adjustment entries – Final closing of Accounts, Reconciliation of Bank balance & other balances as per books of accounts with audited statements

9. Summary of Defects – Special Report on serious defects – Rectification of audit defects

10. Audit of different kind of Co-operative Societies – PACCS – DCCB – UCB – CARDB – Weavers – Marketing – Dairy – Industrial - Consumer – Important Registers and Accounts to be checked by the Auditor for different types of societies - Levy and Collection of Audit fees – Societies exempted from payment of Audit fees.

11. Preparation of Audit memorandum an den closures to Audit memorandum – Test Audit – Issue of Audit certificate.

Placing of final Audit memorandum in the general body.

TEST CODE : 051			
TEST NAME: Departmental Test for Officers of the Co-operative Department - Co-operation			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 80% Without Books	2 hours	**36**	100
Descriptive Type - 20% Without Books	30 minutes	**9**	
Total	**2.30 hours**	**45**	

TEST CODE : 061			
TEST NAME: Departmental Test for Officers of the Co-operative Department - Co-operative Credit and Banking			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 80% Without Books	2 hours	**36**	100
Descriptive Type - 20% Without Books	30 minutes	**9**	
Total	**2.30 hours**	**45**	

TEST CODE : 068			
TEST NAME: Departmental Test for Officers of the Co-operative Department – Co-operative Management and Administration			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 80% Without Books	2 hrs	**36**	100
Descriptive Type - 20% Without Books	30 minutes	**9**	
Total	**2.30 hours**	**45**	

TEST CODE : 057			
TEST NAME: Departmental Test for Officers of the Co-Operative Department - Book - keeping			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 40% Without Books	1 hr	**18**	100
Descriptive Type - 60% Without Books	1.30 hours	**27**	
Total	**2.30 hours**	**45**	

TEST CODE : 071			
TEST NAME : Departmental Test for Officers of the Co-operative Department - Auditing			
Pattern/ Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 40% Without Books	1 hour	**18**	100
Descriptive Type - 60% Without Books	1.30 hours	**27**	
Total	2.30 hours	**45**	

ECONOMICS AND STATISTICS DEPARTMENT (1 TEST)

Name of the Test

T.C.075: Departmental Test for the Ministerial Staff of the Department of Economics and Statistics

SYLLABUS

TEST CODE : 075

Departmental Test for the Ministerial Staff of the Department of Economics and Statistics

Measures of central Tendency Measures of Dispersion – Skewness and kurtosis, Correlation and Regression, Theory of Probability, Probability distributions like Binomial, Poisson, Normal, t, Chi-Square & F. Moment Generating Functions, Testing of Hypothesis using various Statistical Tests like Z, t, F, Chi-Square, Basics of Multiple Regression and Multivariate analysis and Sampling design. In addition, they should have basic skills in using MS-Excel.

T.C.075:
Departmental Test for the Ministerial Staff of the Department of Economics and Statistics

Pattern/ Type of Examination	**Time Duration**	**Minimum pass marks**	Maximum Marks
Objective Type - 100% Without Books	**2.30 hours**	45	100

EMPLOYMENT AND TRAINING DEPARTMENT (2 TESTS)

Name of the Test

T.C.052: Departmental Test for Members of the Tamil Nadu Ministerial Service in the National Employment Service

T.C.058: Departmental Test for Officers of the National Employment Service

SYLLABUS

T.C.052: Departmental Test for Members of the Tamil Nadu Ministerial Service in the National Employment Service

EXISTING SYLLABUS	REVISED SYLLABUS
The following portion of the National Employment Service Manual as amended from time to time PART – I – EMPLOYMENT EXCHANGE POLICY AND PROCEDURE Chapter–II – Employment Exchange Procedure Chapter–III – Employment Exchange Instructions Chapter–IV – Standard Employment Exchange Forms Chapter–VII – Registration of Employment Seekers Chapter – VIII – Documentation of Vacancies Chapter – X – Post Submission Action Chapter – XIII – Vacancy and Labour Clearing Chapter – XVI – Various General Instructions Chapter – XVIII – Reports and Returns PART - II – EMPLOYMENT MARKET INFORMATION Chapter - I - Introduction Chapter - II - Construction of Employer's Register Chapter - III - Collection of Employment Market Information Chapter - IV- Progress Reports PART - III – VOCATIONAL GUIDANCE PROGRAMME Chapter - I - Organization and functions Chapter - V - Collection of Occupational Information PART - IV – PLACEMENT OF THE PERSONS WITH DISABILITIES	The following portion of the National Employment Service Manual as amended from time to time PART – I – EMPLOYMENT EXCHANGE POLICY AND PROCEDURE Chapter–II – Employment Exchange Procedure Chapter–III – Employment Exchange Instructions Chapter–IV – Standard Employment Exchange Forms Chapter–VII – Registration of Employment Seekers Chapter – VIII – Documentation of Vacancies Chapter – X – Post Submission Action Chapter – XIII – Vacancy and Labour Clearing Chapter – XVI – Various General Instructions Chapter – XVIII – Reports and Returns PART - II – EMPLOYMENT MARKET INFORMATION Chapter - I - Introduction Chapter - II - Construction of Employer's Register Chapter - III - Collection of Employment Market Information Chapter - IV- Progress Reports PART - III – VOCATIONAL GUIDANCE PROGRAMME Chapter - I - Organization and functions Chapter - V - Collection of Occupational Information PART - IV – PLACEMENT OF THE PERSONS WITH DISABILITIES

	1. Administration Section: About administration set up,No. of Offices and Regions **2. Computerisation Section:** About tnvelaivaippu portal and latest changes made in the portal **3. Career Guidance**: About Study Circle,Virutal Learning System, State Career Guidance centre, University Coaching classes, Special career guidance programme, career awareness, vocational career guidance, book **4. Employment Market Information:** About Private job portal, EMI-Collection of Online returns, Job fair **5. Staff Training**: About important instruction regarding registration Renewal, vacancy and employment exchange activities, submission(including SEECM) except NESM **6. Unemployment Assistance Scheme**: About Unemployment Assistance Scheme for general and Differently abled **7. Thittam & Velaivaippu**: Model Career Centre, Coaching Cum Guidance Centre for SC/ST, Coaching Cum Guidance Centre for Tribal Population Special Cell For Differently Abled Overseas Manpower Corporation Limited Registration ,Skill Registration ,Tamil Nadu Skill Development Corporation.

T.C.058: Departmental Test for Officers of the National Employment Service

EXISTING SYLLABUS	REVISED SYLLABUS
The following portion of the National Employment Service Manual as amended from time to time:- **PART – I – EMPLOYMENT EXCHANGE POLICY AND PROCEDURE** Chapter–II – Employment Exchange Procedure Chapter–III – Employment Exchange Instructions Chapter–IV – Standard Employment Exchange Forms Chapter–VII – Registration of Employment Seekers Chapter – VIII – Documentation of Vacancies Chapter–X – Post Submission Action Chapter – XIII – Vacancy and Labour Clearing Chapter – XVI – Various General Instructions Chapter – XVIII – Reports and Returns **PART - II – Employment Market Information** Chapter - I - Introduction Chapter - II - Construction of Employer's Register	The following portion of the National Employment Service Manual as amended from time to time:- **PART – I – Employment Exchange Policy And Procedure** Chapter–II – Employment Exchange Procedure Chapter–III – Employment Exchange Instructions Chapter–IV – Standard Employment Exchange Forms Chapter–VII – Registration of Employment Seekers Chapter – VIII – Documentation of Vacancies Chapter–X – Post Submission Action Chapter – XIII – Vacancy and Labour Clearing Chapter – XVI – Various General Instructions Chapter – XVIII – Reports and Returns **PART - II – Employment Market Information** Chapter - I - Introduction Chapter - II - Construction of Employer's Register

Chapter - III - Collection of Employment Market Information Chapter - IV - Progress Reports **PART - III – Vocational Guidance Programme** Chapter - I - Organization and functions Chapter - V - Collection of Occupational Information **PART - IV – Placement Of The Persons With Disabilities**	Chapter - III - Collection of Employment Market Information Chapter - IV - Progress Reports **PART - III – Vocational Guidance Programme** Chapter - I - Organization and functions Chapter - V - Collection of Occupational Information **PART - IV – Placement Of The Persons With Disabilities** **1. Administration Section**: About administration set up,No. of Offices and Regions **2. Computerisation Section:** About tnvelaivaippu portal and latest changes made in the portal **3. Career Guidance**: About Study Circle,Virutal Learning System, State Career Guidance centre, University Coaching classes, Special career guidance programme, career awareness, vocational career guidance, book **4. Employment Market Information:** About Private job portal, EMI-Collection of Online returns, Job fair **5. Staff Training**: About important instruction regarding registration Renewal, vacancy and employment exchange activities, submission(including SEECM) except NESM **6. Unemployment Assistance Scheme**: About Unemployment Assistance Scheme for general and Differently abled **7. Thittam& Velaivaippu**: Model Career Centre, Coaching Cum Guidance Centre for SC/ST, Coaching Cum Guidance Centre for Tribal Population Special Cell for Differently Abled Overseas Manpower Corporation Limited Registration, Skill Registration ,Tamil Nadu Skill Development Corporation.

-

TEST CODE : 052			
TESTNAME: Departmental Test for Members of the Tamil Nadu Ministerial Service in the National Employment Service			
Pattern/ Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 80% Without Books	2 hours	**36**	100
Descriptive Type - 20% Without Books	30 minutes	**9**	
Total	**2.30 hours**	**45**	

TEST CODE : 058			
TEST NAME: Departmental Test for Officers of the National Employment Service			
Pattern/ Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 80% Without Books	2 hours	**36**	100
Descriptive Type - 20% Without Books	30 minutes	**9**	
Total	**2.30 hours**	**45**	

EVALUATION AND APPLIED RESEARCH DEPARTMENT (1 TEST)

Name of the Test

T.C.070 : Departmental Test for Evaluation and Applied Research Department

SYLLABUS

TEST CODE : 070

Departmental Test for Evaluation and Applied Research Department

I. SURVEY, RESEARCH AND EVALUATION:

1. Socio-economic surveys : Nature, Scope and Limitations
2. Evaluation: Types & Methodologies of Evaluation (i.e. ex-ante, concurrent and ex-post) - Qualitative, quantitative and mixed methods of evaluation techniques
3. Evaluation Design: Process Evaluation, Impact Evaluation etc., Programme Theory, Design and Logical Framework, Tools used for data collection
4. Sampling methods & techniques – Introduction to Probability, Distribution, various sampling techniques (i.e. purposive sampling, random sampling, stratified sampling etc.)
5. Different stages in Executing Evaluation & Survey Techniques – Questionnaire Design, Pre-testing, Piloting, Quality control measures etc.,
6. Interpretation of Evaluation – Application of statistical techniques i.e., scaling techniques, linear programming, econometrics, causality, multi-varied regression, panel data and regression analysis

II. PROJECT FORMULATION AND APPRAISAL:

1. Introduction to Public Policies, Principles and Decision Making and Investment Criteria
2. Introduction to Principles of Project Appraisal and Techniques, Financial and Economic Analysis
3. Cost-Benefit analysis Vs. Cost Effectiveness Technique

III. DATA BASE FOR GROWTH, DEVELOPMENT AND STRUCTURAL TRENDS IN TAMIL NADU & INDIAN ECONOMY:

1. Sources for data relating to important items: Population, State Income, State Finance, Agriculture, Industries, Prices, Employment, Energy, Transport and Communication, Banking, Rural / Urban Development, Poverty, Education, Health and Nutrition
   (Data to be sourced from NFS, HDR, RBI, NSSO, Census, SRS Bulletin, Economic Survey, CMIE, NFHS etc.,)

2. Methodology adopted for estimates of State Domestic Product(SDP)

3. Methodology used for compiling key indicators of Tamil Nadu Economy viz., Index of Agricultural Production; Index of Wholesale Prices, Consumer Price Index, Index of Industrial Production

4. Budget documents of Tamil Nadu Government as sources of information relating to State Finance viz., Budget Memorandum, Detailed Estimates of Revenue and Detailed Demands for Grants

IV. TRENDS IN ECONOMIC DEVELOPMENT OF TAMILNADU

1. Sectoral Trends in the composition of State Domestic Product for the last ten years

2. Long term Trends with regard to the performance of Agricultural and Industrial Sectors covering the last ten year period

3. Trends in the economic magnitudes of Tamil Nadu Budget during the last ten years

TEST CODE : 070

TEST NAME: Departmental Test for Evaluation and Applied Research Department

Pattern/ Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 40% Without Books	1 hour	18	100
Descriptive Type - 60% Without Books	1.30 hours	27	
Total	**2.30 hours**	45	

FIRE AND RESCUE SERVICES DEPARTMENT (3 TESTS)

Name of the Test

T.C.053: Departmental Test in the Manual of Firemanship for Officers of Tamil Nadu Fire and Rescue Services - First Paper

T.C.059: Departmental Test in the Manual of Firemanship for Officers of Tamil Nadu Fire and Rescue Services – Second Paper

T.C.066: Departmental Test - Tamil Nadu Fire Service Manual

SYLLABUS

TEST CODE : 053

Departmental Test in the Manual of Firemanship for Officers of Tamil Nadu Fire and Rescue Services – First Paper

Book 1. Elements of Combustion and Extinction

I. Physics of Combustion
II. Chemistry of Combustion
III. Methods of Extinguishing fire

Book 2. Fire Service Equipment

I. Hose
II. Hose Fittings
III. Ropes and Lines, Knots, Slings etc.,
IV. Special and Small gear

Book 3. Hand pumps, Extinguisher and foam equipment

I. Hand operated pumps
II. Portable fire extinguishers and fire blankets
III. Foam and foam making equipment

Book 5. Ladders and Appliances

I. Extension Ladders, Hook Ladders and Roof Ladders
II. Escapes
III. Turntable Platforms
IV. Special Appliances
V. Pumping Appliances

Book 6. Breathing Apparatus and Resuscitation

I. Breathing Apparatus
II. Operational Procedure of Breathing Apparatus
III. Resuscitation
IV. Chemical Protective clothing

Book 7. Hydraulics Pumps and Pumps Operation

I. Hydraulics
II. Water supplies and hydrants
III. Pumps Primers and Pump Operation
IV. Water carrying and relaying

Book 8. Building construction and structural fire protection

I. Building Materials
II. Elements of Structure
III. Building design
IV. Examples of buildings
V. Services in buildings

Book 9. Fire Protection of buildings

I. Fire extinguishing systems (Automatic Sprinklers, other installations using water and not using water)
II. Fire Alarm systems
III. Fire venting systems
IV. National Building Code of India, 2005 Part IV, Fire and Life Safety & Part III Development - Control Rules and General Building Requirements.

TEST CODE: 059

Departmental Test in the Manual of Firemanship for Officers of Tamil Nadu Fire and Rescue Services – Second Paper

Book 4 incidents involving Aircraft, Ships and Trains

I. Incidents involving Aircrafts
II. Incidents involving Ship
III. Incidents involving Trains

Book Part 6 A - Practical Firemanship - 1

I. Practical Fire - Fighting
II. Control at a fire
III. After afire
IV. Methods of entry and cutting away
V. Methods of rescue
VI. Ventilation of fires
VII. Salvage
VIII. Knots, Splices, Slings and purchases, making up of lines

Book Part 6B Practical Firemanship - II

I. Fires in rural areas
II. The gas industry and fires in gas works
III. Electricity and the fire service
IV. Fires in Aircraft
V. Fires in oil Refineries

Book Part 6 C Practical Firemanship - III

i. Fire in dusts
ii. Fires involving Explosives
iii. Fat and Wax fires
iv. Fire in fibrous materials
v. Fires in fuels
vi. Fires in grain hops and their derivatives
vii. Metal fires
viii. Fires in Animal and Vegetable Oils
ix. Paints and Varnish fires
x. Fires involving Plastics including Celluloid
xi. Radioactive materials
xii. Refrigeration plant risks
xiii. Fires in Resins and Gums
xiv. Rubber fires
xv. Sugar fires

Alphabetical list of dangerous chemicals

Book 10 Fire Service Communication

i. The Public Telephones System and its relationship to the fire service
ii. Mobilizing arrangements
iii. Call- out and Remote Control System
iv. Radio, Wireless
v. Automatic Fire Alarm signaling system

DISASTER MANAGEMENT

1. National Disaster Management Act of 2005 (India)
2. National Disaster Management Authority State
3. Disaster Management Authority and District Disaster Management Authorities
4. National Disaster Response Force (NDRF)
5. Safety Codes - Safety against Earthquake Hazards
6. Cyclones, Floods, Landslides, Underground Blasts
7. Fire Hazards - Safety Codes with reference to BIS

Major Disasters

1. Water and climate related disasters (like Floods, Cyclones, Cloud Burst, Tsunami, etc.,)
2. Geologically related Disasters (like Earthquakes, Land Slides, Dam Bursts, etc.,)
3. Chemical, Industrial and Nuclear related disasters
4. Accident related Disasters (Like major building collapse, serial Bomb Blast, Air road or Rail Accidents, Forest Fires, Oil spill etc.,)
5. Biologically related Disasters (like Biological / Nuclear / Chemical attack, Biological Epidemics, Food poisoning etc.,)

SOPs (Standard Operation Procedure)
For handling various incidents and Role of Fire and Rescue Services.

Test Code : 066

Departmental Test - Tamil Nadu Fire Service Manual

1. The Tamil Nadu Fire Service Manual
2. Right to Information Act,2005

TEST CODE : 053

TESTNAME: Departmental Test in the Manual of Fireman ship for Officers of Tamil Nadu Fire and Rescue Services – First Paper

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

TEST CODE : 059

TESTNAME: Departmental Test in the Manual of Firemanship for Officers of Tamil Nadu Fire and Rescue Services – Second Paper

Pattern/ Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

TEST CODE : 066

TEST NAME: Departmental Test - Tamil Nadu Fire Service Manual

Pattern/ Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

FISHERIES DEPARTMENT (4 TESTS)

Name of the Test

T.C.132: Fisheries Departmental Test –I - Tamil Nadu Fisheries Manual - Part – I and II

T.C.054: Fisheries Departmental Test – II Part – A - Marine Fisheries

T.C.060: Fisheries Departmental Test – II Part - B - Inland Fisheries

T.C.067: Fisheries Departmental Test – II Part - C - Fisheries Technology

SYLLABUS

TEST CODE : 132

Fisheries Departmental Test –I - Tamil Nadu Fisheries Manual - Part – I and II

Part - I -Tamil Nadu Fisheries Manual – Part – I

Part – II - Tamil Nadu Fisheries Manual – Part – II - Volume I
(Chapters on Pearl and Chank Fisheries)

Tamil Nadu Fisheries Manual Part – II - Volume V
(Chapters on Fisherman Co-operative Societies and Loans to Fisherman Co-operative Societies)

TEST CODE : 054

Fisheries Departmental Test – II Part – A - Marine Fisheries

MARINE FISHERIES - THEORY

FISHERIES SCIENCE : Biology of Marine Fishes, Anatomy and Taxonomy of Marine Fishes – Food, Feeding, Breeding habits – Parental care – Range of distribution according to temperature salinity, etc., - Food fishes contributing to major fishery - Fisheries Policy -Vision

1) OCEANOGRAPHY**:**

i) Its relation to Fishery Science – Physical and Chemical Distribution of land and water – Topographic features of ocean floor with special reference to the Indian Ocean. Continental shelf and slope – Depth of Ocean - Terms used in describing sea bottom – Colours – Rise – Ridge – Physical properties of sea water – Temperature, Pressure, Density, Light penetration – Chemistry and Fertility of Sea water – Distribution of nutrients and dissolved gases – Instruments used for collection of samples etc.,

ii) Water masses – General Ocean Currents of the World – Waves and Tides–Drifts–Trade Winds–Monsoons–their causes and distribution – Instruments used to measure current velocity and direction

iii) Influence of Physico – Chemical factors on Fish behaviours and Fisheries

2) METEOROLOGY**:**

i) Introduction - Weather and Climate

ii) Elements of weather and observations – Air masses – Meteorology and Fisheries– Instruments used for Meteorological purposes

iii) Synoptic Oceanography and its future applications – Fish location by Hydro graphic conditions

3) MARINE BIOLOGY:

i) Plankton,Nekton,Benthos–Classification-Methods of collection and examination – Description of equipments used – Biological indicators of Fisheries - "Red Tide" and related phenomenon of discoloured waters – Primary production and standing crops–Plankton as fish food – Fish Eggs and Larvae – Preservation of specimens.

ii) Study of the Planktonic Organisms of the Tamil Nadu Coast

iii) Marine sea weeds of economic importance – Names of common sea weeds available in theTamil Nadu Coast – Their availability, a bundance and utility

iv) Icthyotoxicology

4) MARINE FISH AND FISHERIES:

i) Ecology - Life History – Feeding – Breeding – Recruitment – Migration - Fishing grounds–Distribution-Fluctuations,Seasonsofavailability-Methodofcapture

ii) Fishing grounds of the World – World Fisheries – Fisheries of India

iii) Fisheries of Tamil Nadu including Shell fisheries – Statistics of marine fish landing – Tamil names for the different varieties of fishes

A. PELAGIC FISHERIES:

Sardines, Mackerals, Tuna, Bombay Duck, Pomfrets, Shark, Seer, White bait, Ribbon fish, Flying fish etc.,

B. DEMERSAL FISHERIES:

Fisheries of Prawn, Lobsters, Crabs, Sciaenid, Polynemids, Sole, Molluscs (Chank, Pearl, Oysters, Clams, Mussels, etc.,) Flat fishes, Silver bellies, Rays, Eels, Perches, Echinoderms. Pearl and Chank fisheries of Tamil Nadu – Organization and Management Legislation relating to these fisheries - Inspection and Survey of Pearl and Chank Beds – Under water Survey and diving methods

C. OTHER MARINE FISHERIES:

Corals, Sponges, Turtle, Marine mammals

D. FISH POPULATION STUDIES:

i) Unity stock distribution–Migration–Tagging–Recruitment-Age determination– Length and Weight relationships
ii) Elementary principles and methods on Mortality and Survival
iii) Catch: Fishing effort
iv) Estimate of stock, Density, overfishing
v) Conservation of Fisheries resources with special emphasis on Conservation of endangered species

5) MARICULTURE:

i) Definition: Cultivable species – Methods of culture – Location of culture and Farm areas

ii) Culture of Edible Oysters and Mussels – Crabs – Seaweeds – Pearl Oysters Breeding, Rearing, and Farming

iii) Marine Fish Farming - Design and Construction – Pen culture, Cage culture – Sea ranching

iv) Diseases of Marine fishes

6) MARINE POLLUTION:

i) Definition – Types of pollution – Broad outlines of effects and control of pollution on Marine Fisheries

7) LAWS:

i) Law of the sea–International Organizations and Commissions on Fisheries-Development

ii) EEZ of India

iii) Tamil Nadu Marine Fisheries Regulation Act and Rules

8) MARINE FISHERIESMANAGEMENT

9) STATISTICS

Collection of Fish Landings, Recording and Analysis – Compilation

TEST CODE : 060

Fisheries Departmental Test – II Part - B - Inland Fisheries

INLAND FISHERIES (THEORY)

1) LIMNOLOGY**:**

I) Origin of lakes – Morphometry and connected features – Physical features of waters – Importance of thermal properties of water and optical properties – Chemical features of Lakes and Ponds – Alkalinity and pH dissolved gases, dissolved salts, nutrient cycles, (Carbon, Nitrogen, Phosphorus, Silica, Sulphide, etc.) soil – water relationships, Lotic and Lentic water - Elementary limnological methods – Collection and analysis of water,Productivity–Productivity relationships - Biological productivity – Nutrient depletion – Carbon fixation, oxygen production, etc., - Photo – synthesis and Primary Production – Secondary production Chlorophyll and C1 trophic relationships

II) Biological Limnology – Plankton of fresh and brackish waters – Characteristics of Oligotrophic, Eutrophic, cold and warm waters – Phyto plankton Zoo - plankton relationships – Benthic fauna, Periphyton, Nekton – Relationship of plankton to water quality and fish production – Plankton collection and analysis, Identification of important groups of phyto plankton, zoo plankton and benthic fauna - Estimation of primary production – Vertebras, Otolith, etc.,- Petersons methods – Role of micro organisms

2) FISH BIOLOGY :

I) Anatomy and Taxonomy of Fresh Water fishes – Identification of Fishes - Estuarine Fish and Prawn – Food, Feeding, Breeding habits – Parental care – Range of distribution according to temperature, Salinity, Altitude, etc., - Food fishes, Public health fishes, Ornamental fishes – Fish diseases and their control - Removal of Pituitary Gland from fish and its storage - Preparation of extract and injection techniques - Examination of gut contents, gonads, maturity stages etc., - Determination of Age of fishes by scales, spines etc.,

3) FISH CULTURE :

I. Fish Farm design and construction – Nursery management - Pond preparation, Drying, Weed removal, Removal of unwanted fishes, Elimination of insects,Manuring

II. Breeding – Natural breeding of fish - Artificial breeding by stripping - Bund breeding – Hormone breeding – Techniques – Breeding of major carps – Chinese carps – by pituitary injections – Jar hatchery techniques – Chinese hatchery – Hatchlings production and stocking - Natural fish seed collections – Conditioning - Transport – Measuring and counting of ova, fertilized eggs, hatchings, fry etc., Live fish transport methods – Use of Tranquilizers and Oxygen; - Crafts and Gears in inland waters for collection of spawn, breeder fish from tanks and reservoirs etc.,

III. Stocking of fry in Nurseries, Floating cages - Rearing, Feeding, Thinning - Harvesting and Marketing

4) POND CULTURE:

Pond Management: Weed control - Control by Chemical, Biological, Physical methods - Manuring, Fertilization - Stocking compatible species – Insect control by Oil emulsion - Poly culture with indigenous species and with exotic species (Chinese carps) – Principles of composite fish culture – Feeding niches – Cultivable fresh water fish – Culture of air breathers, Predators, Cat fishes, Eels etc., - Tilapia and its utility as food – Harvesting

5) FISH ENEMIES AND CONTROL

6) FLUVIATILE FISHERIES, RESERVOIR AND TANK FISHERIES:

River Fisheries – Effect of Weirs and Dams – Development of reservoir fisheries – Fish passes – Ladders fish ways etc., - Change in fish population – Fishing method in Reservoirs, Lakes, Rivers - Management practices – Conservancy - Types of tanks and methods of Fishing with reference to Adyar Estuary, Cauvery River, Poondi Reservoir, Veeranam Tank and Mettur Dam etc.,

7) SPECIAL FISHERIES :

Integrated Fish Farming – Sewage Fish Farming – Use of Temple tanks and Fort Moats for fish culture – Running water fish culture – Culture of fish in enclosures – Race way fish culture

8) CONSERVANCY AND FISHERY LEGISLATION:

i) Indian fisheries Act – Madras Act, 1929 – Regulations for Fishing in Rivers, Reservoirs, Tanks etc., - Closed seasons - Prohibited areas – Sanctuaries – Nilgiri Fishing Rules, Kodaikanal Fishing Rules – Tamil Nadu Inland Fishing Rules, 1972 – Boards Standing Orders – Auctioning of Water bodies

ii) Application of Biotechnology in Aquaculture – Cryopreservation of Fish Gametes – Coastal Aquaculture Authority - Specific Pathogen Free (SPF) stocks in shrimp culture – Bio - security – Bioremediation in aquaculture - GMP in aquaculture units – EIA studies – Risk management in aquaculture - Insurance schemes

9) EXOTIC INTRODUCTIONS:

Gourami, Mirror Carp varieties, Golden Carp, Tilapia, Common Carp, Chinese Carp, Grass Carp and Silver Carp, etc.,

10) SPORT FISHERIES AND HILL STREAM FISHERIES:

1) Masher, Chocolate Masher, B. carnaticus - Introduction of Rainbow Trout in Nilgiris and its progress - Introduction of other trouts and albino Trout in Nilgiris - Trout hatchery operations – Natural spawn collection stream and pond surveys

11) AQUARIUM KEEPING

12) FRESH WATER PRAWN CULTURE:

Culturable species and Natural collection – Breeding, Rearing, Farm management, etc.,

13) BRACKISH WATER FISH FARMING:

I. Principles of culture–Identification of culturable species of Prawns and Fish - Location of culture and farm areas – Methods of culture

II. Natural collection of juveniles – Acclimatization of euryhaline Fish and Shrimp– Transport - Nursery and Pond Management, Natural and artificial feeds–Prawn hatchery – Breeding, Hatching, Rearing techniques - Hatchery management

III. Mono culture and Poly culture of Prawn and Fish

IV. Brackish water Fish Farm Design and construction – Operational Techniques

V. Fisheries of Pulicat Lake

14) FISHERIES EXTENSION :

Role of Extension officers, farmers and fishermen in extension work – Role of NGOs and SHGs in Fisheries Development – Farmer Field Schools for Aquaculture – BFDA – FFDA – ATMA Schemes

15. POLLUTION:

Definition – Types – Effects of domestic and industrial wastes in fishery waters

TEST CODE : 067

Fisheries Departmental Test – II Part - C - Fisheries Technology

FISHERIES TECHNOLOGY (THEORY)

A.FISH HANDLING, PRESERVATION AND PROCESSING

1. INTRODUCTION:

Importance of Fish Preservation and Processing Technology in Fisheries

2. BIO-CHEMISTRY:

I. Chief components of Fish – Carbohydrates, Fats, Proteins and Minerals – Structure of Proteins - Amino acids –Enzymes

II. Fish in nutrition - Chemical composition of Fish and Shell fish – Role of proteins, Fats and Carbohydrates in the diet – Vitamins – Biological value of Proteins - Contribution of fish to the nutritive value of the diet

III. Simple techniques for analysis of fish for moisture fat, protein, ash, Trim ethylamine and total volatile bases in fish and fishery products – Analysis of Salt.

3. BACTERIOLOGY:

Elementary bacteriology – Pathogens – Marine and Freshwater bacteria – Bacteria of fish and its environment – Role of Bacteria, Yeasts and fungi in the spoilage of Fish and Fishery products – Principles involved in the control of Bacteria in Food - Culture, Examination and Identification of bacteria – Examination of live and stained bacteria under microscope – Estimation of Total Plate Count – Identification of Pathogenic bacteria and their lethal level

4. FRESH FISH HANDLING AND PRESERVATION:

Mechanism of fish spoilage – Autolysis, bacterial and chemical types of spoilage – Breakdown of Proteins – Protein Nitrogenous extractives – Protein Nitrogen and Non Protein Nitrogen - Rigor Mortis – Use of Ice and Refrigerated brine – Use of chemicals and Antibiotics – Production of ice – Different types of ice - Use of ice in fish preservation - Organoleptic examination of fresh fish at the landing site - Packing of fish in ice and Transport

5. FREEZING OF FISH:

Principle involved in the preservation of the fish by freezing – Freezing techniques – Sharp freezing, Plate freezing and Blast freezing – Immersion freezing - Glazing – Accelerated Freeze Drying – Individual Quick Freezing - Liquid Nitrogen Freezing - Preparation and handling of fish for freezing – Spoilage of frozen fish – Denaturation – Oxidative changes – Prevention – Processing and Freezing of shrimp lobsters, Cuttle fish and other fishes (whole, peeled, deveined, fillet, minced) – Storages of frozen foods – Export trade in frozen foods – Standards of quality prescribed by I.S.I.- Preparation of flow charts for each method of processing.

6. CANNING OF FISH:

History and principles of Canning - Fish and Shell fish canning – Spoilage of canned fish – Significance of botulism hazard – Handling and preparation of shrimp and fish for canning - Nutritive value of canned fish – Shelf life – Examination of canned foods for quality standards prescribed by I.S.I. - Export trade in canned fish – Standard tests - Preparation of a flow chart for canning of shrimp fish, etc.,

7. SALTING, DRYING AND SMOKING OF FISH:

Principle involved in the preservation of fish by Salting, Drying, Pickling and Smoking of fish – Sun drying with and without salt – Mechanical dehydration of fish – Tunnel drying – Quality of salt for curing – Bacteriology of salted fish – Halophiles in dried salted fish – Quality standards for dried fish prescribed by I.S.I. - Hot and Cold Smoking – Marinating - Export trade in dried fish products - Determination of quality of salt used – Examination of dried and cured products – Organoleptic scores for quality - Precautions to be undertaken for the maintenance of quality -Preservation

8. OTHER PRESERVED FISH PRODUCTS:

i) Preservation of Fish by Irradiation

ii) Preparation of Fish jam – Sausage – Sauce – Pastes – Hydrolysates – Fermented products – Marinates - Masmin – Fish flour – Fish Protein Concentrate – Certification of Fishery products.

iii) Production of Communited Fish meat - Definition - Raw materials for production of communited fish meat – Freezing and cold storage of communited fish meat – Colour of communited fish meat – Changes occurring during Freezing and Cold Storage - Advantage and Disadvantage.

9. FISHERY BY- PRODUCTS :

I. Fish Manure – Fish meal - Ensilaged products - Fish oil - Body oils – Liver oil – Shark skin - Fish leather – Fish glue – Isinglass – Peptone – Fish fins – Maws – Beche-de-mer - Pearl essence – Products from Whales, Dolphins, Porpoises, Dugong – Uses of the different by-products

II. Shell fish , Cuttle fish bone – Chitin – Preparation and utilization

III. Utilization of sea weeds for food, manure - marine phyto chemicals (Iodine, Potash, Agar, Alginate, etc.,) - Agar preparation - Flow charts – Products from Sponges and Corals

10. QUALITY CONTROL, STANDARDS AND INSPECTION OF FISHERY PRODUCTS:

Quality and freshness tests for fish – Organoleptic tests - Standards for quality prescribed by Indian Standards Institution for frozen, canned, salted fish and other by-products - Inspection of fish products for the export trade – Taste panel studies – Insect infestation prevention

11. LAY OUT OF PROCESSING PLANTS – LOCATION – HYGIENIC CONDITION – I.S.I. CODE –ETC.,

B. CRAFT , GEAR AND FISHING METHODS

I. CRAFT:

1. Evolution of indigenous Fishing Crafts and Gears - Crafts and Gears of East and West Coast - Correlation to Coastal topography and kind of fishing

2. Indigenous boats – Catamaran of different kinds – Masula boat – Canoes – Dugouts – Coracles etc.,

3. Evolution of boat – Mechanization of Fishing Crafts – Advantages of Mechanization – Progress of Mechanization through the years – Mechanization of Fishing Crafts of Tamil Nadu – Improvements (IB)32’ (STB) 43 ½ ZB combination boat for Gill netting and trawling

4. Rudimentary study of Naval architecture – Designs of Boats – Line drawing – Type of boats for Fishing – Round, V Bottom and Flat Bottom Trawlers – Seines – Trolling boats - Carrier boats – Factory ships

5. Boat Building materials – Wood – Steel- FerroCement – Fibreglasshulls –Quality – Construction methods

6. Maintenance and care of Fishing boats – Periodical cleaning of hulls - Painting – Rusting, dry, wet rot of timber - Use of Antifouling materials

7. Deck equipments – Winches – Types of Fish Finders – Sonar – Net Recorder - Radio Telephone - Radio Direction Finder –Radar

8. Recent advancement in crafts

II. GEARS:

1. Fishing Gear – Factors determining the selection of Fishing gears – Classification of fishing gear – Fishing gears of Tamil Nadu - Fishing gear materials – Natural - Synthetic materials – Twines and Ropes – Floats - Sinkers–Buoys – Anchors – Fishing Techniques

2. Reading of Net design knots – bating – creating – Braiding, cutting and mounting of webbings - Attaching webbing to ropes - Principles of mending of nets – Design and Fabrication of Fishing gear

3. Gillnets–Surface, Mid water and Bottom sets nets and Trammel nets

4. Trawling – Different type – Beam trawl – Side trawling – Bull or Pair trawl – Multirig trawling – Mid water trawling – High opening trawls

5. Seine nets – Lampara nets, Purse seine, Ring nets, Danish seine, shore seines

6. Hook and lines, Long lines, Trolling lines, Pole and line fishing

7. Traps or pots – Shooting gears

8. Different kinds of Inland Gears

9. Treating and preservation of fishing gears

III. Fish Aggregating Device

IV. Exploratory and commercial fishing survey:

Survey of fishing areas for fishing potentials - Rational exploitation of Fishing grounds and banks

C. NAVIGATION AND SEAMANSHIP

1. Solar system – Stars and Constellation

2. Earth – Speed of Rotation – Positions around the Sun – Latitudes and Longitudes – Tropic and Cancer and Capricorn, Equator, Prime Meridian, International data line – Equinox – Change of season

3. Winds – Currents

4. Admiralty chart – Reading of chart – Mercator Projection – Principles – Scales – Symbols and Abbreviations – Contour lines - Compass nexus – Compass variations - High water – Low water information – Notices to Mariners – Making of courses - Measurement of distances

5. Navigation instruments – Magnetic Compass – Gyro-Compass – Compass card markings – Symbol and Binnacle arrangements – Lubber lines – Deviation of magnetic compass – Checking of deviation – Application of deviation – Errors and Correction of courses – Standard compass – Beard compass – Azimuth circle – Poles – Sextant – Radio direction finders - Hand lead lines – Patent Log – Deep Sea Log – Marking Lead lines – Engine room telegraph – Echo sounder Chronometer – Barometers - Barograph – Aneroid barometer – Usage of Anchors and specifications of materials

6. Rules of the Road – Classification of different kinds of Ships and Crafts - Lights – colour - Rules to avoid collision at sea – Fog signals

7. Life saving appliances – Standards and specifications – Life jackets – Life belts – Lifebuoys–Buoyantapparatus (Life rafts all types) Usage of the seappliances– S.O.S. Signals - Indication of danger

8. Weather warning system – Laws of storms – Signals and signs used at Ports to indicate storms - Weather warning services

9. Uniform system of buoy ages – Main and Secondary channels wrecks

10. Vessels – General study of fishing vessels - all types – Equipments – Mechanical and electronic – Maintenance of hull and engines

11. Fishing Harbour and Fish Landing Centres and Management

D.MARINE ENGINES

1. Internal combustion engines (Marine types) Principles two stroke and four stroke engines – Petrol and Diesel engines - Parts of marine engines

TEST CODE : 132			
TEST NAME: Fisheries Departmental Test – I - Tamil Nadu Fisheries Manual - Part – I and II			
Pattern/ Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 100% With Books	2.30 hours	45	100

TEST CODE : 054			
TEST NAME: Fisheries Departmental Test – II Part - A – Marine Fisheries			
Pattern/ Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 100% Without Books	2.30 hours	45	100

TEST CODE : 060			
TEST NAME: Fisheries Departmental Test – II Part - B – Inland Fisheries			
Pattern/ Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 100% Without Books	2.30 hours	45	100
TEST CODE : 067			
TEST NAME: Fisheries Departmental Test – II Part - C – Fisheries Technology			
Pattern/ Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 100% Without Books	2.30 hours	45	100

TAMIL NADU FOREST DEPARTMENT (3 TESTS)

Name of the Test

T.C:104: Forest Department Test - Tamil Nadu Forest Department Code and Accounts

T.C:121: Forest Department Test - Fundamental Rules of Tamil Nadu Government, Tamil Nadu State Service Rules etc.,

T.C:073: Forest Department Test - Forest Law and Forest Revenue

SYLLABUS

TEST CODE : 104

Forest Department Test - Tamil Nadu Forest Department Code and Accounts

1. The Tamil Nadu Forest Department Code
2. The Tamil Nadu Accounts Code
3. The Tamil Nadu Financial Code
4. The Tamil Nadu Treasury Code
5. The Tamil Nadu Transparency in Tenders Act, 1998.

TEST CODE : 121

Forest Department Test - Fundamental Rules of Tamil Nadu Government, Tamil Nadu State Service Rules etc.,

1. The Fundamental Rules of Tamil Nadu Government
2. The Tamil Nadu Government Office Manual
3. The Tamil Nadu Civil Services (Discipline and Appeal)Rules
4. The Tamil Nadu Forest Service Rules
5. The Tamil Nadu Forest General Service Rules
6. The Tamil Nadu Ministerial Service Rules
7. The Tamil Nadu Government Servants (Conditions of Services) Act,2016
8. The Board of Standing Orders Nos. 105,112,175,192 and Chapter XIX
9. Special Rules for the Tamil Nadu Basic Service

TEST CODE: 073

Forest Department Test - Forest Law and Forest Revenue

Forest Law:

1. The Tamil Nadu Forest Act, 1882
2. The Wild Life (Protection) Act, 1972;
3. The Van (Sanrakshanevam Samvardhan) Adhiniyam, 1980;
4. The Biological Diversity Act, 2002;
5. The Secheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006;
6. The Tamil Nadu Preservation of Private Forests Act, 1949;
7. The Tamil Nadu Hill Areas (Preservation of Trees) Act, 1955;
8. The Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013;
9. The Tamil Nadu Survey, and Boundaries Act, 1923;
10. The Indian Easements Act, 1882;
11. The Cattle Trespass Act, 1871;
12. Bharatiya Nyaya Sanhita, 2023
    i. Chapter I – Preliminary,
    ii. Chapter II – Of Punishments,
    iii Chapter III – General Exceptions,
    iv. Chapter IV – Of Abetment, Criminal Conspiracy and Attempt,
    v. Chapter XII – Of Offences by or Relating to Public Servants,
    vi. Chapter XIII – Of Contempts of the Lawful Authority of Public Servants,
    vii. Chapter XIV – Of False Evidence and Offences Against Public Justice,
    viii. Chapter XVII – Of Offences against Property,
    ix. Chapter XVIII – Of Offences Relating to Documents to Property Marks,
    x. Of Criminal Intimidation, Insult, Annoyance, Defamation etc.,
13. Bharatiya Nagarik Suraksha Sanhita, 2023;
14. Bharatiya Sakshya Adhiniyam, 2023;
15. The Prevention of Corruption Act, 1988
16. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013;
17. Prevention of Money Laundering Act, 2002."

Forest Revenue**:** Standing Orders of Board of Revenue Sections: 1 to 28, 30, 31,33,34,41 to 49, 89 to 98, 196, 197, 201, 202, 205 and 207.

TEST CODE : 104			
TESTNAME: Forest Department Test–Tamil Nadu Forest Department Code and Accounts			
Pattern/ Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 100% With Books	**2.30 hours**	**45**	**100**

TEST CODE : 121			
TEST NAME: Forest Department Test–Fundamental Rules of Tamil Nadu Government, Tamil Nadu State Service Rules etc.,			
Pattern/ Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 100% With Books	**2.30 hours**	**45**	**100**

TEST CODE : 073			
TEST NAME: Forest Department Test - Forest Law and Forest Revenue			
Pattern/ Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 100% With Books	**2.30 hours**	**45**	**100**

GEOLOGY AND MINING DEPARTMENT (10 TESTS)

Name of the Test

T.C:172:The Tamil Nadu Government Office Manual Test

T.C:124: Account Test for Subordinate Officers, Part-I

T.C:152: Account Test for Executive Officers

T.C.180*: Mines and Minerals Acts and Rules Tests Paper-I

T.C.181*: Mines and Minerals Acts and Rules Tests Paper-II

T.C.182*: Mines and Minerals Acts and Rules Tests Paper-III

T.C.055: Bharatiya Nyaya Sanhita, 2023 (General Principles)

T.C.103: Bharatiya Nyaya Sanhita, 2023 (Detailed Applications)

T.C.069: Bharatiya Nagarik Suraksha Sanhita, 2023 (General Principles)

T.C.115: Bharatiya Nagarik Suraksha Sanhita, 2023 (Detailed Applications)

***Note:** **From Departmental Exams December 2026 onwards, as per G.O(MS).No.74, Natural Resources (E.1) Department, dated 23.09.2025, TC. 180, 181 and 182 are added. According to G.O(MS) No. 25, Natural Resources (E.1) Department, dated 01.09.2026, TC 180, 181 and 182 are to be "with books".**

SYLLABUS

TEST CODE : 172

The Tamil Nadu Government Office Manual Test

The Tamil Nadu Government Office Manual

TEST CODE : 124

The Account Test for Subordinate Officers - Part - I

1) The Tamil Nadu Financial Code, Volume - I
2) The Tamil Nadu Financial Code, Volume - II
3) The Tamil Nadu Treasury Code, Volume I – Part I, Part II (Chapters III, V and VII) and Part III (Chapter V)
4) The Tamil Nadu Treasury Code, Volume II (Appendices 1,3,5,11,15 and17)
5) The Tamil Nadu Accounts Code, Volume I (Chapters 3 to 6 and Appendix 3)
6) The Tamil Nadu Budget Manual – Chapters I - V, VII and VIII
7) The Fundamental Rules and the subsidiary rules framed thereunder by the Tamil Nadu Government including the Tamil Nadu Leave Rules,1933
8) The Tamil Nadu Manual of Special Pay and Allowances – Part I (omitting appendix) and

Part II

9) The Tamil Nadu Pension Rules

10) Tamil Nadu Government Servants (Conditions of Services) Act,2016

11)Tamil Nadu Government Servants conduct Rules

TEST CODE : 152

The Account Test for Executive Officers

(1) The Tamil Nadu Financial Code – Chapters I – VII and XII -XIV

(2) The Tamil Nadu Treasury Code, Volume I – Part I, Part II (Chapters III, V and VII) and Part III (Chapter V)

(3) The Tamil Nadu Budget Manual – Chapters I-V, VII and VIII

(4) The Constitution of India, 1950- Articles 148 to 151, 202 to 207, 264 to 293 and 308 to 314

(5) The Tamil Nadu Pension Rules

TEST CODE: 180

Mines and Minerals Acts and Rules Tests Paper I

1. Mines and Minerals (Development and Regulation) Act, 1957 as amended by the Mines and Minerals (Development and Regulation) Act, 2021.
2. The Minerals (Other than Atomic and Hydro Carbons Energy Minerals) Concession Rules, 2016.
3. The Minerals Conservation and Development Rules, 2017.
4. The Mines Act, 1952 and Mines Rules, 1955.
5. The Minerals (Evidence of Mineral Contents) Rules, 2015.
6. The Mineral (Non-exclusive Reconnaissance Permits) Rules, 2015.
7. The Mineral (Auction) Rules, 2015.
8. The Mines and Minerals (Contribution to District Mineral Foundation) Rules, 2015.
9. The National Mineral Exploration Trust Rules, 2015.
10. The Mineral (Mining by Government Company) Rules, 2015.
11. The Mineral (Transfers of Mining lease granted otherwise than through auction for captive purpose) Rules, 2016.

TEST CODE: 181

Mines and Minerals Acts and Rules Tests Paper II

1. The Mineral Concession Rules, 1960 as amended by the Mineral Concession Rules, 2022.
2. The Oil Mines Regulations, 2017.
3. The Oil Field (Regulation and Development) Act, 1948.
4. The Petroleum and Natural Gas Rules, 1959.

5. The Atomic Mineral Concession Rules, 2016.
6. The Atomic Energy Act, 1962.
7. The Atomic Energy (Working of the Mines and Minerals and handling of prescribed substance) Rules, 1984.
8. The Coal Mines Regulations, 2017.
9. The Coal Mines (Special provisions) Act, 2015.
10. The Coal Mines (Special provisions) Rules, 2017.
11. The Coal Blocks Allocation Rules, 2017.
12. The Coal Mines (Conservation and Development) Act, 1974.

TEST CODE: 182

Mines and Minerals Acts and Rules Tests Paper III

1. The Tamil Nadu Minor Mineral Concession Rules, 1959.
2. The Granite Conservation and Development Rules, 1999.
3. The Tamil Nadu Prevention and Illegal Mining, Transportation and Storage of Minerals and Mineral Dealer's Rule 2011.
4. The Tamil Nadu District Mineral Foundation Rules, 2017.
5. The Tamil Nadu Protected Agriculture Zone Development Act, 2020.

TEST CODE: 055

Bharatiya Nyaya Sanhita, 2023 (General Principles)

(i) Bharatiya Nyaya Sanhita 2023 Acts amending the same.
(ii) The Probation of Offenders Act,1958
(iii) The Juvenile Justice (Care and Protection of Children) Act, 2015
(iv) The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013

TEST CODE: 103

Bharatiya Nyaya Sanhita , 2023 (Detailed Applications)

(i) Bharatiya Nyaya Sanhita 2023 Acts amending the same.

TEST CODE: 069

Bharatiya Nagarik Suraksha Sanhita, 2023 (General Principles)

I. Bharatiya Nagarik Suraksha Sanhita 2023 amending the same
II. The Government already desired that the examination should be a practical test of an officer's acquaintance with and understanding of the codes and text – books prescribed and the question papers should be so framed as to secure this object (G.O.No.1337 Home (Judicial), dated the 5th June 1918)

TEST CODE: 115

Bharatiya Nagarik Suraksha Sanhita, 2023 (Detailed Applications)

I. Bharatiya Nagarik Suraksha Sanhita 2023 amending the same

II. The Government already desired that the examination should be a practical test of an officer's acquaintance with and understanding of the codes and text-books prescribed and the question papers should be so framed as to secure this object. (G.O. No.1337, Home (Judicial), dated the 5th June1918)

TEST CODE : 172

TEST NAME: The Tamil Nadu Government Office Manual Test

EXISTING PATTERN				REVISED PATTERN			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**	**Pattern / Type of Examination**	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 40% Without Books	1 hour	18	100	**Descriptive Type - 100%** With Books	2.30 hours	**45**	100
Descriptive Type - 60% With Books	1.30 hours	27					
Total	2.30 hours	45					

TEST CODE: 124

TEST NAME: The Account Test for Subordinate Officers – Part – I

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 60% Without Books	1.30 Hours	27	100
Descriptive Type - 40% With Books	1 Hour	18	
Total	**2.30 hours**	45	

TEST CODE: 152

TEST NAME: The Account Test for Executive Officers

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 60% Without Books	1.30 Hours	27	100
Descriptive Type - 40% With Books	1 Hour	18	
Total	**2.30 hours**	45	

TEST CODE: 180

TEST NAME: Mines and Minerals Acts and Rules Tests Paper I

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Descriptive Type - 100% With Books	**2.30 hours**	45	100

TEST CODE: 181

TEST NAME: Mines and Minerals Acts and Rules Tests Paper II

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Descriptive Type - 100% With Books	**2.30 hours**	45	10 0

TEST CODE: 182

TEST NAME: Mines and Minerals Acts and Rules Tests Paper III

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Descriptive Type - 100% With Books	**2.30 hours**	45	100

TEST CODE : 055

TEST NAME: Bharatiya Nyaya Sanhita, 2023 (General Principles)

EXISTING PATTERN				REVISED PATTERN			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**	**Pattern / Type of Examination**	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 80% Without Books	2 hours	**36**	100	**Descriptive Type - 100%** With Books	2.30 hours	**45**	100
Descriptive Type - 20% Without Books	30 minutes	**9**					
Total	**2.30 hours**	**45**					

TEST CODE : 103

TEST NAME: Bharatiya Nyaya Sanhita , 2023 (Detailed Applications)

EXISTING PATTERN				REVISED PATTERN			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**	**Pattern / Type of Examination**	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 80%	2 hours	**36**					

Without Books			100	**Descriptive Type - 100%** With Books	2.30 hours	**45**	100
Descriptive Type - 20% With Books	30 minutes	**9**					
Total	**2.30 hours**	**45**					

TEST CODE : 069							
TEST NAME: Bharatiya Nagarik Suraksha Sanhita, 2023 (General Principles)							
EXISTING PATTERN				**REVISED PATTERN**			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**	**Pattern / Type of Examination**	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 80% Without Books	2 hours	**36**	100	**Descriptive Type - 100%** With Books	2.30 hours	**45**	100
Descriptive Type - 20% Without Books	30 minutes	**9**					
Total	**2.30 hours**	**45**					

TEST CODE : 115							
TEST NAME: Bharatiya Nagarik Suraksha Sanhita, 2023 (Detailed Applications)							
EXISTING PATTERN				REVISED PATTERN			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**	**Pattern / Type of Examination**	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 80% Without Books	2 hours	**36**	100	**Descriptive Type - 100%** With Books	2.30 hours	**45**	100
Descriptive Type - 20% With Books	30 minutes	**9**					
Total	**2.30 hours**	**45**					

HINDU RELIGIOUS AND CHARITABLE ENDOWMENTS ADMINISTRATIVE DEPARTMENT (5 TESTS)

Name of the Test

T.C:141: Hindu Religious and Charitable Endowment (Admn.) Department Test – First Paper

T.C:163 Hindu Religious and Charitable Endowment (Admn.) Department Test – SecondPaper

T.C:156: Departmental Test on Land Laws and other Religious Acts for Hindu Religious andCharitable Endowments Department

T.C.184*: Hindu Religious and Charitable Endowments Act, 1959 and rules, Temple Servants Service Rules and other Acts

T.C.185*: Accounts and Audit of Hindu Religious Institutions including Tiruppani Works – General Accounts of Government of Tamil Nadu.

***Note: From Departmental Exams December 2026 onwards, as per G.O(MS).No.66, Finance (Local Fund) Department, dated 09.03.2026, Test Codes 108 and 119 merged into Test Code 184 and Test Codes 130 and 146 merged into Test Code 185.**

SYLLABUS

TEST CODE : 141

Hindu Religious and Charitable Endowment (Admn.) Department Test – First Paper

The Madras Hindu Religious and Charitable Endowments Act, 1959 (Madras Act XII of 1959)

TEST CODE: 163

Hindu Religious and Charitable Endowment (Admn.) Department Test – Second Paper

The rules framed under the Madras Hindu Religious and Charitable Endowments Act, 1959 (Madras Act XXII of 1959)

TEST CODE : 156

Departmental Test on Land Laws and other Religious Acts for Hindu Religious and Charitable Endowments Department

Provisions in the following Acts related to administration of Religious Institution

1) Tamil Nadu cultivating Tenants protection Act

2) Tamil Nadu cultivating Tenants (payment of fair rent) Act,1956

3) Tamil Nadu Agriculture land record of Tenancy Rights Act,1969

4) Tamil Nadu Public Trust Act

5) Major Inam (estates) Abolition Act

6) Minor Inam Abolition Act,1963

7) Land Acquisition Act

8) Patta Pass Book Act

9) Tamil Nadu Revenue Recovery Act,1864

10) Tamil Nadu Temple Entry Authorization Act,1947

11) Hindu Marriage Act

12) Tamil Nadu Prohibition of ritual and practice of burying alive of a person Act,2002

13) Tamil Nadu Animals and Birds sacrifices Prohibition (Repeal) Act,2004

The candidates will be tested in the knowledge of the above Acts in so far as theyapply to Religious Institutions

TEST CODE :184

Hindu Religious and Charitable Endowments Act, 1959 and rules, Temple Servants Service Rules and other Acts

1. Provision in the Hindu Religious and Charitable Endowments Act, 1959 and rules framed thereunder
   a. Tamil Nadu Hindu Religious Institutions Employees (Conditions of Service Rules, 2020 issued under section 116(2)(xxiii)
   b. Rules regarding Grant of Travelling Allowance to Trustees issued under 116(2)(xx)
   c. Furnishing of Security by Officers and Servant Rules issued under 116(2)(xvi)
2. Provisions in Tamil Nadu Public Trust (Regulation of Administration of Agricultural Lands) Act, 1961 and rules issued thereunder
3. Provisions in Tamil Nadu Occupants of Kudiyiruppu (Protection from Eviction) Act, 1961 and rules issued thereunder
4 Provisions in Tamil Nadu Cultivating Tenants Protection Act, 1955 and rules issued thereunder
5 Provisions in Tamil Nadu Cultivating Tenants (Payment of Fair Rent) Act, 1956 and rules issued thereunder
6. Other enactments and rules issued from time to time affecting the properties of Religious Institutions
7. The candidates will be tested in the knowledge of the Acts and Rules (Items 2 to 5) in so far as they apply to Religious Institutions.

TEST CODE :185

Accounts and Audit of Hindu Religious Institutions including Tiruppani Works - General Accounts of Government of Tamil Nadu.

1. The Accounts maintained by the Religious Institutions, Endowments, Kattalais and Thiruppani, Committees coming under the control of the Hindu Religious and Charitable Endowments Administration Department and audit checks to be exercised with regard to them

2. Instructions in the Manual of Accounts of Hindu Religious Endowments.
3. Instructions issued for maintenance of accounts and registers, by the Religious Institutions
4. Instructions regarding audit in Chapter 65 of Local Fund Audit Department - Volume -V
5. Provisions and Rules issued under 116(2)(xvii), (xciii), (xix) and (xxii) in connection with the execution of Thiruppani and other works by Thiruppani committees as well as Religious under Hindu Religious and Charitable Endowments Administration Department-maintained and audit checks to be exercised in relation thereto
6. Public Works Accounts and General Accounts of Government of Tamil Nadu - Sufficient knowledge as could be applied to the accounts of Religious Institutions.
7. The Tamil Nadu Transparency in Tenders Act, 1998 and Rules, 2000

TEST CODE : 141

TEST NAME: Hindu Religious and Charitable Endowments (Admn.) Department Test – First Paper

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

TEST CODE : 163

TEST NAME: Hindu Religious and Charitable Endowments (Admn.) Department Test – Second Paper

Pattern/ Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

TEST CODE : 156

TESTNAME: Departmental Test on Land Laws and other religious Acts for Hindu Religious and Charitable Endowments Department

Pattern/ Type of Examination	Time Duration	Minimum passmarks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

Pattern of the Exam: Test Code -184			
TEST NAME: "Hindu Religious and Charitable Endowments Act, 1959 and rules, Temple Servants Service Rules and other Acts"			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 100% Without Books	2.30 hours	**45**	100
Total	**2.30 hours**	**45**	

Pattern of the Exam: Test Code -185			
TEST NAME: "Accounts and Audit of Hindu Religious Institutions including Tiruppani Works - General Accounts of Government of Tamil Nadu"			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type – 100% Without Books	2.30 hours	**45**	100
Total	**2.30 hours**	**45**	

HIGHWAYS DEPARTMENT (9 TESTS)

Name of the Test

T.C.125: Departmental Test for Audit Assistants of Highways Department - First Paper (Theoretical and Practical)

T.C.139: Departmental Test for Audit Assistants of Highways Department - Second Paper (Theoretical and Practical)

T.C.106: Account Test for Highways Department Officers and Subordinates - First Paper

T.C.117: Account Test for Highways Department Officers and Subordinates - Second Paper

T.C.020: Departmental Test for Audit Superintendents of Highways Department - First Paper (Precis and Draft)

T.C.035: Departmental Test for Audit Superintendents of Highways Department - Second Paper (Elementary Book-keeping)

T.C.030: Departmental Test for Audit Superintendents of Highways Department - Third Paper (Constitution of India)

T.C.126: Departmental Test for Audit Superintendents of Highways Department - Fourth Paper - (Public Works and General Accounts - Theoretical and Practical)

T.C.140: Departmental Test for Audit Superintendents of Highways Department -Fifth Paper (Establishment Audit - Theoretical and Practical)

SYLLABUS
TEST CODE:125

Departmental Test for Audit Assistants of Highways Department - First Paper(Theoretical and Practical)

1. Tamil Nadu Highways Manual Volume – IV

Part I-Chapter 1, paragraphs 1 to 80

Chapter 2, paragraphs 103 to 127, 137, 138 to 182, 188 to 196 and 199 to 207

Chapter 3, paragraphs 212 to 238 and 242 to 264

Chapter 4 and 5

Part II - Chapters II to IX (excluding portions relating to District Board Works)

Part IV – Appendices 1, 7, 8, 9, 11, 13, 14, 26, 27 and 30

2. The Tamil Nadu Financial Code, Volume I

Chapter - I

Chapter - III, Articles 7 to 23 and 31 to 37

Chapter - IV, V, VII and XII

Chapter - XIV, Articles 317 and 319

3. The Tamil Nadu Financial Code, Volume II - Appendix25

4. The Tamil Nadu Budget Manual – Chapter VII

5. The Tamil Nadu Accounts Code, Volume III - Parts I and II

TEST CODE : 139

Departmental Test for Audit Assistants of Highways Department - Second Paper(Theoretical and Practical)

1. The Fundamental Rules of the Tamil Nadu Government

Part I - Fundamental Rules 9

Part III - Fundamental Rules 22 to 31-A, 44, 45, 45-A to 45-C, 49 and 52 to 56

Part IV - Fundamental Rules 59, 60, 65 to 81, 85 to 88, 101 and 103 to108

Annexure II Part III

Annexure III

2. The Tamil Nadu Pension Rules

Part I - Chapter II

Part IV - Chapters XVI to XIX

3. The Tamil Nadu Account Code, Volume I - Chapters 2 to 6

4. The Tamil Nadu Treasury Code, Volume I

Part I – Tamil Nadu Treasury Rules

Part II - Treasury Rules 10, subsidiary Rules 5 and 10 and Instructions 5, 15 and 16 and Subsidiary Rules 18

Treasury Rules 16, Subsidiary Rules 3, 31, Instructions 19, Subsidiary Rules 54 to 56

Treasury Rules 32 Instructions 3 to 10

TEST CODE : 106

Account Test for Highways Department Officers and Subordinates - First Paper

1. Tamil Nadu Highways Manual, Volume IV

Part I - Chapter 1 - Paragraphs 63 -80

Chapter 2 - Paragraphs 117 - 126, 129 - 136, 138, 143, 149, 152, 159 - 160, 163 - 171, 180 - 184, 186 - 196, 198 - 199, 203 - 207, 209 - 211

Chapter 3 - Paragraphs 213 - 221, 223 - 232, 237, 240 - 264

Chapter 4 - Paragraphs 266, 269, 273, 282, 284 - 285

Chapter 5 - Paragraphs 288-307

Part II - Chapter 4 - Paragraphs 375 - 377, 402 - 405, 413 - 415, 417 - 420, 424, 426 - 436, 439 - 444, 446 - 447, 449, 473 - 482, 497, 515 - 523

Part IV Appendices - 1, 2, 6, 6-A, 7, 9, 10, 11, 14, 15, 18, 20 - 24, 28 - 30, 32 and 35

2. Fundamental Rules of the Tamil Nadu Government

Part I FR-9

Part III FR - 22 to 31A, 44, 45, 45 - A, 45 - B, 45 - C, 49, 52 to 56

Part IV FR - 59, 60, 65 to 81, 85 to 88, 101 & 103 to 108

Annexure II Part III , Annexure III

3. The Tamil Nadu Financial Code Volume I

Chapter I

Chapter III (Articles 7 - 23, 28 and 31 - 37)

Chapter IV and V

Chapter VI (Articles 91 - 112, 115 - 120)

Chapter VIII

Chapter XII

Chapter XIV (Articles 317, 319 and 326)

4. The Tamil Nadu Financial code, Volume II - Appendices 4, 14 and 25

TEST CODE : 117

Account Test for Highways Department Officers and Subordinates - Second Paper

1. Tamil Nadu Highways Manual Volume IV

   Part II – Chapter VIII

   Part IV – Appendix 31

2. The Tamil Nadu Account Code Volume I - Chapter 3 -4

3. The Tamil Nadu Account Code Volume III - chapter 1 –4

4. The Tamil Nadu Treasury Code Volume I

   Part I – Tamil Nadu Treasury Rules

   Part II – Treasury Rule 7 - Instruction under Treasury Rule 7(2)

Treasury Rule 10 - Subsidiary Rules 2 - 6, 7(c), 7(d) and 18 and Instructions 5, 15 and 16

Treasury Rule 11 - Subsidiary Rule 1 and Instructions 2

Treasury Rule 13 - Instructions

Treasury Rules 16 - Subsidiary Rule 1, 2(a), 4, 5, 28, 39-50, 54, 56, 61 and 63 and Instructions 3, 10, 40 - 43, 46, 49, 52 and 57 - 58

Treasury Rule 23 - Instructions 1, 2 and 4

Treasury Rule 32 - Subsidiary Rules 1 - 4 and Instructions 3 - 10

5. The Tamil Nadu Pension Code

6. Tamil Nadu Transparency in Tender Act 1998, Tamil Nadu Transparency in Tender Rules 2000, Tamil Nadu Transparency in Tenders (Public Private Partnership Procurement) Rule 2012

TEST CODE : 020

Departmental Test for Audit Superintendents of Highways Department - First Paper (Precis and Draft)

Precis and Draft paper will be up to the standard of B.A degree course (English) (questions to be set will be on the model of those set for the Initial Recruitment Examination for Divisional Accountants conducted by the Accountant General, Chennai)

TEST CODE : 035

Departmental Test for Audit Superintendents of Highways Department - Second Paper (Elementary Book-keeping)

The question will be of an elementary character. The student's Complete Commercial Book-Keeping, Accounting and Banking by Arthur Field House is prescribed for study - Supplemented by Chapters I, II, V to VII, IX, X, XVI to XVIII of Advanced Accounts by R.N. Carter (Third Revised Edition, 1949)

NOTE- Where the chapters cover the same ground as Field house, questions will be set from Carter.

TEST CODE : 030

Departmental Test for Audit Superintendents of Highways Department - Third Paper (Constitution of India)

Part I - Full

Part V - Chapter I, Chapter II - Articles 107 to 117, Chapter III, Chapter V

Part VI - Chapter I, Chapter II - Articles 153 to 164, Chapter III - Articles 196 to 207

Part XII - Chapter I - Articles 264 to 267, 283 to 293

Part XIV - Chapter I - Articles 308 to 323 with schedule to the Constitution

TEST CODE : 126

Departmental Test for Audit Superintendents of Highways Department - Fourth Paper - (Public Works and General Accounts - Theoretical and Practical)

1) Accounts Code Volume IV (Central)

Chapter 7 - All Articles except 77 to 79 and 82

Chapter 8 - Articles 98 to 100, 102 and 110 A

Chapter 9 - Article 111

Chapter 11 - Entire Chapter subject to amendments etc., issued from time to time

DETAILED SYLLABUS

Chapter 12 - Article162

Chapter 13 - Articles 173 to 175

Chapter 19 - Entire Chapter

Chapter 21 - Article 281 with appendix 2

2) Tamil Nadu Highways Manual Volume IV

Parts I to III (All Chapters excluding portions relating to District Board Works)

3) The Tamil Nadu Accounts Code, Volume I (All Articles except the appendices)

4) The Tamil Nadu Accounts Code Volume III – Parts I and II

5) Tami Nadu Financial Code, Volume I - Chapters I to VII, XI and XII

6) The Tamil Nadu Treasury Code, Volume I – Part I

Chapter III-Subsidiary Rule5,10,18under Treasury Rule 10 and Instructions 15 and 16

Chapter V – Subsidiary Rule 3, 31, Instruction 19 and Subsidiary Rule 54 to 56

Chapter VII – Subsidiary Rule 5, Instruction 3 -10

7) The Tamil Nadu Budget Manual - Chapter VII

8) Tamil Nadu Highways Manual, Volume I - Standard Specifications for Roads and Bridges, The Preliminary Specifications

9) Tamil Nadu Transparency in Tenders Act 1998, Tamil Nadu Transparency in Tenders Rules 2000, Tamil Nadu Transparency in Tenders (Public Private Partnership Procurement) Rule 2012

TEST CODE : 140

Departmental Test for Audit Superintendents of Highways Department - Fifth Paper (Establishment Audit - Theoretical and Practical)

1. Fundamental Rules of the Tamil Nadu Government
2. The Tamil Nadu Pension Rules
3. Tamil Nadu Manual of Special pay and Allowances

TEST CODE : 125

TEST NAME: Departmental Test for Audit Assistants of Highways Department – First Paper (Theoretical &Practical)

Pattern/ Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

TEST CODE : 139

TESTNAME: Departmental Test for Audit Assistants of Highways Department – Second Paper (Theoretical and Practical)

Pattern/ Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

TEST CODE : 106

TEST NAME: Account Test for Highways Department Officers and Subordinates - First Paper

Pattern/ Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

TEST CODE : 117

TEST NAME: Account Test for Highways Department Officers and Subordinates - Second Paper

Pattern/ Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

TEST CODE : 126

TEST NAME: Departmental Test for Audit Superintendents of Highways Department - Fourth Paper (Public Works and General Accounts - Theoretical and Practical)

Pattern/ Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

TEST CODE : 140

TEST NAME: Departmental Test for Audit Superintendents of Highways Department - Fifth Paper (Establishment Audit - Theoretical and Practical)

Pattern/ Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

-

TEST CODE : 020

TEST NAME: Departmental Test for Audit Superintendents of Highways Department – First Paper (Precis and Draft)

Pattern/ Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Descriptive Type - 100% Without Books	2.30 hours	45	100

–

TEST CODE : 035

TEST NAME: Departmental Test for Audit Superintendents of Highways Department - Second Paper (Elementary Book -keeping)

Pattern/ Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Descriptive Type - 100% Without Books	2.30 hours	45	100

-

TEST CODE : 030

TEST NAME: Departmental Test for Audit Superintendents of Highways Department - Third Paper (Constitution of India)

Pattern/ Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Descriptive Type - 100% Without Books	2.30 hours	45	100

INDUSTRIES AND COMMERCE DEPARTMENT (5 TESTS)

Name of the Test

T.C.001 : Departmental Test for Supervisors of Industrial Co-operative in the Industries Department – Co-operation General –First Paper – Co-operative Law

T.C.011: Departmental Test for Supervisors of Industrial Co-operative in the Industries Department – Co-operation General –Second Paper – Co-operative Principles and Practice

T.C.049: Departmental Test for Supervisors of Industrial Co-operative in the Industries Department - Co-operative Accounts and Audit including Book – keeping and Secretarial Practice

T.C.012: Departmental Test for Supervisors of Industrial Co-operative in the Industries Department – Industrial Co-operation

T.C.063: Departmental Test for Supervisors of Industrial Co-operative in the Industries Department – Business Administration including Cost Accounting

SYLLABUS

TEST CODE : 001

Departmental Test for Supervisors of Industrial Co-operative in the Industries Department – Co-operation General –First Paper – Co-Operative Law

Co-operative Law - First Paper

(1) The Tamil Nadu Co-operative Societies Act and Rules

(2) Relevant portions of the Indian Contract Act (First 75 Sections), Sale of Goods Act and the Transfer of Property Act

(3) Information about weights and measures and control regulations

TEST CODE : 011

Departmental Test for Supervisors of Industrial Co-operative in the Industries Department – Co-operation General –Second Paper – Co-operative Principles and Practice

Co-operative Principles and Practice - Second Paper

(1) What is Co-operation - Principles of Co-operation - Difference between the working

of a Co-operative Society and other forms of organization such as Joint Stock Companies, Partnership Firm, etc.,

Co-operation as a measure of rural reconstruction in respect of Agriculture and Industries - Concessions allowed to Co-operative Societies - Co-operation and state aid

(2) Objects, Organization and working of Co-operative Societies - How to organize a Society - Conditions necessary for registration of a Society - Application for registration

General Body - Framing of by-laws and their amendments - Managing Committee - Office bearers - Supervision and inspection

(3) Classification of Societies - Credit - Non-credit – Agricultural, Non-agricultural

Working of various types of Societies:-

(i) Agricultural Credit Societies
(ii) Non-agricultural Credit Societies
(iii) Multi-purpose Societies
(iv) Farming and Land Colonization Societies
(v) Marketing Societies
(vi) Milk supply Societies
(vii) Consumers Societies
(viii) Housing Societies
(ix) Weavers Co-operative Societies
(x) Societies for Handicraftsmen and Artisans
(xi) Other Industries Co-operatives (Village Small-Scale and Large-Scale)
(xii) Labour Contract Societies and
(xiii) Other Miscellaneous types

(4) Central Bodies and Federations:-

(i) District Central Banks
(ii) Tamil Nadu State Co-operative Bank
(iii) State Co-operative Marketing society
(iv) Provincial Co-operative Union, and
(v) State Handloom Weavers Co-operative Society

TEST CODE : 049

Departmental Test for Supervisors of Industrial Co-operative in the Industries Department - Co-operative Accounts and Audit including Book – keeping and Secretarial Practice

Co-operative Accounts and Audit including Book-keeping and Secretarial Practice

(1) Principles of single and double entry book-keeping - Maintenance of accounts of Co-operative Societies - Various types of account books to be maintained - Principal and subsidiary, books - Their relative importance – Journals - Cash books - Ledgers - Stock registers, etc., - Posting from subsidiary books to the ledger.

Cash and trade discounts - Trading account - Trial balance - Profit and Loss Accounts - Manufacturing and cash account - Gross and net profit - Depreciation - Different methods - Audit and its scope Preparation of monthly and annual statements of accounts - Balance Sheet

(2) Secretarial Practice, Rights and duties of Secretary - Managing Committee and Ordinary members - Other office bearers - Admission, Resignation, Dismissal of Members - General procedure at meetings - Taking down minutes - Preparation of reports and other statements - Maintenance of muster roll, records and registers - Members register - Shares register - Loans register - Files of invoices and vouchers - General business correspondence, etc.,

(3) Banking Regulation Act,1949

Origin of Banks – Classification of Banks – Functions of Banks – Banking Regulation Act, 1949 – Licensing, Opening of Branches, Inspection of Banks – Functions of Central Banks – Role of RBI and NABARD in regulating / implementing the Banks

(4) Banking Functions – Accepting Deposits, Lending of Funds – Core Banking Systems – e-Banking, ATM Card, Debit Card, Personal Identification Number – Electronic Clearing System – Online encashing and updating facility – Electronic Fund Transfer

TEST CODE : 012

Departmental Test for Supervisors of Industrial Co-operative in the Industries Department – Industrial Co-operation

Industrial Co-operation

(1) Main features of our rural economy - Causes of decay of Village Industries - Large scale, Small scale and Village Industries (including Cottage Industries) - Their definition and meaning - Possibilities of developing cottage and Small Scale Industries - Their handicaps in the past and present - Their place in national economy - subsidiary occupation -Decentralization

(2) Importance of industrial Co-operation - Need for organization for artisans and workmen - Why Co-operation most suited to them - Need for balanced, decentralized economy and provision of increased and fuller employment opportunities – Other advantages

(3) Industrial Co-operatives in other countries - Christian socialists and the Co-operative Workshops - Industrial Co-operatives in China - Industrial Co-operative in Japan

(4) Objects, constitution and working of different types of producers Co-operative Societies:-

(i) Workshop Society
(ii) Society or artisans, working at home
(iii) Labour Contract Society
(iv) Producer-cum-Consumer Society
(v) Agricultural producer-cum-Industrial producer Society
(vi) Agricultural multi-purpose Society carrying on Industrial activities
(vii) Transport Society, etc.,

(5) Structure of Industrial Co-operation - Model by-laws - Primary producers' Society - District Industrial Co-operative Association - State Industrial Co-operative Association - State Financial Corporation, etc.,

(6) Organization - Factors to be considered - Choice of industries to be organized Co-operatively - Factors influencing the choice - Survival value - Organization of production whether in houses or in factories – Purchase of raw materials - Quantity - Quality – Budgeting - Finance - Difficulties of raising short term, medium term and long term finance - Sources - How the Government, the Reserve Bank of India, the State Financial Corporation and the Central Co-operative banks can help – Promotion of thrift-Production-Techniques-Use of latest processes-
Implements and machines - Quality control - Designs - Internal technical

supervision - Standardization wage and price fixing of finished products - Marketing the products through the State and District Industrial Co-operative Associations and Consumers Co-operative Stores - Relation between Primaries and Central Organization and terms of sale - Sale depots - Export - Advertisement - Exhibitions -Shows and fairs

(7) Important Cottage Industries - Textile - Leather - Tanning - Fiber food products, coir, etc.,

(8) Industrial policy of the Government of India and the State Government - Objects and constitution of the various boards:-

(i) All India Khadi and Village Industries Board
(ii) All India Handloom Board
(iii) All India Handicrafts Board
(iv) Central Silk Board
(v) Central Coir Board
(vi) Small Scale Industries Board
(vii) MSME Development Institute and
(viii) National Small Industries Corporation

Experimentation and research and programme of various institutions - Technical advice and instruction - Peripatetic and Stationery Schools - Grant of stipends, scholarships, etc.,

(9) Financial assistance by the State - Schemes for the grant of loans and subsidies to hereditary craftsmen and others engaged in various cottage industries and to industrial societies - Subsidies to staff and management - Government subscription to share capital of industrial Co-operatives

(10) Industrial and Labour Laws - Important and relevant portions of Indian Factories Act - Payment of Wages Act, Workmen's Compensation Act and Maternity Benefit Act

TEST CODE : 063

Departmental Test for Supervisors of Industrial Co-operative in the Industries Department – Business Administration including Cost Accounting

Business Administration including Cost Accounting

I. (A) Nature and functions of Business Management

Appraising the outlook for an industrial Co-operative - Factors to be considered in appraising the outlook - Approach to forecasting problems - Importance of business cycles

(B) Policy Making

Sales policies - Products to be sold - Terms and conditions of sale – Quality - Price - Delivery - Payment - Packing and Marketing - Selection of customers - How to start business relations - Sales appeals and promotion - Current order offer - Tender - Indent trade references

Salesmanship - Qualifications of a good salesman

Procurement policies - Product to be purchased or produced - Correlating procurement with sales - Selecting vendors - Selection of general production process

Personal policies - Nature - New attitude towards personnel - Problems - Selection - Training - Compensation - Climate of work - Employee service – Industrial relations

Financial policies - Need for capital - Current and fixed capital - Effects of profit and loss on capital requirements - Use of capital - Sources of capital - Protection of capital - Distribution of earnings

(C) Organization

Administrative organization - Need for organization in growing business - Organization hierarchy in large concerns - Factors to be considered in establishment of an organization

Basic departmentation - Ways of grouping activities - Typical s used in departmentation - Grouping by produce or service - Territories - Types of customers - Process - Functions - Use of organization charts and manuals

Authority relationship - Line of authority - Functional authority - Staff authority

Delegation - Delegation of responsibility and authority

Span of control - Limitations to an effective span of control - Shortcomings of increase in the number of executives and levels supervision - Optimum span of control

Managerial personnel - Appraisal selection - Development and compensation

Co-ordination - Need for co-ordination - Techniques of securing Co-ordination

Communication in management - Traits of good communication - Forms and informal channels - Follow up - Standard indoctrination - explaining why? - Consultative direction - Links in the chain of command

Control - Essential steps in any control process – Setting

Standards - Appraisal of performance - Correction of deviations

Motivation - Need - determinants of behavior factors guiding individual behavior and reaction - Primary incentives

II. Marketing and Distribution

Relating between production and distribution - Meaning of distribution - The distributors functions - Definition of marketing - The economic, social and political force behind marketing - Channels of distribution - Character and functions of retail trading - Types of retail trading unit - The economic case of wholesale trader - Whole sale distribution in practice - Functionaries in wholesaling and their role in the distribution of natural products - Manufactures and services - Direct selling choices of the channel - Trends in distribution cost - High pressure distribution - Definition of market - Different kinds of market - Market reports and how to read them - Market research and formulation of sales policy - Price policy and practices - Resale price and maintenance - Trade association - Risks in marketing and their control - Financing of marketing activities - Ware housing - Types, organization and management

Sale Promotional Activities - In relation to dealers, salesmen and the public - Choosing the dealer and relationship with the dealers - Designing and package - Sales contest - Advertisement branding - Different objective and media of advertisement - The economics of advertising - Production of publicity materials - Forms of publicity

The sales Department - Organizational problems - The sales budget - The sales quota - Control record - Stock turnover

The Salesmen - The Psychology of selling - Types of selling jobs and salesmanship involved - Traits of a good salesman - Knowledge of goods and customers - Different types of customers - Recruitment, Selection and training of salesmen - Incentive and assistance to salesmen - Control of sales form - Sales conventions and conferences - Legal aspects of selling - Aspect of social control in marketing

III. Higher Business Control

Elementary Cost Accounting - Common terms involved in cost accounting basis of costing on cost - Methods of allocating on cost wages - Methods of charging raw materials and stores to various jobs - Price Fixing - Brief principles of budgetary control - Reconciliation of costing records with financial books

State Controls of Business and Industry - A study of law to acquaint the students with a few fundamental legal doctrines which control business and industry

Contracts - Sale of goods - Agency - Negotiable instruments and legal form of association - Important provisions of the Madras Shops and Establishment Act of 1947 - General Sales Tax Act, 1939 - Factories Act, 1948 - Workmen's Compensation Act - Industrial Disputes Act, 1947 - Payment of Wages Act, 1936 - Trade unions Act - Employees Provident Fund Act, 1952 - Employees State Insurance Act, 1948 - The Registration and Licensing of

Industrial Undertaking Rules, 1952 - Collective bargaining - Arbitration and Conciliation Councils – Tribunal

IV. Insurance and control of business risks

The coverage available - The insurance a business unit needs - Type of company to use - Specific insurance plans

Managerial Techniques of Internal Control

The basic process of control - Control over Policies - Rate of Operational Organization - Key personnel wages and salaries - Methods and power - Capital expenditure - Service departments - Line of products - Research and Development - External relations - Foreign operations - Demands on executive time - Control of over all performance

Basic concepts and definitions – Income, TDS, Advance Tax, Rates of Taxation (Specifically to the Industrial Co-operative Societies) – Filing of IT Returns – Assessment of procedures– Procedure for getting refund from IT– Appeal Procedures–Deduction And Exemption inspect of Industrial Co-operative Societies

-

TEST CODE : 001			
TEST NAME: Departmental Test for Supervisors of Industrial Co-operative in the Industries Department – Co-operation General –First Paper - Co-operative Law			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 100% Without Books	**2.30 hours**	**45**	100

TEST CODE : 011			
TEST NAME: Departmental Test for Supervisors of Industrial Co-operative in the Industries Department - Co-operation General - Second Paper - Co-operative Principles and Practice			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 100% Without Books	**2.30 hours**	**45**	100

-

TEST CODE : 012			
TEST NAME: Departmental Test for Supervisors of Industrial Co-operative in the Industries Department – Industrial Co-operation			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 100% Without Books	**2.30 hours**	**45**	100

TEST CODE : 049			
TEST NAME: Departmental Test for Supervisors of Industrial Co-operative in the Industries Department - Co-operative Accounts and Audit including Book – keeping and Secretarial Practice			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 100% Without Books	**2.30 hours**	**45**	**100**

TEST CODE : 063			
TEST NAME: Departmental Test for Supervisors of Industrial Co-operative in the Industries Department – Business Administration including Cost Accounting			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 100% Without Books	**2.30 hours**	**45**	**100**

INDUSTRIAL SAFETY AND HEALTH (1 TEST)
(INSPECTOR OF FACTORIES)

Name of the Test

T.C.160: Labour and Factories Department Test – Part - A

SYLLABUS

TEST CODE: 160

Labour and Factories Department Test – Part - A

1. Factories Act, 1948
2. Payment of Wages Act,1936
3. Tamil Nadu Industrial Establishments (National and Festival Holidays)Act,1958
4. Maternity Benefit Act,1961
5. Tamil Nadu Labour Welfare Fund Act,1972
6. Minimum Wages Act,1948
7. The Following Chapters in The Bharatiya Nagarik Suraksha Sanhita, 2023:-

Chapter-I : Definitions – Section 2

Chapter-III : Power of courts – Section 21 - Courts by which offences are triable and Section 23 - Sentences which Magistrates may pass

Chapter-VII : Section 94 -Summons to produce document or other thing

Chapter-XII : Information to the Police and their powers to investigate

Chapter-XV : Section 210 – Cognizance of offences by Magistrate and Section 218 – Prosecution of Judges and Public Servants

Chapter-XVII : Section 228 – Magistrate may dispense with personal attendance of accused.

Chapter-XVIII : Section 234 – Contents of Charge
Section 235 – Particulars as to time, Place and Person
Section 240 - Recall of witnesses when charge altered
Section 241 – Separate charges for distinct offences
Section 242 – Three offences of same kind within year may be charged together
Section 243 – Trial for more than one offence
Section 244 – where it is doubtful what offence may be committed
Section 246 – What persons may be charged jointly

Chapter -XXI : Section 274 – Substance of accusation to be stated
Section 275 – Conviction on plea of guilty
Section 276 – Conviction on plea of guilty in absence of accused in petty cases

Section 276 – Procedure when not convicted
Section 279 - Non –appearance or death of complainant
Section 280 – Withdrawal of complaint
Section 281 – Power to stop proceedings in certain cases

Chapter – XX : Section 282 – Power of court to convert summons-cases into warrant cases

Chapter-XXVI : General provision as to inquiries and trials –
Section 346 – Power to postpone or adjourn proceedings
Section 351 – Power to examine the accused
Section 360 – Withdrawal from prosecution

Chapter-XXXI : Appeals – Section 413 – No appeal to lie unless otherwise provided

Chapter - XXXVIII : Limitation for taking cognizance of certain offences
- Section 514 – Bar to taking cognizance after lapse of the period of limitation.
Section 519 – Extension of period of limitation in certain cases.

Chapter - XXXIX : - Section 413 – Saving of inherent powers of High Court

8. The following Chapters in The Bharatiya Nyaya Sanhita 2023

Chapter - I – Section 1 (3) Short title, commencement and application

Section 2 (12) "Government" & 2 (28) "Public Servant"

Chapter - II - Punishments – Section 9 – Limit of punishment of offence made of several offences

Chapter - IV - Section 14 – Act done by a person bound, or by mistake of fact believing himself bound, by law

Chapter - IX - Offence of / by relating to Public Servants – Section 198 – Public Servant disobeying law, with intent to cause injury to any person

Chapter - X - Offences of the lawful authority of Public Servants

Section 206 – Absconding to avoid service of summons or other proceeding

Section 207 - Preventing service of summons or other proceeding, or preventing publication thereof

Section 207 – Non-attendance in obedience to an order from public servant

Section 210 – Omission to produce document or electronic record to public servant by person legally bound to produce it

Section 213 – Refusing oath or affirmation when duly required by public servant to make it

Section 214 – Refusing to answer public servant authorized to Question

Section 215 – Refusing to sign statement

Section 216 – False statement on oath or affirmation to public servant or person authorized to administer an oath or affirmation

Section 221 – Obstructing public servant in discharge of public functions.

Section 224 – Threat of injury to public servant

Chapter - XIV - Offences affecting the public health, safety, convenience, decency and morals –

Section 286 – Negligent conduct with respect to poisonous substance
Section 287 - Negligent conduct with respect to fire or combustible matter
Section 288 - Negligent conduct with respect to explosive substance
Section 289 - Negligent conduct with respect to machinery
Section 290 - Negligent conduct with respect to pulling down or repairing or constructing buildings, etc
Section 291 – Negligent conduct with respect to animal

Chapter - XVI - Offences affecting the human body –

Section 105 – Punishment for culpable homicide not amount to murder
Section 106 – Causing death by negligence

9. Building and Other Construction Workers (Regulation of Employment and Conditions ofService) Act,1986
10.Manufacture, Storage and Import of Hazardous Chemical Rules,1989

TEST CODE : 160

TEST NAME: Labour and Factories Department Test - Part - A

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% With Books	2.30 hours	45	100

JUDICIAL DEPARTMENT (5 TESTS)

Name of the Test

T.C.105: The Civil and Criminal Judicial test for Members of the Judicial Department - Part - I

T.C.116: The Civil and Criminal Judicial test for Members of the Judicial Department - Part -II

T.C.143: The Civil and Criminal Judicial test for Members of the Judicial Department - Part –III

T.C.157: Departmental Test for Junior Assistants in the Office of the Administrator-General and Official Trustee – First Paper

T.C.062: Departmental Test for Junior Assistants in the office of the Administrator-General and Official Trustee – Second Paper

SYLLABUS

TEST CODE : 105

The Civil and Criminal Judicial test for Members of the Judicial Department - Part -I

Bharatiya Nagarik Suraksha Sanhita, 2023 and the Criminal Rules of Practice

TEST CODE : 116

The Civil and Criminal Judicial test for Members of the Judicial Department - Part - II

The Civil Procedure Code and the Civil Rules of Practice

TEST CODE : 143

The Civil and Criminal Judicial test for Members of the Judicial Department - Part - III

(i) The Madras Court fees and Suits Valuation Act,1955 (Madras Act, XIV of 1955) and the Limitation Act of 1963 (Act XXXVI of1963)

(ii) The Indian Stamp Act,1899

(iii) Indian Registration Act,1908

TEST CODE : 157

Departmental Test for Junior Assistants in the Office of the Administrator - General and Official Trustee – First Paper

Administrator - General's Act of 1963 and the rules framed there under

Note: The questions in the first paper should be such as to test the capacity of the candidate to refer intelligently to the Acts, Rules, etc., in dealing with questions that arise in the course of the administration of estate and trusts.

TEST CODE : 062

Departmental Test for Junior Assistants in the office of the Administrator-General and Official Trustee – Second Paper

Official Trustee's Act II of 1913 and the rules framed there under. The Government securities manual.

Note: The second paper should consist of questions affecting the principles and procedure to be followed in the taking over and administration of estates and trusts.

TEST CODE : 105

TEST NAME: The Civil and Criminal Judicial test for Members of the Judicial Department - Part - I

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 80% Without Books	2 hours	**36**	100
Descriptive Type - 20% With Books	30 minutes	**9**	
Total	**2.30 hours**	**45**	

-

TEST CODE : 116			
TEST NAME: The Civil and Criminal Judicial test for Members of the Judicial Department - Part - II			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 80% Without Books	2 hours	**36**	100
Descriptive Type - 20% With Books	30 minutes	**9**	
Total	**2.30 hours**	**45**	

-

TEST CODE : 143			
TEST NAME: The Civil and Criminal Judicial test for Members of the Judicial Department – Part - III			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 80% Without Books	2 hours	**36**	100
Descriptive Type - 20% With Books	30 minutes	**9**	
Total	**2.30 hours**	**45**	

-

TEST CODE : 157			
TEST NAME: Departmental Test for Junior Assistants in the Office of the Administrator - General and Official Trustee – First Paper			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 80% Without Books	2 hours	**36**	100
Descriptive Type - 20% With Books	30 minutes	**9**	
Total	**2.30 hours**	**45**	

-

TEST CODE : 062			
TEST NAME: Departmental Test for Junior Assistants in the office of the Administrator - General and Official Trustee – Second Paper			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 80% Without Books	2 hours	**36**	100
Descriptive Type - 20% Without Books	30 minutes	**9**	
Total	**2.30 hours**	**45**	

KHADI AND VILLAGE INDUSTRIES BOARD (2 TESTS)

Name of the Test

T.C:158 : Departmental Test for Members of the Staff of the Tamil Nadu Khadi and Village Industries Board - First Paper on Gandhiji's Collected Works Volume-V (Tamil) (Tamil version only)

T.C:168: Departmental Test for Members of the Staff of the Tamil Nadu Khadi and Village Industries Board - Second Paper on Hand Book of Financial Assistance by the Khadi and Village Industries Commission

SYLLABUS

Test Code:158

Departmental Test for Members of the Staff of the Tamil Nadu Khadi and Village Industries Board - First Paper on Gandhiji's Collected Works Volume-V (Tamil) (Tamil version only)

Gandhiji's Collected Works Volume - V

Test Code:168

Departmental Test for Members of the Staff of the Tamil Nadu Khadi and Village Industries Board - Second Paper on Hand Book of Financial Assistance by the Khadi and Village Industries Commission

Hand Book of Financial Assistance by Khadi and Village Industries Commission

TEST CODE : 158

TEST NAME: Departmental Test for Members of the Staff of the Tamil Nadu Khadi and Village Industries Board – First Paper on Gandhiji's Collected Works Volume – V (Tamil) (Tamil version only)

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

TEST CODE : 168

TEST NAME: Departmental Test for Members of the Staff of the Tamil Nadu Khadi and Village Industries Board - Second Paper on Hand Book of Financial Assistance by the Khadi and Village Industries Commission

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	45	100

LABOUR DEPARTMENT (1 TEST)

Name of the Test

T.C.170: Labour and Factories Department Test - Part –B

SYLLABUS

Test Code:170

Labour and Factories Department Test - Part – B

1. The Industrial Dispute Act,1947
2. The Trade Unions Act,1926
3. The Industrial Employment (Standing Orders) Act,1946
4. The Employees' Compensation Act,1923
5. The Tamil Nadu Catering Establishments Act, 1958
6. The Tamil Nadu Shops and Establishments Act,1947
7. The Payments of Bonus Act,1965
8. The Payment of Gratuity Act,1972
9. The Beedi and Cigar Workers (Conditions of Employment) Act,1966
10. The Motor Transport Workers Act,1961
11. The Tamil Nadu Manual Workers (Regulation of Employment and Condition of Work) Act, 1982
12. The Plantations Labour Act,1951
13. The Legal Metrology Act,2009
14. The Legal Metrology (Packaged Commodities) Rules,2011
15. The Tamil Nadu Legal Metrology (Enforcement) Rules,2011

TEST CODE : 170

TESTNAME: Labour and Factories Department Test - Part –B

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% With Books	**2.30 hours**	**45**	**100**

LOCAL FUND AUDIT DEPARTMENT (5 TESTS)

Name of the Test

T.C.102: Departmental Test for Officers and Subordinates of Local Fund Audit and State Government Audit Department paper – I (Audit of Local Bodies / Universities and Other Auditable Institutions)

T.C.050: Departmental Test for Officers and Subordinates of Local Fund Audit and State Government Audit Department – Paper-II (Accounts and Audit of Local Bodies Application of Rules and Audit Checks)

T.C.138: Departmental Test for Officers and Subordinates of Local Fund Audit and State Government Audit Department Paper – III (Accounts and Audit in Internal Audit and Statutory Boards Audit)

T.C.153: Departmental Test for Local Fund Audit and State Government Audit – Acts and Rules

T.C.064: Departmental Test for Local Fund Audit and State Government Audit - Commercial Book – keeping.

***Note: From Departmental Exams December 2026 onwards, as per G.O (M.S).No.66, Finance (Local Fund) Department, dated 09.03.2026, Test Code 114 has been deleted. The names of Test Codes 102, 050, 138, 153 & 064 are changed. The Syllabus for Test Codes 102, 138 & 153 updated.**

SYLLABUS
TEST CODE : 102

Departmental Test for Officers and Subordinates of Local Fund Audit and State Government Audit Department paper – I (Audit of Local Bodies / Universities and Other Auditable Institutions)

1. The Tamil Nadu District Municipalities Act,1920
2. The Chennai City Municipal Corporation Act, 1919
3. The Madurai City Municipal Corporation Act, 1971
4. The Coimbatore City Municipal Corporation Act,1984
5. The Tamil Nadu Panchayat Act,1994
6. The Tamil Nadu Public Health Act,1939
7) Manual of instructions for the maintenance of accounts of Panchayat Union Councils
8) The Elementary Education Act
9) The Accounts maintained by the Institutions mentioned below and checks to be exercised in auditing them.
   (a) Corporations
   (b) Municipalities
   (c) Town Panchayats
   (d) District Panchayats
   (e) Panchayat union
   (f) Village Panchayats
   (g) Local Library Authority
   (h) Market Committees
   (i) Universities

10) The Tamil Nadu Transparency in Tenders Act, 1998 and Rules, 2000
11) Municipal Accounting Manual
12) Local Fund Audit Department Manual Volume II &III

13) Tamil Nadu Local Fund Audit Act (Act No.24 of 2014) and the Rules framed there under.
14) Tamil Nadu Urban Local Bodies Act 1998
15) Arts & Science Private College (Regulations) Act & Rules 1976
16) Career Advancement Scheme – according to Regulations of UGC and AICTE & Tamil Nadu Government Orders

Note: A knowledge of sections of the chapters of the Acts / Rules / Manual prescribed above bearing on the Revenue, Expenditure and Accounts matters will be expected.

TEST CODE : 050

Departmental Test for Officers and Subordinates of Local Fund Audit and State Government Audit Department – Paper-II (Accounts and Audit ofLocal Bodies Application of Rules and Audit Checks)

1) The Accounts maintained by the Institutions mentioned below and checks to be exercised in auditing them.
   a) Municipal Corporations
   b) Municipalities
   c) Panchayat Unions
   d) District Panchayats
   e) Village Panchayats
   f) Local Library Authorities
   g) Market Committees
   h) Universities
   i) Charitable Endowments

2) Accrual Based Accounting System of Urban Local Bodies(ABAS)

3) Tamil Nadu Town and Country Planning Act,1971

4) Tamil Nadu Transparency in Tenders Act, 1998 & Rules,2000.

5) Municipal Accounting Manual

6) Local Fund Audit Department Manual-Volume II &III

Note: A Knowledge of application of various sections of the chapters of the Acts / Rules Manual prescribed above bearing on the Revenue, Expenditure and Accounts matters will be expected

TEST CODE : 138

Departmental Test for Officers and Subordinates of Local Fund Audit and State Government Audit Department – Paper-III (Accounts and Audit in Internal Audit and Statutory Boards Audit)

1. The Accounts and Registers pertaining to Accounts maintained in Government Departments and Statutory Boards and Institutions which come under the audit purview of the Internal Audit Department. Rules and Procedure prescribed for the stock verification organisation and the Accounts maintained by the Educational Institutions, Noon Meals Schemes, and Private Polytechnics and Government aided / Private Engineering Colleges.
2. Special emphasis is made on assessment of grant for Grant-in- aid Institutions, certification of Provident Fund, Pension including that of Assistant Elementary Education Officer's audit.

3. The Accounts maintained by the Institutions mentioned below and checks to be exercised in auditing them.
   a) Puratchi Thalaivar M.G.R. Noon Meal Programme
   b) Tamil Nadu Khadi and Village Industries Board
   c) Tamil Nadu Wakf Board
   d) Tamil Nadu Slum Clearance Board
   e) The Agricultural Extension Centre
   f) The Tamil Nadu Housing Board.
   g) Tamil Nadu Text Book Society
   h) Chennai Metropolitan Development Authority

4) Tamil Nadu Labour Welfare Fund Act, 1972 and Rules thereunder
5) Tamil Nadu Town and Country Planning Act,1971
6) Development Control Rules for Chennai Metropolitan Area.
7) Tamil Nadu Transparency in Tenders Act, 1998 and Rules,2000
8) Official Receiver
9) Official Assignee and Official Liquidator
10) Government Aided / Private Polytechnics, Engineering Colleges
11) Local Fund Audit Department Manual-Volume III &V
12) Chennai Metro Water supply and sewage Board (CMWSSB) Act 1978
13) Tamil Nadu Water Supply and Drainage Board (TWAD) Act 1970

Note: A Knowledge of sections of the chapters of the Acts / Rules / Manual prescribed above bearing on the Revenue, Expenditure and Accounts matters will be expected.

TEST CODE : 153

Departmental Test for Local Fund Audit and State Government Audit – Acts and Rules

1. The Tamil Nadu District Municipalities Act,1920
2. The Chennai City Municipal Corporation Act, 1919
3. The Madurai City Municipal Corporation Act, 1971
4. The Coimbatore City Municipal Corporation Act,1984
5. The Tamil Nadu Panchayats Act,1994
6. The Tamil Nadu Public Health Act,1939
7. Manual of Instructions for the maintenance of accounts of Panchayat Union Councils
8. The Elementary Education Act
9. The Accounts maintained by the Institutions mentioned below and checks to be exercised in auditing them
   (a) Corporations
   (b) Municipalities
   (c) Town Panchayats
   (d) District Panchayats

(e) Panchayat Unions

(f) Local Library Authority

(g) Market Committees

(h) Puratchi Thalaivar M.G.R. Noon Meal Programme

(i) Tamil Nadu Khadi and Village Industries Board

(j) Tamil Nadu Wakf Board

(k) Tamil Nadu Slum Clearance Board

(l) The Agricultural Extension Centre

(m) The Tamil Nadu Housing Board

10) Municipal Accounts Manual

11) Local Fund Audit Department Manual-Volume II, III &V

12) Tamil Nadu Urban Local Bodies Act, 1998

13) Tamil Nadu Local Fund Audit Act (Act No.24 of 2014) and the Rules framed there under (Sl. No. 13 of T.C. 114)

14) Municipal Budget Manual

15) Tamil Nadu Highways Manual Volume I – Standard Specification for Roads and Bridges – the Preliminary Specifications.

Note : A Knowledge of sections of the chapters of the Acts / Rules / Manual prescribedabove bearing on the Revenue, Expenditure and Accounts matters will be expected

TEST CODE : 064

Departmental Test for Local Fund Audit and State Government Audit - Commercial Book – keeping

A Complete Treatise on the Fundamentals of Accounting written Specially for IndianStudents and Businessmen. BY Jamshed R. Batlibot, F.S.A.A. (Hons.), F.C.A., F.I.C.T.A. (22nd Edition)

CHAPTER I - ELEMENTS OF DOUBLE ENTRY

Definition – Object of Book keeping – Double Entry Book keeping – Explanation of Terms – First Principles of Double Entry – Personal Accounts – Property of Real Accounts – Nominal Accounts – Summary - Questions.

CHAPTER II - RULE FOR JOURNALISING

Subsidiary Records and the Ledger – Rules for Journalizing – Summary - Questions – Exercises.

CHAPTER III - LEDGER ACCOUNTS

Division of Accounts-The importance of Ledger-Balancing Personal Accounts – Cash Accounts – Goods Account – Closing of Real Accounts – Closing of Nominal and Fictitious Accounts – Capital Account – Drawings Account – Summary - Questions – Exercises.

CHAPTER IV - SUB DIVISIONS OF JOURNAL

Purchases-Book-Posting the purchases - Book-Sales - Book-Posting of Sales, Book- Returns of Goods - Returns Inwards and Outwards - Book-Postings of Return of Books - Summary – Questions -Exercises.

CHAPTER V - THE CASH BOOK

Cash Discount – Trade Discount – Posting of Cash Book – Balancing the Cash Book – Summary – Questions - Exercises.

CHAPTER VI - BANKING TRANSACTION

Bank Current Account – Cheques – Crossing a Cheque – Dishonour of Cheques- Banker's Draft - Record on Bank Transactions – Cash Book with Cash and Bank Columns - Cash Books with Bank Columns only - Petty Cash Book - Bank Reconciliation Statement – Analytical Petty Cash Book – The Imprest System of Petty Cash - Summary
– Questions – Exercises.

CHAPTER VII - BILL TRANSACTIONS

Acceptance of a Bill-General and Qualified Acceptance – Negotiation of a Bill-Holder in due course – Endorsement of a Bill – Liability on a Bill of Exchange – Days of grace presentment for payment – Calculation of Time of Payment - Signature in Representative Capacity – Dishonour of Bills – Noting and Protesting – Acceptance for Honour Supra Protest – Referee in case of Need- Bills Receivable and Bills Payable – Discounting Bills – Entries for Bill Transactions - Bills Receivable Book-Postings from Bills Receivable Book – Bills Receivable Account – Collection of Bills by Bankers – Entries on Dishonour of Bills – Promissory Notes – Renewal of Bills - Retiring Bills under Discount – Bills Payable Book – Postings or Bills Payable Book – Bills Payable Account – Dishonour of Bills payable – Renewal of Bills payable – Retiring Bills payable under Discount – Accommodation Bills – Foreign and Documentary Bills – Summary – Questions – Exercises.

CHAPTER VIII - THE JOURNAL PROPER

Opening Entries –Rectification of Errors – Adjusting and Closing Entries –Theoretical -Use of Journal – Summary - Questions – Exercises.

CHAPTER IX - THE TRIAL BALANCE

What a Trial Balance is – How to prepare a Trial Balance – Errors not Disclosed by Trial Balance – Errors Disclosed by Trial Balance – Summary - Questions – Exercises.

CHAPTER X - THE TRADING ACCOUNT

Capital and Revenue Expenditure – Trading Account – Sub-Division of Goods Account Inclusion of Stock in Trading Account – Valuation of Stock – How to bring Closing Stock into Account – Purchases and Sales Returns – Freight, Duty and Carriage Inwards – Trading Account of a Manufacturer – Advantages of trading Account – Closing entries for Trading Account – Summary - Questions –Exercises.

CHAPTER XI - THE PROFIT AND LOSS ACCOUNT

How to prepare Profit and Loss Account – Transfer of Net Profit or Loss – Adjustment of Nominal Accounts – Outstanding Expenses – Prepaid Expenses – Reserve for Doubtful Debts – Reserve for Discounts – Income Received in Advance – Income Earned and Not Received – Received - Depreciation Interest on Capital – Interest of Drawings – Important Points in Construction of Trading and Profit and Loss Account – Usual Adjusting Entries – Closing Entries – Summary – Questions –Exercises.

CHAPTER XII - THE BALANCE SHEET

Object of Balance Sheet – Definition of Balance Sheet – Balance Sheet includes ProfitBalance Sheet must reflect true position – Valuation of Assets – Form of Balance Sheet, Dating the Final Accounts Sundry Debtors and Sundry Creditors – Reserve for Doubtful Debts – Reserve for Discounts – Deferred Revenue Expenditure – Closing stock not included in Trial Balance – Advantage of Double Entry – Summary – Questions – Exercises.

CHAPTER XVII - CAPITAL AND REVENUE EXPENDITURE RECEIPTS AND PAYMENTS AND INCOME AND EXPENDITURE ACCOUNTS

Capital and Revenue Expenditure – Structural Alternation on Improvements to Existing Assets– Usual Items of Revenue Expenditure – Usual Items of Capital Expenditure– Receipts and Payments Account – Income and Expenditure Account – Different Classes of Assets–Working Capital – Watered Capital – Summary – Questions – Exercises.

CHAPTER XVIII - SINGLE ENTRY BOOK KEEPING

Single Entry – Disadvantages of Single Entry – Statement of Affairs – Ascertainment of Profits from Single Entry Books – Conversion of Single Entry into Double Entry –Summary - Questions –Exercises.

TEST CODE: 102

TEST NAME : Departmental Test for Officers and Subordinates of Local Fund Audit and State Government Audit Department paper – I (Audit of Local Bodies / Universities and Other Auditable Institutions)

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% With Books	**2.30 hours**	45	100

TEST CODE: 050

TEST NAME: Departmental Test for Officers and Subordinates of Local Fund Audit and State Government Audit Department – Paper-II (Accounts and Audit of Local Bodies Application of Rules and Audit Checks)

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	**2.30 hours**	45	100

TEST CODE: 138

TEST NAME: Departmental Test for Officers and Subordinates of Local Fund Audit and State Government Audit Department – Paper-III (Accounts and Audit inInternal Audit and Statutory Boards Audit)

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% With Books	**2.30 hours**	45	100

TEST CODE: 153

TEST NAME: Departmental Test for Local Fund Audit and Internal Audit Departments

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% With Books	**2.30 hours**	45	100

TEST CODE : 064

TEST NAME: Departmental Test for Local Fund Audit and State Government Audit - Commercial Book – keeping

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 60% Without Books	1.30 hours	**27**	100
Descriptive Type - 40% Without Books	1 hour	**18**	
Total	**2.30 hours**	**45**	

MARITIME BOARD (2 TESTS)

Name of the Test

T.C.112: Tamil Nadu Maritime Board Test – Lower Grade

T.C.135: Tamil Nadu Maritime Board Test - Higher Grade

TEST CODE : 112

Tamil Nadu Maritime Board Test - Lower Grade

SYLLABUS

1. The Tamil Nadu Port Manual (The whole)
2. The Indian Ports Act, 1908 (Central Act 15 of 1908) and the Rules issued thereunder
3. The Tamil Nadu Minor Ports Harbour Craft Rules, 1953 (The whole)
4. The Tamil Nadu Maritime Board Act,1995 (Tamil Nadu Act 4 of 1996)
5. Fundamental Rules of the Tamil Nadu Government : Chapters II, III, IV, X, XI and Annexure III
6. Tamil Nadu Maritime Board Port Regulations,2017
7. All Circulars Government Orders and Rules Issued In Connection With Tamil Nadu Maritime Board

TEST CODE : 135

Tamil Nadu Maritime Board Test - Higher Grade

SYLLABUS

1. Tamil Nadu Port Manual (The whole)
2. The Merchant Shipping Act, 1958 (Central Act 44 of 1958) and the Rules issued thereunder (excluding Part II, IV, IX-A and X-A)
3. The Indian Ports Act, 1908 (Central Act 15 of 1908) and the Rules issued thereunder
4. Tamil Nadu Maritime Board Act,1995 (Act No.4 of 1996)
5. Tamil Nadu Minor Ports Harbour Crafts Rules,1953
6. The Indian Lighthouse Act, 1927 (Central Act XVII of 1927)
7. The Indian Port Health Rules,1955
8. Code of Storm Warning Signals for use at Indian Maritime Ports
9. Tamil Nadu Maritime Board Port Regulations, 2017
10. All Circulars, Government Orders and Rules issued in connection with Mercantile Marine Department of Directorate General of Shipping (including Notices to Mariners of permanent nature
11. All Circulars, Government Orders and Rules issued in connection with Tamil Nadu Maritime Board

TEST CODE: 112

TEST NAME: Tamil Nadu Maritime Board Test - Lower Grade

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	**2.30 hours**	45	100

TEST CODE: 135

TEST NAME: Tamil Nadu Maritime Board Test – Higher Grade

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	**2.30 hours**	45	100

MEDICAL AND RURAL HEALTH SERVICES DEPARTMENT (1 TEST)

Name of the Test

T.C.002: Departmental Test in the Tamil Nadu Medical Code

SYLLABUS

TEST CODE :002

Departmental Test in the Tamil Nadu Medical Code

All Chapters in Volume - I and the Appendices in Volume - II of the Tamil Nadu Medical Code (5th Edition)

TEST CODE: 002
TEST NAME: Departmental Test in the Tamil Nadu Medical Code

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% With Books	**2.30 hours**	45	100

MUNICIPAL ADMINISTRATION DEPARTMENT (4 TESTS)

Name of the Test

T.C. 006 : Acts and Rules relevant to Municipal Administration Paper - I

T.C. 016 : Acts and Rules relevant to Municipal Administration Paper - II

T.C. 178 : Acts and Rules relevant to Municipal Administration Paper - III

T.C. 179 : Acts and Rules relevant to Municipal Administration Paper - IV

SYLLABUS

TEST CODE : 006
Acts and Rules relevant to Municipal Administration Paper - I

1. Tamil Nadu Urban Local Bodies (Amendment) Act, 2022
2. The Tamil Nadu Urban Local Bodies Rules, 2023
3. The Constitution of India

TEST CODE : 016
Acts and Rules relevant to Municipal Administration Paper - II

SYLLABUS

1. Tamil Nadu Government Servants (Conditions of Service) Act, 2016
2. Tamil Nadu Civil Services (Discipline and Appeal) Rules, 1955
3. Tamil Nadu Government Servants Conduct Rules, 1973
4. Tamil Nadu Leave Rules, 1933
5. The Fundamental Rules of the Tamil Nadu Government
6. Tamil Nadu Civil Services (Appointment on Compassionate Grounds) Rules, 2023
7. Tamil Nadu Travel Allowance Rules, 2005 corrected upto 31.01.2005
8. The Tamil Nadu Local Fund Audit Act, 2014 as per TN Act No.24 of 2014
9. The Tamil Nadu Local Fund Audit Rules, 2016
10. Entertainment Act and Rules

TEST CODE : 178

Acts and Rules relevant to Municipal Administration Paper - III

SYLLABUS

1. Tamil Nadu Public Health Act, 1939
2. Tamil Nadu Registration of Births and Deaths Rules, 2000.
3. Tamil Nadu Transparency in Tenders Act, 1998 as amended upto 05.12.2022
4. Tamil Nadu Transparency in Tenders Rules, 2000
5. Solid Waste Management Rules, 2016
6. Plastic Waste Management (Second Amendment) Rules, 2022 amended on 6thJuly, 2022.
7. Bio-medical Waste Management (Second Amendment) Rules, 2019 amended on 10th May 2019.
8. Construction and Demolition Waste Management Rules, 2016
9. Hazardous and other wastes (Management and Transboundary Movement) Rules, 2024 as amended on 12th March, 2024
10. E-waste Management Rules, 2024 as amended on 8th March, 2024
11. Battery Waste Management Rules, 2022.

TEST CODE : 179

Acts and Rules relevant to Municipal Administration Paper - IV

SYLLABUS

1. Tamil Nadu Town and Country Planning Act, 1971 as per TN Act 35 of 1972
2. Tamil Nadu Combined Development and Building Rules, 2019 amended as per G.O (Ms) No.16 MA&WS Department, dated 31.01.2020
3. The Tamil Nadu Open Places (Prevention of Disfigurement) Act, 1959 as per Act No.2 of 1959.

TEST CODE : 006

TESTNAME: Acts and Rules relevant to Municipal Administration Paper - I

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	**2.30 hours**	**45**	100

TEST CODE : 016

TESTNAME: Acts and Rules relevant to Municipal Administration Paper - II

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	**2.30 hours**	**45**	100

TEST CODE : 178

TESTNAME: Acts and Rules relevant to Municipal Administration Paper - III

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	**2.30 hours**	**45**	100

TEST CODE : 179

TESTNAME: Acts and Rules relevant to Municipal Administration Paper - IV

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	**2.30 hours**	**45**	100

POLICE DEPARTMENT (1 TEST)

Name of the Test

T.C.169: Departmental Test for Junior Assistants in the Police Department

SYLLABUS

Test Code: 169

Departmental Test for Junior Assistants in the Police Department

Police Standing Order Book Volume I

TEST CODE : 169

TEST NAME: Departmental Test for Junior Assistants in the Police Department

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 80% Without Books	2 hours	**36**	100
Descriptive Type - 20% With Books	30 minutes	**9**	
Total	**2.30 hours**	**45**	

PRISONS

DEPARTMENT (8 TESTS)

Name of the Test

T.C.107: The Jail Test Part - I (a) Bharatiya Nyaya Sanhita, 2023

T.C.118: The Jail Test Part - I (b) Bharatiya Nagarik Suraksha Sanhita

T.C.131: The Jail Test Part – I (c) Laws, Rules, Regulations and Orders relating to Jail Management

T.C.148: Jail Test Part - II – The Juvenile Justice (Care and Protection of Children) Act, 2015

T.C.127: Departmental Test for Officers of the Probation Branch of the Jail Department - Part – I – Section - A (Bharatiya Nyaya Sanhita, 2023)

T.C.142: Departmental Test for Officers of the Probation Branch of the Jail Department – Part – I - Section – B (Bharatiya Nagarik Suraksha Sanhita, 2023)

T.C.150: Departmental Test for Officers of the Probation Branch of the Jail Department - Part – II - Section – A

T.C.151: Departmental Test for Officers of the Probation Branch of the Jail Department Part - II - Section -B

SYLLABUS

TEST CODE : 107

The Jail Test Part - I (a) Bharatiya Nyaya Sanhita, 2023

Bharatiya Nyaya Sanhita, 2023 - Chapters I, II, III and Sections 156 to 158, 255 to 265

TEST CODE : 118

The Jail Test Part - I (b) Bharatiya Nagarik Suraksha

Sanhita, 2023:

Chapters: I to IX, XIII, XIV, XVI to XXVII, XXIX, XXXIV, XXXV

TEST CODE : 131

The Jail Test Part – I (c) Laws, Rules, Regulations and Orders relating to Jail Management

(a) The Prisoners Act, 1900 (III of 1900)

(b) The Prisons Act, 1894 (IX of 1894)

(c) Prisoners (Attendance in Courts) Act, 1955 (32 of 1955)

(d) Mental Health Act, 1987 (14 of 1987)

(e) Prevention of Corruption Act, 1988 (49 of 1988)

(f) The Tamil Nadu Prison Manual, Volume II & III

(g) Subsidiary Jail Manual

(h) The Tamil Nadu Borstal Schools Act, 1925 (TN Act 5 of 1926)

TEST CODE : 148

Jail Test Part - II – The Juvenile Justice (Care and Protection of Children) Act, 2015

(i) Juvenile Justice (Care & Protection of Children) Act, 2015

(ii) The examination should be a practical test of an Officer's acquaintance with and ability to utilize the codes and text books prescribed and the question papers should be so framed as to secure this object. (G.O.No.1634, Home (Judicial) Department, dated the 14th July 1918)

TEST CODE : 127

Departmental Test for Officers of the Probation Branch of the Jail Department - Part – I – Section - A (Bharatiya Nyaya Sanhita, 2023)

Part - I - Section (A) Bharatiya Nyaya Sanhita, 2023

TEST CODE : 142

Departmental Test for Officers of the Probation Branch of the Jail Department – Part – I - Section – B (Bharatiya Nagarik Suraksha Sanhita, 2023)

Part – I - Section (B) Bharatiya Nagarik Suraksha Sanhita, 2023 (Full Code)

TEST CODE : 150

Departmental Test for Officers of the Probation Branch of the Jail Department -Part – II - Section –A

Probation of offenders Act, 1958 (Central) Act 20 of 1958 the Tamil Nadu Borstal Schools Act, 1925 Immortal Traffic Prevention Act, 1956 (Act 104 of 1956) and Juvenile Justice (Care & Protection of Children) Act, 2015

TEST CODE : 151

Departmental Test for Officers of the Probation Branch of the Jail Department Part - II - Section -B

Part - II - Section (B) Principles of the Probation System(Probation and related measures)

Note (i) Graduates in law are exempted from passing Section (A) in part I of the test.

(ii) Those who have passed the Apprentice Examination conducted by the Madras Bar Council are exempted from passing Section (B) in part I of the test

(iii) Candidates may appear for the test (comprising parts I and II) separately for each part. The provisions of G.O.No.1154 Public (Services) dated the 29th June 1936 will govern the admission of the candidates to the test

TEST CODE: 107

TEST NAME: The Jail Test Part - I (a) Bharatiya Nyaya Sanhita, 2023

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	**2.30 hours**	45	100

TEST CODE: 118

TEST NAME: The Jail Test Part - I (b) Bharatiya Nagarik Suraksha Sanhita,2023

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	**2.30 hours**	45	100

TEST CODE: 131

TEST NAME: The Jail Test Part - I (c) Laws, Rules, Regulations and Orders relating to Jail Management

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	**2.30 hours**	45	100

TEST CODE: 148

TEST NAME: Jail Test Part - II–The Juvenile Justice (Care and Protection of Children) Act, 2015

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	**2.30 hours**	45	100

TEST CODE: 127

TEST NAME: Departmental Test for Officers of the Probation Branch of the Jail Department – Part - I Section - A (Bharatiya Nyaya Sanhita, 2023)

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	**2.30 hours**	45	100

TEST CODE: 142

TEST NAME: Departmental Test for Officers of the Probation Branch of the Jail Department - Part-I Section-B (Bharatiya Nagarik Suraksha Sanhita, 2023)

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	**2.30 hours**	45	100

TEST CODE: 150

TEST NAME: Departmental Test for Officers of the Probation Branch of the Jail Department - Part - II Section – A

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	1 Hour 15 Minutes	45	100

TEST CODE: 151

TEST NAME: Departmental Test for Officers of the Probation Branch of the Jail Department - Part - II Section – B

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	1 Hour 15 Minutes	45	100

PUBLIC WORKS DEPARTMENT (2 TESTS)

Name of the Test

T.C. 110 : The Account Test for Public Works Department Officers and Subordinates – Part - I

T.C.122 : The Account Test for Public Works Department Officers and Subordinates - Part–II

TEST CODE : 110

The Account Test for Public Works Department Officers and Subordinates – Part -I

SYLLABUS

1) The Tamil Nadu Public Works Department Code
2) The Tamil Nadu Financial Code Volume -I
3) The Tamil Nadu Fundamental Rules
4) Tamil Nadu Transparency in Tenders Act,1998
5) Tamil Nadu Transparency in Tenders Rules,2000
6) Tamil Nadu Transparency in Tenders (Public Private Partnership Procurement) Rules, 2012
7) Tamil Nadu Infrastructure Development Act, 2012
8) Tamil Nadu Infrastructure Development Rules, 2013
9) Tamil Nadu Government Servants (Conditions of Service), Act 2016

TEST CODE : 122

The Account Test for Public Works Department Officers and Subordinates - Part–II

SYLLABUS

1) Tamil Nadu Account Code Volume -I
2) Tamil Nadu Account Code Volume -III
3) Tamil Nadu Public Works Account Code
4) Tamil Nadu Treasury Code Volume –I
5) Tamil Nadu Pension Rules (Formerly known as Tamil Nadu Pension Code)
6) Tamil Nadu Budget Manual

TEST CODE: 110			
TEST NAME: The Account Test for Public Works Department Officers and Subordinates – Part -I			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 100% With Books	**2.30 hours**	**45**	**100**

TEST CODE: 122			
TEST NAME: The Account Test for Public Works Department Officers and Subordinates - Part –II			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 100% With Books	**2.30 hours**	**45**	**100**

REGISTRATION DEPARTMENT (4 TESTS)

Name of the Test

T.C.109: Registration Department Test – Group - I - Paper – I

T.C.120: Registration Department Test – Group - I - Paper – II

T.C.133: Registration Department Test – Group - II

T.C.147: Registration Department Test – Group - III

SYLLABUS

TEST CODE :109

Registration Department Test – Group - I - Paper – I

The Registration Act, 1908 with amendments Registration Rules, the Table of Fees and Departmental Orders, Tamil Nadu Document Writers' Licence Rules, 1982

TEST CODE : 120

Registration Department Test – Group - I - Paper – II

Tamil Nadu Registration Manual Part – II circulars and orders

TEST CODE : 133

Registration Department Test – Group - II

The Indian Stamp Act, 1899 and Rules thereunder Stamps Vendors Rules and sale of stamps by Stamp Vendors

TEST CODE : 147

Registration Department Test – Group - III

1. The Transfer of Property Act
2. Bharatiya Sakshya Adhiniyam
3. The Civil Procedure Code sections 1 and 2 of the preliminary chapter sections 27 to 32, 75 to 78 and orders V, XVI and XXVI

4. The Registration of Births and Deaths Act, 1969 and Rules,1977
5. Paris Marriage Act, 1939
6. The Special Marriage Act,1954 (Central Act No.43 of 1954 and Rules framed thereunder)
7. The Tamil Nadu Societies Registration Act, 1975 and Rules thereunder
8. The Indian Christian Marriage Act,1872
9. The Hindu Marriage Act, 1955 and Rules framed thereunder
10. The Dowry Prohibition Act, 1982 and Rules framed thereunder
11. Tamil Nadu Chit Funds Act, 1982 and Tamil Nadu Chit Funds Rules 1984
12. The Indian Partnership Act, 1932 and Rules framed thereunder
13. Tamil Nadu Marriage Registration Act, 2009 and Rules framed hereunder

TEST CODE: 109

TEST NAME: Registration Department Test – Group - I - Paper –I

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 60% Without Books	1.30 Hours	27	100
Descriptive Type - 40% With Books	1 Hour	18	
Total	**2.30 hours**	45	

TEST CODE: 120

TEST NAME: Registration Department Test – Group - I - Paper – II

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 60% Without Books	1.30 Hours	27	100
Descriptive Type - 40% With Books	1 Hour	18	
Total	**2.30 hours**	45	

TEST CODE: 133

TEST NAME: Registration Department Test – Group – II

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 60% Without Books	1.30 Hours	27	100
Descriptive Type - 40% With Books	1 Hour	18	
Total	**2.30 hours**	45	

TEST CODE: 147

TEST NAME: Registration Department Test – Group – III

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 60% Without Books	1.30 Hours	27	100
Descriptive Type - 40% With Books	1 Hour	18	
Total	**2.30 hours**	45	

REVENUE ADMINISTRATION DEPARTMENT (9 TESTS)

Name of the Test

T.C.101: The Revenue Test – Part – I

T.C.113: The Revenue Test – Part – II

T.C.136: The Revenue Test – Part - III

T.C.172: The Tamil Nadu Government Office Manual Test

T.C.055: Bharatiya Nyaya Sanhita, 2023 (General Principles)

T.C.103: Bharatiya Nyaya Sanhita , 2023 (Detailed Applications)

T.C.069: Bharatiya Nagarik Suraksha Sanhita, 2023 (General Principles)

T.C.115: Bharatiya Nagarik Suraksha Sanhita, 2023 (Detailed Applications)

T.C.144: Bharatiya Sakshya Adhiniyam, 2023

SYLLABUS

TEST CODE : 101

Revenue Test Part – I

Government of India Act of 1858 – Kudimaramat Indian

Treasure Trove Act, 1878 (Act No. VI of 1878)

Tamil Nadu Act II of 1864 - Revenue Recovery

Tamil Nadu Irrigation Cess Act, 1865 – Act 7 of 1865

Tamil Nadu Act III of 1899 - Regulation of Births and Deaths

Regulation XXIX of 1802 – Duties of Karnams

Regulation IX of 1822 – Malversation

Tamil Nadu Panchayat Act, 1958 & 1994

Standing Orders of Board of Revenue – Volume – II

Tamil Nadu Government Office Manual

Tamil Nadu Ministerial Service Rules

Tamil Nadu Government Servants (Conditions of Services) Act, 2016

Manual of Village and Taluk Accounts

Special Funds Code

Stamp Manual

Right to Information Act, 2005

Representation of People Act, 1951

TEST CODE : 113

The Revenue Test – Part - II

Standing Orders of Board of Revenue – Volume - I

The Land Acquisition Act, 1894 – Act No. 1 of 1894

The Land Acquisition (Amendment) Act, 1984

The Land Acquisition High Ways Act, 2001

The Land Acquisition of Land for Industrial Purpose Act, 1997

The Tamil Nadu Acquisition of Land for Harijan Welfare Schemes 1977 (Act 31/1978)

Tamil Nadu Act III of 1905 - Encroachments

Tamil Nadu Act V of 1882 - Forest

Tamil Nadu Act XXVI of 1948 - Tamil Nadu Estate (Abolition & Conversion into Ryotwari) Act

Tamil Nadu Land Utilization Order 1957

Tamil Nadu Inam Estate (Abolition and Conversion into Ryotwari) Act, 1963

Tamil Nadu Lease hold (Abolition and Conversion) Act, 1963

Tamil Nadu – Minor Inams

TEST CODE : 136

The Revenue Test – Part - III

Standing Orders of Board of Revenue – Volume - III & IV

Tamil Nadu Land Reforms (Fixation of Ceiling on Land) Act, 1961

Tamil Nadu Land Reforms of Reduction of Ceiling on Land 17/1970 (Amended Act)

The Tamil Nadu Cultivating Tenants Protection Act 25 of 1955

The Tamil Nadu Cultivation Tenants (Payment of fair Rent) Act of 1956

The Tamil Nadu Public Trusts (Regulation and Administration of Agricultural Lands) Act 57/1961

The Tamil Nadu Agricultural Lands (Record of Tenancy Rights) Act 10/1969

The Tamil Nadu Occupants of Kudiyiruppu (Conferment of Ownership) Act 40/1971

The Tamil Nadu Rural Artisans (Conferment of ownership of Kudiyiruppu) Act, 1976 (Tamil Nadu Act 38/1976)

The Tamil Nadu Agricultural Labourers Fair wages Act, 1969

Minimum Wages Act, 1948

Tamil Nadu Bhoodan Yagna Act, 1958

Tamil Nadu Act VIII of Survey & Boundaries Act

Chain Survey Manual

Survey & Lands Records Manual

Regulation Act of VII of 1817 – Charitable Endowments Act

Right to Education Act, 2009

Tamil Nadu Minor Mineral concessions Rules, 1959

TEST CODE : 172

The Tamil Nadu Government Office Manual Test

The Tamil Nadu Government Office Manual

TEST CODE: 055

Bharatiya Nyaya Sanhita, 2023 (General Principles)

(v) Bharatiya Nyaya Sanhita 2023 Acts amending the same.
(vi) The Probation of Offenders Act,1958
(vii) The Juvenile Justice (Care and Protection of Children) Act, 2015
(viii) The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013

TEST CODE: 103

Bharatiya Nyaya Sanhita , 2023 (Detailed Applications)

(ii) Bharatiya Nyaya Sanhita 2023 Acts amending the same.

TEST CODE: 069

Bharatiya Nagarik Suraksha Sanhita, 2023 (General Principles)

I. Bharatiya Nagarik Suraksha Sanhita 2023 amending the same
II. The Government already desired that the examination should be a practical test of an officer's acquaintance with and understanding of the codes and text – books prescribed and the question papers should be so framed as to secure this object (G.O.No.1337 Home (Judicial), dated the 5th June 1918)

TEST CODE: 115

Bharatiya Nagarik Suraksha Sanhita, 2023 (Detailed Applications)

III. Bharatiya Nagarik Suraksha Sanhita 2023 amending the same
IV. The Government already desired that the examination should be a practical test of an officer's acquaintance with and understanding of the codes and text-books prescribed and the question papers should be so framed as to secure this object. (G.O. No.1337, Home (Judicial), dated the 5th June1918)

TEST CODE: 144

Bharatiya Sakshya Adhiniyam, 2023

Bharatiya Sakshya Adhiniyam 2023 Act

TEST CODE : 101							
TEST NAME: The Revenue Test – Part - I							
EXISTING PATTERN				REVISED PATTERN			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**	**Pattern / Type of Examination**	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 40% Without Books	1 hour	**18**	100	**Descriptive Type - 100%** With Books	**2.30 hours**	**45**	100
Descriptive Type - 60% With Books	1 .30 hours	**27**					
Total	**2.30 hours**	**45**					

TEST CODE : 113							
TEST NAME: The Revenue Test – Part – II							
EXISTING PATTERN				REVISED PATTERN			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**	**Pattern / Type of Examination**	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 40% Without Books	1 hour	**18**	100	**Descriptive Type - 100%** With Books	**2.30 hours**	**45**	100
Descriptive Type - 60% With Books	1.30 hours	**27**					
Total	**2.30 hours**	**45**					

TEST CODE : 136							
TEST NAME: The Revenue Test – Part - III							
EXISTING PATTERN				REVISED PATTERN			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**	**Pattern / Type of Examination**	**Time Duration**	**Minimumpass marks**	**Maximum Marks**
Objective Type - 40% Without Books	1 hour	**18**	100	**Descriptive Type - 100%** With Books	**2.30 hours**	**45**	100
Descriptive Type - 60% With Books	1.30 hours	**27**					
Total	**2.30 hours**	**45**					

TEST CODE : 172							
TEST NAME: The Tamil Nadu Government Office Manual Test							
EXISTING PATTERN				REVISED PATTERN			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**	**Pattern / Type of Examination**	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 40% Without Books	1 hour	18	100	**Descriptive Type - 100%** With Books	2.30 hours	**45**	100
Descriptive Type - 60% With Books	1.30 hours	27					
Total	2.30 hours	45					

TEST CODE : 055							
TEST NAME: Bharatiya Nyaya Sanhita, 2023 (General Principles)							
EXISTING PATTERN				REVISED PATTERN			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**	**Pattern / Type of Examination**	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 80% Without Books	2 hours	**36**	100	**Descriptive Type - 100%** With Books	2.30 hours	**45**	100
Descriptive Type - 20% Without Books	30 minutes	**9**					
Total	**2.30 hours**	**45**					

TEST CODE : 103							
TEST NAME: Bharatiya Nyaya Sanhita , 2023 (Detailed Applications)							
EXISTING PATTERN				REVISED PATTERN			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**	**Pattern / Type of Examination**	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 80% Without Books	2 hours	**36**	100	**Descriptive Type - 100%** With Books	2.30 hours	**45**	100
Descriptive Type - 20% With Books	30 minutes	**9**					
Total	**2.30 hours**	**45**					

TEST CODE : 069

TEST NAME: Bharatiya Nagarik Suraksha Sanhita, 2023 (General Principles)

EXISTING PATTERN				REVISED PATTERN			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**	**Pattern / Type of Examination**	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 80% Without Books	2 hours	**36**	100	**Descriptive Type - 100%** With Books	2.30 hours	**45**	100
Descriptive Type - 20% Without Books	30 minutes	**9**					
Total	**2.30 hours**	**45**					

TEST CODE : 115

TEST NAME: Bharatiya Nagarik Suraksha Sanhita, 2023 (Detailed Applications)

EXISTING PATTERN				REVISED PATTERN			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**	**Pattern / Type of Examination**	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 80% Without Books	2 hours	**36**	100	**Descriptive Type - 100%** With Books	2.30 hours	**45**	100
Descriptive Type - 20% With Books	30 minutes	**9**					
Total	**2.30 hours**	**45**					

TEST CODE : 144

TEST NAME: Bharatiya Sakshya Adhiniyam, 2023

EXISTING PATTERN				REVISED PATTERN			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**	**Pattern / Type of Examination**	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 80% Without Books	2 hours	**36**	100	**Descriptive Type - 100%** With Books	2.30 hours	**45**	100
Descriptive Type - 20% With Books	30 minutes	**9**					
Total	**2.30 hours**	**45**					

RURAL DEVELOPMENT AND PANCHAYAT RAJ DEPARTMENT (9TESTS)

Name of the Test

T.C.008: Departmental Test for staff of Rural Development and Panchayat Raj Department Tamil Nadu Panchayat Act, 1994 & Rules and Constitution of India.

T.C166: The Panchayat Development Account Test

T.C.010: Departmental Test for the staff of the Rural Development and Panchayat Raj Department – Scheme Administration

T.C.111: Departmental Test for the Officers of Rural Development and Panchayat Raj Department – Scheme Administration (RD&PR Institution) and The Tamil Nadu Transparency in Tenders Act, 1998 and The Tamil Nadu Transparency in Tenders Rules,2000

T.C.123: Departmental Test for the Officers of Rural Development and Panchayat Raj Department – Basic Technical skills for Administrators and e-gov modulesof various RD Schemes and Administration

T.C.134: Departmental Test for the Officers of Rural Development and Panchayat Raj Department – Tamil Nadu Panchayat Act, 1994 and Rules

T.C.056: Departmental Test for the Officers of Rural Development and Panchayat Raj Department – Poverty alleviation through Self Help Groups

T.C.152: The Account test for Executive Officers

T.C.172: The Tamil Nadu Government Office Manual Test

DEPARTMENTAL TESTS FOR JUNIOR ASSISTANTS /TYPIST /ASSISTANTS

T.C. 008: Departmental Tests for the staff of Rural Development and Panchayat Raj Department - Tamil Nadu Panchayat Act, 1994 & Rules and Constitution of India

T.C166: The Panchayat Development Account Test

T.C.010: Departmental Test for the staff of the Rural Development and Panchayat Raj Department - Scheme Administration

T.C.172: The Tamil Nadu Government Office Manual Test

DEPARTMENTAL TESTS FOR DIRECTLY RECRUITED ASSISTANT DIRECTORS

T.C.111: Departmental Test for the Officers of Rural Development and Panchayat Raj Department – Scheme Administration (RD&PR Institution) and The Tamil Nadu Transparency in Tender Act, 1998 and The Tamil Nadu Transparency in Tenders Rules,2000

T.C.123: Departmental Test for the Officers of Rural Development and Panchayat Raj Department – Basic Technical skills for Administrators and e-gov modules of various RD Schemes and Administration

T.C.134: Departmental Test for the Officers of Rural Development and Panchayat Raj Department – Tamil Nadu Panchayat Act, 1994 and Rules

T.C.056: Departmental Test for the Officers of Rural Development and Panchayat Raj Department – Poverty alleviation through Self Help Groups

T.C.152: The Account test for Executive Officers

SYLLABUS

TEST CODE : 008

Departmental Test for staff of Rural Development and Panchayat Raj Department - Tamil Nadu Panchayat Act, 1994 & Rules and Constitution of India.

Constitution of India and Miscellaneous Acts, the Miscellaneous Acts will be Tamil Nadu Elementary Education Act, 1920, Tamil Nadu Public Health Act, 1939, Places of Public Resort Act, 1888, The Tamil Nadu Public Libraries Act, 1948: Local Authorities Loans Act, 1914 (Central Act IX of 1914), Madras Local Authorities Finance Act, 1961, Madras Town Planning Act, 1920, The Madras District Development Councils Act, 1958, Tamil Nadu Panchayat Act, 1994 along with latest rules and amendments

TEST CODE : 152

The Account test for Executive Officers

(Syllabus framed by Treasuries & Accounts Department)

(1) The Tamil Nadu Financial Code – Chapters I – VII and XII -XIV

(2) The Tamil Nadu Treasury Code – Volume I - Part I, Part II (Chapters III, V and VII) and Part III (Chapter V)

(3) The Tamil Nadu Budget Manual – Chapters I - V, VII and VIII

(4) The Constitution of India, 1950- Articles 148 to 151, 202 to 207, 264 to 293 and 308 to 314.

(5) The Tamil Nadu Pension Rules.

TEST CODE : 172

The Tamil Nadu Government Office Manual Test

(Syllabus framed by Revenue Department)

The Tamil Nadu Government Office Manual

TEST CODE : 010

Departmental Test for the staff of the Rural Development and Panchayat Raj Department – Scheme Administration

1. Centrally Sponsored Scheme implemented by RD & PR Department
2. State Schemes implemented by RD & PR Department
   Salient features of the Central and State Schemes - Methods of implementation - Implementing Agencies - Do's and Don'ts – Scheme Guidelines

TEST CODE : 111

Departmental Test for the Officers of Rural Development and Panchayat Raj Department – Scheme Administration (RD&PR Institution) and The Tamil Nadu Transparency in Tenders Act, 1998 and The Tamil Nadu Transparency in Tenders Rules,2000

1. Centrally Sponsored Scheme implemented by RD & PR Department.
2. State Schemes implemented by RD & PR Department
   Salient features of the Central and State Schemes - Methods of implementation - Implementing Agencies - Do's and Don'ts - Scheme Guidelines
3. The Tamil Nadu Transparency in Tenders Act, 1998 and The Tamil Nadu Transparency in Tenders Rules, 2000(with amendments) Updated in Finance Department website.

TEST CODE : 123

Departmental Test for the Officers of Rural Development and Panchayat Raj Department – Basic Technical skills for Administrators and e-gov modules of various RD Schemes and Administration

Technical Hand Books on Roads & Buildings – Online Monitoring System of all Schemes and tnrd.gov.in

TEST CODE : 134

Departmental Test for the Officers of Rural Development and Panchayat Raj Department – Tamil Nadu Panchayat Act, 1994 and Rules

Tamil Nadu Panchayat Act, 1994 Book and relevant Rules issued thereunder

TEST CODE : 056

Departmental Test for the Officers of Rural Development and Panchayat Raj Department – Poverty alleviation through Self Help Groups

Training Manual issued by Tamil Nadu Corporation for Development of Women

TEST CODE : 166

The Panchayat Development Account Test

1. The Fundamental Rules of the Tamil Nadu Government and Subsidiary Rules including Tamil Nadu Leave Rules
2. The Tamil Nadu Manual of Special Pay and Allowances Parts - I and II
3. The Tamil Nadu Financial Code Chapters – I to VIII and XII to XIV
4. The Tamil Nadu Treasury Code, Volume – I - Part-I, Part - II (Chapters - III, V and VII) and Part - III (Chapter -IV)
5. The Tamil Nadu Budget Manual - Chapters I to V, VII & VIII
6. An Introduction to Indian Government Accounts and Audit Chapter I, Part B of Chapter 2, Chapters 10, 13, 15, 16, 17, 24, 25, 27 and 28
7. The Tamil Nadu Pension Rules
8. Manual of Instructions for the Maintenance of Accounts of Panchayat Unions
9. 6th Pay Commission and consequential revision in rules and instruction

TEST CODE : 166			
TEST NAME: The Panchayat Development Account Test			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 80% Without Books	2 hours	**36**	100
Descriptive Type - 20% With Books	30 minutes	**9**	
Total	**2.30 hours**	**45**	

TEST CODE : 111			
TEST NAME: Departmental Test for the Officers of Rural Development and Panchayat Raj Department – Scheme Administration (RD&PR Institution) and The Tamil Nadu Transparency in Tenders Act, 1998 and The Tamil Nadu Transparency in Tenders Rules,2000			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 80% Without Books	2 hours	**36**	100
Descriptive Type - 20% With Books	30 minutes	**9**	
Total	**2.30 hours**	**45**	

TEST CODE : 123			
TEST NAME: Departmental Test for the Officers of Rural Development and Panchayat Raj Department - Basic Technical skills for Administrators and e-gov modules of various RD Schemes and Administration			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 80% Without Books	2 hours	**36**	100
Descriptive Type - 20% With Books	30 minutes	**9**	
Total	**2.30 hours**	**45**	

TEST CODE : 134			
TEST NAME: Departmental Test for the Officers of Rural Development and Panchayat Raj Department – Tamil Nadu Panchayat Act, 1994 and Rules			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 80% Without Books	2 hours	**36**	100
Descriptive Type - 20% With Books	30 minutes	**9**	
Total	**2.30 hours**	**45**	

TEST CODE : 056			
TEST NAME: Departmental Test for the Officers of Rural Development and Panchayat Raj Department - Poverty alleviation through Self Help Groups			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 80% Without Books	2 hours	**36**	100
Descriptive Type - 20% Without Books	30 minutes	**9**	
Total	**2.30 hours**	**45**	

TEST CODE: 152

TEST NAME: The Account Test for Executive Officers

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 60% Without Books	1.30 Hours	27	100
Descriptive Type - 40% With Books	1 Hour	18	
Total	**2.30 hours**	45	

TEST CODE : 172							
TEST NAME: The Tamil Nadu Government Office Manual Test							
EXISTING PATTERN				REVISED PATTERN			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**	**Pattern / Type of Examination**	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 40% Without Books	1 hour	18	100	**Descriptive Type - 100%** With Books	2.30 hours	**45**	100
Descriptive Type - 60% With Books	1.30 hours	27					
Total	2.30 hours	45					

-

TEST CODE : 008			
TESTNAME: Departmental Test for Staff of Rural Development and Panchayat Raj Department - Tamil Nadu Panchayat Act, 1994 & Rules and Constitution of India			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 100% Without Books	**2.30 hours**	**45**	100

TEST CODE : 010			
TEST NAME: Departmental Test for the staff of the Rural Development and Panchayat Raj Department – Scheme Administration			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 100% Without Books	**2.30 hours**	**45**	100

SCHOOL EDUCATION DEPARTMENT (6 TESTS)

Name of the Test

T.C.065: Tamil Nadu School Education Department Administrative Test – Paper - I - Higher Secondary / Secondary / Teacher Training and Special Schools

T.C.072: Tamil Nadu School Education Department Administrative Test – Paper - II - Elementary / Middle and Special Schools

T.C.034: Advanced Language Test for Officers of the Tamil Nadu Educational Subordinate Service – Tamil First Paper (Prose and Poetry)

T.C.048: Advanced Language Test for Officers of the Tamil Nadu Educational Subordinate Service - Tamil Second Paper (Translation and Essay)

T.C.027: Special Language Test for Officers of the Education Department Higher Standard - First Paper – Tamil (Text and Textual Grammar)

T.C.042: Special Language Test for Officers of the Education Department Higher Standard - Second Paper - Tamil (Translation and Composition)

SYLLABUS

TEST CODE : 065

Tamil Nadu School Education Department Administrative Test – Paper - I - Higher Secondary/ Secondary / Teacher Training and Special Schools

1) Tamil Nadu Educational Inspection Code with Special Reference to the Office and General Duties and Responsibilities of the Education Department Officers
2) Tamil Nadu Educational Rules
3) The Tamil Nadu School Educational Service Rules
4) Tamil Nadu Higher Secondary Educational Service Rules
5) Tamil Nadu Higher Secondary Schools Vocational Teachers Adhoc Rules
6) Tamil Nadu School Educational Subordinate Service Special Rules
7) Tamil Nadu Recognised Private Schools (Regulation) Act, 1973 and The Tamil Nadu Recognised Private Schools (Regulation) Rules,1974
8) Tamil Nadu Minority Schools (Regulation and Payment of Grant) Rules,1977
9) Teachers Provident Fund Rules (General Provident Fund Rules)
10) Code of Regulations for Matriculation Schools – Tamil Nadu
11) Code of Regulations for Anglo Indian Schools- Tamil Nadu
12) SSLC and Higher Secondary – Examination Schemes
13) Rashtriya Madhyamik Shiksha Abhiyan
14) Hon'ble Chief Minister's Welfare Schemes for School Children

15) The Tamil Nadu Learning Act,2006
16) Non-Formal Education
17) Teachers Recruitment Board

TEST CODE : 072

Tamil Nadu School Education Department Administrative Test – Paper - II – Elementary Middle and Special Schools

1) Tamil Nadu Inspection code with Special Reference to the Office and General Duties and Responsibilities of the Education Department Officers
2) Tamil Nadu Educational Rules
3) Special Rules for the Tamil Nadu Elementary Education Subordinate Service
4) The Grant in Aid Code of the Tamil Nadu Educational Department
5) Tamil Nadu Recognised Private Schools (Regulation) Act, 1973 and the Tamil Nadu Recognised Private Schools (Regulation) Rules,1974
6) Rules for the Grant of Recognition and Aid to Elementary Schools
7) Teachers Pension Schemes
8) The Tamil Nadu Compulsory Elementary Education Act, 1994
9) The Tamil Nadu Compulsory Elementary Education Rules, 1998
10) Right of Children to Free and Compulsory Education Act, 2009 and Rules
11) Rules Relating to Elementary Schools – Framed Order of the Tamil Nadu Elementary Education Act,1920
12) Code of Regulation for Approved Nursery and Primary Schools in Tamil Nadu
13) Sarva Shiksha Abhiyan
14) Parent Teachers Association Rules
15) Hon'ble Chief Minister's Welfare Schemes for School Children
16) Latest Common Orders and Rules related to Elementary Education

TEST CODE : 034 AND TEST CODE : 048

Advanced Language Test for Officers of the Tamil Nadu Educational Subordinate Service – Tamil First Paper (Prose and Poetry)

and

Advanced Language Test for Officers of the Tamil Nadu Educational Subordinate Service – Tamil Second Paper (Translation and Essay)

ADVANCED LANGUAGE TEST FOR OFFICERS OF THE TAMIL NADU EDUCATIONAL SUBORDINATE SERVICE

The standard of the test shall be that of the examination in Part I of the B.A. Degree Examination of the University of Madras in Tamil. There will be two question papers. The first paper should relate to the selections from the Poetry and Prose text books for detailed study.

The Second paper should comprise of (i) English passage or passages for translation into Tamil; (ii) A subject for essay having reference to modern thought; and (iii) A subject for essay based on books prescribed for non-detailed study.

FIRST PAPER

1) Prose and Poetry for detailed study

SECOND PAPER

2) Translation from English into Tamil
3) Essay having reference to modern thought
4) Essay based on books prescribed for non-detailed study

Note: - **The text books prescribed for Part - I – Tamil of the B.A. Degree Course of the University of Madras for every Academic year shall be the text books for the test.**

TEST CODE : 027 AND TEST CODE : 042

Special Language Test for Officers of the Education Department Higher Standard - First Paper – Tamil (Text and Textual Grammar)

and

Special Language Test for Officers of the Education Department Higher Standard - Second Paper - Tamil (Translation and Composition)

SPECIAL LANGUAGE TEST FOR OFFICERS OF THE EDUCATION DEPARTMENT – HIGHER STANDARD SYLLABUS AND TEXT BOOKS –REVISION

The syllabus prescribed for the Special Language Test for Officers of the Education Department is as follows:

FIRST PAPER

This paper will contain questions on Text and Textual Grammar of 10th Standard Tamil Book, published by Tamil Nadu Text Book and Educational Service Society, Chennai – 6.

SECOND PAPER

This paper will contain two questions on Composition, one from the non-detailed text and one question on translation from English into the language (scope may be given for choice in answering the questions from non-detailed texts). The length of the composition will be not more than two pages of 9th Standard, Tamil Book, published by Tamil Nadu Text Book and Educational Service Society, Chennai –6.

Name of Book	Author's Name	Publisher's name and address
Tamil Nadu Text Book and Educational Service **Standard – X – Tamil**	State Educational Research and Training Institute, Chennai-6	Tamil Nadu PadaNool Kazhagam
Tamil Nadu Text Book and Non – Detailed study **Standard – IX – Tamil**	State Educational Research and Training Institute, Chennai-6	Tamil Nadu PadaNool Kazhagam

Important Note:- The text books prescribed for Tamil, Standard-X-Detailed Study and Tamil, Standard-IX- Non- Detailed Study, Published by Tamil Nadu PadaNool Kazhagam, Government of Tamil Nadu for every academic year shall be the text books for the test.

TEST CODE : 027

TEST NAME: Special Language Test for Officers of the Education Department Higher Standard – First Paper - Tamil (Text and Textual Grammar)

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Descriptive Type - 100% Without Books	**2.30 hours**	**45**	100

-

TEST CODE : 042

TEST NAME: Special Language Test for Officers of the Education Department Higher Standard - Second Paper - Tamil (Translation and Composition)

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Descriptive Type - 100% Without Books	**2.30 hours**	**45**	100

TEST CODE : 034			
TEST NAME: Advanced Language Test for Officers of the Tamil Nadu Educational Subordinate Service – Tamil First Paper (Prose and Poetry)			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Descriptive Type - 100% Without Books	**2.30 hours**	**45**	100

TEST CODE : 048			
TEST NAME: Advanced Language Test for Officers of the Tamil Nadu Educational Subordinate Service – Tamil Second Paper (Translation and Essay)			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Descriptive Type - 100% Without Books	**2.30 hours**	**45**	100

TEST CODE: 065

TEST NAME: Tamil Nadu School Education Department Administrative Test – Paper-I- Higher Secondary / Secondary / Teacher Training and Special Schools

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	**2.30 hours**	45	100

TEST CODE: 072

TEST NAME: Tamil Nadu School Education Department Administrative Test – Paper-II - Elementary / Middle and Special Schools

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	**2.30 hours**	45	100

SOCIAL WELFARE DEPARTMENT
(5 TESTS)

Name of the Test

T.C: 173 : Social Welfare Departmental Examination Paper –I- Child Development

T.C:174: Social Welfare Departmental Examination Paper –II- Nutrition

T.C:175: Social Welfare Departmental Examination Paper –III - Social Legislations (Part - I)

T.C:176: Social Welfare Departmental Examination Paper –IV - Social Legislations (Part - II)

T.C:177: Social Welfare Departmental Examination Paper –V - Advanced Law

SYLLABUS

TEST CODE: 173

T.C:173: Social Welfare Departmental Examination Paper –I - Child Development

I. Child Development – Definition, Concept, need and Process

- Definition of Child Development
- Concept and definition of growth and development
- Importance of early childhood and needs of children related to health, nutrition, care, etc.,
- Stages of Child Development
- Developmental Milestones-pre-natal, at birth, infancy, 1-2years, 2-3years,3-6years
- Enhancing early childhood learning and personality development and associated functional Role of family in Child Development.
- Parenting skills
- Traditional Child care practices.

II. Early Childhood Care and Education

- Concept, need and Importance of Early Childhood Care and Education(ECCE)
- Service under Early Childhood Development (ECD) and ECCE
- Early Childhood Stimulation (birth to 3 years) definition, concept, need and objectives
- Pre – school Education
- School readiness concept and its importance.

V. Growth monitoring and promotion

- Need and importance of growth monitoring of a child from conception
- Frequency of monitoring growth of children from birth to 3 years & 3 to 6years
- Tools and techniques for growth monitoring
- Criteria and identification of "At Risk" Children and Special needs children

VI. Assessment of Childhood Illness & Common behavioral Problems

- Assessment of general danger signs in children
- Classification of childhood illness
- Symptoms and associated factors
- Identifying children with common behavioral problems and handling them

VII. Integrated Management of Neo-natal and Childhood Illness (IMNCI)

- Concept, Strategy and need in ICDS

VIII. Child Rights

TEST CODE: 174

T.C:174: Social Welfare Departmental Examination Paper –II - Nutrition

I. Importance of Healthy Living and Good Nutrition

- Definition of food and nutrients
- Importance of good nutrition, functions of food for Growth and Development, Protection against diseases and providing energy
- Need and Importance of Balanced diet.

II. Malnutrition

- Malnutrition - Definition, Cycle of Malnutrition Effects and causes.
- Classification and assessment of malnutrition
- Under nutrition – wasting and stunting, Protein Energy Malnutrition – type of PEM - Kwashiorkor, Marasmus causes and symptoms
- Prevention and Management of PEM during pregnancy, Neo-natal, Infancy, 6 months to 2 year and 2-6years.

III. Micronutrient Deficiencies

Early detection, causes, signs &symptoms, Prevention and home management of Micronutrient, deficiency-Vitamin A deficiency, Iron deficiency, Anaemia and Iodine deficiency, disorders.

IV. Nutrition and Health care of pregnant and nursing mothers

- Nutritional care of pregnant and nursing mothers
- Need for additional food requirements during pregnancy and lactation
- Effects of inadequate diet and physical stress on birth weight of a new born baby
- Good practices, fads and beliefs associated with intake of supplementary food during pregnancy and lactation
- Importance of early initiation & exclusive breastfeeding
- Health care during pregnancy
- Early registration at AWC/PHC
- Ante natal & Post natal care
- Health Check up, Intake of supplementary food & nutritional supplements, Immunization, personal hygiene, exercise and rest, pregnant women at Risk.
- Danger & Warning signs during pregnancy and at the time of delivery
- Nutrition and Health care of a nursing mother.

V. Nutrition and Health care of Newborns, Infants and young children

- Care of new born child
- Nutrition and health care of infants feeding. Infant and Young Child Feeding Practices (IYCF) immunization , health check up& breastfeeding
- Recommended Dietary Allowances and Complementary feeding
- Nutritious Recopies for Children under 6years.
- Feeding children during illness
- Dietary practices, fads and fallacies associated with feeding of children.

VI. Nutrition and Health care of Adolescent Girls

- Definition of Adolescence
- Physical changes during adolescence
- Nutritional and health needs of girls and boys during adolescence
- Various Government Programmes for adolescence

VII. Vital Indicators &Statistics

- Population, Birth rate, sex ratio, LBW, MMR, IMR, Mortality Rate, Still Birth, Fertility Rate, Couple Protection Rate, Neonatal Mortality Rate etc.,

TEST CODE: 175

T.C:175: Social Welfare Departmental Examination Paper –III- Social Legislations (Part - I)

- Dowry Prohibition Act,1961
- D.V. Act (Domestic Violence Act),2005
- POCSO (Protection of Children from Sexual Offences Act),2012
- The Maintenance and Welfare of parents and Senior Citizen Act, 2007.
- The Prohibition of Child Marriage Act,2006
- Sexual Harassment of Women at work place (Prevention, Prohibition and Redressal), Act 2013.

TEST CODE: 176

T.C:176: Social Welfare Departmental Examination Paper –IV - Social Legislations (Part -II)

- Right to Information Act,2005
- J.J.Act (Juvenile Justice (Care and Protection of Children) Act), 2015.
- Tamil Nadu Hostels and Homes for Women and Children Regulation Act,2014
- Tamil Nadu Transparency in Tender Act, 1998 and Tamil Nadu Transparency and Tender Rules
- Food Safety & Standards Act,2006

TEST CODE: 177

T.C:177 : Social Welfare Departmental Examination Paper –V - Advanced Law

A. The Bharatiya Nyaya Sanhita, 2023

- Chapter II (of Punishments)
- Chapter VII (of Offences against the state)
- Chapter XII (of Offences by or relating to public servants)
- Chapter XIII (of contempt's of the lawful authority of public servants)
- Chapter VI (of Offences affecting the human body)

BNS - Chapter XIX – of Criminal intimidation, insult, annoyance, defamation, etc

BNS – Section 357 – of breach of contract to attend on and supply of helpless persons

B. Bharatiya Nagarik Suraksha Sanhita, 2023

I. Chapter V (Arrest of persons)
II. Chapter VI (Processes to compel appearance)
III. Chapter X (order for maintenance of wives, Children and parents)
IV. Chapter XI (Maintenance of public order and tranquillity)
V. Chapter XXXIV (Execution, suspension, remission and commutation of sentences)

C. Bharatiya Sakshya Adhiniyam,2023

I. Chapter II (of the relevancy of facts)
II. Chapter V (of documentary evidence, public documents, presumptions as to documents)
III. Chapter VII (of the burden of proof)

TEST CODE :173

T.C:173: Social Welfare Departmental Examination Paper – I - Child Development

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% With Books	**2.30 hours**	45	100

TEST CODE :174

T.C: 174 : Social Welfare Departmental Examination Paper – II – Nutrition

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% With Books	**2.30 hours**	45	100

TEST CODE :175

T.C: 175 : Social Welfare Departmental Examination Paper – III – Social Legislations (part-I)

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% With Books	**2.30 hours**	45	100

TEST CODE :176

T.C: 176 : Social Welfare Departmental Examination Paper – IV – Social Legislations (part-II)

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% With Books	**2.30 hours**	45	100

TEST CODE :177

T.C: 177 : Social Welfare Departmental Examination Paper – V – Advanced Law

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% With Books	**2.30 hours**	45	100

-

STATE GOVERNMENT AUDIT DEPARTMENT (8 Tests)

Name of the Test

T.C.102: Departmental Test for Officers and Subordinates of Local Fund Audit and State Government Audit Department paper – I (Audit of Local Bodies / Universities and Other Auditable Institutions)

T.C.050: Departmental Test for Officers and Subordinates of Local Fund Audit and State Government Audi Department Paper-II (Accounts and Audit of Local Bodies Application of Rules and Audit Checks)

T.C.138: Departmental Test for Officers and Subordinates of Local Fund Audit and State Government Audit Department Paper – III (Accounts and Audit in Internal Audit and Statutory Boards Audit)

T.C.153: Departmental Test for Local Fund Audit and State Government Audit – Acts and Rules

T.C.183: Advanced Audit

T.C.184: Hindu Religious and Charitable Endowments Act, 1959 and rules, Temple Servants Service Rules and other Acts

T.C.185: Accounts and Audit of Hindu Religious Institutions including Tiruppani Works – General Accounts of Government of Tamil Nadu.

T.C.064: Departmental Test for Local Fund Audit and State Government Audit - Commercial Book – keeping.

***Note: From Departmental Exams December 2026 onwards, as per G.O(MS).No.66, Finance (Local Fund) Department, dated 09.03.2026, Test Code 183 has been newly created. Test Code 114 has been deleted. Test Codes 108 and 119 merged into Test Code 184 and Test Codes 130 and 146 merged into Test Code 185. The names of Test Codes 102, 050, 138, 153 and 064 are changed. The Syllabus for Test Codes 102, 138 and 153 updated.**

SYLLABUS

TEST CODE : 102

Departmental Test for Officers and Subordinates of Local Fund Audit and State Government Audit Department paper – I (Audit of Local Bodies / Universities and Other Auditable Institutions)

1. The Tamil Nadu District Municipalities Act,1920
2. The Chennai City Municipal Corporation Act, 1919
3. The Madurai City Municipal Corporation Act, 1971
4. The Coimbatore City Municipal Corporation Act,1984
5. The Tamil Nadu Panchayat Act,1994
6. The Tamil Nadu Public Health Act,1939
7. Manual of instructions for the maintenance of accounts of Panchayat Union Councils
8. The Elementary Education Act
9. The Accounts maintained by the Institutions mentioned below and checks to be exercised in auditing them.
    a. Corporations
    b. Municipalities
    c. Town Panchayats
    d. District Panchayats

e. Panchayat union
f. Village Panchayats
g. Local Library Authority
h. Market Committees
i. Universities

10. The Tamil Nadu Transparency in Tenders Act, 1998 and Rules, 2000
11. Municipal Accounting Manual
12. Local Fund Audit Department Manual Volume II &III
13. Tamil Nadu Local Fund Audit Act (Act No.24 of 2014) and the Rules framed there under.
14. Tamil Nadu Urban Local Bodies Act 1998
15. Arts & Science Private College (Regulations) Act & Rules 1976
16. Career Advancement Scheme – according to Regulations of UGC and AICTE & Tamil Nadu Government Orders

Note: A knowledge of sections of the chapters of the Acts / Rules / Manual prescribed above bearing on the Revenue, Expenditure and Accounts matters will be expected.

TEST CODE : 050

Departmental Test for Officers and Subordinates of Local Fund Audit and State Government Audit Department – Paper-II (Accounts and Audit ofLocal Bodies Application of Rules and Audit Checks)

1) The Accounts maintained by the Institutions mentioned below and checks to be exercised in auditing them.

j) Municipal Corporations
k) Municipalities
l) Panchayat Unions
m) District Panchayats
n) Village Panchayats
o) Local Library Authorities
p) Market Committees
q) Universities
r) Charitable Endowments

2. Accrual Based Accounting System of Urban Local Bodies(ABAS)
3. Tamil Nadu Town and Country Planning Act,1971
4. Tamil Nadu Transparency in Tenders Act, 1998 & Rules,2000.
5. Municipal Accounting Manual
6. Local Fund Audit Department Manual-Volume II &III

Note: A Knowledge of application of various sections of the chapters of the Acts / Rules Manual prescribed above bearing on the Revenue, Expenditure and Accounts matters will be expected

TEST CODE : 138

Departmental Test for Officers and Subordinates of Local Fund Audit and State Government Audit Department – Paper-III (Accounts and Audit in Internal Audit and Statutory Boards Audit)

1. The Accounts and Registers pertaining to Accounts maintained in Government Departments and Statutory Boards and Institutions which come under the audit purview of the Internal Audit Department. Rules and Procedure prescribed for the stock verification organisation and the Accounts maintained by the Educational Institutions, Noon Meals Schemes, and Private Polytechnics and Government aided / Private Engineering Colleges.
2. Special emphasis is made on assessment of grant for Grant-in- aid Institutions, certification of Provident Fund, Pension including that of Assistant Elementary Education Officer's audit.
3. The Accounts maintained by the Institutions mentioned below and checks to be exercised in auditing them.
    a. Puratchi Thalaivar M.G.R. Noon Meal Programme
    b. Tamil Nadu Khadi and Village Industries Board
    c. Tamil Nadu Wakf Board
    d. Tamil Nadu Slum Clearance Board
    e. The Agricultural Extension Centre
    f. The Tamil Nadu Housing Board.
    g. Tamil Nadu Text Book Society
    h. Chennai Metropolitan Development Authority
4. Tamil Nadu Labour Welfare Fund Act, 1972 and Rules thereunder
5. Tamil Nadu Town and Country Planning Act,1971
6. Development Control Rules for Chennai Metropolitan Area.
7. Tamil Nadu Transparency in Tenders Act, 1998 and Rules,2000
8. Official Receiver
9. Official Assignee and Official Liquidator
10. Government Aided / Private Polytechnics, Engineering Colleges
11. Local Fund Audit Department Manual-Volume III &V
12. Chennai Metro Water supply and sewage Board (CMWSSB) Act 1978
13. Tamil Nadu Water Supply and Drainage Board (TWAD) Act 1970

Note: A Knowledge of sections of the chapters of the Acts / Rules / Manual prescribed above bearing on the Revenue, Expenditure and Accounts matters will be expected.

TEST CODE : 153

Departmental Test for Local Fund Audit and State Government Audit – Acts and Rules

1. The Tamil Nadu District Municipalities Act,1920
2. The Chennai City Municipal Corporation Act, 1919
3. The Madurai City Municipal Corporation Act, 1971

4. The Coimbatore City Municipal Corporation Act,1984
5. The Tamil Nadu Panchayats Act,1994
6. The Tamil Nadu Public HealthAct,1939
7. Manual of Instructions for the maintenance of accounts of Panchayat Union Councils
8. The Elementary Education Act
9. The Accounts maintained by the Institutions mentioned below and checks to be exercised in auditing them
    a. Corporations
    b. Municipalities
    c. Town Panchayats
    d. District Panchayats
    e. Panchayat Unions
    f. Local Library Authority
    g. Market Committees
    h. Puratchi Thalaivar M.G.R. Noon Meal Programme
    i. Tamil Nadu Khadi and Village Industries Board
    j. Tamil Nadu Wakf Board
    k. Tamil Nadu Slum Clearance Board
    l. The Agricultural Extension Centre
    m. The Tamil Nadu Housing Board
10. Municipal Accounts Manual
11. Local Fund Audit Department Manual-Volume II, III &V
12. Tamil Nadu Urban Local Bodies Act, 1998
13. Tamil Nadu Local Fund Audit Act (Act No.24 of 2014) and the Rules framed there under (Sl. No. 13 of T.C. 114)
14. Municipal Budget Manual
15. Tamil Nadu Highways Manual Volume I – Standard Specification for Roads and Bridges – the Preliminary Specifications.

Note : A Knowledge of sections of the chapters of the Acts / Rules / Manual prescribed above bearing on the Revenue, Expenditure and Accounts matters will be expected

Test Code- 183 - Advanced Audit

Syllabus: Test Code-183					
Sl. No	**Principles of Audit**	**Syllabus**	**Reference Material**	**100 Marks**	
				Obj	**Des**
				40*1	**12*5**
1.	Principles of Audit	Objectives, Scope and Benefits of Audit - Audit - Strategy Audit planning- Materiality	Principles and Practice of Audit – -Part A**	1	1
2.	Auditing Standards	ISSAI C&AG's Auditing standards - General Standards - Specific Standards - Confidence and assurance in Public Sector Auditing	C&AG's Auditing Standards & Principles and Practice of Audit - Part B**	2	1
3.	Audit Risk & 3 Audit Evidence	Assessment of Risk & Internal control, Risk of Material Misstatement - Procedures to obtain and confirm Audit Evidence - Audit Sampling	Principles and Practice of Audit Part A**	8	2
4.	Performance Audit	Performance Audit guidelines of C & AG- Audit Design Matrix- Audit Findings and conclusions – Audit findings Matrix – Evidence & Documentation – Characteristics of a Good Report	C & AG's Auditing Standards & Types of Audit**	4	1
5.	Compliance Audit	Definition and objectives - Elements Authorities and criteria - Compliance Audit process - Audit plan - Gathering Evidence - Evaluating Evidence and forming conclusions – Reporting	Types of Audit**	1	1
6.	Financial Audit	Financial Reporting frameworks, evaluating misstatements, forming an opinion and reporting on financial Statement	CAG Auditing Standards & Types of Audit**	4	1
7.	Audit of Public Sector Undertakings	Objective and scope of Audit of Public Enterprises	Types of Audit **	2	-
8.	Information System Audit	Definition-objectives -steps in IS Audit -Preliminary Assessment - Risk Assessment - Evidence collection and evaluation - Documentation and Reporting - Computer Assisted Audit Techniques	Information System Audit and Data Analytics**	8	2

		and its uses - General Purpose Audit Software - IDEA, ACL –RDBMS - SQL, MS-Access - Data Analysis Tools, Models, Techniques, Results and uses			
9.	Forensic Audit	Frauds finding, Frauds detection and preventing techniques - Fraud related auditing - Meaning and significance of forensic audit- Forensic Audit procedures - Use of Technology - Forensic Audit Laws and Regulations - PMLA 2002	Overview of Forensic Audit **	3	2
10.	Ethics & Audit Quality	Fundamental Principles - Independence of Auditors Threats to Independence Professional Sceptics - Audit Quality - Quality control (SA220)	Principles and Practice of Audit - Part B **	1	-
11.	Legal compliance Audit: Income Tax, GST, TDS and Labour Laws.	Income Tax Types of Assesses, Head of Income, Computation of total income- Rate of tax-TDS/TCS Time limit for payment Time limit for submitting returns- Chapter VI A Deductions, Advance tax, New tax Regime (Default tax Regime) Income Tax of Cooperatives Set off and carry forward of Losses Sections 10E, 10(23c), 11, 12, 12A, 128, 13, 15G/15H, 24Q, 26Q, 26AS, 80(G), 89(1), 194, 197; Tax Audit Report, SGST, CGST, IGST, UTGST, TDS Basics place of supply, Time of supply, Value of Supply, list of Exceptional Goods, GST Council, Intra State and Inter State supply -Input tax credit - Reverse charge mechanism - Labour Laws The Employees' Provident Funds and Miscellaneous Provisions Act, 1952 & Payment of Gratuity Act, 1972	Income Tax Act 1961 & GST Act 2017	6	2
12		Case Study		-	2
		Total No of questions		40	15
		Total Marks		40	60
**Materials provided during Foundation and Advanced Audit course for New Recruits State Audit Departments.					

1. Principles of Audit
2. Audit Standards
3. Audit Risk & Audit Evidence
4. Performance Audit
5. Compliance Audit
6. Financial Audit
7. Audit of Public Sector Undertakings
8. Information System Audit
9. Forensic Audit
10. Ethics & Audit Quality
11. Legal Compliance Audit Income Tax, OST, TDS and Labour laws
12. Case Studies

Books to be allowed-Test Code 183

1. Types of Audit
2. Principles and Practice of Audit Part A
3. Principles and Practice of Audit Part B
4. Overview of Forensic Audit
5. 5 Information System Audit and Data Analytics
6. Income Tax Act, 1961
7. GST Act, 2017
8. The Employees Provident Funds and Miscellaneous Provisions Act, 1952
9. Payment of Gratuity Act, 1972

This Departmental Test for the staff recruited or promoted as **Junior Co-operative Auditor / Assistant Inspector / Audit Inspector on or after 01.08.2024** shall pass this test for appointment by promotion to the category of:

- Senior Co-operative Auditor (Directorate of Co-operative Audit & Milk Audit Department), or
- Deputy Inspector (Local Fund Audit Department & State Government Audit Department), or
- Audit Superintendent (Hindu Religious Institutions Audit Department), as the case may be.

Test Code-184

Hindu Religious and Charitable Endowments Act, 1959 and rules, Temple Servants Service Rules and other Acts

1. Provision in the Hindu Religious and Charitable Endowments Act, 1959 and rules framed thereunder
    a. Tamil Nadu Hindu Religious Institutions Employees (Conditions of Service Rules, 2020 issued under section 116(2)(xxiii)
    b. Rules regarding Grant of Travelling Allowance to Trustees issued under 116(2)(xx)
    c. Furnishing of Security by Officers and Servant Rules issued under 116(2)(xvi)

2. Provisions in Tamil Nadu Public Trust (Regulation of Administration of Agricultural Lands) Act, 1961 and rules issued thereunder

3. Provisions in Tamil Nadu Occupants of Kudiyiruppu (Protection from Eviction) Act, 1961 and rules issued thereunder

4 Provisions in Tamil Nadu Cultivating Tenants Protection Act, 1955 and rules issued thereunder

5 Provisions in Tamil Nadu Cultivating Tenants (Payment of Fair Rent) Act, 1956 and rules issued thereunder

6. Other enactments and rules issued from time to time affecting the properties of Religious Institutions
7. The candidates will be tested in the knowledge of the Acts and Rules (Items 2 to 5) in so far as they apply to Religious Institutions.

Test Code-185

Accounts and Audit of Hindu Religious Institutions including Tiruppani Works – General Accounts of Government of Tamil Nadu.

1. The Accounts maintained by the Religious Institutions, Endowments, Kattalais and Thiruppani, Committees coming under the control of the Hindu Religious and Charitable Endowments Administration Department and audit checks to be exercised with regard to them
2. Instructions in the Manual of Accounts of Hindu Religious Endowments.
3. Instructions issued for maintenance of accounts and registers, by the Religious Institutions
4. Instructions regarding audit in Chapter 65 of Local Fund Audit Department - Volume -V
5. Provisions and Rules issued under 116(2)(xvii), (xciii), (xix) and (xxii) in connection with the execution of Thiruppani and other works by Thiruppani committees as well as Religious under Hindu Religious and Endowments Administration Department-maintained and audit checks to be exercised in relation thereto
6. Public Works Accounts and General Accounts of Government of Tamil Nadu - Sufficient knowledge as could be applied to the accounts of Religious Institutions.
7. The Tamil Nadu Transparency in Tenders Act, 1998 and Rules, 2000

TEST CODE : 064

Departmental Test for Local Fund Audit and State Government Audit - Commercial Book – keeping

A Complete Treatise on the Fundamentals of Accounting written Specially for IndianStudents and Businessmen. BY Jamshed R. Batlibot, F.S.A.A. (Hons.), F.C.A., F.I.C.T.A. (22nd Edition)

CHAPTER I - ELEMENTS OF DOUBLE ENTRY

Definition – Object of Book keeping – Double Entry Book keeping – Explanation of Terms – First Principles of Double Entry – Personal Accounts – Property of Real Accounts – Nominal Accounts – Summary - Questions.

CHAPTER II - RULE FOR JOURNALISING

Subsidiary Records and the Ledger – Rules for Journalizing – Summary - Questions – Exercises.

CHAPTER III - LEDGER ACCOUNTS

Division of Accounts-The importance of Ledger-Balancing Personal Accounts – Cash Accounts – Goods Account – Closing of Real Accounts – Closing of Nominal and Fictitious Accounts –

Capital Account – Drawings Account – Summary - Questions – Exercises.

CHAPTER IV - SUB DIVISIONS OF JOURNAL

Purchases-Book-Posting the purchases - Book-Sales - Book-Posting of Sales, Book- Returns of Goods - Returns Inwards and Outwards - Book-Postings of Return of Books - Summary – Questions -Exercises.

CHAPTER V - THE CASH BOOK

Cash Discount – Trade Discount – Posting of Cash Book – Balancing the Cash Book – Summary – Questions - Exercises.

CHAPTER VI - BANKING TRANSACTION

Bank Current Account – Cheques – Crossing a Cheque – Dishonour of Cheques- Banker's Draft - Record on Bank Transactions – Cash Book with Cash and Bank Columns - Cash Books with Bank Columns only - Petty Cash Book - Bank Reconciliation Statement – Analytical Petty Cash Book – The Imprest System of Petty Cash - Summary – Questions – Exercises.

CHAPTER VII - BILL TRANSACTIONS

Acceptance of a Bill-General and Qualified Acceptance – Negotiation of a Bill-Holder in due course – Endorsement of a Bill – Liability on a Bill of Exchange – Days of grace presentment for payment – Calculation of Time of Payment - Signature in Representative Capacity – Dishonour of Bills – Noting and Protesting – Acceptance for Honour Supra Protest – Referee in case of Need-Bills Receivable and Bills Payable – Discounting Bills – Entries for Bill Transactions - Bills Receivable Book-Postings from Bills Receivable Book – Bills Receivable Account – Collection of Bills by Bankers – Entries on Dishonour of Bills – Promissory Notes – Renewal of Bills - Retiring Bills under Discount – Bills Payable Book – Postings or Bills Payable Book – Bills Payable Account – Dishonour of Bills payable – Renewal of Bills payable – Retiring Bills payable under Discount – Accommodation Bills – Foreign and Documentary Bills – Summary – Questions – Exercises.

CHAPTER VIII - THE JOURNAL PROPER

Opening Entries –Rectification of Errors – Adjusting and Closing Entries –Theoretical -Use of Journal – Summary - Questions – Exercises.

CHAPTER IX - THE TRIAL BALANCE

What a Trial Balance is – How to prepare a Trial Balance – Errors not Disclosed by Trial Balance – Errors Disclosed by Trial Balance – Summary - Questions – Exercises.

CHAPTER X - THE TRADING ACCOUNT

Capital and Revenue Expenditure – Trading Account – Sub-Division of Goods Account Inclusion of Stock in Trading Account – Valuation of Stock – How to bring Closing Stock into Account – Purchases and Sales Returns – Freight, Duty and Carriage Inwards – Trading Account of a Manufacturer – Advantages of trading Account – Closing entries for Trading Account – Summary - Questions –Exercises.

CHAPTER XI - THE PROFIT AND LOSS ACCOUNT

How to prepare Profit and Loss Account – Transfer of Net Profit or Loss – Adjustmentof Nominal Accounts – Outstanding Expenses – Prepaid Expenses – Reserve for Doubtful Debts – Reserve for Discounts – Income Received in Advance – Income Earned and Not Received – Received - Depreciation Interest on Capital – Interest of Drawings – Important Points in Construction of Trading and Profit and Loss Account – Usual Adjusting Entries – Closing Entries – Summary – Questions –Exercises.

CHAPTER XII - THE BALANCE SHEET

Object of Balance Sheet – Definition of Balance Sheet – Balance Sheet includes ProfitBalance Sheet must reflect true position – Valuation of Assets – Form of Balance Sheet, Dating the Final Accounts Sundry Debtors and Sundry Creditors – Reserve for Doubtful Debts – Reserve for Discounts – Deferred Revenue Expenditure – Closing stock not included in Trial Balance – Advantage of Double Entry – Summary – Questions – Exercises.

CHAPTER XVII - CAPITAL AND REVENUE EXPENDITURE RECEIPTS AND PAYMENTS AND INCOME AND EXPENDITURE ACCOUNTS

Capital and Revenue Expenditure – Structural Alternation on Improvements to Existing Assets–Usual Items of Revenue Expenditure – Usual Items of Capital Expenditure– Receipts and Payments Account – Income and Expenditure Account – Different Classes of Assets– Working Capital – Watered Capital – Summary – Questions – Exercises.

CHAPTER XVIII - SINGLE ENTRY BOOK KEEPING

Single Entry – Disadvantages of Single Entry – Statement of Affairs – Ascertainment of Profits from Single Entry Books – Conversion of Single Entry into Double Entry –Summary - Questions –Exercises.

TEST CODE: 102

TEST NAME : Departmental Test for Officers and Subordinates of Local Fund Audit and State Government Audit Department paper – I (Audit of Local Bodies / Universities and Other Auditable Institutions)

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% With Books	**2.30 hours**	45	100

TEST CODE: 050

TEST NAME: Departmental Test for Officers and Subordinates of Local Fund Audit and State Government Audit Department – Paper-II (Accounts and Audit ofLocal Bodies Application of Rules and Audit Checks)

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	**2.30 hours**	45	100

TEST CODE: 138

TEST NAME: Departmental Test for Officers and Subordinates of Local Fund Audit and State Government Audit Department – Paper-III (Accounts and Audit in|nternal Audit and Statutory Boards Audit)

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% With Books	**2.30 hours**	45	100

TEST CODE: 153

TEST NAME: Departmental Test for Local Fund Audit and State Government Audit Department – Acts and Rules

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% With Books	**2.30 hours**	45	100

Pattern of the Exam: Test Code -183

TEST NAME: "Advanced Audit"

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 40% Without Books	1 hour	18	100
Descriptive Type 60% With Books	1.30 hours	27	
Total	2.30 hours	45	

Pattern of the Exam: Test Code -184

TEST NAME: "Hindu Religious and Charitable Endowments Act, 1959 and rules, Temple Servants Service Rules and other Acts"

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	2.30 hours	**45**	100
Total	**2.30 hours**	**45**	

Pattern of the Exam: Test Code -185

TEST NAME: "Accounts and Audit of Hindu Religious Institutions including Tiruppani Works - General Accounts of Government of Tamil Nadu"

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type – 100% Without Books	2.30 hours	**45**	100
Total	**2.30 hours**	**45**	

TEST CODE : 064

TEST NAME: Departmental Test for Local Fund Audit and State Government Audit - Commercial Book – keeping

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 60% Without Books	1.30 hours	**27**	100
Descriptive Type - 40% Without Books	1 hour	**18**	
Total	**2.30 hours**	**45**	

STATIONERY AND PRINTING DEPARTMENT (3 TESTS)

Name of the Test

T.C.149 : Departmental Test for Government Press Officers

T.C.159: The Stationery and Printing Department Test – Part -A

T.C.165: The Stationery and Printing Department Test – Part – B

SYLLABUS

TEST CODE : 149

Departmental Test for Government Press Officers

1. Printing Manual
2. Press Office Manual

TEST CODE : 159

The Stationery and Printing Department Test - Part –A

Stationery Office Manual Volumes I and II

TEST CODE : 165

The Stationery and Printing Department Test - Part – B

Press Office Manual

TEST CODE: 149

TEST NAME: Departmental Test for Government Press Officers

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	**2.30 hours**	45	100

TEST CODE: 159

TEST NAME: The Stationery and Printing Department Test - Part – A

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	**2.30 hours**	45	100

TEST CODE: 165

TEST NAME: The Stationery and Printing Department Test Part – B

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	**2.30 hours**	45	100

SURVEY AND LAND RECORDS DEPARTMENT (12 TESTS)

Name of the Test

T.C.005: Survey Departmental Test - Deputy Inspector of Survey and Land Records Test – Paper -I

T.C.033: Survey Departmental Test - Deputy Inspector of Survey and Land Records Test - Paper -II

T.C.004: Survey Departmental Test - Field Surveyor's Test - Paper -I

T.C.013: Survey Departmental Test-Sub-Inspector of Survey and Land Records Test - Paper - I

T.C.032: Survey Departmental Test - Field Surveyor's Test - Paper -II

T.C.045: Survey Departmental Test-Sub-Inspector of Survey and Land Records Test - Paper - II

T.C.003: Survey Departmental Test - Draughtsman Test - Paper - I

T.C.031: Survey Departmental Test - Draughtsman Test - Paper – II

T.C.014: Survey Departmental Test - Senior Draughtsman Test - Paper –I

T.C.047: Survey Departmental Test - Senior Draughtsman Test - Paper – II

T.C.015: Survey Departmental Test - Head Draughtsman Test – Paper - I

T.C.046: Survey Departmental Test - Head Draughtsman Test - Paper –II

SYLLABUS

TEST CODE : 005

Survey Departmental Test - Deputy Inspector of Survey and Land Records Test – Paper -I

1) Arithmetic
2) Mensuration
3) Trignometry – Solution of plane triangles
4) Tamil Nadu Survey Manual – Volume - I (1976) Volume - II (1983) whole book
5) Chain Survey & Land Records Manual Part I (1978) whole book
   Chain Survey & Land Records Manual Part-II (1976) except Appendix - IV
6) Village Manual of Accounts and Taluk Manual of Accounts
7) Boards Standing Orders, 34-A,B,C,except Appendix –IV
8) Tamil Nadu Survey Manual Volume - IV Revised Edition (Whole book)
9) A manual or instruction for conducting re-settlement

TEST CODE : 033

Survey Departmental Test - Deputy Inspector of Survey and Land Records Test - Paper -II

1) Arithmetic
2) Mensuration
3) Trignometry – Solution of plane triangles
4) Tamil Nadu Survey Manual – Volume I (1976) Volume II (1983) whole book
5) Chain Survey & Land Records Manual Part - I (1978) whole book
   Chain Survey & Land Records Manual Part - II (1976) except Appendix-IV
6) Village Manual of Accounts and Taluk Manual of Accounts
7) Board's Standing Orders, 34 - A, B, C, except Appendix-IV
8) Tamil Nadu Survey Manual Volume - IV Revised Edition (Whole book)
9) A manual or instruction for conducting e-settlement
10) Traverse plotting
11) Time Sheet or Line Sheet
12) Solution of Triangle

Proposed Field Practical Test - Examiner : Regional Deputy Director of Survey and Land Records

100 marks = 2 days

1. 3 sets of azimuth using the odolite on village trijunction (The data should be recorded in the prescribed form: Azimuth, New form No.11 Old form No.13 in Tamil Nadu Survey Manual Volume - III [1986]) = 30marks

2. Closed traverse using GPS & ETS – Minimum 10 stations & field measurements with ETS (minimum 50 I.D. Points) (The data should be recorded in the prescribed form Nos.1, 2, 3, 6, 7, 8(1/5), 9 in Tamil Nadu Survey Manual Volume - IV Revised Edison [2012]) = 70 marks

TEST CODE : 004

Survey Departmental Test - Field Surveyor's Test - Paper - I

1) Arithmetic up to vulgar fractions and square root
2) Tamil Nadu Survey Manual – Volume - I (1976) and Tamil Nadu Survey Manual Volume - II (1983) Chapters I to VII, XIX, XXIV and XXV
3) Chain Survey & Land Records Manual Part - I (1978) whole book
   Chain Survey & Land Records Manual Part - II (whole book) (1976) except Appendix III,IV, V,VI,VII, X, XI, XII, XV & XVI and Manual of Village Accounts
4) Board's Standing Orders 34 - A,B,C, except Appendix III, IV,V,VI,VII, X,XI,XII, XV and XVI
5) Tamil Nadu Survey Manual Volume – IV Revised Edition (Chapters -I,V,VI & XVI only)

TEST CODE : 032

Survey Departmental Test - Field Surveyor's Test - Paper - II

1) Arithmetic up to vulgar fractions and square root
2) Tamil Nadu Survey Manual – Volume - I (1976) and Tamil Nadu Survey Manual Volume - II (1983) Chapters I to VII, XIX, XXIV and XXV only
3) Chain Survey & Land Records Manual Part - I (1978) whole book
   Chain Survey & Land Records Manual Part - II (whole book) (1976) except Appendix III,IV, V,VI,VII, X, XI, XII, XV & XVI and Manual of Village Accounts
4) Board's Standing Orders 34 - A,B,C, except Appendix III, IV,V,VI,VII, X,XI,XII, XV and XVI
5) Tamil Nadu Survey Manual Volume – IV Revised Edition (Chapters - I, V, VI & XVI only)
6) FMB Plotting with sub-division and topo detail and area calculation
7) Angle Plotting (Minimum 8 stations)
8) Simple Arithmetic

TEST CODE : 013

Survey Departmental Test - Sub-Inspector of Survey and Land Records Test - Paper - I

1) Arithmetic up to decimal fractions and square root
2) The whole of the book entitled Chain Survey and Land Records Manual – Part I (1978)
3) Tamil Nadu Survey Manual – Volume - I (1976) whole book except Chapters VIII & IX Tamil Nadu Survey Manual – Volume - II (1983) whole book except Chapters XX, XXI, XXII, XXIII and Appendix XXVI
4) Manual of Village Accounts Manual of Taluk Accounts, Register Nos. 4,5,6,7 &8A
5) Chain Survey & Land Records Manual Part - II (1976) except Appendix III, IV,V,VI,VII, X,XI,XII, XV and XVI
6) Board's Standing Orders 34-A, B, C, except Appendix - III, IV, V, VI, X, XI, XII, XV and XVI
7) Modern survey - Tamil Nadu Survey Manual Volume-IV Revised Edition whole book

TEST CODE : 045

Survey Departmental Test - Sub-Inspector of Survey and Land Records Test - Paper -II

1) Arithmetic up to decimal fractions and square root
2) The whole of the book entitled Chain Survey and Land Records Manual–PartI(1978)
3) Tamil Nadu Survey Manual – Volume - I (1976) whole book except Chapters VIII & IX Tamil Nadu Survey Manual – Volume - II (1983) whole book except Chapters XX, XXI, XXII, XXIII and Appendix XXVI
4) Manual of Village Accounts Manual of Taluk Accounts Register Nos. 4,5,6,7 & 8A
5) Chain Survey & Land Records Manual Part-II (1976) except Appendix - III, IV,V,VI,VII, X,XI,XII, XV and XVI
6) Board's Standing Orders 34 - A,B,C, except Appendix - III, IV,V,VI, X,XI,XII, XV and XVI
7) Tamil Nadu Survey Manual - Volume - IV Revised Edition whole book
8) Bearing Plotting (Minimum 8 station)
9) Traverse working up to area (12 station)
10) Solution of Triangle

TEST CODE : 003

Survey Departmental Test - Draughtsman Test - Paper - I

1) Construction of scales – simple and diagonal
2) Traverse and protractor Plotting
3) Plotting fields on scale 1:1000 mm or 1:2000 mm and computing areas with area square paper
4) Area computation with computing scale
5) Printing names and inserting topographical details in village maps.
6) Tamil Nadu Survey Manual–Volume-I (1976) Chapters - I, III, IV & V only and Tamil Nadu Survey Manual–Volume-II (1983) Chapters - XXI, XXIV & XXV only
7) Maintenance : Chain Survey & Land Records Manual Part - I (1978) whole book Chain Survey & Land Records Manual Part - II (1976) whole book
8) Modern Survey : Tamil Nadu Survey Manual Volume-IV Revised Edition (Chapter - XVI Digitization of FMS - Collabland Software) Tamil Nadu Survey Manual Volume - I (1976 Edition) Chapters - I, II,III,IV,V

TEST CODE : 031

Survey Departmental Test - Draughtsman Test - Paper - II

1) Construction of scales – simple and diagonal
2) Traverse and protractor Plotting
3) Plotting fields on scale 1:1000 mm or 1:2000 mm and computing areas with area square paper
4) Area computation with computing scale
5) Printing names and inserting topographical details in village maps.
6) Tamil Nadu Survey Manual – Volume - I (1976) whole book Chapters - I, III, IV, & V only and Tamil Nadu Survey Manual – Volume - II (1983) Chapters - XXI, XXIV & XXV only
7) Maintenance : Chain Survey & Land Records Manual Part-I (1978) whole book and Chain Survey & Land Records Manual Part-II (1976) whole book
8) Modern Survey : Tamil Nadu Survey Manual Volume-IV Revised Edition (Chapter - XVI Digitization of FMS - Collabland Software) Tamil Nadu Survey Manual Volume I, (1976 Edition) Chapters – I, II, III, IV & V only
9) FMB plotting with sub division, area & detail marking
10) Angle or bearing plotting
11) Simple arithmetic
12) Questions from Traditional survey
13) Questions from Collabland

TEST CODE : 014

Survey Departmental Test - Senior Draughtsman Test - Paper - I

1) Plotting of Village Map on 1:5000 mm scale
2) Testing plotting of 1:5000 mm Village Maps and locating errors in measurement
3) In king field boundaries for reproduction to scale and reduction to smaller scales
4) Typing field numbers
5) Comparison of field and village boundaries and side measurements
6) Preparation of Stone Sketches
7) Tamil Nadu Survey Manual – Volume – I (1976 Edition) Chapters – I to IX only and Tamil Nadu Survey Manual - Volume – II (1983) Chapters - XXI, XXII, XXIII, XXIV & XXV only
8) Maintenance : Chain Survey & Land Records Manual Part - II (1976) whole book and Village Accounts Manual & Taluk Accounts Manual
9) Modern Survey : Tamil Nadu Survey Manual Volume-IV Revised Edition (Chapters - I, III, V, VI, X, XI, XII & XVI only) (Collabland Software) and Appendix-III – Downloading and data processing

TEST CODE : 047

Survey Departmental Test - Senior Draughtsman Test - Paper - II

1) Colouring by Washes and Binders
2) Tracing and inking Taluk and District Maps
3) Provisions of the Survey and Boundaries Acts and the rules and procedure relating to the preparation of Village and District Maps as laid down in the Survey Manual
4) Different systems of surveys done in the presidency, with their special features in relation to field sketches etc., and their advantages or disadvantages for maintenance purpose
5) Tamil Nadu Survey Manual - Volume - I,(1976 Edition) Chapters – I to IX only and
   Tamil Nadu Survey Manual - Volume - II(1983) Chapters - XXI, XXII, XXIII, XXIV & XXV only
6) Maintenance : Chain Survey & Land Records Manual Part-II (1976) whole book and
   Village Accounts Manual & Taluk Accounts Manual
7) Modern Survey : Tamil Nadu Survey Manual Volume - IV Revised Edition
   (Chapters - I, III, V, VI, X, XI & XII only)
   Appendix-III – Downloading and data processing
8) Map Tracing & Colour Wash
9) Village Map Plotting
10) Solution of triangle

TEST CODE : 015

Survey Departmental Test - Head Draughtsman Test – Paper - I

1) Arithmetic

(a) Simple and compound proportion, profit and loss and interest
(b) Square and cubic measure
(c) Square and cubic roots
(d) Decimals

2) Geometry

(a) Properties of triangles, quadrilaterals and polygons
(b) Circle, radius, diameters, chord and tangent and their relation to each other

3) Trigonometry

(a) Sine, cosine, tangent, their reciprocals and their relation to each other
(b) Solution of triangles – right angled and oblique angled
(c) Area of triangles
(d) Simple questions on logarithms and numbers and trigonometrical functions and capital logarithms

(e) Heights and distances

4) Mensuration

(a) Area of geometrical figure – triangles, quadrilaterals and polygons
(b) Surface of a Cube, Sphere cone and a Pyramid

5) Tamil Nadu Survey Manual – Volume - I (1976 Edition) whole book except Chapters – VI, VII,XI,XII & XVI and Tamil Nadu Survey Manual - Volume – II (1983) except Chapter – XIX and Appendix -XIII, XV, XVI, XX, XXI, XXII, XXIII, XXIX, XXXI and XXXII

6) Maintenance

Chain Survey & Land Records Manual Part - II (1976) whole book and Village Accounts Manual Taluk & Accounts Manual

7) Modern Survey

Tamil Nadu Survey Manual - Volume - IV Revised Edition whole book, Tamil Nadu Survey Manual - Volume - II Chapters - XXI, XXII, XXIV & XXV only and Question from Collabland software

TEST CODE : 046

Survey Departmental Test - Head Draughtsman Test - Paper - II

1) Traverse Survey

2) Traverse computation of
   (a) main circuits with reference to a Taluk or District origin
   (b) Village and Khandam circuits
   (c) location of errors and preparation of correction field book

3) Traverse plotting

4) Construction of scales, simple, diagonal and vernier

5) Computation of azimuths rectangular and spherical co-ordinates convergency of meridian and hypoten use distance

6) Computation of latitudes and reverse azimuths and solution of spherical triangles

7) Reharmonising and computing of values of village trijunctions, graticule, projections, projection of points with rectangular and spherical values and method of reducing values of points from one origin to the other

8) Tamil Nadu Survey Manual - Volume – I (1976 Edition) whole book except Chapters VI,VII,XI,XII & XVI and Tamil Nadu Survey Manual Volume - II (1983) except Chapter XIX and Appendix - XIII,XV, XVI,XX,XXI, XXII,XXIII, XXIX,XXXI and XXXII

9) Maintenance

Chain Survey & Land Records Manual Part - II (1976) whole book and Village Accounts Manual & Taluk Accounts Manual

10) Modern Survey

Tamil Nadu Survey Manual Volume-IV Revised Edition whole book Tamil Nadu Survey Manual Volume-II Chapters- XXI, XXII, XXIV & XXV only

11) Time sheet or Line sheet

12) Traverse working sheet up to area

13) Solution of Triangle

14) Traverse plotting

-

TEST CODE : 005

TEST NAME: Survey Departmental Test – Deputy Inspector of Survey and Land Records Test – Paper -I

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	**2.30 hours**	**45**	100

TEST CODE : 004

TEST NAME: Survey Departmental Test – Field Surveyor's Test – Paper -I

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	**2.30 hours**	**45**	100

TEST CODE : 013			
TEST NAME: Survey Departmental Test – Sub-Inspector of Survey and Land Records Test – Paper -I			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 100% Without Books	**2.30 hours**	**45**	100

TEST CODE : 003			
TEST NAME: Survey Departmental Test – Draughtsman Test – Paper - I			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 100% Without Books	**2.30 hours**	**45**	100

TEST CODE : 014			
TEST NAME: Survey Departmental Test – Senior Draughtsman Test – Paper - I			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 100% Without Books	**2.30 hours**	**45**	100

TEST CODE : 015			
TEST NAME: Survey Departmental Test – Head Draughtsman Test – Paper - I			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 100% Without Books	**2.30 hours**	**45**	100

TEST CODE : 033			
TESTNAME: Survey Departmental Test – Deputy Inspector of Survey and Land Records Test – Paper -II			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Descriptive Type - 100% Without Books	**2.30 hours**	**45**	100

TEST CODE : 032			
TEST NAME: Survey Departmental Test – Field Surveyor's Test – Paper -II			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Descriptive Type - 100% Without Books	**2.30 hours**	**45**	100

TEST CODE : 045

TEST NAME: Survey Departmental Test – Sub-Inspector of Survey and Land Records Test – Paper -II

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Descriptive Type - 100% Without Books	**2.30 hours**	**45**	100

TEST CODE : 031

TEST NAME: Survey Departmental Test – Draughtsman Test – Paper - II

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Descriptive Type - 100% Without Books	**2.30 hours**	**45**	100

TEST CODE : 047

TEST NAME: Survey Departmental Test – Senior Draughtsman Test –Paper-II

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Descriptive Type - 100% Without Books	**2.30 hours**	**45**	100

TEST CODE : 046

TEST NAME: Survey Departmental Test – Head Draughtsman Test – Paper - II

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Descriptive Type - 100% Without Books	**2.30 hours**	**45**	100

TAMIL NADU PUBLIC SERVICE COMMISSION (3 TESTS)

Name of the Test

T.C.009: Departmental Test in the Tamil Nadu Services Manual Volume-I for the Staff of the Tamil Nadu Public Service Commission

T.C.172: The Tamil Nadu Government Office Manual Test

T.C. 076: Compendium of Office orders and Instructions to applicants **(Direct Recruitment)**

TEST CODE : 009

Departmental Test in the Tamil Nadu Services Manual Volume-I for the Staff of the Tamil Nadu Public Service Commission

SYLLABUS

1. The relevant articles of the Constitution of India
2. Tamil Nadu Public Service Commission Regulations, 1954(updated up to 29.02.2020)
3. Tamil Nadu Public Service Commission Rules of Procedure (revised w.e.f 15.07.2020)
4. Tamil Nadu Civil Services (Classification, Control and Appeal) Rules
5. Tamil Nadu Government Servants (Conditions of Service) Act 2016
6. (Disciplinary Proceedings Tribunal) Rules, 1955
7. The Tamil Nadu Civil Services (Safeguarding of National Security) Repeal Rules, 1971
8. Subsidiary Rules of procedure

SYLLABUS

TEST CODE : 172

The Tamil Nadu Government Office Manual Test

The Tamil Nadu Government Office Manual

SYLLABUS

TEST CODE : 076

Compendium of Office orders and Instructions to Applicants (Direct Recruitment)

Office orders of TNPSC and Instructions to Applicants**(Direct Recruitment)**

TEST CODE : 009

TEST NAME: Departmental Test in Tamil Nadu Services Manual Volume-I for the Staff of the Tamil Nadu Public Service Commission

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	**2.30 hours**	**45**	100

TEST CODE : 172							
TEST NAME: The Tamil Nadu Government Office Manual Test							
EXISTING PATTERN				REVISED PATTERN			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**	**Pattern / Type of Examination**	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 40% Without Books	1 hour	18	100	**Descriptive Type - 100%** With Books	2.30 hours	**45**	100
Descriptive Type - 60% With Books	1.30 hours	27					
Total	2.30 hours	45					

TEST CODE : 076			
TEST NAME: Compendium of Office orders and Instructions to Applicants(Direct Recruitment) for the Staff of the Tamil Nadu Public Service Commission			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 100% Without Books	**2.30 hours**	**45**	100

TAMIL NADU STATE MARKETING CORPORATION (TASMAC)

Name of the Test

T.C.077: Book Keeping and Accountancy Test

SYLLABUS

1) ORGANISATION STRUCTURE OF TASMAC

Incorporation of TASMAC – Exclusive Privilege – Share Capital – Board of Directors – Corporate Office – Regional Offices – SRM Office – District Managers office.

2) ADMINISTRATION

Leave Rules – Personal Register – Service Register – Increment Register – Stamp Register – Despatch Register – HTDA Register – OPE Register – Pension Contribution – Assets – Stationery – Medical Claim – Annual Accounts – LTC claim – Records and disposals – Destruction of records – Probation – Absorption – Increment – Retirement – Property statement – Gifts – Dress and Decorum – Medical expenses – Scale of pay and allowance – Termination of services – Premature retirement.

3) DEPOT MANAGEMENT

Organization Structure of Depot – Depot License – State Excise Labels – Depot transaction – Gate entry – Computer log – Stock Register – Document verification- Stock received from other state – Stock received within the states – Loading and unloading of Stock – Goods Receipt Acknowledgement (GRA) – Breakages – Missing bottles – Excise verification certificate – Revalidation permits – 90 days stock management – Destruction of stock – Indent – Stock transfer Invoice – FIFO system – Brand label – Reconciliation of Retail vending shops and Depots – Customer Ledger – Labourers – Handing loss and missing loss – Inter Depot transfer – Master Stock Register (MSR) – Bin Cards – Demurrage charges – Condonation of Loss – Insurance claims – Broken glass pieces – Depot Log – FL2 & FL3 Licensees – Route Chart – Imported Foreign Liquor (IFL) – closing Stock – Safety measures – Stock pattern – Foreign particle.

4) ACCOUNTS

Gratuity – EPF – Salary TDS – Form 16 and 16-A – Bonus – GST -\TN VAT – Half yearly report – Pay bill register – Recovery register – Government recovery – Corporation recovery – Advance register – TA claim – Form 2 & 3 – Main Cash Book – Cheque register – UDP register – petty cash register – General ledger – Receipts and payments – Transfer of funds – Budget – Physical verification of stock – Bank reconciliation - Rent register – TAN, TIN, TCS, Bar TDS – Sales tax statement.

5) ACTS & RULES

Code of Prevention and Detection of Fraudulent Act in TASMAC 2014 – Companies Act 2013 – The Employees provident Fund Scheme, 1952 – The Income Tax Act, 1961 - The Income Tax Rule, 1962, The Payment of Bonus Act, 1965 – Goods & services Tax Act 2017 – Goods & Services Tax rules, 2017 – The Tamil Nadu Value Added Tax Act, 2006 – The Tamil Nadu Value Added Tax Rules, 2007 – The Tamil Nadu Prohibition Act, 1937 (Tamil Nadu Act X of 1937) - The Tamil Nadu Liquor (Supply by Wholesale) Rules, 1983 – The Tamil Nadu Liquor Retail wending (In shops and Bars) Rules, 2003 - The Tamil Nadu Distillery Rules, 1981 – The Tamil Nadu Indian Made Foreign Spirits (Manufacture) Rules, 1981 – The Tamil Nadu Liquor (Licence and Permit) Rules, 1981 – The Tamil Nadu Brewery Rules 1983 – The Tamil Nadu Liquor (Possession for Personal Consumption) Rules, 1996 – The Tamil Nadu Wine (Manufacture) Rules, 2006 – Sexual Harassment of Women at work place (Prevention Prohibition and Redressal) Act, 2013 (POSH Act) – Glossary of Terms – Acts of Misconduct.

TEST CODE : 077			
TEST NAME: Book Keeping and Accountancy Test (TASMAC)			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 100% Without Books	**2.30 hours**	**45**	100

TRANSPORT DEPARTMENT

Name of the Test

T.C.007: Departmental Test on Motor Vehicles Act and Rules for Transport Department Staff

T.C.017: Departmental Test in the Bharatiya Nagarik Suraksha Sanhita for the Staff of the Transport Department

SYLLABUS

TEST CODE : 007

Departmental Test on Motor Vehicles Act and Rules for Transport Department Staff

1. Motor Vehicles Act, 1988 (Central Act 59 of 1988) Chapters I to XIV including the schedule thereunder
2. Central Motor Vehicles Rules, 1989 (Chapters I to VIII including the forms and notifications thereunder)
3. Tamil Nadu Motor Vehicles Rules, 1989 (Chapters I to XI including the forms) and the Tamil Nadu Motor Vehicles (special provisions) Act, 1992 (Tamil Nadu Act 41 of 1992 and other special rules and notifications)
4. Tamil Nadu Vehicles Taxation Act, 1974 (Tamil Nadu Act 13 of 1974) and the schedules notifications made thereunder
5. Tamil Nadu Motor Vehicles Taxation Rules,1974

TEST CODE : 017

Departmental Test in the Bharatiya Nagarik Suraksha Sanhita for the Staff of the Transport Department

1. CHAPTER –I – Preliminary
2. CHAPTER – II – Constitution of Criminal Courts and Offices
3. CHAPTER – III – Power of Courts
4. CHAPTER – IV – Powers of Superior Officers of Police and Aid to the Magistrates and the Police
5. CHAPTER – V – Arrest of Persons
6. CHAPTER – VI – Processes to Compel Appearance
7. CHAPTER – XIII – Information to the Police and their Powers to Investigate – Section 173 to 186 of BNSS also Section 187 to 196 of BNSS
8. CHAPTER VIII – Reciprocal Arrangements for Assistance in Certain Matters and Procedure for Attachment and Forfeiture of Property – Section 112 and 113 of BNSS.
9. CHAPTER XIV – Jurisdiction of the Criminal Courts in Inquiries and Trials – Section 197 to 209 of BNSS
10. CHAPTER XV – Conditions of Requisite for Initiation of Proceedings – Section 210 to 222

of BNSS
11. CHAPTER XVI – Complaints to Magistrates – Section 223 to 226 of BNSS
12. CHAPTER XVII – Commencement of Proceedings before Magistrates – Section 227 to 233 of BNSS
13. CHAPTER XVIII – The Charge – Section 234 to 247 of BNSS
14. CHAPTER XIX – Trial Before a Court of Session – Section 248 to 260 of BNSS
15. CHAPTER XX – Trial of Warrant-Cases by Magistrates – Section 261 to 273 of BNSS
16. CHAPTER XXI – Trial of Summons-Cases by Magistrates – Section 274 to 282 of BNSS
17. CHAPTER XXII – Summary Trials – Section 283 to 288 of BNSS
18. CHAPTER XXV – Evidence in Inquiries and Trials – Section 307 to 336 of BNSS
19. CHAPTER XXVI – General Provisions as to Inquiries and Trials – Section 337 to 366 of BNSS
20. CHAPTER XXVII – Provisions as to Accused Persons of Unsound Mind – Section 367 to 378 of BNSS.
21. CHAPTER XXVIII – Provisions as to Offences Affecting the Administration of Justice – Section 379 to 391 of BNSS
22. CHAPTER XXIV – The Judgement – Section 392 to 406 of BNSS
23. CHAPTER XXXIV – Execution, Suspension, Remission and Commutation of Sentences – Section 453 to 477 of BNSS

TEST CODE : 007

TEST NAME: Departmental Test on Motor Vehicles Act and Rules for Transport Department staff

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	**2.30 hours**	**45**	100

TEST CODE : 017

TEST NAME: Departmental Test in the Bharatiya Nagarik Suraksha Sanhita for the Staff of the Transport Department

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 100% Without Books	**2.30 hours**	**45**	100

TREASURIES AND ACCOUNTS DEPARTMENT (4 TESTS)

Name of the Test

T.C.164: Departmental Test for Subordinate Officers in the Tamil Nadu Treasuries and Accounts Department

T.C.124: The Account Test for Subordinate Officers - Part - I

T.C.137: The Account Test for Subordinate Officers – Part - II

T.C.152: The Account Test for Executive Officers

SYLLABUS

TEST CODE : 164

Departmental Test for Subordinate Officers in the Tamil Nadu Treasuries and Accounts Department

ii) The Tamil Nadu Treasury Code, Volume I and II (All Chapters)

iii) Tamil Nadu Accounts Code, Volume II (All Chapters)

iv) Pay and Accounts Offices Manual:

All Chapters in Part I, All Chapters in Part II, All Chapters in Part III, Chapter XXIII in Part IV and, Chapters XXV and XXVI in Part V

v) Tamil Nadu GPF Rules

vi) Tamil Nadu SPF Rules

vii) Tamil Nadu FBF Rules

viii) Tamil Nadu Pension Rules

TEST CODE : 124

The Account Test for Subordinate Officers - Part - I

1) The Tamil Nadu Financial Code, Volume - I

2) The Tamil Nadu Financial Code, Volume - II

3) The Tamil Nadu Treasury Code, Volume I – Part I, Part II (Chapters III, V and VII) and Part III (Chapter V)

4) The Tamil Nadu Treasury Code, Volume II (Appendices 1,3,5,11,15 and17)

5) The Tamil Nadu Accounts Code, Volume I (Chapters 3 to 6 and Appendix 3)

6) The Tamil Nadu Budget Manual – Chapters I - V, VII and VIII

7) The Fundamental Rules and the subsidiary rules framed thereunder by the Tamil Nadu Government including the Tamil Nadu Leave Rules,1933

8) The Tamil Nadu Manual of Special Pay and Allowances – Part I (omitting appendix) and Part II

9) The Tamil Nadu Pension Rules

10) Tamil Nadu Government Servants (Conditions of Services) Act,2016

11) Tamil Nadu Government Servants conduct Rules

TEST CODE : 137

The Account Test for Subordinate Officers – Part - II

1) The Tamil Nadu Treasury Code, Volume I – Part II (Chapters VI, VIII, IX and X) and Part III (Chapter V)

2) The Tamil Nadu Treasury Code, Volume II (Appendices 1,3,5,11,15 and17)

3) The Tamil Nadu Accounts Code, Volume II

4) The Constitution of India, 1950 - Articles 148 to 151, 202 to 207,264 to 293 and 308 to 314

5) The Tamil Nadu Pension Rules

TEST CODE : 152

The Account Test for Executive Officers

(6) The Tamil Nadu Financial Code – Chapters I – VII and XII -XIV

(7) The Tamil Nadu Treasury Code, Volume I – Part I, Part II (Chapters III, V and VII) and Part III (Chapter V)

(8) The Tamil Nadu Budget Manual – Chapters I-V, VII and VIII

(9) The Constitution of India, 1950- Articles 148 to 151, 202 to 207, 264 to 293 and 308 to 314

(10) The Tamil Nadu Pension Rules

TEST CODE: 164

TEST NAME: Departmental Test for Subordinate Officers in the Tamil Nadu Treasuries and Accounts Department

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 60% Without Books	1.30 Hours	27	100
Descriptive Type - 40% With Books	1 Hour	18	
Total	**2.30 hours**	45	

TEST CODE: 124

TEST NAME: The Account Test for Subordinate Officers – Part – I

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 60% Without Books	1.30 Hours	27	100
Descriptive Type - 40% With Books	1 Hour	18	
Total	**2.30 hours**	45	

TEST CODE: 137

TEST NAME: The Account Test for Subordinate Officers – Part – II

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 60% Without Books	1.30 Hours	27	100
Descriptive Type - 40% With Books	1 Hour	18	
Total	**2.30 hours**	45	

TEST CODE: 152

TEST NAME: The Account Test for Executive Officers

Pattern / Type of Examination	Time Duration	Minimum pass marks	Maximum Marks
Objective Type - 60% Without Books	1.30 Hours	27	100
Descriptive Type - 40% With Books	1 Hour	18	
Total	**2.30 hours**	45	

TAMIL NADU WAKF BOARD (2 TESTS)

Name of the Test

T.C.171: Tamil Nadu Wakf Board Department Test – First Paper (Detailed Application)

T.C.074: Tamil Nadu Wakf Board Department Test – Second Paper (General Principles)

SYLLABUS

TEST CODE : 171

Tamil Nadu Wakf Board Department Test – First Paper (Detailed Application)

1. The Wakf Act, 1995 (Central Act 43 of 1995)
2. Tamil Nadu Wakf (General) Regulations, 2019
3. The Tamil Nadu Wakf Rules, 2000, as amended 2020
4. Tamil Nadu Public Premises (Eviction of Unauthorised Occupants) Act, 1975 (Act 1 of 1976) as amended by Tamil Nadu Act 33 of 2010
5. The Tamil Nadu State Wakf Board Service Regulations,1971

SYLLABUS

TEST CODE : 074

Tamil Nadu Wakf Board Department Test – Second Paper (General Principles)

1. The Wakf Act, 1995 (Central Act 43 of 1995)
2. Tamil Nadu Wakf (General) Regulations, 2019
3. The Tamil Nadu Wakf Rules,2000 as amended 2020
4. Tamil Nadu Public Premises (Eviction of Unauthorised Occupants) Act, 1975 (Act 1 of 1976) as amended by Tamil Nadu Act 33 of 2010
5. The Wakf properties Lease Rules, 2014 as amended 2020

TEST CODE :171			
TEST NAME: Tamil Nadu Wakf Board Department Test – First Paper (Detailed Application)			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 80% Without Books	2 hours	**36**	100
Descriptive Type - 20% With Books	30 minutes	**9**	
Total	**2.30 hours**	**45**	

-

TEST CODE :074			
TEST NAME: Tamil Nadu Wakf Board Department Test – Second Paper (General Principles)			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 80% Without Books	2 hours	**36**	100
Descriptive Type - 20% Without Books	30 minutes	**9**	
Total	**2.30 hours**	**45**	

WATER SUPPLY AND DRAINAGE BOARD (1 TEST)

Name of the Test

T.C.154: Tamil Nadu Water Supply and Drainage Board Department Test

SYLLABUS

TEST CODE : 154

Tamil Nadu Water Supply and Drainage Board Department Test

1) Tamil Nadu Water Supply and Drainage Board Act,1970
2) Tamil Nadu Water Supply and Drainage Board Service Regulations,1972
3) Tamil Nadu Water Supply and Drainage Board Discipline and Appeal Regulations, 1972
4) Tamil Nadu Water Supply and Drainage Board Conduct Regulations, 1972
5) Tamil Nadu Water Supply and Drainage Board Travelling Allowances Regulations

-

TEST CODE : 154			
TEST NAME: Tamil Nadu Water Supply and Drainage Board Department Test			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Objective Type - 80% Without Books	2 hours	**36**	100
Descriptive Type - 20% With Books	30 minutes	**9**	
Total	**2.30 hours**	**45**	

GENERAL EDUCATIONAL TEST (3 TESTS)

Name of the Test

T.C 043: General Educational Test of the S.S.L.C. Standard – Paper – I - General Tamil

(OR)

T.C.044 : General Educational Test of the S.S.L.C. Standard – Paper – I - General English

(and)

T.C.018: General Educational Test of the S.S.L.C. Standard – Paper – II - General Knowledge

SYLLABUS

TEST CODE: 043

General Educational Test of the S.S.L.C. Standard – Paper – I - General Tamil

பொதுத் தமிழ்

பொதுத் தமிழ் என்ற தாள் கீழ்க்கண்ட பகுதிகளில் வினாக்களைக் கொண்டதாக இருக்கும்

1. பொருத்திக் காட்டுதல்
2. வாக்கியத்தில் அமைத்து எழுதுதல்
3. வடிவத்தாலும் ஒலிப்பதாலும் ஒத்த பிறச் சொற்களை எழுதச் செய்தல்
4. ஒரு சொல்லின் பகுதியைக் கொடுத்து அதனை பல வடிவமாக்கி எழுதச் செய்தல்
5. கொடுக்கப்பெறும் வாக்கியங்களில் உள்ள பிழைகளை திருத்தி எழுத செய்தல்
6. வாக்கிய மாற்றம்
7. கடிதம்/ விண்ணப்பம் எழுதுதல்
8. மூன்றில் ஒரு பங்காக சுருக்கி எழுதுதல்
9. கட்டுரை எழுதுதல்
10. பொருள் உணர் திறன்

(OR)

TEST CODE: 044

General Educational Test of the S.S.L.C. Standard – Paper – I - General English

GENERAL ENGLISH

The Paper on General English will consist of questions on the following:

1. Matching the words and phrases
2. Framing Sentences with the given idioms
3. Framing sentences with the words and forms
4. Framing sentences using the given pair of words
5. Correcting grammatical errors in the given sentences
6. Rewriting the sentences as directed
7. Drafting a reply to an official or business letter
8. Summarizing a given passage in one's own words note exceeding one–third of the length of the original
9. Writing two short essays
10. Comprehension of a prose passage.

(AND)

TEST CODE : 018

General Educational Test of the S.S.L.C. Standard – Paper – II - General Knowledge

GENERAL KNOWLEDGE

This paper consists of descriptive type questions to be answered either in Tamil or in English covering – General Science, Indian History, Geography of India, Economics and Commerce, Indian Politics, Indian National Movement and Current affairs and mental ability tests.

"Both the papers in the General Educational Test Examination have to be passed in one sitting".

TEST CODE : 043			
TEST NAME: General Educational Test of the S.S.L.C. Standard – Paper – I– General Tamil			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Descriptive Type - 100% Without Books	**2.30 hours**	**45**	100

(OR)

TEST CODE : 044			
TEST NAME: General Educational Test of the S.S.L.C. Standard – Paper – I– General English			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Descriptive Type - 100% Without Books	**2.30 hours**	**45**	100

(AND)

TEST CODE : 018			
TEST NAME: General Educational Test of the S.S.L.C. Standard – Paper – II – General Knowledge			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Descriptive Type - 100% Without Books	**2.30 hours**	**45**	100

TRANSLATION TESTS (12 TESTS)

Name of the Test

T.C.021: Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Tamil language

T.C 022: Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Telugu language

T.C.023: Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Malayalam language

T.C.024: Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Hindi language

T.C.025: Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Urdu language

T.C.026: Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Kannada language

T.C.036: Translation Test – Second Paper – Translation of News Paper Report in Tamil to English

T.C 037: Translation Test – Second Paper – Translation of News Paper Report in Telugu to English

T.C.038: Translation Test – Second Paper – Translation of News Paper Report in Malayalam to English

T.C.039: Translation Test – Second Paper – Translation of News Paper Report in Hindi to English

T.C.040: Translation Test – Second Paper – Translation of News Paper Report in Urdu to English

T.C.041: Translation Test – Second Paper – Translation of News Paper Report in Kannada to English

SYLLABUS

TEST CODES : 021 to 026 (First Paper), 036 to 041 (Second Paper)

The Examination shall comprise -

- Translation of English passage bearing on Court Judgment into the candidate's language.
- The translation of Newspaper report from the candidate's language to English.

The papers given for translation in this test shall be such as persons filling the appointments for which the test is prescribed may be expected to deal with in the ordinary course of business, and shall be sufficiently long and difficult to test the ability of the candidate to translate accurately and rapidly.

-

TEST CODE : 021			
TEST NAME: Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Tamil language			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Descriptive Type - 100% Without Books	**2.30 hours**	**45**	**100**

-

TEST CODE : 022			
TEST NAME: Translation Test – First Paper -Translation of English passage bearing on Court Judgment into Telugu language			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Descriptive Type - 100% Without Books	**2.30 hours**	**45**	**100**

-

TEST CODE : 023			
TEST NAME: Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Malayalam language			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Descriptive Type - 100% Without Books	**2.30 hours**	**45**	**100**

-

TEST CODE : 024			
TEST NAME: Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Hindi language			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Descriptive Type - 100% Without Books	**2.30 hours**	**45**	**100**

-

TEST CODE : 025			
TEST NAME: Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Urdu language			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Descriptive Type - 100% Without Books	**2.30 hours**	**45**	**100**

TEST CODE : 026			
TEST NAME: Translation Test – First Paper - Translation of English passage bearing on Court Judgment into Kannada language			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Descriptive Type - 100% Without Books	**2.30 hours**	**45**	**100**

-

TEST CODE : 036			
TEST NAME: Translation Test – Second Paper – Translation of News Paper Report in Tamil to English			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Descriptive Type - 100% Without Books	**2.30 hours**	**45**	**100**

-

TEST CODE : 037			
TEST NAME: Translation Test – Second Paper – Translation of News Paper Report in Telugu to English			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Descriptive Type - 100% Without Books	**2.30 hours**	**45**	**100**

TEST CODE : 038			
TEST NAME: Translation Test – Second Paper – Translation of News Paper Report in Malayalam to English			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Descriptive Type - 100% Without Books	**2.30 hours**	**45**	**100**

TEST CODE : 039			
TEST NAME: Translation Test – Second Paper – Translation of News Paper Report in Hindi to English			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Descriptive Type - 100% Without Books	**2.30 hours**	**45**	**100**

TEST CODE : 040			
TEST NAME: Translation Test– Second Paper–Translation of News Paper Report in Urdu to English			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Descriptive Type - 100% Without Books	**2.30 hours**	**45**	**100**

TEST CODE : 041			
TEST NAME: Translation Test – Second Paper – Translation of News Paper Report in Kannada to English			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Descriptive Type - 100% Without Books	**2.30 hours**	**45**	**100**

SECOND CLASS LANGUAGE TEST (1 FULL TEST)

Name of the Test

T.C. 019 : Second Class Language Test – Part – A – Written Examination (Translation, Composition, Letter Writing and Language Skills)

SYLLABUS

TEST CODE : 019

Second Class Language Test – Part – A – Written Examination (Translation, Composition, Letter Writing and Language Skills)

(மொழி பெயர்ப்பு ,கட்டுரை மற்றும் கடிதம்)

1. மொழி பெயர்ப்பு — மதிப்பெண்கள்- 10

   ஆங்கிலத்திலிருந்து தமிழாக்கம் செய்தல்

2. கட்டுரை (நூற்றைம்பது சொற்களுக்கு மிகாமல்) — மதிப்பெண்கள் 2x 15=30

- .தமிழின் பெருமை
- .மக்கள் தொகைப்பெருக்கம்
- சுற்றுச் சூழல் பாதுகாப்பு
- அனைவருக்கும் கல்வி
- நாட்டுப்பற்று
- ஆன்மீகம் / பக்திநெறி
- ஊரக வளர்ச்சி / கிராமமுன்னேற்றம்
- .கூட்டுறவு
- பெண்கள் முன்னேற்றம்
- சமூக சீர்த்திருத்தம் / சமுதாயப்பணி / சமூகத்தொண்டு
- அறிவியல் தொழில்நுட்பம்

3. விண்ணப்பம் எழுதுதல் (அலுவலகக் கடிதம்)

- பணியாளர் விடுப்பு விண்ணப்பம்
- ஆண்டு ஊதிய உயர்வு வேண்டி விண்ணப்பம்
- அலுவலகத்தில் நடவடிக்கை மேற்கொண்டு பதில் அளிக்கும் விண்ணப்பம்
- சட்டமன்ற வினாக்களுக்கான பதில் தயாரித்தல்
- சட்டமன்ற வினாக்களுக்கான பதில் தயாரித்தல்

பகுதி-2

மதிப்பெண்கள் 2x 5=10

1. உரைநடைப் பத்திகளை படித்து வினாக்களுக்கு ஏற்ற விடையளித்தல்
2. கொடுக்கப்பட்ட சூழ்நிலைக்கேற்ப உரையாடலை நிறைவு செய்தல்

பகுதி-3

மொழி பயிற்சி (1 முதல் 10 வகுப்பு வரையிலான தமிழ் பாடநூலிலிருந்து) மதிப்பெண்கள் 40 x 1=40

- எண்களை எழுத்தால் எழுதுதல்
- வாக்கியத்தில் அமைத்து எழுதுதல்
- ஆங்கிலம் தமிழ் மாதங்களில் பெயர்கள் ,வார நாட்களின் பெயர்களை தமிழில் எழுதுதல்
- எழுத்துக்களின் வகைகளை எழுதுதல்
- பட்டப்படிப்பு ,முதுகலை பட்டப்படிப்பு பெயர்களை தமிழில் எழுதுதல்
- குறில் நெடில் வேறுபாடு எழுதுதல்
- திணை பால் பாகுபாடு அறிந்து எழுதுதல்
- கலைச்சொற்களை தமிழாக்கம் செய்தல்
- நூல் நூலாசிரியர் அறிந்து எழுதுதல்
- காலம் காட்டும் வினைச்சொற்களை எழுதுதல்
- விடைக்கேற்ற வினா எழுதுதல்
- மயங்கொலி வேறுபாடு அறிதல்
- இருபொருள் தருக
- பிறமொழி சொல்லுக்கான தமிழ் சொல் எழுதுதல்
- பெயர் சொற்களை எடுத்தெழுதுதல்
- வினைச்சொற்களை எடுத்தெழுதுதல்
- .அகரவரிசைப்படுத்துதல்
- வர்க்க எழுத்துக்களை எழுதுதல் (நிரப்புதல்)
- தமிழ் நாடு அரசின் தேசிய சின்னம், மரம், விலங்கு, பறவை

TEST CODE : 019			
TEST NAME: Second Class Language Test – Part – A – Written Examination (Translation, Composition, Letter Writing and Language Skills)			
Pattern / Type of Examination	**Time Duration**	**Minimum pass marks**	**Maximum Marks**
Descriptive Type - 100% Without Books	**2.30 hours**	**45**	100

SECOND CLASS LANGUAGE TEST
SYLLABUS

Parts A to D (Full test) - Test Code : 019
Part D only - Test Code :201

	Maximum Marks	Minimum Pass Marks
PART - A **Written Examination** (Translation, Composition, Letter writing and Language Skills)	**100**	**45**

VIVA - VOCE EXAMINATION

SYLLABUS

PART - B	Maximum Marks	Minimum Pass Marks
I) Conversing with accuracy and fluency in Tamil	100	60 (See note(2) below)
ii) Dictating an order or delivering a short address on a given subject in Tamil	50	25
PART - C Taking down in English Evidence given in Tamil and asking questions thereon in Tamil	50	25
PART –D Reading with fluency and translating correctly three petitions or other official manuscripts in Tamil written in plain running hand	100	50

Notes:

1. In the case of candidates who are required to pass the Second Class Language Test (Full Test) they will be allowed to appear for Part 'D' separately and will be required to appear for all the other parts at onetime
2. In the case of candidates, belonging to 'Linguistic Minorities' the minimum marks for a pass in part-B (i)''Conversing with accuracy and fluency in the Tamil will be 50'

SYLLABUS

THIRD CLASS LANGUAGE TEST : VIVA VOCE ONLY
Test Name and New Test Code

Hindi	-	Test Code: 202
Kannada	-	Test Code: 203
Malayalam	-	Test Code: 204
Tamil	-	Test Code: 205
Telugu	-	Test Code: 206
Urdu	-	Test Code: 207

SYLLABUS **PART – A**	Maximum Marks	Minimum Pass Marks
i) Dictating an order in the Language	100	40
ii) Rendering into English a report read out in the Language	100	40
PART - B Conversing on subjects likely to occur in the transaction of ordinary business or in the course of everyday life	100	60
PART -D Reading fairly and translating with accuracy an original letter or report of moderate length and difficulty in the Language	100	40

Controller of Examinations

Date: 25.11.2026

Telephone: 044 – 25300300/336/337/338 and 339
website: www.tnpsc.gov.in / www.tnpscexams.in
E-mail : helpdeskdeptl@gmail.com
Toll Free No. : 1800 419 0958