



TAMIL NADU PUBLIC SERVICE COMMISSION

NOTIFICATION NO: 10/2012

DATED:02.04.2012

Applications are invited only through online mode upto 02.05.2012 for Direct Recruitment to the vacancies in the following post :-

Name of the Post and Code No.	Name of the Service and Code No.	No. of vacancies	Scale of Pay
Bursar in Government Colleges (Post Code No: 3010)	Tamil Nadu Educational Service (Service Code No: 024)	13	Rs.15600-39100 + Grade Pay Rs. 5400/-

2. IMPORTANT DATES :-

Date of Notification	02.04.2012	-
Last date for submission of applications	02.05.2012	-
Last date for payment of Fee through Bank or Post Office	04.05.2012	-
Date and Time of Written Examination	23.06.2012 AN	2.00P.M. to 5.00P.M

3. QUALIFICATIONS

A. AGE (as on 01.07.2012) :

Sl. No.	Category of Candidates	Minimum Age	Maximum Age
1.	SCs, SC(A)s, STs, MBCs/DCs, BCs, BCMs and Destitute Widows of all Castes.	18 Years	35 Years
2.	'Others' [i.e. candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs].	18 Years	30 Years

Note :

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

(ii) Paragraph 4 of the 'Instructions to candidates' will **not** apply to this recruitment.

(B) EDUCATIONAL QUALIFICATION (as on 02.04.2012)

Candidates should possess the following or its equivalent qualification awarded by an University or Institution recognized by the University Grants Commission for the purpose of its grant:

Name of the Post	Qualification
Bursar	Must have passed Post Graduate degree in Public Administration (or) Post Graduate Degree in Business Administration (MBA) with Specialization in Finance

Note:

Other things being equal preference will be given to persons with experience for a period of not less than three years in finance or administration matters.

Note

The Post Graduate Degree qualification prescribed should have been obtained after passing SSLC/10th, H.S.C, Bachelor's Degree.

4. GENERAL INFORMATION :-

- A. The Rule of reservation of appointments is applicable to the post and distribution of vacancies will be as per rule in force.
- B. In G.O.Ms.No.145, Personnel and Administrative Reforms (S) Department, dated 30.09.2010, the Government have issued orders to fill up 20% of all vacancies in direct recruitment on preferential basis to persons studied the **prescribed qualification** in Tamil Medium. The 20% reservation of vacancies on preferential allotment to **Persons Studied in Tamil Medium (PSTM)** will apply for this recruitment.
- C. The number of vacancies advertised is only approximate and is liable for modification including reduction with reference to vacancy position at any time before finalisation of selection.
- D. If no qualified and suitable woman candidates are available for selection against the vacancies reserved for them those vacancies will be filled by male candidates belonging to the respective communal categories.

E. CERTIFICATE OF PHYSICAL FITNESS:-

Candidates selected for appointment to the posts will be required to produce a certificate of physical fitness in the form prescribed below:

Name of the Post	Standard of Vision	Form of Certificate of Physical Fitness
Bursar	Standard-III or Better	Form prescribed for Executive post.

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

- F. 3% reservation for Differently Abled persons applies to this post. However, candidates who possess the Standard of Vision stipulated in item (E) above of this notification alone are eligible to apply for appointment to this post and candidate will be allotted in the vacancies reserved for them as per the rules in force.
- G. Reservation of appointment to “Destitute Widows” and “Ex-servicemen” will not apply to this recruitment.
- H. Even after filling up of the posts reserved for SC Arunthathiyars on preferential basis, if more number of qualified Arunthathiyars are available, they shall be entitled to compete with the Scheduled Castes other than Arunthathiyars in the inter-se merit among them and if any posts reserved for Arunthathiyars remain unfilled for want of adequate number of qualified candidates, it shall be filled up by Scheduled Castes other than Arunthathiyars.
- I. Any claim relating to the selection (not related to candidature or/and claims made in the application) should be received within 90 days from the date of announcement of results. Any claim received thereafter will receive no attention.

5. SCHEME OF WRITTEN EXAMINATION (OBJECTIVE TYPE) AND ORAL TEST:-

Subject	Duration	Maximum Marks	Minimum Qualifying Marks for selection	
			SCs, SC(A)s, STs, MBCs / DCs, BCs and BCMs	Others
Single paper in any one of the following subjects	3 Hours	300	102	136
(i) Public Administration (Code No:102) or (ii) Business Organisation and Management (Code No:022) (P.G. Degree Standard) (200 questions)				
Interview & Record				
Total	--	340		

Note:

- (i) Candidates should specify the subject in which they wish to be examined. They should choose only the subject in which they have obtained the prescribed qualification.
- (ii) The Question papers in the subjects Public Administration / Business Organisation and Administration will be set in English and Tamil.
- (iii) The syllabi for the said subjects are published in the TNPSC Bulletin as follows :

Subject	Page No.	Bulletin No. & Date
Public Administration (PG Degree Standard)	958-959	No. 11, dated 16.05.2001
Business Organisation and Administration (PG Degree Standard)	769	

- (iv) The existing syllabi prescribed for Paper I and II in the subjects 'Public Administration' and 'Business Organisation and Administration' have been combined together respectively and made into a single paper of each subject. Questions will be set from the syllabus of Paper-I and Paper-II in the respective subjects.

The syllabi are also available in the Commission's Website 'www.tnpsc.gov.in'

6. CENTRE FOR EXAMINATION:- Examination will be held at **Chennai Centre** only

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

7. PROCEDURE OF SELECTION :-

Selection will be made in two successive stages i.e.,

- (i) Written Examination and
- (ii) Oral Test.

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

8. EXAMINATION FEES: -

- Rs.155/- (i.e. Cost of Application Rs. 30/- + Examination fee Rs.125/-) (Rupees one hundred and fifty five only).
- Candidates claiming exemption from examination fee should pay Rs.30/- towards Application cost.
- Candidates have also to pay the service charges applicable to the Bank or Post Office or Fee Processing Agency.

(For further details regarding the Examination fee concessions refer para 12 of the 'Instructions to candidates').

9. NO OBJECTION CERTIFICATE :-

For details refer to paragraph 15(g) of the Commission's 'Instructions to Candidates'.

10. CONCESSIONS:-

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

11. HOW TO APPLY:

- Candidates should apply only through online in the Commission's Website www.tnpsc.gov.in or in www.tnpscexams.net.
- Before applying, the candidates should have scanned image of their photograph and signature in CD/DVD/Pen drive as per their convenience.
- A valid e-mail ID or Mobile Number is mandatory for registration and email ID should be kept active till the declaration of results. You are cautioned to keep your e-mail ID and pass word confidentially. TNPSC will send Hall Tickets (Memorandum of Admission) for Written Examination, Interview Call Letters, other Memos etc. to the registered/given e-mail ID only.
- Please note that all the particulars mentioned in the online application including Name of the Candidate, Post Applied, Communal Category, Date of birth, Address, Email ID, Centre of Examination etc. will be considered as final and **no modifications will be allowed after the last date specified for applying online**. Since certain fields are firm and fixed and cannot be edited, candidates are requested to fill in the online application form with the utmost care and caution as no correspondence regarding change of details will be entertained.
- The candidates who wish to receive SMS should register their mobile number in the application.
 - **Applying Online:**
 - a) Candidates are first required log on to the TNPSC's website www.tnpsc.gov.in or www.tnpscexams.net.
 - b) Click "Apply Online" to open up the On-Line Application Form.
 - c) Select the name of the post or service for which you wish to apply.
 - d) If you already have Unique ID, please enter the Unique ID and password to view the already available information and update them, if necessary.
 - e) If you do not have valid ID, please enter all the required particulars without skipping any field.

- f) Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature. An online application is incomplete without the photograph and signature upload.
- **Mode of Fee Payment:**
 - g) Please select the mode of payment (Online Payment/Offline Payment).
 - **Online Payment (Net Banking, Credit card/Debit card)**
 - h) In case of candidates who wish to pay fees through the online payment gateway, i.e Net Banking, Credit Card and Debit card Payment, **an additional page of the application form will be displayed** wherein candidates may follow the instructions and fill in the requisite details to make payment.
 - i) After submitting your payment information in the online application form, please wait for the intimation from the server, **DO NOT press Back or Refresh button in order to avoid double charge**
 - j) If the online transaction has been successfully completed a Registration Number and Password will be generated. Candidates should note their Application Number and Password for future reference in respect of the post applied for.
 - **Offline Payment (Post Office or Indian Bank)**
 - k) For offline mode of payment candidates have to select either Post Office or Indian Bank Branch.
 - l) Click "SUBMIT" to submit the Application form.
 - m) Candidates will be provided with Application Number and password. Please note down the Application Number and password.
 - n) On Submission system will generate the payment chalan which the candidate need to take print out and go to the nearest branch of Indian bank or the Designated Post Offices as the case may be, to make the payment
 - o) Collect the candidate's copy of the fee payment chalan from the Branch. Please check that the chalan is properly signed and the details of Transaction Number, Branch Name and DP Code Number, Deposit Date have been noted in the chalan by the Branch authorities.
 - p) Online Application Registration will be taken as successful one, only if the payment is made either in the post office or in the Indian Bank **within two working days from the date of registration/submission of application.**

○ **Print Option:**

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

Note:

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

change/alteration found may disqualify the candidature.

- VI. Request for change/correction in any particulars in the Application Form shall not be entertained under any circumstances AFTER THE LAST DATE FOR Editing/ Updating application details specified. TNPSC will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.
- VII. Commission is not responsible for the online payment failure.
- VIII. Any clarification may be obtained from the Help Desk (No.1860 345 0112)

12. OTHER IMPORTANT INSTRUCTIONS:

- a. **Candidates should ensure their eligibility for examination:** The candidates applying for the examination should ensure that they fulfil all eligibility conditions for admission to examination. **Their admission to all stages of the examination will be purely provisional subject to satisfying of the eligibility conditions.** Mere issue of memo of admission to the candidate will not imply that his/her candidature has been fully cleared by the Commission.
- b. **How to apply:** Candidates are required to apply Online by using the website www.tnpsc.gov.in or www.tnpscexams.net Detailed instructions for filling up online application are given in Para 12 of this Notification
- c. The Hall Tickets for eligible candidates will be made available in the Commission's Website www.tnpsc.gov.in or www.tnpscexams.net for downloading by candidates. No Hall Tickets will be sent by post.
- d. **Facilitation counter for guidance of candidates:** In case of any guidance/information/clarification of their applications, candidature, etc. candidates can contact Tamil Nadu Public Service Commission's Office in person or over Telephone No.044-28297591-92, 044-28297584-86 or the Commission's Office Toll-Free No. 1800 425 1002 on all working days between 10.00a.m. and 05.45 p.m.
- e. **Mobile Phones and other Articles Banned:**
 - (i) Candidates are not allowed to bring Pager, Cellular Phone, Calculator, Memory Notes and books etc. or any other Electronic device or Recording Device either as separate piece or part of something used by the candidate such as Watch or Ring.
 - (ii) If they are found to be in possession of any such thing or instrument they will not be allowed to write the examination further, besides invalidation of answer paper and / or debarment. If it is considered necessary they will be subjected for a physical search including frisking on the spot.
 - (iii) Do not bring into the Examination Hall any article such as books, notes, loose sheets mathematical and drawing instruments, Log Tables, stencils of maps, slide rules, Text Books, rough sheets etc. except the permitted writing material i.e. pen. No colour pen or pencil must be used.

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

The Online Application can be filled upto 02.05.2012 till 11.59 p.m., after which the link will be disabled

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

Secretary