



## TAMIL NADU PUBLIC SERVICE COMMISSION

NOTIFICATION NO: 19(E) /2012

DATED:13.06.2012

Applications are invited only through online mode upto 13.07.2012 for admission to the Written Examination to the following post included in **Group V-A Service to be made by recruitment by transfer** from among the holders of the posts of **Junior Assistant/Assistant in the Tamil Nadu Ministerial Service / Tamil Nadu Judicial Ministerial Service:-**

Sl. No	Name of the Post and Post Code	Name of the Service and Code No.	No. of vacancies	Scale of pay
1.	Assistant in the departments of Secretariat (other than Law and Finance ) (Post Code 1651)	Tamil Nadu Secretariat Service (Code No. 007)	28	Rs,5200-20200+ Grade Pay Rs.2400/-(PB1)

### 2. IMPORTANT DATES:-

A	Date of Notification	13.06.2012	-
B	Last date for submission of applications	13.07.2012	-
C	Last date for payment of Fee through Bank or Post Office	17.07.2012	-
D	Date of Written Examination	12. 08.2012	10:00 A.M. to 1:00 P.M.

### 3. QUALIFICATIONS: -

(A) AGE (as on 01.07.2012)

Sl. No.	Category of Candidates	Maximum Age (Below)
1	Scheduled Caste / Scheduled Caste (Arunthathiyars), and Scheduled Tribes	35 Years
2	Most Backward Classes / Denotified Communities, Backward Classes and Backward Classes (Muslims)	30 Years
3	"Others" [ i.e Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs ]	

#### Note :

(Paragraphs 4, and 14 of the Commission's 'Instructions to candidates' will not apply)

**B. EDUCATIONAL QUALIFICATION (as on 13.06.2012)**

Assistant in the departments of Secretariat (Other than Law and Finance)	<p>(i) Candidates should possess a degree of any University or Institution recognized by the University Grants Commission for the purpose of its grant.</p> <p style="text-align: center;"><b>AND</b></p> <p>(ii) The Candidates should be an approved probationer in the post held by them in the parent department and should have put in a regular service for a period of not less than five years either in the category of Junior Assistant or in the category of Assistant or in both the categories taken together in the Tamil Nadu Ministerial Service or in the Tamil Nadu Judicial Ministerial Service on the 01.08.2012</p>
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**Note:-**

- (i) The selected candidates after appointment in the Secretariat should pass the Examination conducted at the end of the Foundational Training Course within three continuous chances failing which they shall be reverted to former post.  
(Paragraph 7 of the Commission's "Instructions, to candidates" will not apply)
- (ii) The candidates will be required to produce in addition to the certified copies of documents showing their Age, Educational qualification, Community, etc. sent from the Head of the office to show that he is an approved probationer (post to be specified) and has completed 5 years of regular service as on 01.08.2012 (actual dates to be specified) in the post of Junior Assistant or Assistant or in both the posts taken together in the Tamil Nadu Ministerial Service or Tamil Nadu Judicial Ministerial Service.

**Note :**

***The application of the candidates with punishment will not be considered for this recruitment. In respect of candidates on whom charges are pending, their results will be withheld by the Commission and if ultimately any punishment is inflicted they will not be selected.***

**4. GENERAL INFORMATION:**

- A. The Rule of reservation of appointments applies to this recruitment **Distribution of vacancies as per the rule in force will be announced later.**
- B. The number of vacancies advertised is only approximate and is liable for modification with reference to vacancy position at any time before finalisation of selection.

C. 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.

(Paragraph 6 of the Commission's "Instructions to candidates" will not apply to this recruitment.)

**5. SCHEME OF WRITTEN EXAMINATION (OBJECTIVE TYPE):**

Subject	Duration	Maximum Marks	Minimum Qualifying Marks for selection
<b>Paper-I</b> General Knowledge (100 items) (Degree Std.) + General Tamil / General English (100 items) (SSLC Std.)	3 Hours	150 + 150 } 300	90

**Note:**

- (i) Two Types of question papers will be set. One type of question paper will contain questions on General Knowledge (100 items) and General English (100 items). The other will contain questions on General Knowledge (100 items) and General Tamil (100 items). Candidates are given the option to choose either General Tamil or General English for answering the second 100 items apart from answering the first 100 items on General Knowledge.
- (ii) The questions on General Knowledge will be set both in English and Tamil and the questions on General Tamil/General English will be set in the respective languages.
- (iii) The Syllabi for the said subjects have been published in the Tamil Nadu Public Service Commission Bulletins as follows:

Sl. No.	Subject	Page No.	Tamil Nadu Public Service Commission Bulletin No. & Date
1.	General Knowledge	490	16, dated 01.08.2004
2.	General Tamil	721	11, dated 16.05.2001
3.	General English	722	11, dated 16.05.2001

The syllabi are also available in the Commission's Website '[www.tnpsc.gov.in](http://www.tnpsc.gov.in)'

**6. CENTRES FOR EXAMINATION:-**

The Written Examination will be held at the Centres mentioned in Annexure – I of this notification.

**Note:**

- The Commission reserves the right to increase / decrease the number of Examination Centres and to re-allot the candidates.
- ***The candidates will be required to appear for the examination at their own expenses by availing leave of any kind and they will not be granted any Travelling allowances and Daily allowances for the journey to the examination centre.***

**7. FEE:-**

Assistant in the departments of Secretariat (Other than Law and Finance)	Examination Fee	Rs.100/-
	Cost of Application	Rs. 50/-
	<b>Total</b>	<b>Rs.150/-</b>

- Candidates claiming exemption from examination fee should pay only Rs.50/- towards Application fee.
- Candidates should also to pay the service charges applicable to the Bank or Post Office or Fee Processing Agency
- Those who have registered in **One - Time Registration** system, and paid the registration fee of Rs.50/- and received the registration ID **need not pay** the application fee for a period of 5 years from the date of registration, even if he applies for any other posts subsequently notified by the Commission. But those candidates shall pay examination fee, if applicable, on any other occasion.

(Paragraph 12 of the Commission's 'Instructions to candidates ' will not apply).

**8. PROCEDURE OF SELECTION**

The selection will be made on the basis of the marks obtained by the candidates at the Written Examination subject to the rule of reservation of appointments

**9. NO OBJECTION CERTIFICATE:**

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

**10. CONCESSIONS:-**

Concessions in the matter of fees allowed to SCs, SC(A)s, STs, MBCs/DCs, BCs, BCMs, other categories of persons etc.,

(Paragraph 10 of the Commission's "Instructions to candidates" will not apply to this recruitment.)

**11. HOW TO APPLY:**

- Candidates should apply only through online in the Commission's Website [www.tnpsc.gov.in](http://www.tnpsc.gov.in) or in [www.tnpscexams.net](http://www.tnpscexams.net).
- Before applying, the candidates should have scanned image of their photograph and signature in Data Storage Devices like 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 password 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.
- Candidates should 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 advised to fill in the online application form with 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.
  - **11(A) Applying Online:**
    - 1) Candidates are first required to log on to the TNPSC's website [www.tnpsc.gov.in](http://www.tnpsc.gov.in) or [www.tnpscexams.net](http://www.tnpscexams.net).
    - 2) Click "Apply Online" to open up the On-Line Application Form.
    - 3) Select the name of the post or service for which you wish to apply.
    - 4) If you already have Unique ID, enter the Unique ID and password to view the already available information and update them, if necessary.
    - 5) If you do not have valid ID, enter all the required particulars without skipping any field.
    - 6) 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.
  - **11(B) Mode of Fee Payment:**

Select the mode of payment (Online Payment/Offline Payment).
  - **B(i) Online Payment (Net Banking, Credit card/Debit card)**

1) In case candidates who wish to pay fees through the online payment gateway, i.e Net Banking, Credit Card and Debit card Payment, **an additional page of the application form will be displayed** wherein candidates may follow the instructions and fill in the requisite details to make payment.

2) After submitting your payment information in the online application form, please wait for the intimation from the server, **DO NOT press Back or Refresh button in order to avoid double charge.**

3) If the online transaction has been successfully completed a Registration Number and Password will be generated. Candidates should note their Application Number and Password for future reference in respect of the post applied for.

○ **B(ii) Offline Payment (Post Office or Indian Bank)**

1) For offline mode of payment candidates have to select either Post Office or Indian Bank.

2) Click "SUBMIT" to submit the Application form.

3) Candidates will be provided with Application Number and password. Please note down the Application Number and password.

4) On Submission, system will generate the payment 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

5) 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.

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

○ **11(C) Print Option:**

1) After submitting the application, candidates can print /save their application in PDF format.

2) On entering Application Number and password, Candidates can download their application and print, if required.

3) Candidates need not send the printout of the online application or any other supporting documents to the Commission. The certificates will be verified only when the candidates come up for next stage of selection.

**Note:**

- a) 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.
- b) 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.
- c) 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.
- d) 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 upto 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 advised to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained.
- e) 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.
- f) 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.
- g) Commission is not responsible for the online payment failure.
- h) 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](http://www.tnpsc.gov.in) or [www.tnpscexams.net](http://www.tnpscexams.net). Detailed instructions for filling up online application are given in Para 11 of this Notification
- c.** The Hall Tickets for eligible candidates will be made available in the Commission's Website [www.tnpsc.gov.in](http://www.tnpsc.gov.in) or [www.tnpscexams.net](http://www.tnpscexams.net) for downloading by candidates. No Hall Tickets will be sent by post.
- d. Grievance Redressal Cell for guidance of candidates:** In case of any guidance/information/clarification of their applications, candidature, etc. candidates can contact Tamil Nadu Public Service Commission 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 10.00 a.m. and 05.45 p.m.
- e. Mobile Phones and other Articles Banned:**
- (i) Candidates are not allowed to bring Pager, Cellular Phone, Calculator, Memory Notes and books etc. or any other Electronic device or Recording Device either as separate piece or part of something used by the candidate such as Watch or Ring
  - (ii) If they are found to be in possession of any such thing or instrument they will not be allowed to write the examination further, besides invalidation of answer paper and / or debarment. If it is considered necessary they will be subjected for a physical search including frisking on the spot.
  - (iii) Do not bring into the Examination Hall any article such as books, notes, loose sheets mathematical and drawing instruments, Log Tables, stencils of maps, slide rules, Text Books, rough sheets etc. except the permitted writing material i.e. pen, no colour pen or pencil must be used.
  - (iv) Candidates are advised in their own interest not to bring any of the banned items including Mobile Phones / Pagers to the venue of the examination, as arrangements for safekeeping cannot be assured.
- f.** Candidates are not required to submit along with their application any certificates in support of their claims regarding Age, Educational Qualifications, Experience, Community Certificates and certificates regarding their Physical Disability, etc., They should be submitted when called for by the Tamil Nadu Public Service Commission.



The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the Examination. Their admission at all the stages of examination for which they are admitted by the Commission viz. (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 fulfil 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 and penalised.

**The Online Application can be filled upto 13 .07.2012 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](http://www.tnpsc.gov.in) )*

**Secretary**

## ANNEXURE-I

DISTRICT	CENTRE	CODE NO
<a href="#">Ariyalur</a>	Ariyalur	3001
Chennai	Annanagar	0101
	Egmore	0105
	Perambur	0109
	Vadapalani	0112
	Tiruvottriyur	0123
	Mylapore	0142
	Saidapet	0143
	Tiruvanmiyur	0145
	Velachery	0146
<a href="#">Coimbatore</a>	Coimbatore North	0201
	Coimbatore South	0202
	Pollachi	0204
<a href="#">Cuddalore</a>	Cuddalore	0301
	Chidamparam	0302
	Neyveli	0305
	Viruddhachalam	0308
<a href="#">Dharmapuri</a>	Dharmapuri	0401
	Harur	0402
<a href="#">Dindigul</a>	Dindigul	0501
	Palani	0507
<a href="#">Erode</a>	Erode	0601
	Bhavani	0602
	Gobichettipalayam	0603
<a href="#">Kanchipuram</a>	Kancheepuram	0701
	Chengalpattu	0703
	Tambaram	0708
<a href="#">Kanyakumari</a>	Nagarcoil	0801
	Kanyakumari	0802
	Kulithurai	0803
	Thakalai	0804
<a href="#">Karur</a>	Karur	0901

<a href="#">Krishnagiri</a>	Krishnagiri	3101
	Denkanikottai	3102
	Hosur	3103
<a href="#">Madurai</a>	Madurai North	1001
	Madurai South	1002
	Melur	1003
	Thirumangalam	1005
	Usilampatti	1006
<a href="#">Nagapattinam</a>	Nagapattinam	1101
	Mayiladurthurai	1104
	Sirkali	1105
<a href="#">Namakkal</a>	Namakkal	1201
	Rasipuram	1203
	Thiruchengodu	1204
The Nilgirs	Udhagamandalam	1301
	Coonoor	1302
	Gudalur	1303
<a href="#">Perambalur</a>	Perambalur	1401
<a href="#">Pudukkottai</a>	Pudukkottai	1501
	Aranthangi	1503
<a href="#">Ramanathapuram</a>	Ramanathapuram	1601
	Paramakudi	1605
	Rameswaram	1606
Salem	Salem	1701
	Attur	1702
	Mettur	1705
	Omalur	1706
	Sangagiri	1707
<a href="#">Sivaganga</a>	Sivaganga	1801
	Devakottai	1802
	Karaikkudi	1804
<a href="#">Thanjavur</a>	Thanjavur	1901
	Kumbakonam	1902
	Pattukkottai	1905
Theni	Theni	2001
	Periyakulam	2004

	Uthamapalayam	2005
<a href="#">Thiruvallur</a>	Thiruvallur	2101
	Avadi	2103
	Pattabiram	2107
	Ponneri	2108
	Poonamallee	2109
	Tiruttani	2110
<a href="#">Thiruvannamalai</a>	Thiruvannamalai	2201
	Arani	2202
	Cheyyar	2204
	Polur	2205
<a href="#">Thiruvarur</a>	Thiruvarur	2301
	Mannargudi	2303
	Thiruthuraiipoondi	2306
<a href="#">Thoothukkudi</a>	Thoothukkudi	2401
	Kovilpatti	2403
	Srivaikundam	2406
	Tiruchendur	2407
<a href="#">Tiruchirappalli</a>	Tiruchirappalli	2501
	Manapparai	2504
	Musiri	2505
	Thuraiyur	2509
<a href="#">Tirunelveli</a>	Tirunelveli	2601
	Ambasamudram	2603
	Palayamkottai	2605
	Sankarankoil	2607
	Tenkasi	2610
	Valliyur	2611
<a href="#">Tiruppur</a>	Tiruppur	3201
	Dharapuram	3203
	Udumalaipettai	3207
<a href="#">Vellore</a>	Vellore	2701
	Arakonam	2703
	Arcot	2704
	Gudiyatham	2705
	Tiruppattur	2707

	<b>Vaniyambadi</b>	<b>2708</b>
	<b>Walajahpet</b>	<b>2709</b>
<b><u>Vilupuram</u></b>	<b>Vilupuram</b>	<b>2801</b>
	<b>Kallakkurichi</b>	<b>2803</b>
	<b>Tindivanam</b>	<b>2805</b>
<b><u>Virudhunagar</u></b>	<b>Virudhunagar</b>	<b>2901</b>
	<b>Aruppukkottai</b>	<b>2902</b>
	<b>Rajapalayam</b>	<b>2904</b>
	<b>Sivakasi</b>	<b>2906</b>
	<b>Srivilliputhur</b>	<b>2907</b>