



## TAMIL NADU PUBLIC SERVICE COMMISSION

Notification No: 20/2013

Dated:19.12.2013

Applications are invited **only through online mode from candidates professing Hindu Religion** upto **17.01.2014** for direct recruitment to the vacancies in the following post included in **Group-I B Services:-**

Name of the Post and Code No.	Name of the Service and Code No.	No. of vacancies	Scale of Pay
<b>Assistant Commissioner</b> in the Tamil Nadu Hindu Religious and Charitable Endowments Administration Department. (Code No.:1010)	Tamil Nadu Hindu Religious and Charitable Endowments Administration Service. (Code No.: 003)	<b>4</b>	Rs.15,600-39,100 +Grade Pay Rs. 5,400/- (PB3)

### 2. IMPORTANT DATES AND TIME:-

A	Date of Notification	19.12.2013		
B	Last date for submission of applications through online	17.01.2014		
C	Last date for payment of fee through Bank or Post Office	21.01.2014		
D	Date and Time of Main Examination in Computer Based Test (CBT) Format	Paper-I	08.03.2014 FN	10.00 A.M. to 12.00 Noon
		Paper-II	08.03.2014 AN	2.00 P.M. to 5.00 P.M.
		Paper-III	09.03.2014 FN	10.00 A.M. to 1.00 P.M.

### 3. DISTRIBUTION OF VACANCIES:-

The vacancies will be filled in as follows according to Rule of Reservation of appointments.

Name of the Post	GT	BC	MBC/DC (W)*	SC	Total
Assistant Commissioner	1	1	1	1	4

\*Abbreviation - W - Women

**4. QUALIFICATIONS: -****(A) AGE (as on 01.07.2013):**

Sl. No.	Category of Candidates	Maximum Age (should not have completed)
1.	SC's, SC(A)'s, STs', MBC's/DC's, BC's and DW's of all Castes.	37 years
2.	"Others" i.e., candidates not belonging to SC's, SC(A)'s, ST's, MBC's/DC's and BC's.	32 Years

**Note:-**

- (i) The maximum age limit prescribed for this post shall not apply in the case of a candidate in service, holding the post of Executive Officer, Grade-I or Grade-II or Grade-III or Grade-IV or Inspector or Head Clerk or Manager or Superintendent, in the Tamil Nadu Hindu Religious and Charitable Endowments Administration Department. Para 2 (d) of the Commission's "Instructions to the candidates" will not apply to the above said service candidates who apply for this post.
- (ii) Candidates (except those referred under Note (i) above), not belonging to SC's, SC(A)'s, ST's, MBC's/DC's and BC's who have put in five years and more of service in the State/Central Government are not eligible to apply, even though they are within the age limit.
- (iii) Para 4 of the Commission's "Instructions to the candidates" will not apply to this post.

**(B) EDUCATIONAL QUALIFICATION / EXPERIENCE:-**

Candidates should possess the following or its equivalent qualification on the date of this Notification:-

- (i) (a) A degree in Arts or Science or Commerce of any University or Institution recognized by the University Grants Commission for the purpose of its grant or B.O.L. of Annamalai University or B.B.A. of Madurai Kamaraj University or B.Litt. of University of Madras or B.B.M. or B.Litt. of Bharathiyar University and A degree of Bachelor of Law (three years course) of any University or Institution recognized by the University Grants Commission for the purpose of its grant.

**OR**

- (b) A degree of Bachelor of Law (Five years integrated Course) of any University or Institution recognized by the University Grants Commission for the purpose of its grant.

**AND**

- (ii) (a) Must be actually practicing as an Advocate or as a Pleader in a Court of Civil or Criminal Jurisdiction for a period of not less than three years.

**OR**

- (b) Must have put in a service of not less than six years in the post of Executive Officer, Grade I or Grade II or Grade III or Grade IV or Inspector or Head Clerk or Manager or Superintendent in the Tamil Nadu Hindu Religious and Charitable Endowments Administration Department.

**Note:-**

- (i) The qualification prescribed for this post should have been obtained by passing the required qualification in the order of studies viz., 10<sup>th</sup> + HSC or its equivalent + UG

degree + 3 years B.L degree or 10<sup>th</sup> + HSC or its equivalent + 5 years integrated B.L degree.

- (ii) Persons claiming equivalence of qualification should upload evidence for such claim, when called for, failing which their application will be summarily rejected. (Please refer para 9 of the 'Instructions to the candidates').
- (iii) Candidates referred under item (ii) (b) in para 4(B) should upload the service certificate in the following format obtained from the Head of Department/Office:-

**Service Certificate**

Certified that Thiru/Tmt/Selvi..... (Name).....has put in a service of not less than six years (from \_\_\_\_ to \_\_\_\_ ) in the post of Executive Officer, Grade-I/ Grade-II /Grade-III/Grade-IV/Inspector/Head Clerk/Manager/Superintendent, in the Tamil Nadu Hindu Religious and Charitable Endowments Administration Department as on 19.12.2013.

**Date:**  
**Office Seal:**

**Signature of the Head of the  
Department/Office with Designation.**

In respect of other candidates they may be required to upload a certified copy of 'certificate' from a Senior Advocate or from the Secretary or President of the Advocates Association or Bar Association or Council or from a Judicial Officer to the effect that on the date of the Notification, **he/she is actually practicing at the Bar as an Advocate or as a Pleader and that he/she has been so practicing for a period of not less than 3 years since** .....

**Applications submitted without uploading the above mentioned certificates will be rejected.**

**5. GENERAL INFORMATIONS:-**

- A.** The number of vacancies advertised is only approximate and is liable to modification with reference to vacancy position at any time before finalization of selection.
- B.** The rule of reservation of appointments is applicable to this post. The Distribution of vacancies will be as per rule in force.
- C.** The Differently Abled persons should upload a copy of certificate of physical fitness specifying the nature of physical handicap and the degree of disability based on the norms laid down, from the Medical Board to the effect that his/her handicap will not render him/her incapable of efficiently discharging the duties attached to the post to which he/she has been selected, before appointment. As per G.O (Ms). No.25, Welfare of Differently Abled persons (DAP 2.1) Department, dated 14.03.2013, OA/OL (OA-One Arm, OL-One Leg) categories of Differently Abled persons alone are eligible for the Reservation applicable to Differently Abled persons. However, **turn earmarked for Differently Abled persons does not fall within the turns utilized for this recruitment.** Differently Abled persons can apply and should upload the documents referred to in para 14 (f) of the Commission's "Instructions to the candidates", when called for.
- D.** 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 to this recruitment. The above said reservation will be made applicable to candidates who have acquired the prescribed qualification for the post by studying the said course in Tamil Medium. They must produce the proof as per specimen contained in the 'Instructions to the candidates' (refer para 26 (19) of 'Instructions to the candidates') for having studied in Tamil Medium. However, **turn earmarked for PSTM does not fall within the turns utilized for this recruitment.**

- E.** If no qualified and suitable female candidates are available for selection against the vacancies reserved for women, those vacancies will be filled by male candidates belonging to the respective communal categories.
- F.** 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.
- G.** Reservation of appointment to "Destitute Widows" and "Ex-Servicemen" will not apply to this recruitment.

**H. Certificate of Physical Fitness:-**

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

<b>Standard of Vision Prescribed</b>	<b>Form of Certificate of Physical Fitness</b>
Standard-I	Form prescribed for Executive Posts

Candidates with defective vision should produce eye fitness certificate from a qualified eye specialist, when called for.

- I.** Any claim relating to the selection (not related to candidature or/ and claims made in the application) should be received when called for the documents/uploading the documents is made. Any claim received thereafter will receive no attention.
- J.** Only persons professing the Hindu Religion as required by Section 10 of the Tamil Nadu Hindu Religious and Charitable Endowments Act-1959 (Tamil Nadu Act 22 of 1959) are eligible to apply.
- K.** Information regarding arrest, convictions/debarment/disqualification by any recruiting agency, criminal or any disciplinary proceedings initiated or finalized, participation in agitation or any Political Organization, candidature in election for Parliament/State Legislature/Local Bodies etc., if any, should also be furnished to the Commission.
- L. Applications containing wrong claims relating to category of reservation/age/ educational qualification/experience will be liable for rejection.**

M. The selection for appointment to the above said posts is purely provisional subject to final orders on pending Writ Petitions, if any, filed in Madras High Court and Madurai Bench of Madras High court.

**N. Knowledge of Tamil:-**

Candidates should possess adequate knowledge of Tamil on the date of this Notification. (for details refer para 10 of the 'Instructions to the candidates')

**6. SCHEME OF EXAMINATION:-**

**MAIN EXAMINATION (OBJECTIVE TYPE)( DEGREE STANDARD) AND ORAL TEST**

Subject	Duration	Maximum marks	Minimum Qualifying marks for selection	
			SCs, SC(A)s, STs, MBCs/DCs and BCs	Others
<b><u>Main Examination in CBT format</u></b>				
<b><u>Paper-I</u></b> General Studies -100 items General Studies -75 Items Aptitude & Mental Ability Test (S.S.L.C. Standard) -25 Items	2 Hours	200	270	360
<b><u>Paper-II</u></b> Hindu Religion -200 Items	3 Hours	300		
<b><u>Paper-III</u></b> Law - 200 Items	3 Hours	300		
<b>Interview and Record</b>		100		
<b>Total</b>		<b>900</b>		

**Note:-**

The Scheme of Examination / Syllabi are available in the Commission's Website at "[www.tnpsc.gov.in](http://www.tnpsc.gov.in)"

**Computer Based Test (CBT):-**

The candidate has to appear for the examination where he has been allotted to the examination. Change of centre or venue is not permitted. He has to carry the Hall Ticket (Admission Card) and same has to be produced at the examination venue. Each candidate will be assigned a computer to take up the examination. Candidates will be provided with a user name and password to login the system. Necessary instructions will be displayed on screen. Kindly read all the instructions carefully.

- Candidates are not permitted to carry any electronic and/or communication device into the examination hall. They are advised not to bring the electronic gadgets with them.
- Computer Based Test (CBT) is similar to paper pen shading test.
- In CBT, questions with four options each will be displayed in the computer screen.
- Candidate has to click the best answer to the question.

- Candidates can proceed to the next question by clicking next button (or) previous question by clicking previous button.
- Candidates can review any question and the answers and the answers can be changed at any time before the closure of examination. They can skip the questions also, if they desire so.
- Candidate can use only the mouse to select the correct answers and proceed with answering the questions.
- The questions and optional answers will be shuffled randomly and displayed to the candidate.
- Candidate can submit their answers at any time during the examination.
- Once the answers are submitted, the candidates have no option to proceed further.
- At the closure of the examination, if the candidates fail to '**submit**' their answers, the system will do the submission to the server automatically.
- No computer knowledge is required to take up the CBT. Knowledge in Mouse operation is sufficed to take up the CBT.
- The questions and answers can be zoomed to the required level for the candidates with visual impairment.

Candidates will be admitted to the examination till 30 minutes from the commencement of the examination. Candidates have to sign the attendance sheet and affix thumb impression for verification of his identity. All the activities of the candidates with the mouse will be recorded in the server and a log file will be created for future reference. The examination hall will be under camera surveillance.

To acquaint with the operation of Mouse and the CBT, the candidates can take up the mock test available in the Commission's website ([www.tnpsc.gov.in](http://www.tnpsc.gov.in)) and they can practice the usage of mouse in the mock test. Mock test is similar to the CBT to be held on the day of examination. In the mock test, all the steps are given similar to the CBT. Candidate can practice the mock test as many times as he/she likes.

## **7. CENTRE FOR EXAMINATION:-**

Examination will be held at the following centres.

<b>Sl. No.</b>	<b>Name of Centre</b>	<b>Centre Code</b>
1.	Chennai	001
2.	Coimbatore	002
3.	Madurai	010

### **Note:-**

- (i) Candidates should choose and attend the Main Examination at any one of the above centres.
- (ii) Candidates will be required to appear for the Main Examination / Oral Test / Certificate verification at their own expenses.
- (iii) Request for change of centre will not be complied with.
- (iv) The Commission reserves the right to increase / decrease the number of Examination centres and to re-allot the candidates.

## 8. **PROCEDURE OF SELECTION:-**

Selection will be made in two successive stages i.e., (i) Main Examination in Computer Based Test Format and (ii) Oral Test in the shape of an interview.

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

(The expression Main Written Examination/Written Examination wherever occurs in the "Instructions to the candidates" shall be read as Main Examination in Computer based Test format).

## 9. **EXAMINATION FEE:-**

- Rs.175/- (Rupees One Hundred and Seventy Five only) (i.e. Cost of application Rs. 50/- + Examination fee Rs.125/-).
- Candidates claiming exemption from payment of examination fee should pay Rs.50/- towards application cost.
- Candidates have also to pay the service charges applicable to the Bank or Post Office or Fee Processing Agency.
- Those who have registered in the **one time registration** system and paid the registration fee of Rs. 50/- and received the registration ID, **need not pay** the application fee i.e., Rs. 50/- and it is enough to pay Examination fee alone.
- Mode of payment of fee other than on-line mode of payment / off-line mode of payment viz., in the form of DD/ Postal Order etc., will not be accepted and the fee will not be refunded and the applications submitted with such modes of payment will be summarily rejected.

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

## 10. **NO OBJECTION CERTIFICATE :-**

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

## 11. **CONCESSIONS:-**

Concessions in the matter of age and/or fees allowed to SC's., SC(A)'s., ST's., MBC's/DC's., BC's., Destitute Widows, Ex-Servicemen, Differently Abled persons, other categories of persons etc. are given in para 12 to 14 of the Commission's "Instructions to the candidates". Persons claiming concessions referred to above has to produce evidence for such claim when called for, otherwise his/her application will be liable for rejection.

## 12. **HOW TO APPLY:-**

- Candidates should apply only through on-line 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 CD/DVD/Pen drive as per their convenience.
- A valid e-mail ID or mobile number is mandatory for registration and e-mail 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 Main Examination in Computer Based Test Format, Interview call letters, other memos etc. to the registered / given e-mail ID.

- All the particulars mentioned in the online application including name of the candidate, post applied, communal category, date of birth, address, e-mail 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.

**(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 On-line" 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, please 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, please enter all the required particulars without skipping any field.
- 6) Candidates are required to upload their latest photograph and signature as per the specifications given in the guidelines for scanning and upload of photograph and signature. **An online application uploaded without the photograph and signature will be rejected.**

**(B) Mode of Fee Payment:-**

Select the mode of payment (Online Payment/Offline Payment).

**(C) 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 ID number and password will be generated. Candidates should note their registration ID number and password for future reference in respect of the post applied for.

**(D) Offline Payment (Post Office or Indian Bank) :-**

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



- 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) On-line 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.**

**(E) Print Option:-**

- 1) After submitting the application, candidates can print / save their application in PDF format.
- 2) On entering registration number and password, candidates can download their application and print, if required.
- 3) Candidates need not send the printout of the on-line application or any other supporting documents (except certificates referred to under note (iii) of 4 (B) of this Notification) 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 e-mail account.
- IV. There is a provision to modify the submitted on-line application. Candidates are requested to make use of this facility to correct their details in the on-line application if any. 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 on-line 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 and caution 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 column in the application. The name of the candidate or his/her father/spouse 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.

### **13. 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 on-line 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 12 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's Office in person or over Telephone No. 044-25300300 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 attend the examination further, besides invalidation of answer paper and/or debarment. If it is considered necessary they will be subjected to thorough physical search including frisking on the spot.

- (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.
  - (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 (except the certificates referred to under note (iii) of 4 (B) of this Notification which are to be uploaded with the application) in support of their claims regarding age, educational qualifications, 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 fulfil all the eligibility conditions for admission to the examination. Their admission at all the stages of examination for which they are admitted by the Commission viz. Main Examination in Computer Based Test format 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 Main Examination in Computer Based Test format 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. **Unfair means strictly prohibited:** No candidate shall copy from any other candidate nor permit to be copied nor give nor attempt to give nor obtain nor attempt to obtain irregular assistance of any description.
- h. **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 & penalized.

**The on-line application can be filled upto 17.01.2014 till 11.59 p.m., after which the link will be disabled.**

*(For any additional information the candidates may refer Commission's "Instructions to the candidates" at the Commission's website [www.tnpsc.gov.in](http://www.tnpsc.gov.in) )*

**Secretary**