

TAMIL NADU PUBLIC SERVICE COMMISSION
SYLLABUS
ASSOCIATE COMPANY SECRETARYSHIP – INTER

Code: 472

UNIT I: THE COMPANIES ACT 2013 AND RULES (20 Questions)

Incorporation of companies – AoA & MoA – meetings, committees and its powers

UNIT II: CODE OF CIVIL PROCEDURE, 1908 (10 Questions)

Amendment of Pleading – Cause of action – Rejection of plaint – Judgment and Decree – Appeal & Review – Execution and discharge of execution.

UNIT III: TRANSFER OF PROPERTY ACT, 1882 & LAND ACQUISITION ACTS (10 Questions)

Lease – Mortgage – Properties which cannot be Transferred – Rule against Perpetuities – Lis Pendens – Fraudulent transfer – conditional transfer.

(1) Land Acquisition Act 1894; (2) Right to Fair Compensation & Transparency in Land and Acquisition, Rehabilitation and Resettlement Act 2013; and (3) Tamil Nadu Acquisition of land for Industrial purpose Act, 1997. Hearing of objections – Fixation of fair compensation – taking of possession – redetermination of market value – reconveyance.

UNIT IV: INDIAN CONTRACT ACT, 1872 (10 Questions)

Offer, acceptance and Consideration – Doctrine of Privity – Remedies for breach of Contract – Quasi Contracts – e-contracts.

UNIT V: SALE OF GOODS ACT, 1930 (10 Questions)

Essentials of a Contract of Sale – Conditions and Warranties – Doctrine of Caveat Emptor – Rights of unpaid seller against the goods – Suits for breach of the contract.

UNIT VI: NEGOTIABLE INSTRUMENTS ACT, 1881 (10 Questions)

Negotiable Instruments and Parties - Material Alteration – Crossing and bouncing of Cheques – Dishonour of Cheques & its Remedies | resumption of Law as to Negotiable Instruments.

UNIT VII: PREVENTION OF MONEY LAUNDERING ACT, 2002 (10 Questions)

Prevention of Money Laundering – Adjudication – Attachment and confiscation – Obligation of Banking Companies, Financial Institutions and Intermediaries – Problem and Adverse effect of Money Laundering – Offence of Money Laundering.

UNIT VIII: THE INSOLVENCY AND BANKRUPTCY CODE, 2016 AND RULES (10 Questions)

Introduction and relevant provisions – Liquidation for Corporate Persons – Corporate Insolvency Resolution Process, Liquidation Process, Voluntary Liquidation of Corporate Persons, Adjudicating Authority for Corporate Persons.

UNIT IX: LIMITATION ACT, 1963 (10 Questions)

Computation of the Period of Limitation – Bar of Limitation – Discovery of Fraud – Effect of acknowledgment – Acquisition of ownership by Possession – Classification of Period of Limitation.

UNIT X: OTHER LAWS (100 Questions)

- (i) **Information Technology Act, 2000:** Important terms under the IT Act – Digital Signatures, Electronic Record, Certifying Authority, Digital Signature Certificate – Cyber Regulation Appellate Tribunal – Offences and Penalties – Rules relating to sensitive personal data under IT Act – Development and Law of Data Protection.
- (ii) **Arbitration and Conciliation Act, 1996:** Arbitration Law in India – Appointment of Arbitrators - Judicial Intervention – Award – Recourse against Award and Execution Award.
- (iii) **Right to Information Act, 2005:** Key Definitions – Exceptions – Public information officer – Appellate Authority – State information Commission.
- (iv) **Administrative Laws:** Conceptual Analysis – Principle of Natural Justice - Administrative Discretion – Judicial Review & Other Remedies – Liability of Government, Public Corporation.
- (v) **Law relating to Special Economic Zones:** Establishment of Special Economic Zones – Approval and Authorization to Operate SEZ – Setting up of Unit – Special Economic Zone Authority.
- (vi) **Intellectual Property Laws:** Law relating to Patents – Trademarks and Copyright.
- (vii) **Law relating to Specific Relief:** Unenforceable contracts – Rescission of Contracts – Cancellation of Instruments – Declaratory Decrees – Preventive Reliefs.
- (viii) **Law relating to Environment:** Concept of Sustainable Development and Biodiversity – Government Policy Regarding Environment – Law Relating to Prevention and Control of Air Pollution and Water pollution – Environment (Protection) Act, 1986 – National Green Tribunal – Appearance before Environment Tribunal/Authority – Public Liability Insurance Act, 1991.
- (ix) **Tamil Nadu Transparency in Tenders Act, 1998:** Appointment of tenders inviting authority and Tender accepting authority – Tender Evaluation – Award of Contract – Award of tenders in Special cases.
- (x) **Competition Act, 2002.**

Dated: 09.04.2025