



TAMIL NADU PUBLIC SERVICE COMMISSION

TNPSC Road, Park Town, Chennai – 600 003.

MEMORANDUM OF ADMISSION (HALL TICKET)

You are provisionally admitted to the EXAMINATION (Objective Type)(OMR Mode) to the Posts included in
Combined Civil Services Examination – IV (Group-IV Services)

Name of the Candidate	SUGANESAN T		 SUGANESAN T 21-11-2023
Register Number	0117013281		
Application Number	2410584147		
Father's Name	B THIRUNAVUKKARASU		
Address of the Candidate	NO17, AZHAGIRI STREET, PALLIKARANAI, CHENNAI, PIN - 600100		
Examination Centre	Velacherry (0117)		
Name and address of the Examination Centre and venue	Hall No: 013 Guru Nanak College, New No.161 Old No.53 Guru Nanak Salai Velachery, CHENNAI, Landmark: The Westin Hotel Pincode: 600 042 Phone No: 04422451746		
Subject (Objective Type)		Date and Time of Examination	Signature of the Room Invigilator (**)
Part-A: Tamil Eligibility-cum-Scoring Test (100 Questions/150 Marks) Part-B: General Studies (75 Questions) + Aptitude and Mental Ability Test (25 Questions) (100 Questions/150 Marks)		09.06.2024 FN 09.30 A.M. to 12.30 P.M	
Note: (*) The venue QR code is solely for the purpose of providing supportive information regarding venue location. The candidate is therefore advised to verify and ensure the correctness of the location from the address mentioned in the Hall Ticket. (**) The Room Invigilator shall sign in the space above duly certifying that the Room Invigilator has personally verified the identity of the candidate and confirm that the individual appearing for the examination is the one whose photograph is printed in this Memorandum of Admission (Hall Ticket).			 (E.LOGANATHAN) Under Secretary

READ THE FOLLOWING IMPORTANT INSTRUCTIONS CAREFULLY FOR STRICT COMPLIANCE:

I. The candidate should use only BLACK INK Ball Point pen

II. TIME SCHEDULE

Reporting Time	08.30 AM
Grace time up to	09.00 AM
Exam Commencement Time	09.30 AM

- The candidate is advised to be present in the examination venue at **08.30 AM** without fail. The candidate must sit in the place allotted to him/her after checking the name, register number and photo as pasted on the table. **The OMR Answer Sheet will be supplied to the candidate at 9.00 AM. Instructions regarding filling up of OMR answer sheet will be given in the examination hall at 9.00 AM.**

2. **No candidate will be allowed to enter into the examination hall after 09.00 AM and leave the Examination Hall before 12.45 PM.**
3. The candidate shall be present at the examination venue with the memorandum of admission (hall ticket) downloaded from the Commission's website, failing which, he/she shall not be allowed to write the examination. The candidate shall also bring a original or photocopy of his/her Aadhaar card / Passport / Driving Licence / Permanent Account Number (PAN) card / Voter ID card.

III. SIGNATURE AND PHOTO

1. The candidate shall affix his/her signature at two designated places in the OMR answer sheet. One signature shall be affixed for having read the instructions therein, before the commencement of the examination and the other signature shall be affixed, after the conclusion of the examination.
2. The Candidate shall affix his/her left hand thumb impression in the appropriate box provided in the OMR answer sheet, after the examination is over. In respect of Differently Abled Candidates, if they are unable to affix thumb impression, the column may be left blank. (Refer Para 16C to 16F of the Instructions to Applicants).
3. If the photograph of the candidate in the memorandum of admission (hall ticket) is not printed or not clear or does not match with candidate's appearance, he/she should furnish a separate photograph affixed on a plain paper, along with his/her name, address, register number and signature along with a copy of the memorandum of admission (hall ticket) and a copy of Aadhaar card / Passport / Driving Licence / Permanent Account Number (PAN) card / Voter ID card, to the Chief Invigilator, who shall endorse it, on verification of identity of the candidate.
4. **After checking the OMR answer sheet and the question booklet for discrepancies, the candidate must sign in the attendance sheet, after verifying his / her name and register number therein, duly mentioning the question booklet number.**
5. **The candidate must ensure that the Room Invigilator signs in the memorandum of admission (hall ticket).**

IV. QUESTION BOOKLET

1. The candidate will be supplied with Question Booklet 15 minutes before the commencement of the Examination. Before writing and shading the Question Booklet Series Number in the OMR Answer Sheet, the candidate shall verify whether all the questions are printed without any omission. In case, any defect is found, it shall immediately be reported to the Room Invigilator and a replacement shall be obtained which is complete in all aspects. Correct Question Booklet Series Number which is used by the candidate shall be written in the OMR answer sheet. If any defect is noticed in the Question Booklet or OMR answer sheet after the examination is started it will not be replaced.
2. The candidate must write and shade the Question Booklet Series Number correctly in the bubbles provided in the OMR answer sheet. The OMR answer sheet will be evaluated based on the Question Booklet Series Number shaded by the candidates in the bubbles.
3. The candidate must not tick / mark the answers in the question booklet. Failure to comply with this instruction will result in rejection of candidature.

V. OMR ANSWER SHEET

1. Pre-printed personalized OMR answer sheet containing photograph, name, register number, subject and examination centre and venue, date and session as mentioned in the memorandum of admission (hall ticket) will be issued in the examination room. Before using the OMR answer sheet, the photograph and the details printed on it shall be verified by the candidate. It shall be ensured that the OMR answer sheet pertains to the candidate only. If any of the details are found to be incorrect or defective in any way, it should be immediately reported to the room invigilator for replacement. **No OMR answer sheet will be replaced once started answering.**
2. The candidate must shade only one of the answer bubbles in the OMR answer sheet, for each question. In case more than one bubble is shaded for a particular question, that answer shall be treated as wrong answer even if one of the bubbles shaded by you happens to be correct.
3. All the answer bubbles should be correctly shaded as illustrated on page 2 of the OMR answer sheet. Option **[E]** should be shaded mandatorily, if the answer is not known to the candidate. In any case, the candidate should choose only one answer for each question. If the candidate shade more than one answer for a question, it will be treated as a wrong answer even if one of the answer shaded by the candidate happens to be correct. The total number of [A]s, [B]s, [C]s, [D]s and [E]s shaded as answers should be written in the boxes and the corresponding bubbles should be shaded by the candidate against Section III of Part II of the OMR answer sheet. The total number of [A]s + [B]s + [C]s + [D]s + [E]s shaded should be equal to the total number of questions printed in the question booklet.
4. The room invigilator shall fill in Section IV of Part II, the number of As, Bs, Cs, Ds and Es, as shaded by the candidate in Section III (b) of the OMR answer sheet. Both the invigilator and the candidate must sign below this entry after the examination is over. Fifteen (15) minutes extra time shall be given after the examination exclusively for this activity. Only upon completion of these procedures, candidates shall be permitted to leave the examination room.

VI. INVALIDATION OF OMR ANSWER SHEET (Penalty for violation of Commission's Instructions in the Objective type examination):

1. Answer sheet will be invalidated if other than black ink ball point pen is used for shading.
2. Answered in a subject other than the one opted for in the online application / specified in the memorandum of admission (hall ticket).

3. In case of non-personalized OMR answer sheet, if the register number is not written in the space provided for it.
4. The answers are not shaded as per the correct method illustrated on page 2 of the OMR answer sheet.
5. If the Barcode / OMR-track printed on page 1 of the OMR answer sheet is tampered with.
6. OMR answer sheet is not signed by the candidate at all the required places.
7. Required particulars in the OMR answer sheet have not been filled up.
8. Wrongly seated in the place of other candidate and/or written the examination using the OMR answer sheet of other candidate.
9. If any irrelevant / impertinent remarks amounting to disclosure of identity is found in the OMR answer sheet upon physical verification.
10. The question booklet number should be written and the corresponding bubbles should be shaded. The question booklet number shaded by the candidate in the bubble will be treated as final. The OMR answer sheet will be invalidated even if correct question booklet number is written but the bubbles for question booklet number are either not shaded or shaded -
 - Incorrectly
 - Improperly
 - In-multiple
 - Out of question booklet number series printed (i.e not in range of question booklet number series)
 - One or more bubbles left blank
 - Other number than the one printed in Question Booklet supplied to the candidate
11. If either part I or part II or both of OMR answer sheet is crossed out.

VII. DEDUCTION OF MARKS

1. In case of non-personalised OMR answer sheet, two (2) marks will be deducted for writing the register number incorrectly.
2. In case number of [A]s, [B]s, [C]s, [D]s and [E]s count wrongly mentioned/not shaded/ incorrectly shaded by the candidate in the Part-II of the OMR answer sheet, two (2) marks will be deducted from the total marks obtained by the candidate.
3. If the Question Booklet Number is not written or partially written in the space provided, **FIVE (5) MARKS** will be deducted from the total marks obtained by the candidate.
4. **Two (2) marks will be deducted** from the total marks obtained by the candidate for not affixing their left hand Thumb Impression in the space provided. **Hence, the candidate must ensure that the Thumb Impression is clearly visible.** (Differently Abled candidates who are unable to affix the Thumb Impression are exempted.)
5. If none of answer bubbles is shaded for even one question, two(2) marks will be deducted from the total marks obtained by the candidate.

VIII. INVALIDATION OF THE OMR ANSWER SHEET AND DEBARMENT (Penalty for violation of Commission's Instructions in the Objective type examination):

1. Consulting with / copying from another candidate(s) in the examination hall.
2. Permitting others to copy from his/her OMR answer sheet.
3. Copying from books or notes which are printed / typewritten / hand written, etc.,
4. Seeking the help / assistance of any official / hall supervisor in answering questions in examination hall.
5. Possession of electronic devices such as cellular phones, watches and rings with in-built memory notes, all forms of Bluetooth devices, communication chip, other electronic devices and non-electronic devices such as P&G Design Data Book, books, notes, handbags, other non-permitted materials, etc.
6. Taking away the whole or part of any used / unused OMR answer sheet from the examination hall without handing it over to the room invigilator.
7. Tampering with the Barcode / OMR-track printed on page 1 of the OMR answer sheet.

IX. CRIMINAL ACTION (Penalty for violation of Commission's Instructions in the Objective type examination):

1. Misbehaviour and indiscipline in the examination hall. (Refer Para 17[A](xv) of Instructions to Applicants)
2. Indulging in any type of malpractice, including impersonation and resorting to unfair means within the examination hall or outside will lead to debarment for any period deemed fit by the Commission, besides initiation of criminal action.

X. OTHER INSTRUCTIONS

1. The candidate must appear for the examination at the venue he/she has been allotted and mentioned in this memorandum of admission (hall ticket). Change of venue will not be permitted.
2. Candidates should read and follow the instructions given under paragraph No.17 of the **INSTRUCTIONS TO THE APPLICANTS** (Instructions to candidates to be followed while appearing for written examinations conducted by the Commission), which is available on the Commission's website, viz, www.tnpsc.gov.in / www.tnpscexams.in and the instructions given on page 2 of the OMR Answer sheet. These instructions should be followed scrupulously.
3. Parents and others who accompany the candidates will not be permitted inside the examination venue.
4. **Violation of instructions given in the "Instructions to Applicants" made available on the Commission's website / Question Booklet / OMR Answer Sheet / Memorandum of Admission (Hall Ticket) shall result in Rejection of Application / Invalidation**

of OMR answer Sheet / Debarment or any other penalty as to be decided by the Commission.

5. The memorandum of admission (hall ticket) should be preserved carefully and retained permanently. The memorandum of admission (hall ticket) should be produced if shortlisted for the next stage of selection / whenever sought for by the Commission. The memorandum of admission (hall ticket) may also be photocopied, as a precaution, after the exam is over. No duplicate memorandum of admission (hall ticket) will be issued later.
6. Mere issuance of the Memorandum of Admission (Hall Ticket) does not confer any right to be eligible for this recruitment. The candidature is purely provisional and is liable to be cancelled at any stage of recruitment if a wrong claim or violation of rules or instructions is confirmed.
7. If the instructions given in notification/ Memorandum of Admission (Hall Ticket)/ Instructions to Applicants is contrary, with reference to instructions to candidate for attending written examination the instructions given in notification is final.
8. The candidates are instructed to cooperate with the videographer and display clear visuals of their Face and Register Number either on table or through Hall Ticket as and when the videographer comes to the table for taking visuals.

Instructions to the candidates who have claimed exemption for Tamil Eligibility Test:

1. As per the orders issued in G.O. (Ms) No.49, Human Resource Management (M) Department, dated 23.05.2022, read along with G.O.Ms.No.8, Welfare of Differently Abled Persons (DAP 3.2) Department, dated 21.09.2021, the differently-abled candidates who are even below 40% of disability can also avail the exemptions from writing the Tamil Eligibility-cum-Scoring Test and instead they can opt for General English (SSLC Standard) if they have claimed such exemptions in their online application.
2. All the exempted candidates with disability who have physical limitation with regard to writing, including that of speed and not availing the services of a scribe shall also be allowed compensatory time of an hour for the duration of 3 hours examination as per G.O. Ms.No.8, Welfare of Differently Abled Persons (DAP 3.2) Department, dated 21.09.2021.
3. The exemption from Tamil Eligibility-cum-Scoring Test and option for General English (SSLC Standard), Compensatory time and scribe will be provided only if the candidates have made such claims in their online application and uploaded the Medical Certificate as prescribed in para 4.4.2 of the notification (Annexure-II)

WARNING

- All the recruitments conducted by The Tamil Nadu Public Service Commission are purely merit based.
- The Tamil Nadu Public Service Commission hereby cautions the candidates against touts and agents who may cheat by making false promises of securing job through unfair means.
- The Tamil Nadu Public Service Commission shall not be responsible or liable for any loss that may be caused to any applicant on account of indulging in any sort of dealing with such unscrupulous elements.

Contact Numbers:

Grievance Redressal Call Center: 044-69097777, 044-25300338, 044-25300339, 044-25300340.

Toll free No: 1800 419 0958.

CONTROLLER OF EXAMINATIONS