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Applications are invited only through online mode for recruitment by transfer from among the holders of the   
posts of Junior Assistant or Assistant in the Tamil Nadu Ministerial Service / Tamil Nadu Judicial Ministerial   
Service to the post s in Combined Civil Services Examination - Group VA Services.   
1. Important Instructions:   
1.1. Candidates to ensure their eligibility for the examination:   
All candidates are requested to carefully read the “Instructions to Applicants” available in the Commission’s   
website www.tnpsc.gov.in and this Notification. The candidates applying for the examination should ensure   
that they fulfill all eligibility conditions for admission to the examination. Their admission to all stages of the   
examination will be purely provisional, subject to their satisfying the eligibility conditions. Mere admission to   
the written examination, certificate verification , counselling or inclusion of name in the selection list will not   
confer on the candidates any right to appointment. The Commission reserves the right to reject candidature   
at any stage, after due process even after selection has bee n made, if a wrong claim or violation of rules or   
instructions is confirmed.   
1.2. Important Date s and Time:   
   
   
1.3. How to Apply:   
1.3.1. One Time Registration and Online Application:   
Candidates are required to apply online by using the Commission’s website www.tnpscexams.in   
The candidate needs to register himself / herself first at the One Time Registration (OTR) platform available   
on the Commission’s website and then proceed to fill up the online application for the examination. If the   
candidate is already registered, he / she can proceed straight away to fill up the online application for the   
examination.   
1.3.2. Application Correction Window:   
After the last date for submission of online application, the Application Correction Window will open for three   
days from 10.11.2025 to 12.11.2025. During this period, candidates will be able to edit the details in their   
online application. After the last date of the Application Correction Window period, no modification will be   
allowed in the online application.   
TAMIL NADU PUBLIC SERVICE   
COMMISSION   
   
   
 Advertisement No. 723   
Notification No. 16 / 2025 Date : 07.10.2025   
 Combine d Civil Services Examination - Group VA Services   
Date of Notification 07.10.2025   
Last date and time for submission of online application 05.11.2025 11.59 P.M .   
Application Correction Window period From 10 .11.2025 12.01 A.M   
to 12.11 .2025 11.59 P.M .   
Date and time of written examination   
Paper Subject Date Time   
Paper I General Tamil 21.12. 2025 09.30 A.M. to 12.30 P.M.   
Paper II General English 02.30 P.M. to 05.30 P.M.

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 1.3.3. The detailed instructions regarding how to a pply and the examination centre are available in   
Annexure I of this Notification.   
1.3.4. Any claim by the candidate after the submission of an online application will not be entertained.   
1.4. Banned Items:   
1.4.1. Candidates are not allowed to bring mobile phone, pager or any electronic equipment or programmable   
device or storage media like pen drive, smart watches, watches with in -built memory notes, rings with in -built   
memory notes, etc., or camera or Bluetooth devices or communication chips or any other equipment or related   
accessories either in working or switched off mode capable of being used as a communication device into   
the examination hall / room. Candidates are no t allowed to bring non -electronic devices such as P&G Design   
Data Book, mathematical and drawing instruments, log tables, stencils of maps, slide rules, books, notes,   
loose sheets, guides, rough sheets, hand bags into the examination hall/room.   
1.4.2. If t hey are found to have any such things or instruments, they will not be allowed to write the   
examination, besides invalidation of the answer sheet and / or debarment and / or rejection of candidature. If   
it is considered necessary, they will be subjected to a thorough physical search including frisking on the spot.   
1.4.3. Candidates are advised, in their own interest, not to bring any of the banned items including mobile   
phones to the venue of the examination, as arrangements for safekeeping of the same cannot be assured.   
2. Warning:   
2.1. All the recruitments 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 jobs through unfair means. The Tamil Nadu Pub lic Service Commission   
shall not be responsible or liable for any loss that may be caused to any candidate on account of indulging in   
any sort of dealings with such unscrupulous elements.   
2.2. Candidates are solely responsible for their claims in the onlin e application. They cannot blame service   
providers like internet cafes / browsing centers / common service centers for the mistakes made while   
applying online for recruitment. Candidates are advised to check the filled -in online application before finally   
submitting the same.   
3. Posts and Vacancies:   
   
S.   
No. Name of the   
Post Post   
Code Name of the   
Department Distribution of   
Vacancies No. of   
vacancies Level of   
pay   
1. Assistant   
Section Officer   
 3235 Secretariat (Other   
than Law and Finance   
Departments) GT 7   
22 Level 16   
(CPS)   
 BC (OBCM) 6   
BC (M) 1   
MBC/DC 4   
SC 3   
SC (A) 1   
2. Assistant   
Section Officer 3236 Finance GT 1   
3 BC (OBCM) 1   
SC(A) 1   
3. Assistant 1651 Secretariat (Other   
than Law and Finance   
Departments) GT 2   
5 Level 9   
(CPS)   
 BC (OBCM) 1   
MBC/DC 1   
SC 1   
4. Assistant 3237 Finance GT 1 2 BC (OBCM) 1   
Total 32   
Abbreviation:   
CPS - Contributory Pension Scheme.

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 3.1. The number of vacancies notified is tentative and is liable for modification, before the commencement of   
the counselling.   
   
4. Eligibility Conditions:   
4.1. Age Limit: (as on 01.07.2025)   
4.1.1. Candidates belonging to Others, BC (OBCM)s, BCMs and MBCs/DCs :   
S.   
No. Name of the Post Post   
Code Maximum Age   
(Should not have   
completed) Age Concession   
Persons with   
Benchmark   
Disability Ex-Service   
men Destitute   
Widow   
1. Assistant Section   
Officer 3235 35   
   
   
NA 2. Assistant Section   
Officer 3236 35   
3. Assistant 1651 30   
4. Assistant 3237 30   
Abbreviations:   
Others   
   
BC(OBCM)   
BCM   
MBC / DC   
NA - Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs , BC (OBCM)s   
and BCMs   
- Backward Classes (Other than Backward Class Muslims)   
- Backward Class Muslims   
- Most Backward Classes / Denotified Communities   
- Not Applicable, since, age concession to persons with benchmark disability,   
 ex-servicemen and destitute widow will not apply for this recruitment   
   
4.1.2 Candidates belonging to SCs, SC(A)s and STs:   
   
   
4.1.3 . Supporting Documents:   
4.1.3 .1. The date of birth will be verified against the tenth standard (SSLC) or twelfth standard (HSC) mark   
sheet, issued by the Tamil Nadu Board of Secondary Education and Tamil Nadu Board of Higher Secondary   
Education respectively. Those candidates whose date of birth is not mentioned in their tenth standard / twelfth   
standard mark sheet must uploa d their Birth Certificate / Transfer Certificate / Degree Mark Sheets, instead   
of the tenth standard or twelfth standard mark sheet. Any other form of evidence will not be accepted. Failure   
to upload such a document shall result in the rejection of candida ture after due process. S.   
No. Name of the   
Post Post   
Code   
 Maximum   
Age   
(Should not   
have   
completed) Age Concession   
Persons with   
Benchmark   
Disability Ex-Service   
men Destitute   
Widow   
1. Assistant   
Section Officer 3235 40   
   
   
 NA 2. Assistant   
Section Officer 3236 40   
3. Assistant 1651 35   
4. Assistant 3237 35   
Abbreviations:   
SC   
SC(A)   
ST   
NA - Schedul ed Castes   
- Scheduled Castes ( Arunthathiyar s)   
- Scheduled Tribes   
- Not Applicable, since , age concession to persons with benchmark disability,   
 ex-servicemen and d estitute widow will not apply for this recruitment

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 4.2. Educational Qualification and Service Qualification (as on 01.08.202 5)   
S.   
No. Name of   
the Post Post   
Code Name of the Post to be   
held as on 01.08.2025,   
on the date of   
notification and also on   
date of appointment Educational Qualification and Service   
Qualification / Experience Qualification   
1. Assistant   
Section   
Officer 3235   
Assistant in Tamil Nadu   
Ministerial Service or in   
the Tamil Nadu Judicial   
Ministerial Service   
 (i) A Bachelor’s degree   
   
(ii) Drafting experience for a period of not less   
than five years in the post of Junior Assistant   
or Assistant or in both the posts taken   
together   
   
Note:   
The drafting experience shall be taken only   
for assessing the Service qualification   
2. Assistant   
Section   
Officer 3236 (i) A Bachelor’s degree in Commerce or   
Economics or Statistics   
   
(ii) Service for a period of not less than five   
years in the category of Assistant, inclusive   
of the services rendered in the post of Junior   
Assistant, in the Tamil Nadu Ministerial   
Service or in the Tamil Nadu Judicial   
Ministerial Service.   
3. Assistant 1651   
Junior Assistant or   
Assistant in the Tamil   
Nadu Ministerial Service   
or in the Tamil Nadu   
Judicial Ministerial   
Service   
 (i) Bachelor’s Degree   
   
(ii) Service for a period of not less than three   
years after acquiring Bachelor’s Degree, in   
the category of Junior Assistant or in the   
category of Assistant or in both the   
categories put together, in the Tamil Nadu   
Ministerial Service or in the Tamil Nadu   
Judicial Ministerial Service   
4. Assistant 3237 (i) A Bachelor's degree in Comm erce or   
Economics or Statistics   
   
(ii) Service for a period of not less than three   
years either in the category of Junior   
Assistant or in the category of Assistant or in   
both the categories put together, in the Tamil   
Nadu Ministerial Service or in the Tamil   
Nadu Judicial Ministerial Service   
   
4.2.1. The degree qualification prescribed for the above posts should have been obtained by passing   
the required qualification in the following order of studies viz., SSLC + HSC / Diploma or its equivalent   
+ Under Graduate Degree.   
4.2.2 . The Service qualification / Drafting experience in the posts of Junior Assistant / Assistant should have   
been obtained after acquiring Bachelor’s degree.   
4.2.3. Candidates selected for all the posts in this recruitment shall be an approved probationer as on   
01.08.2025.   
4.2.4. The list of Departments included in Tamil Nadu Ministerial Service / Tamil Nadu Judicial Ministerial   
Service is available in the Annexure VIII

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 4.2.5. Supporting Documents:   
4.2.5 .1. SSLC / HSC / Diploma / Degree / PG Degree / Integrated PG Degree / Provisional Degree Certificate/   
Consolidated Mark Sheet shall be accepted as proof of educational qualification   
4.2.5 .2. In cases where the Degree certificate had been issued after the date mentioned in notification viz.,   
01.08.2025 , candidates must upload proof of the publication of results of the qualification on or before   
01.08.202 5 in the form of Provisional Degree Certificate / Consolidated Mark Sheet .   
4.2.5 .3. Candidates claiming possession of qualification higher than that prescribed for a post, must upload   
certificates, issued on / or before 01.08.2025 , in support of such claim.   
4.2.5 .4. Any discrepancy found between the claim in the application and the documents uploaded shall result   
in the rejection of candidature after due process.   
4.2.5 .5. In case the Degree Certificate is lost or is not immediately available for reasons to be specified, an   
extract from the Convocation Register will be accepted as evidence of qualification.   
4.2.5 .6. The candidates claiming equivalence of qualification should upload a copy of the Government order .   
The Government orders relating to equivalence of qualification are available on the website of the Tamil Nadu   
State Council for Higher Education (ww w.tnsche.tn.gov.in).   
4.2.5 .7. The candidates should upload a Certificate for Service qualification from the appointing authority in   
the prescribed format available in Annexure -VI of this N otification.   
4.2.5 .8. The candidates should upload the attested copy of the first page of the Service Register of the   
candidate in which his/ her details are entered along with seal and signature of the concerned authority of the   
Government Department, who made such entry on his/ her first appointment in Government service.   
4.2.5 .9. The candidates should upload the attested copy of the relevant page of Service Register of the   
candidate in which entries have been made certifying that the candidate is appointed as Junior Assist ant /   
Assistant in the respective Government Department in the Tamil Nadu Ministerial Service or Tamil Nadu   
Judicial Ministerial Service, as the case may be.   
4.2.5 .10. Candidates should upload the supporting documents for all claims while applying through online for   
this r ecruitment. Failure to upload such a document shall result in the rejection of candidature after due   
process.   
4.2.5 .11. Candidates should also submit the Certificate for the post held on the date of Physical Certificate   
Verification from the appointing authority in format available in Annexure VII , during the Physical Certificate   
Verification .   
4.3. Medical and Physical Standards:   
4.3.1 . Candidates selected for appointment to all the posts will be require d to submit a certificate of physical   
fitness to the appointing authority at the time of joining the post.   
4.3.2 . The prescribed standard of visual a cuity of the candidates selected for the following posts is mentioned   
below;   
S. No . Name of the Post Post Code Vision Standard prescribed   
1. Assistant Section Officer 3235   
Standard -III or better 2. Assistant Section Officer 3236   
3. Assistant 1651   
4. Assistant 3237   
   
4.3.3. Candidates with defective vision should produce an Eye Fitness certificate from a qualified Eye

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 Specialist working in a Government Hospital at the time of joining the post, to the appointing authority .   
4.4. Knowledge in Tamil:   
4.4.1. Candidates should possess adequate knowledge in Tamil on 01.08.2025 . The candidate shall be   
deemed to possess an adequate knowledge of Tamil if, he / she has passed the SSLC examination or its   
equivalent examination / HSC / Degree, etc., with Tamil as one of the languages or studied the High School   
Course in Tamil medium; or passed the SSLC examination or its equivalent examination in Tamil medium; or   
passed the Second Class Language Test (Full Test) in Tamil conducted by the Tamil Nadu Public Service   
Commi ssion.   
4.4.2. Candidates must upload either SSLC / HSC / Degree / PG Degree mark sheets or proof of having   
passed the Second Class Language Test (Full Test) in Tamil conducted by the Tamil Nadu Public Service   
Commission, while applying through online .   
4.5. Posts identified suitable for Persons with Benchmark Disability:   
The following categories of persons with Benchmark Disability have been identified as suitable for the post   
as detailed below.   
S.   
No. Name of the Post Post   
Code Suitable Category of Benchmark Disabilities   
1. Assistant Section Officer 3235 LV, HH, LD (OA, OL, BL, OAL, BLOA), LC, DF, AC 2. Assistant Section Officer 3236   
3. Assistant 1651 All categories of Differently Abled Person s 4. Assistant 3237   
Abbreviations:   
LV – Low Vision   
HH – Hard of Hearing   
LD – Locomotor Disability   
LC – Leprosy Cured   
DF – Dwarfism   
AC – Acid Attack Victims   
   
OA – One Arm   
OL – One Leg   
OAL – One Arm One Leg   
BL – Both Leg   
BLOA – Both Leg One Arm   
   
4.5.1. Persons with Benchmark Disability with only those category (ies) of disability (ies) mentioned above   
shall be eligible to apply for the examination under Persons with Benchmark Disability Category . Therefore,   
candidates concerned are advised to re ad it carefully before applying appropriately for admission to the   
Examination.   
5. Plan of Examination :   
5.1. The written examination for this recruitment will consist of two papers in the subjects set out in   
Para 6 of this Notification. Marks obtained in Paper -I and Paper -II will be counted for ranking.   
5.2. Ranking Procedure:   
5.2.1. The merit list or ranking list for each post shall be prepared on the basis of total marks secured by the   
candidates in the written examination. Marks obtained by the candida tes in the e xamination ( Paper I and   
Paper II) would determine final ranking.   
5.2.2. In cases of two or more candidates scoring equal marks, the candidate possessing the higher   
qualification shall be placed above in the merit list.   
5.2.3. When the marks obtained in the written examination and the qualification are also the same, then the   
candidate senior in age shall be placed above in the merit list.

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 5.2.4. When the age too is the same, then the candidate who has submitted his application earlier to the   
Commission, as determined from the application number, shall be placed above in the merit list.   
5.2.5. The Commission will draw a list of candidates to be qualified for the Onscreen Certificate Verification   
based on the criterion of minimum qualifying marks as mentioned in para 6 of the not ification.   
5.3. Based on the total marks obtained by the cand idate in the Examination ( Paper I and Paper II) , the   
candidates will be admitted to the Onscreen Certificate Verification in the ratio of 1:3 and 1:2 for Ge neral   
category and all Reserved categories respectively.   
5.4. The candidates will be admitted to Physical Certificate Verification and Counselling in the ratio of 1:3 and   
1:1.5 for General category and all Reserved categories respectively.   
5.5. Candidates will be allowed to participate in counselling based on his / her rank.   
6. Scheme of Examination:   
Paper Subject Standard Maximum   
Marks Duration Minimum   
Qualifying Marks   
(For all   
Communities) Type of   
Examination   
Paper I General Tamil Degree 100 3 hours 60 Descriptive Paper II General English Degree 100 3 hours   
Total 200 -   
   
6.1. Appearance in both the papers of the written examination is compulsory. Candidates who have not   
appeared for any one of two papers of the written examination, shall not be considered for selection, even if   
they secure the minimum qualifying marks for selection in one paper.   
6.2. The syllabus for the written examination is available in Annexure III of this Notification.   
6.3. The instructions to be followed while appear ing for the examination, are available in Annexure IV of this   
Notification.   
7. Reservation of Appointments:   
The rule of reservation of appointments applies to each post separately in this recruitment . However,   
reservation of appointment to Persons Studied in Tamil Medium, Women, Destitute Widows, Ex -Servicemen   
and Persons with benchmark disability will not apply to this recruitment. The details of the reservation to   
candidates belonging to various categories are given in Annexure II of this Notification.   
8. Communication to Candidates:   
8.1. The memorandum of admission (Hall Ticket) for candidates will be made available on the Commission‘s   
website www.tnpscexams.in for downloading by candidates. The memorandum of admission will not be sent   
by post. The candidates must comply with every instruction given in the memorandum of admission.   
8.2. The Commission will publish the written examination results, date and time o f certificate verification and   
counselling on the Commission’s website (www.tnpsc.gov.in ). No individual communication will be sent to the   
candidates by Post. Candidates will be informed of the above fact only through SMS and e -mail, through the   
registered Mobile Number and email ID. Candidates are directed to watch the Commission’s website i n this   
regard. The Commission shall not be responsible if the communication does not reach the candidate due to   
an incorrect / invalid e -mail ID / mobile number and failure / delay in delivery of SMS / email to the candidates   
due to any reason including te chnical issues. Any representation from the candidates for non -receipt of SMS

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 or e-mail will not be responded.   
9. Communication with the Commission:   
9.1. Candidates requiring clarification, can contact the office of the Tamil Nadu Public Service Commission   
in person or over the Toll-Free No.1800 419 0958 on all working days between 10.00 A.M and 5.45 P.M.   
9.2. Queries relating to One Time Registration / online application may be sent to helpdesk@tnpscexams.in .   
Any other communication with the Commission must be made through email to grievance.tnpsc@tn.gov.in .   
Communications sent by post must be addressed only to the Secretary, Tamil Nadu Public Service   
Commission, TNPSC Road, V.O.C. Nagar, Park Town, Chennai - 600003.   
9.3. All communications to the Commission should invariably contain the following particulars.   
Communications not containing the following particulars will not be attended to.   
a. Name and Year of the exam ination   
b. Notification No. and Year   
c. Registration No.   
d. Name of the Candidate (in full and in block letters)   
e. Complete postal address as given in the application   
f. Valid and Active E -mail ID   
9.4. Request for exemption from age limit or other qualifications, change of date and time for applying online   
/ examination / physical certificate verification / counselling will receive no attention. Requests for furnishing   
causes of failure in the written examination or for non -selection based on the results of the written examination   
or for revaluation of answer sheets / answer booklets will not be entertained.   
10. Litigations:   
The selection for appointment to the posts included in this recruitment is purely provisional subject to the final   
orders in the court cases, if an y, pending before the Hon’ble High Court of Madras and Madurai Bench of   
Madras High Court, relating to this recruitment.   
   
Secretary

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 Annexure I   
How to Apply Online   
   
1. Website: Candidates should apply only through online mode in the Commission's website   
viz., www.tnpscexams.in.   
2. One Time Registration:   
2.1. It is essential for the candidate to register himself / herself first at the One Time Registration (OTR)   
platform, available on the Commission’s website, and then proceed to fill up the online applica tion for the   
examination. Candidates should register only once in the One Time Registration by paying Rs.150/ - as   
registration fee. Successfully registered One Time Registration is valid for five years from the date of   
registration.   
2.2. During One Time Re gistration, the candidates should keep ready the scanned image of their photograph,   
taken within the last 3 months of size 20 KB – 50 KB and saved as “Photograph .jpg” and signature of size 10   
KB – 20 KB and saved as ‘Signature.jpg’. Both photograph and sig nature, of 200 DPI resolution, should be   
saved in a CD / DVD / Pen drive, to upload the same.   
2.3. One Time Registration is not an application for any post. It is just a collection of information from the   
candidates and provides a separate dashboard to eac h candidate to facilitate the maintenance of their own   
profile. A candidate should make an online application separately for every examination for which   
he / she intends to appear.   
2.4. A valid e -mail ID and mobile number are mandatory for One Time Regist ration. E -mail ID and mobile   
number are to be kept in ‘ACTIVE’ mode. Every candidate should have his / her email ID and password. No   
candidate should share his / her e -mail ID, password, mobile number with any other person. In case a   
candidate does not ha ve a valid personal email ID, he / she should create a new email ID before applying   
online and must maintain that email account live. Inquiries relating to One Time Registration / online   
applications will be answered only if the inquiries are received thro ugh a registered e -mail ID.   
2.5. Linking the Aadhaar number with One Time Registration (OTR) is mandatory for candidates. The   
information associated with the Aadhaar number including biometrics will be used only for identification   
purposes and will not be stored or shared. Candidates are requested to give their consent in their respective   
OTR. The Aadhaar details will be submitted to the Central Identities Data Repository (CIDR) only for   
authentication. Linking of the Aadhaar number is mandatory for all pro spective candidates to create new OTR   
/ renew/access the existing OTR and apply for any recruitment to be notified henceforth.   
2.6. Details to be furnished during One Time Registration:   
2.6.1. Candidates shall furnish their correct SSLC Register Number and Certificate Number, Month and Year   
of Passing, Medium of Instruction, and Name of the Board that issued the certificate while registering online.   
If any detail furnished is found to be wrong, the online application will be rejected at any stage after due   
process.   
2.6.2. Candidates who have more than one SSLC mark sheet, should enter the details available in the mark   
sheet issued on the final attempt in which he / she had passed the SSLC examination.   
2.6.3. Besides details related to SSLC, all other detail s required in the One Time Registration, shall be   
furnished without any mistake, as these details shall form the basis of all other details given subsequently by   
the candidate while filling the online application for each recruitment.

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 2.7. One -Time Regist ration (OTR) Edit:   
2.7.1. The candidates shall be permitted to edit the details in the OTR whenever required by uploading the   
supporting documents.   
2.7.2. Any changes in the One Time Registration must be made before the submission of the online   
application since the details furnished in the One Time Registration will be filled in automatically in the online   
application. Hence, incorrect particulars furnished in the One Time Registration may result in the rejection of   
online application after due process. Ca ndidates are therefore advised to fill in the One Time Registration   
particulars carefully and correctly.   
2.7.3. The Commission will not be responsible for any consequences arising out of failure on the part of the   
candidates to adhere to the instructions i ssued regarding One Time Registration or filling up of online   
application.   
2.7.4. The instructions and illustration regarding One Time Registration are available on the website   
viz., www.tnpscexams.in   
3. Online Application:   
3.1. A candidate who wishes to apply for any post shall click “APPLY” against the post notified on the   
Commission‘s website and use the same User ID and Password given for One Time Registration. User ID   
and Password are to be created by the candidates themselves. In case the candidate f orgets the User ID and   
Password, he/she can retrieve or reset them using the “FORGOT PASSWORD and FORGOT USER ID”   
options. The Commission will not furnish User ID and Password details to the candidates.   
3.2. A candidate already having user ID and password, has to login. The available One Time Registration   
particulars will be displayed on the screen, including the photograph furnished at the time of One Time   
Registration, as well as the photographs uploaded with previous online applications. Candidates shall check   
and confirm the One Time Registration details before proceeding further. Thereafter, the candidates shall fill   
up additional details required in the specific recruitment application. If any of the One Time Registration details   
are found to be incorr ect, the same should be corrected by clicking on OTR Edit. Changes made in the One   
Time Registration will be reflected only in online applications to be submitted subsequently.   
   
   
   
3.3. Candidates shall upload their photograph taken on or after the date of notification at the time of   
submission of each and every online application. The photograph should be in colour, of passport size,   
against a white background and taken in a photo s tudio. The candidate should be photographed in frontal   
view showing both ears and part of the neck. The candidate should ensure that the name of the candidate   
and the date of photography (i.e., on or after the date of notification) are printed at the botto m of the   
photograph. The face of the candidate as well as his / her name and date of photography should be clearly   
visible in the photograph of height 4.5 cm (170 pixels) and width 3.5 cm (130 pixels). Of the total height of the   
3.0 cm   
3.5 cm 4.5 cm

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 photograph, the image of th e candidate shall be 3.0 cm (115 pixels) and the candidate’s name and date of   
photography shall be 1.5 cm (55 pixels), as illustrated above. The photograph should be saved in a digital   
format (in CD / DVD / pen drive/ hard drive), ready for uploading.   
3.4. If the photograph is not available in a digital format, a passport -size photograph showing the image of   
the candidate along with the name of the candidate and the date of photography printed at the bottom, in the   
same dimensions as specified above, may be pasted on a plain white paper and scanned to obtain a   
resolution of 200 DPI. The image should then be cropped to show only the photograph of size   
20 KB –50KB saved as “Photograph.jpg” and uploaded. The entire sheet of white paper on which the   
photograph i s pasted should not be scanned / uploaded. Photographs taken using cellular phones, selfies,   
photocopies (Xerox) of photographs, photographs taken during family functions, at tourist places, or against   
a backdrop of plants or buildings should not be upload ed. Photographs of nature, wildlife, buildings, etc. shall   
not be uploaded. In case of uploading an inappropriate photograph, in violation of the aforementioned   
instruction, the application is liable to be rejected after due process.   
3.5. Before uploading of signature, the candidate shall draw a box of dimension 6.0 x 2.0 cm (230 pixels x 75   
pixels) on white paper and sign within the box, using a blue or black ink pen. The paper should then be   
scanned to obtain a resolution of 200 DPI. The image should then be cropped to show only the box with the   
signature, of size 10 KB –20KB, and saved as “Signature.jpg” and uploaded.   
3.6. Clear images of the photograph and the signature should be uploaded in the correct dimensions, size,   
and format. Failure to upload/upl oad clear images of the photograph and signature will result in the rejection   
of the online application after due process.   
3.7. Examination Centres:   
3.7.1. The Written Examination will be held at Chennai (0101) Centre only   
3.7.2. Candidates must appear for the examination at the venue they have been allotted, as mentioned in the   
memorandum of admission (hall ticket). Request for change of examination centre will not be permitted .   
3.7.3. The Commission reserves the right to increase or decrease the number o f examination centres and to   
re-allot the candidates accordingly.   
3.8. Application Preview:   
3.8.1. Candidates should carefully fill in the details in the online application at the appropriate places and click   
on the ‘SAVE AND PROCEED’ button at the end of each page of the application. Before pressing the ‘SAVE   
AND PROCEED’ button, candidates are advised to verify each particular field in the application.   
3.8.2. Candidates can edit / add / delete any information while filling the online application. Before finally   
submitting the application, candidates will be given the option of seeing a preview of their application. As soon   
as a candidate clicks the button meant for preview, an SMS will be sent to the registered mobile number,   
informing the availability of such a preview in the registered email ID provided by the candidate.   
3.8.3. Once the candidate desires to make modifications based on the preview arrangement as indicated in   
the paragraph above, he/she may re -open the application and make necessary modifi cations using the Edit   
option and make the final submission of the corrected application, before the last date prescribed for   
submission of the online application. It is the responsibility of the candidate to carefully check the details   
available in the pr eview and make suitable corrections, if any, in the application / OTR before final submission.   
The candidate will be solely responsible for any non -rectification or non -submission of the application.   
3.8.4. An individual is considered to have applied for a recruitment, if and only if, he / she finally submits the

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 application, by clicking the ‘SUBMIT’ button. The mere availability of a preview shall not be tantamount to   
“having applied” for a particular recruitment.   
3.9. Examination Fee:   
3.9.1. The examinat ion fee of Rs.100/ - (Rupees One Hundred only) should be paid at the time of submitting   
the online application for this recruitment, unless exemption of fee is claimed.   
3.9.2 . Candidates belonging to special categories can avail of exemption from paying ex amination fees as   
per eligibility criteria. For further details refer to Annexure II of this Notification.   
3.9.3 . The total number of free chances availed, will be calculated based on claims made in previous   
applications. The number of free chances availed by the candidate may be verified by the Commission at any   
stage of the selection process. In case a candidate makes a false claim for exemption from payment of the   
application fee by suppressing information regarding his/her previous application(s), his/h er candidature shall   
be rejected after due process and he/she shall be debarred for a period of one year, from appearing for   
examinations conducted by the Commission.   
3.9.4 . Candidates are directed to carefully choose the option “Yes” or “No” regarding av ailing of the fee   
concession. The choice made, cannot be modified or edited after successful submission of the online   
application. Candidates are advised in their own interest, to keep an account of the number of times fee   
concession has been availed, irre spective of the information displayed in the <Application History> of the   
candidate dashboard.   
3.9.5 . An application (irrespective of the post applied for) claiming fee concession will operate to exclude one   
chance from the number of free chances allowed. Candidates who have availed the maximum number of free   
chances permitted / candidates who do not wish to avail of the fee concession/candidates who are not eligible   
for fee concession shall choose the option “No” against the query regarding fee concession . Such candidates   
shall thereafter pay the requisite fee through the prescribed mode of payment.   
3.9.6 . Failure to pay the prescribed fee in time, along with the online application , will result in the rejection of   
the application.   
3.10. Examination Fee Payment:   
3.10.1. After submitting the details in the online application, the candidates can pay the examination fee by   
online mode through Net Banking / Credit card / Debit card / UPI on or before the last date of submission of   
the online application by ch oosing the option in the online application. Candidates have to pay the service   
charges also as applicable.   
3.10.2. Offline mode of payment if any received in the form of Demand Draft / Postal Order etc. , will not be   
accepted and the applications forwarde d with such modes of payment will be summarily rejected and the   
same will not be returned or refunded.   
3.10.3. To facilitate payment of fees through the online mode, an additional page of the application format will   
be displayed wherein candidates may foll ow the instructions and fill in the requisite details to make payment.   
There is a possibility of online payment failure. Hence, if the online payment fails, candidates can check the   
status of the earlier transaction. If the earlier transactions have failed , the candidate shall retry paying the fee   
again by online mode. In case of online payment failure, the amount debited from the candidate’s account   
will be reverted to his/her account. The candidates have been given a provision to check the status of the   
transaction made. If all the attempts/transactions have failed, candidates have to make the payment again.   
The Commission is not responsible for online payment failure. It is the responsibility of the candidates to   
ensure that the transaction made by them i s successful.

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 3.10.4. After submitting the payment information in the online application format, wait for the intimation from   
the server. Meanwhile, DO NOT press ‘Back’ or ‘Refresh’ button to avoid payment failure or double payment.   
3.10.5. If the online transaction has been successfully completed, an Application Number / Applicant ID will   
be generated. Candidates should note the Application Number / ID for future reference in respect of the   
recruitment applied for.   
3.10.6. Tamil Nadu Public Service Commis sion reserves the right to change the mode of payment at any   
time.   
3.11. Online Application Edit:   
3.11.1. The candidates shall be permitted to edit all the details in the online application till the last date   
stipulated for submission of the online applic ation.   
3.11.2. If the candidate desires to change his / her photograph and/or signature in his / her online application,   
the candidate shall select the edit option in the online application to re -upload them which must be saved   
finally before submitting th e online application.   
3.11.3. Some of the information contained in the online application has been brought forward from the   
candidate’s one -time registration. If such information has to be edited in the online application, the candidate   
shall select the ed it profile option in One Time Registration (OTR) and shall make and save necessary   
corrections. After doing so, the candidate shall select the edit option in the online application and edit the   
details as desired. The candidate shall save the changes and s ubmit it finally. The candidate shall take a   
printout of the same if required.   
3.11.4. After editing the online application, if the edited details are not finally saved and submitted by the   
candidate, the details provided by the candidate in the applicati on submitted before editing shall only be   
considered. If the candidate has to pay a fee based on the edited details, the candidate shall pay t he   
prescribed examination fee online. Candidates who have already paid the examination fee are not required   
to pay .   
3.12. Application Correction Window:   
3.12.1. After the last date for submission of the online application, the Online Application Correction Window   
shall open for 3 days as mentioned in Para 1 ‘Important Instructions’ of this Notification. During this p eriod,   
candidates will be able to edit the details in their online application. After the last date of the Correction   
Window period, no modification is allowed in the online application.   
3.12.2. The applications shall be processed as per the details finall y furnished by the candidates. It is the   
responsibility of the candidates and the Commission has no liability for subsequent rejection of the application   
consequent to the editing details already submitted in the online application. Request / representatio n   
received for modification of claims in the online application, in any mode shall not be entertained.   
3.13. Candidates are advised in their own interest to apply online much before the closing date and not to   
wait till the last date to avoid the possibili ty of disconnection / inability / failure to log on to the Commission's   
website on account of heavy load on internet / website.   
3.14. The Commission does not assume any responsibility for the candidates not being able to submit their   
online applications wi thin the last date on account of the aforesaid reasons or for any other reason beyond   
the control of the Commission.   
3.15. Candidates need not send the printout of the online application or any other supporting documents to   
the Commission by post unless as ked for specifically.

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 3.16. The name of the candidate or the name of his / her father or mother should be spelt correctly in the   
application as it appears in the certificates / mark sheets.   
3.17. Any discrepancy between the details as given in the online a pplication and the documents submitted   
shall result in the summary rejection of candidature after due process.   
3.18. The Commission will not be responsible for any consequences arising out of furnishing of incorrect   
and/or incomplete details in the application or omission to provide the required details in the application.   
3.19. Upload of Documents:   
3.19.1. Candidates should upload the required documents of proof in respect of all the claims made in   
the application with reference to this notificatio n while applying for th is examination. If the required   
certificates are not uploaded by the candidate, within the stipulated time, his / her candidature will be   
rejected after due process.   
3.19.2. The candidates shall have the option of verifying the uploa ded certificates / documents through   
their OTR. If any of the certificates / documents have wrongly been uploaded or not uploaded or if any   
modifications are to be done in the uploading of documents, the candidates shall be permitted to upload   
/ re-upload the documents till two days prior to the date of hosting of hall tickets for that particular   
examination. (i.e., twelve days prior to the date of examination).   
3.19.3. The uploaded credentials shall be mapped with the One Time Registration of the respectiv e   
candidate along with the Application number and Notification Number (i.e., with reference to the   
notification for each post), so that they can be used during future submission of application by the same   
candidates.   
3.19.4. The documents uploaded by the c andidates shall be linked with OTR and retained in the server   
for a maximum period of two years. If the candidate applies subsequently for other posts within two   
years, the documents that were already uploaded shall be displayed to the candidate during the online   
application process for confirmation and the same need not once again be uploaded by the candidates.   
If the candidate applies to other posts after the period of retention i.e. two years, the candidate shall be   
instructed to upload all the documents afresh.   
4. Information regarding criminal cases / disciplinary cases:   
4.1. Candidates who have declared pending criminal or disciplinary cases in their on line application, must   
upload a copy of the First Information Report (FIR) or memorandum of charges / show cause notice, as the   
case may be. Failure to upload such papers, shall result in rejection of candidature after due process .   
4.2. Candidates who have declared conviction in crimin al cases or punishment in disciplinary cases, in their   
online application, must upload the relevant court orders and/or release orders or memorandum of   
proceedings, as the case may be. Failure to upload such papers shall result in the rejection of candidat ure   
after due process.   
4.3. In case any criminal case is filed / disciplinary action is taken against or conviction / punishment is   
imposed on a candidate after submission of the online application, at any stage of the recruitment process   
before the comple tion of the entire selection process, such candidates should report this fact to the   
Commission in the next immediate stage when Commission calls for uploading / producing documents.   
Failure to comply with these instructions shall result in the rejection o f candidature after due process and   
debarment for a period of one year.   
4.4. The pendency of disciplinary cases / criminal cases shall in no way affect the selection prospects of

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 candidates. However, failure to inform such pendency, shall result in the rej ection of candidature after due   
process.   
4.5. The selection of the candidates against whom the criminal case / disciplinary case is pending, will be   
withheld subject to the outcome of the pending criminal / disciplinary case.   
5. Employment Details:   
5.1. Any change in the employment status of the candidate, whether appointment to or resignation / removal   
/ dismissal, from a post, at any stage of the recruitment process, until completion of the entire selection   
process, must be informed to the Commissi on. Any failure in this regard shall result in the rejection of the   
candidature after due process.   
5.2. The candidate shall also inform the Tamil Nadu Public Service Commission about the initiation of   
departmental or criminal proceedings, if any, subseque ntly, till the date of his / her actual relief from the office   
to take up appointment in the post for w hich he / she has been selected .

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 Annexure II   
   
1. Ex -Servicemen: The rule of reservation of appointment to Ex -Servicemen will not apply to this recruitment.   
2. Persons with Benchmark Disability:   
2.1. “Person with Benchmark Disability” means a person with not less than forty percent of a specified   
disability where specified disability has not been defined in measurable terms and includes a person with   
disability where specified disability has been defined in measurable terms, as certified by the certifying   
authority designated by the Government under sub -section (1) of section 57 of the Rights of Persons with   
Disabilities Act, 2016.   
2.2. Fee Concession : Full exemption .   
2.3. Reservation of Appointments: The rule of reservation of appointment to persons with benchmark   
disabilities will not apply to this recruitment .   
2.4. Supporting Documents:   
2.4.1. The Persons with Benchmark Disability should upload Disability Certificate at the time of online   
application, in the format shown below, prescribed in the Rights of Persons with Disabilities Rules, 2017 and   
issued by the competent authority as menti oned below;

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 Form V   
Certificate of Disability   
(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of   
blindness)   
(Name and Address of the Medical Authority issuing the Certificate)   
   
Certificate No. Date:   
   
This is to certify that I have carefully examined Shri./ Smt./ Kum.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_   
son/ wife/ daughter of Shri.\_\_\_\_\_\_\_\_\_\_ Date of Birth (DD/ MM/ YY) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Age \_\_\_\_\_ years, male/ female Registration No. \_\_\_\_\_ permanent resident of House No.   
 Ward/ Village/ Street Post Office District \_\_\_\_\_\_\_\_\_   
State , whose photograph is affixed above, and am satisfied that:   
(A) he / she is a case of:   
• locomotor disability   
• dwarfism   
• blindness   
(Please tick as applicable)   
   
(B) the diagnosis in his / her case is   
(C) he / she has %(in figure) percent (in words) permanent locomotor   
disability / dwarfism / blindness in relation to his / her \_\_\_\_\_\_\_\_\_\_\_ (part of body) as per guidelines   
(................ number and date of issue of the guidelines to be specified).   
   
2. The applicant has submitted the following document as proof of residence: -   
   
Nature of   
Document Date of Issue Details of authority issuing   
certificate   
   
   
(Signature and Seal of Authorized Signature of notified Medical Authority)   
   
   
   
   
Recent passport size   
attested photo graph   
(Showing face only) of   
the person with disability.   
Signature / thumb   
impression of the person   
in whose favour certificate   
of disability is issued.

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 Form VI   
Certificate of Disability   
(In cases of multiple disabilities)   
 (Name and Address of the Medical Authority issuing the Certificate)   
 Recent passport size   
attested photograph   
(Showing face only) of   
the person with   
disability.   
   
   
Certificate No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Date:\_\_\_\_\_\_\_\_   
This is to certify that we have carefully examined Shri./ Smt./ Kum.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ son /   
wife/ daughter of Shri \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Birth (DD/ MM/ YY)   
\_\_\_\_\_\_\_\_\_\_\_\_ Age \_\_\_\_\_ years, male/ female \_\_\_\_\_\_\_\_. Registration No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ permane nt   
resident of House No. \_\_\_\_\_\_\_\_\_\_\_\_ Ward/ Village / Street \_\_\_\_\_\_\_\_ Post Office \_\_\_\_\_\_\_ District   
\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_, whose photograph is affixed above, and am satisfied that:   
   
(A) he / she is a case of Multiple Disability. His/ her extent of permanent physical impairment/ disability has   
been evaluated as per guidelines (........................ number and date of issue of the guidelines to be specified)   
for the disabilities ticked below, and is shown against the relevant disability in the tab le below:   
Sl.   
No. Disability Affected part of   
body Diagnosis Permanent physical impairment/ mental   
disability (in %)   
1. Locomotor disability @   
2. Muscular Dystrophy   
3. Leprosy cured   
4. Dwarfism   
5. Cerebral Palsy   
6. Acid attack Victim   
7. Low vision #   
8. Blindness #   
9. Deaf £   
10. Hard of Hearing £   
11. Speech and Language   
disability   
12. Intellectual Disability   
13. Specific Learning   
Disability   
14. Autism Spectrum   
Disorder   
15. Mental illness   
16. Chronic Neurological   
Conditions   
17. Multiple sclerosis   
18. Parkinson's disease   
19. Haemophilia   
20. Thalassemia   
21. Sickle Cell disease

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 (B) In the light of the above, his/ her over all permanent physical impairment as per guidelines (...................   
number and date of issue of the guidelines to be specified), is as follows : -   
In figures : - ------------------ percent   
In words : - --------------------------------------------------------------------------- percent   
   
2. This condition is progressive/ non -progressive/ likely to improve/ not likely to improve.   
   
3. Reassessment of disability is:   
(i) not necessary, or   
(ii) is recommended / after ...... years ..... months, and therefore this certificate shall be valid till --- --- --- (DD)   
(MM) (YY)   
   
@ e.g. Left/ right/ both arms/ legs   
# e.g. Single eye   
£ e.g. Left/ Right/ both ears   
4. The applicant has submitted the following document as proof of residence: -   
   
Nature of document Date of issue Details of authority issuing certificate   
   
   
5. Signature and seal of the Medical Authority.   
   
   
Name and Seal of   
Member Name and Seal of   
Member Name and Seal of the   
Chairperson   
   
Signature / thumb   
impression of the person in   
whose favour certificate of   
disability is issued.

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 Form VII   
Certificate of Disability   
(In cases other than those mentioned in Forms V and VI)   
(Name and Address of the Medical Authority issuing the Certificate)   
   
 Recent passport size   
attested photograph   
(Showing face only) of   
the person with   
disability.   
   
Certificate No.\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_   
This is to certify that I have carefully examined Shri./ Smt./ Kum. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ son / wife / daughter   
of Shri \_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth (DD/ MM/ YY)\_\_\_ \_\_ \_\_\_ Age \_\_\_\_\_\_\_ years, male/ female \_\_\_\_\_\_\_\_\_   
Registration No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ permanent resident of House No. \_\_\_\_\_\_\_\_\_\_\_ Ward/ Village/ Street   
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State   
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, whose photograph is affixed above, and am satisf ied that he/ she is a case of   
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ disability. His/ her extent of percentage of physical impairment/   
disability has been evaluated as per guidelines (................. number and date of issue of the guidelines to be   
specified) an d is shown against the relevant disability in the table below: -   
   
Sl.   
No. Disability Affected part of   
body Diagnosis Permanent physical impairment/mental   
disability (in %)   
1. Locomotor disability @   
2. Muscular Dystrophy   
3. Leprosy cured   
4. Cerebral Palsy   
5. Acid attack Victim   
6. Low vision #   
7. Deaf €   
8. Hard of Hearing €   
9. Speech and Language   
disability   
10. Intellectual Disability   
11. Specific Learning   
Disability   
12. Autism Spectrum Disorder   
13. Mental illness   
14. Chronic Neurological   
Conditions   
15. Multiple sclerosis   
16. Parkinson's disease   
17. Haemophilia   
18. Thalassemia   
19. Sickle Cell disease   
   
(Please strike out the disabilities which are not applicable)   
   
2. The above condition is progressive/ non -progressive/ likely to improve/ not likely to improve.

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 3. Reassessment of disability is:   
(i) not necessary, or   
(ii) is recommended / after \_\_ years \_\_ months, and therefore this certificate shall be valid till   
(DD/ MM/ YY) \_\_\_\_ \_\_\_\_ \_\_\_\_   
   
@ - eg. Left/ Right/ both arms/ legs   
# - eg. Single eye/ both eyes   
€ - eg. Left/ Right/ both ears   
   
4. The applicant has submitted the following document as proof of residence: -   
Nature of Document Date of Issue Details of authority issuin g   
certificate   
   
   
(Authorized Signatory of notified Medical Authority)   
(Name and Seal)   
   
 Countersigned   
{Countersignature and seal of the   
Chief Medical Officer/ Medical Superintendent/   
Head of Government Hospital, in case the   
Certificate is issued by a medical authority who is   
not a Government servant (with seal)}   
 Signature/ thumb   
impression of the   
person in whose   
favour certificate of   
disability is issued.   
   
   
   
 List of Certifying Authority for the issue of disability certificate   
   
TABLE – I   
   
Sl.   
No. Specified disability Medical Authority for the purpose of   
the issue of disability certificate Certifying authority to issue   
certificate of disability   
1 In case of amputation   
or complete   
permanent paralysis   
of limbs or dwarfism Hospitals/ Institutions/ Primary Health   
Centres run by Central and State   
Government/ Statutory Local bodies Any doctor / medical practitioner   
working in the Hospitals/   
Institutions / Primary Health   
Centres run by Government/   
Statutory Loc al bodies.   
2 Multiple Disability District Hospital/ Other hospitals/   
Institutions run by Central and State   
Government /Statutory Local Bodies   
having relevant medical specialist and   
testing/assessment facilities Medical Board consisting of three   
members of whom two will be   
specialist dealing with relevant   
disabilities   
3 Specified Disabilities   
not mentioned in   
Serial numbers 1& 2   
above Hospitals/ Primary Health Centers /   
Institutions run by Central and State   
Government/ Statutory Local bodies   
having relevan t medical specialist and   
testing/ assessment facilities A specialist dealing with the   
relevant disability as specified in   
the Table - II given below

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 TABLE – II   
   
Sl.   
No. Category   
 Specialist   
   
1 Locomotor disability   
other than   
amputation or   
complete permanent   
paralysis of limbs   
and dwarfism Specialist in Physical Medicine and Rehabilitation or Orthopaedician.   
2 Muscular Dystrophy   
 Specialist in Physical Medicine and Rehabilitation or Orthopaedician.   
3 Leprosy cured   
person Specialist in Physical Medicine and Rehabilitation or Orthopaedician.   
4 Cerebral Palsy Specialist in Physical Medicine and Rehabilitation or Orthopaedician.   
5 Acid Attack Victim Specialist in Physical Medicine and Rehabilitation or Orthopaedician.   
6 Blindness Specialist in the field of Ophthalmology.   
7 Low Vision Specialist in the field of Ophthalmology.   
8 Deaf Specialist in the field of Ear, Nose, Throat (E.N.T).   
9 Hard of Hearing Specialist in the field of Ear, Nose, Throat (E.N.T).   
10 Speech and   
Language   
Disabilities Specialist in the field of Ear, Nose, Throat (E.N.T) and Neurologist.   
11 Intellectual Disability Adults with intellectual disability above the age group of 18 years –   
Psychiatrist.   
12 Specific Learning   
Disabilities Medical board consisting of   
a) Paediatrician; and   
b) Psychiatrist and Trained Psychologist.   
13 Autism spectrum   
disorder Medical Board consisting of   
a) Psychiatrist and Trained psychologist; and   
b) Paediatrician or General Physician.   
14 Mental Illness Psychiatrist.   
15 Chronic Neurological   
Conditions such as   
Multiple Sclerosis   
and Parkinson’s   
Disease Medical Board consisting of   
a) Psychiatrist and Trained Psychologist; and   
b) Neurologist; and   
c) Orthopaedician or Specialist in Physical Medicine and Rehabilitation.   
   
2.4.2. In case the certificate is issued by a medical authority who is not a Government servant, it shall be valid   
only if countersigned by the Joint Director, Medical Services.   
2.4.3. The disability claimed in the online application, shall be exactly the same as s tated in the Certificate of   
disability . Any discrepancy in this regard shall result in rejection of claim after due process.   
2.4.4. Claim as person with benchmark disability, unsupported by the prescribed documents shall result in   
rejection of claim after due process.   
3. Destitute Widow: The rule of reservation of appointment to Destitute Widows will not apply to this   
recruitment.

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 4. Person Studied in Tamil Medium (PSTM): The appointment on preferential basis to “Person Studied in   
Tamil Medium” will not apply to this recruitment.   
5. Scheduled Castes, Scheduled Caste (Arunthathiyars) and Scheduled Tribes:   
5.1. “Scheduled Castes” means the communities given in the Annexure to the “Instructions to Applicants”   
[extracted from Part -A of Schedule -II of the Tamil Nadu Government Servants (Conditions of Service) Act,   
2016].   
5.2. ‘Arunthathiyar’ means the castes: Arunthathiyar, Chakkiliyan, Madari, Madiga, Pagadai, Thoti and Adi   
Andhra.   
5.3. “Scheduled Tribes” means the communities given in the Annexure to t he “Instructions to Applicants”   
[extracted from Part -B of Schedule -II of Tamil Nadu Government Servants (Conditions of Service) Act, 2016.   
Note: Persons belonging to Tamil Nadu and to any one of the communities mentioned in the lists shown in   
the Annexure to the “Instructions to Applicants” alone shall be treated as Scheduled Castes or Scheduled   
Tribes as the case may be. Persons belonging to other States shall not be treated as belonging to the   
Scheduled Castes or Scheduled Tribes even though they may bel ong to any one of the communities specified   
in the list.   
5.4. Fee Concession : Full exemption.   
5.5. Reservation of Appointments: The selection will be made following the rule of reservation of   
appointments for Scheduled Castes / Scheduled Caste (Arunthathiyars) / Scheduled Tribes.   
   
   
   
   
   
   
5.6. Supporting Documents:   
5.6.1. The Scheduled Caste (Arunthathiyars) and Scheduled Castes candidates should upload the   
Community certificate, citing either father‘s / mother‘s name, issued by Taluk Tahsildar, in whose jurisdiction   
the candidate claims to have permanent residence.   
5.6.2. The Scheduled Tribe candidates should upload the Community certificate, citing ei ther father‘s /   
mother‘s name, issued by the Revenue Divisional Officer / Assistant Collector / Sub -Collector / Personal   
Assistant (General) to the Collector of Chennai / District Adi -Dravidar Welfare Officer, in whose jurisdiction   
the candidate claims to have permanent residence.   
5.6.3. Candidates belonging to Scheduled Tribe communities must upload / submit the report of the State   
Level Scrutiny Committee (SLSC), if available. Failure to do so would render their claim liable to verification   
by the State L evel Scrutiny Committee.   
5.6.4. Uploading of a community certificate citing name of the spouse, shall re sult in rejection of claim after   
due process.   
5.6.5. The certificate obtained by the candidates in the form other than the one referred to in G.O.Ms.N o.781,   
Revenue Department, dated 2nd May 1988 and solely based on the entries in SSLC or Transfer Certificate   
or other school / college records will not be accepted. Scheduled Caste (SC) 15%   
Scheduled Caste (Arunthathiyar)   
(SCA) 3%   
Scheduled Tribe (ST) 1%

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 5.6.6. Candidates are warned that if the community recorded in the certificate uploaded by them from the   
competent authority is not included in the list of Scheduled Castes, Scheduled Caste (Arunthathiyars),   
Scheduled Tribes, given in the Annexure to the “Instructions to Applicants” [extracted from the Tamil Nadu   
Government Servants (Conditi ons of Service) Act, 2016], they will not be permitted to claim to belong to   
Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, as the case may be. They will, in   
that case, be permitted to claim to belong to ‘Others‘ category only.   
 5.6.7. Candidates belonging to Scheduled Castes, on conversion to religions other than Christianity / Islam,   
shall be treated as ‘Others’. However, Scheduled Caste converts to Sikhism and Buddhism shall be treated   
as Scheduled Castes.   
5.6.8 . Failure to u pload the supporting documents , while applying through online for this recruitment, shall   
resul t in the rejection of candidature after due process.   
6. Backward Classes:   
6.1. “Backward Classes” means the communities specified as Backward Classes, Backward Class (Muslims ),   
Most Backward Classes / Denotified Communities given in the Annexure to the “Instructions to Applicants”   
[extracted from Parts A, B, C and D respectively, of Schedule -I of the Tamil Nadu Government Servants   
(Conditions of Service) Act, 2016].   
6.2. Explanation - Persons who belong to the State of Tamil Nadu alone, who belong to one of the   
communities specified in Schedule -I, of the Tamil Nadu Government Servants (Conditions of Service) Act,   
2016 shall be treated as persons who belong to one of s uch communities.   
6.3. Fee Concession: Three Free Chances   
6.4. Reservation of Appointments: The selection will be made following the rule of reservation of   
appointments for Backward Classes (Muslim), Backward Classes, Most Backward Classes / Denotified   
Communities.   
   
   
   
   
   
   
6.5. Supporting Documents:   
   
6.5.1. The candidates belonging to Backward Classes (Muslim s), Backward Classes, Most Backward Classes   
/ Denotified Communities sh ould upload the Community certificate, citing either father‘s / mother‘s name,   
issued by Revenue Officer not lower in rank than a Tahsildar or Head Quarters Deputy Tahsildar or Special   
Deputy Tahsildar appointed to issue Community Certificate or Deputy Tahsildar (Sch ool Certificates) or   
Executive Deputy Tahsildar (in respect of Chennai district) or Additional Head Quarters Deputy Tahsildar or   
Zonal Deputy Tahsildar, in whose jurisdiction the candidate claims to have permanent residence.   
   
6.5.2. The candidates belonging to Thottia Naicker (including Rajakambalam, Gollavar, Sillavar, Thockalavar,   
Thozhuva Naicker, and Erragollar) included in the list of MBC / DC should upload the Community certificate,   
citing either father‘s / mother‘s name, issued by Head Quarte rs Deputy Tahsildar / Zonal Deputy Tahsildar,   
in whose jurisdiction the candidate claims to have permanent residence.   
   
6.5.3. Uploading of a community certificate citing name of the spouse, shall re sult in rejection of claim after   
due process . Backward Class [BC] 26.5%   
Backward Class (Muslim) [BC (M)] 3.5%   
Most Backward Class / Denotified   
Communities [MBC / DC] 20.0%

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 6.5.4. The certificate obtained by the candidates in the form other than the one referred to in G.O.Ms.No.781,   
Revenue Department, dated 2nd May 1988 and solely based on the entries in SSLC or Transfer Certificate   
or other school / college records will not be accepte d.   
   
6.5.5. Candidates are warned that if the community recor ded in the certificate uploaded by them from the   
competent authority is not included in the list of Backward Classes (Muslim s), Backward Classes, Most   
Backward Classes / Denotified Communities, gi ven in the Annexure to “Instructions to Applicants” [extracted   
from the Tamil Nadu Government Servants (Conditions of Service) Act, 2016], they will not be permitted to   
claim to belong to Most Backward Classes / Denotified Communities, Backward Classes (ot her than Muslim s)   
or Backward Classes (Muslim s), as the case may be. They will, in that case, be permitted to claim to belong   
to ‘Others’ category only.   
   
6.5.6. Candidates belonging to Backward Classes, Most Backward Classes / Denotified Communities on   
conversion to religions other than Christianity / Islam, shall be treated as ‘Others’.   
   
6.5.7. Failure to upload the supporting documents , while applying through online for this recruitment, shall   
result in the rejection o f candidature after due process.   
7. Women: The rule of reservation of appointment to women will not apply to this recruitment .   
8. Transgender:   
8.1. Supporting Documents:   
8.1.1. Transgender / Transgender (Male) / Transgender (Female) candidates should produce the   
Transgender ID card issued on ly by the Tamil Nadu Transgender Welfare Board.   
8.1.2. Uploading of Transgender ID card, issued by any authority other than the Tamil Nadu Transgender   
Welfare Board shall result in rejection of claim after due process.   
8.1.3. Transgender or Transgender (Ma le) or Transgender (Female) claim made in the online application   
must correspond to what is stated in the Transgender ID card. Any discrepancy in this regard shall result in   
rejection of claim after due process.   
8.1.4. Gender claim unsupported by the requisite documents shall result in rejection of claim after due   
process.   
8.2. Community:   
8.2.1. Transgender candidates, who do not possess any community certificate may choose to be considered   
under ‘Others’ or under Most Backward Classes.   
8.2.2. Transgender candidates who belong to Scheduled Caste / Scheduled Caste (Arunthathiyar) /   
Scheduled Tribe communities and possess community certificate as such, shall be considered as per their   
respective community.   
8.2.3. Tra nsgender candidates who belong to communities other than Scheduled Caste / Scheduled Caste   
(Arunthathiyar) / Scheduled Tribe and possess community certificate as such, are permitted to choose to be   
considered as belonging to their own community or as Most Backward Class, whichever is advantageous to   
them, at the time of One Time Registration itself. Once the individual opts to be considered as a particular   
community, it shall be crystallized and this option shall not be changed in the future.   
8.2.4. Transge nder candidates who do not possess a community certificate and have chosen to be

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 considered under ‘Most Backward Classes‘ or ‘Others‘ and those in possession of a community certificate as   
Backward Classes / Backward Classes ( Muslim s) / Denotified Communiti es but have chosen to be considered   
under ‘Most Backw ard Classes‘, need not upload a community certificate in support of their claim.   
8.2.5. Transgender candidates, in possession of a community certificate and who have chosen to be   
considered under the co mmunal reservation category as stated in the commu nity certificate, must upload the   
same. Failure to upload such a certificate , shall result in rejection of claim after due process.   
8.2.6. All concessions permitted to Transgender candidates in the matter of choice of communal reservation   
category, shall be wholly dependent on the uploading of a Transgender ID card issued by the Tamil Nadu   
Transgender Welfare Board. Failure to upload t he same or uploading of a Transgender ID card issued by   
other authorities, shall result in rejection of the claim after due process.

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 Annexure III   
Syllabus   
ப ொதுத்தமிழ் ( ட்டப் டிப்புத் தரம் )   
(விரிந்துரரக்கும் வரை )   
குறியீடு எண் 389   
அலகு 1: (10 மதிப்ப ண்ைள் )   
ைட்டுரர எழுதும் திறன்   
கீழ்க்ைொணும் ப ொதுவொன தரலப்புைளில் வினொக்ைள் அரமதல் வவண்டும் .   
1. தமிழை விடுதரல வீரர்ைள் / தமிழர் ண் ொடு   
2. அச்சு ஊடைம் / மின்னணு ஊடைங்ைள்   
3. சுற்றுச்சூழல் / உணவும் உடல் நலமும்   
4. மனித உரிரமைள் / ொலினச் சமத்துவம்   
5. சமூை நீதி வரலொறு   
அலகு 2: (10 மதிப்ப ண்ைள் )   
பைொடுக்ைப் ட்ட குதியிலிருந்து வைட்ைப் ட்ட வினொக்ைளுக்குத் பதளிவொன , சரியொன , சுருக்ைமொன விரட தருதல் .   
அலகு 3: (15 மதிப்ப ண்ைள் )   
பைொடுக்ைப் ட்ட குதிரய மூன்றில் ஒரு ங்ைொைச் சுருக்கி எழுதும் திறரன பவளிப் டுத்துதல்   
அலகு 4: (5 மதிப்ப ண்ைள் )   
பைொடுக்ைப் ட்ட சுருக்ைக் குறிப்புைளிலிருந்து விரிவொக்ைம் பசய்து எழுதும் திறரனக் ைண்டறிதல்   
அலகு -5: (15 மதிப்ப ண்ைள் )   
பமொழிப யர்ப்பு   
ஆங்கிலப் குதிரயத் தமிழில் பமொழிப யர்ப்பு பசய்தல் . ைருத்துச் பசறிவும் பதளிவும் பவளிப் டும் வரையில்   
பமொழிப யர்ப்பு அரமதல் வவண்டும் .   
அலகு 6: (15 மதிப்ப ண்ைள் )   
அலுவலைக் ைடிதம்   
 1. அறிக்ரை எழுதும் திறன் பவளிப் டல்   
 2. திட்ட மதிப்பீட்டறிக்ரை உருவொக்ைல்   
 3. ைருத்துரு (Proposal) எழுதும் திறன் பவளிப் டல்   
அலகு 7: (30 மதிப்ப ண்ைள் )   
பமொழித்திறன் ைண்டறிதல்   
 அ) வொக்கியத்தில் அரமத்து எழுதுதல்   
 ஆ) இரணச்பசொற்ைரைப் யன் டுத்தி ஒவர பதொடரரமத்தல்   
 இ) அைர வரிரசப் டுத்துதல்   
 1) உயிர் எழுத்தில் பதொடங்கும் நொன்கு பசொற்ைள்   
 2) உயிர்பமய் எழுத்தில் பதொடங்கும் நொன்கு பசொற்ைள்   
 3) உயிரும் உயிர்பமய்யும் ைலந்த நொன்கு பசொற்ைள் இடம்ப றல் வவண்டும் .   
 ஈ) பிரழ நீக்கி எழுதுதல்   
எழுத்துப்பிரழ , ஒற்றுப்பிரழ , பதொடர்ப்பிரழ , ைருத்துப்பிரழ நீக்கி எழுதும் வரையில் மூன்று   
வினொக்ைள் அரமதல் வவண்டும் .   
உ) ைரலச் பசொல்லொக்ைம்

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 தமிழை அரசின் தமிழ் வைர்ச்சித் துரற பவளியிட்ட ஆட்சித்தமிழ் அைரொதிரய ரமயமிட்டு ,   
துரறசொர் ஆட்சித் தமிழ்ச் பசொற்ைள் குறித்த அறிரவ பவளிப் டுத்தும் வரையில் வினொக்ைள்   
அரமதல் வவண்டும் . அைரொதியிலுள்ை ஆங்கிலச் பசொற்ைளுக்கு நிைரொன தமிழ்க்   
ைரலச்பசொற்ைரை எழுதும் வரையில் வினொக்ைள் அரமதல் வவண்டும் .   
   
General English (Degree Stand ard)   
(Descriptive Type)   
Code: 390   
   
Unit I: Essay Writing in 300 words (10 Marks)   
 Argumentative Essay   
 Descriptive Essay   
 Narrative Essay   
 Critical Essay   
 Expository Essay   
 Persuasive Essay   
   
Unit II: Letter Writing (10 Marks)   
 Letter expressing demands / needs   
 Enquiry letter   
 Order letter   
 Letter responding to Enquiries   
   
Unit III: Precis Writing (15 Marks)   
An unseen passage in 200 words is to be given.   
It has to be briefed in around 70 words.   
   
Unit IV: Reading Comprehension (10 Marks)   
An unseen passage in 200 words is to be given.   
Questions are to framed following K 5 Model Barrett’s Taxonomy   
1. Understanding Question   
2. Appreciation Question   
3. Interpretative Question   
4. Analytical Question   
5. Organizing Question   
6. Inferential Question   
7. Critical Question   
8. Explanatory Question   
9. Descriptive Question   
10. Creative Question   
   
Unit V: Translation (15 Marks)   
 (a) From Tamil to English   
 Government Order/ circular   
 and   
 (b) From English to Tamil   
 News articles / 5 sentences of complex structure   
   
Unit VI: Hints Development (5 Marks)   
Developing the hints into a readable passage   
   
Unit VII: Notification (20 Marks)   
Drafting Announcements / Advertisements   
 and   
Writing Explanations / Circulars

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 Unit VIII: Grammar (15 Marks)   
1. Active to Passive.   
2. Passive to Active.   
3. Direct to Indirect Speech.   
4. Indirect to Direct Speech.   
5. Rewrite Compound Sentence as Simple sentence.   
6. Rewrite Simple Sentence as Complex sentence.   
7. Transform statement into a strong question.   
8. Transform statement into a weak question.   
9. Transform assertive sentence into a negative sentence.   
10. Add a suitable question tag.   
11. Use the homophones in meaningful sentence.   
12. Use the right adverb.   
13. Fill in the blank wit h right preposition.   
14. Rewrite the sentence in comparative degree.   
15. Rewrite the sentence in past tense.   
16. Change the underlined phrase into clause.   
17. Change the underlined clause into phrase.   
18. Identify the pattern of the given sentence.   
19. Fill in the blanks with a s uitable Article.   
20. Rewrite the sentence correcting the error.

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 Annexure IV   
   
Instructions to be followed by the candidates   
   
1. Written Examination   
   
1.1. Reporting Time at the Examination Venue   
   
1.1.1. To facilitate verification of the identity of the candidates and explanation of the procedures related   
to the examination, the candidates shall present themselves at the examination venue one hour before   
the time scheduled for the commencement of the examination.   
   
1.1.2. All gates serving as entry into the e xamination venue shall be closed thirty minutes before the   
commencement of the examination. After that, no candidate shall be permitted to enter the premises of   
the examination venue.   
   
1.1.3. In case of examinations to be held in both forenoon and afternoon sessi ons, the reporting time for   
the afternoon session shall also be thirty minutes before the commencement of the examination and no   
one shall be allowed into the venue thereafter.   
   
1.2. Entry into the Examination Venue   
   
1.2.1. Candidates shall present themselves at the examination venue with the memorandum of   
admission (hall ticket) downloaded from the Commission‘s website, failing which, they shall not be allowed   
to write the examination. Candidates shall also bring with them, a photocopy of their Aadhaar card /   
Passport / Driving Licence / Permanent Account Number (PAN) card / Voter ID card as identity proof.   
   
1.2.2. Candidates must appear for the examination at the venue they have been allotted, as mentioned   
in the memorandum of admi ssion (hall ticket). Change of venue will not be permitted. No candidate,   
without prior approval, shall be allowed to appear for the examination at a venue other than the one   
originally allotted.   
   
1.2.3. Candidates may be subjected to frisking at the examination venue, if required, with the assistance   
of male/female police personnel or any authorized persons, as the case may be.   
   
1.2.4. Parents and others who accompany the candidates will not be permitted inside the examination   
venue.   
   
1.3. Memorandum of Admission (Hall Ticket)   
   
1.3.1. If the photograph of the candidate in the memorandum of admission 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 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 countersign   
it. The identity proof in original, should also be shown to the room invigilator for verification. The room   
invigilator upon verification of the identity of the candidate, shall obtain an undertaking as to the   
genuineness of the candidate and to the effect tha t he/she is aware that he/she is liable to any   
criminal/penal action initiated by the Commission, if the information furnished is found to be incorrect at   
a later date. The undertaking shall then be handed over to the Chief Invigilator.   
   
1.3.2. Candidates must sh ow the memorandum of admission to the Invigilator / Chief Invigilator /   
inspection authorities / any authorized persons of the examination hall, on demand for verification.   
   
1.3.3. The memorandum of admission should be preserved carefully and retained permanently . The   
memorandum of admission should be produced whenever sought for by the Commission. The   
memorandum of admission may also be photocopied, as a precaution, after the examination is over. No

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 duplicate memorandum of admission will be issued later.   
   
1.4. Examination Room   
   
1.4.1. The candidates shall compulsorily be seated in the examination room thirty minutes before the   
time scheduled for the commencement of the examination.   
   
1.4.2. Candidates must sit in the place allotted to them after checking the name, register num ber and   
photo as pasted on the table.   
   
1.4.3. Water, tea, coffee, snacks, soft drinks, etc., will not be allowed inside the examination room.   
   
1.4.4. Candidates should maintain strict discipline not only in the examination room but also inside the   
campus of the examination venue. Candidates found smoking / intoxicated or found to have entered into   
a quarrel of any kind, or to have misbehaved with the Chief Invigilator or with the inspection authorities or   
with the invigilator or with any other candidate either in the examination hall or inside the campus of the   
examination venue, either before, during or after the examination, are liable to invalidation of answer   
sheet and debarment for any period the Commission may deem fit, as well as appropriate criminal action .   
   
1.4.5. Candidates suffering from serious health issues, may, with the consent of the Chief Invigilator,   
deposit medication or other medical requirements on the room invigilator‘s table for use if needed.   
   
1.4.6. In case of extraordinary circumstances, like pandemic c onditions, etc., the procedures /   
precautions prescribed (e.g., use of sanitizer and face mask, practicing social distancing) shall be adhered   
to.   
   
1.5. Alarm Bell   
   
An alarm bell shall be sounded in respect of each of the following activities to alert the candidates. The   
room invigilators shall make appropriate announcements as and when required.   
   
Event Timeline Duration of Bell   
Before Commencement of Examination   
Descriptive type Examination: Distribution   
of Question -cum-Answer Booklets   
15 minutes before   
Short Bell (2 seconds)   
At the Start and During the Examination   
Commencement of the Examination At the Designated Time Long Bell (5 seconds)   
During the Examination Every One Hour Short Bell (2 seconds)   
Before Conclusion of the Examination 10 minutes before   
conclusion Short Bell (2 seconds)   
At the Conclusion of the Examination   
Conclusion of the Examination At the Designated Time Long Bell (5 seconds)   
   
1.6. Instructions for the Descriptive Type Examination   
   
1.6.1. Candidates must carry only black ink pen (Fountain pen or Ball point pen or Gel pen), a photocopy   
of any one proof of ID, as specified and memorandum of admission (hall ticket) inside the examination   
room. Other materials are not allowed.   
   
1.6.2. The question -cum-answer booklet as well as instructions regarding filling up of the same, shall be   
given fifteen minutes before the time scheduled for the commencement of the examination.   
   
1.6.3. Candidates shall write answers in the question -cum-answer booklet.

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 1.6.4. Candidates must sign in the attendance sheet, after verifying his/her name and register number   
therein, duly mentioning the question -cum-answer booklet number.   
   
1.6.5. In cases where the question number and the answer written therein or the question and answer   
written therein do not correspond to each other or the candidate makes any modification in the question   
number, such an answer shall not be evaluated.   
   
1.6.6. If an answer booklet of a candidate for one paper is declared deemed not fit for valuation, the answer   
booklets of the c andidate for the remaining paper will also be treated as invalid / not subjected for   
evaluation.   
   
1.6.7. Borrowing of any material, instruments from other candidates is strictly prohibited. Candidates shall   
use only their own pens and specifically permitted material.   
   
1.6.8. Candidates shall not be allowed to exceed the time allotted for answering the paper, for any reason.   
   
1.6.9. Candidates should appear for all the papers in the examination for his / her answers to be evaluated   
and in case the ca ndidate absents himself / herself for any of the paper s, the paper attended will not be   
evaluated.   
   
1.7. Other Instructions for the Written Examination   
   
1.7.1. No candidate will be allowed to leave the examination hall until the closure of the examination.   
   
1.7.2. The candidates are instructed to cooperate with the videographer and display clear visuals of his/her   
face and Register Number either on table or through Hall Ticket as and when the videographer comes to   
the table for taking visuals.   
   
1.7.3. Requests from candidates for furnishing of answer paper copy before the completion of the entire   
selection process, will not be entertained by the Commission.   
   
1.7.4. After conclusion of the entire selection process, copies of descriptive type answer bookl et shall be   
made available to the candidates on the Commission‘s website. On requisite payment, the candidates can   
download the answer papers.   
   
1.8. Instructions for Usage of scribe and Compensatory Time   
   
1.8.1. Candidates with Disability   
   
1.8.1.1. Candidates with disability, shall be permitted to utilize the services of a scribe upon making such   
request in the online application subject to the following conditions. Request for scribe made after the   
submission of application or on the date of examination will receive no attention.   
   
1.8.1.2. For the candidate with disability as defined under section 2(s) of the Rights of Persons with   
Disability Act, 2016, the facility of scribe and/or compensatory time shall be granted solely to those having   
difficulty in writing subject to uploading of a cert ificate to the effect that person concerned has limitation to   
write, including that of speed and that scribe is essential to write examination on his/her behalf from the   
Medical Board as per the format available in Annexure II. Compensatory time of not les s than 20 minutes   
per hour of examination will be allowed to candidates with disability, who have physical limitation to write   
including that of speed and who are utilizing the services of a scribe. The candidate with disability should   
upload the Certifica te of Disability in the format prescribed in Annexure II and the Certificate from the   
Medical Board in the format available in Annexure V at the time of submission of online application .

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 1.8.2. Candidates with Benchmark Disability   
   
1.8.2.1. Candidates with benchmark disability, shall be permitted to utilize the services of a scribe /   
compensatory time upon making such request in the online application subject to the following conditions.   
Request for scribe / compensatory time made after the submission o f application or on the date of   
examination will receive no attention.   
   
1.8.2.2. Candidate with benchmark disability as defined under section 2(r) of the Rights of Persons with   
Disability Act, 2016, in the category of blindness, locomotor disability (both arm affected) and cerebral   
palsy, the facility of scribe shall be given , if so desired by the candidate . Compensatory time of not less   
than 20 minutes per hour of examination will be allowed to candidates with blindness, locomotor disability   
(both arm affected) and cerebral palsy and who are utilizing the services of a scribe. The candidates with   
benchmark disability in the category of blindness, locomotor disability (both arm affected) and cerebral   
palsy should upload the Certificate of Disability in the format prescribed in Annexure II, at the time of   
submission of online application .   
   
1.8.2.3. In case of other category of benchmark disability, the provision of scribe can be allowed on   
uploading of a certificate from the Chief Medical Officer / Civil Surgeon / Medical Superintendent of a   
Government Health care institution, to the effect that person concerned has limitation to write, including   
that of speed and that scribe is essential to write examination on his/her behalf. Compensatory time of not   
less than 20 minutes per hour of examination will be allowed to candidates with other category of   
benchmark disability and who are utilizing the services of a scribe. The format of the certificate is available   
in Annexure V. The candidates with other category of benchmark di sability should upload the Certificate   
of Disability in the format prescribed in Annexure II and the Certificate from the Chief Medical Officer / Civil   
Surgeon / Medical Superintendent of a Government Health care institution in the format a vailable in the   
Annexure V, at the time of submission of online application .   
   
1.8.2.4. All candidates with benchmark disability who have physical limitation with regard to writing   
including that of speed and not availing the services of a scribe will be al lowed additional time of a minimum   
of one hour for an examination of three hours duration, on production of a certificate from the Chief Medical   
Officer / Civil Surgeon / Medical Superintendent of a Government Health care institution, to the effect that   
person concerned has limitation to write and compensatory time is recommended. Such candidates with   
benchmark di sability should upload the Certificate of Disability in the format prescribed in Annexure II and   
the Certificate from the Chief Medical Officer / Civil Surgeon / Medical Superintendent of a Government   
Health care institution in the format available in Annexure V at the time of submission of online application .   
   
1.8.3. The Commission will arrange for scribes and the fee amount to be paid to the scribes will be met by   
the Commission. Candidates availing of the services of the scribes need not pay any fee to them.   
   
1.8.4. All candidates with disability, availing of the services of the scribes while appearing for the written   
examination will be seated in a separate room in the ground floor, in close vicinity to the Chief Invigilator ’s   
control room and under the close supervision of the Chief Invigilator.   
1.9. Special Instructions for the Candidates with Benchmark Disabilities   
   
1.9.1. Candidates with benchmark disability must affix their signature and left hand thumb impression in   
the space provided in the answer sheets, if possible. Candidates with locomotor disability who have been   
permitted to use scribe facility, who are unable to affix their signature, may affix their left hand thumb   
impression alone. Candidates who are unable to use their left hand, must affix right hand thumb   
impression. Candidates who are unable to use both hands, and who have been permitted to use scribe,   
may leave the sig nature and thumb impression columns blank.   
   
1.9.2. All persons with benchmark disability, who are unable to climb the staircase, will be allowed to write

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 the examination in a room in the ground floor, in close vicinity to the Chief Invigilator’s control room.   
   
1.10. Penalty for Violation of Commission’s Instruction s   
   
The answer sheets of the candidate s will be invalidated / marks deducted / criminal action initiated / and   
debarment imposed for the following violations:   
   
1.10.1 Invalidation of Answer Booklet in Descriptive Type Examination   
   
1.10.1.1. Usage of pens other than black ink pens. The candidate shall use the same black ink pen   
(Fountain pen or Ball point pen or Gel pen) in the entire answer booklet for all purposes including writing   
the register number, signing on the first page, answering, drawing, underlining, highlighting, striking off   
unused space in the answer booklet, striking off answers in excess of the number required, etc. For this   
purpose, candidates should keep sufficient numb er of additional black ink pens of same type, with same   
colour and shade of ink.   
   
1.10.1.2. Usage of whitener, sketch pens, pencil, colour pencils, multicolour pens, crayons or any other   
writing materials, for any purpose.   
   
1.10.1.3. Writing religious symbols, writing their name, signature, phone number, cell phone number,   
initials, address and writing any other name, initial or address in the answer booklet except in the manner   
instructed in the question -cum-answer booklet.   
   
1.10.1.4. Appealing to the examiner in the answer booklet, invoking sympathy of examiners in connection   
with their results.   
   
1.10.1.5. Candidates writing anything unconnected to the question, or any impertinent remarks and   
irrelevant matter revealing his / her identity.   
   
1.10.1.6. Writing the answers in more than one language (i.e., partly in Tamil and partly in English) except   
in cases where specifically permitted. If the candidates answer in Tamil, they should write the entire   
examination in Tamil only or if the candidates answer in English, they should write the entire examination   
in English only. However, technical words which cannot be translated, can be written in the respective   
languages, i.e., only the technical words and not the entire sentence / entire answers. The answer b ooklet   
of the candidate who violates this instruction will be invalidated.   
   
1.10.1.7. Wrongly seated in the place of other candidates and/or written the examination using the answer   
booklet of other candidates.   
   
1.10.1.8. Tampering with the Barcode printed on the question -cum-answer booklet.   
   
1.10.1.9. The question -cum-answ er booklet for e xamination which has not been signed by the candidates   
in the designated places.   
   
1.10.2. Criminal Action: Criminal action will be initiated against the candidates for the following reasons: -   
   
1.10.2.1. Misbehaviour and indiscipline in the examination hall: Candidates should maintain strict discipline   
not only in the examination room, but also inside the campus of the examination venue. Candidates found   
smoking / intoxicated, or found to have entered into a quarrel of any kind, or to have misbehaved with the   
Chief Invigilator or with the inspection authorities or with the invigilator or with any other candidate either   
in the examination hall or inside the campus of the examination venue, either before, during or after the   
examination, are liable to invalidation of Question -cum-Answer Booklet and debarment for any period   
the Commission may deem fit, as well as appropriate criminal action.

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 1.10.2.2. 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.   
   
1.10.3. Invalidation of Question -Cum -Answer Booklet as well as debarment for such period as the   
Commission may deem fit will be imposed on candidates resorting to any kind of irregularity or malpractice   
within / outside the examination hall including:   
   
a. Consulting with / copying from another candidate in the examination hall.   
b. Permitting others to copy from his/her Question -cum-Answer Booklet.   
c. Copying from books or notes which are printed / typewritten / handwritten.   
d. Seeking the help / assistance of any official / hall supervisor in answering questions in   
examination hall.   
e. Approaching or attempting to approach an examiner or getting other people to approach an   
examiner on his behalf.   
f. Possession of electronic devices such as cellular phones, watches with inbuilt memory note, and   
rings with in -built memory notes, 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.   
g. Taking away from the examination hall, the whole or part of any used / unused Question -cum-Answer   
Booklet without handing it over to the room invigilator.   
h. Tampering with the Barcode printed on the Question -cum-Answer Booklet.   
   
1.10.4. Violation of any one or more of the instructions contained in the Notification, Commission ’s   
Instructions to Applicants / instructions printed on the question -cum-answer booklet / memorandum of   
admission (hall ticket) shall also make the candidate liable to debarment, either permanently or for such   
period as the Commission deems fit, and/or rejection of candidature after due process and /or invalidation   
of answer sheet and/or any other penalty, as decided by the Commission.   
1.10.5. Debarment   
   
The period fo r which candidates shall be debarred from appearing for the examinations / participating in   
the recruitment processes conducted by the Commission, for the offences committed by the candidates   
are given below. Besides debarment, the candidate shall also be liable to rejection of candidature after   
due process, invalidation of answer sheet/papers, as the case may be. Criminal action may also be initiated   
against such candidates wherever indicated.   
   
S.   
No. Nature of Offence Period of   
Debarment   
1 Attempts to influence the Chairman, Members of the Commission,   
Secretary, Controller of Examinations or any officer or staff of the   
Commission, personally / by letter / through relatives, friends, patrons,   
officials or other persons. Three Years   
2 Production of bogus community / differently abled / transgender, etc.   
Tampering or alteration in the documents or certificates. Permanent, Initiation   
of criminal action

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 3 Suppression of material information, at any stage of the selection process,   
regarding:   
(i) Previous appearances or availing free chances.   
(ii) Regular / temporary employment in Government or Quasi -   
Government organizations, local bodies, public sector undertakings,   
statutory bodies, public corporations, Universities, etc.,   
(iii) Criminal cases, arrests, convictions, disciplinary proceedings, etc.   
(iv) Debarment or disqualification by Union Public Service Commission /   
State Public Service Commissions / other agencies One Year   
4 Possession of electronic devices such as cellular phones, watches and   
rings with in-built memory notes, Bluetooth devices, communication chip,   
any other electronic devices inside the examination room and also   
seeking the help of / assistance of any official / invigilator / any outsider   
in answering question Permanent   
5 Possession of non-electronic devices such as P&G Design Data Book,   
books, notes, guides, handbags, other non-permitted materials,   
etc. inside the examination room. Three Years   
6 Consulting with other candidates, copying from other candidates,   
permitting others to copy from his / her answer paper, copying from   
books or notes which are printed / typewritten / hand written, etc. Three Years   
7 In addition to the offences listed herein, the involvement of candidates in   
any indiscipline or irregular practices within / outside the examination   
room. Three Years   
8 Written certain unwarranted remarks unconnected with answers to the   
subject concerned in the answer books, etc., i.e., vulgar, derogatory and   
obscene language. Three Years   
9 Appeal to the examiners in the answer books, to value liberally or to   
award more marks or to be sympathetic, etc. One Year   
10 Approaching or attempting to approach an examiner or getting other   
people to approach an examiner on his / her behalf Permanent, Initiation   
of criminal action   
11 Taking away from the examination hall, the whole or part of any used /   
unused question -cum-answer booklet, without handing it over to the   
room invigilator. Tampering with the Barcode. Three Years   
12 Candidates found smoking / intoxicated, or found to have entered into a   
quarrel of any kind, or to have misbehaved with the Chief Invigilator or with   
the inspection authorities or with the invigilator or with any other candidate   
either in the examination hall or inside the campus of the   
examination venue, either before, during or after the examination. Three Years   
13 Indulging in grave malpractices, including impersonation, amounting to   
subversion of the conduct of examination. Permanent,   
Initiation of criminal   
action   
   
2. Onscreen Certificate Verification   
   
2.1. Onscreen Certificate Verification will be done based on the documents already uploaded by the   
candidate s at the time of online application.   
   
2.2. Based on the Onscreen Certificate Verification , the candidates will be given 10 calendar days to   
upload the required document(s) / defective document(s) or certificate(s). Failure to re -upload the required   
document(s) / defective document(s) or certificate(s) as per the claim in the online application within the   
time stipulated by the Commission, shall res ult in rejection of claim.

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 3. Physical Certificate Verification   
   
3.1. Candidates admitted to physical certificate verification shall bring all the original certificates uploaded   
/ re-uploaded (if applicable) for physical certificate verification as claimed in the online application, without   
fail.   
   
3.2. After verification of original certificates, the eligible candidates alone will be admitted for counselling .   
If the candidate does not satisfy the eligibility criteria, his/her online application will be rejected and his/her   
provisional admission to physical certificate verification will be cancelled and will not be allowed to attend   
the counselling .   
   
3.3. If the candidate does not appear for the physical certificate verification on the scheduled date and   
time, the candidate will not be given any further chance to appear for the physical certificate verification   
and will not be allowed to attend the counsell ing.   
4. Counselling   
4.1. Candidates will be allowed to participate in the counselling based on his / her rank. If the candidate   
does not appear for the counselling on the scheduled date and time, the candidate will not be given any   
further chance to appear for the counselling.   
   
4.2. The post chosen by the candidate during the counselling cannot be changed under any circumstances .

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 Annexure V   
   
1. Form for Certificate for Allocation of Scribe / Compensatory Time   
This is to certify that I have examined Mr/Ms/Mrs. (Name of the   
candidate with disability) a person with (Nature and   
percentage of disability as mentioned in the certificate of disability), S/o/D/o   
 a resident of   
(Village / District / State and to state that He / She has physical limitation which hampers his   
/ her writing capabilities owning to his / her disability.   
   
Due to the above mentioned disability following concession may be given :- \*   
   
1. Allocation of a scribe.   
2. Compensatory time for writing the examination .   
   
\*strike out the non applicable.   
   
Signature   
(Chief Medical Officer / Civil Surgeon / Medical Superintendent / notified Medical Authority of a   
Government Health Care Institution / Medical Board)   
   
   
Name & Designation   
   
Name of Government Hospital / Health Care Centre / The notified Medical Authority / Medical   
Board   
   
   
   
Place:   
Date:   
   
Signature / Thumb impression of the Differently Abled Person   
   
   
Note:   
Certificate should be given by a specialist of the relevant stream / disability   
(e.g. Visual Impairment – Ophthalmologist, Locomotor disability – Orthopedic Specialist / PMR   
etc.,)

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 Annexure VI   
Form o f Certificate for Service Qualification   
   
1. Name of the Staff   
2. Name of the post held as on Crucial date   
(01.08.202 5)   
3. Name of the post held as on the date of   
notification (07 .10.2025)   
4. a) Is the candidate an approved probationer ? @   
@Approved Probationers are only eligible for this   
recruitment as on 01.08.2025 Yes / No   
b) If so, in which post?   
5. Date of obtaining the prescribed Bachelor’s   
degree   
6. No. of years of Regular Service as on   
01.08.202 5 either in the post of Junior Assistant   
or Assistant or in bot h the categories taken   
together after obtaining the prescribed   
Bachelor’s degree   
7.   
   
   
   
   
   
   
   
   
 Service Period after obtaining the prescribed Bachelor’s degree \*   
Name of the Post Name of the Service   
(Tamil Nadu Ministerial   
Service / Tamil Nadu   
Judicial Ministerial Service) Period of employment   
From (date) To (date) Period   
(Years/Months/Days)   
   
   
Total Service Period   
8. Drafting experience for the post of Assistant Section Officer in Secretariat (Other than Law and Finance   
Departments) after obtaining Bachelor’s degree \*   
Name of the Post Name of the Service   
(Tamil Nadu Ministerial   
Service / Tamil Nadu   
Judicial Ministerial Service) Period of employment   
From (date) To (date) Period   
(Years/Months/Days)   
   
   
 Total period of Drafting experience   
9. a) Is there any disciplinary action against   
the candidate? (Completed / Pending) Yes / No   
b) If so, furnish the details.   
Endorsement No.   
Date   
10.   
   
11. I have no objection to the candidate’s application being considered for this recruitment.   
   
Certified that the candidate has no punishments against him / her.   
   
Place:   
   
   
Date:   
 Signature:   
   
 Designation :   
(Appointing Authority)   
   
   
 Office Seal   
\* Certificate issuing authority is requested to verify that the candidate has rendered service in the post of Junior   
Assistant / Assistant in the Tamil Nadu Ministerial Service / Tamil Nadu Judicial Ministerial Service

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 Annexure VII   
   
Form o f Certificate for the post held as on the date of Physical Certificate Verification   
   
   
Name of the Staff   
Name of the post held as on the date of   
physical certificate verification (\_\_.\_\_.2026)   
Is there any disciplinary action pending against   
the staff? Yes / No   
This is to certify that the above particulars furnished by me are correct.   
Signature   
Designation of the Appointing Authority   
Place:   
   
Date :   
   
 Office Seal   
Note: The Appointing Authority who issues the Certificate is cautioned that issuing a certificate containing   
false or incorrect details will lead to legal / penal action against him / her.

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 Annexure VIII   
   
I. List of Departments under Tamil Nadu Ministerial Service (extracted from Tamil Nadu Ministerial Service   
Rules , amended as on 31.08.2012 )   
   
1. Adi Dravidar And Tribal Welfare Department   
2. Agriculture Department   
3. Agricultural Marketing Department   
4. Agriculture Income Tax Department   
5. Animal Husbandry Department   
6. Backward Classes Department   
7. Archaeological Departme nt   
8. Cinchona Department   
9. Collegiate Education Department   
10. Commercial Taxes Department   
11. Director o f Government Examinations   
12. Office o f the Commission er of Civil Supplies and Consumer Protection   
13. Cooperative Department   
14. Department o f Social Defence   
15. Dairy Developmen t Department   
16. Department of Economics a nd Statistics   
17. Department of Legal Studies   
18. Directorate of Vigilance a nd Anti Corruption   
19. Directorate of Tamil Development   
20. Electrical Inspectorate   
21. Employment a nd Training Department   
22. Fire Service Department   
23. Fisheries Department   
24. Tamil Nadu Forensic Science Laboratory   
25. Forest Department   
26. Government Museums a nd Connemara Public Library   
27. Handlooms Department   
28. Medical Services a nd Family Welfare Department   
29. Medical Education Department   
30. Motor Vehicles Maintenance Department   
31. Highw ays a nd Rural Works Department   
32. Hindu Religious a nd Charitable Endowments (Administration)   
33. The Governor’s Household   
34. College o f Indigenous Medicine   
35. Industries Department   
36. Office of the Director of Municipal Administration   
37. Jail Department (Including Borstal School)   
38. Labour Department   
39. Local Fund Audit Department   
40. Tamil Nadu Archives   
41. National Cadet Corps   
42. Panchayat Development Department   
43. Public Library Department   
44. Police Department   
45. Port Department   
46. Prisons Department   
47. Public Health a nd Preventive Medicine Department   
48. Public Health Engineering a nd Municipal Works Department   
49. Public Works Department   
50. Public (Information And Public Relations) Department   
51. Registration Department   
52. Rehabilitation Department   
53. Revenue Department

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 54. Land Administration Department   
55. Land Reforms Department   
56. Revenue Settlement Parties   
57. Social Welfare Department   
58. School Education Department   
59. Department o f Ex-Servicemen's Welfare   
60. Stationery a nd Printing Department   
61. State Trading Schemes Department   
62. Survey a nd Land Records Department   
63. Survey and Settlement D epartment   
64. Tamil Nadu Forensic Science Laboratory   
65. Transport Department   
66. Treasury a nd Accounts Department   
67. Technical Education Department   
68. Town a nd Country Planning Department   
69. Town Panchayat Department   
70. Tribunal / Commissioner for Disciplinary Proceedings   
71. Veteri nary Education a nd Research Department   
72. Urban Land Ceiling and Urban Land Tax Department   
   
II. Tamil Nadu Judicial Ministerial Service