



## TAMIL NADU PUBLIC SERVICE COMMISSION

**NOTIFICATION NO:21/2014**

**DATED:28.11.2014**

Applications are invited only from **woman** candidates through online mode upto 26.12.2014 for Direct Recruitment to the following post in the Social Welfare and Nutritious Meal Programme:-

	Name of the Service and Code No.	No. of vacancies	Scale of Pay
<b>Child Development Project Officer</b> (2012-2013) (Post Code No.1798)	Tamil Nadu General Service (Service Code No.035)	<b>117</b> (including 1 c/f vacancy)	Rs.9300-34800 + Grade Pay Rs. 4500/-

### 2. DISTRIBUTION OF VACANCIES

GT(G)	GT(G) PSTM	GT(W)	GT(W) PSTM	GT(W) (Ortho)	BC(G)	BC(G) PSTM	BC(W)	BC(W) PSTM	BC(G) (Ortho)	BCM(G)	BCM(G) PSTM	BCM(W)	MBC/DC (G)	MBC/DC (G) PSTM	MBC/DC (W)	MBC/DC (W) PSTM	MBC/DC (G) (Deaf)	SC(G)	SC(G) PSTM	SC(W)	SC(W) PSTM	SC(G) (Deaf)	SC(A) (G)	SC(A) (G) PSTM	SC(A) (W) PSTM	ST(G) PSTM
20	5	8	2	1	16	4	7	2	1	1	1	2	13	3	5	2	1	9	2	4	1	1	2	1	1	1

GT- General Turn , BC - Backward Class, MBC/ DC - Most Backward Class/ Denotified Community, SC- Schedule Caste , A - Arunthathiar, G - General, W - Women, PSTM- Persons Studied in Tamil Medium.

### 3. IMPORTANT DATES:-

Date of Notification	<b>28.11.2014</b>	-
Last date for submission of applications	<b>26.12.2014</b>	-
Last date for payment of Fee through Bank or Post Office	<b>30.12.2014</b>	-
<b>Date of Written Examination</b>		
<b>Paper –I (Concerned Subject)</b>	<b>15.02.2015 FN</b>	10.00 AM – 01.00 PM
<b>Paper – II (General Studies)</b>	<b>15.02.2015 AN</b>	02.30PM – 04.30 PM

### 4. QUALIFICATIONS:-

(A) **AGE** (as on 01.07.2014):

Sl. No.	Category of Candidates	Minimum Age (Should have completed)	Maximum Age
1.	SCs, SC(A)s, STs, MBCs/DCs, BCs, BCMs and Destitute Widows of all Castes.	18 Years	No Age limit
2.	'Others' [i.e. candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs].	18 Years	30 Years (Should not have completed)

**Note:-**

- (i) "Others" [i.e Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs, BCMs] who have put in five years of service in the State/Central Government are not eligible even if they are within the age limit.
- (ii) The Technical and Non-Technical Staff of TANSI who have faced retrenchment and have not been absorbed in the Government Corporations/ Undertakings may also apply, if they are otherwise qualified except age and the relevant age rule will be relaxed by the government in their favour if they come up for selection.

**(B) EDUCATIONAL QUALIFICATION :- (as on 28.11.2014)**

Candidates should possess the following or its equivalent qualification awarded by any University or Institution recognized by the University Grants Commission for the purpose of its grant:

Name of the Post	Qualification
Child Development Project Officer	1. Degree in Nutrition (or) 2. Degree in Home Science (or) 3. A degree with a PG Diploma in Rural Services of Gandhigram University

**Note**

- (i) The Degree / Post Graduate Diploma qualification prescribed should have been obtained after passing SSLC/10<sup>th</sup>, Diploma/H.S.C, Degree as the case may be.
- (ii) Candidates claiming equivalence of qualification should upload evidence for such claim in the form of Government Order (G.O.) issued prior to the date of this Notification. The G.O. issued after the date of Notification will not be accepted.

**4. GENERAL INFORMATION:-**

- A. The Rule of reservation of appointment is applicable to this post.
- B. In G.O. Ms. No. 145, Personnel and Administrative Reforms (S) Department, dated 30.09.2010, the Government have issued orders to fill up 20% of all vacancies in direct recruitment on **preferential basis** to persons studied the above prescribed qualification in Tamil Medium. The 20% reservation of vacancies on preferential allotment to **Persons Studied in Tamil Medium (PSTM)** will apply for this recruitment. The turns for PSTM has been ordered in G.O. Ms. No. 40, Personnel and Administrative Reforms (S) Department, dated 30.04.2014. (Candidates claiming this reservation should have studied the above prescribed qualification for the post in Tamil Medium and should have the certificate for the same. Having written the examinations in Tamil language alone will not qualify for claiming this reservation). If the candidates with PSTM are not available for selection for appointment against reserved turn such turn shall be filled up by Non-PSTM candidates but belonging to the respective communal category. Regarding the PSTM reservation certificate shall be produced / uploaded by the candidate as it has been in prescribed format / proforma available in the Commission's website at '[www.tnpsc.gov.in](http://www.tnpsc.gov.in)' which may be obtained from the Head of the Institution or Registrar.

(For further details refer para. 27 (19) of the 'Instructions to candidates').

- C. The number of vacancies advertised is only approximate and is liable for modification including reduction with reference to vacancy position at any time before finalisation of selection.
- D. **Woman candidates alone are eligible for this post.**

E. **CERTIFICATE OF PHYSICAL FITNESS:-**

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

Name of the Post	Standard of Vision	Form of Certificate of Physical Fitness
<b>Child Development Project Officer</b>	Standard-III or better	Form prescribed for Executive Post

Candidates with defective vision should produce eye fitness certificate from a qualified eye specialist.

In G.O.Ms.No.25 Welfare of Differently Abled Persons (DAP2.1) Department, dated 14.03.2013, the post of Child Development Project Officer has been identified as suitable for OA/OL/HH categories of Differently Abled persons alone for 3% reservation to Differently Abled Persons [OA- One Arm, OL-One Leg and HH- Hard of Hearing].

- G. The Differently Abled persons should upload a copy of certificate of physical fitness specifying the nature of physical handicap and the degree of disability based on the norms laid down, from the Medical Board to the effect that his/her handicap will not render him/her incapable of efficiently discharging the duties attached to the post to which he/she has been selected before appointment when called for by Tamil Nadu Public Service Commission.
- H. Reservation of appointments to "Destitute Widows" will not apply to this recruitment.
- I. Even after filling up of the post reserved for SC Arunthathiyars on preferential basis, if more number of qualified Arunthathiyars are available, they shall be entitled to compete with the Scheduled Castes other than Arunthathiyars in the inter-se merit among them and if any posts reserved for Arunthathiyars remain unfilled for want of adequate number of qualified candidates, it shall be filled up by Scheduled Castes other than Arunthathiyars.
- J. Any claim relating to the selection (not related to candidature or / and claims made in the application) should be sent when called for documents / uploading document is made. Any claim received thereafter will not be entertained.
- K. Information regarding arrest, convictions/debarment/disqualification by any recruiting agency, criminal or any disciplinary proceedings initiated or finalised, participation in agitation or any Political Organization, candidature in election for Parliament/State Legislature/Local Bodies etc., if any, should be furnished to the Commission at the time of application i.e. the details thereof, originals of the Judgement of Acquittals, order/ or G.O. dropping further action in Departmental proceedings or any document that may prove the suitability of such candidates for a Government appointment in such cases must be produced at the stage/ time of Certificate Verification without fail.
- L. The selection for appointment to the above said post is purely provisional subject to final Orders on pending Writ Petitions, if any, filed in Madras High Court and Madurai Bench of Madras High court.

M. Applications containing wrong claims relating to category of reservation/ other basic qualifications/ eligibilitywise / age / educational qualification / Practical Experience etc., (i.e) basic eligibility criteria are liable for rejection.

**5. SCHEME OF MAIN EXAMINATION ( OBJECTIVE TYPE ) AND ORAL TEST:-**

Subject	Duration	Maximum Marks	Minimum Qualifying Marks for selection	
			SC, ST, MBC/DC BC(M) & BC	Others
<b><u>OMR Based Examination</u></b>				
<b>Objective Type</b>				
<b>(i) Paper I</b>	3 hours			
Nutrition and Dietetics (Code No. 087) <b>or</b> Home Science (Code No. 175)		300	171	228
(Degree Standard) (200 questions)	2 hours	200		
<b>(ii) Paper II</b> General Studies (Degree Standard) (100 items) (General Studies -75 and Aptitude and Mental Ability -25 questions )		70		
<b>(iii) Interview</b>				
<b>TOTAL</b>		<b>570</b>		

**Note:**

There is no change in the syllabi of optional subjects which are already available in the website.

1. To use blue or black ink Ball Point Pen only.
2. Answer sheet will be Invalidated if shaded in Pencil.
3. The answer sheet will be invalidated if the box for Booklet Series is not shaded and could not be identified even by physical verification of the answer sheet.
4. Answer sheet answered in a subject other than the subject opted by the candidate in his application/specified in the Hall Ticket will be invalidated.
5. Each one mark will be deducted for incorrect or absence of shading Register Number and Question Booklet Series.

**In respect of Optional Subjects:-**

- (i) The Questions in Paper-I (Concerned Subject) and Paper-II (General Studies) will be set both in English and in Tamil.

- (ii) The candidates who have not appeared for any of the subjects in the written examination will not be considered for selection even if they secure the minimum qualifying marks for selection.
- (iii) The syllabus for the subjects **Nutrition and Dietetics** (Degree Standard), **Home Science** (Degree Standard) and **General Studies** (Degree Standard) are available in the Commission's website [www.tnpsc.gov.in](http://www.tnpsc.gov.in) and also furnished in Annexure-I to this Notification.
- (iv) Candidates should choose only the subject in which they have obtained the prescribed educational qualification for appearing for Paper-I.

#### **6. CENTRES FOR EXAMINATION:-**

Sl. No.	Name of the Centre	Centre Code	Sl. No.	Name of the Centre	Centre Code	Sl. No.	Name of the Centre	Centre Code
1	Chennai	0100	2	Madurai	1000	3	Coimbatore	0200

**Note:**

The Commission reserves the right to increase/decrease the number of examination centres and to re-allot the candidates.

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

Selection will be made in two successive stages i.e.,

- (i) Main Written Examination and
- (ii) Oral Test.

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

#### **8. EXAMINATION FEE: -**

- Rs.175/- (Rupees one hundred and Seventy five only) be paid. (i.e. Cost of Application Rs. 50/- + Examination fee Rs.125/-) Candidates claiming exemption from examination fee should pay Rs.50/- towards Application cost. (No exemption for cost of application)
- Candidates have also to pay the service charges applicable to the Bank or Post Office or Fee Processing Agency.
- Candidates can avail of the facility of one time Registration on payment of Rs.50/- towards Registration fee. The registration shall be valid for a period of Five years from the date of one time registration.
- **Offline mode of payment in the form of DD/ Postal Order etc., will not be accepted and the applications forwarded with such modes of payment will be summarily rejected.**
- Those who have registered in the **one time registration** system and paid the registration fee of Rs.50/- and received the registration ID **need not pay** the application fee i.e., Rs. 50/- and it is enough to pay the examination fee alone.
- Candidates who have made one time registration must apply for the notified post. One time registration is only to avail exemption for application fee for a period of 5 years from the date of registration.

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

### 9. **NO OBJECTION CERTIFICATE AND INFORMATION TO THE EMPLOYER:-**

Refer to paragraph 15(g) of the 'Instructions to the candidates'. Any violation of the Instruction will be liable for/ end in rejection of his candidature.

### 10. **CONCESSIONS:-**

Concessions in the matter of age and / or fees allowed to SCs, SC(A)s, STs, MBCs/DCs, BCs, BCMs, Destitute Widows, Ex-servicemen and Differently Abled persons, other categories of persons etc. are given in paragraphs 12 to 14 of the 'Instructions to the candidates'.

### 11. **HOW TO APPLY:**

- Candidates should apply only through online in the Commission's Website [www.tnpsc.gov.in](http://www.tnpsc.gov.in) or in [www.tnpscexams.net](http://www.tnpscexams.net)
- Before applying, the candidates should have scanned image of their photograph and signature in CD/DVD/Pen drive as per their convenience.
- A valid e-mail ID and Mobile Number are mandatory for registration and e-mail ID should be kept active till the declaration of results. Candidates are cautioned to keep your e-mail ID and password confidentially since communications will be sent to the mobile and e-mail.
- All the particulars mentioned in the online application including Name of the Candidate, Post Applied, Communal Category, Educational qualification, Date of birth, Address, e-mail ID, Centre of Examination etc. will be considered as final and **no modifications will be allowed after the last date specified for applying online**. Since certain fields are firm and fixed and cannot be edited, candidates are requested to fill in the online application form with the utmost care and caution as no correspondence regarding change of details will be entertained.
- The candidates who wish to receive SMS should register their mobile number in the application.

#### 11(A) **APPLYING ONLINE:**

- 1) Candidates are first required to log on to the TNPSC's website [www.tnpsc.gov.in](http://www.tnpsc.gov.in) or [www.tnpscexams.net](http://www.tnpscexams.net).
- 2) Click "Apply Online" to open up the On-Line Application Form.
- 3) Select the name of the post or service for which you wish to apply.
- 4) If you already have Unique ID, enter the Unique ID and password to view the already available information and update them, if necessary.
- 5) If you do not have valid ID, enter all the required particulars without skipping any field.
- 6) Candidates are required to upload their latest photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature. **An online application uploaded without the photograph and signature will be rejected.**

#### **Note:**

Candidate who have One Time Registration ID (Unique ID) and pass word, have to apply again for all notifications. One Time Registration will not be considered as an application for any post.

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

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

**11(C) Online Payment (Net Banking, Credit card/Debit card) :-**

- 1) In case candidates who wish to pay fees through the online payment gateway, i.e. Net banking, Credit card and Debit card payment, **an additional page of the application form will be displayed** wherein candidates may follow the instructions and fill in the requisite details to make payment.
- 2) After submitting your payment information in the online application form, wait for the intimation from the server, **DO NOT press Back or Refresh button in order to avoid double charge.**
- 3) If the online transaction has been successfully completed, a registration ID number and password will be generated. Candidates should note their registration ID number and password for future reference in respect of the post applied for.

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

- 1) For offline mode of payment, candidates have to select either Post Office or Indian Bank branch.
- 2) Click "SUBMIT" to submit the application form.
- 3) Candidates will be provided with application number and password. Please note down the application number and password.
- 4) On submission, system will generate the payment chalan which the candidate need to take print out and go to the nearest branch of Indian Bank or the designated Post Offices as the case may be, to make the payment.
- 5) Collect the candidate's copy of the fee payment chalan from the branch. Check that the chalan is properly signed and the details of transaction number, branch name and DP code number, deposit date have been noted in the chalan by the branch authorities.
- 6) On-line application registration will be taken as successful one, only if the payment is made either in the post office or in the Indian Bank **within two working days from the date of registration/submission of application.**

**11(E) Print Option:-**

- 1) After submitting the application, candidates can print / save their application in PDF format.
- 2) On entering registration number and password, candidates can download their application and print, if required.
- 3) Need not send the printout of the online application or any other supporting documents to the Commission. The certificates will be verified only when the candidates come up for next stage of selection.

**Note:-**

- i. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee/intimation charges to avoid the possibility of disconnection/inability/failure to log on the TNPSC's website on account of heavy load on internet/website jam.

- ii. TNPSC does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the TNPSC.
- iii. Under no circumstances, a candidate should share/mention e-mail ID or mobile number to any other person. In case a candidate does not have a valid personal e-mail ID, they should create a new e-mail ID before applying on-line and must maintain that e-mail account.
- iv. There is a provision to modify the submitted on-line application. Candidates are requested to make use of this facility to correct their details in the on-line application if any. This modification facility will be available up to the last date for applying online for the particular post. After this date, no modification will be permitted. Candidates should take utmost care and caution while filling in the on-line application. Please note that no modification in fee payment details will be permitted for candidates who pay fees/intimation charges through the online mode. Since certain fields are firm, fixed and cannot be edited, candidates are advised to fill in the online application form with the utmost care and caution as no correspondence regarding change of details will be entertained.
- v. Candidates should carefully fill in the details in the on-line application at the appropriate places and click on the "SUBMIT" button at the end of the on-line application format. Before pressing the "SUBMIT" button, candidates are advised to verify each and every particular column in the application. The name of the candidate or his/her father/spouse etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.
- vi. Request for change/correction in any particulars in the application form shall not be entertained under any circumstances **after the last date for editing/updating** application details specified. TNPSC will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.
- vii. Commission is not responsible for the online payment failure.

## **12. OTHER IMPORTANT INSTRUCTIONS:-**

- a. **Candidates should ensure their eligibility for examination:** The candidates applying for the examination should ensure that they fulfil all eligibility conditions for admission to examination. **Their admission to all stages of the examination will be purely provisional subject to satisfying of the eligibility conditions.** Mere issue of memo of admission to the candidate will not imply that his/her candidature has been fully cleared by the Commission.
- b. **How to apply:** Candidates are required to apply on-line by using the website [www.tnpsc.gov.in](http://www.tnpsc.gov.in) or [www.tnpscexams.net](http://www.tnpscexams.net) Detailed instructions for filling up online application are given in para 11 of this Notification.
- c. The Hall Tickets for eligible candidates will be made available in the Commission's website [www.tnpsc.gov.in](http://www.tnpsc.gov.in) or [www.tnpscexams.net](http://www.tnpscexams.net) for downloading by candidates. No Hall Tickets will be sent by post. So the candidates/ applicants should watch our Tamil Nadu Public Service Commission website since ahead/ before the scheduled date of examinations.



- d. **Grievance Redressal Cell for guidance of candidates:** In case of any guidance/information/clarification of their applications, candidature, etc. candidates can contact Tamil Nadu Public Service Commission's Office in person or over Telephone No. 044-25300300 or the Commission's Office Toll-Free No.1800 425 1002 on all working days between 10.00 a.m. and 05.45 p.m.
- e. **Mobile phones and other articles banned:-**
- (i) Candidates are not allowed to bring Pager, Cellular phone, Calculator, memory notes and books etc. or any other Electronic device or Recording device either as separate piece or part of something used by the candidate such as Watch or Ring etc., to the examination hall/room on the date of Examination.
  - (ii) If they are found to be in possession of any such thing or instrument they will not be allowed to attend the examination further, besides invalidation of answer paper and/or debarment. If it is considered necessary they will be subjected to thorough physical search including frisking on the spot.
  - (iii) Do not bring into the Examination Hall any article such as books, notes, loose sheets, mathematical and drawing instruments, Log Tables, stencils of maps, slide rules, Text Books, rough sheets etc. except the permitted writing material i.e. pen. No colour pen or pencil must be used.
  - (iv) Candidates are advised in their own interest not to bring any of the banned items including Mobile phones/Pagers to the venue of the examination, as arrangements for safekeeping cannot be assured.
- f. Candidates are not required to submit along with their application any certificates in support of their claims regarding age, educational qualifications, community certificates and certificates regarding their physical disability, etc.,. They should be submitted when called for by the Tamil Nadu Public Service Commission. The candidates applying for the examination should ensure that they fulfil all the eligibility conditions for admission to the examination. Their admission at all the stages of examination for which they are admitted by the Commission viz. Main Examination and Oral Test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the Main Examination and Oral Test, it is found that they do not fulfil any of the eligibility conditions, their candidature for the examination will be cancelled by the Commission.
- g. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the Commission.
- h. **Unfair means strictly prohibited:** No candidate shall copy from any other candidate nor permit to be copied nor give nor attempt to give nor obtain nor attempt to obtain irregular assistance of any description.
- i. **Conduct in examination hall:** No candidate should misbehave in any manner or create a disorderly scene in the examination hall or harass the staff employed by the Commission for the conduct of the examination. Any such misconduct will be severely viewed & penalized.

**The on-line application can be filled upto 26.12.2014 till 11.59 p.m., after which the link will be disabled.**

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

**Secretary**

**ANNEXURE –I**  
**PAPER - I**  
**SYLLABUS**  
**Nutrition & Dietetics**

**„PROFESSIONAL BACHELOR'S  
DEGREE STANDARD**

UNIT I a) Food groups - basic 4, 5 and 7 and functional Food groups b) Importance of cooking - Methods - Advantages and disadvantages - physio - chemical changes.

UNIT II Structure, Composition, nutritive value, selection, processing methods, principles of cooking. i) Cereals ii) Pulses iii) Vegetables and fruits

UNIT III Structure, composition, Nutritive value, selection, storage, quality, kinds, methods of processing, uses in cookery i) Milk and Milk products ii) Fleshy foods - Meat, Poultry, fish and organ meats iii) Eggs

UNIT IV a) Beverages - classification - nutritive value and role in diet - Methods of preparation b) Spices and condiments - Commonly used 'Spices and condiments - uses and abuses'.

UNIT V a) Fats and oils : - Composition, Nutritive value, properties, storage, processing, factors affecting absorption, care during cooking. b) Sugar and Sugar cookery :- Types, Nutritive value, stages in sugar cookery and application in the preparation of Indian sweets.

UNIT VI Food preservation - Importance of preservation. i) Food spoilage - Types, causes - principles of food preservation. ii) Methods - a) by using sugar iii) Drying and dehydration iv) Refrigeration and freezing v) Canning vi) Pickling vii) Chemical preservatives.

UNIT VII a) ENERGY:- Energy content of foods, BMR and total energy requirements. b) Carbohydrates, fats and proteins - classification, functions, digestion, absorption and metabolism, requirements, sources and effects of deficiency.

UNIT VIII a) Vitamins - water and fat soluble vitamins; chemistry, properties, functions, deficiency and toxicity. b) Minerals - Macro and Micro minerals - occurrence, functions, absorption, Sources, requirements, utilization, deficiency and toxicity

UNIT IX a) Importance and principles of meal planning based on 5 food groups at different income level. b) ICMR Nutritional requirements for different age groups - Infancy, Children, Adolescents, Adults and the aged and Pregnancy and lactation.

UNIT X a) Nutritional assessment - Methods - Advantages and disadvantages. b) Malnutrition - causes, methods to alleviate malnutrition - importance of nutrition education. c) Feeding programmes in action in State.

UNIT XI a) Diet Therapy - Definition, concept, principle, classification of therapeutic diets, feeding the patient. b) Dietetics - Role, qualities, types c) Diet counselling.

UNIT XII Etiology, signs and symptoms, dietary modifications and counselling measures for a) Gastro intestinal

**Nutrition & Dietics**

disorders - Peptic ulcer, diarrhea, constipation, malabsorption syndrome. b) Liver and Gall Bladder: Hepatitis and cirrhosis, hepatic coma, cholelithiasis and cholecystitis.

c) Pancreas: Pancreatitis and diabetes mellitus

UNIT XIII Etiology, signs and symptoms dietary modifications and counselling measures for a) Obesity and underweight b) Cardio-vascular diseases: Hypertension, atherosclerosis, Ischemic heart diseases, cardiac failure c) Renal disorders - nephritis, Nephrosis, Uremia and Renal failure, Renal Stones.

UNIT XIV a) Diet in allergies, causes, tests, elimination diets. b) Pre-Operative and post operative diets. c) Cancer - causes, dietary modifications, different types of therapy.

UNIT XV a) Types of catering - Commercial, transport, industrial and Hospital  
b) Quantity cookery - Selection, Purchasing and storage, standardisation of recipe, portion control, utilisation of left over food.

UNIT XVI a) Organisation - Types and principles, organisational structure.  
b) Management - Principles, techniques and leadership and managerial abilities - Tools of management.

UNIT XVII Personnel Management - Selection, induction, training and supervision, motivation and performance appraisal, legal aspects of catering.

UNIT XVIII a) Cost control - Principles and methods of food cost control b) Sanitation and safety; Significance, health care measures - in preparation and service and for service personnel, safety measures in food service.

UNIT XIX a) Art in food service - Design, selection, structural and decorative, Elements and principles of design, their application in food service institutions.  
b) Colour - Colour schemes. c) Flower arrangements - Types and styles d) Table service - Styles - Indian, Western and oriental.

UNIT XX a) Food plant - Layout, different work centres, Lighting, ventilation and Pest control. b) Equipment i) Major and Minor equipments, for food storage, preparation, service and cleaning. ii) Their selection, arrangement, use, care and maintenance.

**OR**

**Home Science – Degree Standard**  
**(For the Post of Child Development Project Officer)**

**1. FOOD**

Food pyramid, functions, classification, conservation of nutrients, cooking methods, meal planning for different age & income groups, food safety, food adulteration and food laws, food spoilage and preservation of foods. Weaning foods – meaning, importance and preparation.

**2. NUTRITION**

Nutrition – Definition of nutrients, components, requirements, metabolism – carbohydrate, protein and fat, nutritional assessment of the community and dietetics - normal and therapeutic nutrition, nutritional deficiency. Nutrition and health intervention programmes in India.

**3. RESOURCE MANAGEMENT**

Resource Management: Concept of home management, systems approach to management, care of household equipment, classification of resources, - human and material - time, energy, and money management, principles of interior design, work simplification.

**4 INSTITUTIONAL MANAGEMENT**

Concept of community resource management, consumer education, management of hospitality - hospital, hotel, restaurant ; Management of social institutions - family, child and geriatric care, Management of special institutions – physically, mentally and socially challenged.

**5. HUMAN DEVELOPMENT**

Principles of development, lifespan approach, growth monitoring, child rearing and socialization practices. Developmental tasks and problems and disabilities during childhood, child study methods. Population education, Sex education. Habit formation, behaviour problems and discipline.

**6. RELATIONSHIPS**

Early stimulation, activities during infancy, early childhood, childhood and adolescence, child welfare programmes. Structure of family and its functions. Family crises, Guidance and counseling, Schools and community relationships. Family and legal issues.

**7. FUNDAMENTALS OF TEXTILES**

Principles of clothing construction, factors in selection of fabrics and garments, identification and properties of fibres, care and maintenance of garments, principles of textile designing, stain removal, dyeing , printing and finishing of fabrics; socio - psychological aspects of clothing.

**8. EXTENSION**

Concept of Extension – Principles and scope; formal, non-formal and vocational education; programme planning for women and children and transaction, elements of communications, methods of communication; ICDS programme and role of different functionaries.

**9. DEVELOPMENT**

Concept of Development, early experiments in rural development; national programmes for women and children; orientation to problems and issues in rural and urban development. Community based Institutions – Village Panchayats, Schools, and Primary Health Centres; Science and Technology for rural development; Health promotion, environmental sanitation, waste disposal and recycling.

**10. RESEARCH**

Research in Social Science – concept and methods; Project proposal preparation, tools of research, concept of evaluation, steps in evaluation and report writing.

**PAPER-II**

Degree Standard

**GENERAL STUDIES****Unit-I General science :**

**Physics** Universe-General Scientific laws-Scientific instruments-Inventions and discoveries-National scientific laboratories-Science glossary-Mechanics and properties of matter-Physical quantities, standards and units-Force, motion and energy-Electricity and Magnetism, Electronics and Communication -Heat, light and sound-Atomic and nuclear physics-Solid State Physics – Spectroscopy- Geophysics - Astronomy and space science

**Chemistry** Elements and Compounds-Acids, bases and salts-Oxidation and reduction-Chemistry of ores and metals-Carbon, nitrogen and their compounds-Fertilizers, pesticides, insecticides-Biochemistry and biotechnology-Electrochemistry-Polymers and plastics

**Botany**-Main Concepts of life science-The cell-basic unit of life-Classification of living organism-Nutrition and dietetics-Respiration-Excretion of metabolic waste-Bio-communication.

**Zoology**-Blood and blood circulation-Endocrine system-Reproductive system-Genetics the science of heredity-Environment, ecology, health and hygiene, Bio-diversity and its conservation-Human diseases-Communicable diseases and non-communicable diseases- prevention and remedies- Alcoholism and drug abuse-Animals, plants and human life

**Unit- II. Current Events**

**History**--Latest diary of events – National--National symbols-Profile of States-Defence, national security and terrorism-World organizations-pacts and summits-Eminent persons & places in news-Sports & games-Books & authors -Awards & honours-Cultural panorama-Latest historical events-- India and its neighbours-- Latest terminology- Appointments-who is who?

**Political Science**-1. India's foreign policy-2. Latest court verdicts – public opinion-3. Problems in conduct of public elections-4. Political parties and political system in India-

5. Public awareness & General administration-6. Role of Voluntary organizations & Govt.,-7. Welfare oriented govt. schemes, their utility

**Geography** Geographical landmarks-Policy on environment and ecology—

**Economics**--Current socio-economic problems-New economic policy & govt. sector

**Science**-Latest inventions on science & technology-Latest discoveries in Health Science-Mass media & communication.

### **Unit-III. Geography**

Earth and Universe-Solar system-Atmosphere hydrosphere, lithosphere-Monsoon, rainfall, weather and climate-Water resources --- rivers in India-Soil, minerals & natural resources-Natural vegetation-Forest & wildlife-Agricultural pattern, livestock & fisheries-Transport including Surface transport & communication-Social geography – population-density and distribution-Natural calamities – disaster management-Climate change - impact and consequences - mitigation measures-Pollution Control.

### **Unit-IV. History and culture of India**

Pre-historic events--Indus valley civilization-Vedic, Aryan and Sangam age-Maurya dynasty-Buddhism and Jainism-Guptas, Delhi Sultans, Mughals and Marathas-Age of Vijayanagaram and the bahmanis-South Indian history-Culture and Heritage of Tamil people-Advent of European invasion-Expansion and consolidation of British rule-Effect of British rule on socio-economic factors-Social reforms and religious movements-India since independence-Characteristics of Indian culture-Unity in diversity –race, colour, language, custom-India-as secular state-Organizations for fine arts, dance, drama, music-Growth of rationalist, Dravidian movement in TN-Political parties and populist schemes- Prominent personalities in the various spheres – Arts, Science, literature and Philosophy – Mother Teresa, Swami Vivekananda, Pandit Ravishankar , M.S.Subbulakshmi, Rukmani Arundel and J.Krishnamoorthy etc.

### **Unit-V Indian Polity**

Constitution of India-. Preamble to the constitution- Salient features of constitution- Union, State and territory- Citizenship-rights amend duties- Fundamental rights-Fundamental duties- Human rights charter- Union legislature – Parliament- State executive- State Legislature – assembly- Status of Jammu & Kashmir- Local government – panchayat raj – Tamil Nadu- Judiciary in India – Rule of law/Due process of law- Indian federalism – center – state relations-. Emergency provisions- Civil services in India- Administrative challenges in a welfare state- Complexities of district administration- Elections - Election Commission Union and State. Official language and Schedule-VIII- Amendments to constitution- Schedules to constitution-. Administrative reforms & tribunals- Corruption in public life- Anti-corruption measures – Central Vigilance Commission, lok-adalats, Ombudsman, - Comptroller and Auditor General of India- Right to information - Central and State Commission- Empowerment of women- Voluntary organizations and public grievances Redressal- Consumer protection forms

### **Unit- VI. Indian economy**

Nature of Indian economy-Need for economic planning-Five-year plan models-an assessment-Land reforms & agriculture-Application of science in agriculture Industrial growth-Capital formation and investment-Role of public sector & disinvestment-Development of infrastructure- National income- Public finance & fiscal policy- Price policy & public distribution- Banking, money & monetary policy- Role of Foreign Direct Investment (FDI)- WTO-globalization & privatization- Rural welfare oriented programmes- Social sector problems – population, education, health, employment, poverty-HRD – sustainable economic growth- Economic trends in Tamil Nadu -Energy Different sources and development- Finance Commission -Planning Commission-National Development Council

### **Unit-VI. Indian national movement**

National renaissance-Early uprising against British rule-1857 Revolt- Indian National Congress-Emergence of national leaders-Gandhi, Nehru, Tagore, Nethaji -Growth of militant movements -Different modes of agitations-Era of different Acts & Pacts-World war & final phase struggle-Communalism led to partition-Role of Tamil Nadu in freedom struggle - Rajaji, VOC, Periyar, Bharathiar & Others-Birth of political parties /political system in India since independence-

### **Unit-VII. APTITUDE AND MENTAL ABILITY TESTS**

Conversion of information to data-Collection, compilation and presentation of data - Tables, graphs, diagrams-Parametric representation of data-Analytical interpretation of data -Simplification-Percentage-Highest Common Factor (HCF)-Lowest Common Multiple (LCM)-Ratio and Proportion-Simple interest-Compound interest-Area-Volume-Time and Work-Behavioral ability -Basic terms, Communications in information technology-Application of Information and Communication Technology (ICT)- Decision making and problem solving-Logical Reasoning-Puzzles-Dice-Visual Reasoning-Alpha numeric Reasoning-Number Series-Logical Number/Alphabetical/Diagrammatic Sequences-

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### **Annexure-II**

### **DISCLAIMER**

The candidates claiming Equivalence of qualification should upload the equivalence of qualification in the form of Government order, if any, while applying for the examination and produce the same when called for by the Tamil Nadu Public Service Commission.