



Advertisement No:268.

TAMIL NADU PUBLIC SERVICE COMMISSION
Special Recruitment (Group-IV Services) for Differently Abled persons -2011

NOTIFICATION / ADVERTISEMENT

1. Applications from **Differently Abled Persons alone** are invited upto 5.45 p.m on **25-03-2011** for admission to the Written Examination for direct recruitment to the following **backlog vacancies** in the following posts included in Group-IV Services (S.S.L.C Standard) :-

Note: Candidates will be considered to be Differently Abled Persons only **if their degree of Physical Disability is 40 percent and above.** Such candidate should produce a certificate as laid down in G.O.Ms.No.927, B.C.W. N.M.P. and S.W. Department dated 06.11.1989 and the norms suggested by the Government of India for this purpose, from a Medical Officer concerned in the relevant speciality (Blind or Ortho or Deaf) specifying the nature of Physical handicap and the degree of disability based on the norms laid down and further stating whether the Medical Officer considers the Physical handicap is not such as it would render him/her incapable of efficiently discharging the duties of the post for which he/she is selected. In case of doubt that the certificate issued by the Medical Officer does not conform to the eligibility criteria for classification of handicap, the matter will be referred to the Medical Board.

Sl. No.	Name of the Post and Scale of Pay	Service	Post Code No.	No. of backlog vacancies
1.	Junior Assistant (Non Security) (Rs.5200 - 20200+ GP Rs.2400/-) (PB-1)	Tamil Nadu Ministerial Service / Tamil Nadu Judicial Ministerial Service (Service Code.006)	2600	145
2.	Typist (Rs.5200 - 20200+ GP Rs.2400/-) (PB-1)	Tamil Nadu Ministerial Service / Tamil Nadu Secretariat Service / Tamil Nadu Judicial Ministerial Service (Service Code.006)	2200	106
3.	Steno Typist, Grade -III (Rs.5200 - 20200 + GP Rs.2800/-) (PB-1)	Tamil Nadu Ministerial Service / Tamil Nadu Judicial Ministerial Service (Service Code.006)	2300	17

2. IMPORTANT DATES AND TIME:-

A	Date of Notification	19-02-2011	
B	Last date for receipt of applications	25-03-2011	5.45.P.M.
C	Date of Written Examination	07-08-2011	10.00 A.M. to 1.00 P.M.

3. DETAILS OF BACKLOG VACANCIES

Name of the Post	GT(G)			GT(W)		BC(G)			BC(W)			BCM (G)		MBC/DC (G)			MBC/DC (W)		SC(G)		SC(W)			SCA (G)
	B	O	D	B	D	B	O	D	B	O	D	B	D	B	O	D	B	O	B	D	B	O	D	O
Junior Assistant	39	-	5	7	1	12	1	5	4	-	8	-	3	7	-	24	3	1	16	1	1	1	6	-
Typist	43	-	3	-	-	9	2	8	-	-	-	-	-	3	5	14	-	-	9	8	-	-	-	2
Steno-Typist GR-III	8	2	-	-	-	-	1	1	-	-	-	-	-	-	-	3	-	-	2	-	-	-	-	-

Abbreviations:

GT - General Turn, BC - Backward Class(Other than BCM), , BCM - Backward Class Muslim, MBC/DC - Most Backward Class/ Denotified Communities, SC- Scheduled Caste, SC(A)- Scheduled Caste (Arunthathiyar on Preferential basis), G - General, W - Women, B- Blind, O - Ortho, D- Deaf.

4. GENERAL INFORMATION :-

- A. The Rule of reservation of appointments is applicable for these posts. As this recruitment is for backlog vacancies only, the backlog vacancies actually arising in various Differently Abled categories, due to paucity of suitable candidates in the earlier recruitments have been notified.
- B. If no qualified and suitable woman candidates are available for selection against the vacancies reserved for them, those vacancies will be filled by male candidates belonging to the respective communal categories.
- C. **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 for posts in the “**Tamil Nadu Ministerial Service/ Tamil Nadu Judicial Ministerial Service/Tamil Nadu Secretariat Service**”. The Standard of vision prescribed for the posts is ‘**Standard- III’ or better**. Candidates with defective vision should produce eye fitness certificate from qualified Eye Specialist.
- D. If no suitable Differently Abled candidate belonging to a particular Differently Abled Category is available for selection against the vacancies reserved for them, it will be filled as per rules in this regard.
- E. The number of vacancies advertised is only approximate and is liable to modification with reference to vacancy position at any time before or at the time of actual Selection. The backlog vacancies in the post of Junior Assistant that may arise in other units before or at the time of actual selection will also be taken into account while finalizing the selection.
- F. *Regarding the vacancies available in the Department of Hindu Religious and Charitable Endowments, only persons professing Hindu Religion are eligible.*
- G. Persons applying through online should fill-up the particulars regarding Postal Receipt obtained for Cost of application in the relevant column of the Application.
- H. Any claim relating to the selection (Not related to the Candidature or/and claim made in the application) should be received within 90 days from the date of announcement of results. Claims received thereafter will receive no attention.

5. QUALIFICATIONS:

(A) **AGE** (as on 01.07.2011):

(i) **MINIMUM AGE LIMIT – Should have completed 18 years (for all candidates).**
(i.e. should have been born on or before 01.07. 93)

(ii) **MAXIMUM AGE LIMIT**

- (a) For SCs, SC (Arunthathiyar on preferential basis)
STs and Destitute Widows of all Castes : - Below 45 Years
- (b) For MBCs/DCs, BCs and BCMs : - Below 42 Years
- (c) For other than SCs, SC (Arunthathiyar on Preferential basis) STs, MBCs/DCs, BCs, BCMs and Destitute Widows of all castes : - Below 40 Years

No maximum age limit for candidates belonging to SCs, SC (Arunthathiyar on preferential basis) STs, MBCs/DCs, BCs, BCMs and Destitute Widows of all castes who possess a General Educational Qualification which is higher than the Minimum General Educational Qualification (i.e. who have passed P.U.C / H.S.C / Diploma /Degree).

Note:

1. Age relaxation of 5 years in the maximum age limit will be applicable to persons (viz., unemployed youth and those who are in Government Service) affected by the ban orders.
2. Differently Abled candidates not belonging to SCs, SC (Arunthathiyar), STs, MBCs/DCs, BCs(Other than BCMs), BCMs (i.e. others) who have put in five years of service in the State/Central Government are not eligible to apply, even though they are within the age limit.
3. The Differently Abled Technical and Non-technical staff of TANSI/IFAD who are facing retrenchment and have not been absorbed in the Government Corporations/Undertakings may also apply (evidence to be produced), if they satisfy all the prescribed qualifications **except** age. The relevant age rule will be relaxed by the Government in their favour, if they come up for selection.

B(i) EDUCATIONAL QUALIFICATION (Common Qualification for all Posts):

Candidates should possess the following or its equivalent qualification on the date of this Notification, viz. **19-02-2011**:

Must possess Minimum General Educational Qualification viz., Must have passed S.S.L.C Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies (or) to College Courses of studies.
(Persons claiming equivalence of qualification should enclose evidence for such claim)

Note: (i) The applicants who have not passed SSLC Examination or its equivalent are not eligible even if they possess a higher qualification.

(ii) The candidates should enclose copy of such certificates along with his/her applications failing which their applications will be summarily rejected.

B(ii) TECHNICAL QUALIFICATION :

(a) FOR TYPIST :

Must have passed the Government Technical Examination in Typewriting:-

- (i) by Higher/Senior Grade in Tamil and English (or)
- (ii) by Higher/Senior Grade in Tamil and Lower/Junior Grade in English (or)
- (iii) by Higher/Senior Grade in English and Lower/Junior Grade in Tamil.

(b) FOR STENO-TYPIST GRADE –III :

Must have passed the Government Technical Examination both in Typewriting and in Shorthand:

- (i) by Higher/Senior Grade in Tamil and English (or)
- (ii) by Higher/Senior Grade in Tamil and Lower/Junior Grade in English (or)
- (iii) by Higher/Senior Grade in English and Lower/Junior Grade in Tamil.

Candidates for both the posts i.e Typist and Steno-typist Grade –III shall be selected in the following Order:

- a. Candidates with technical qualification referred to in item (i) above will be considered first for selection
- b. In case candidates with technical qualification referred to in item (i) above are not available, candidates with technical qualification referred to in item (ii) above will be considered for selection.
- c. In case candidates with technical qualification referred to in item (i) and (ii) above are not available, candidates with technical qualification referred to in item (iii) above will be considered for selection.

(c) Computer Qualification :

Candidate should have passed the “Certificate Course in Computer on Office Automation” awarded by the Technical Education Department.

Note:

“Candidates who do not possess the computer qualification mentioned above may also apply. If selected, they should acquire such qualification within the period of their probation”.

C. KNOWLEDGE OF TAMIL:

Candidates should possess adequate knowledge of Tamil on the date of Notification. (For details refer Sl.No.10 of Commission’s ‘Instructions etc. to candidates’)

6. SCHEME OF WRITTEN EXAMINATION:-

GROUP-IV SERVICES S.S.L.C STANDARD (OBJECTIVE TYPE):

Subject	Duration	Maximum Marks	Minimum Qualifying Marks for selection
Single Paper in General Knowledge (S.S.L.C. Standard) (100 items) + General Tamil / General English (S.S.L.C. Standard) (100 items)	3 Hours	[150 + 150] 300	90

Note:

- (i) Two Types of question papers will be set. One type of question paper will contain questions on General Knowledge (100 items) and General English (100 items). The other will contain questions on General Knowledge (100 items) and General Tamil (100 items). Candidates are given the option to choose either General Tamil or General English for answering the second 100 items apart from answering the first 100 items on General Knowledge. Candidates should mention in column 22 of the OMR application form under the heading compulsory subject, the subject i.e. General Tamil or General English chosen by them, failing which they will be penalised.
- (ii) The questions on General Knowledge will be set both in English and in Tamil and the questions on General Tamil/General English will be set in the respective languages.
- (iii) The Syllabi for the said subjects have been published in the Tamil Nadu Public Service Commission Bulletins as follows:

Sl.No.	Subject	Page No.	Tamil Nadu Public Service Commission Bulletin No. & Date
1.	General Knowledge	490	No.16, dated 01.08.2004
2.	General Tamil	721	No.11, dated 16.05.2001.
3.	General English	722	No.11, dated 16.05.2001

The Syllabi have also been made available in the Commission’s Website at www.tnpsc.gov.in

7. CENTRES FOR WRITTEN EXAMINATION:

The Written Examination will be held at the centres mentioned below:

Name of Centre	Centre code	Name of Centre	Centre code	Name of Centre	Centre code
Ariyalur	030	Nagapattinam	011	Thiruvallur	021
Chennai	001	Nagercoil	119	Thiruvannamalai	022
Coimbatore	002	Namakkal	012	Thiruvarur	023
Cuddalore	003	Perambalur	014	Thoothukudi	024
Dharmapuri	004	Pudukkottai	015	Tiruchirappalli	025
Dindigul	005	Ramanathapuram	016	Tirunelveli	026
Erode	006	Salem	017	Tiruppur	032
Kancheepuram	007	Sivaganga	018	Vellore	027
Karur	009	Thanjavur	019	Villupuram	028
Krishnagiri	031	The Nilgiris (Udhagamandalam)	013	Virudhunagar	029
Madurai	010	Theni	020		

Note:

- Candidates should choose any one of the centres mentioned above and appear for the examination at their own expenses.
- Request for change of centre will not be complied with.
- The Commission reserves the right to increase or decrease the number of examination centres and to re-allot the candidates.

8. PROCEDURE OF SELECTION: Selection will be made on the basis of marks in the Written Examination, number of backlog vacancies available in each Communal and Differently Abled categories and Post/Unit option exercised by the candidates.

9. EXERCISING OF OPTIONS: At the time of verification of Original Certificates, the candidates will be required to exercise their option as to which of the Unit he/she wishes to be allotted. However the candidates are required to exercise post option as per their eligibility in column 24 of OMR application irrespective of the Service/Unit for which they apply.

10. EXAMINATION FEE: NO EXAMINATION FEE (for all candidates).

11. ENCLOSURES TO BE SENT ALONG WITH APPLICATION: Candidates should enclose copies of all certificates (including evidence for Educational Qualification possessed by them and Differently Abled Certificate) as mentioned in para 15 of the Commission's 'Instructions etc. to candidates' and item 25 under part –II of Information Brochure. **Original Certificates should not be sent.** Those applying online please refer sub para (D) of para 14 of this Notification/ Advertisement.

Applications received without the attested copies of certificates as specified above will be rejected.

12. CONCESSIONS:-

Concessions in the matter of age allowed to SCs., SC-As, STs., MBCs/DCs., BCs, BCMs, Destitute Widows, Ex-Servicemen and Differently Abled persons etc. are given in the Commission's 'Instructions, etc. to candidates'. The age limit announced in this notification is inclusive of these concessions. The age concession allowed to discharged and serving temporary State Government Employees below 40 years of age is also given in the 'Instruction's, etc., to candidates'.

13. NO OBJECTION CERTIFICATE :-

For details please refer to paragraph 15(g) of the Commission's 'Instructions etc., to Candidates'.

14. ISSUE OF APPLICATION FORMS:

- A OMR application form along with an 'INFORMATION BROCHURE TO CANDIDATES' containing General Instructions for filling up the application form, Commission's 'Instructions, etc., to candidates' and an envelope for sending application can be obtained from any one of the HEAD POST OFFICES in Tamil Nadu / Puducherry or selected Sub-Post Offices in Tamil Nadu including Alagapuram Post Office, Sivaganga on payment of Rs 30/- (Rupees Thirty only) (The list showing the names of Post Offices is available in the Commissions Website at www.tnpsc.gov.in)
- B OMR application forms can also be obtained in person from the sales counter of the office of the Tamil Nadu Public Service Commission, No.1. Greams Road, Commercial Taxes Office Annexe Building, Chennai – 600 006, on all the working days till the closing date upto 5.00 p.m. (Excluding lunch interval between 1.30 and 2.00 p.m.) only on cash payment of Rs.30/- (Rupees thirty only) **Application forms will not be supplied to the candidates by Post.**
- C. Candidates should use only the OMR application form. No other typed or printed or Xeroxed / Photocopy of the application form will be accepted and such application, if any received, will be summarily rejected.
- D. Candidates can also avail of the facility of applying 'Online' on the Commission's Website at **www.tnpsc.gov.in**. Candidates applying 'Online' should possess and keep ready Postal Receipt for Rs.30/- (i.e. Cost of Application Rs.30/-) obtained from any one of the Post Offices listed in Annexure-III to the Information Brochure to candidates before Registering Online. The Postal Receipt obtained for the payment of Cost of Application should be pasted in the space provided in the application. The Postal Receipt Number should be filled in the relevant column of the application. Candidates applying 'Online' shall also abide by the Commission's Instructions laid down in this Notification / Advertisement/Commission's "Instructions, etc., to candidates" / Information Brochure to candidates. Candidates applying Online should send the applications (i.e. The printout generated from the web site and signed by the candidates) with the Postal Receipt along with attested copies of certificates so as to reach the Commission's office on or before the last date for receipt of applications, failing which his/her application will be rejected. The facility of applying online will be closed **on 23-03-2011** at 5.45.p.m.

15.RECEIPT OF APPLICATION :-

- (A) Candidates are advised to verify the following aspects also **before sending their filled in OMR applications** to the Commission's office.
- (i) Signature by the candidate below the declaration in Ballpoint pen or fountain pen only. **Failure to sign will entail rejection of his/her application.**
- (ii) Columns 1, 1(a) 3, 4 and 22, in the OMR application form filled up based on the details available in this Notification / Advertisement.
- (iii) Candidates should shade Columns 11, 11(a), 14(b), 15, 23, 23(a) and 23(c) of the O M R application form compulsorily. If yes, [for column 23, 23(a) and 23(c) full details should be enclosed in a separate paper).
- (B) **Filled in applications must be sent to the Controller of Examinations, Tamil Nadu Public Service Commission, No 1. Greams Road, Commercial Taxes Office Annexe Building, Chennai-600 006 well in advance so as to reach the Commission's Office before 5.45 p.m. on 25-03-2011.**

Secretary.