



# TAMIL NADU PUBLIC SERVICE COMMISSION

**Advertisement No. 617**

**Notification No. 13/2022**

**Dated: 20.05.2022**

Applications are invited from eligible candidates **professing Hindu Religion only** through online mode upto **18.06.2022** for direct recruitment to the post of **Executive Officer, Grade-IV** included in **Group-VIII Services**.

**Only persons professing Hindu Religion as required by 'Section 10' of the Tamil Nadu Hindu Religious and Charitable Endowments Act, 1959 (Tamil Nadu Act, 22 of 1959) are eligible to apply.**

## **WARNING**

- All recruitments by the Tamil Nadu Public Service Commission are purely merit based.
- The Tamil Nadu Public Service Commission hereby cautions the applicants against touts and agents who may cheat, by making false promises of securing jobs through unfair means.
- The Tamil Nadu Public Service Commission shall not be responsible or liable for any loss that may be caused to any applicant on account of indulging in any sort of dealings with such unscrupulous elements.
- Applicants are solely responsible for their claims in the online application. They cannot blame service providers like Internet Cafes / Browsing Centres / Common Service Centres for the mistakes made while applying online for recruitment.
- Applicants are advised to check the filled in online application along with required documents (Refer **Annexure-II**) before finally submitting the same.
- **Applicants shall mandatorily upload the certificates / documents (in support of all the claims made / details furnished in the online application) at the time of submission of online application itself. It shall be ensured by the applicants that the online application is submitted with all the required certificates.**

## **1. ONE TIME REGISTRATION:**

It is mandatory for applicants to register their basic particulars through one-time online registration system on payment of Rs.150/- (Rupees One Hundred and Fifty only) towards registration fee and then they should apply online for this recruitment. [The one-time registration will be valid for five years from the date of registration. Thereafter, the registration should be renewed by paying the prescribed fee] **One Time Registration will not be considered as an application for any post.**

[For further details refer para 2 of the "Commission's Instructions to Applicants".]

## 2. DETAILS OF VACANCIES:

Name of the Post and Post Code	Name of the Service and Service Code	No. of vacancies	Scale of pay
<b>Executive Officer, Grade-IV (Code No. 1655)</b>	Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Service (Code No. 009)	<b>36*</b> [incl. 4 C/F vacancy]	<b>Rs.19,500 – 71900 (Level-8)</b>

\* Vacancies shown here are the vacancies after deducting 3% of vacancies for the reservation for meritorious sportspersons as per G.O. (Ms) No.6, Youth Welfare and Sports Development (S1) Department, Dated 20.02.2019.

### **Note:**

Unless and otherwise specified, the number of vacancies notified is approximate and is liable to modification as indicated in para 11-A of 'Instructions to Applicants'.

## 3. DISTRIBUTION OF VACANCIES:

The rule of reservation of appointments is applicable for this recruitment.

**Carried Forward Vacancies : 4 [BC-1; MBC/DC-2, ST-1]**

**Regular Vacancies : 32**

GT(G)	GT(G)(PSTM)	GT(G)(EX)(PSTM)	GT(G)(HH)	GT(W)	BC (G)	BC (G)(PSTM)	BC(W)	MBC/DC (G)	MBC/DC (G)(PSTM)	MBC/DC (W)	SC(A)(G)(EX)(PSTM)	SC(G)	SC(W)	TOTAL
5	1	1	1	3	6	1	3	3	1	2	1	3	1	32

### **Abbreviation:**

**GT- General Turn; BC- Backward Classes; MBC/DC- Most Backward Classes / Denotified Communities; SC(A) – Scheduled Castes (Arunthathiyars); SC – Scheduled Castes; ST-Scheduled Tribes.**

**[G-General; PSTM- Persons Studied in Tamil Medium; EX-Ex-Servicemen; W-Women; HH-Hard of Hearing (With Assistive device)]**

#### 4. IMPORTANT DATES AND TIME:

<b>Date of Notification</b>	<b>20.05.2022</b>	
<b>Last date for submission of application</b>	<b>18.06.2022</b>	
<b>Date and Time of Written Examination</b>		
<b>Paper – I</b> A. கட்டாயத் தமிழ் மொழித் தகுதி மற்றும் மதிப்பீட்டுத் தேர்வு B. General Studies	<b>11.09.2022</b>	<b>09.30 A.M. to 12.30 P.M.</b>
<b>Paper – II</b> 1. இந்துமதம் 2. சைவமும் வைணவமும்	<b>11.09.2022</b>	<b>02.00 P.M. to 05.00 P.M</b>

**Note:**

Refer [Annexure - IV](#) of this Notification regarding tentative timeline for the recruitment process.

#### 5. QUALIFICATIONS:

##### (A) AGE LIMIT (as on 01.07.2022):

Sl. No.	Category of Applicants	Minimum Age (should have completed)	Maximum Age (should not have completed)
1.	Scheduled Caste / Scheduled Caste (Arunthathiyars), Scheduled Tribes and Destitute Widows of all Castes	<b>25</b> Years	<b>*# 42</b> Years
2.	Most Backward Classes / Denotified Communities and Backward Classes		<b>*# 39</b> Years
3.	"Others" [i.e., Applicants not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and Destitute Widows of all Castes)		<b>#37</b> Years

**#As per G.O (Ms).No.91, Human Resources Management (S) Department, dated 13.09.2021, the Maximum Age Limit prescribed for appointment by direct recruitment enhanced by 2 years.**

**\* Note:**

- (i) No Maximum age limit for applicants belonging to SCs / SC(A)s, STs, MBCs/DCs, BCs 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).
- (ii) "Others" [i.e., Applicants not belonging to SCs, SC(A)s, STs, MBCs/DCs and BCs] who have put in five years and more of service in the State/Central Government are not eligible even if they are within the age limit.
- (iii) Paragraph 5 of the "Instructions to Applicants" will apply to this recruitment only for Maximum age limit.

**AGE CONCESSION:****(i) For Persons with Benchmark Disability**

Persons with Benchmark Disability are eligible for age concession upto 10 years over and above the maximum age limit prescribed.

[Section 64 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016]

**(ii) For Ex-Servicemen:**

**(a)** The Maximum age limit is **55** years for applicants **(Possessing Minimum General Educational Qualification)** belonging to SCs, SC(A)s, STs, MBCs/DCs and BCs.

**(b)** The Maximum age limit is **50** years for "Others".

[Section 63 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016]

**(c)** The above mentioned age concession **will not apply** to the Ex-Servicemen applicants who have already been recruited to any class or service or category.

[Section 3(j) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016]

[For further details refer to [para 3\(F\) of "Instructions to Applicants"](#), Section 3(r) of Tamil Nadu Government Servants (Conditions of Service) Act, 2016]

**Explanation:**

**No Maximum age limit shall mean that the applicants should not have completed 60 years of age either on the date of notification or at the time of selection/ appointment to the post.**

**(B) EDUCATIONAL QUALIFICATION (as on 20.05.2022)**

Applicants must possess the following or its equivalent qualification:

Educational Qualification	Preferential Qualification
<p><b>Minimum General Educational Qualification;</b></p> <p><b>OR</b></p> <p><b>The title of "Tamil Pulavar" recognized by the University Grants Commission.</b></p>	<p><i>Provided that, other things being equal, preference shall be given to employees of Religious Institutions (other than Government Servants) who have put in not less than 5 years of Service.</i></p>

**Explanation:**

Minimum General Educational Qualification means:

i) A pass in the SSLC Examination with eligibility for admission to College courses of studies in the Universities in this State. (11 years course of study)

OR

A pass in the SSLC Examination of this State. (10 years course of study)

**Note:**

- (i) The higher qualification claimed to have possessed over and above the prescribed qualification for this post should have been obtained by passing the required qualification in the order of studies viz., **10th + HSC or its equivalent +U.G. degree** as required under Section 25 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016. The results of examination should have been declared on or before the date of Notification. [Section 20 (4) (iv) of the Tamil Nadu Government Servants (Conditions of Service) Act 2016]
- (ii) Applicants claiming equivalence of qualification to the prescribed qualification should upload and submit evidence for equivalence of qualification in the form of Government Order issued on or before the date of this notification and submit it along with the online application, failing which, their application **will be summarily rejected after due process**. The government orders regarding equivalence of qualification issued after the date of this notification will not be accepted. [Refer Para 9 of the "Instructions to Applicants" and "Disclaimer"]

**(C) CERTIFICATE OF PHYSICAL FITNESS:**

Applicants selected for appointment to the said post will be required to produce a certificate of physical fitness in the form prescribed below. The model format is enclosed in **Annexure - III** of this Notification. **The said Certificate should be submitted by the selected candidate to the Appointing Authority, at the time of joining to the post.**

Standard of vision	Certificate of physical fitness
Standard III	Form prescribed for Executive post

Applicants with defective vision should produce eye fitness certificate from a qualified eye specialist working in Government Hospital.

**(D) KNOWLEDGE IN TAMIL**

Applicants should possess adequate knowledge in Tamil. (For further details refer para 14(I) of 'Instructions to Applicants'.)

**6. FEES:**

a)	<b>Registration Fee:</b> For One Time Registration [G.O.(Ms).No.32, Personnel and Administrative Reforms (M) Department, dated 01.03.2017]. <b>Note:</b> Applicants who have already registered in One Time online Registration system and are within the validity period of 5 years are exempted.	<b>Rs.150/-</b>
b)	<b>Examination Fee:</b> The Examination fee <b>should be paid</b> at the time of submitting the online application for this recruitment if they are not eligible for the concession noted below.	<b>Rs.100/-</b>

**Note:**

- (i) Linking Aadhaar number with One Time Registration (OTR) is mandatory for applicants. [For further details refer para 2B of 'Instructions to Applicants']

- (ii) One Time Registration is valid for five years from the date of registration. After completion of five years, the applicant must renew the One Time Registration by paying the fee prescribed. The One Time Registration is different from the application for the examination. An applicant should make an online application separately for each and every examination for which he intends to appear. [Para 2C of 'Instructions to Applicants']
- (iii) Applicants who had already registered under One-Time Registration system by paying Rs.150/- and have valid One Time Registration are exempted from paying the registration fee for this recruitment.

**EXAMINATION FEE CONCESSIONS:**

	<b>Category</b>	<b>Concession</b>
(i)	Scheduled Castes/ Scheduled Caste (Arunthathiyars)	Full Exemption
(ii)	Scheduled Tribes	Full Exemption
(iii)	Most Backward Classes / Denotified Communities	Three Free Chances
(iv)	Backward Classes	Three Free Chances
(v)	Ex-Servicemen	Two Free Chances
(vi)	Persons with Benchmark Disability	Full Exemption
(vii)	Destitute Widow	Full Exemption

**Note:**

- (i) The total number of free chances availed, will be calculated on the basis of claims made in previous applications.
- (ii) The number of free chances availed by the applicant may be verified by the Commission at any stage of the selection process.
- (iii) In case an applicant who makes a false claim for exemption from payment of application fee by suppressing information regarding his/her previous application(s) his/her candidature shall be rejected after due process and he/she shall be debarred for a period of one year from appearing for examinations and selections conducted by the Commission.
- (iv) Applicants are directed to carefully choose the options 'Yes' or 'No' regarding availing the fee concession.
- (v) Applicants are advised in their own interest, to keep an account of the number of times fee concession has been availed, irrespective of the information displayed in the <Application History> of the applicant dashboard.
- (vi) An application (irrespective of the post applied for) claiming fee concession will operate to exclude one chance from the number of free chances allowed.

- (vii) Applicants who have availed the maximum number of free chances permitted / applicants who do not wish to avail of the fee concession / applicants who are not eligible for fee concession, shall choose the option 'No' against the query regarding fee concession. Such applicants shall thereafter pay the requisite fee through the prescribed mode of payment.
- (viii) Failure to pay the prescribed fee in time along with the online application, will result in the rejection of application after due process. (For further details regarding examination fee concessions refer to Para 6 of 'Instructions to Applicants')

### **7. MODE OF PAYMENT OF EXAMINATION FEE:**

- Written Examination fee of Rs.100/- (Rupees One Hundred only), is payable by online through Net Banking / Credit card / Debit card on or before the date of submission of online application by choosing the option in the online application.
- Applicants have also to pay the service charges as applicable.
- Applicants can avail exemption from paying examination fee as per eligibility criteria.
- **Offline mode of payment in the form of demand draft / postal order etc. will not be accepted and the applications forwarded with such modes of payment will be summarily rejected.**

(For further details regarding the Examination fee, refer para. 2(V) of "Instructions to Applicants").

### **8. CONCESSIONS:**

- (i) Concessions in the matter of age and / or examination fees allowed to SCs, SC(A)s, STs, MBCs/DCs, BCs, Destitute Widows, Persons with Benchmark Disability and Ex-Servicemen are given in [paras. 3D, 5 and 6 of the 'Instructions to Applicants'](#).
- (ii) Persons claiming concessions referred to above and other claims made in the application have to upload evidence along with online application for such claims, otherwise their application **will be rejected after due process.**

#### **Note:**

In all cases, an **Ex-Serviceman once recruited** to a post in any class or service or category, **cannot claim the concession** of being called an Ex-Serviceman for his further recruitment. (Section 3(j) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016)

### 9. SCHEME OF EXAMINATION: OBJECTIVE TYPE (OMR METHOD)

Subject	Duration	Maximum Marks	Minimum qualifying Marks for Selection	
			SCs, SC(A)s, STs, MBC/ DCs and BCs	Others
<p><b>Paper – I</b></p> <p><b>Part-A</b> கட்டாயத் தமிழ் மொழித் தகுதி மற்றும் மதிப்பீட்டுத் தேர்வு * (பத்தாம் வகுப்புத் தரம்) <b>100 questions / 150 marks</b></p> <p><b>Part-B</b> <b>General Studies</b> (SSLC standard) 75 questions and <b>Aptitude and Mental Ability Test</b> (SSLC standard) 25 questions <b>100 questions / 150 marks</b></p>	<b>3 Hours</b>	<b>300</b>	<b>180</b>	<b>240</b>
<p><b>Paper-II</b></p> <p>1. இந்துமதம் (பத்தாம் வகுப்புத் தரம்) (Code No.182)</p> <p>2. சைவமும் வைணவமும் (பத்தாம் வகுப்புத் தரம்) (Code No.183)</p> <p><b>Total - 200 questions / 300 marks</b></p>	<b>3 Hours</b>	<b>300</b>		
<b>Total</b>		<b>600</b>		

**\*Note:**

- Answer sheets of Part-B of Paper-I and Paper-II will be evaluated, only if the candidate secures minimum qualifying marks [40% - i.e., 60 Marks] in Part-A of Paper-I.
- Total Marks secured in Paper-I and Paper-II taken together will be considered for ranking.
- The questions in Part-A of Paper-I and Paper-II will be set in Tamil only. The questions in Part-B of Paper-I will be set both in Tamil and English.
- Refer to para.17 of "[Instructions to Applicants](#)" with regard to Instructions to be followed while appearing for competitive Examinations conducted by the Commission.
- The syllabus for written examination is available in [Annexure - I](#) to this Notification.



## 10. SELECTION PROCEDURE:

Based on the marks obtained by the candidates in Written Examination and subject to the rule of reservation of appointments, a tentative list of eligible candidates for certificate verification will be announced in the Commission's website. After verification of the original certificates, the eligible candidates will be summoned for final selection through counselling method.

[For details refer Para 18-C of Commission's Instructions to Applicants].

### Note:

1. First, the selection will be made for the carried forward vacancies. [Section 27 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016]
2. Secondly, the selection will be made for regular vacancies following the rule of reservation of appointments.

## 11. CENTRES FOR EXAMINATION:

The Written Examination will be held at the following Centres:

Name of the Centre	Centre Code	Name of the Centre	Centre Code	Name of the Centre	Centre Code
Ariyalur	3001	Madurai	1001	Theni	2001
Chengalpattu	3301	Mayiladuthurai	3801	Thiruvallur	2101
Chennai	0101	Nagapattinam	1101	Thiruvannamalai	2201
Coimbatore	0201	Namakkal	1201	Thiruvarur	2301
Cuddalore	0301	Perambalur	1401	Thoothukudi	2401
Dharmapuri	0401	Pudukottai	1501	Tiruchirappalli	2501
Dindigul	0501	Ramanathapuram	1601	Tirunelveli	2601
Erode	0601	Ranipet	3501	Tirupathur	3701
Kallakurichi	3401	Salem	1701	Tiruppur	3201
Kancheepuram	0701	Sivagangai	1801	Vellore	2701
Nagercoil	0801	Tenkasi	3601	Villupuram	2801
Karur	0901	Thanjavur	1901	Virudhunagar	2901
Krishnagiri	3101	Udagamandalam	1301		

### Note:

- (i) Applicant shall choose any two of the above centres for appearing for writing the examination. Applicants will be allotted a venue in one of these two District Centres. However, applicants with benchmark disability (Differently Abled Persons applicants) will be permitted to choose one District Centre. [For further details refer para 2(R) of Instruction to Applicants]
- (ii) Request for change of Examination centre will not be permitted [For further details refer para 17 (A) (ii) of "Instructions to Applicants"]
- (iii) The Commission reserves the right to increase or decrease the number of Examination Centres and to re-allot the applicants accordingly
- (iv) Applicants should appear for the Written Examination / Certificate Verification / Counselling at their own expense.

## 12. (A) EMPLOYMENT DETAILS :

Candidates who are in the service of the Indian Union or a State in India or in the employment of Local Bodies or Universities or Quasi Government Organisations or Public Sector Units constituted under the authority of the Government of India or of a State in India, whether in regular service or in temporary service must inform the Commission of such fact, at the time of applying. **Suppression of the fact of employment by candidates shall result in rejection of candidature after due process.** Candidates should produce No Objection Certificate when called for. [For further details refer para. 14 (P) of "Instructions to Applicants"]

## (B) DECLARATION REGARDING CRIMINAL CASES (OR) DISCIPLINARY CASES :

- (i) Candidates who have declared pending criminal or disciplinary cases in their online application, must upload the copy of First Information Report (FIR) or memorandum of charges / show cause notice, as the case may be. Failure to upload such papers along with online application, shall result in rejection of candidature after due process.
- (ii) Candidates who have declared conviction in criminal 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, along with online application. Failure to upload / produce such papers, shall result in rejection of candidature after due process.
- (iii) In case of any criminal case is filed / disciplinary action is taken against or conviction / punishment is imposed on a candidate after submission of the on-line application at any stage of the recruitment process before the completion of 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 rejection of candidature after due process and debarment for a period of one year. [Para.14 (S) of "Instructions to Applicants"]. **Any violation of instructions therein will result in rejection of application and forfeiture of his / her candidature after due process.**

## 13. GENERAL INFORMATION:

(A) The rule of reservation of appointments is applicable to this recruitment.

### (B) Persons Studied in Tamil Medium

- (i) As per Section 2(d) of the Tamil Nadu Appointment on preferential basis in the services under the State of Persons Studied in Tamil Medium Act, 2010, as amended by Act 35 of 2020, **Persons Studied in Tamil Medium means a person who has studied through Tamil Medium of instruction upto the educational qualification prescribed for direct recruitment in the rules or regulations or orders applicable to any appointment in the services under the State.**
- (ii) Candidates claiming to be Persons Studied in Tamil Medium (PSTM) must upload evidence for the same in the form of SSLC, HSC, Transfer Certificate, Provisional Certificate, Convocation Certificate, Degree Certificate, PG Degree Certificate, Mark Sheets, Certificate from the Board or University or from the Institution, as the case may be, with a recording that he / she had studied **the entire duration of the respective course(s) through Tamil Medium of instruction at the time of submission of online application.**

- (iii) Candidates must upload documents, **at the time of submission of online application**, as evidence of having studied in the Tamil Medium, all educational qualification upto the educational qualification prescribed.  
**Example:**  
**If the prescribed educational qualification is SSLC, then the candidate should have studied from the First Standard to SSLC through Tamil Medium of instruction.**
- (iv) If no such document as evidence for 'PSTM' is available, a certificate from the Principal / Head Master / District Educational Officer / Chief Educational Officer / District Adi Dravidar Welfare Officer / Controller of Examinations / Head / Director of Educational Institution / Director / Joint Director of Technical Education / Registrar of Universities, as the case may be, in the prescribed format must be uploaded **at the time of submission of online application**, for each and every educational qualification up to the educational qualification prescribed.
- (v) **Failure to** upload such documents **at the time of submission of online application** as evidence for 'Persons Studied in Tamil Medium' for all educational qualification up to the educational qualification prescribed, shall result in the rejection of candidature after due process.
- (vi) Documents uploaded **at the time of submission of online application** as proof of having studied in Tamil medium, for the partial duration of any course / private appearance at any examination, shall not be accepted and shall result in the rejection of candidature after due process.  
(For further details refer to para. 14 (R) of the "Instructions to Applicants")
- (C) The selection for appointment to the posts is purely provisional subject to the final orders in the Writ Petitions, if any, pending on the files of the Hon'ble High Court of Madras and Madurai Bench of Madras High Court.
- (D) As per Sections 26 and 27(c) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, reservation of appointment to "Destitute Widows" and "Ex-Servicemen" will apply to this recruitment.
- (E) **PERSONS WITH BENCHMARK DISABILITY:**  
As per **G.O.(Ms.) No. 88, Tourism, Culture and Religious Endowments (RE.2-1) Department, dated 18.05.2020**, the said post has been identified as suitable for differently abled persons with the following disabilities –**HH, AC** [HH-Hard of Hearing (With Assistive Device), AC-Acid attack victims].
- (F) Persons with Benchmark Disability should submit / upload a copy of Disability Certificate in the format prescribed in the Rights of Persons with Disabilities Rules, 2017 [Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Government of India] and issued by the competent authority defined in G.O. (Ms) No.28, Welfare of Differently Aabled Persons (DAP 3.1), dated 27.07.2018.  
[For further details refer Para.14 (M) of "Instructions to Applicants"]
- (G) If no qualified and suitable women applicants are available for selection against the vacancies reserved for them, those vacancies will be filled by male applicants belonging to the respective communal categories. [Section 26(5) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

- (H) Wherever vacancies are reserved for Arunthathiyars on preferential basis, even after filling the vacancies 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 applicants, it shall be filled by Scheduled Castes other than Arunthathiyars. [Section 27 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].
- (I) **Evidence for all the claims made in the online application should be uploaded at the time of submission of online application. Any subsequent claim made after submission of online application will not be entertained. Failure to upload the documents at the time of submission of online application, before the time limit specified in Para-16 of this notification will entail rejection of application after due process.**
- (J) Suppression of following material information in the online application regarding (i) free chances availed (ii) Employment in the Service of the Indian Union or a State in India or in the employment of Local Bodies or University or Quasi Government Organization or Public Sector units constituted under the authority of the Government of India or of a State in India in regular service or temporary service (iii) Wilful suppression of criminal cases / disciplinary action pending / punishments if any, against the applicant (iv) violation of undertaking given by the applicant in the online application etc., may invite suitable penal action including debarment for a specific period as decided by the Commission for various recruitments/ selections conducted by the Commission, besides rejection of application after due process.
- (K) Correct and true information regarding arrest, convictions, criminal or any disciplinary proceedings initiated / pending or finalised, debarment / disqualification by any recruiting agency, if any, should also be furnished to the Commission at the time of submission of online application. The details thereof, i.e. originals of the judgement / order / G.O. dropping further action in the departmental proceedings or any document that may prove the suitability of such applicants for appointment in such cases must be produced at the stage / time of certificate verification without fail. All such events that occur after the submission of application and till the date of his / her selection and appointment shall be reported to the Commission forthwith. Failure to report on the part of the applicant will be considered as suppression of material information and will attract suitable penal action.  
[For further details refer para 12 of the "Instructions to applicants"]
- (L) **Incomplete applications and applications containing wrong claims or incorrect particulars relating to category of reservation / eligibility / age /gender / communal category / educational qualification / medium of instruction / physical qualification / other basic qualifications and other basic eligibility criteria will be summarily rejected after due process.**

- (M)** One Time Registration is not an application for any post / recruitment. Though the details/particulars have already been furnished by the applicants under One Time Registration system, **the claims made in the online application for this recruitment alone will be taken into consideration.** The Commission 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 for this recruitment.
- (N) DETERMINATION OF COMMUNITY FOR TRANSGENDER:**
- (i) The Transgender candidates, who do not possess any community certificate may choose to be considered under Most Backward Classes as per G.O.(Ms.) No.28, Backward Classes, Most Backward Class and Minorities Welfare Department, dated 06.04.2015 or under 'Others'.
  - (ii) The 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.
  - (iii) The Transgender candidates who belong to the 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 future. {Refer G.O.(Ms.) No.90, Social Welfare and Nutritious Meal Programme [SW8(2)] Department, dated 22.12.2017 and Para. 14 (F) (vi-xi) of "Instructions to Applicants"}
- (O) RESERVATION IN EMPLOYMENT FOR TRANSGENDER:**
- (i) The Transgender candidates who identify themselves as 'Female' shall be considered against both 30% reservation for women as well as 70% reservation for the General category (both Men & Women).
  - (ii) The Transgender candidates, who identify themselves as 'Male' or 'Transgender', shall be considered against the 70 % reservation for General category (both Men & Women).
  - (iii) The above concessions shall be granted subject to production of certificate identifying them as Transgender or Transgender (Male) or Transgender (Female), as the case may be, issued by the Tamil Nadu Transgender Welfare Board (TNTGWB)."
- (P) SECURITY:**
- In regard to the security to be furnished by the **Executive Officer, Grade-IV**, the rules framed under Section 116(2) (xvi) of the Tamil Nadu Hindu Religious and Charitable Endowments Act, 1959 (Tamil Nadu Act 22 of 1959) shall apply.
- (Q) DECLARATION:**
- Applicants selected for appointment to this post should be prepared to serve compulsorily in Hill Stations in Tamil Nadu. If they refuse or resort to dilatory tactics to serve in Hill Stations, they will lose their appointment. The applicants should furnish a declaration as given below at the time of applying for this examination.

***"If selected I assure that I will not refuse or delay to serve in Hill Stations. I am aware that I will lose my appointment if I refuse or delay to serve in Hill Stations".***

#### **14. OTHER IMPORTANT INSTRUCTIONS:**

- (a) **Applicants should ensure their eligibility for the examination.** Before applying for / appearing for the examination, the applicants should ensure their eligibility for such examination and that they fulfil all the conditions in regard to age, educational qualifications, number of chances for fee concession, etc., as prescribed by the Commission's notification. 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 / oral test / counselling or inclusion of name in the selection list will not confer on the candidates any right to appointment. The candidature is therefore, provisional at all stages and the Commission reserves the right to reject candidature at any stage, after due process even after selection has been made, if a wrong claim or violation of rules or instructions is confirmed.  
[Refer Para. 11 (B) (C) and (D) of "Instructions to Applicants"]
- (b) The memorandum of admission (hall ticket) for eligible applicants will be made available in the Commission's website [www.tnpscexams.in](http://www.tnpscexams.in) / [www.tnpsc.gov.in](http://www.tnpsc.gov.in) for downloading by applicants. The memorandum of admission will **not** be sent by post. The applicants must comply with each and every instruction given in the memorandum of admission.  
[Refer in Note (g) under Para 2(V) of "Instructions to applicants"]
- (c) **ONLINE CORRESPONDENCE :** Applicants 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. Queries relating to One Time Registration/ online application may be sent to [helpdesk@tnpscexams.in](mailto:helpdesk@tnpscexams.in). Other queries may be sent to [grievance.tnpsc@tn.gov.in](mailto:grievance.tnpsc@tn.gov.in)  
[Refer in Note (h),(i),(j) under Para 2(V) of "Instructions to applicants"]
- (d) **COMMUNICATION TO APPLICANTS:** Individual communication regarding the date and time of Certificate Verification, Oral Test and Counselling (as applicable) will not be sent to the applicants by post. The details will be made available on the Commission's website. **Applicants will be informed of the above fact only through SMS and e-mail and they should watch the Commission's website in this regard. Commission is not responsible for non-delivery of SMS / e-mail due to any reasons.**
- (e) **During the process of recruitment from Notification till completion of selection process, no information under Right to Information Act, CM Cell Petitions, GRC would be furnished.**
- (f) **MOBILE PHONES AND OTHER ARTICLES BANNED:**
- (i) Except the permitted writing material (Black ball point pen), applicants are not allowed to bring cellular phones, electronic or any other type of calculators, watches and rings with inbuilt memory notes, recording devices either as a separate piece or part of something used by the applicant such as watch or ring etc., or any other electronic devices and 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, rough sheets, hand bags etc., into the examination hall / room.

- (ii) If they are found to be in possession of any such things or instruments, they will not be allowed to write 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) Applicants 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. [For further details refer Para 17-E to "Instructions to Applicants"].
- (g) Applicants 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 will be purely provisional, subject to their satisfying the prescribed eligibility conditions. **If, on verification at any time before or after the written examination / certificate verification, it is found that they do not fulfil any of the eligibility conditions, their candidature for the recruitment will be summarily rejected after due process.**
- (h) If any of their claims is found to be incorrect, it will lead to rejection of their candidature after due process and suitable penal action including debarment.
- (i) **UNFAIR MEANS STRICTLY PROHIBITED:** No applicant shall copy from the papers of any other applicant or permit his / her papers to be copied or give or attempt to give or obtain or attempt to obtain irregular assistance of any description.
- (j) **CONDUCT IN THE EXAMINATION HALL:** No applicant 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 viewed seriously and penalised.
- (k) For violation of "Instructions to Applicants" in any manner, suitable penalty will be imposed as per Para 17-E to "Instructions to Applicants" or as deemed fit by the Commission.
- (l) Tentative answer keys will be hosted in the Commission's website within **Six(6) working days** from the date of conduct of objective type examination. Candidates can challenge the tentative answer keys of the objective type examination through the 'Answer Key Challenge' window available in the Commission's website [Results → Answer Keys].  
Representations, if any, challenging the tentative answer keys shall be submitted only through online mode **within seven days from the date of publication of tentative answer keys**. Representations received by post or e-mail will receive no attention.  
Detailed instructions, procedures to challenge the tentative answer keys have been made available in the Commission's website. Representations made online / offline after the closure of the window will also receive no attention.  
The challenges submitted on time, through the online mode, shall be referred to a committee comprising of experts in each subject. The decision on the final answer key shall be made, based on the recommendations of the expert committee and paper evaluation shall commence thereafter.

The Commission shall not publish the final answer key until the completion of the entire selection process.

Requests from candidates for furnishing of their marks or answer paper copy before the completion of the entire selection process, will not be entertained by the Commission.

After conclusion of the entire selection process, relevant particulars of all candidates who had applied for recruitment to the post shall be made available on the Commission's website.

[Refer Para 17(D) (v) to (xii) of "Instructions to Applicants"]

## **15. HOW TO APPLY:**

- (1) Applicants should apply only through online mode in the Commission's websites [www.tnpsc.gov.in](http://www.tnpsc.gov.in) or [www.tnpscexams.in](http://www.tnpscexams.in).
- (2) "One Time Registration" using Aadhaar is mandatory before applying for any post. Applicant 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. All the applications should be submitted using the One Time Registration ID and password registered by the applicant.
- (3) To apply under One Time Registration System, applicants should have a scanned image of their photograph, certificates specified, if any, and signature in CD/DVD/Pen Drive to upload the same, as per the specifications given in the guidelines for scanning and uploading of photograph and signature.
- (4) No applicant is permitted to create more than one registration ID under One Time Registration System.
- (5) Applicants should enter the Unique ID and Password to view the already available information and update them. They shall not share the ID / PASSWORD with any other Person or Agency.
- (6) **One Time Registration is not an application for any post.** It is just a collection of information from the applicants and provides a separate dashboard to each applicant to facilitate maintenance of their own profile. Applicants who wish to apply for this recruitment shall click "Apply" against the recruitment notified in the Commission's website using the same USER ID and PASSWORD given for ONE TIME REGISTRATION.
- (7) Applicants should select the name of the post for which the applicant wishes to apply.
- (8) Online applications uploaded without the photograph, signature and the documents specified in **Annexure-II will be summarily rejected after due process.**
- (9) **All the particulars mentioned in the online application will be considered as final and no modifications will be allowed after the last date for submission of the online application. Once an application is submitted, further request for change of details will be entertained upto the last date of online application. Similarly, the applicants shall be permitted to edit the details in the online application till the last date stipulated for submission of online application. Hence, the applicants are instructed to fill the online application with utmost care and caution.**



**(10) PRINT OPTION:**

- a) After submitting the application, applicants can save / print their application in PDF format.
- b) On entering user ID and password, applicants can download their application and print, if required.
- c) **Applicants need not send the printout of the online application or any other supporting documents to the Commission.**

[For further details refer para 2 of "Instructions to Applicants"]

**16. UPLOAD OF DOCUMENTS:**

**Applicants shall mandatorily upload the certificates / documents (in support of all the claims made / details furnished in the online application) at the time of submission of online application itself. Applicants shall ensure that the online application is submitted by uploading all the required certificates.**

**The applicants shall have the option of verifying the uploaded certificates through their OTR. If any of the claims have wrongly been uploaded or not uploaded or if any modifications are to be done in the uploading of documents, the applicants shall be permitted to edit and upload / re-upload the documents till two days prior to the date of hosting of hall tickets (i.e. twelve days prior to the date of examination)**

**Refer Annexure-II for the list of documents to be uploaded by the Applicants"**

[For further details refer para 2-W of "Instructions to Applicants"]

**17. LAST DATE FOR SUBMISSION OF APPLICATION:**

**Online application can be submitted / edited upto 18.06.2022 till 11.59 p.m., after which the link will be disabled and the uploaded documents can be edited / uploaded / re-uploaded upto 29.08.2022 till 11.59 P.M.**

*(For detailed information, applicants may refer to the "Instructions to Applicants" at the Commission's website [www.tnpsc.gov.in](http://www.tnpsc.gov.in)).*

**Secretary**

**DISCLAIMER**

“The Government orders relating to Equivalence of qualification are available on the Tamil Nadu Public Service Commission’s website. However, if the applicant possesses an equivalence of qualification other than one mentioned in the Commission’s website and if Government orders to this effect have been issued on or before the date of this notification, applicants should furnish the details of the same while applying and should upload a copy of the Government orders, along with the online application, failing which their application will be rejected after due process. **The Government orders regarding equivalence of qualification issued after the date of this notification will not be considered for this recruitment”.**

**Secretary**

**ANNEXURE-I**  
**Executive Officer Grade – IV ( Group VIII Services)**

**Paper-I – Part-A**

**கட்டாயத் தமிழ் மொழித் தகுதி மற்றும் மதிப்பீட்டுத் தேர்வு  
(கொள்குறிவகைத் தேர்வு) (பத்தாம் வகுப்புத் தரம்)**

**பகுதி - அ**  
**இலக்கணம்**

1. பொருத்துதல் – பொருத்தமான பொருளைத் தேர்வு செய்தல், புகழ் பெற்ற நூல், நூலாசிரியர்.
2. தொடரும் தொடர்பும் அறிதல் (i) இத்தொடரால் குறிக்கப்படும் சான்றோர் (ii) அடைமொழியால் குறிக்கப்படும் நூல்.
3. பிரித்தெழுதுக.
4. எதிர்ச்சொல்லை எடுத்தெழுதுதல்.
5. பொருந்தாச் சொல்லைக் கண்டறிதல்.
6. பிழைதிருத்தம் - சந்திப்பிழையை நீக்குதல், ஒருமை பன்மை பிழைகளை நீக்குதல், மரபுப் பிழைகள், வழுவச் சொற்களை நீக்குதல், பிறமொழிச் சொற்களை நீக்குதல்.
7. ஆங்கிலச் சொல்லுக்கு நேரான தமிழ்ச் சொல்லை அறிதல்.
8. ஒலி வேறுபாடறிந்து சரியான பொருளை அறிதல்.
9. ஒரெழுத்து ஒரு மொழி உரிய பொருளைக் கண்டறிதல்.
10. வேர்ச்சொல்லைத் தேர்வு செய்தல்.
11. வேர்ச்சொல்லைக் கொடுத்து, வினைமுற்று, வினையெச்சம், வினையாலணையும் பெயர், தொழிற்பெயரை உருவாக்கல்.
12. அகர வரிசைப்படி சொற்களைச் சீர்செய்தல்.
13. சொற்களை ஒழுங்குபடுத்தி சொற்றொடர் ஆக்குதல்.
14. பெயர்ச் சொல்லின் வகை அறிதல்.
15. இலக்கணக் குறிப்பறிதல்.
16. விடைக்கேற்ற வினாவைத் தேர்ந்தெடுத்தல்.
17. எவ்வகை வாக்கியம் எனக் கண்டெழுதுதல்.
18. தன்வினை, பிறவினை, செய்வினை, செய்ப்பாட்டுவினை வாக்கியங்களைக் கண்டெழுதுதல்.
19. உவமையால் விளக்கப்பெறும் பொருத்தமான பொருளைத் தேர்ந்தெழுதுதல்.
20. எதுகை, மோனை, இயைபு இவற்றுள் ஏதேனும் ஒன்றை தேர்ந்தெழுதுதல்.
21. பழமொழிகள்.

**பகுதி-ஆ**  
**இலக்கியம்**

1. திருக்குறள் தொடர்பான செய்திகள், மேற்கோள்கள், தொடரை நிரப்புதல் (இருபத்தைந்து அதிகாரம் மட்டும்)  
அன்பு, பண்பு, கல்வி, கேள்வி, அறிவு, அடக்கம், ஒழுக்கம், பொறை, நட்பு, வாய்மை, காலம், வலி, ஒப்புரவறிதல், செய்நன்றி, சான்றாண்மை, பெரியாரைத் துணைக் கோடல், பொருள்செயல்வகை, வினைத்திட்டம், இனியவை கூறல், ஊக்கமுடைமை, ஈகை, தெரிந்து செயல்வகை, இன்னா செய்யாமை, கூடா நட்பு, உழவு.
2. அறநூல்கள் - நாலடியார், நான்மணிக்கடிகை, பழமொழி நானூறு, முதுமொழிக் காஞ்சி, திரிகடுகம், இன்னா நாற்பது, இனியவை நாற்பது, சிறுபஞ்சமூலம், ஏலாதி, ஔவையார் பாடல்கள் தொடர்பான செய்திகள், பதினெண்கீழ்க்கணக்கு நூல்களில் பிற செய்திகள்.
3. கம்பராமாயணம், இராவண காவியம் தொடர்பான செய்திகள், பாவகை, சிறந்த தொடர்கள்.
4. புறநானூறு, அகநானூறு, நற்றிணை, குறுந்தொகை, ஐங்குறுநூறு, கலித்தொகை தொடர்பான செய்திகள், மேற்கோள்கள், அடிவரையறை, எட்டுத்தொகை, பத்துப்பாட்டு நூல்களில் உள்ள பிற செய்திகள்.
5. சிலப்பதிகாரம்-மணிமேகலை தொடர்பான செய்திகள், மேற்கோள்கள், சிறந்த தொடர்கள், உட்பிரிவுகள் மற்றும் ஐம்பெரும்-ஐஞ்சிறுங் காப்பியங்கள் தொடர்பான செய்திகள்.
6. பெரியபுராணம் - நாலாயிர திவ்வியப்பிரபந்தம் - திருவிளையாடற் புராணம் - தேம்பாவணி - சீறாப்புராணம் தொடர்பான செய்திகள்.
7. சிற்றிலக்கியங்கள்:  
திருக்குற்றாலக்குறவஞ்சி - கலிங்கத்துப்பரணி - முத்தொள்ளாயிரம், தமிழ்விடு தூது - நந்திக்கலம்பகம் - முக்கூடற்பள்ளு - காவடிச்சிந்து - முத்துக்குமாரசாமி பிள்ளைத் தமிழ் - இராஜராஜ சோழன் உலா - தொடர்பான செய்திகள்.
8. மனோன்மணியம் - பாஞ்சாலி சபதம் - குயில் பாட்டு - இரட்டுற மொழிதல் (காளமேகப் புலவர்) - அழகிய சொக்கநாதர் தொடர்பான செய்திகள்.
9. நாட்டுப்புறப் பாட்டு - சித்தர் பாடல்கள் தொடர்பான செய்திகள்.
10. சமய முன்னோடிகள் - அப்பர், சம்பந்தர், சுந்தரர், மாணிக்கவாசகர், திருமூலர், குலசேகர ஆழ்வார், ஆண்டாள், சீத்தலைச் சாத்தனார், எச்.ஏ.கிருட்டிணனார், உமறுப்புலவர் தொடர்பான செய்திகள், மேற்கோள்கள், சிறப்புப் பெயர்கள்.

**பகுதி-இ**  
**தமிழ் அறிஞர்களும், தமிழ்த் தொண்டும்**

1. பாரதியார், பாரதிதாசன், நாமக்கல் கவிஞர், கவிமணி தேசிக விநாயகனார் தொடர்பான செய்திகள், சிறந்த தொடர்கள், சிறப்புப் பெயர்கள்.
2. மரபுக் கவிதை - முடியரசன், வாணிதாசன், சுரதா, கண்ணதாசன், உடுமலை நாராயண கவி, பட்டுக்கோட்டை கல்யாணசுந்தரம், மருதகாசி தொடர்பான செய்திகள், அடைமொழிப் பெயர்கள்.
3. புதுக்கவிதை - ந.பிச்சமூர்த்தி, சி.சு.செல்லப்பா, தருமு சிவராமு, பசுவய்யா, இரா.மீனாட்சி, சி.மணி, சிற்பி, மு.மேத்தா, ஈரோடு தமிழன்பன், அப்துல்ரகுமான், கலாப்ரியா, கல்யாண்ஜி, ஞானக்கூத்தன் - தொடர்பான செய்திகள், மேற்கோள்கள், சிறப்புத் தொடர்கள் மற்றும் எழுதிய நூல்கள்.
4. தமிழில் கடித இலக்கியம் - நாட்குறிப்பு, ஜவகர்லால் நேரு, மகாத்மா காந்தி, மு.வரதராசனார், பேரறிஞர் அண்ணா தொடர்பான செய்திகள்.
5. நிகழ்கலை (நாட்டுப்புறக் கலைகள்) தொடர்பான செய்திகள்.
6. தமிழில் சிறுகதைகள் தலைப்பு - ஆசிரியர் - பொருத்துதல்.
7. கலைகள் - சிற்பம் - ஓவியம் - பேச்சு - திரைப்படக்கலை தொடர்பான செய்திகள்.
8. தமிழின் தொன்மை - தமிழ்மொழியின் சிறப்பு, திராவிட மொழிகள் தொடர்பான செய்திகள்.
9. உரைநடை - மறைமலை அடிகள், பரிதிமாற்கலைஞர், ந.மு.வேங்கடசாமி நாட்டார், ரா.பி.சேது, திரு.வி.கல்யாண சுந்தரனார், வையாபுரி, பேரா.தனிநாயகம் அடிகள், செய்குதம்பி பாவலர் - மொழி நடை தொடர்பான செய்திகள்.
10. உ.வே.சாமிநாதர், தெ.பொ.மீனாட்சி சுந்தரனார், சி.இலக்குவனார் - தமிழ்ப்பணி தொடர்பான செய்திகள்.
11. தேவநேயப்பாவாணர்-அகரமுதலி, பாவலரேறு பெருஞ்சித்திரனார், தமிழ்த்தொண்டு தொடர்பான செய்திகள்.
12. ஜி.யு.போப் - வீரமாமுனிவர் தமிழ்த்தொண்டு சிறப்புத் தொடர்கள்.
13. தந்தை பெரியார் - பேரறிஞர் அண்ணா - முத்துராமலிங்கர் - அம்பேத்கர் - காமராசர் - ம.பொ.சிவஞானம் - காயிதேமில்லத் - சமுதாயத் தொண்டு.
14. தமிழகம் - ஊரும் பேரும், தோற்றம் மாற்றம் பற்றிய செய்திகள்.

15. உலகளாவிய தமிழர்கள் சிறப்பும் - பெருமையும் - தமிழ்ப் பணியும்.
16. தமிழ்மொழியின் அறிவியல் சிந்தனைகள் தொடர்பான செய்திகள்.
17. தமிழ் மகளிரின் சிறப்பு - மூவலூர் ராமாமிர்தம்மாள், டாக்டர் முத்துலட்சுமி அம்மையார், வேலு நாச்சியார் மற்றும் சாதனை மகளிர் - விடுதலைப் போராட்டத்தில் மகளிர் பங்கு - தில்லையாடி வள்ளியம்மை, ராணி மங்கம்மாள், அன்னி பெசன்ட் அம்மையார்.
18. தமிழர் வணிகம் - தொல்லியல் ஆய்வுகள் - கடற் பயணங்கள் - தொடர்பான செய்திகள்.
19. உணவே மருந்து - நோய் தீர்க்கும் மூலிகைகள் தொடர்பான செய்திகள்.
20. சமயப் பொதுமை உணர்த்திய தாயுமானவர், இராமலிங்க அடிகளார், திரு.வி.கல்யாண சுந்தரனார் தொடர்பான செய்திகள் - மேற்கோள்கள்.
21. நூலகம் பற்றிய செய்திகள்.

**Executive Officer Grade – IV ( Group VIII Services)**

**Paper-I – Part-B**

**General Studies (SSLC Standard)**

**(Topics for objective type)**

1. **GENERAL SCIENCE**

- i. Nature of Universe –Measurement of Physical Quantities – General Scientific Laws in Motion –Force, Pressure and Energy – Everyday application of the basic principles of Mechanics, Electricity, Magnetism, Light, Sound, Heat and Nuclear Physics in our daily life.
- ii. Elements and Compounds, Acids, Bases, Salts, Petroleum Products, Fertilizers, Pesticides, Metallurgy and Food Adulterants.
- iii. Main concepts of Life Science, Classification of living organisms, Evolution, Genetics, Physiology, Nutrition, Health and Hygiene, Human diseases.
- iv. Environmental Science.

2. **CURRENT EVENTS**

- i. Latest diary of events – National symbols–Profile of states – Eminent personalities and places in news–Sports –Books and Authors.
- ii. Welfare Scheme of Government – Political parties and Political system in Tamil Nadu and India.
- iii. Latest inventions in Science and Technology – Geographical Land Marks – Current Socio – Economic issues.

3. **GEOGRAPHY**

- i. Earth Location – Physical Features – Monsoon, rainfall, weather and climate– Water resources–Rivers –Soil, Minerals and Natural resources– Forest and Wildlife–Agriculture pattern.
- ii. Transport– Communication.
- iii. Population density and distribution in Tamil Nadu and India.
- iv. Calamities–Disaster Management–Environment – Climate change.

#### 4. **HISTORY AND CULTURE OF INDIA**

- i. Indus Valley Civilization – Guptas, Delhi Sultans, Mughals and Marathas – South Indian History.
- ii. Characteristics of Indian Culture, Unity in Diversity–Race, Language, Custom.
- iii. India as a Secular State.

#### 5. **INDIAN POLITY**

- i. Constitution of India–Preamble to the Constitution–Salient features of the Constitution–Union, State and Union Territory.
- ii. Citizenship, Fundamental Rights, Fundamental Duties, Directive Principles of State Policy.
- iii. Union Executive, Union Legislature–State Executive, State Legislature–Local Governments, Panchayat Raj.
- iv. Spirit of Federalism: Centre-State Relationships.
- v. Election–Judiciary in India–Rule of Law.
- vi. Corruption in public life – Anti-Corruption measures – Lokpal and Lokayukta– Right to Information – Empowerment of Women – Consumer Protection Forums – Human Rights Charter.

#### 6. **INDIAN ECONOMY**

- i. Nature of Indian economy–Five year plan models – an assessment – Planning Commission and NitiAyog.
- ii. Sources of revenue–Reserve Bank of India – Finance Commission– Resource sharing between Union and State Governments –Goods and Services Tax.
- iii. Economic Trends – Employment Generation, Land Reforms and Agriculture – Application of Science and Technology in Agriculture – Industrial growth – Rural Welfare oriented programmes – Social Problems –Population, Education, Health, Employment, Poverty.

#### 7. **INDIAN NATIONAL MOVEMENT**

- i. National Renaissance – Early uprising against British Rule – Indian National Congress – Emergence of Leaders – B.R.Ambedkar, Bhagat Singh, Bharathiar, V.O.Chidambaranar, Thanthai Periyar, Jawaharlal Nehru, Rabindranath Tagore, Kamarajar, Mahatma Gandhi, Maulana Abul Kalam Azad, Rajaji, Subhash Chandra Bose, Muthulaksmi Ammaiyar, Muvalur Ramamirtham and other National Leaders.
- ii. Different modes of Agitation of Tamil Nadu and movements.



8. **HISTORY, CULTURE, HERITAGE AND SOCIO-POLITICAL MOVEMENTS OF TAMIL NADU**

- i. History of Tamil Society, related Archaeological Discoveries, Tamil Literature from Sangam age till contemporary times.
- ii. **Thirukkural:**
  - a) Significance as a Secular Literature.
  - b) Relevance to Everyday Life.
  - c) Impact of Thirukkural on Humanity.
  - d) Thirukkural and Universal Values – Equality, Humanism etc.
  - e) Relevance to Socio – Politico –Economic affairs.
  - f) Philosophical content in Thirukkural.
- iii. Role of Tamil Nadu in freedom struggle – Early agitations against British Rule – Role of women in freedom struggle.
- iv. Various Social reformers, Social reform movements and Social transformation of Tamil Nadu.

9. **DEVELOPMENT ADMINISTRATION IN TAMIL NADU**

- i. Social Justice and Social Harmony as the Cornerstones of Socio-Economic Development.
- ii. Education and Health systems in Tamil Nadu.
- iii. Geography of Tamil Nadu and its impact on Economic growth.

10. **APTITUDE & MENTAL ABILITY TESTS**

- i. Simplification – Percentage – Highest Common Factor (HCF) – Lowest Common Multiple (LCM).
- ii. Ratio and Proportion.
- iii. Simple Interest – Compound Interest – Area – Volume – Time and Work.
- iv. Logical Reasoning – Puzzles – Dice – Visual Reasoning – Alpha Numeric Reasoning – Number Series.

## **Executive Officer Grade – IV ( Group-VIII Services)**

### **Paper-I – Part-B**

**பொது அறிவு  
(பத்தாம் வகுப்புத் தரம்)**

**(கொள்குறி வினா வகைக்கான தலைப்புகள்)**

#### **1. பொது அறிவியல்**

- i. பேரண்டத்தின் இயல்பு - இயற்பியல் அளவுகளின் அளவீடுகள் - இயக்கவியலில் பொது அறிவியல் விதிகள் - விசை, அழுத்தம் மற்றும் ஆற்றல் - அன்றாட வாழ்வில் இயந்திரவியல், மின்னியல், காந்தவியல், ஒளி, ஒலி, வெப்பம் மற்றும் அணுக்கரு இயற்பியலின் அடிப்படை கோட்பாடுகளும் அதன் பயன்பாடுகளும்.
- ii. தனிமங்களும் சேர்மங்களும், அமிலங்கள், காரங்கள், உப்புகள், பெட்ரோலிய பொருட்கள், உரங்கள், பூச்சிக்கொல்லிகள், உலோகவியல் மற்றும் உணவில் கலப்படம்.
- iii. உயிரியலின் முக்கியகோட்பாடுகள், உயிரினங்களின் வகைப்பாடு, பரிணாமம், மரபியல், உடலியல், ஊட்டச்சத்து, உடல் நலம் மற்றும் சுகாதாரம், மனிதநோய்கள்.
- iv. சுற்றுப்புறச் சூழல் அறிவியல்.

#### **2. நடப்பு நிகழ்வுகள்**

- i. அண்மை நிகழ்வுகளின் தொகுப்பு - தேசியச் சின்னங்கள் - மாநிலங்கள் குறித்த விவரங்கள் - செய்திகளில் இடம்பெற்ற சிறந்த ஆளுமைகளும் இடங்களும் - விளையாட்டு - நூல்களும் ஆசிரியர்களும்.
- ii. நலன் சார் அரசுத் திட்டங்கள் - தமிழ்நாடு மற்றும் இந்தியாவின் அரசியல் கட்சிகளும் மற்றும் ஆட்சியல் முறைகளும்.
- iii. அறிவியல் மற்றும் தொழில் ரூட்பத்தில் அண்மைக்கால கண்டுபிடிப்புகள் - புவியியல் அடையாளங்கள் - தற்போதைய சமூக பொருளாதார பிரச்சினைகள்.

#### **3. புவியியல்**

- i. புவி அமைவிடம் - இயற்கை அமைவுகள் - பருவமழை, மழைப் பொழிவு, வானிலை மற்றும் காலநிலை - நீர் வளங்கள் - ஆறுகள் - மண், கனிம வளங்கள் மற்றும் இயற்கை வளங்கள் - காடு மற்றும் வன உயிரினங்கள் - வேளாண் முறைகள்.
- ii. போக்குவரத்து - தகவல் தொடர்பு.
- iii. தமிழ்நாடு மற்றும் இந்தியாவில் மக்கள் தொகை அடர்த்தி மற்றும் பரவல்.
- iv. பேரிடர் - பேரிடர் மேலாண்மை - சுற்றுச்சூழல் - பருவநிலை மாற்றம்.

#### **4. இந்தியாவின் வரலாறு மற்றும் பண்பாடு**

- i. சிந்து சமவெளி நாகரிகம் - குப்தர்கள், தில்லி சுல்தான்கள், முகலாயர்கள் மற்றும் மராத்தியர்கள் - தென் இந்திய வரலாறு .
- ii. இந்தியப் பண்பாட்டின் இயல்புகள், வேற்றுமையில் ஒற்றுமை - இனம், மொழி, வழக்காறு.
- iii. இந்தியா ஒரு மதச்சார்பற்ற நாடு.

5. **இந்திய ஆட்சியியல்**

- i. இந்திய அரசியலமைப்பு - அரசியலமைப்பின் முகவுரை - அரசியலமைப்பின் முக்கிய கூறுகள் - ஒன்றியம், மாநிலம் மற்றும் யூனியன் பிரதேசங்கள்.
- ii. குடியரிமை, அடிப்படை உரிமைகள், அடிப்படைக் கடமைகள், அரசின் நெறிமுறைக் கோட்பாடுகள்.
- iii. ஒன்றிய நிர்வாகம், ஒன்றிய நாடாளுமன்றம் - மாநில நிர்வாகம், மாநில சட்டமன்றம் - உள்ளாட்சி அமைப்புகள், பஞ்சாயத்து ராஜ்.
- iv. கூட்டாட்சியின் அடிப்படைத் தன்மைகள்: மத்திய - மாநில உறவுகள்.
- v. தேர்தல் - இந்திய நீதி அமைப்புகள் - சட்டத்தின் ஆட்சி.
- vi. பொது வாழ்வில் ஊழல் - ஊழல் தடுப்பு நடவடிக்கைகள் - லோக்பால் மற்றும் லோக் ஆயுக்தா - தகவல் அறியும் உரிமை - பெண்களுக்கு அதிகாரமளித்தல் - நுகர்வோர் பாதுகாப்பு அமைப்புகள் - மனித உரிமைகள் சாசனம்.

6. **இந்தியப் பொருளாதாரம்**

- i. இந்தியப் பொருளாதாரத்தின் இயல்புகள் - ஐந்தாண்டு திட்ட மாதிரிகள் - ஒரு மதிப்பீடு - திட்டக்குழு மற்றும் நிதி ஆயோக்.
- ii. வருவாய் ஆதாரங்கள் - இந்திய ரிசர்வ் வங்கி - நிதி ஆணையம் - மத்திய மாநில அரசுகளுக்கிடையேயான நிதிப் பகிர்வு - சரக்கு மற்றும் சேவை வரி.
- iii. பொருளாதார போக்குகள் - வேலைவாய்ப்பு உருவாக்கம், நிலச் சீர்திருத்தங்கள் மற்றும் வேளாண்மை - வேளாண்மையில் அறிவியல் தொழில் நுட்பத்தின் பயன்பாடு - தொழில் வளர்ச்சி - ஊரக நலன்சார் திட்டங்கள் - சமூகப் பிரச்சினைகள் - மக்கள் தொகை, கல்வி, நலவாழ்வு, வேலை வாய்ப்பு, வறுமை.

7. **இந்திய தேசிய இயக்கம்**

- i. தேசிய மறுமலர்ச்சி - ஆங்கிலேயர் ஆட்சிக்கு எதிரான தொடக்க கால எழுச்சிகள் - இந்திய தேசிய காங்கிரஸ் - தலைவர்கள் உருவாதல் - பி.ஆர்.அம்பேத்கர், பக்தசிங், பாரதியார், வ.உ.சிதம்பரனார், தந்தை பெரியார், ஜவஹர்லால் நேரு, ரவீந்திரநாத் தாகூர், காமராசர், மகாத்மா காந்தி, மௌலானா அபுல் கலாம் ஆசாத், இராஜாஜி, சுபாஷ் சந்திர போஸ், முத்துலெட்சுமி அம்மையார், மூவலூர் இராமாமிர்தம் மற்றும் பல தேசத் தலைவர்கள்.
- ii. தமிழ்நாட்டு விடுதலைப் போராட்டத்தின் பல்வேறு நிலைகள் மற்றும் இயக்கங்கள்.

8. **தமிழ்நாட்டின் வரலாறு, பண்பாடு, மரபு மற்றும் சமூக - அரசியல் இயக்கங்கள்**

i. தமிழ் சமுதாய வரலாறு அது தொடர்பான தொல்லியல் கண்டுபிடிப்புகள், சங்க காலம் முதல் இக்காலம் வரையிலான தமிழ் இலக்கியம்.

ii. **திருக்குறள்:**

(அ) மதச் சார்பற்ற தனித்தன்மையுள்ள இலக்கியம்.

(ஆ) அன்றாட வாழ்வியலோடு தொடர்புத் தன்மை.

(இ) மானுடத்தின் மீதான திருக்குறளின் தாக்கம்.

(ஈ) திருக்குறளும் மாறாத விழுமியங்களும் - சமத்துவம், மனிதநேயம் முதலானவை.

(உ) சமூக அரசியல் பொருளாதார நிகழ்வுகளில் திருக்குறளின் பொருத்தப்பாடு.

(ஊ) திருக்குறளின் தத்துவக் கோட்பாடுகள்.

iii. விடுதலைப் போராட்டத்தில் தமிழ்நாட்டின் பங்கு - ஆங்கிலேயருக்கு எதிரான தொடக்க கால கிளர்ச்சிகள் - விடுதலைப் போராட்டத்தில் பெண்களின் பங்கு.

iv. தமிழ்நாட்டின் பல்வேறு சீர்திருத்தவாதிகள், சீர்திருத்த இயக்கங்கள் மற்றும் மாற்றங்கள்.

9. **தமிழகத்தில் வளர்ச்சி நிர்வாகம்**

i. சமூக நீதியும் சமூக நல்லிணக்கமும் சமூகப் பொருளாதார மேம்பாட்டின் மூலாதாரங்கள்.

ii. தமிழகத்தின் கல்வி மற்றும் நலவாழ்வு முறைமைகள்.

iii. தமிழகப் புவியியல் கூறுகளும் பொருளாதார வளர்ச்சியில் அவற்றின் தாக்கமும்.

10. **திறனறிவும் மனக்கணக்கு நுண்ணறிவும் (APTITUDE & MENTAL ABILITY)**

i. சுருக்குதல் - விழுக்காடு - மீப்பெரு பொதுக் காரணி - மீச்சிறு பொது மடங்கு

ii. விகிதம் மற்றும் விகிதாச்சாரம்.

iii. தனி வட்டி - கூட்டு வட்டி - பரப்பு - கொள்ளளவு - காலம் மற்றும் வேலை.

iv. தருக்கக் காரணவியல் - புதிர்கள் - பகடை - காட்சிக் காரணவியல் - எண் எழுத்துக் காரணவியல் - எண் வரிசை.

**Executive Officer Grade – IV**  
**(Group VIII Services)**

**Paper-II**

**இந்துமதம், சைவமும் வைணவமும்**  
**(பத்தாம் வகுப்புத் தரம்)**  
**(கொள்குறி வகைகளுக்கான தலைப்புகள்)**

**இந்துமதம்**

1. இந்துமதம் – தோற்றமும் வரலாறும்
2. வேதங்கள், ஆகமம், தோத்திரம், சாத்திரம், இதிகாசம், புராணங்கள்
3. கோட்பாடுகள் (தரிசனங்கள்)
4. இந்து மத உட்பிரிவுகள்
5. அத்வைத, விசிட்டாத்வைத, துவைத சித்தாந்தங்கள்
6. உலகத் தோற்றம்
7. கடவுள்
8. ஓம்
9. ஆன்மாக்கள்
10. குரு
11. ஆலயம்
12. ஆலய நிர்மாணம், ஆலய அமைப்பு
13. பூசை
14. ஆலய வழிபாடு
15. மந்திரம்
16. திருவிழாக்கள்
17. பண்டிகைகள்
18. தோத்திரமாலை போற்றிகள்
19. கோயிற்கலை, திருப்பணிகள் மற்றும் சிற்பங்களை பராமரித்தல்
20. கோயில் திருமேனிகள்
21. பக்தி இலக்கியம்
22. அண்மைக் கால அருளாளர்கள், இராமகிருஷ்ணபரமஹம்சர், விவேகானந்தர், பாம்பன் சுவாமிகள்

**சைவம்**

1. சைவமும் சிவமும்
2. தமிழும் சைவமும்
3. வழிபாடு
4. திருத்தொண்டர் புராணம் (பெரியபுராணம்)
5. சைவ குருமார்கள் (சைவ ஆச்சாரியர்கள்)
6. பன்னிரு திருமுறைகள் – அறிமுகம்
7. சைவ சித்தாந்தம்

**வைணவம்**

1. வைணவம்
2. ஆகமும் நாராயணனும்
3. ஆழ்வார்களின் வரலாறு
4. இராமானுஜரும் கோட்பாடுகளும்
5. வைணவ ஆச்சாரியர்கள்
6. நாலாயிர திவ்யபிரபந்தம் – அறிமுகம்
7. வைணவ உரையாசிரியர்கள்

## **ANNEXURE-II**

### **List of Documents to be uploaded**

*(Not less than 200KB in PDF) (single or multiple page in 200 KB in PDF)*

1.	SSLC Mark Sheet
2.	HSC Mark Sheet or its equivalent
3.	I. U.G. Degree II. P.G. / I.P.G. Degree Provisional Certificate / Degree Certificate / Consolidated Mark Sheet Exp. Certificate: Employees of Religious Institutions (other than Government Servants) <b>Note:</b> <b>If the issue date of Provisional Certificate / Degree Certificate falls after the date of notification (i.e., 20.05.2022) candidates should upload evidence for having acquired the prescribed qualification on or before the date of Notification, failing which their applications will be summarily rejected after due process.</b>
4.	Equivalence G.O. (If applicable)
5.	PSTM Certificate upto the prescribed qualification of entire duration. (If applicable) [1 to 10 or 1 to 11]
6.	Community Certificate
7.	Differently Abled Certificate obtained from the Medical Board / Differently Abled Book (If applicable)
8.	Destitute Widow Certificate (If applicable)
9.	Ex-Servicemen Certificate (If applicable)
10.	Transgender ID Card with Gender (If applicable)
11.	Gazetted copy for name change (If applicable)
12.	No Objection Certificate (If applicable)
13.	Documents / Court Orders proving Acquittal / Conviction or FIR in case of pending cases for Criminal Cases registered (If applicable)
14.	A Passport size photo Other documents (if applicable)

For further details refer para 2W of "Instructions to Applicants"

## **EXPERIENCE CERTIFICATE (MODEL FORMAT)**

1.	Name of the Employee and Date of Birth	:	
2.	Designation of the Employee	:	
3.	Name and Address of the Religious Institution(s)	:	
4.	Date of Appointment	:	
5.	Period of Experience	:	From (date) ..... To (date) .....
6.	Total Experience (In Years/ Months/ Days)	:	
7.	Whether Attendance Register/Attendance Rolls / Pay Register and other records /available for this Employee	:	
8.	Whether appointment is approved by the competent authority	:	

Affix photograph  
of the employee  
with signature  
of the Certifying  
Authority on the  
photograph

Office Seal:

Date:

Place:

**Signature**

Name & Designation  
of the Issuing Authority

**Note:**

The Authority who issues the certificate is cautioned that issuing of any Certificate which contains false details will lead to Legal/ Penal/ Criminal action on him/her.

ANNEXURE-III

CERTIFICATE OF PHYSICAL FITNESS BY

A SINGLE MEDICAL OFFICER  
THE CIVIL MEDICAL BOARD

Signature of Candidate\_\_\_\_\_

I/We do hereby certify that I/We have examined (full name) Thiru / Thirumathi / Selvan / Selvi \_\_\_\_\_ a Candidate \_\_\_\_\_ for employment under the Government as \_\_\_\_\_ in the \_\_\_\_\_ Office in the \_\_\_\_\_ Department and whose signature is given above and cannot discover that he / she has any disease, communicable or otherwise, constitutional affliction or bodily infirmity / except that his / her weight is in excess of / below the standard prescribed, or except

I / We do not consider this a disqualification of the employment he / she seeks.

His / Her age is according to his / her own statement \_\_\_\_\_ years and by appearance about \_\_\_ / \_\_\_ years.

I/We also certify that he / she has marks of Small Pox / Vaccination.

Chest measurement in Inches	<u>On full Inspiration</u>
	<u>On full expiration</u>
	Difference expansion

Height in ft.

Weight in kg.

Cardio-Vascular System

Respiratory System

His / Her vision is normal

Hypermetropic/

Myopic/

Astigmatic/

[Here enter the degree of defect and the strength of correction glasses]

Hearing is normal / defective (much or slight)

Urine - Does chemical examination show

(i) Albumen

(ii) Sugar State

specific gravity:

Personal marks (at least two should be mentioned) For Identification

1.

2.

SIGNATURE:

RANK:

DESIGNATION:

PRESIDENT:

Member (I)

(II)

STATION:

DATE:

STATION:

DATE:



The candidate must make the statement required below prior to his / her Medical Examination and must sign the declaration appended thereto. His attention is specially directed to the warning contained in the note below:-

1. State your name in full:
2. State your age and birth place:
3. (a) Have you ever had small pox, intermittent or any other fever, enlargement or suppuration of glands spitting of blood, asthma, inflammation of lungs, heart disease, fainting attacks, rheumatism, appendicitis?  
OR  
(b) any other disease or accident requiring confinement to bed and medical or surgical treatment?
4. When, where your last vaccinated
5. Have you or any of your near relations been afflicted with consumption, serofula gout, asthma, fits, epilepsy or insanity?
6. Have you suffered from any form of nervousness due to over work or any other cause?
7. Furnish the following particulars concerning your family:

Father's age, if living and state of health	Father's age at death and cause of death	No. of brothers living, their ages, state of health	No. of brothers dead, their ages at and cause of death
(1)	(2)	(3)	(4)

Mother's age, if living and state of health	Mother's age at death and cause of death	No. of Sisters living, their ages and state of health	No. of Sisters dead, their ages at and cause of death
(1)	(2)	(3)	(4)

I declare all the above answers to be to the best of my belief, true and correct.

CANDIDATE'S SIGNATURE

Note:- The candidate will be held responsible for the accuracy of the above statement by willfully suppressing any information he will incur the risk of losing the appointment and if appointed, of forfeiting all claim to superannuation allowance or gratuity.

MedI. I-68.

## **ANNEXURE - IV**

### **TENTATIVE TIMELINE FOR THE RECRUITMENT PROCESS**

<b>Sl. No.</b>	<b>Process</b>	<b>Timeline</b>
<b>1.</b>	<b>Last date upto which the application can be submitted/edited/ payment of fees can be made</b>	<b>18.06.2022</b>
<b>2.</b>	<b>Last date upto which the uploaded documents can be edited / uploaded / re-uploaded</b>	<b>29.08.2022</b>
<b>3.</b>	<b>Publication of Result for Written Examination</b>	<b>November 2022</b>
<b>4.</b>	<b>Certificate Verification</b>	<b>December 2022</b>
<b>5.</b>	<b>Counselling</b>	

**Secretary**