



TAMIL NADU PUBLIC SERVICE COMMISSION

Advertisement No. 543
Notification No.14/ 2019

DATED: 19.04.2019

Applications are invited only through online mode up to **20.05.2019** for direct recruitment to the following posts.

Individual communication regarding the date and time of Certificate Verification, Oral Test and Counselling will not be sent to the Candidates, and the above details will be made available in the Commission's Website. Candidates will be informed of the above fact only through SMS and e-mail.

Name of the Post and Post Code	Name of the Service and Service Code.	No. of vacancies	Scale of Pay
Assistant Training Officer (Stenography-English) (Code No.1733)	Tamil Nadu Employment and Training Subordinate Service (Code No.028)	12 [2014-19]	Rs.35,900-1,13,500/- (Level 13)
Assistant Training Officer (Secretarial Practice) (Code No.1740)		1 GT (G) [2014-19]	

The number of vacancies is only approximate and is liable for modification including reduction with reference to vacancy position at any time before finalisation of selection.

It is mandatory for the 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 should apply online for this recruitment. [The One-Time Registration will be valid for 5 years from the date of registration. Thereafter, the registration should be renewed by paying the prescribed fee.]

2. IMPORTANT DATES AND TIME

Date of Notification	19.04.2019	
Last date for submission of online application	20.05.2019	
Last date for payment of Examination Fee through Bank (State Bank of India or HDFC Bank)	22.05.2019	
Date of Written Examination		
Paper – I (Subject Paper) (Diploma Standard)	22.06.2019 FN	10.00 A.M. to 01.00 P.M
Paper – II (General Studies) (Diploma Standard)	22.06.2019 AN	02.30 P.M. to 04.30 P.M

3. DISTRIBUTION OF VACANCIES

The rule of reservation of appointment **is applicable** for both the posts in this recruitment and the Distribution of vacancies is as follows :-

1. For the post of Assistant Training Officer (Stenography-English) :-

GT (G)	GT (W)	GT (PSTM)	BC(OBCM) (G)	BC(OBCM) (W)	MBC/DC (G)	MBC/DC (W)	SC (G)	SC (W)	SC (A) (W) (PSTM)	Total
2	1	1	2	1	1	1	1	1	1	12

2. For the post of Assistant Training Officer (Secretarial Practice) :-

The General Turn (General) arises for this post in this recruitment.

Abbreviation: GT – General Turn – G – General, W – Women; PSTM - Persons Studied in Tamil Medium; BC(OBCM) - Backward Classes (Other than Backward Class Muslims); MBC / DC - Most Backward Classes/ Denotified Communities ; SC Scheduled Castes; SC(A) – Scheduled Caste (Arunthathiyars); ST- Scheduled Tribes.

4. FEES

a)	<p><u>Registration Fee</u></p> <p>For One-Time Registration (Revised with effect from 01.03.2017 vide G.O.(Ms).No.32, Personnel and Administrative Reforms (M) Department, dated 01.03.2017)</p> <p><u>Note</u></p> <p>Those who have registered in the One -Time Registration system and paid the Registration fee of Rs.150/- and received the Registration ID need not pay the Registration fee i.e., Rs.150/- and it is enough to pay the Examination fee alone.</p>	Rs.150/-
b)	<p><u>Examination Fee</u></p> <p><u>Note</u></p> <p>The Examination fee should be paid at the time of submitting the online application for this recruitment if they are not eligible for the fee concession noted below.</p>	Rs.150/-

EXAMINATION FEE CONCESSION

Category	Concession	Condition
(i) Scheduled Castes/ Scheduled Caste (Arunthathiyars), Scheduled Tribes	Full Exemption	--

(ii) Differently Abled Persons, Destitute Widows of all communities	Full Exemption	(i) For Differently Abled Persons, the disability should be not less than 40%. (ii) For Destitute Widows, the Destitute Widow certificate should have been obtained from the RDO / Sub Collector/ Assistant Collector
(iii) Most Backward Classes / Denotified Communities, Backward Classes (Other than Muslims), Backward Class (Muslims)	Those who have not availed three free chances so far in the previous recruitments may avail exemption from payment of Examination fee.	Should not have availed three free chances in the previous recruitments.
(iv) Ex-Servicemen	Those who have not availed two free chances so far in the previous recruitments may avail exemption from payment of Examination fee.	(i) Should not have availed two free chances in the previous recruitments. (ii) Fee concession will not apply for those Ex-Servicemen who have already been recruited to any class or service or category.

Note :

- (i) The three / two free chances allowed are not for **EACH POST** but for **ANY THREE / TWO APPLICATIONS ONLY**. The claim for exemption from payment of examination fee made in any application which is rejected / admitted or withdrawn will be counted as a free chance availed.
- (ii) Failure to pay the prescribed fee along with the application in-time, will result in the rejection of application.
- (iii) The number of free chances availed by the applicant means, the total number of free chances hitherto availed by the applicant in his/her earlier applications submitted to the Commission for any post / recruitment.
- (iv) If the Examination fee concession claimed in the application is found to exceed the admissible limits, as announced above, the application **will be rejected at any stage of selection**. The number of free chances availed by the applicants will be counted from all the previous applications submitted through One Time Registration and / or submitted directly without One Time Registration.

[For further details regarding Examination Fee concession, refer to para. 12 of the "[Instructions to Applicants](#)".]

5. MODE OF PAYMENT OF EXAMINATION FEE

- Examination fee of Rs.150/- (Rupees One Hundred and Fifty only) is payable online through Net banking / Credit card / Debit card or it can be paid offline at State Bank of India / HDFC Bank within 2 days from the date of submission of online application, by choosing the option in the online application.
- Applicants have to register their basic particulars through One-Time Registration which is mandatory on payment of Rs.150/- (Rupees One Hundred and Fifty only) towards Registration fee and then should apply online for this recruitment. The One-Time Registration will be valid for 5 years from the date of registration. Thereafter, the registration should be

renewed by paying the prescribed fee. Applicants who have already registered in One-Time Registration system by paying Rs.50/- before 01.03.2017 and having validity and those who have registered for One-Time Registration on or after 01.03.2017 by paying Rs.150/- towards One-Time Registration are exempted from paying the registration fee for this recruitment.

- Applicants have also to pay the service charges applicable to the State Bank of India / HDFC Bank.
- Applicants can avail exemption from paying Examination fees 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 refer para 2 (13-23) of [“Instructions to Applicants”](#)]

Note:

The fees once paid to the Tamil Nadu Public Service Commission will not be refunded to the applicants under any circumstances.

6. QUALIFICATIONS

(A) AGE LIMIT (As on 01.07.2019) (For both the posts)

Category of Applicants	Maximum Age
SCs, SC(A)s, STs, MBCs/DCs, BCs, BCMs and Destitute Widows of all castes	No maximum age limit
‘Others’ [i.e., Applicants not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs]	35 years (Should not have completed)

Note

Applicants not belonging to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s, BCMs who have put in five years and more of service in the State / Central Government are **not eligible** to apply even if they are within the age limit.

Explanation: - “No maximum age limit” shall mean that the candidates should not have completed 58 years of age either on the date of Notification or at the time of selection/ appointment to the post.

[For further details regarding Age limit refer para 5 of [“Instructions to Applicants”](#) and Section 3(r) of [Tamil Nadu Government Servants \(Conditions of Service\) Act, 2016](#)]

Age Concession

SCs, SC(A)s, STs, MBCs/DCs, BCs, BCMs		‘Others’ i.e. Applicants not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs, BCMs	
Differently Abled Persons	Ex-Servicemen	Differently Abled Persons	Ex-Servicemen
No maximum age limit		45 years	48 years

Note

- (i) The above mentioned age concession will not apply to those Ex-Servicemen applicants who had already been recruited to any class or service or category.
- (ii) Instructions given with regard to maximum age limit under para 5 of the "[Instructions to Applicants](#)" will apply to this recruitment.

(B) EDUCATIONAL QUALIFICATION (As on 19.04.2019)

Applicants should possess the following or its Equivalent qualification from any University or Institution recognized by the University Grants Commission as on 19.04.2019 i.e. date of this Notification.

S.No.	Name of the Post	Educational Qualification
1.	Assistant Training Officer (Stenography-English)	<p>(i) Must have been declared eligible for College course of Study; (PUC/ HSC/ SSC Passed) (AND)</p> <p>(ii) Must have passed Government Technical Examination in Typewriting by the Senior Grade (Formerly Higher Grade)(English) and Shorthand by Senior Grade (English); (AND)</p> <p>(iii) Must have passed Government Technical Examination in Typewriting by the Junior Grade (Formerly Lower Grade)(Tamil) and Shorthand by Junior Grade (Tamil)</p> <p><i>Preference shall be given to candidates, who possess teaching experience for a period of not less than one year.</i></p>
2.	Assistant Training Officer (Secretarial Practice)	A Diploma in Commercial practice with Shorthand as elective subject of the State Board of Technical Education and Training, Tamil Nadu or any other recognised Institution or Board.

Note

- i. The prescribed Diploma qualification must be obtained, after completion of S.S.L.C. or Higher Secondary Course [10+3 (3 Years Diploma)] or [10+2+2 (Lateral Entry)] from the recognised Institutions as required under Section 25 of Tamil Nadu Government Servants (Conditions of Service) Act, 2016.
(Results of the Examination should have been declared on or before the date of notification)
- ii. Candidates claiming Equivalence of qualification to the prescribed qualification should submit evidence for Equivalence of qualification in the form of Government Order issued on or before the date of this Notification, failing which their application **will be summarily rejected**. The Government Orders issued declaring Equivalence of prescribed qualification after the date of this Notification will not be accepted. (Refer also to the Disclaimer annexed to this Notification)

[For further details regarding Equivalence of Qualification refer para 10 of the "[Instructions to Applicants](#)"]

(C) CERTIFICATE OF PHYSICAL FITNESS

Candidates selected for appointment to these posts will be required to produce a Certificate of Physical Fitness in the form prescribed below before their appointment.

S.No	Name of the Post	Standard of Vision	Form of Certificate of Physical Fitness
1.	Assistant Training Officer (Stenography-English)	Standard III or Better	Form prescribed for 'Other than Executive and Ministerial posts'
2.	Assistant Training Officer (Secretarial Practice)		

(D) KNOWLEDGE IN TAMIL

Applicants should possess adequate knowledge in Tamil on the date of this Notification.

[For details refer para 11 of the Commission's ["Instructions to Applicants"](#)]

7. CONCESSIONS

- (i) Concessions in the matter of Age and Fees allowed to SCs, SC(A)s, STs, MBCs/DCs, BCs,BCMs, Destitute Widows, Differently Abled Persons, Ex-Servicemen and other categories of persons are given in paras. 12 to 14 of the ["Instructions to Applicants"](#).
- (ii) Persons claiming concessions referred to above and other claims made in the application, have to produce evidence for such claims when called for by the Tamil Nadu Public Service Commission, otherwise their application will be liable for rejection.

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. [Proviso to Section 3(j)(vii) of [Tamil Nadu Government Servants \(Conditions of Service\) Act, 2016](#)]

**8. SCHEME OF EXAMINATION: OBJECTIVE TYPE (OMR METHOD) AND ORAL TEST
(FOR BOTH THE POSTS) :-**

Subject	Duration	Maximum Marks	Minimum Qualifying Marks for selection	
			SCs,SC(A)s,STs, MBCs/DCs,BCs and BCMs	Others
<u>i. Paper- I (Subject Paper)</u> (Diploma Standard) (200 Questions) Stenography in English (Code No.357)	3 hours	300	171	228
<u>ii. Paper - II (General Studies)</u> (100 Questions) (Code No.003) General Studies (Diploma Standard) - 75 Questions AND Aptitude and Mental Ability (SSLC Standard) - 25 Questions	2 hours	200		
<u>iii. Interview and Records</u>	---	70		
	Total	570		

Note

- The Syllabi for Examination is furnished in the [Annexure II](#) of the Notification and also available in the Commission's website www.tnpsc.gov.in
- The questions in Paper - I will be set in English only** and questions in Paper - II will be set both in English and Tamil.

9. EXAMINATION CENTRES

Examination will be held at the following centres: -

Name of the Centre	Centre Code
Chennai	0100
Madurai	1000
Coimbatore	0200

Note

- Request for change of Examination Centre / Venue will not be entertained.
- Candidates will be required to appear for the Written Examination / Certificate Verification / Oral Test at their own expenses.
- The Commission reserves the right to increase / decrease the number of Examination Centres and to re-allot the candidates with respect to the number of candidates opted for each centre.

[For further details refer paragraph 22 (b) of "[Instructions to Applicants](#)"]

10. SELECTION PROCEDURE

Selection will be made in two successive stages i.e., (i) Written Examination and (ii) Oral Test in the form of an interview. Final selection will be made on the basis of total marks obtained by the candidates in the Written Examination and Oral Test taken together subject to the rule of reservation of appointment. Candidate's appearance in both the papers of the Written Examination and in the Oral Test is compulsory. A candidate who has not appeared in any one of the papers in Written Examination or Oral Test will not be considered for selection, even if he/she secures qualifying marks in the Written Examination or Oral Test. Based on the marks obtained by the candidates in the Written Examination, the 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 Oral Test following the rule of reservation of appointment.

[For further details refer paragraph 23 (b) of "[Instructions to Applicants](#)"]

11. NO OBJECTION CERTIFICATE / INFORMATION TO THE EMPLOYER

No Objection Certificate obtained from appropriate authority shall be produced at the time of Certificate Verification/ Counselling. No Objection Certificate should be produced in the format prescribed under para 15 (g) of Commission's "[Instructions to Applicants](#)". Any violation of this instruction will be liable for rejection of application and forfeiture of his/her Candidature.

12. GENERAL INFORMATION

A. The rule of reservation of appointment is applicable for both the posts in this recruitment.

B. If no qualified and suitable women candidates are available for selection against the vacancies reserved for them, those vacancies will be filled up by male candidates belonging to the respective communal categories.

C. In G.O.(Ms.) No.145, Personnel and Administrative Reforms (S) Department, dated 30.09.2010 and G.O.(Ms.) No.40, Personnel and Administrative Reforms(S) Department dated 30.04.2014, the Government have issued orders to fill up 20% of vacancies in direct recruitment on preferential basis to persons who studied the prescribed qualification in Tamil Medium. The 20% reservation of vacancies on preferential allotment to Persons Studied in Tamil Medium (PSTM) will apply to this recruitment, **if Tamil medium of studies for the prescribed qualification is available.** (Applicants claiming this reservation should have joined and studied the prescribed qualification in Tamil Medium and should have the certificate for the same. Having written the University examinations in Tamil language alone will not qualify the candidate for claiming this reservation). If the candidates with PSTM certificate are not available for selection for appointment against reserved turn, such turns shall be filled up by eligible Non-PSTM candidates, but belonging to the respective communal category. The PSTM certificate shall be produced / uploaded by the candidate in prescribed format/ proforma available in the Commission's website at www.tnpsc.gov.in which shall be obtained from the Head of the Institution and to be submitted when called for by the Commission. **[For further details refer to para. 27 (XIX) of the "[Instructions to Applicants](#)"]**

D. The number of vacancies notified is only approximate and is liable for modification / reduction with reference to vacancy position, at any time before finalization of selection.

E. The selection for appointment to these posts is purely provisional subject to final orders pending on the Writ Petitions, if any, filed before the Hon'ble Madras High Court and Madurai Bench of Madras High Court.

F. Reservation of appointment to **Destitute Widows, Ex-Servicemen and Differently Abled Persons** **will not apply** to this recruitment.

- G. The Differently Abled Persons who apply under other eligible category should submit / upload a copy of Differently Abled Certificate from the competent authority specifying the nature of physical handicap and the degree of disability as per para 14(b) of "[Instructions to Applicants](#)" for their claim, when called for by the Tamil Nadu Public Service Commission.
- H. Evidence for claims made in the online application should be uploaded / submitted within stipulated time when the documents are called for by the Tamil Nadu Public Service Commission. Any subsequent claim made thereafter on submission of online application will not be entertained. Failure to submit the documents within the stipulated time limit **will entail rejection of the application.**
- I. Correct and True information regarding arrest, convictions / debarment / disqualification by any recruiting agency, criminal or any disciplinary proceedings initiated / pending or finalized, participation in agitation or any Political Organization, candidature in election for Parliament/State Legislature/Local Bodies etc., if any, should also be furnished to the Commission at the time of submission of online application i.e., the details thereof, originals of the Judgement, order or G.O dropping further action in Departmental proceedings or any document that may prove the suitability of such candidate for a Government 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 then and there. Failure to report on the part of candidate will be considered as suppression of material information and will attract suitable penal action.
- J. Incomplete applications and applications containing wrong claims or incorrect particulars relating to category of reservation / age / communal category / educational qualification / PSTM / physical qualification and other basic eligibility criteria **will be liable for rejection.**
- K. **One-Time Registration is not an application for any Post / Recruitment.** Though the details/particulars were furnished in the One-Time Registration by the applicants, the details/particulars furnished in the online application submitted for this recruitment alone will be taken into consideration. Tamil Nadu Public Service 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.

13. OTHER IMPORTANT INSTRUCTIONS

- a) **Applicants should ensure their eligibility for Examination:** The applicants applying for the Examination should go through all instructions carefully and 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 satisfaction of the eligibility conditions.** Mere issue of memo of admission to the applicant will not imply that his/her Candidature has been fully cleared by the Commission.
- b) The **Hall Tickets** for eligible candidates will be made available in the Commission's website <http://www.tnpsc.gov.in> or www.tnpscexams.net or www.tnpscexams.in for downloading the same by candidates. **Hall Tickets will not be sent by post.** Hence, the candidates should watch Commission's website before the scheduled date of Examination. The candidates must comply with each and every instruction given in the Hall Ticket.
- c) **Grievance Redressal Cell for guidance of applicants:** In case of any guidance/ information / clarification of their applications, candidature etc., applicants can contact Tamil Nadu Public Service Commission's Office in person or over Telephone No.044-25332833 / 25332855 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 or **Commission's** e-mail id contacttnpsc@gmail.com.

- d) After Notification, during the process of recruitment till publication of result, no information, under Right to Information Act, would be furnished.
- e) **Mobile Phones and other articles Banned:**
- (i) Except the permitted writing material (i.e. 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 thing or instrument, 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. (For further details refer "[Instructions to Applicants](#)").]
 - (iii) Candidates are advised in their own interest not to bring any of the banned items including Mobile Phones to the Venue of the Examination, as arrangements for safekeeping cannot be assured.
- f) Unless specific instruction is given, applicants are not required to submit along with their application any certificates (in support of their claims regarding age, educational qualifications, physical qualification, community, physical disability etc.,) which should be submitted when called for by the Commission. 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 / Oral Test, it is found that they do not fulfil any of the eligibility conditions, their Candidature for the Examination will be liable for rejection / cancellation by the Commission. (For further details refer to the "[Instructions to Applicants](#)")
- g) If any of their claims is found to be incorrect, it will lead to rejection of their Candidature and suitable penal action including debarment.
- h) **UNFAIR MEANS STRICTLY PROHIBITED:** No candidate shall copy from the papers of any other candidate 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. [For further details refer "[Instructions to Applicants](#)".]
- 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 and penalised. [For further details refer "[Instructions to Applicants](#)".]
- j) For violation of "[Instructions to Applicants](#)" in any manner, suitable penalty will be imposed as per the "[Instructions to Applicants](#)" or as deemed fit by the Commission.

14. HOW TO APPLY

- (i) Applicants should apply only through online mode in the Commission's Website <http://www.tnpsc.gov.in> , <http://www.tnpscexams.net> , <http://www.tnpscexams.in>
- (ii) 'One-Time Registration' (OTR) and 'Applicant's Dashboard' are 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 5 years from the date of registration. All the applications should be submitted using the One-Time Registration ID and password registered by the applicant.

- (iii) To apply under One-Time Registration, applicants should have scanned image of their photograph, certificate 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.
- (iv) Applicants who have already registered in One-Time Registration on or before 29.09.2015 shall use their existing user ID and Password to create applicant Dashboard in the new One-Time Registration system. No applicant is permitted to create more than one Registration ID in One-Time Registration.
- (v) Applicants should enter the Unique ID and password to view the already available information and update them.
- (vi) One-Time Registration is not an application for any post. It is just a collection of information from the applicants and giving a separate dashboard to each applicant to facilitate them to maintain their own profile. Applicant who wishes to apply for any post shall click "[Apply](#)" against the post notified in the Commission's Website and use the same USER ID and PASSWORD given for ONE-TIME REGISTRATION.
- (vii) Applicants should select the name of the post(s) and service to which they wish to apply.
- (viii) An online application uploaded without the photograph, specified documents and signature will be rejected.
- (ix) All the particulars mentioned in the online application including Name of the Applicant, Post applied, Educational qualifications, Communal category, 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, applicants are requested to fill in the online application form with utmost care and caution as no correspondence regarding change of details will be entertained.

(x) **PRINT OPTION**

- a) After submitting the online application, applicants can print / save their Application in PDF format.
- b) On entering user ID and password, applicants can download their application and print the same if required.
- c) Candidates need not send the printout of the online application or any other supporting documents to the Commission. The application and certificates will be verified only when the candidates come up for Certificate Verification.

- (xi) **One-Time Registration will not be considered as an application for any post.**

15. UPLOAD / SUBMISSION OF DOCUMENTS

The candidates must upload/submit the necessary documents **whenever called for specifically** by the Tamil Nadu Public Service Commission.

16. LAST DATE FOR SUBMITTING ONLINE APPLICATION

The Online Application can be submitted up to 20.05.2019 till 11.59 p.m., after which the link will be disabled.

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

Warning

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

எச்சரிக்கை

- தேர்வாணையத்தின் தெரிவுகள் அனைத்தும் விண்ணப்பதாரர்களின் தர வரிசைப்படியே மேற்கொள்ளப்படுகின்றன.
- பொய்யான வாக்குறுதிகளை சொல்லி, தவறான வழியில் வேலை வாங்கி தருவதாக கூறும் இடைத்தரகர்களிடம் விண்ணப்பதாரர்கள் மிகவும் கவனமாக இருக்குமாறு எச்சரிக்கப்படுகிறார்கள்.
- இதுபோன்ற தவறான மற்றும் நேர்மையற்ற நபர்களால் விண்ணப்பதாரர்களுக்கு ஏற்படும் எந்தவொரு இழப்புக்கும் தேர்வாணையம் எந்தவிதத்திலும் பொறுப்பல்ல.

Secretary

DISCLAIMER

“The Government orders relating to Equivalence of Qualification are available in the Tamil Nadu Public Service Commission’s website. However, the applicants while applying for the Examination should furnish the details of Equivalence of Qualification declared in the form of Government orders issued on or before the date of this Notification if any, and produce the same while submitting the documents, failing which their Application will be rejected. The Government Orders issued regarding Equivalence of prescribed qualification after the date of this Notification will not be accepted.”

Secretary

ANNEXURE- I
FORMAT OF EXPERIENCE CERTIFICATE
[ONLY FOR PREFERENTIAL QUALIFICATION]

1. Name and Address of the Institution / Organisation :
2. Whether the said Institution / Organisation is a recognized/registered one? :
3. Registration Number of Institution / Organisation if any :
4. Name of the Employee, Employee ID with Date of Birth :
5. Qualification possessed by the Employee on the Date of Joining Service in the above said Institution / Organisation :
6. Designation and period of Experience of the Employee :
7. * Nature of the Work/Duty performed by the Employee (To be mentioned in brief) :
8. Whether the Employee possesses experience as laid in para 6(B) of the Notification No.14/2019, dated 19/04/2019. : Yes / No
9. Whether Attendance Register / Attendance Rolls / Pay Register, Pay Disbursement Register and other records /available for this Employee : Yes / No
10. Certificate from the Institution / Organisation : The above said employee is having experience in this Institution / Organisation as stated above. The above particulars furnished by us are correct

Office Seal:

Date:

Place:

Signature.

Name and Designation of
the issuing Authority.

* **Explanation** : *Teaching experience in Stenography for a period of not less than one year.*

Note:

Institution / Organisation which issues the certificate is cautioned that issuing of any certificate containing false details will lead to legal / penal action on them.

ANNEXURE-II
SYLLABUS
PAPER-I
STENOGRAPHY (DIPLOMA STANDARD)

Code No.

UNIT-1	Shorthand	<ul style="list-style-type: none"> • Career opportunities for Stenographer • Duties and responsibilities of a Secretary/ Stenographer • Consonants in Shorthand. • Vowels-Long & Short Vowel-Dot & Dash. • Short forms-logograms-grammalogues- Contraction,use of the tick “the”. • Punctuation Marks and Phraseography – formation of simple phrases.
UNIT-2	Shorthand	<ul style="list-style-type: none"> • Diphthongs&Triphones. • Alternative forms of R & H stroke • Abbreviated W • Diphone • Alternative forms of aspirate H , Downward H & upward H tick and dot H. • The Circle – S,SES,SW • The loops- ST/SD-Large loop for STR
UNIT-3	Shorthand	<ul style="list-style-type: none"> • Initial small hooks (Double Consonants) R and L hooks. • Alternative forms of curved hooked strokes-Left & Right curves of f/v/th/TH upward SH with hooked strokes. Compound consonants • Final Hooks N/F and V/SHUN . • Halving Principles • Doubling Principle • Prefixes,Suffixes and Figures- Note taking techniques. • Intersection- Monetary Units & Round Figures Contractions- formation and uses, Essential Vowels.
UNIT-4	Computer Skills	<ul style="list-style-type: none"> • Utility and types of Computers. • Computer Hardware-Definition-Motherboard & Processor. • Input,Output & Storage devices. • Software-definition-Application Software. • Windows operating System-Windows menu-Minimizing-closing windows. • Toolbar-task bar-Menu bar-Start button-Shutting down Windows –control buttons-open,cut,copy & paste. • Desktop Windows explorer control button.
UNIT-5	Computer Skills	<ul style="list-style-type: none"> • Computer Keyboard Functions – Alphabetic keys-Numeric keys-Special keys-Function keys (F1 to F12) • Practising of home row, upper row and bottom row keys. • Shift key operation and number row. • MS-Word-Creation of file-use of its various option. • computer Speed Typing-Speed calculation-signs & Symbols,RomanNumbers,Capitalizations of Letters. • Evaluation & Marking Scheme.
UNIT-6	Computer Skills	<p><u>MS-WORD :</u></p> <ul style="list-style-type: none"> • Ms-Word creation of file use of its various option. • Processing of MS Word. • Use of different menus like entering,selecting,deleting,copying ,cutting and pasting. • Finding and replacing of text.

		<ul style="list-style-type: none"> • Uses of auto correct. • Formatting with word, paragraph formatting • Inserting numbers,bullets-setting indents and spacing. • Use of help options-page set up,Margins,ruler, paper size in word. • Inserting Lines and page breaks-insertion and use of tables-Deletion of rows and columns-Alignments between rows & columns. • Viewing documents property & printing and other MS-Word features.
UNIT-7	Computer Skills	<u>MS-Excel:</u> <ul style="list-style-type: none"> • Operating and entering text in worksheets. • Editing excel and saving and printing. • Arithmetic,Logical,relatives and absolute cell referencing . • Formatting options of cell in worksheets, Merging Cells, Wrapping,Inserting and deleting columns and rows. • Align Center left right and justify cell content • Concept of charts and graph.
UNIT-8	Computer Skills	<u>MS-Powerpoint</u> <ul style="list-style-type: none"> • Introduction of PPT presenting documents in power point add graphic to the document create self running presentation. <u>NETWORKING</u> <ul style="list-style-type: none"> • Types of networking LAN,MAN,WAN • Sending and receiving e_mails • Searching browsing website,using search engines <u>COMPUTER VIRUSES:</u> <ul style="list-style-type: none"> • Use of antivirus • Precautions and scanning.
UNIT-9	Office Management	<u>Office and its Function:</u> <ul style="list-style-type: none"> • Importance of an Office. • Department of an Office. • Functions, duties and Characteristics of Office Manager. • Office layout types of Office layout open and private office. • Various Machines and handling of machines in office. • Office stationery, forms and manual. • Office security and types of security. <u>Office Environment:</u> <ul style="list-style-type: none"> • Important elements like light, temperature, ventilation, noise, interior decoration, cleanliness and safety • Importance of Filing-different types of filing . <u>Mailing:</u> <ul style="list-style-type: none"> • Mails-Inward and outward. • Postal services importance of PINCODE. • Post card, Registered , ordinary, insured letters. • Parcel business reply post card, VPP, UPC, monetary services. • Speed post and courier service. • Post Bag, Post Box.
UNIT-10	Office Management	<u>Office Correspondence / Banking/Secretarial functions</u> <ul style="list-style-type: none"> • Application writing • Various types of letters, Enquiry, quotation,order, collection and complaint letters informal/invitation/congratulation/thanks giving/condolence. • Drafting of notice/agenda/minutes and reports, circular and memorandum.

		<ul style="list-style-type: none">• General banking correspondence.• Opening savings/current/fixed deposit account Request for loan/overdraft.• Definition, Qualities, Qualification & Types of Secretary
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PAPER- II**GENERAL STUDIES (DIPLOMA STANDARD / OBJECTIVE TYPE)****Unit-I GENERAL SCIENCE**

Physics - Nature of Universe-General Scientific laws-Inventions and discoveries-National scientific laboratories-Mechanics and properties of matter-Physical quantities, standards and units-Force, motion and energy-Magnetism, electricity and electronics- Heat, light and sound.

Chemistry - Elements and Compounds-Acids, bases and salts-Fertilizers, pesticides, Insecticides.

Botany-Main Concepts of life science-Classification of living organism-Nutrition and dietetics-Respiration.

Zoology-Blood and blood circulation-Reproductive system-Environment, ecology, health and hygiene-Human diseases, prevention and remedies-Animals, plants and human life.

Unit- II. CURRENT EVENTS

History- Latest diary of events-national -National symbols-Profile of States-Eminent persons & places in news-Sports & games-Books & authors -Awards & honors'-India and its neighbours.

Political Science-Problems in conduct of public elections-Political parties and political system in India-Public awareness & General administration-Welfare oriented govt. schemes, their utility.

Geography-Geographical landmarks.

Economics -Current socio-economic problems.

Science- Latest inventions on science & technology.

Unit- III. GEOGRAPHY

Earth and Universe-Solar system-Monsoon, rainfall, weather & climate-Water resources - rivers in India-Soil, minerals & natural resources-Forest & wildlife-Agricultural pattern-Transport & communication-Social geography – population-density and distribution-Natural calamities – Disaster Management.

Unit-IV. HISTORY AND CULTURE OF INDIA AND TAMIL NADU

Indus valley civilization-Guptas, Delhi Sultans, Mughals and Marathas-Age of Vijayanagaram and the bahmanis-South Indian history-Culture and Heritage of Tamil people-India since independence-Characteristics of Indian culture-Unity in diversity – race, colour, language, custom-India-as secular state-Growth of rationalist, Dravidian movement in TN-Political parties and populist schemes.

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- Local government – panchayat raj – Tamil Nadu- Judiciary in India – Rule of law/Due process of law-. Elections-. Official language and Schedule-VIII-. Corruption in public life-. Anti-corruption measures –CVC, lokadalats, Ombudsman, CAG- Right to information- Empowerment of women- Consumer protection forums.

Unit-VI. INDIAN ECONOMY

Nature of Indian Economy- Five-year plan models-an assessment-Land reforms & agriculture-Application of science in agriculture-Industrial growth-Rural welfare oriented programmes-Social sector problems – population, education, health, employment, poverty-Economic trends in Tamil Nadu.

Unit-VII. INDIAN NATIONAL MOVEMENT

National renaissance--Emergence of national leaders-Gandhi, Nehru, Tagore-Different modes of agitations-Role of Tamil Nadu in freedom struggle Rajaji, VOC, Periyar , Bharathiar & others.

Unit-VIII - APTITUDE & MENTAL ABILITY TESTS (SSLC STANDARD)

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 - Logical Reasoning-Puzzles- Dice-Visual Reasoning-Alpha numeric Reasoning - Number Series.

Annexure - III
Tentative Timeline for the Recruitment Process for the
posts of Assistant Training Officer(Stenography-English)
and Assistant Training Officer(Secretarial Practice)

Sl. No.	Process	Timeline
1.	Publication of Written Examination results	July 2019
2.	Certificate Verification	August 2019
3.	Oral Test	September 2019
4.	Final Result	September 2019

Secretary