



# TAMIL NADU PUBLIC SERVICE COMMISSION

NOTIFICATION NO. 07/2019

DATED: 28.01.2019

As per the orders of the Hon'ble High Court of Judicature at Madras in W.P.No.2937 of 2018, Cont.P.No.1773 of 2015 and W.M.P.No.3599 of 2018, applications are invited from eligible candidates belonging only to the **Scheduled Castes (SC)** category through online mode upto 27.02.2019 for direct recruitment to the post of **Accounts Officer, Class III** in the Tamil Nadu Treasuries and Accounts Service against the following shortfall vacancies;

Name of the post	Name of the service	No. of shortfall vacancies	Scale of pay
<b>Accounts Officer, Class III</b> (Post code No.2093)	Tamil Nadu Treasuries and Accounts Service (Service code No.062)	SC - 4	Rs. 56900-180500 (Level 23)

**Note:**

**The selection against the shortfall vacancies will be made only from eligible candidates among the Scheduled Castes (SC), Scheduled Castes (Arunthathiyars) categories. Reservation for Women, Ex-servicemen and Differently abled persons will not be applicable for this recruitment. [Section 27(h) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016]. Further, reservation for persons studied in Tamil medium (PSTM) will not be applicable for this recruitment.**

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.**

**2. IMPORTANT DATES AND TIME:**

Date of notification	28.01.2019		
Last date for submission of application	27.02.2019		
<b>Dates of written examination</b>			
Accounts Officer, Class III	Subject paper- <b>Cost Accountancy</b> (Post Graduate Degree standard)	<b>05.05.2019 F.N</b>	<b>10.00 A.M. to 01.00 P.M.</b>
	<b>General studies</b> (Degree standard)	<b>05.05.2019 A.N</b>	<b>02.30 P.M. to 04.30 P.M.</b>

**Note**

Refer Annexure-II of this notification regarding tentative timeline for the recruitment process.

### 3. QUALIFICATIONS:

#### (A) AGE LIMIT :

Category of applicants	Maximum Age
Scheduled Castes (SC), Scheduled Castes (Arunthathiyars) [SC(A)]	No maximum age limit

**Explanation:** No maximum age limit shall mean that the applicants 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, refer to para. 5 of the “[Instructions to Applicants](#)” and Section 20(8) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016)

#### (B) EDUCATIONAL QUALIFICATION (as on 28.01.2019)

Applicants should possess the following or its equivalent qualification on the date of this notification.

Must have passed the Final Examination conducted by the Institute of Chartered Accountants / Cost Accountants

#### NOTE:

- (i) The qualification prescribed for the post should have been obtained by passing the required qualification in the following order of studies: 10<sup>th</sup> + HSC or its equivalent + Bachelor’s degree as required under Section 25 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016. Results of the 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 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 produce it when called for, failing which, their application **will be summarily rejected**. The government orders regarding equivalence of qualification issued after the date of this notification will not be accepted. (For further details regarding equivalence of qualification refer to [para.10 of the “Instructions to Applicants”](#))

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

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

Standard of vision	Form of certificate of physical fitness
Standard-III or better	Form prescribed for executive post.

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

**(D) KNOWLEDGE IN TAMIL**

Applicants should possess adequate knowledge in Tamil. (Para. 1 under the heading 'Note' under [para. 11 of Commission's 'Instructions to Applicants'](#) is applicable for this recruitment).

**4. FEES:**

a)	<b>REGISTRATION FEE:</b> 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). <b>Note:</b> i. Applicants who have already registered in one time online registration system and are within the validity period of five years are exempted from payment of registration fee.	Rs.150/-
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**EXAMINATION FEE CONCESSION:**

Category	Concession	Condition(s)
Scheduled Castes / Scheduled Castes (Arunthathiyars) and Scheduled Tribes	Full Exemption	-----

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

**5. MODE OF PAYMENT OF FEE:**

- 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 five 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.150/- before 01.03.2017 and having validity and those who have registered for One-Time Registration system are exempted from paying the registration fee for this recruitment.

**6. CONCESSIONS:**

- Concessions with regard to age and examination fees allowed to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s, BCs, Destitute Widows, Differently Abled Persons and Ex-servicemen are given in [paras. 12 to 14 of the 'Instructions to Applicants'](#).
- Persons claiming concessions referred to above and other claims made in the application have to produce evidence for such claims when called for, otherwise their application will be **rejected**.

## 7. SCHEME OF EXAMINATION (OBJECTIVE TYPE – IN OMR METHOD) AND ORAL TEST

Subject	Duration	Maximum marks	Minimum qualifying marks for selection for applicants belonging to SCs, SC(A)s
i. Paper – I (Objective type) Subject paper – <b>Cost Accountancy</b> (Code No.333) (Post Graduate Degree standard) (200 questions)	3 Hours	300	171
ii. Paper -II <b>General Studies</b> (100 questions) (Code No.003)  General Studies (Degree standard) – 75 questions and Aptitude and Mental ability test (S.S.L.C standard) –25 questions	2 Hours	200	
iii. Interview and Records	--	70	
<b>Total</b>		<b>570</b>	

### NOTE:

- The questions in subject paper 'Cost Accountancy' (Paper-I) will be set in English only and 'General Studies' (Paper-II) will be set in both Tamil and English.
- The syllabus for the subject paper "Cost Accountancy" (Paper-I) and "General Studies" (Paper-II) are available in **Annexure-I** to this notification.
- Refer para. 22 of the "Instructions to Applicants" for instructions to be followed while appearing for Competitive Examinations conducted by the Commission.

### 8. SELECTION PROCEDURE:

Selection will be made in two successive stages i.e., (i) Written Examination and (ii) Oral Test in the shape of an interview. The final selection will be made on the basis of the total marks obtained by the applicants at the written examination and oral test taken together. Applicants' appearance in the written examination and oral test is compulsory. The applicant who has not appeared for any of the subjects in the written examination will not be considered for selection even if he/she secures the minimum qualifying marks for selection.

(For further details refer to [para. 23 \(b\) of the "Instructions to Applicants"](#))

### Note:

**The selection against the shortfall vacancies will be made only from eligible candidates among the Scheduled Castes (SC), Scheduled Castes (Arunthathiyars) categories. Reservation for Women, Ex-servicemen and Differently abled persons will not be applicable for this recruitment. [Section 27(h) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016]. Further, reservation for persons studied in Tamil medium (PSTM) will not be applicable for this recruitment.**

## 9. CENTRE FOR EXAMINATION:

Examination will be held at the following centre;

Name of the Centre	Centre code
Chennai	0100

### NOTE:

- (i) Request for change of examination centre / venue will not be entertained (For further details refer to the "[Instructions to Applicants](#)").
- (ii) The Commission reserves the right to increase or decrease the number of examination centres and to re-allot the applicants accordingly.
- (iii) Applicants should appear for the written examinations / certificate verification / oral test at their own expenses.

## 10. NO OBJECTION CERTIFICATE / INFORMATION TO THE EMPLOYER:

No objection certificate obtained from appropriate authority shall be produced at the time of certificate verification. Failure to produce the same will lead to rejection of application.

For details refer to [para. 15 \(g\) of the 'Instructions to Applicants'](#). Any violation of this instruction will result in rejection of application and forfeiture of his / her candidature.

## 11. GENERAL INFORMATION:

- (A) The Rule of reservation of appointments does not apply to this recruitment.
- (B) The number of vacancies advertised is only approximate and is liable for modification including reduction with reference to vacancy position at any time before finalisation of selection.
- (C) The selection for appointment to the said 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 its Madurai Bench.
- (D) Any claim made after the submission of online application will not be entertained. Evidence for all the claims made in the online application should be uploaded / submitted in time when the same are called for. Failure to upload / submit the documents within the stipulated time limit will entail rejection of application.
- (E) Correct and true information regarding arrest, convictions, criminal or any disciplinary proceedings initiated / pending or finalised, debarment / disqualification by any recruiting agency, participation in agitation or any political organisation, candidature in election for Parliament / State Legislature / Local Bodies etc, if any, should also be furnished to the Commission at the time of 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.

- (F) **Incomplete applications and applications containing wrong claims or incorrect particulars relating to category of reservation / eligibility / age / communal category / educational qualification / medium of instruction / physical qualification / other basic qualifications and other basic eligibility criteria will be liable for rejection.**
- (G) 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.

## 12. OTHER IMPORTANT INSTRUCTIONS:

- a) Applicants should ensure their eligibility for the recruitment. Applicants applying for the recruitment should go through all the instructions carefully and ensure that they fulfil all the eligibility conditions for admission to the recruitment. Their admission to all stages of the recruitment will be purely provisional subject to satisfaction of the eligibility conditions. Mere issue of memo. of admission to the applicants will not imply that their candidature has been fully cleared by the Commission.
- b) Hall Tickets for eligible applicants will be made available on the Commission's website [www.tnpsc.gov.in](http://www.tnpsc.gov.in) or [www.tnpscexams.net](http://www.tnpscexams.net) or [www.tnpscexams.in](http://www.tnpscexams.in) so as to enable the applicants to download the same. **Hall Tickets will not be sent by post.** Hence, applicants should watch the Commission's website before the scheduled date of examination.
- c) **Grievance Redressal Cell for guidance of applicants:** In case of any guidance / information / clarification regarding applications, candidature, etc., applicants can contact the Commission's office in person or over Telephone No. 044-25332833 / 25332855 or the Commission's 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](mailto:contacttnpsc@gmail.com).

### 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.*

### 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 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 (For further details refer to the "Instructions to Applicants").

- 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.
- 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 recruitment should ensure that they fulfil all the eligibility conditions for admission to the recruitment. Their admission at all the stages of recruitment 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 recruitment 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 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. (For further details refer to the "Instructions to Applicants")
- i) **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. (For further details refer to the "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.

### 13. 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) / [www.tnpscexams.net](http://www.tnpscexams.net) / [www.tnpscexams.in](http://www.tnpscexams.in)
- 2) "*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 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) Applicants who have already registered under One Time Registration system on or before 29.09.2015 shall use their existing user ID and password to create the applicant's dashboard in the new One Time Registration system. 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.

- 6) 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. 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) Online applications uploaded without the photograph, specified documents and signature will be rejected.
- 8) 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, examination centre 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 the online application form with utmost care and caution as no correspondence regarding change of details will be entertained.
- 9) 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. Application and all the required certificates will be verified only when the applicants come up for next stage of selection.**

#### **14. UPLOAD / SUBMISSION OF DOCUMENTS:**

Applicants should upload / submit the required documents for proof in respect of all the claims made in the application with reference to this notification as and when called for. If the required certificates are not uploaded or submitted by the applicants, within the stipulated time, their applications will be rejected.

#### **15. LAST DATE FOR SUBMISSION OF APPLICATION:**

Online application can be submitted upto **27.02.2019** till 11.59 p.m., after which the link will be disabled.

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



## 16. WARNING

- All recruitments by the Tamil Nadu Public Service Commission are purely merit based.
- Tamil Nadu Public Service Commission hereby cautions the candidates against touts and agents cheating 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 in any sort of actions with such unscrupulous elements.

### எச்சரிக்கை

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

**Secretary**

**DISCLAIMER**

“Government orders relating to equivalence of qualification have been hosted on the Tamil Nadu Public Service Commission’s website. However, while applying for the recruitment, applicants should furnish the details of equivalence of qualification in the form of government orders issued on or before the date of this notification and produce a copy of the same when called for by the Tamil Nadu Public Service Commission, failing which their application will be **rejected**. The government orders regarding equivalence of qualification issued after the date of this notification will not be considered for this recruitment.”

**Secretary**

**ANNEXURE-I**  
**FINANCIAL AND COST ACCOUNTANCY/ COST ACCOUNTANCY/**  
**COST AND MANAGEMENT ACCOUNTANCY**  
**PAPER-I (POST GRADUATE DEGREE STANDARD)**

**CODE NO: 333**

**UNIT – I: ACCOUNTING**

- a) Accounting Standards – GAAP - AS - applicability, interpretation, scope and compliance-IFRS- Ind AS
- b) Company Accounts - Presentation of Financial Statements as per Schedule III of Companies Act 2013 - Statement of Profit or Loss, Balance Sheet Cash flow statement
- c) Accounting of Banking, Electricity and Insurance Companies
- d) Accounting for Cooperative Societies
- e) Branch and Departmental Accounts (including foreign branches)
- f) Accounting for non-profit organisations and incomplete records
- g) Computerised Accounting System

**UNIT – II: AUDITING**

- a) Nature and scope and significance of auditing
- b) Audit Engagement, Audit Programme, Audit working papers , Audit note book audit evidence and audit report
- c) Internal check, internal control and internal audit- industry specific
- d) Reporting requirements of under companies act - report vs certificate, contents of the report- and qualifications in the report.
- e) Cost audit and Secretarial audit
- f) Auditing of difference types of undertaking - education, hospitals, cooperative societies, banks, trusts, municipalities

**UNIT – III: FINANCIAL MANAGEMENT**

- a) Meaning-objectives -scope of financial management
- b) Sources of Funds- Introduction of Financial Markets- Capital & Money Markets
- c) Tools for Financial Analysis - Ratio, Funds flow analysis
- d) Cost of Capital, Capital Structure and Leverages
- e) Working Capital Management- Financing - Cash, Inventory, Receivables and Payables

- f) Dividend Decisions
- g) Risk Management - risk measurement- risk analysis- Value at Risk(VAR)- Capital Adequacy Norms in Banking Industry

#### **UNIT – IV: TAXATION**

- a) Direct Taxation- Residential Status- Heads of Income and Computation of Total Income under various heads- assessment of income of different persons - TDS/TCS/Advance Tax- Income Computation and Disclosure standards (Basic Concepts only) - Taxation as applicable to Government undertaking and Cooperative Societies.
- b) Indirect Taxation- Canons of Taxation- Customs Law - Goods and Services Tax (GST) - CGST-SGST-IGST- Cess- Registration - Supply- Time of Supply- Value of Supply- Place of Supply-Input tax credit- Reverse Charge Mechanism (RCM) - Payment of Taxes.

#### **UNIT – V: COMMERCIAL LAW, INDUSTRIAL LAW & COMPANY LAW**

- a) Indian Contract Act
- b) Sale of Goods act
- c) Negotiable Instrument act
- d) Indian Partnership Act
- e) Limited Liability Partnership Act
- f) Factories act, Payment of Gratuity Act
- g) Employees Provident Fund Act 1952
- h) Employees State Insurance Act 1948
- i) Payment of Bonus Act 1965, Minimum Wages Act 1948,
- j) Companies act 2013-Promotion - Formation and related procedures – Types -Winding up

#### **UNIT – VI: MANAGEMENT ACCOUNTING**

- a) introduction to Management Accounting - Relationship between Management accounting and cost accounting- Decision Making tools
- b) Analysis and Interpretation of Financial Statements
- c) Learning Curve - concepts and its application

**UNIT – VII:**

Cost Management - Life Cycle costing- Target Costing- Kaizen Costing- Value analysis and Engineering- Throughput Costing-Business Process Re-engineering- Back flush costing- Activity Based Costing (ABC).

**UNIT – VIII: DECISION MAKING TECHNIQUES**

- a) Marginal Costing - CVP analysis - Profit Volume Graph- Decision involving alternative choices - Make or Buy; Evaluation of Orders; Multiple scarce: Product sales:
- b) Pricing Decisions - New Product pricing- use of costs in pricing - sensitivity analysis - monopoly pricing- competitive pricing- Transfer pricing - Costing of Service Sectors
- c) Variance Analysis and Reporting- Material, Labour, Overheads, Turnover and Profit.

**UNIT – IX: PERFORMANCE EVALUATION & IMPROVEMENT TOOLS**

- a) Balanced Score Card
- b) Supply Chain Management
- c) Du-Pont Analysis
- d) Bench Marking
- e) Six sigma, Statistical Quality Control
- f) Plan-Do-Check Action
- g) Management Information
- h) Total Productivity Management (TPM) and Total Quality Management (TQM)
- i) SWOT analysis

**UNIT – X: BUSINESS VALUATION**

- a) Meaning of Value, Valuation and Business Valuation
- b) Valuation Methods - Non Discounted cash flow method- Discounted Cash Flow Method- Net Present Value Method (NPV)-Profitability Index Method(PI) - Internal Rate of Return Method(IRR)
- c) Valuation of Inventory
- d) Valuation of Investments
- e) Valuation of Intangibles
- f) Valuation of Human Resources

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**PAPER-II****GENERAL STUDIES (DEGREE STANDARD/OBJECTIVE TYPE)****(Code No: 003)****UNIT-I: GENERAL SCIENCE**

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

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

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

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

**UNIT- II: CURRENT EVENTS**

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

**Political Science** 1. India's foreign policy 2. Latest court verdicts – public opinion 3. Problems in conduct of public elections 4. Political parties and political system in India 5. Public awareness & General administration 6. Role of Voluntary organizations & Govt., 7. Welfare oriented govt. schemes, their utility

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

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

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

### **UNIT-III : GEOGRAPHY**

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

### **UNIT-IV: HISTORY AND CULTURE OF INDIA**

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

### **UNIT-V: INDIAN POLITY**

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

### **UNIT- VI: INDIAN ECONOMY**

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

growth- Economic trends in Tamil Nadu -Energy Different sources and development- Finance Commission -Planning Commission- National Development Council

### **UNIT-VII: INDIAN NATIONAL MOVEMENT**

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

### **UNIT-VIII: APTITUDE AND MENTAL ABILITY TESTS**

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



**ANNEXURE-II****Tentative timeline for the Recruitment Process**

<b>Sl. No.</b>	<b>Process</b>	<b>Timeline</b>
1.	Publication of results	June 2019
2.	Certificate verification	July 2019
3.	Date of oral test & final selection list	August 2019

**Secretary**

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