



TAMIL NADU PUBLIC SERVICE COMMISSION

NOTIFICATION NO. 22/2019

DATED: 22.07.2019

Applications are invited only through online mode up to 20.08.2019 for Direct Recruitment to the post of Assistant Tourist Officer, Grade-II included in Tamil Nadu General Subordinate Service.

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 may 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.
- Candidates are solely responsible for their claims in online application. They cannot blame the service providers like internet cafe / browsing centre / Common Service centres for the mistakes made while applying online for a recruitment. Candidates are advised to check the filled in online application before finally submitting the same.

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.)

Name of the Post and Post Code	Name of the Service and Code No.	No. of Vacancies	Level of Pay
Assistant Tourist Officer, Grade-II (Post Code. 3111)	Tamil Nadu General Subordinate Service (Service Code.036)	42	Level - 8: Rs.19500-62000

2. DISTRIBUTION OF VACANCIES:-

The rule of reservation of appointments is applicable for this recruitment. The distribution of vacancies is as follows: -

GT-G	GT-G-PSTM	GT-EX	GT-W	GT-W-PSTM	GT-W- DW	BC(OBCM)-G	BC(OBCM)-G-PSTM	BC(OBCM)- EX	BC(OBCM)-W	BC(OBCM)-W-DW	BC(M)-G	BC(M)-W-DW	MBC/DC-G	MBC/DC-G-PSTM	MBC/DC-W	MBC/DC-W-DW	SC-G	SC-G-PSTM	SC-W	SC-W-DW	SC(A)-G-PSTM	SC(A)-W-DW-PSTM	Total
6	2	1	2	1	1	5	1	1	2	1	1	1	5	1	1	1	4	1	1	1	1	1	42

Abbreviation: GT–General Turn, BC(OBCM)-Backward Classes Other than Backward Class Muslim, BC(M)-Backward Class (Muslim), MBC/DC - Most Backward Class / Denotified Community, SC–Scheduled Caste, SC(A) – Scheduled Caste (Arunthathiyar), W-Women, PSTM–Persons Studied in Tamil Medium, Ex-Ex-Servicemen, DW-Destitute Widow.

3. IMPORTANT DATES AND TIME:-

Date of Notification	22.07.2019	
Last date for submission of online application	20.08.2019	
Last date for payment of Examination Fee through Bank (State Bank of India or HDFC Bank)	22.08.2019	
Date and Time of Written Examination		
Paper – I (Travel and Tourism)	29.09.2019	10.00 A.M. to 1.00 P.M
Paper – II (General Studies)	29.09.2019	2.30 P.M. to 4.30 P.M.

Note: Refer Annexure – IV of this Notification regarding Tentative Timeline for the Recruitment Process.

4. FEES:-

a)	<p><u>Registration Fee</u> 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> Applicants who have already registered in One Time Registration system within the validity period of 5 years are exempted.</p>	Rs.150/-
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b)	<u>Examination Fee</u> <u>Note:</u> 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.	Rs.100/-
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EXAMINATION FEE CONCESSION

Category	Concession	Condition
(i) Scheduled Castes/ Scheduled Castes (Arunthathiyar) and Scheduled Tribes	Full Exemption	--
(ii) Destitute Widows of all Categories	Full Exemption	(i) For DWs, the DW certificate should have been obtained from the RDO / Sub Collector / Assistant Collector.
(iii) Most Backward Classes / Denotified Communities, Backward Classes (Other than Muslim) and Backward Classes (Muslim)	Those who have not availed three free chances so far in any of the previous recruitments may avail exemption from payment of examination fee.	Should not have availed three free chances in any of the previous recruitments.
(iv) Ex-Servicemen	Those who have not availed two free chances so far in any of the previous recruitments may avail exemption from payment of examination fee.	(i) Should not have availed two free chances in any of the previous recruitments. (ii) Fee concession will not apply to those who have already been recruited to any class or service or category.

Note:-

- i. The three / two free chances referred to above 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 be liable for 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 process. The number of free chances availed by the applicants will be counted from the previous applications submitted through One Time Registration and / or submitted directly without One Time Registration i.e., before One Time Registration was made as mandatory. (Refer [para 10 of the "Instructions to Applicants"](#))

5. MODE OF PAYMENT OF EXAMINATION FEE:-

- ❖ Applicants who have made One-Time Registration must pay the prescribed examination fee for this recruitment unless fee exemption is claimed. (One Time Registration is only to avail exemption from Registration fee for a period of 5 years from the date of registration and it will not be considered or adjusted towards the prescribed examination fee for this recruitment).
- ❖ Examination fee Rs.100/- (Rupees One Hundred only) is payable online through Net banking / Credit card / Debit card or it can be paid offline at SBI / HDFC Bank within 2 days from the date of submission of online application, by choosing the option in the online application.
- ❖ 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.

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)

Sl. No.	Category of Applicants	Minimum Age (should have completed)	Maximum Age (should not have completed)
1.	Scheduled Castes / Scheduled Castes (Arunthathiyar), Scheduled Tribes, Most Backward Classes / Denotified Communities, Backward Classes, Backward Classes (Muslim) and Destitute Widows of all Categories	18 Years	No Age Limit
2.	"Others" [i.e Applicants not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs, BCMs and DWs of all Categories]		30 years

Note:-

- (i) "Others" [i.e Applicants not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs] 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.

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.

AGE CONCESSION

(i) For Ex-Servicemen

- a) No maximum age limit for applicants belonging to SCs, SC(A)s, STs, MBCs/ DCs, BCs (Other than Muslims) and BCMs.
- b) The maximum age limit is 48 years for "others" (i.e) applicants not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs (Other than Muslims) and BCMs.
- c) The above mentioned age concession will not apply to Ex-Servicemen applicants those who have already been recruited to any class or service or category.

(For further details, refer para 5 [of "Instructions to Applicants"](#)).

(B) EDUCATIONAL QUALIFICATION (as on 22.07.2019)

Applicants should possess the following qualification awarded by any University or Institution recognized by the University Grants Commission on the date of notification.

- (i) Degree in Travel and Tourism;
OR
Any Degree with Diploma in Tourism;
AND
- (ii) Must have undergone Certificate Course in Computer on Office Automation offered by the Department of Technical Education, Government of Tamil Nadu or any equivalent courses offered by any institution recognized by Department of Electronics and Information Technology of Government of India – All India Diploma programs or any higher level program in which office automation is a subject like DOEACC - 'O' level, 'A' level, etc..."
AND
- (iii) Proficiency in English and Tamil:
Should have studied Tamil and English as one of the Subject in Degree Course.

(Para 11 of Instructions to Applicants will not apply for this recruitment)

Note:

- (i) The qualification prescribed 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 / U.G. Degree with Diploma.
- (ii) Applicants claiming equivalence of qualification to the prescribed qualification should submit evidence for equivalence of qualification in the form of G.O. issued prior to the date of this notification, failing which their application will be summarily rejected. The G.Os issued declaring equivalence of prescribed qualification after the date of this notification will not be accepted. (Section 25(b) of Tamil Nadu Government Servants (Conditions of Service) Act 2016). (Refer also the disclaimer announced with the notification)

(Refer [para 10 of the "Instructions to Applicants"](#))

Important Note:

All the eligibility criteria for the claims of Educational qualification / Technical qualifications including the publication of results and claims towards special reservation to Destitute Widows and Ex-servicemen should be as on the date of this Notification (i.e., as on 22.07.2019)

(C) CERTIFICATE OF PHYSICAL FITNESS

Candidates selected for appointment to the posts will be required to produce a Certificate of Physical Fitness in the form prescribed below: -

Form of Certificate of Physical Fitness	Standard of Vision
Executive Post	Standard - III

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

7. CONCESSIONS:-

- (i) Concessions in the matter of age and/or fees allowed to SCs, SC(A)s, STs, MBCs/DCs, BCs, BCMs, Destitute Widows, Ex-servicemen, other categories of persons etc., are given in para 12 to 14 of the "Instructions to Applicants".
- (ii) Persons claiming concession referred to above have to produce evidence for such claim when called for, otherwise their application will be liable for rejection.

Note:

- (i) 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 Servant (Conditions of Service) Act 2016]

- (ii) Fee Concession / Age Concession with regard to Differently Abled Persons under para 12 and para 14(b) of the 'Instructions to Applicants' will not apply for this recruitment.

8. SCHEME OF MAIN WRITTEN EXAMINATION (OBJECTIVE TYPE):-

Subject	Duration of Examination	Maximum Marks	Minimum Qualifying Marks for Selection
<u>Paper-I</u> <u>Travel and Tourism</u> (Degree Standard) (Total = 200 questions)	3 Hours	300	150
<u>Paper-II</u> General Studies (Degree Std.) (75 questions) + Aptitude and Mental Ability Test (S.S.L.C Std) (25 questions) (Total = 100 questions)	2 Hours	200	
TOTAL		500	

Note:- (i) The questions in Paper-I will be set in English only.

(ii) The questions in Paper-II will be set both in English and Tamil and will contain questions on General Studies (75 questions), Aptitude and Mental Ability Test (25 questions)

Refer [para 22 of "Instructions to Applicants"](#) in regard to instructions to be followed while appearing for competitive examinations conducted by the Commission.

The Syllabi for the said subjects are furnished in [Annexure – I\(a\)](#) of this Notification and also available in the Commission's website www.tnpsc.gov.in.

9. CENTRE FOR EXAMINATION

The Main Written examination will be held at the following Centres: -

Sl. No.	District	Code No.
1.	Chennai	0100
2.	Coimbatore	0200
3.	Madurai	1000

Note:-

(i) The Commission reserves the right to increase / decrease the number of examination centres and to re-allot the applicants.

(ii) Applicants should appear for the Main Written Examination / Certificate Verification / Counselling at their own expenses.

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

10. SELECTION PROCEDURE

Based on the marks obtained by the candidates in the Main Written Examination, the tentative list of eligible candidates will be announced in the Commission's website for uploading all the certificates in support of their claim for certificate verification. After verification, the eligible candidates will be summoned for counselling to allot the post in the order of rank and category to which they are eligible as per the vacancy position.

11. NO OBJECTION CERTIFICATE / INFORMATION TO THE EMPLOYER

Persons who are in service should apply for this examination only after informing the appointing authority. No Objection Certificate obtained from appropriate authority shall be produced at the time of Certificate Verification / Counselling or within the time granted in exceptional cases, failing which, the application will be rejected. **For details refer para 15 (g) of Commission's "Instructions to Applicants"**. Any violation of this instruction will be liable for / end in rejection of application and forfeit his/her candidature. Person who gets employment in Government Services after the submission of their applications should also produce the No Objection Certificate at the time of Certificate verification / Counselling.

12. GENERAL INFORMATION:-

A) The Rule of reservation of appointments applies to this recruitment.

B) 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 for this recruitment. Applicants claiming PSTM preference must produce certificate issued by Head of Institution as proof as per the specimen contained in the "Instructions to Applicants" for having studied the Prescribed qualification in Tamil Medium. (Having written the examination in Tamil language alone will not qualify for claiming this preference). If the Applicants with PSTM certificate are not available for selection for appointment against reserved turn such turn shall be filled up by other eligible Applicants but belonging to the respective communal category. The PSTM certificate, in prescribed format / proforma available in the Commission's website at 'www.tnpsc.gov.in' shall be obtained from the Head of the Institution and shall be produced / uploaded when called for.(For further details refer para 27(XIX) of Instructions to Applicants)

- C) The number of vacancies advertised is only approximate and is liable to modification with reference to vacancy position at any time including reduction before finalization of selection.
- D) The selection for appointment to the above said post is purely provisional subject to final Orders on pending Writ Petitions, if any, filed at Madras High Court and Madurai Bench of Madras High Court.
- E) As per Section, 27(C) of Tamil Nadu Government Servants (Condition of Service) Act, 2016, reservation to Ex-Servicemen will apply for the said post. If no qualified and suitable Ex-Servicemen belonging to a particular category is available for selection for appointment against reserved turn, such turn shall be filled up by an Applicant other than Ex-Servicemen but belonging to the particular communal category. As per the orders issued in (Proviso to Section 3(j) (vii) of Tamil Nadu Government Servant (Conditions of Service) Act 2016), "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.
- F) As per the G.O.(Ms.) No. 50, Tourism, Culture and Religious Endowments Department, dated 21.05.2019, 4% reservation for Differently Abled Persons will not apply to this recruitment and this post is not identified as suitable for Differently Abled Persons. (Refer Annexure-II)
- G) A minimum of thirty percent of all vacancies which are to be filled through direct recruitment shall be set apart for women candidates. 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.
- H) Wherever vacancies are reserved for Arunthathiyars on preferential basis, even after filling up of 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 up by Scheduled Castes other than Arunthathiyars.
- I) Evidence for claims made in the online application should be uploaded / submitted in time when called for the documents. 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.
- J) 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 application i.e., the details thereof, originals of the Judgement, order / G.O dropping further action in Departmental proceedings or any document that may prove the suitability of such Applicants for a Government appointment in such cases must be produced at the stage / time of Certificate Verification and counselling without fail. Any of the above said events that occur after submission of application and before actual appointment shall also be informed to the Commission forthwith. Failure to inform the Commission will entail suitable penal action as decided by the Commission.

- K) Incomplete applications and applications containing wrong claims or incorrect particulars relating to category of reservation / other basic qualification / eligibility wise / age / communal categories / educational qualification / physical qualification and other basic eligibility criteria will be summarily rejected.
- L) 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 for this recruitment. 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.
- M) Refer Annexure- III for G.O.(Ms).No. 90, Social Welfare and Nutritious Meal Programme [SW8(2)] Department, dated 22.12.2017 regarding determination of community and reservation in employment for third gender.

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 and furnish all the required particulars in the online application. Claims made at later stages, after submission of online application will not be entertained 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 applicants will be made available in the Commission's Website www.tnpsc.gov.in or www.tnpscexams.net or www.tnpscexams.in for downloading the same by applicants. No Hall Tickets will be sent by post. So the applicants should watch TNPSC website before the scheduled date of examination. The Applicants 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 Toll-Free No.1800 425 1002 on all working days from 10.00 a.m.to 5.45 p.m. or through e-mail id contacttnpsc@gmail.com
- D) After Notification, during the process of recruitment till completion of the entire examination process, no information would be furnished under Right to Information Act, 2005.
- E) Communication to Applicants: Individual communication regarding the date and time of certificate verification and counselling 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.
- F) Mobile Phones and other Articles Banned:
- 1) Applicants are not allowed to bring Cellular Phone, Watches/Bluetooth device and Ring with Inbuilt Memory Notes etc., or any other Electronic device and Non Electronic devices such as P&G Design Data Book, Books, Notes, Hand Bags and Recording Device either as separate piece or part of something used by the applicants such as Watch or Ring etc., to the examination hall / room on the date of examination
 - 2) 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](#)").
 - 3) Do not bring into the Examination Hall any article such as books, notes, loose sheets, electronic or any other type of calculators, mathematical and drawing instruments, log tables, stencils of maps, slide rules, text books, rough sheets etc., except the permitted writing material (i.e. pen). No colour pen or pencil must be used.
 - 4) 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 cannot be assured.
- G) 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, practising / service, physical qualification, community certificates and certificates regarding their physical disability etc., which should be submitted when called for by the Tamil Nadu Public Service Commission. The applicants applying for the examination should ensure that they fulfil all the eligibility conditions for admission to the Examination. Their

admission to the examination will be purely provisional, subject to they satisfying the prescribed eligibility conditions. If on verification at any time before or after the Examination and Certificate Verification, it is found that they do not fulfil any of the eligibility conditions, their candidature for the recruitment will be rejected summarily by the Commission. ([For further details refer "Instructions to Applicants"](#)).

- H) If any of their claim is found to be false, it will lead to rejection of their candidature and suitable penal action.
- I) Unfair means strictly prohibited: No applicant shall copy from the papers of any other candidate or permit his 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"](#)).
- J) Conduct in 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 severely viewed and penalised. ([For further details refer Instructions to Applicants](#)).

For violation of "Instruction 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](#)

- 1) Applicants should apply only through online mode in the Commission's Websites www.tnpsc.gov.in/www.tnpscexams.net/www.tnpscexams.in
- 2) One Time Registration (OTR) and applicant 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.
- 3) To apply under One Time Registration, the applicants should have scanned image of their photograph, certificate wherever insisted and signature in CD/DVD/Pen Drive to upload the photo, certificate and signature.
- 4) 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 applicants Dashboard in the new One Time Registration system. No applicant is permitted to create more than one registration ID in One Time Registration.

- 5) Applicant 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 any post shall click "[Apply](#)" against the post Notified in the Commission's Website using the same USER ID and PASSWORD given for ONE TIME REGISTRATION.
- 7) Applicants are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.
- 8) Online application uploaded without the photograph, specified documents and signature will be rejected.
- 9) All the particulars mentioned in the online application including Name of the Applicant, Educational qualifications, Communal Category, Date of Birth, Gender, Address, Email ID, Centre of Examination, Government employee, etc., will be considered as final and no Modifications will be allowed after the submission of online application. Once an application is submitted no further request for change of details will be entertained.

10) Print Option:-

After submitting the application, applicants can print / save their application in PDF format.

On entering user ID and password, applicants can download their application and print, if required.

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 applicants come up for next stage of selection.

One Time Registration will not be considered as an application for any post.

15. UPLOAD OF DOCUMENTS:-

No documents need be uploaded while submitting online application for this recruitment. The applicants must upload / submit the documents when called for specifically. If the required certificate is not uploaded when called for and if the certificate uploaded by the applicant is not clear and not readable, the application will be rejected without any further notice.

16. LAST DATE FOR SUBMITTING APPLICATION:-

The Online Application can be submitted upto 20.08.2019 till 11.59 p.m., after which the link will be disabled.

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

Secretary
Tamil Nadu Public Service Commission

ANNEXURE – I

Exempted Qualification in lieu of Pass in Certificate Course in Computer on Office Automation	G.O. in which ordered
Those who possess a Degree (or) Diploma in Computer Science (or) Computer Engineering (or) Computer Application (or) Information Technology (or) Software Engineering (or) Computing (or) Computer Information Systems (or) Computer Design approved by the UGC / All India Council for Technical Education / Directorate of Technical Education or an equivalent body are exempted from passing the Certificate Course in Computer on Office Automation Conducted by Directorate of Technical Education.	<p>1. G.O.Ms.No.130, Personnel and Administrative Reforms (S) Department, dated 22.07.2008.</p> <p>Provided that, for this post, the candidate must possess the Educational Qualification on the date of notification (i.e. 22.07.2019) as mentioned in Para.5(B) of this Notification.</p> <p>2. G.O.Ms.No.26, Personnel and Administrative Reforms (S) Department, dated 23.02.2017.</p>

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 uploading 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
Tamil Nadu Public Service Commission

ANNEXURE-I(a)

**SYLLABUS FOR THE POST OF ASSISTANT TOURIST
OFFICER, GRADE-II**

MAIN EXAMINATION (DEGREE STANDARD)

SUBJECT CODE: 353

PAPER – I: TRAVEL AND TOURISM (OBJECTIVE TYPE)

UNIT- I: PRINCIPLES AND PRACTICES OF TOURISM

Introduction to tourism- Meaning and Scope, Concept, Components, and types of Tourism – Emerging trends- Evolution of Tourism in India- Ministry of Tourism- Government of India - Department of Tourism – Government of Tamil Nadu.

UNIT- II: TOURISM PRODUCTS OF INDIA

Unique features of Tourism Products- Tourist attraction Hills/ Beaches/ Mountains/ Water Bodies- Forts/ Palaces/ Fairs and festivals/Folk dances/Dance /Music/-Art and crafts- Temples/Churches/ Mosque and other religious worship places- UNESCO World Heritage sites- Flora and Fauna- Major wildlife sanctuaries and National parks- Major Tourist Circuits of India- Land, Air and Water based adventure activities, Guidelines and Regulations -Ancient Monuments Preservation Act 1904- Ancient Monuments and Archaeological Site and Remains Act 1958.

UNIT – III: TRANSPORT

History- Land-Water and Air- Air Industry / Airlines in India/ Functions/ Present policies-Air Charters- Growth of Road Transport – Indian Road Network - Major rail network of India- types of Rail Tours in India- Water Transport- History and Development-Historical Past- Cruise ships-Ferries- Hovercraft- River and Canal boats- Boat Houses.

UNIT- IV: ACCOMMODATION OPERATIONS

Origin and growth of hotels- Classification of Hotels on the basis of Size, Location, Facilities, Plan, Service and Ownership- Allied Catering services- Supplementary Accommodation- House Keeping- Front Office Management- Booking procedures- Types of Food and Beverages.

UNIT-V: TOURISM MARKETING

Unique features of Tourism Marketing – Market Segmentation- Marketing mix- tourists behavior- Distribution channel and its characteristics- Market research- Market forecast- Marketing Promotions- Tools of Promotion- E-Marketing- Domestic and International Travel Marts- Branding of Tourism products- "Incredible India" Campaign- "Enchanting Tamil Nadu: Experience yourselves"- Swachh Bharat Abhiyan- Destination Life Cycle.

UNIT-VI: TOURISM POLICY AND PLANNING

Need and Objectives of Tourism Policy-John Sargeant Committee- L.K.Jha Committee (Ad-hoc Committee) - 1963, National Tourism Policy -1982, Yunus committee 1988- Tourism Finance Corporation of India. National Action Plan on Tourism – 1992- National Tourism Policy-2002 – Tourism in Five year plans- Tourism policies of Tamil Nadu.

UNIT-VII: FUNCTIONS OF TRAVEL AGENCY AND TOUR OPERATION

Tour Operation Procedures - Tour Package – Itinerary preparation- Tour Costing- Travel formalities – Passport/ VISA /Health Regulations/ Travel insurance/ Customs Clearance/ Foreign Exchange formalities - Baggage rules.

UNIT- VIII: TOURISM GEOGRAPHY

Physical Geography of India- Climate- Sub continent-River system-Mountains- Plains – Political Geography of India- World Time zone, GMT- India Time Zone.

UNIT-IX: TOURISM ORGANIZATIONS

Organisation and Functions of WTO, ICAO, IATA, PATA, TAAI, IH &RA, SIHRA, FHRAI, NTO.

UNIT-X: IMPACT OF TOURISM

Positive and negative- Socio-Cultural and Economic Impact - Physical / Environmental Impact: Earth Summits.

**SYLLABUS FOR THE POST OF ASSISTANT TOURIST
OFFICER, GRADE-II**

MAIN EXAMINATION (DEGREE STANDARD)

SUBJECT CODE: 217

PAPER – II: GENERAL STUDIES (OBJECTIVE TYPE)

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 - 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, Prevention and remedies - Communicable diseases and non-communicable diseases - 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: India's foreign policy - Latest court verdicts - Public opinion - Problems in conduct of public elections - Political parties and political system in India - Public awareness & General administration - Role of Voluntary organizations & Govt., - 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 & 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 and 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, Netaji - 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 & MENTAL ABILITY TESTS

Conversion of information to data - Collection, compilation and presentation of data - Tables, graphs, diagrams - Parametric representation of data - Analytical interpretation of data - Simplification - Percentage - Highest Common Factor (HCF) - Lowest Common Multiple (LCM) - Ratio and Proportion - Simple interest - Compound interest - Area - Volume - Time and Work - Behavioral ability - Basic terms, Communications in information technology - Application of Information and Communication Technology (ICT) - Decision making and problem solving.

Logical Reasoning: Puzzles - Dice - Visual Reasoning - Alpha numeric reasoning - Number Series - Logical Number / Alphabetical / Diagrammatic Sequences.

ANNEXURE-II



ABSTRACT



Public Services – Tamil Nadu General Subordinate Service – Post of Assistant Tourist Officer Grade-II – C-category – Direct Recruitment – Exemption from implementing 4% reservation of Differently Abled Persons – As per section 34 of the Rights of Persons with Disabilities Act, 2016 – Orders-Issued.

Tourism, Culture and Religious Endowments (T2) Department

G.O. (Ms) No.50

Dated: 21.05.2019

விகாரி, வைகாசி - 7
திருவள்ளூர்-2050

Read:-

1. G.O. (Ms) No.192, Tourism, Culture and Religious Endowments (T2) Department, dated 12.08.2015.
2. G.O. (Ms) No.107, Personnel and Administrative Reforms (M) Department, dated 10.11.2016.
3. G.O. (Ms) No.21, Welfare of Differently Abled Persons (DAP 3.2) Department, dated 30.05.2017.
4. G.O. (Ms) No.51, Welfare of Differently Abled Persons (DAP 3.2) Department, dated 26.12.2017.
5. From the Commissioner for Welfare of the Differently Abled, Letter Rc.No.5234/DAW-3.1/2017, Dated 16.02.2019.
6. From the Commissioner of Tourism Letter No. 1259/HRD-1/2014, dated: 09.05.2019.

ORDER:-

In the Government Order first read above, executive orders were issued bringing the post of Assistant Tourist Officer Grade-II within the purview of Tamil Nadu Public Service Commission. Accordingly in the Government Order second read above, orders were issued amending the Tamil Nadu Public Service Commission Regulations, 1954.

2. In the Government Order third read above, orders were issued providing 4% of reservation to differently abled persons in all State Public Services / Public Sector Undertakings / Boards / Corporations / Educational Institutions under all kinds of Managements (like Government, Local Bodies and Abled Management including Universities).

3. In the Government Order fourth read above, among others orders were issued at para 6 (iii) as follows :-

“ if any department / establishment is of the view that any particular post in ‘C’ and ‘D’ category is not suitable for differently abled persons, in such

case, it may specifically request the Government for exemption. The administrative department in consultation with the State Commissioner for the Differently Abled and the Government shall issue appropriate orders".

4. In the letter fifth read above, the Commissioner for Welfare of the Differently Abled has given no objection for getting exemption for Tourism department from implementing 4% reservation to the Differently Abled Persons for the post of Assistant Tourist Officer Grade-II, as per the Government Order fourth read above, in the light of Section 34 of the Rights of Persons with Disabilities Act, 2016.

5. In the letter sixth read above, the Commissioner of Tourism has sent proposal to Government to issue necessary orders giving full exemption from implementing 4% reservation to the Differently Abled Persons for the post of Assistant Tourist Officer, Grade-II by Direct recruitment.

6. The Government after careful examination accept the proposal of the Commissioner of Tourism based on the views of the Commissioner for Welfare of the Differently Abled, and decide to give full exemption from implementing 4% reservation to the Differently Abled Persons for the post of Assistant Tourist Officer, Grade-II (C-category) by direct recruitment through Tamil Nadu Public Service Commission under Section 34 of the Rights of Persons with Disabilities Act, 2016 and issue orders accordingly.

7. This order issues with the concurrence of Welfare of Differently Abled Persons Department vide its U.O. No.3780/DAP3.2/2019-1, Dated: 29.03.2019.

(BY ORDER OF THE GOVERNOR)

APURVA VARMA

ADDITIONAL CHIEF SECRETARY TO GOVERNMENT

To

The Additional Chief Secretary to Government/
Commissioner of Tourism (FAC), Chennai-2.

The Secretary, Tamil Nadu Public Service Commission, Chennai-3.

Copy to:-

The Welfare of Differently Abled Persons Department, Chennai-9.

The Commissioner for Welfare of the Differently Abled,
Kamraj Salai, Chennai-5.

The Personnel & Administrative Reforms Department, Chennai-9.

The Senior Private Secretary to Additional Chief Secretary to Government,

Tourism, Culture and Religious Endowments Department, Chennai-9.

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/FORWARDED BY ORDER/

Carmin
21.5.19
SECTION OFFICER



Abstract

Social Welfare and Nutritious Meal Programme Department – Third Gender Welfare – Determination of the Community and Reservation in Employment for Third Gender – Orders – Issued.

Social Welfare and Nutritious Meal Programme [SW8 (2)] Department

G.O.(Ms) No.90

001384

Dated 22.12.2017

ஹேவிளம்பி, மார்கழி 7

திருவள்ளூர் ஆண்டு 2048

Read:

1. G.O. (Ms) No.127, Labour and Employment Department, dated 27.10.2014
2. G.O. (Ms) No.28, Backward Classes, Most Backward Class and Minorities Welfare Department, Dated 06.04.2015
3. G.O. (Ms) No.71, Social Welfare and Nutritious Meal Programme Department, Dated 06.11.2015

Read also:

4. From the Secretary, Tamil Nadu Public Service Commission, D.O.Letter No.4471/RND-D2/2013, dated 12.07.2016
5. From the Director of Social Welfare, Letter Roc.No.21096/WW.1(3)/2017, dated 31.07.2017

ORDER:-

In the Government Order first read above, orders were issued that Third Gender may register their names in Employment Exchange offices based on the certificate identifying them as Transgender issued by the Tamil Nadu Transgender Welfare Board (TGWB) and to sponsor their names for appointment in the vacancies reserved for women category namely 30% and as well as vacancies reserved for General Category (both Men and Women) namely 70%.

2. In the Government Order second read above, orders were issued classifying the "Transgender of Eunuch (Thirunangai or Aravani)" as Most Backward Class by including at Sl.No.36-C in the list of Most Backward Classes.

3. In the Government Order third read above, among other things orders were issued, that Transgender will be identified as 'Third Gender' apart from the Binary Gender System and they have the right to decide their self-identified gender as male or female or as the third gender.

4. The Secretary, Tamil Nadu Public Service Commission in the D.O. letter fourth read above has sought for following clarifications in this matter with regard to:-

- (i) Considering the Transgender under 30% reservation for Women

- (ii) Treating the Transgender candidates who have claimed communal status under Scheduled Caste/ Scheduled Caste (A)/ Scheduled Tribe by producing respective Community Certificate confirming their claim.

5. After careful examination, in consultation with the concerned departments and the Director of Social Welfare, the Government hereby issue the following order regarding the determination of community and reservation in employment for of the Third Gender in order to streamline the procedures to be followed by the recruiting agencies like Tamil Nadu Public Service Commission, Teachers Recruitment Board, Uniformed Services Recruitment Board, Medical Recruitment Board, etc., and Employment Exchange offices / appointing authorities, in sponsoring / recruiting / selecting the Third Gender candidates for appointment in Government Service:-

Determination of the Community:-

- (i) The Third Gender candidates, who do not possess any community certificate may be considered under Most Backward Class as per G.O.(Ms).No.28, Backward Classes, Most Backward Class and Minorities Welfare Department, dated 06.04.2015.
- (ii) The Third Gender candidates who belong to Scheduled Caste/Scheduled Caste (A)/Scheduled Tribe communities, and possess community certificate as such, may be considered as per their respective community.
- (iii) The Third Gender candidates who belong to the communities other than Scheduled Caste/Scheduled Caste (A)/Scheduled Tribe and possess community certificate as such (not covered under point (i) above) may be considered as per their own community or as Most Backward Class whichever is advantageous to them as per their option and once the individual exercises option for community selection it should be crystallized and this option should not be changed in future.

Reservation in Employment:-

- (i) The Third Gender candidates who identify themselves as "Female" by self-declaration supported by the certificate (ID card) issued by the Tamil Nadu Third Gender Welfare Board (TNTGWB) may be considered against both 30% reservation for women as well as 70% reservation for the General category (both Men & Women).
- (ii) The Third Gender candidates, who identify themselves as "Male" or "Third Gender", may be considered against the 70% reservation for General category (both Men & Women) as the case may be.

The above concessions may be granted subject to production of certificate identifying them as Third Gender or Third Gender (Male) or Third Gender (Female) issued by the Tamil Nadu Third Gender Welfare Board (TNTGWB), as the case may be.

(By Order of the Governor)

K. Manivasan,
Principal Secretary to Government

To
The Director of Social Welfare, Chennai-15
The Commissioner of Social Defence, Chennai-10

The Director, Integrated Child Development Services Scheme, Chennai-113
 ✓The Secretary, Tamil Nadu Public Service
 Commission, Chennai-3
 All District Collectors
 All Departments of the Secretariat, Chennai-9
 The Commissioner of Backward Classes and Minorities Welfare, Chennai-5
 The Director of Most Backward Class and Denotified Communities, Chennai-5
 The Director of Adi Dravidar Welfare, Chennai-5
 The Director of Tribal Welfare, Chennai-5
 The Member Secretary, Tamil Nadu Backward Classes Commission, Chennai-4
 The Teacher Recruitment Board, Chennai-6
 The Tamil Nadu Uniformed Services Recruitment
 Board, Chennai-8
 The Medical Services Recruitment Board, Chennai -6
 The Director of Employment and Training, Chennai-32
 The Secretary to Government of India, Ministry of Social
 Justice and Empowerment, New Delhi

Copy to:

The Hon'ble Chief Minister's Office, Chennai-9
 The Senior Personal Assistant to the Minister for Social Welfare and Nutritious Meal
 Programme, Chennai-9
 All Sections in Social Welfare and Nutritious Meal Programme Department, Chennai-9
 Stock file/Spare copy

// Forwarded by Order //

V. T. Karthi
 Section Officer

Qna E
 27.12.17

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Annexure- IV

Tentative Time line for the Recruitment Process

Sl. No.	Events	Tentative Dates
1.	Publication of Examination Results	November 2019
2.	Certificate Verification	December 2019
3.	Final Results	

Secretary
Tamil Nadu Public Service Commission