

5.1.4.2. Those candidates whose date of birth is not mentioned in their tenth standard / twelfth standard mark sheet must upload/produce their Birth Certificate / Transfer Certificate / Degree Mark Sheets, instead of the tenth standard or twelfth standard mark sheet. Any other form of evidence will not be accepted.

5.1.4.3. Failure to upload/produce such a document shall result in the rejection of candidature after due process.

## 5.2. Educational and Technical Qualification:

Sl. No.	Name of the Post	Name of the Service / Organization	Qualification
1	Village Administrative Officer	Tamil Nadu Ministerial Service	Must possess Minimum General Educational Qualification
2	Junior Assistant (Non Security)	Tamil Nadu Ministerial / Judicial Ministerial Service	Must possess Minimum General Educational Qualification
3	Junior Assistant (Security)	Tamil Nadu Ministerial Service	Must possess Minimum General Educational Qualification
4	Junior Assistant	Tamil Nadu Text Book and Educational Services Corporation	Must possess Minimum General Educational Qualification
5	Junior Assistant	Tamil Nadu Water Supply and Drainage Board	A degree from a recognized University or Institution
6	Junior Assistant	Tamil Nadu Small Industries Corporation Ltd.,	A degree from a recognized University or Institution
7	Junior Assistant	Tamil Nadu Waqf Board	1. A degree from a recognized University or Institution 2. Preference shall be given to Law Graduates if other things are being equal among Law and Non-Law Graduates.
8	Junior Assistant	Tamil Nadu Corporation for Development of Women Ltd.,	1. A degree from a recognized University or Institution 2. Must have passed the Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu <b>Note:</b> Candidates 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 System (or) Computer Design approved by the University Grants Commission / All India Council for Technical Education/ Directorate of Technical Education (or) an equivalent body shall not be required to acquire the Certificate Course in Computer on Office Automation.
9	Junior Assistant	Tamil Nadu Medicinal Plant Farms and Herbal Medicine Corporation Ltd.,	<ol style="list-style-type: none"> <li>1. A degree from recognized University or Institution</li> <li>2. Must have passed the Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu.</li> </ol> <p><b>Note:</b> Candidates 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 System (or) Computer Design approved by the University Grants Commission / All India Council for Technical Education/ Directorate of Technical Education (or) an equivalent body shall not be required to acquire the Certificate Course in Computer on Office Automation.</p>
10	Typist	Tamil Nadu Ministerial / Judicial Ministerial / Secretariat / Legislative Assembly Secretariat Service	<ol style="list-style-type: none"> <li>1. Must possess Minimum General Educational Qualification</li> <li>2. Must have passed the Government Technical Examination in Typewriting; <ul style="list-style-type: none"> <li>• by Higher / Senior Grade in Tamil and English (or)</li> <li>• by Higher / Senior Grade in Tamil and Lower/ Junior Grade in English (or)</li> <li>• by Higher / Senior Grade in English and Lower / Junior Grade in Tamil</li> </ul> </li> <li>3. A pass in Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu</li> </ol> <p><b>Note:</b> Candidates 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 System (or) Computer Design approved by the University Grants Commission / All India Council for Technical Education/ Directorate of Technical Education (or)</p>

			<p>an equivalent body shall not be required to acquire the Certificate Course in Computer on Office Automation.</p> <p>Candidates who do not possess Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu may also apply. If selected, they should acquire such qualification within the period of their probation or within two years from the date of appointment to the post, as the case may be.</p>
11	Typist	Tamil Nadu Corporation for Development of Women Ltd.,	<ol style="list-style-type: none"> <li>1. Must possess Minimum General Educational Qualification</li> <li>2. Must have passed the Government Technical Examinations in English Typewriting by Higher / Senior Grade and Tamil Typewriting by Lower / Junior Grade</li> <li>3. Must have passed the Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu</li> </ol> <p><b>Note:</b> Candidates 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 System (or) Computer Design approved by the University Grants Commission / All India Council for Technical Education/ Directorate of Technical Education (or) an equivalent body shall not be required to acquire the Certificate Course in Computer on Office Automation.</p>
12	Typist	Tamil Nadu Small Industries Corporation Ltd.,	<ol style="list-style-type: none"> <li>1. Must possess Minimum General Educational Qualification</li> <li>2. Must have passed the Government Technical Examination in Typewriting by Higher / Senior Grade in English and Higher / Senior Grade in Tamil</li> <li>3. A Pass in Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu</li> </ol> <p><b>Note:</b> Candidates 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 System (or) Computer Design approved by the University Grants Commission / All India Council for Technical Education/ Directorate of Technical Education (or)</p>

			<p>an equivalent body shall not be required to acquire the Certificate Course in Computer on Office Automation.</p> <p>Candidates who do not possess a Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu may also apply. If selected, they should acquire such qualification within the period of their probation or within two years from the date of appointment to the post, as the case may be.</p>
13	Typist	Tamil Nadu State Marketing Corporation Ltd.,	<ol style="list-style-type: none"> <li>1. Must possess Minimum General Educational Qualification</li> <li>2. Must have passed the Government Technical Examination in Typewriting; <ol style="list-style-type: none"> <li>a. by Higher / Senior Grade in Tamil and English (or)</li> <li>b. by Higher / Senior Grade in Tamil and Lower/ Junior Grade in English (or)</li> <li>c. by Higher/Senior Grade in English and Lower/ Junior Grade in Tamil</li> </ol> </li> <li>3. A pass in Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu</li> </ol> <p><b>Note:</b> Candidates 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 System (or) Computer Design approved by the University Grants Commission / All India Council for Technical Education/ Directorate of Technical Education (or) an equivalent body shall not be required to acquire the Certificate Course in Computer on Office Automation.</p> <p>Candidates who do not possess a Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu may also apply. If selected, they should acquire such qualification within the period of their probation or within two years from the date of appointment to the post, as the case may be.</p>
14	Typist	Tamil Nadu Text Book and Educational Services	<ol style="list-style-type: none"> <li>1. Must possess Minimum General Educational Qualification</li> <li>2. Must have passed the Government Technical Examinations</li> </ol>

		Corporation	<p>a. in Typewriting (English) Higher / Senior Grade and</p> <p>b. in Typewriting (Tamil) Lower / Junior Grade</p> <p>3. A pass in Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu</p> <p><b>Note:</b> Candidates 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 System (or) Computer Design approved by the University Grants Commission / All India Council for Technical Education/ Directorate of Technical Education (or) an equivalent body shall not be required to acquire the Certificate Course in Computer on Office Automation.</p> <p>Candidates who do not possess Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu may also apply. If selected, they should acquire such qualification within the period of their probation or within two years from the date of appointment to the post, as the case may be.</p>
15	Steno-Typist (Grade III)	Tamil Nadu Ministerial / Judicial Ministerial Service	<p>1. Must possess Minimum General Educational Qualification</p> <p>2. Must have passed the Government Technical Examination both in Typewriting and in Shorthand;</p> <ul style="list-style-type: none"> <li>• by Higher / Senior Grade in Tamil and English (or)</li> <li>• by Higher / Senior Grade in Tamil and Lower/Junior Grade in English (or)</li> <li>• by Higher / Senior Grade in English and Lower/ Junior Grade in Tamil.</li> </ul> <p>3. A pass in Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu</p> <p><b>Note:</b> Candidates 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 System (or) Computer Design approved by the University Grants Commission / All India Council for Technical</p>

			<p>Education/ Directorate of Technical Education (or) an equivalent body shall not be required to acquire the Certificate Course in Computer on Office Automation.</p> <p>Candidates who do not possess Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu may also apply. If selected, they should acquire such qualification within the period of their probation or within two years from the date of appointment to the post, as the case may be.</p>
16	Steno Typist	Tamil Nadu Text Book and Educational Services Corporation	<p>1. Must possess Minimum General Educational Qualification</p> <p>2. Must have passed the Government Technical Examinations in Typewriting English Higher / Senior Grade, in Typewriting Tamil Lower / Junior Grade and Shorthand English Higher / Senior Grade</p> <p><b>Note:</b> Preference shall be given to a person who, in addition to the above qualification, has passed the Government Technical Examinations in Tamil Typewriting by the Higher Grade.</p> <p>3. A pass in Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu</p> <p><b>Note:</b> Candidates 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 System (or) Computer Design approved by the University Grants Commission / All India Council for Technical Education/ Directorate of Technical Education (or) an equivalent body shall not be required to acquire the Certificate Course in Computer on Office Automation.</p> <p>Candidates who do not possess a Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu may also apply. If selected, they should acquire such qualification within the period of their probation or within two years from the date of appointment to the post, as the case may be.</p>

17	Steno Typist	Tamil Nadu Corporation for Development of Women Ltd.,	<p>1. A degree from a recognized University or Institution</p> <p>2. Must have passed the Government Technical Examination both in Typewriting and in Shorthand;</p> <ul style="list-style-type: none"> <li>• by Higher / Senior Grade in Tamil and English (or)</li> <li>• by Higher / Senior Grade in Tamil and Lower/Junior Grade in English (or)</li> <li>• by Higher / Senior Grade in English and Lower/ Junior Grade in Tamil.</li> </ul> <p>3. Must have passed the Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu</p> <p><b>Note:</b> Candidates 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 System (or) Computer Design approved by the University Grants Commission / All India Council for Technical Education/ Directorate of Technical Education (or) an equivalent body shall not be required to acquire the Certificate Course in Computer on Office Automation.</p>
18	Personal Clerk to Managing Director/ General Manager (Steno Typist III)	Tamil Nadu Corporation for Development of Women Ltd.,	<p>1. A degree from a recognized University or Institution</p> <p>2. Must have passed the Government Technical Examinations in Typewriting and Shorthand:</p> <ol style="list-style-type: none"> <li>a. by the Higher / Senior Grade in Tamil and English or</li> <li>b. by the Higher / Senior Grade in Tamil and Lower / Junior Grade in English (or)</li> <li>c. by the Higher / Senior Grade in English and Lower / Junior Grade in Tamil.</li> </ol> <p>3. Must have passed the Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu</p> <p><b>Note:</b> Candidates who possess Degree (or) Diploma in Computer Science (or) Computer Engineering (or) Computer Application (or) Information Technology (or) Software Engineering (or) Computing (or) Computer Information System (or) Computer Design approved by the University Grants Commission / All India Council for Technical Education/ Directorate of Technical Education (or) an equivalent body shall not be required to acquire the Certificate Course in Computer on Office</p>

			Automation.
19	Personal Assistant to Chairman (Steno Typist II)	Tamil Nadu Corporation for Development of Women Ltd.,	<p>1. A degree from a recognized University or Institution</p> <p>2. Must have passed the Government Technical Examinations in Typewriting and Shorthand;</p> <ol style="list-style-type: none"> <li>by the Higher / Senior Grade in Tamil and English or</li> <li>by the Higher / Senior Grade in Tamil and Lower / Junior Grade in English (or)</li> <li>by the Higher / Senior Grade in English and Lower / Junior Grade in Tamil.</li> </ol> <p>3. Must have passed the Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu</p> <p><b>Note:</b> Candidates 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 System (or) Computer Design approved by the University Grants Commission / All India Council for Technical Education/ Directorate of Technical Education (or) an equivalent body shall not be required to acquire the Certificate Course in Computer on Office Automation.</p>
20	Private Secretary Grade-III	Tamil Nadu Co-operative Milk Producers' Federation Ltd.,	<p>1. A degree from a recognized University or Institution</p> <p>2. Must have passed the Government Technical Examination in Typewriting Higher / Senior grade in English and Lower / Junior Grade in Tamil</p> <p>3. Must have passed the Government Technical Examination in Shorthand Higher / Senior grade in English and Lower / Junior Grade in Tamil.</p> <p>4. Must have passed the Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu</p> <p><b>Note:</b> Candidates who possess Degree (or) Diploma in Computer Science (or) Computer Engineering (or) Computer Application (or) Information Technology (or) Software Engineering (or) Computing (or) Computer Information System (or) Computer Design approved by the University Grants Commission / All India Council for Technical Education/ Directorate of Technical Education (or) an equivalent body shall not be required to acquire the Certificate Course in Computer on Office</p>



			Automation.
21	Junior Executive (Office)	Tamil Nadu Co-operative Milk Producers' Federation Ltd.,	<p>1. A degree from a recognized University or Institution</p> <p>2. Must have passed in Co-operative Training.</p> <p>3. Must have passed the Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu</p> <p><b>Note:</b> Candidates 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 System (or) Computer Design approved by the University Grants Commission / All India Council for Technical Education/ Directorate of Technical Education (or) an equivalent body shall not be required to acquire the Certificate Course in Computer on Office Automation.</p>
22	Junior Executive (Typing)	Tamil Nadu Co-operative Milk Producers' Federation Ltd.,	<p>1. A degree from a recognized University or Institution</p> <p>2. Must have passed Government Technical Examination in Typewriting Higher / Senior Grade in English and Tamil</p> <p>3. Must have passed the Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu</p> <p><b>Note:</b> Candidates 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 System (or) Computer Design approved by the University Grants Commission / All India Council for Technical Education/ Directorate of Technical Education (or) an equivalent body shall not be required to acquire the Certificate Course in Computer on Office Automation.</p>
23	Receptionist cum Telephone Operator	Tamil Nadu Corporation for Development of Women Ltd.,	<p>1. Must possess Minimum General Educational Qualification</p> <p>2. Certificate Course in Telephone Operation from a recognized institution</p> <p>3. Must have passed the Certificate Course in Computer on Office Automation conducted by the Technical Education Department, Government of Tamil Nadu</p> <p><b>Note:</b> Candidates who possess a Degree (or) Diploma in Computer Science (or) Computer Engineering (or) Computer Application (or)</p>

			Information Technology (or) Software Engineering (or) Computing (or) Computer Information System (or) Computer Design approved by the University Grants Commission / All India Council for Technical Education/ Directorate of Technical Education (or) an equivalent body shall not be required to acquire the Certificate Course in Computer on Office Automation.
24	Milk Recorder, Grade III	Tamil Nadu Co-operative Milk Producers' Federation Ltd.,	<ol style="list-style-type: none"> <li>1. A degree from a recognized University or Institution</li> <li>2. Must have passed in Co-operative Training.</li> </ol>
25.	Laboratory Assistant	Tamil Nadu Forensic Science Subordinate Service	Must have passed Higher Secondary Course with Physics, Chemistry, and Biology / Botany and Zoology as subjects.
26	Bill Collector	Tamil Nadu Ministerial Service	Must possess Minimum General Educational Qualification
27	Senior Factory Assistant	Tamil Nadu Co-operative Milk Producers' Federation Ltd.,	Must have passed Higher Secondary Course or Must have passed Secondary School Leaving Certificate or its equivalent, with ITI in any trade
28	Forest Guard	Tamil Nadu Forest Subordinate Service	<ol style="list-style-type: none"> <li>1. A pass in Higher Secondary Course with Physics, Chemistry, Biology, Zoology, or Botany as one of the subjects.</li> <li>2. Other things being equal, preference shall be given to persons who have been discharged from the Army Service (Land Force).</li> </ol>
29	Forest Guard with Driving Licence	Tamil Nadu Forest Subordinate Service	<ol style="list-style-type: none"> <li>1. A pass in Higher Secondary Course with Physics, Chemistry, Biology, Zoology, or Botany as one of the subjects.</li> <li>2. Must possess a valid driving licence issued by the competent Transport Authority.</li> <li>3. Must possess a certificate from a reputed firm or company to the effect that the candidate possesses experience in driving Light Motor Vehicles / Heavy Motor Vehicles for a period of not less than three years after getting the driving licence.</li> <li>4. Must possess basic knowledge about the general mechanism of automobiles.</li> <li>5. Must possess first aid certificate issued by a recognized organization in Tamil Nadu</li> <li>6. Other things being equal, preference shall be given to persons who have been discharged from the Army Service (Land Force).</li> </ol>

30	Forest Watcher	Tamil Nadu Forest Subordinate Service	<ol style="list-style-type: none"> <li>1. Must possess Minimum General Educational Qualification</li> <li>2. Other things being equal, preference shall be given to persons who have been discharged from the Army Service (Land Force).</li> </ol>
31	Forest Watcher (Tribal Youth)	Tamil Nadu Forest Subordinate Service	<ol style="list-style-type: none"> <li>1. Must possess Minimum General Educational Qualification</li> <li>2. Other things being equal, preference shall be given to persons who have been discharged from the Army Service (Land Force).</li> </ol>
32	Junior Inspector of Cooperative Societies	Tamil Nadu Co-operative Subordinate Service	<p>For SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s, BCMs category</p> <ol style="list-style-type: none"> <li>1. Must Possess Minimum General Educational Qualification or The certificate of eligibility for College course of studies in the Madras, Madurai, and Annamalai Universities issued by the Board of Secondary Education or by any other competent authority.</li> </ol> <p>For Categories other than SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s, BCMs</p> <ol style="list-style-type: none"> <li>2. A pass in the Intermediate Examination or a pass in the Pre-University Examination of any University or Institutions recognized by the University Grants Commission for its financial grant.</li> <li>3. If other things being equal, preference shall be given to the candidates possessing such qualifications and in such order as specified below; <ol style="list-style-type: none"> <li>a. A degree in Commerce; or</li> <li>b. Higher Diploma in Co-operative Management awarded by the Natesan Institute of Co-operative Management, Chennai, or Institute of Co-operative Management, Madurai</li> </ol> </li> </ol>

5.2.1. The candidates should possess the educational, technical qualifications, and experience prescribed for the post, on the date of notification.

**5.2.2. Minimum General Educational Qualification:**

5.2.2.1. The minimum general educational qualification means, a pass in the Secondary School Leaving Certificate (SSLC) Examination with eligibility for admission to college course of studies in the Universities in Tamil Nadu; or a pass in the Secondary School Leaving Certificate Examination of Tamil Nadu.

5.2.2.2. A person who had appeared for the 11-year SSLC Public Examination and obtained 35