

ANNEXURE

**NOTIFICATION FORM TO BE USED WHEN CALLING FOR APPLICANTS
FROM EMPLOYMENT OFFICES FOR RECRUITMENT TO STATE
GOVERNMENT / STATE QUASI / LOCAL BODY VACANCIES.**

1 (a)	Name of the office / Department Address & Phone Number	
(b)	Sector to which the employer belongs (Tick-whichever is applicable)	STATE GOVERNMENT / STATEQUASI / LOCAL BODY
2	Name and Designation of the indenting Officer with Telephone Number	
3	Date and place of interview	
4 (a)	Designation of the Posts	
(b)	Scale of Pay	
(c)	Place of work	
(d)	Total number of posts	

5. BREAK-UP BY NUMBER OF POSTS OF PRIORITY / NON PRIORITY, DIFFERENTLY ABLED (AS PER 4% RESERVATION) AND TAMIL MEDIUM (AS PER 20% RESERVATION)

SL · NO	TYPE	SCA W		SCA GL		SC W		SC GL		ST W		ST GL		MBC W		MBC GL		BC W		BC GL		BCM W		BCM GL		GT W		GT GL		ORTHO GT		HEARING IMPAIRED GT		VISUALLY IMPAIRED GT		TOTAL
		T M	OT HE RS	T M	OT HE RS	T M	OT HE RS	T M	OT HE RS	T M	OT HE RS	T M	OT HE RS	T M	OT HE RS	T M	OT HE RS	T M	OT HE RS	T M	OT HE RS	T M	OT HE RS	T M	OT HE RS	T M	OT HE RS	T M	OT HE RS	T M	OT HE RS	T M	OTH ERS	T M	OTH ERS	
1	DESTITUTE WIDOW																																			
2	EX-SERVICE MAN																																			
3	PRIORITY																																			
4	NON PRIORITY																																			
5	BLIND LOW VISION																																			
6	DEAF & HARD OF HEARING																																			
7	LOCOMOTOR DISABILITY																																			
8	MULTIPLE DISABILITY																																			
9	AUTISM																																			
	TOTAL																																			

NOTE : COMMUNAL ROSTER IS NOT APPLICABLE FOR THE DIFFERENTLY ABLED.

OBREATION :

TM – TAMIL MEDIUM

W – WOMAN

GL – GENERAL

GT – GENERAL TURN

DETAILS OF RESERVATION FOR VARIOUS COMMUNITES / CATEGORIES AS PER RULE 22 OF THE TAMIL NADU STATE AND SUBORDINATE SERVICES RULES AND OTHER RELEVANT GOVERNMENT ORDERS VIZ.

1	G.O.Ms.No.983, Personnel and Administrative Reforms (Personnel-P) Department, dated 07.10.1986 & G.O.Ms.No.99, Personnel and Administrative Reforms (Personnel-P) Department, dated 26.02.1988.	Reservation for Differently Abled .
2	G.O.Ms.No.616, Personnel and Administrative Reforms (Personnel-R) Department, dated 06.07.1987.	Reservation for Ex-Serviceman
3	G.O.Ms.No.89, Personnel and Administrative Reforms (Personnel-S) Department, dated 17.02.1989	Reservation for Women
4	G.O.Ms.No.242, BCW, NMP&SW Department, dated 28.03.1989.	Reservation for Backward Class / Most Backward Class / Denotified Communitis.
5	G.O.Ms.No.541, Personnel and Administrative Reforms (Personnel-R) Department, dated 29.09.1989.	Reservation for Priority and Non-Priority
6	G.O.Ms.No.1090, Adhidraavidar & Tribal Welfare Department, dated 22.06.1990.	For Scheduled Castes and Scheduled Tribes
7	G.O.Ms.No.142, Personnel and Administrative Reforms Department, dated 14.10.2009.	200 point communal Roster
8	G.O.Ms.No.241, Personnel and Administrative Reforms Department, dated 29.10.2007.	Reservation for Backward class (Muslims)
9	G.O.Ms.No.50, Adi Dravidar and Tribal Welfare Department, dated 20.04.2009.	Reservation for Scheduled casted (Arunthathiyars)
10	G.O.Ms.No.145, Personnel and Administrative, Reforms (K) Department, dated 30.09.2010.	Reservation for Tamil Medium

6. Duration of vacancies

Regular	Temporary	Part Time	Apprentice
1	2	3	4

7. QUALIFICATIONS REQUIRED :

(COPY OF THE SERVICE RULES IN RESPECT OF QUALIFICATIONS, EQUIVALENT QUALIFICATIONS, AGE LIMIT AND AGE RELAXATION TO BE FURNISHED)

a) ESSENTIAL : i) Academic ii) Technical	
b) Experience	
c) Whether there is any relaxation in qualification available for certain categories of applicants.	

8. AGE LIMIT :

i)	Age Limit		SCA	SC	ST	MBC	BC	OC	Differently Abled Person
		Maximum							
		Minimum							
ii)	Crucial date for reckoning the age limit	As on							

NOTE : Maximum Age Limit 10 years relaxed to Differently Abled Persons as per G.O.Ms.No.704, Public (Service A) Department, Dated 10.04.1964.

9	Whether rule 12 (d) of the General Rules for the Tamil Nadu State and Subordinate Service will be applicable to the vacancy / vacancies notified in this proforma (vide Government letter No.48882/96-3, L&E Department, dated 03.03.1998(N2)).	
10	Whether Differently Abled candidates are eligible? If not, a copy of relevant G.O may be enclosed.	
11	Any other information considered relevant	

1. Certified that while placing the demand, instruction of the Government has been fully complied with by duly examining the roster maintained for communal rotation and reservation for priority and Non-priority categories.
2. Certified that while placing the demand qualifications and conditions other than those prescribed for the post in the special rules have not been insisted upon.
3. Certified that all applications for appointment on compassionate ground have been taken into account and no eligible cases are pending for appointments on compassionate ground as on date of sending this vacancy notification.
4. Certified that suitable candidates have been considered from/are not available in the list of retrenched personnel maintained by the authorities concerned/Officer in-charge of the closed units belonging to Government / Quasi Government / Local Body etc. and that the Government orders/instructions issued in this regard have been strictly adhered to.
5. Certified that 4 % reservation for Differently Abled is fulfilled.
6. Certified that result of selection of previous notification have been sent to the respective employment offices.

SIGNATURE OF THE INDENTING OFFICER

For Director