

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

percent marks in each subject, either in one sitting or compartmentally, shall be deemed to have passed the SSLC Public Examination.

5.2.2.3. A person who had appeared for the 11-year SSLC Public Examination and had failed to obtain 35 percent marks in one or more subjects but who had appeared and obtained 35 percent marks in the corresponding subject or subjects in 10-year SSLC Public Examination shall be deemed to have passed SSLC Public Examination.

5.2.2.4. A person who had studied optional subjects in 11-year SSLC and failed in the optional subjects, but had obtained 35 percent marks in all other subjects except the optional subjects in 11-year SSLC Public Examination, shall be deemed to have passed the SSLC Public Examination.

5.2.2.5. A person who had appeared and passed the 10th Standard Government Examination conducted by the Board of Open School, Tamil Nadu shall be deemed to have passed the SSLC Public Examination.

### **5.2.3. Co-operative Training means,**

5.2.3.1. (i) A full course of training successfully undergone in any one of the Co-operative Training Institutes or in any of the Co-operative Training Colleges for intermediate or senior personnel conducted by the National Council for Co-operative Training set up by the National Co-operative Union of India and

(ii) A pass in the Government Technical Examination in Book-keeping, Banking, Co-operation, and Auditing or the examination on these subjects conducted by the Tamil Nadu Public Service Commission, Chennai, or the Examination for the Cooperative Supervisors Training Course conducted by the Tamil Nadu Cooperative Union or the Higher Diploma in Co-operation conducted by the Institutes of Co-operative Management; or

5.2.3.2. Short-term or condensed basic training course in Cooperation and has passed the examination for the Co-Operative Supervisors training course and in possession of a pass certificate issued by the Institute of Co-operative Management; or

5.2.3.3. Diploma Course in Cooperation (Full Time, Part Time Correspondence Course) of the Tamil Nadu Cooperative Union or Higher Diploma in Cooperation of the National Council for Cooperative Training and in possession of pass Certificate issued by the Tamil Nadu Cooperative Union or the National Council for Cooperative Training, as the case may be.

5.2.3.4. A candidate who is a B.Com (Hons), M.Com Degree holder with Cooperation as a special subject or M.A. (Cooperation) degree holder or a Post Graduate in Business Administration (Cooperation) of the Vaikunth Mehta National Institute of Cooperative Management, Pune or a Post Graduate Degree in Cooperation of any University recognized by U.G.C. shall be exempted from undergoing the training referred to above.

5.2.3.5. A candidate who is a B.Com Degree holder with Cooperation as an optional Subject and B.A (Cooperation) Degree holders shall be exempted from undergoing the training referred to in para 5.2.3.1 (i) above, but shall not be exempted from passing the examination referred to in para 5.2.3.1 (ii) above in subjects which he had not studied in the B.Com or B.A (Cooperation) degree course.

5.2.3.6. A candidate who is a M.Com., B.Com (Hons) degree holder with a subject other than Cooperation as his/her special subject shall undergo the training course referred to in item 5.2.3.1 (i) and shall pass the examinations mentioned in para 5.2.3.1 (ii) above, in subjects which he had not

studied in his M.Com or B.Com (Hons) Course.

#### **5.2.4. Supporting Documents:**

5.2.4.1. SSLC / HSC / Diploma / Degree / PG Degree / Integrated PG Degree /Provisional Degree or Provisional Diploma Certificate / Consolidated Mark Sheet along with Degree or Provisional Degree Certificate shall be accepted as proof of educational qualification.

5.2.4.2. In cases where the Diploma / Degree / PG Degree certificates had been issued after the date of notification, candidates must upload/produce proof (in the form of Provisional Diploma / Degree Certificate / Consolidated Mark Sheet, etc.) of the publication of results of the respective qualification(s) on or before the date of notification.

5.2.4.3. Candidates who have cleared SSLC / HSC examinations in more than one attempt, must upload/produce mark sheets of all attempts. Uploading / production of Foundation / Pre-Foundation Course certificates instead of SSLC / HSC certificates shall result in rejection of candidature after due process.

5.2.4.4. The degree qualification prescribed for the above posts should have been obtained by passing the required qualification in the following order of studies viz. SSLC + HSC/Diploma or its equivalent + U.G. Degree

5.2.4.5. Candidates claiming possession of qualification higher than that prescribed for a post, must upload/produce certificates, issued on/before the date of notification, in support of such claim.

5.2.4.6. In cases where the duration of the prescribed educational/technical course/experience has been specified in the notification, any discrepancy between the claim in the application and the documents uploaded/produced, shall result in the rejection of candidature after due process.

5.2.4.7. In case the Degree Certificate is lost or is not immediately available for reasons to be specified, an extract from the Convocation Register will be accepted as evidence of qualification.

5.2.4.8. A Matriculate Ex-Serviceman (which term includes an Ex-Serviceman who has obtained the Indian Army Special Certificate of Education or the corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service in the Armed Forces of the Union shall be considered eligible for appointment to the posts for which the essential qualification prescribed is Graduation.

5.2.4.9 Candidates must be in possession of Typewriting / Shorthand qualification(s) claimed in the online application, on or before the date of notification and must upload/produce such certificate(s). In cases where the Typewriting / Shorthand certificates had been issued after the date of notification, candidates must upload/produce proof of the publication of results of the respective qualification(s) on or before the date of notification.

5.2.4.10. Candidates applying for the post of Forest Guard with Driving Licence shall upload the experience certificate in driving Light Motor Vehicles / Heavy Motor Vehicles, and Self-Declaration for possessing basic knowledge about the general mechanism of automobiles in the formats prescribed in Annexure VI.

5.2.4.11. Failure to upload/produce such documents supporting the claim shall result in rejection of candidature after due process.