4.1.6.2. Candidates claiming age concession should upload the supporting documents for such a claim as mentioned in Annexure II of Notification. Failure to upload such a document shall result in the rejection of claim after due process.

4.2. Educational and Technical Qualification:

S. No.	Name of the Post	Post Code	Name of the Service / Organization	Qualification
1.	Village Administrative Officer	2025	Tamil Nadu Ministerial Service	Must possess Minimum General Educational Qualification
2.	Junior Assistant (Non Security)	2600	Tamil Nadu Ministerial / Judicial Ministerial Service	
3.	Junior Assistant (Security)	2400	Tamil Nadu Ministerial Service	
4.	Junior Assistant	3512	Tamil Nadu Adi Dravidar Housing and Development Corporation Ltd.,	SSLC Pass (10th Pass)
5.		3496	Tamil Nadu Forest Plantation Corporation Ltd.,	Minimum General Educational Qualification
6.	Junior Revenue Inspector	3670	Tamil Nadu Ministerial Service	Must possess Minimum General Educational Qualification
7.	Junior Executive (Office)	3296	Tamil Nadu Co-operative Milk Producers' Federation Ltd.,	1. A degree from a recognized University or Institution 2. Must have passed in Co-operative Training 3. Must have passed the Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education, Government of Tamil Nadu **Note:** 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.

8.	Junior Assistant cum Typist	3667	Tamil Nadu Institute of Labour Studies	1. Must possess a degree of a recognized University 2. Must have passed Typewriting Higher in English and Lower in Tamil or Typewriting Higher in Tamil and Lower in English
9.		3522	Chennai Metropolitan Development Authority	1. A Degree granted by any of the Universities or Institutions recognised by the University Grants Commission / All India Council for Technical Education. 2. Should have passed Government Technical Examination in Typewriting in English Higher Grade and atleast Lower Grade in Tamil. 3. Must pass Computer Office Automation Examination conducted by the Directorate of Technical Education, Government of Tamil Nadu. **Note:** 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.

10.	Typist	2200	Tamil Nadu Ministerial / Judicial Ministerial / Secretariat / Legislative Assembly Secretariat Service	1. Must possess Minimum General Educational Qualification
				2. Must have passed the Government Technical Examination in Typewriting;
				   a. by Higher / Senior Grade in Tamil and English (or)
				   b. by Higher / Senior Grade in Tamil and Lower / Junior Grade in English (or)
				   c. by Higher / Senior Grade in English and Lower / Junior Grade in Tamil
				3. A pass in Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education, Government of Tamil Nadu.
				
				Note: 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.

				Candidates who do not possess Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education, 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.
11.	Typist	3668	Tamil Nadu Institute of Labour Studies	1. Must possess a Degree of a recognized University; and 2. Typewriting Higher in English and in Tamil; or Typewriting Higher in English and Lower in Tamil; or Typewriting Higher in Tamil and Lower in English

12.	Steno Typist (Grade III)	2300	Tamil Nadu Ministerial / Judicial Ministerial Service	1. Must possess Minimum General Educational Qualification
				2. Must have passed the Government Technical Examination both in Typewriting and in Shorthand;
				    a. by Higher / Senior Grade in Tamil and English (or)
				    b. by Higher / Senior Grade in Tamil and Lower/Junior Grade in English (or)
				    c. by Higher / Senior Grade in English and Lower / Junior Grade in Tamil
				3. A pass in Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education, Government of Tamil Nadu.
				
				Note: 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
				
				Candidates who do not possess Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education, 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.

13.		3669	Tamil Nadu Institute of Labour Studies	1. Must possess a Degree of recognized University; and 2. Typewriting Higher in English and in Tamil; and

				3. Shorthand Higher in English and in Tamil or Shorthand Higher in English and Lower in Tamil or Shorthand Higher in Tamil and Lower in English

14.		3671	Tamil Nadu Urban Habitat Development Board	1. Must possess Minimum General Educational Qualification viz., Must have passed SSLC Public Examination.
				2. Must have passed the Government Technical Examination both in Typewriting and in Shorthand;
				  i. by Higher / Senior Grade in Tamil and English (or)
				  ii. by Higher / Senior Grade in Tamil and Lower / Junior Grade in English (or)
				  iii. by Higher / Senior Grade in English and Lower / Junior Grade in Tamil.

15.		3672	Chennai Metropolitan Development Authority	1. Must possess a degree (10+2+3 pattern) 2. Must have passed Government Technical Examination Typewriting English and Tamil Higher grade and Shorthand English Higher and Tamil Lower grade (or) Shorthand English Lower and Tamil Higher grade. 3. Must pass in the Computer Office Automation Examination conducted by the Directorate of Technical Education, Government of Tamil Nadu. **Note:** 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 possess the Certificate Course in Computer on Office Automation.
16.		3666	Tamil Nadu Pollution Control Board	1. A degree from recognized University or Institution 2. Must have passed the Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education, Government of Tamil Nadu. **Note:** 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 possess the Certificate Course in Computer on Office Automation.

| 17. | Personal Clerk | 3673 | Tamil Nadu State Election Commission | 1. A degree from any University recognized by the University Grants Commission
2. Must have passed the Government Technical Examination in Typewriting both by higher / senior grade in Tamil and English; and
3. Must have passed the Government Technical Examination in Shorthand both by higher / senior grade in Tamil and English

Provided that, if candidates with the qualifications referred to in items (2) and (3) above are not available, candidates who have passed the following examinations in the order of preference indicated below will be considered for selection namely;

a. Government Technical Examination in Typewriting and Shorthand in Tamil both by the Higher / Senior Grade and Typewriting and Shorthand in English both by the Lower / Junior Grade.

b. Government Technical Examination in Typewriting and Shorthand in English both by the Higher / Senior Grade and Typewriting and Shorthand in Tamil both by the Lower Grade.

4. Certificate course in Computer on Office Automation awarded by the Directorate of Technical Education.

Note: 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 possess the Certificate Course in Computer on Office Automation.

Candidates who do not possess the qualification in "Computer on Office Automation" conducted by the Directorate of Technical Education may also apply. If selected they should acquire such qualification within the period of their probation. |
| 18. | Assistant | 3293 | Tamil Nadu Pollution Control Board | 1. A pass in Bachelor's Degree
2. Must have passed the Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education, Government of Tamil Nadu. |

				Note: 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 possess the Certificate Course in Computer on Office Automation.
19.	Field Assistant	3255		A pass in 10th Standard or SSLC
20.	Forest Guard	3317	Tamil Nadu Forest Subordinate Service	1. A pass in Higher Secondary Course with Physics, Chemistry, Biology, Zoology, or Botany as one of the subjects. 2. Other things being equal, preference shall be given to persons who have been discharged from the Army Service (Land Force).
21.	Forest Guard with Driving Licence	3318		1. A pass in Higher Secondary Course with Physics, Chemistry, Biology, Zoology, or Botany as one of the subjects. 2. Must possess a valid driving licence issued by the competent Transport Authority. 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. 4. Must possess basic knowledge about the general mechanism of automobiles. 5. Must possess first aid certificate issued by a recognized organization in Tamil Nadu 6. Other things being equal, preference shall be given to persons who have been discharged from the Army Service (Land Force).
22.	Forest Watcher	3319		1. Must possess Minimum General Educational Qualification.
23.	Forest Watcher (Tribal Youth)	3320		2. Other things being equal, preference shall be given to persons who have been discharged from the Army Service (Land Force).
24.	Forest Guard	3494	Tamil Nadu Forest Plantation Corporation Ltd.,	A pass in Higher Secondary (plus two) with Physics, Chemistry, Biology, Zoology or Botany as one of the subjects
25.	Forest Watcher	3495		Minimum General Educational Qualification i.e., 10th Standard

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