

4.1.2.2. Group IIA Services

S. No.	Name of the Post	Post Code	Minimum Age (Should have completed)	Maximum Age (Should not have completed)	Age Concession		
					Persons with Benchmark Disability	Ex-Service men	Destitute Widow
1.	For all posts (except Executive Officer, Grade III)	–	18	No maximum age limit			
2.	Executive Officer, Grade III	1654	25				
Abbreviations: BC(OBCM) - Backward Classes (Other than Backward Class Muslims) BCM - Backward Class Muslims MBC / DC - Most Backward Classes / Denotified Communities SC - Scheduled Castes SC(A) - Scheduled Castes (Arunthathiyars) ST - Scheduled Tribes NA - Not Applicable, since persons with benchmark disability are not eligible to apply for this post							

4.1.3. No maximum age limit shall mean that the candidates should not have completed 60 years of age as on 01.07.2026 or at the time of selection / appointment to the post.

4.1.4. The above mentioned age concession will not apply to the Ex-Servicemen candidates who have already been recruited to a post in any class or service or category, as per section 3 (j) (vii) of Tamil Nadu Government Servants (Conditions of Service) Act, 2016.

4.1.5. Supporting Documents:

4.1.5.1. The date of birth will be verified against the tenth standard (SSLC) or twelfth standard (HSC) mark sheet, issued by the Tamil Nadu Board of Secondary Education and Tamil Nadu Board of Higher Secondary Education respectively. Those candidates whose date of birth is not mentioned in their tenth standard / twelfth standard mark sheet must upload 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. Failure to upload such a document shall result in the rejection of candidature after due process.

4.1.5.2. Candidates claiming age concession should upload the supporting documents for such a claim. Failure to upload such a document shall result in the rejection of candidature after due process.

4.2. Educational and Technical Qualification:

4.2.1. Group II Services

S. No.	Name of the Post	Post Code	Educational and Technical Qualification
1.	Assistant Inspector	1068	A degree from any University recognised by the University Grants Commission. Other things being equal preference shall be given to candidates. (i) Who possesses the M.A., Degree in Social Work. or (ii) Who possesses the Diploma awarded by the Madras School of Social Work. or

			(iii) Who possesses the M.A., Degree in Applied Psychology of the Sagar University. or (iv) Who has undergone the Diploma Course of 2 years duration of the Institute for Labour Welfare Workers, Bombay (or) The Xavier Labour Relation Institute, Bihar. or (v) Who has undergone the diploma course of PSG School of Social Work, Coimbatore on Labour Specialisation or the Post Graduate Diploma Course in Social Services conducted by the Institute of Social Science, Loyola College, Madras under the direction of the Indian Institute of Social Order, Pune. or (vi) Who possesses the Master's degree in Social Work (MSW) of the University of Baroda. or (vii) Who possesses a Post Graduate Diploma in Labour Administration awarded by the Tamil Nadu Institute of Labour Studies. or (viii) Who possesses a Post Graduate Diploma in Personnel Management, Industrial Relations and Labour Welfare awarded by the Madras Productivity Council. or (ix) Who possesses a P.G. Diploma in Personnel Management and Industrial Relations, conducted by the Madurai Institute of Social Work, Madurai. or (x) Who possesses a M.A., Degree in Work Education awarded by the University of Madras. or (xi) Who are released Short Service, Regular Commissioned Officers or Emergency Commissioned Officers or Other Ex-Servicemen.													
2.	Deputy Commercial Tax Officer	1013	(i) Must possess the degree of B.A., B.Sc., or B.Com., (ii) Other things being equal preference shall be given to candidates as follows: <table><tr><td>First</td><td>Candidates who hold a Degree both in Commerce and Law together with a Diploma in Taxation Law</td></tr><tr><td>Second</td><td>Candidates who hold Degree in Commerce and Law</td></tr><tr><td>Third</td><td>Candidates who hold a Degree either in Commerce or Law together with a Diploma in Taxation Law</td></tr><tr><td>Fourth</td><td>Candidates who hold a Degree in Commerce</td></tr><tr><td>Fifth</td><td>Candidates who hold a Degree in Law</td></tr><tr><td>Sixth</td><td>Candidates who hold a Diploma in Commerce</td></tr></table> (iii) Other things being equal preference shall be given to Released Emergency Commissioned Officers / Released Short service / Regular Commissioned Officers / Other Ex-Servicemen.		First	Candidates who hold a Degree both in Commerce and Law together with a Diploma in Taxation Law	Second	Candidates who hold Degree in Commerce and Law	Third	Candidates who hold a Degree either in Commerce or Law together with a Diploma in Taxation Law	Fourth	Candidates who hold a Degree in Commerce	Fifth	Candidates who hold a Degree in Law	Sixth	Candidates who hold a Diploma in Commerce
First	Candidates who hold a Degree both in Commerce and Law together with a Diploma in Taxation Law															
Second	Candidates who hold Degree in Commerce and Law															
Third	Candidates who hold a Degree either in Commerce or Law together with a Diploma in Taxation Law															
Fourth	Candidates who hold a Degree in Commerce															
Fifth	Candidates who hold a Degree in Law															
Sixth	Candidates who hold a Diploma in Commerce															
3.	Junior Employment Officer (Non-Differently Abled)	1017	A degree from any University recognised by the University Grants Commission.													
4.	Probation Officer	1023	(i) A degree from any University recognised by the University Grants Commission. (ii) Other things being equal preference shall be given to persons. a) Who possess M.A., Degree in Criminology or Sociology or a Degree in Sociology or Psychology. (or)													

			b) Who holds a Diploma in Sociology or Psychology in addition to a Degree in any subject other than Sociology or Psychology. (or) c) Who has rendered Social Welfare Work for a period of not less than one year. (or) d) Who possess a Diploma in Social Work awarded by the Madras School of Social Work.
5.	Jailor (Men)	1941	A degree from any University recognised by the University Grants Commission.
6.	Jailor (Special Prison for Women)	3200	Other things being equal, preference shall be given to the candidates possessing a Master's degree in Criminology and Criminal Justice Administration and next preference shall be given to the candidates possessing Master's degree in Social Work.
7.	Sub Registrar, Grade-II	1071	(i) A degree from any University recognised by the University Grants Commission. (ii) Other things being equal, preference shall be given to persons who, in addition to the qualification specified above possess a B.L., Degree.
8.	Special Assistant	2265	(i) A degree from any University recognised by the University Grants Commission. (ii) Must have passed the Government Technical Examinations in Typewriting, both in English and Tamil, by the Higher Grade.
9.	Special Branch Assistant	2279	(i) A degree from any University recognised by the University Grants Commission. (ii) Other things being equal, preference will be given to those who have passed the Government Technical Examination in Typewriting and Shorthand atleast by the Lower Grade.
10.	Special Branch Assistant	3116	Note: A person appointed to the post shall pass the Government Technical Examination in Typewriting by the Higher Grade within the prescribed period of his / her probation, unless he / she has already passed the said examination.
11.	Assistant Section Officer	1073	B.L., Degree awarded by any University recognised by the University Grants Commission.
12.	Assistant Section Officer	1083	A Degree from any University recognised by the University Grants Commission.
13.	Assistant Section Officer	2201	(i) A Master's degree; (or) (ii) A Bachelor's degree and a Bachelor of General Law (B.G.L) degree; (or) (iii) A Bachelor's degree with I class in any one of the parts: In the case of a candidate belonging to the Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Most Backward Class / Denotified Communities, Backward Classes (Other than BCM) and Backward Classes (Muslim) it shall be sufficient if he / she holds a Bachelor's Degree.
14.	Assistant Section Officer cum Programmer	2215	Must possess Master's degree in Computer Application or Master's degree in Science (Information Technology / Computer Science).

4.2.2. Group IIA Services

S. No.	Name of the Post	Post Code	Educational and Technical Qualification	
1.	Senior Inspector	1014	a) A Degree of any University or Institution recognised by the University Grants Commission or other Educational Institutions established by an Act of Parliament or declared to be Deemed as University under Section 3 of UGC Act, 1956 or b) A Diploma in Rural Services awarded by the National Council of Rural Higher Education or c) A Diploma of Associate Member of the Institute of Chartered Accountants. Other things being equal, preference shall be given to the candidates possessing such qualification and in such order as specified below: i) M.A., Degree in Co-operation; or ii) M.Com., Degree with Co-operation as one of the subjects; or iii) B.A., Degree in Co-operation; or iv) Higher Diploma in Co-operative Management awarded by the Natesan Institute of Co-operative Management, Chennai; or Institute of Co-operative Management, Madurai; or v) Diploma in Cooperative Business Management awarded by the Vaikunta Mehta National Institute of Cooperative Management, Pune.	
2.	Handloom Inspector	1868	A degree from any University recognised by the University Grants Commission.	
3.	Supervisor / Junior Superintendent	1087	(i) A degree from any University recognised by the University Grants Commission. (ii) Other things being equal, preference shall be given to persons who have passed the Government Technical Examination in Book-Keeping by Higher / Senior Grade.	
4.	Assistant / Accountant / Store Keeper	2266	A degree from any University recognised by the University Grants Commission.	
5.	Senior Inspector	3745		
6.	Executive Officer Grade-II	1091		
7.	Lower Division (Counter) Clerk	1086		
8.	Assistant, Grade III	3286		
9.	Audit Inspector	1029		
10.	Senior Revenue Inspector in various Districts	2120, 1033, 1035, 1037, 3221, 1039, 1042, 1045, 1046, 1049, 3218, 3220, 1059, 1030		A degree from any University recognised by the University Grants Commission.
11.	Assistant	2226, 3225, 2227, 2228, 2229, 3786, 2231, 3226, 2232, 2233, 2235, 2236, 3305, 2237, 2238, 2241, 3777, 2243, 2244, 3227, 2245, 2239, 3827, 2251, 2252, 2253, 2247, 2248, 2249, 2250, 2254, 2255, 2256, 1026, 1027, 2204, 2205, 2206, 2207, 2216, 2218, 2261, 2262, 2263, 2264, 2268, 2269, 2271, 2272, 2273, 2274, 2277, 2278, 2282, 3240, 3826, 1081, 1084		

12.	Accountant	1062	i) A degree from any University recognized by the University Grants Commission. ii) Other things being equal preference shall be given to persons who holds a degree in Commerce.
13.	Accountant	3357	B.Com, degree from any University recognised by the University Grants Commission.
14.	Accountant	3823	
15.	Junior Accountant	3356	i) Should possesses a degree in Commerce. ii) Other things being equal, preference shall be given to persons who possess Qualification in Typewriting English / Tamil in Higher Grade.
16.	Male Warden	3359	(i) A degree from any University recognised by the University Grants Commission. (ii) Other things being equal, preference will be given to those who have passed the Certificate Course in Computer on Office Automation awarded by Directorate of Technical Education.
17.	Executive Officer, Grade III	1654	(i) A degree from any University recognised by the University Grants Commission. (ii) Other things being equal, preference shall be given to the employees of Religious Institutions (other than Government Servants) who have put in not less than 5 years of Service. (iii) Other things being equal, preference shall be given to persons who hold B.A., degree in Indian Culture and Religious Institutions Management and to those who hold a Diploma in Epigraphy and Archaeology awarded by the Institute of Epigraphy in Tamil Nadu.
18.	Assistant	1076	B.L., Degree awarded by any University recognised by the University Grants Commission.
19.	Assistant	1077	Must possess Bachelor's Degree in Commerce or Economics or Statistics of any University or Institution recognised by the University Grants Commission.

4.2.3. The candidates should possess the educational and technical qualification prescribed for the post, on the date of notification.

4.2.4. The Under Graduate / Post Graduate 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 + Under Graduate Degree + Post Graduate Degree.

4.2.5. Supporting Documents:

4.2.5.1. 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.

4.2.5.2. In cases where the Diploma / Degree / PG Degree certificates not yet been issued before the date of notification, candidates must upload proof of the publication of results of the respective qualification(s) on or before the date of notification in the form of Provisional Diploma / Degree Certificate / Consolidated Mark Sheet / Certificate from the Head of the Institution / University in the format prescribed in Annexure V.

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

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

4.2.5.5. 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.