

**TAMILNADU STATE MARKETING CORPORATION LTD.**

(A Government of Tamilnadu undertaking)

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<http://www.tasmac.co.in>

INSTRUCTIONS TO APPLICANTS

DATED: 13.08.2018

Applications are invited only through online mode up to **14.09.2018** for the post of Junior Assistant from the Retail Vending Shop Personnel.

HOW TO APPLY

1. Applicants should apply only through online mode in the TASMAC's website www.tasmac.co.in. The applicants have to click on the link "Recruitment for Junior Assistant" and fill in the details online and submit the application form. The applicants are advised to read the instructions to applicants carefully before filling in the application and submitting the application online and follow the instructions scrupulously.
2. Applicants are required to upload the Scanned image of the recent color passport size photograph and clear image of the specimen signature of the candidate along with the Application while submitting online. The applicants are advised to keep the images ready in jpeg or png format with less than 1MB size before proceeding with the registration.
3. Online application submitted without uploading the photograph, specimen signature & Signed Application form submitted without specified documents will be rejected. Applications containing wrong claims relating to basic qualification, category of reservation / educational qualification will be liable for rejection.
4. All the particulars filled up by the candidate in the online application will be considered as final and no modifications will be allowed after the last date specified for applying online. Any request for change of address and other details mentioned in the application form submitted will not be entertained subsequently.

5. Since most of the fields are mandatory, applicants are requested to fill the online application form with utmost care and caution as no correspondence regarding change of details will be entertained.
6. After submitting the application online, the applicants can save their application in PDF format. A copy of the PDF file will also be sent to the registered email address provided by the applicant.
7. The applicants can take a printout of the Filled in application(either downloaded or received through email), signed by the applicant and submitted to the respective reporting District Manager's office in hard copy along with the self attested copies of relevant certificates and Demand Draft for Examination Fees. TASM MAC reserves the right to summarily reject any Application that has been submitted to District Manager without the self attested copies or Demand Draft for Examination Fees
8. The applicants are advised to retain a copy of the signed application form along with the copies of certificates submitted to the District Manager's office.

Details of Enclosures to be submitted along with the Application:

1. Self Attested photocopies of 10th standard certificate or equivalent in support of Date of Birth.
2. Self Attested photocopies of 12th standard certificate or equivalent.
3. Self Attested photocopies of Diploma certificate or equivalent (if any).
4. Self Attested photocopies of Graduate degree Certificate and mark sheets or grade sheets in a relevant discipline.
5. Self Attested photocopies of Post Graduate degree Certificate and mark sheets or grade sheets if any.
6. Self Attested photocopies of Other Educational Qualification if any.
7. Self Attested photocopy of the Persons Studied in Tamil Medium for graduation if applicable
8. Self Attested photocopies of Community certificate as applicable.
9. Self Attested photocopies of Medical Certificate for Differently abled applicants as per G.O(Ms) No51 Welfare of Differently Abled Persons(DAP.3.2.) Department dated 26.12.2017, if applicable.
10. Self Attested photocopy of Employment Exchange Card(If any)
11. Recent Passport Size Photograph.
12. Demand Draft for Application Fees

GENERAL INSTRUCTIONS

1. IMPORTANT DATES AND TIME

Date of Notification	13.08.2018
Last date for submission of online application	14.09.2018

Any request for change of submission date, time will not be entertained subsequently.

LAST DATE FOR SUBMITTING APPLICATION:

The signed application form with all enclosures should be submitted in the concerned District Manager's Office by **20.09.2018**. No applications will be received by the District Managers after 20.09.2018.

2. EXAMINATION FEES:

The applicants are required to submit a Demand Draft in the name of "Managing Director, TASMACH" payable at Chennai for Rs.354/-towards Application Fees (Rs.300/- plus G.S.T.@ 18% Rs.54/-). Applicants belonging to SC/ST and Ex-Servicemen are eligible for 50% reduction in the Fees and have to submit Demand Draft for Rs.177/- towards Application Fees (Rs.150/- plus G.S.T.@ 18% Rs.27/-). The details of the Fees paid should be entered during the online submission of Application Form and the demand draft submitted along with the downloaded filled up application form submitted to the District Manager.

3. AGE LIMIT:

AGE LIMIT (Maximum age limit not more than 57 years of age as on 01/08/2018).

4. QUALIFICATIONS:

a) Educational Qualifications:-

Applicants should possess the following educational qualification on the date of notification.

Name of the Post	Educational Qualification
Junior Assistant	Must possess a Bachelor's degree in any discipline or its equivalent degree of any Institution or University recognized by UGC

The educational qualification prescribed for this post should have been obtained by passing the required qualification in the order of studies SSLC + HSC or its equivalent + U.G. degree (10+2+3) or SSLC + Diploma + U.G. Degree (10+3+3) or SSLC + HSC + U.G. Degree (Engineering) (10+2+4).

b) Other General Qualifications

- a) The applicant should be the Retail Vending shop personnel appointed on Part time / temporary / Consolidated pay / Contract basis currently working in any of the TASMACH Shop/Offices(Head Office/SRM Office/Dist. Manager Office/Depot/ Flying Squad.etc).
- b) Confirmation of selection of Junior Assistant on re-deployment is subject to verification of the genuineness of the original educational certificates from the concerned educational authority.
- c) As on 01/08/2018, the applicant should not have been dismissed / suspended from TASMACH service in any capacity and that no disciplinary or criminal case is pending against the applicant as on date.

5. CERTIFICATE OF PHYSICAL FITNESS:

Applicants selected for appointment to this post will be required to produce a certificate of Common Physical Fitness as prescribed below:

Name of the Post	Forms of Certificate of Physical Fitness
Junior Assistant	From Government Doctor, Not below the Rank of Assistant Civil Surgeon

As per G.O(Ms) No.51, Welfare of Differently Abled Persons (DAP.3.2) Department dated 26.12.2017, the post of Junior Assistant is identified suitable for the 4% reservation to Differently Abled Persons. This G.O. will be followed while selecting the candidates. For the convenience of the applicants, a copy of the formats of Disability Certificate has been uploaded in the website www.tasmac.co.in. Persons claiming reservation as per G.O(Ms) No.51, Welfare of Differently Abled Persons (DAP.3.2) Department dated 26.12.2017, have to produce the certificate only as per the prescribed format.

The Differently Abled Persons should produce a certificate of Physical fitness from the Medical Board to the effect that his/her handicap will not render him/her incapable of efficiently discharging the duties attached to the post of Junior Assistant, before appointment. (Applicants with defective vision should produce eye fitness certificate from a qualified eye specialist.)

6. KNOWLEDGE IN TAMIL:

Applicants should possess adequate knowledge in Tamil.

7. CENTRE FOR EXAMINATION

The written examination will be held at the following Centers

Sl. No	Name of the Centre
1.	Chennai
2.	Coimbatore
3.	Madurai
4.	Salem
5.	Trichy

Note:

- Request for change of centre / venue will not be entertained.
- The TASMAC reserves the right to increase / decrease the number of examination centres and to re-allot the applicants. TASMAC may also decide to conduct the test in Chennai alone.
- Applicants should appear for the Written Examination / Certificate Verification at their own expenses.

8. SELECTION PROCEDURE:

Final selection will be made on the basis of the total marks obtained by the applicants at the Written Examination and by applying the rule of reservation for appointments (200 Point Rooster) and subject to Verification of Certificates and Medical Fitness Certificate and other requirements of TASMAL. The Minimum Qualifying marks in the written examination would be 30 % (Thirty Percent) of the total marks for an applicant to be considered for selection.

9. GENERAL INFORMATION:

- A. The applicants applying for the post “Junior Assistant” shall apply only through online and no manual application will be entertained other than the filled up downloaded application form submitted by the applicant.
- B. The rule of reservation of appointments is applicable to this recruitment and the distribution of the vacancy will be as per the 200 point roster in force. The Abbreviations used for Reservation are as follows:
GT – General Turn, BC - Backward Class, BCM - Backward Class Muslim, MBC/DC - Most Backward Class / Denotified Community, SC – Scheduled Caste, SC(A) - Scheduled Caste (Arunthathiyars), ST – Scheduled Tribe, G – General, PSTM – Persons Studied in Tamil Medium.
- C. In GO(Ms).No.145 Personnel and Administrative Reforms(S) Department, dated 30.09.2010 and G.O(Ms.) No.40 Personnel and Administrative Reforms(S) department dated 30.04.2014 the Government have issued orders to fill up 20% of all vacancies in direct recruitment on preferential basis to persons who studied the prescribed qualification in Tamil Medium. The 20% reservation of vacancies on preferential allotment to Persons Studied in Tamil Medium (PSTM) will apply for this recruitment. (Applicants claiming this reservation should have studied the prescribed qualification for the post in Tamil Medium and should have the certificate for the same. Having written the examinations in Tamil language alone will not qualify for claiming this reservation). If the applicants with PSTM Certificate are not available for selection or appointment against reserved turn, such turn shall be filled up by eligible Non-PSTM applicants but belonging to the respective communal category.

The PSTM certificate shall be enclosed by the applicant, which shall be obtained from the Head of the Institution as per the following format:-

PERSONS STUDIED IN TAMIL MEDIUM CERTIFICATE

This is to certify that Thiru/Tmt.....
has studied Degree during the year from..... to
in Tamil Medium. This certificate is issued after verifying the Course
Content / Statement of Marks / Transfer Certificate.

Date:

Place:

Signature of the Principal

Name of the Principal

Seal of Institution

- D. The number of vacancies advertised is only approximate and is liable for modification including reduction with reference to vacancy position at any time before finalization of selection.
- E. The Differently Abled persons should submit a copy of differently Abled Certificate from the Competent Authority specifying the nature of physical handicap and the degree of documents.
- F. Even after filling up of the vacancies reserved for SC Arunthathiyars on preferential basis, if more number of qualified Arunthathiyars are available, they shall be entitled to compete with the scheduled castes other than Arunthathiyars in the inter-se merit among them and if any posts reserved for Arunthathiyars remain unfilled for want of adequate number of qualified applicants, it shall be filled up by scheduled castes other than Arunthathiyars.
- G. Subsequent claims made after the submission of online application will not be entertained. Evidence for claims made in the online application should be submitted in time when documents are called for. Failure to submit the documents within the stipulated time limit will entail rejection of application.

H. Incomplete applications and applications containing wrong claims or incorrect particulars relating to category of reservation / other basic qualifications / eligibility / age / communal categories / educational qualification / PSTM / physical qualification and other basic eligibility criteria will be liable for rejection.

I. The Applicants shall abide by the conditions with reference rule of TASMAC.

10. SYLLABUS:

Tamil Nadu Prohibition Act 1937, Tamil Nadu IMFS (Supply by wholesale) Rules, 1983, Tamil Nadu Liquor Retail Vending (in Shops and Bars) Rules, 2003, Analytical reasoning, Quantitative Aptitude, Language Comprehension and General Awareness. All the questions will be set both in Tamil and English and will be of Multiple Choice(objective type).

11. WRITTEN EXAMINATION:

Written examination will be conducted both in English / Tamil. Total marks will be 100% and marks assigned to each questions will be depending upon question type. No negative marks will be awarded for wrong answers. The Minimum qualifying marks in the written examination will be 30% (Thirty Percent)

Applicant will not be permitted to appear for written examination, if he fails, to bring following documents.

- a) Valid Hall ticket for examination issued by TASMAC.
- b) Photo identity proof.

Candidates reporting late after reporting time specified in the hall ticket will not be permitted to appear for the examination. Candidates shall be required to present at the venue at least one hour before the examination.

12. OTHER IMPORTANT INSTRUCTIONS

a) Hall Tickets

Hall tickets for eligible applicants will be made available in the TASMAC's website www.tasmac.co.in for downloading by applicants. Hall tickets will not be sent by post. Hence, applicants should watch TASMAC website and download the Hall ticket before the scheduled date of examination.

TASMAC will not be responsible for failure of the applicants to watch the TASMAC website and download the hall ticket before examinations.

b) Communication to Applicants:

a) Individual communication regarding the date and time of certificate examination, centres, Hall Tickets download and results will not be sent to the applicants by post. The details will be made available on the TASMACH website. Applicants will be informed of the Posting of such information only through SMS and e-mail and they should watch TASMACH website in this regard.

b) Intimations will be sent by SMS to the mobile number/email id registered in the application for redeployment process, hence the applicant shall enter valid functional mobile numbers and email id's.

c) TASMACH shall not responsible if the information or intimation do not reach the candidate in case of change in the mobile number or wrong email id provided by the applicant during the submission of application.

d) TASMACH will not be responsible for any Technical fault in communication through SMS/Email and the candidates are advised to keep close watch on our TASMACH website for the latest updates till the re-deployment process is completed.

e) Mobile Phones and other Articles Banned

i) Applicants are not allowed to bring cellular phones, calculators, watches and rings with inbuilt memory notes etc., or any other electronic devices and non electronic devices such as P&G Design

ii) Data Book, Log Tables, books, notes, hand bags and recording devices either as separate piece or part of something used by the applicant such as watch or ring etc., to the examination hall / room on the date of examination.

iii) Applicants are not allowed to bring into the examination hall, any article such as books, notes, loose sheets, electronic or any other type of calculators, mathematical and drawing instruments, log tables, stencils of maps, slide rules, text books, rough sheets etc., except the permitted writing material (i.e. pen).

f) If they are found to be in possession of any such things or instruments such as mobile phones or banned articles, they will not be allowed to write the examination further, besides invalidation of answer paper and / or debarment. If it is considered necessary, they will be subjected to thorough physical search including frisking on the spot

g) Unfair means strictly prohibited: No applicant shall copy from the papers of any other applicant or permit his / her papers to be copied or give or attempt to give or obtain or attempt to obtain irregular assistance of any description.

h) Conduct in examination hall: No applicant should misbehave in any manner or create a disorderly scene in the examination hall or harass the staff employed for the conduct of the examination. Any such misconduct will be viewed seriously and penalized.

13. SPECIFIC INSTRUCTIONS

- i. All the Recruitments by TASMAC are purely merit based.
- ii. Final selection shall be made based on the merits as per the marks secured in the written examination and as per communal roster.
- iii. Any canvassing in any form or undue influence to secure the job result in disqualification from the redeployment process.
- iv. TASMAC hereby cautions the applicants against touts and agents cheating by making false promises of securing job through unfair means.
- v. TASMAC shall not be responsible or liable for any loss that may be caused to any candidate on account of indulging in any sort of actions with such unscrupulous persons.
- vi. No correspondence will be entertained from applicants regarding online submission delays, conduct of Exams and result of interview, the reasons for not being called for the interview or for not being selected, etc.
- vii. TASMAC reserves the right not to appoint anyone for the position advertised or cancel the posts advertised for.
- viii. If any of the particulars furnished or statements made by the applicant are found to be false at a later date after his appointment (if selected) is liable to be terminated summarily by TASMAC at any time without prior notice.

GENERAL MANAGER – ADMIN

TASMAC