



SCHOOL EDUCATION  
DEPARTMENT

# CITIZEN'S CHARTER

**2008-2009**

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GOVERNMENT OF TAMIL NADU  
2008

**SCHOOL EDUCATION DEPARTMENT  
CITIZEN CHARTER  
2008 – 2009**

**PREFACE**

This Charter is a statement of Commitment of the educational activities of the School Education Department to the people of Tamil Nadu.

The following Directorates are under the administrative control of the School Education Department:-

1. Directorate of School Education
2. Directorate of Elementary Education
3. Directorate of Matriculation Schools
4. Directorate of Non Formal and Adult Education
5. Directorate of Government Examination
6. Directorate of Teacher Education, Research and Training
7. Teachers' Recruitment Board
8. Directorate of Pubic Libraries

The Commitment of each to the people of Tamil Nadu are elucidated in the succeeding pages.

## **DIRECTORATE OF ELEMENTARY EDUCATION**

The main objective of the Directorate of the Elementary Education is providing Elementary Education to all. The Elementary Education is primarily helping the parents to give knowledge to children Directorate of Elementary Education strives to attain this goal. The following steps are being taken in this regard.

- 1) All the School age children should be admitted in the School.
- 2) Without any Dropout all the school children should complete up to VIII std. or minimum up to V standard.
- 3) The students who complete standard 5 should have minimum skills.

Towards achieving this objective, the following schemes are being implemented by the Directorate of Elementary Education.

- 1) Provision of Elementary Education to all
- 2) Inclusive Education for Disabled Children
- 3) Approval of nursery schools
- 4) Disbursing free Text books
- 5) Disbursing free uniform
- 6) Free bus Pass
- 7) Incentive to Girls Students
- 8) Talent Examination
- 9) Parent Teachers Association

### **1. Provision of Elementary Education to all**

Name of the Scheme	Provision of Elementary Education to all
Aim	Provision of Education to all School age Children
Beneficiaries	All School age Children
Qualification	Should have completed 5 years of age as on 31 <sup>st</sup> July
	District Elementary Educational Officer can grant exemption upto 30 days
Special Concession	Those who have studied through private study can join up to Std. VIII. in a Recognized institution. The following qualifications are essential.
	a) a study certificate from a qualified retired teacher
	b) Date of birth certificate
	c) Caste certificate
	d) an undertaking from the parents that the student has not studied in any recognized

	school
	The Headmaster after scrutinizing the above mentioned items can admit the student after getting approval from the concerned officer
Contact Officer	School Headmaster
Period of Admission	June of every year
Officer to be informed on complaints	At Union Level Assistant Elementary Educational Officer
	At District level District Elementary Educational Officer
	At State level Director of Elementary Education, College Road, Chennai-6. Telephone No. 28171169 Joint Director of Elementary Education, College Road, Chennai-6. Telephone No. 28267186

## **2. Inclusive Education for the Disabled (I.E.D)**

Name of the Scheme	Inclusive Education for the Disabled
Objective	To admit Disabled Children in all Government Primary / Middle / Alternative Innovative Education centres and all Aided Primary and Middle Schools to give them quality education
Benefits provided	a) Conducting Medical Camp b) Providing assisting devices c) Helping to get National Identity card d) Providing financial assistance for corrective surgery e) To provide Physiotherapy to the needy in IED Resource Rooms and Day Care Centers f) Providing training to regular teachers through special teachers to handle disabled children.
Beneficiaries	All school children's in 6 to 14 age group
Contact Officer	Block Supervisor of S.S.A.
Officer to be informed on complaints	Chief Educational Officer of S.S.A.

complaints	
	Chief Educational Officer of S.S.A.

### **3. Nursery and Primary Schools**

Name of the Scheme	Providing Approval to Nursery and Primary Schools		
Conditions	A) Registration fee Rs.500/- should be remitted in the Treasury.		
	B) No Government Grants		
	C) One month's salary of the teachers should be deposited in the small savings scheme.		
	D) The school should have adequate space, furniture, sanitary facilities and playground sanitary certificate should be submitted.		
	E) Structural soundness certificate from the Public Works Department Engineer or licensed engineer should be submitted		
	F) License 'D' from Tahsildar; from P.A. to Collector in the case of Chennai.		
	G) No objection certificate issued by Fire and Rescue Department.		
	H) No recognized school within 1 k.m. in the union area		
	I) School endowment and renewal fees should be remitted in the Treasury as per following schedule based on students strength:		
	No. of Students	Endowment	Renewal
	1 – 100	5000	150
	101 – 250	7500	250
	251 – 500	15000	400
	501 - & above	25000	500
	J) Tamil language should be taught in all standards as one of the subjects. Any two of three subjects under part III viz Maths, Science, Social Science should be taught in Tamil. The schools which are run purely in Tamil Medium will get Concession of 50% in Registration fees. Free Books will be provided to these students.		
Contact Officer	Assistant Elementary Educational Officer		

First Approval	Chief Educational Officer of the District
Renewal	District Elementary Educational Officer of the District.
Officer to be informed on complaints	Joint Director of Elementary Education, College Road, Chennai-6. Telephone No. 28267186

#### **4. Distribution of Free Text Books**

Name of the Scheme	Distribution of Free Text Books
Objective	Distribution of Free Text Books to all school children
Benefit provided	One set for one year
Beneficiaries	All students of standard 1 to 8
Period of Distribution	School re opening day in June
Officer to be informed on complaints	Assistant Elementary Educational Officer at Union level
	District Elementary Educational Officer at District level
	At state level Director of Elementary Education, College Road, Chennai-6. Telephone No. 28171169 Joint Director of Elementary Education, College Road, Chennai-6. Telephone No. 28267186

#### **5. Distribution of Free Uniform**

Name of the Scheme	Distribution of Free Uniform
Objective	Distribution of Free Uniforms to all school children
Benefit provided	One set for one year
Beneficiaries	Noon meal enrolled students of standard 1 to 8
Contact Officer	School Headmaster
Officer to be informed on complaints	Assistant Elementary Educational Officer at Union level
	District Elementary Educational Officer at District level

	<p>At state level</p> <p>Director of Elementary Education, College Road, Chennai-6. Telephone No. 28171169</p> <p>Joint Director of Elementary Education, College Road, Chennai-6. Telephone No. 28267186</p>
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### **6. Free Bus Pass**

Name of the Scheme	Providing Free Bus Pass to Students.
Objective	To Facilitate the students to reach the school easily.
Benefit	Free Bus Pass to school and back Home throughout the academic year.
Beneficiaries	All Children studying in standard 1-8.
Contact Officer	Headmaster of the School.
Officer to be informed on complaints	Assistant Elementary Educational Officer at Union level District Elementary Educational Officer District level. Manager, Regional Transport Corporation.

### **7. Incentive to Girls Students**

Name of the Scheme	Providing Incentives to Girls Students
Objective	Providing scholarship to encourage education among Girls.
Beneficiaries	SC/ST/MBC girls students in Standard III to VIII
Benefit provided	III – V Rs.500- per year VI – VIII Rs.1000/- per year by Adi Dravidar / Backward Class and Most Backward Class Department
Period of Distribution	Academic Year
Contact Officer	School Head master
Officer to be informed on complaints	Assistant Elementary Educational Officer at Union level District Elementary Educational Officer at District level

	At state level Director of Elementary Education, College Road, Chennai-6. Telephone No. 28171169 Joint Director of Elementary Education, College Road, Chennai-6. Telephone No. 28267186
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### **8. Talent Examination.**

Name of the Scheme	National Talent Exam
Objective	Educational Development
Benefits provided	Rs.500/- per month from 9 <sup>th</sup> Std. onwards upto higher studies.
Qualification	Students who have obtained 60% each in Maths, Science, Social Science in Standard VII annual examination can appear. Assistance will be provided on the basis of the Talent examination
Contact Officer	School Head master
Officer to be informed on complaints	District Elementary Educational Officer at District level  At state level Director of Elementary Education, College Road, Chennai-6. Telephone No. 28171169 Joint Director of Elementary Education, College Road, Chennai-6. Telephone No. 28267186 Director of Govt. Examination, Chennai-6.

### **9. Parent Teacher Association.**

Name of the Scheme	Parent Teacher Association.
Objective	Enhancing Educational output of the students by improving Parent Teacher relations.
Finance source	As per the present orders Membership fee of Rs.1/- to Rs.25/- may be collected from Parents and Teachers.
Beneficiaries	All Children studying in the concerned school.
Contact Officer	Headmaster of the School.
Officer to be informed on complaints	Assistant Elementary Educational Officer at Union level District Elementary Educational Officer District level. Secretary, Parent Teacher Association, Chennai.6.



## **DIRECTORATE OF SCHOOL EDUCATION**

The Children at the elementary level acquire the knowledge of numbers, alphabets, reading skill, speaking skill etc. At the Education stage they develop a comprehensive knowledge of Language, Mathematics and Science. Secondary Education serves as a bridge between Elementary Education and Higher Education. It prepares the children in the age group 14 to 18 to pursue higher studies or to enter the job market. The main aim of School Education is to impart knowledge, inculcate scientific temper and differentiating skills in children enabling them to overcome the problems they face in their socio-economic life. Secondary Education helps Children in learning through activities, keen observation of laboratory skills and to acquire mathematical knowledge, which is the base for Physics, Chemistry and Biology. The duty of the department is to make the children acquire the fundamental skills needed for a student who completes his 10<sup>th</sup> std, to continue his Higher Secondary Education. Quality education is ensured through appropriate teaching learning methods, updating the curriculum and by providing basic infrastructure along with qualified and trained teachers.

### **Admission of students**

The Students are admitted to high and higher secondary schools by the following two methods.

1. Admission by Transfer Certificate.
2. Admission by Private Study.

### **Admission by transfer certificate**

Standard	6-8, 9-10, 11
Time of Admission	From the date of reopening to 31 <sup>st</sup> July or till the date extended by the government from time to time.
Officer to be approached	The respective Headmasters of the Schools.
Qualification & necessary details	Children who have posses transfer certificate from the recognized primary / middle schools is eligible for admission high and higher secondary school. Admission given in 11 <sup>th</sup> standard to the children who have passed 10 <sup>th</sup> Standard alongwith T.C.
Age limit & Relaxation of age limit	1. Age relaxation order should be obtained from the District Educational Officer concerned for the shortage up to 6 Months. Age relaxation order should be obtained from Director of School Education for the shortage of 6 to 12 Months.

The transfer certificate should be endorsed by the Inspecting Officer, concerned when a student joins in a Matriculation School / Anglo-Indian school from a State Board School.

### **Admission by private study**

In the schools following State Board Syllabus / Matriculation Schools / Anglo-Indian Schools the admission by private study is regulated as follows:

Standard	2 <sup>nd</sup> std to 8 <sup>th</sup> std
Time of Admission	From the date of reopening to 31 <sup>st</sup> July or till the date extended by the government from time to time.
Officer to be approached	The respective Headmasters of the Schools.

Qualification & necessary details	Children of the appropriate age group studied up to 5 <sup>th</sup> std in unrecognized schools or studied privately from home can be given admission in this "Private Study". The following certificates should be produced for this kind of admission. 1. Certificate of proof of Study from the unrecognized school / certificate for private study. 2. Date of Birth Certificate.
Age limit & Relaxation of age limit	2. As on 31 <sup>st</sup> July, the children should have completed 5 years of Age for admission into 1st Standard and for the next higher standards the age is calculated in the same way. 3. Age relaxation order should be obtained from the District Educational Officer concerned for the shortage up to 6 Months. 4. Age relaxation order should be obtained from Director of School Education for the shortage of 6 to 12 Months.

For admission of private study candidates the Headmaster of the school administers a test to evaluate the merit of the student to be admitted in the class for which admission is sought.

### **Syllabus**

The Tamil Learning Act 2006 has made the study of Tamil a compulsory subject in all the schools of the State. Accordingly in the academic year 2006-2007 Tamil is introduced as a compulsory subject in standard 1. During 2007-2008 it is made compulsory in Standard II. Likewise Tamil will be made a compulsory subject in phase up to Standard X.

#### A. Anglo-Indian Syllabus:

- Part I - Tamil
- Part II - English
- Part III - General subjects (Maths, Science, Social Science) – (English Medium)
- Part IV - Anyone of the other languages can be studied as an elective subject.

#### B. Matriculation Syllabus:

- Part I - Tamil
- Part II - English
- Part III - General subjects (Maths, Science, Social Science) – (English Medium)
- Part IV - Anyone of the other languages can be studied as an elective subject.

#### C. State Board Syllabus:

For standard from 6<sup>th</sup> to 10<sup>th</sup>, the following syllabus is taught

- Part I - Tamil
- Part II - English

Part III - General subjects (Maths, Science, Social Science – (Tamil Medium, English Medium and other Language Mediums).

### Higher Secondary Education:

In higher secondary schools the scheme of study is as follows:

- Part I Tamil or other language  
Part II English  
Part III In each division three subjects are compulsory and in that division one subject should be taken as elective as fourth subject by each Student.
- Group 1. Mathematics 2. Physics 3. Chemistry 4. Optional Subject (any one Subject) Biology, Computer Science, Statistics, Bio-Chemistry, English for Communication, Home Science.
- Group 2 1. Physics 2. Chemistry 3. Biology 4. Optional Subject (any one Subject) Micro-Biology, Bio-Chemistry, Nursing, Nutrition and Dietetics, Computer Science, English for Communication, Home Science.
- Group 2A 1. Physics 2. Chemistry 3. Botany 4. Zoology.
- Group 3 1. Accountancy 2. Commerce 3. Economics 4. Optional Subject (any one Subject) Business Mathematics, Computer Science, Statistics, English for Communication, History, Political Science, Ethics and Indian Culture, Advanced Tamil.
- Group 4 History 2. Economics 3. Geography 4. Optional Subject (any one Subject) Political Science, Computer Science, Statistics, English for Communication, Ethics and Indian Culture, Advanced Tamil.

### Vocational subject

1. Agriculture
2. Engineering
3. Accountancy and Commerce
4. Home Science
5. Tailoring
6. Nursing

All the above subjects are taught through English and Tamil medium.

### Fees collected from students studying in Government and Government aided schools.

Students studying in Government and Government Aided Schools from standard VI to XII are paying Rs.33/- to Rs.103/- as Special fees presently. Taking into consideration the welfare of students the Government of Tamil Nadu has cancelled this special fees to give free education to all the students from the year 2008-2009.

### Certificate Evaluation

Certificates to be evaluated	Certificates from the Central Board of Secondary Education, Certificates from other State Schools Certificates from other Countries.
The necessary details	The Transfer Certificates should be counter signed by the Inspecting Officers concerned. Requisition

	Application with Rs.2/- Court fee stamp affixed-student Visa / Passports (for other nationals only)
Officer to be approached	Application to be sent through the Headmaster of the school where admission is sought and the certificate should be evaluated by the Inspecting Officers concerned.
Time	The Government extend for admission by June, July or till some more time extended by Govt.

There is no need to produce any educational certificates for children of refugees from Sri Lanka for admission into Schools. They can be admitted in Schools on the basis of age and merit for standard VI. The concerned Headmaster can give permission and admit the child. For standards VII and VIII permission should be obtained from the inspecting Officer of the concerned School.

#### **Issue of Migration Certificate.**

Director of Government Examination issues migration Certificate to those who want to continue their higher Education in other State after completing the Secondary School Leaving Examination / Higher Secondary Examination.

#### **Issue of Duplicate Certificate for the lost**

Educational Proof	Transfer Certificate for Standard VI to XII and also the Mark List for Standard X and XII
Details to be submitted	Application in the Specified Format (Formats available in the O/o the Inspecting Officers and also in the Office of Government Examination) Proof for the loss of the Certificate should be obtained from the area Tahsildar after getting a certificate from the Police Department mentioning that the Certificate is lost beyond recovery.  or A Certificate should be obtained from the Tahsildar concerned through the Village Administrative Officer or Revenue Officer if the certificate is lost by means of fire or flood or any natural disaster.  A true copy of the lost certificate (if available) Treasury Challan for the fee paid towards it
Officer to be approached	Headmaster of the School where the student had studied.
Duration	It will take at least 6 months to get a Duplicate Certificate.

#### **Concessions to three students who secure first ranks at the state level and district level in the secondary school leaving examination and higher secondary examination.**

This scheme was announced by the Honorable Chief Minister of Tamil Nadu in 1996. At that time , the expenditure towards pursuing higher education was met by

Government for students securing ranks in Standards X and XII at the State Level only.

This Scheme has also been extended to the District Level from the year 1997-98 and orders have been issued to this effect.

<p>Name of the Scheme and eligibility</p>	<p>The Government have initiated this scheme to encourage the talented students to pursue their higher studies. As per this scheme, the first three top rankers, at state level in the +2 examination who have studied Tamil as first language in the Higher Secondary course are awarded prize amount as follows</p> <p><u>XII Std Students</u>            First Rank - Rs 15000/-            Second Rank - Rs 12000/-            Third Rank - Rs 10000/-</p> <p>Likewise first three top rankers at state level in 10<sup>th</sup> Standard Examination who have studied Tamil as first language are also awarded prize amount as follows:  <u>X th Students</u>            First Rank - Rs 7500/-            Second Rank - Rs 6000/-            Third Rank - Rs 5000/-</p> <p>Further, at the District level, Government meet the expenditure for the higher studies of the three first rank holders in +2 Examination as detailed below :</p> <ol style="list-style-type: none"> <li>1. Government Higher Secondary School-1</li> <li>2. Aided Higher Secondary School-1</li> <li>3. Unaided / Matriculation /Anglo Indian Higher Secondary School-1</li> </ol> <p>Three District level top rankers (as above) in 10<sup>th</sup> exam are also given Rs. 1,500/-for pursuing higher studies. All these district level top rankers should have studied Tamil as first language.</p> <p>In addition to this subject wise top rankers ( first rankers) at state level in both 10<sup>th</sup> and 12<sup>th</sup> Examination are given cash awards at the rate prescribed by the Government every year.</p>
<p>Required Details</p>	<ol style="list-style-type: none"> <li>1. Application</li> <li>2. Proof showing that the student is continuing Higher Education.</li> <li>3. Receipts showing expenditure.</li> </ol>
<p>Concession</p>	<ol style="list-style-type: none"> <li>1. Admission Fees.</li> <li>2. Tuition fees ( No Upper ceiling)</li> <li>3. Expenditure for Books – The Government has fixed an upper limit of Rs.3,000/- per annum for</li> </ol>

	professional courses (viz) Engineering, Medicine and Agriculture and Rs.1,500/- per annum for other Degree Courses. 4. Boarding Fees. Rs.1,000/- per month or the expenditure shown in the receipt whichever is less.
Officer to be approached	Chief Education Officer of the District concerned where the student has studied.

**Providing Incentives / Scholarships to talented rural students based on the Rural Talent Examinations**

Name of the Scheme	Providing incentives / Scholarships based on the rural talent examinations
Eligibility	Students studying in rural areas in all the 29 Revenue Districts except Chennai
Scheme Details	1. 50 Girl students and 50 Boy Students are selected in each district and are given Rs.1,000/- yearly for four years based on the the rural talent examinations conducted by the Department of Government Examinations for students completing standard 8 in village areas. 2. These Students should continue their studies without break and score at least 50% marks every year.
Officer to be approached	Eligible students should approach the Chief Education Officer through the Headmasters of their Schools.

**Upgradation of schools**

Name of the scheme	Up-gradation of Middle Schools into High Schools.
Management	Government / Municipal / Corporation
Eligibility	1. Land, Buildings, Infrastructure facilities 2. Play Ground 3. Corporation- 6 Grounds. District Head Quarters - 8 Grounds. Municipality - 10 Grounds. Town Panchayat - 1 Acre Panchayat Union – 3 acres 4. Library facilities 5. Laboratory equipments 6. No high School within 5 Km radius 7. Treasury Challan for having remitted Rs.One Lakh in Government account.
Amount to be remitted into Government account	Rs.One Lakh is to be remitted in the Treasury or Sub treasury in the relevant Government head of Account.

Officer to be approached	Last Date for sending in the application
Assistant Elementary Education officer (or) District Education Officer	December 31

Chief Education Officer	January 31
Director of School Education	February 28

Application should be forwarded to the Director of School Education with the recommendation of the District Educational Officer / Chief Educational Officer.

Name of the Scheme	Up gradation of High School in to Higher Secondary School.
Management	Government / Municipal / Corporation
Requirements	<ol style="list-style-type: none"> <li>1. Land, Buildings, Infrastructure facilities.</li> <li>2. Play Ground</li> <li>3. Corporation – 6 Grounds District Head Quarters -8 Grounds. Municipal -10 Grounds Grounds. Town Panchayat - 1 Acre Panchayat Union - 3 Acre</li> <li>4. Library facility</li> <li>5. Lab Facility</li> <li>6. Not less than 100 Students in X</li> <li>7. Higher Secondary School should not be available within 8 Km radius.</li> <li>8. Treasury receipt for the Public contribution of Rs.2.00 Lakhs remitted into Government account</li> </ol>
Amount to be deposited in Government Account.	Rs.2.00 Lakhs should be remitted as public contribution to Government under relevant Head of Account through the Treasury / sub-Treasury.
Applicant	School Development committee comprising of the community members of the area or Parent Teacher Association.

Officer to be approached	Last Date for Submitting application
District Educational Officer	December 31
Chief Educational Officer	January 31
Director of School Education	February 28

Application should be submitted to the Director of School Education with recommendation from District Educational Officer / Chief Educational Officer.

As for Private Schools if the above requirements are fulfilled permission will be accorded to function as Higher Secondary Schools without financial aid. Recognition alone will be granted.

### **Free text books**

Name of the Programme	Supply of Free Text Books
Objective	Distribution of Free Text Books to School Students.
Aid Given	Supply of Text Books once in a year

Beneficiaries	All Students Studying I to XII Standards.
Office to be approached	School Head Master
Date of Supply	On the Date of School re-opening.

### **Free bicycle**

Name of the Programme	Supply of Free Bicycles
Objective	Distribution of free bicycles to Higher Secondary Boys and Girls of all Communities
Date of Supply	January & February month
Beneficiaries	Students studying in XI and XII Standards
Officer to be approached	School Headmaster
Grievances to be represented to	District Educational Officer. Chief Education Officer. At the State level / Director of School Education, Directorate of School Education. Chennai 6

### **Free uniform**

Name of the Scheme	Supply of Free Uniform
Objective	Free Uniform for children studying in schools
Aid Given	Distribution of one set of Uniform once in a year
Beneficiaries	Students of 1-8 standards taking noon meal.
Officer to be approached	School Headmaster
Grievances if any to be represented to	Block level- AEEO Education District Level –DEO
District level	1.CEO 2.D.E.E.O
State Level	1. Director of School Education. College Road. Chennai 6 Telephone 044 28278796 2. Director of Elementary Education. College Road. Chennai 6 Telephone 044 28271169 3. The Joint Director(Vocational Edn) College Road . Chennai 6 4. The Joint Director of Elementary Education, Chennai 6 Telephone 044 28267186

### **Integrated Education for the Disabled Children ( IEDC)**

Name of the Scheme	Integrated Education for the Disabled children
Objective	To enable the disabled children to mingle freely with normal children without barriers.
Scheme Details	Expenditure is met out by Government of India



	towards appointment of special teachers, provision of stay for children, arrangements for the supply of textbooks, Uniforms, equipment to disabled children. The scheme is implemented in 24 districts through 14 NGOs
Officers to be approached	Director of school Education

### **National Teachers Welfare Fund.**

#### Medical Aid:

Name of the Scheme	Medical Aid to Teachers
Objective	Medical Aid to the affected teachers and their dependents
Scheme Details	75% of medical expenditure or Rs. 50,000/- whichever is less given as aid to Teachers and their dependents who are not covered under T.N. Government servants Health fund
Officer to be approached	Director of School Education

#### Educational Scholarship

Name of the Scheme	Educational scholarship to the children of Teachers
Objective	Educational Scholarship for teachers' children pursuing Technical education
Scheme Details	Educational Scholarship of Rs 5000 every year for those studying Professional Courses and Rs 2500/- every year to those studying Technical Education
Office to be approached	Director of School Education

### **Tamil Nadu Agricultural Labourers Agriculturalists Social Security And Welfare Scheme 2006**

Name of the scheme	Tamil Nadu Agricultural Labourers Agriculturalists social Security and welfare scheme 2006
Objective	Provision of education Scholarship to the children of agricultural labourers who have passed 10 <sup>th</sup> and 12 <sup>th</sup> standards
Scheme Details	Scholarship amount of Rs.1,250/- to boys and Rs.1,500/- to girls are given who have passed 10 <sup>th</sup> Standard. Scholarship amount of Rs.1,750/- to boys and Rs.2,000/- to girls are given who have passed 12 <sup>th</sup> Standard. This Scholarship is given to boys and girls of all communities to be eligible for this scholarship. Parents should possess the "Agricultural Labourer card" issued by the

	Revenue Officers.
Officer to be approached	School Head Master
<b>Educational Assistance to Children of whose father / mother died (Or) permanently incapacitated in accidents.</b>	
Objective	Educational Scholarship of Rs.50,000/- deposited in Bank with Joint Account of Student / Surviving Parent / Guardian for the Students studying in Schools, whose bread-winning Mother or Father dies in accident or permanently incapacitated because of the accident.
Officer to be approached	School Headmaster concerned.

**Adi Dravida, Tribal, Most Backward Denotified Communities. Backward Communities Welfare Scholarship.**

Name of the Scheme	Educational Scholarship to School Students.
Objective	Educational Scholarship to School Students of Adi Dravida, Tribal, Denotified Communities Backward and Most Backward Communities.
Scheme Details	Distribution of Scholarship to students by the Headmasters concerned after receiving the Scholarship from the welfare department concerned.
Amount of Assistance	Non-refundable fees such as All school fees, Examination Fees and maintenance amount to be paid as scholarship
Officer to be approached	School Head Master

**Educational Scholarship to Children of Servicemen / Ex-Servicemen, Sri Lankan and other Refugees.**

Name of the Scheme	Educational Scholarship
Objective	Educational Scholarship given every year to Children of Servicemen / Ex-servicemen Sri Lankan and Refugees Studying in Schools under School Education Department.
Scheme Details	Scholarship received from the Department Concerned and distributed to the Children by the Headmasters Concerned.
Officer to be approached	School Head Master

**Educational Scholarship to Children of Scavengers / Sweepers**

Name of the Scheme	Educational Scholarship to Children of Scavengers / sweepers
Objective	Distribution of Educational Scholarship to Children of Scavengers / sweepers Studying in Schools under School Education Department.

Officer to be approached	School Head Master	
Scheme Details	The proposals will be sent through the Headmasters of the concerned School to the District Collector, and the Scholarship received from the District Collector will be distributed by the Headmaster to the students concerned as follows :	
	Class	Scholarship (in Rs.)
	1-5	950
	6-8	1150
	9-10	1300

## **DIRECTORATE OF MATRICULATION SCHOOLS**

The Directorate of Matriculation Schools aims at offering quality English Medium education for school age children through recognised Matriculation/ Matriculation Higher Secondary Schools.

The Citizen Charter of this Directorate is as follows:

### **Admission of Students**

The children are admitted in Matric Schools as per the following procedure

1. Direct Admission
2. Admission through Transfer Certificate
3. Private Study Admission

### **Direct Admission and Admission through Transfer Certificate**

Standards	LKG-XII Std; LKG-X Std; VI-X Std; VI-XII Std.
Period of Admission	From the date of opening of school to July 31 (or) up to the period of extension granted by the Government
Officer to be contacted	Principals of Schools concerned
Criteria of age and age relaxation	Should have completed 5 years of age as on July 31 for admission into I Standard. The age limit is calculated in the same manner for subsequent standards. For example, the student should have completed 10 years of age for admission into VI Standard. Shortage up to 6 months can be condoned by the Inspector of Matriculation Schools For relaxation of age beyond 6 months, orders should be obtained from the Director of Matriculation Schools except Standard I.
Eligibility and details to be furnished	Students passing out from recognised primary/middle school can be admitted in VI & IX Standards of Matriculation/Matriculation Hr Sec Schools producing the transfer certificate issued by the primary/middle school. Based on the Mark sheet of X Std, students can be admitted in the XI Standard in Hr Sec Schools

Parents working in Government/Quasi Government organisations, in the event of transfer, can admit their children in the schools in their new place of residence by producing the transfer certificate issued by the school in which their children last studied. This can be done by the Headmaster of the school concerned and no order is required from higher authorities for these cases.

The same procedure is adopted in Matriculation/Matriculation Higher Secondary Schools also. In case of transfer from State Board Schools to Matriculation Schools or from Matriculation Schools to other type of schools, the transfer certificate should be countersigned by the concerned inspecting officers.

### **Admission based on Private Study**

Standards	Up to VII Standard students can undergo private study and they can be admitted in VIII Standard
Period of Admission	From the date of opening of school to July 31 (or) up to the period of extension granted by the Government
Officer to be contacted	Principal of the school concerned
Eligibility and details to be furnished	Students who have undergone private tuition or studied in unrecognised schools up to VII Standard can be admitted in VIII Standard under 'Private Study'. The following documents should be furnished for this purpose: 1. Certificate issued by the unrecognised school or for private study 2. Birth Certificate 3. Community Certificate
Criteria of age and age relaxation	Should have completed 5 years of age as on July 31 for admission into I Standard. The age limit is calculated in the same manner for subsequent standards. For example, the student should have completed 10 years of age for admission into VI Standard. Shortage up to 6 months can be condoned by the Inspector of Matriculation Schools. For relaxation beyond 6 months, orders should be obtained from the Director of Matriculation Schools.

For admission to the above stages under 'Private Study', the Principal of the school concerned will admit the students after conducting an examination to test the eligibility of the students for admission to a particular Standard.

Name of the Scheme	Admission in 11 <sup>th</sup> Standard in recognized Matriculation/ Matriculation Hr. Secondary Schools
	Students passed out from Std X from the school last studied should be given admission in the group of their choice in the same school based on the marks. Admission to the left out seats may be given to the students seeking admission from other Institutions
Contact Officer	Principal of concerned Institution
Redressal Officer	Inspector of Matriculation Schools
Appellate Authority	Director of Matriculation School

Name of the Scheme	To prefer complaint against collection of unauthorized fees/donation from students [G.O Ms. No 224 SE [X2] dept dated 5-9-2007]
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Contact Officer	Inspector of Matriculation Schools/ District Chief Educational Officer
Appellate Authority	Director of Matriculation Schools

## Syllabus

From LKG to X Standard, Matriculation Syllabus is followed and for XI and XII Standards, the State Board Syllabus is followed

### Matriculation Curriculum

Part I	-	Tamil/mother tongue	
Part II	-	English	
General	-	Mathematics	] English Medium
		Science	
		Social Science	

Part I	Tamil [In 2008-09 compulsory for Stds .I –III]
Part II	English [Compulsory]
Part III	Other Subjects [science, Maths, Social Studies etc.
Part IV	Those do not have Tamil and English as Mother Tongue may study their Mother Tongue as Optional Subject

### Evaluation of Certificates

Certificate to be evaluated	Students from CBSE and Other State Board Schools, when they seek admission in Matriculation Schools should have their certificates evaluated
Details to be furnished	1. Transfer Certificate countersigned by the concerned Inspecting Officer 2. Application affixing a court fee stamp for Rs.2/-
Officer to be contacted	Should apply to the concerned Inspecting Officer through the Principal of the school in which admission is sought.
Period	June, July or up to the period of extension granted by the Government
Evaluation of Certificates issued by the schools in other countries	Certificates issued by the schools in other countries
Details to be furnished	1. Student's Visa/Passport 2. Examination Certificate/Statement of Marks 3. Transfer Certificate should be countersigned by the Educational Officers/competent Authorities of

	the Embassy 4. Application affixing a court fee stamp for Rs.2/-
Officer to be contacted	Should apply to the concerned Inspecting Officer through Principals of the school in which admission is sought.
Period	June, July or up to the period of extension granted by the Government

For the children of Sri Lankan repatriates, no previous educational certificate is required. They will be enrolled in the eligible standards according to their age. The Principal of the school concerned may admit students in VI Standard. For admitting students in VII and VIII Standards, necessary permission has to be obtained from the Inspecting Officers.

**Applying for a Duplicate Copy of lost certificates**

<b>Certificate</b>	<b>Transfer Certificate from VI to XII Standard</b>
Details to be furnished	Prescribed application (Forms can be obtained from the Inspecting Officer and O/o the Director of Government Examination. For Certificates Lost - Certificate regarding loss of the certificate from the Police authorities duly certified by the concerned Tahsildar For certificates lost due to natural calamities such as fire, flood, etc. - Certificate from the Village Administrative Officer, Revenue Inspector duly certified by the Tahsildar concerned Attested copy of the lost certificate (if available) Prescribed fee remittance challan
Officer to be contacted	Principal of the school last studied
Procedure	If the details furnished are found correct, the duplicate will be issued by the Headmaster immediately

<b>Certificate</b>	<b>Mark Sheet of Matriculation X &amp; XII Standards</b>
Details to be furnished	Prescribed application (Forms can be obtained from the Inspecting Officer and O/o the Director of Government Examination. For Certificates Lost - Certificate regarding loss of the certificate from the Police authorities duly certified by the concerned Tahsildar For certificates lost due to natural calamities such as fire, flood, etc. - Certificate from the Village Administrative Officer, Revenue Inspector duly certified by the Tahsildar concerned

	Attested copy of the lost certificate (if available) Prescribed fee remittance challan
Officer to be contacted	Should apply to the Director of Government Examinations through the Principal and concerned Inspecting officer
Procedure	On receipt of application, the Inspecting Officer will take necessary action to publish the fact in the Government Gazette. On publication in the Government Gazette, he will forward the application to the Director of Government Examinations. The Director of Government Examinations will issue a handwritten duplicate copy of the mark sheet on verification of the facts.
Duration	A minimum of six month period

### **Name of the Scheme Opening of Matriculation Schools/Upgradation**

#### Requirements

1. An educational trust/agency should be formed and registered.

The following one-time contribution/fees should be paid by Matriculation/ Matriculation Hr. Secondary Schools

#### **Contribution**

Students Strength	Rates of Contribution
2000 and above	1,00,000
1500-2000	80,000
1000-1500	60,000
750-1000	40,000
500-750	20,000
Below 500	10,000

#### **Fees**

a) For opening of Matriculation School	Rs.10,000/-
b) For Temporary Recognition once in three years	Rs.1,000/-
c) Inspection Fee for Matriculation Fees	Rs.2,500/-
ii) Inspection Fee for Matriculation Higher Sec School	Rs.5,000/-
e) Upgradation of Matriculation School to Matriculation Hr Sec School	Rs.10,000/-
f) Endowment [Should be created in the name of the school for a minimum period of 7 years in a	Rs.2,00,000



nationalized bank]	
Upgrading of Matriculation, School [should be deposited in the bank in the name of the school in addition to Endowment]	Rs.25,000

An amount equivalent to one month's salary of teachers should be deposited as corpus fund in the name of the school in a bank. For opening of new school in rural areas, there should be a distance of at least 1 km. from the existing school in that area.

For opening of schools, the application form prescribed in the Code of Regulations for Matriculation Schools can be used. All proposals for opening and Temporary Recognition should be forwarded to the Director of Matriculation Schools through the Inspector of Matriculation Schools concerned.

Temporary Recognition should be applied for within 3 months from the receipt of opening permission. Permission will be granted for opening of Standards I to VI and permission will be accorded to additional standards on the basis of eligibility.

For granting opening permission/recognition to Matriculation Schools, such schools should have the following minimum infrastructure facilities:

#### **Land**

Corporation	6 Grounds
District Headquarters	8 Grounds
Municipality	10Grounds
Township	1Acre
Rural Village/Panchayat	3 Acres

For benefit of school the land should be registered for 30 years lease or owned in the name of school.

#### **Building**

Adequate building facilities should be provided. In case of ownership (or) on lease the agreement should be made for a minimum period of 30 years. License should be obtained for public usage.

#### **Classroom**

A minimum of 9 to 10 sq. ft. per student should be available.

#### **Library**

Library should have dailies, periodicals, books, maps, atlas, models, teaching-learning materials, audio-video equipments. In case of Matriculation schools there should be at least 1500 books and in case of Matriculation Hr Sec Schools 3000 books should be available in the library.

#### **Laboratory**

For Matriculation schools laboratory facilities for general science studies should be available. For Hr. Sec Schools separate laboratories for Physics, Chemistry and Biology should be available. Full-fledged Computer Laboratory should be available.

#### **Playground**

Adequate play area should be provided in the school premises.

## **General**

Adequate drinking water and toilet facilities should be provided.

Qualified teachers should be appointed

There should be an agreement with the management and teachers.

Using of Cell Phones is prohibited in the school campus. (G.O. Ms. No 28 dated 25-10-2007)

Sale of unhygienic food should be avoided in school campus.

## DIRECTORATE OF TEACHER EDUCATION, RESEARCH AND TRAINING

### Introduction

Directorate of Teacher Education, Research and Training plays a vital role in realizing the objectives of providing quality Elementary Education. Director of Teacher Education, Research and Training assumes the responsibility of coordinating Educational Planning, administration and management and Professional Development activities with the help of National Organisations such as National Council for Teacher Education (NCTE), National Council for Education, Research and Training (NCERT), CCERT, New Delhi, Regional Institute of Education, (RIE), Mysore, RIE, Bangalore.

### Schemes being Implemented

#### District Institute of Education and Training

Name of the Scheme	District Institute of Education and Trainings
Objective of the Scheme	Providing pre-service and in-service training to prospective and practicing teachers through the District Institute of Education and Training
Scheme implemented in	30 Revenue Districts
Admission procedure	50% Male and 50% Female students admitted every year.

#### Beneficiaries

Sl. No.	Institute	No. of Institute	Students Intake
1.	District Institute of Education and Training (Tamil Medium)	30	1450
2.	District Institute of Education and Training (Piramalai Kallar Community Section) (Tamil Medium)	2	100
3.	District Institutes of Education and Training (SC/ST Section) (Tamil Medium)	17	850
4.	District Institutes of Education and Training (Telugu Medium Section)	1	50
5.	District Institutes of Education and Training (Malayalam Medium Section)	1	50

### Duration and Eligibility

Training Period	2 years.
Educational Qualification	A pass in +2 Course with 45% marks. For SC / ST candidates a pass in +2 Course is sufficient.
Age Limit	Candidates should not be above 30 years of age as on 31 <sup>st</sup> July every year.
	For SC / ST candidates the maximum age limit is 35 years.
	For Widow candidates, Physically handicapped candidates and Orphan candidates the maximum age limit is 40 years.
Liaison Officer	Principal, District Institute of Education and Training concerned.
Grievance Cell Officer	1. Principal, District Institute of Education and Training concerned 2. Director, Directorate of Teacher Education, Research and Training, Chennai-6. Telephone No. 044-28278742

### **Teacher Training Institute**

Name of the Scheme	Teacher Training Institutes
Objective of the Scheme	Providing pre-service training to prospective and practicing teachers through the Teacher Training Institute
Scheme implemented in	9 Government Teacher Training Institutes

### Beneficiaries

Sl. No.	Institute	No. of Institute	Students Intake
1.	Government Teacher Training Institutes (Tamil Medium)	8	320
	Government Teacher Training Institutes (Telugu Medium Section)	2	80
	Government Teacher Training Institutes (Urdu Medium Section)	2	80

### Duration and Eligibility

Training Period	2 years
Educational Qualification	A pass in +2 Course with 45% marks. For SC / ST candidates a pass in +2 Course is sufficient.
Age Limit	Candidates should not be above 30 years of age as on 31 <sup>st</sup> July every year. For SC / ST candidates the maximum age limit is 35 years.
	For Widow candidates, Physically handicapped candidates and Orphan candidates the maximum age

	limit is 40 years.
Liaison Officer	Principal / HM, Teacher Training Institute concerned.
Grievance Cell Officer	1. Principal / HM, Teacher Training Institute concerned 2. Principal, District Institute of Education and Training concerned 3. Director, Directorate of Teacher Education, Research and Training, Chennai-6. Telephone No. 044-28278742

### Government Aided Teacher Training Institutes

Name of the Scheme	Government Aided Teacher Training Institutes.
Objective of the Scheme	Providing pre-service training to prospective and practicing teachers through the Teacher Training Institute.
Scheme implemented in	7 Government Aided Non Minority Teacher Training Institutes & 35 Government Aided Minority TTI.

### Beneficiaries

Sl. No.	Institute	No. of Institute	Students Intake
1.	Government aided non minority Teacher Training Institutes	7	560
2.	Government aided minority Teacher Training Institutes	35	2960

Training Period	2 years
Educational Qualification	A pass in +2 Course with 45% marks. For SC / ST candidates a pass in +2 Course is sufficient.
Age Limit	Candidates should not be above 30 years of age as on 31 <sup>st</sup> July every year.
	For SC / ST candidates the maximum age limit is 35 years.
	For Widow candidates, Physically handicapped candidates and Orphan candidates the maximum age limit is 40 years.
Liaison Officer	Principal / HM, Teacher Training Institute concerned
Grievance Cell Officer	1. Principal / HM, Teacher Training Institute concerned 2. Principal, District Institute of Education and Training concerned 3. Director, Directorate of Teacher Education, Research and Training, Chennai-6. Telephone No. 044-28278742

### Anglo Indian Teacher Training Institute

Name of the Scheme	Anglo Indian Teacher Training Institute.
Objective of the Scheme	Providing pre-service training to prospective and practicing teachers through the Anglo Indian Teacher Training Institute.
Scheme implemented in	Chennai District.
Source of Fund	100% funded by State Government

Beneficiaries

Sl. No.	Institute	No. of Institute	Students Intake
1.	Anglo Indian Teacher Training Institute	1	40

Duration and Eligibility

Training Period	2 years
Educational Qualification	A pass in +2 Course with 45% marks. For SC / ST candidates a pass in +2 Course is sufficient.
Age Limit	Candidates should not be above 30 years of age as on 31 <sup>st</sup> July every year.
	For SC / ST candidates the maximum age limit is 35 years.
	For Widow candidates, Physically handicapped candidates and Orphan candidates the maximum age limit is 40 years.
Liaison Officer	Principal / HM Teacher Training Institute concerned
Grievance Cell Officer	1. Principal / HM Teacher Training Institute concerned 2. Principal, District Institute of Education and Training concerned 3. Director, Directorate of Teacher Education, Research and Training, Chennai-6. Telephone No. 044-28278742

**Un-Aided Self financing Teacher Training Institute**

Name of the Scheme	Un-Aided Self financing Teacher Training Institute
Objective of the Scheme	Providing pre-service training to prospective and practicing teachers through the Un-Aided Self financing Teacher Training Institute
Scheme implemented in	30 Revenue Districts

Beneficiaries

Sl. No.	Institute	No. of Institute	Students Intake
1.	Un aided Minority Teacher Training Institutes	2	200
2.	Non Minority unaided Self Financing Teacher Training Institute	580	37290

#### Duration and Eligibility

Training Period	2 years
Educational Qualification	A pass in +2 Course with 45% marks. For SC / ST candidates a pass in +2 Course is sufficient.
Age Limit	Candidates should not be above 30 years of age as on 31 <sup>st</sup> July every year.
	For SC / ST candidates the maximum age limit is 35 years.
	For Widow candidates, Physically handicapped candidates and Orphan candidates the maximum age limit is 40 years.
Liaison Officer	Principal / HM Teacher Training Institute concerned
Grievance Cell Officer	1. Principal / HM Teacher Training Institute concerned 2. Principal, District Institute of Education and Training concerned 3. Director, Directorate of Teacher Education, Research and Training, Chennai-6. Telephone No. 044-28278742

#### **Certificate Course in Physical Education**

Name of the Scheme	Certificate Course in Physical Education
Objective of the Scheme	Providing Certificate Course in Physical Education
Scheme implemented in	2 Revenue Districts

#### **Beneficiaries**

Sl. No.	Institute	No. of Institute	Students Intake
1.	YMCA College of Physical Education	1	25
2.	Sri Ramakrishna College of Physical Education	1	100
3.	Ramakrishna Chandra College of Physical Education	1	100

#### **Duration and Eligibility**

Training Period	2 years
Educational Qualification	A pass in +2 Course with 45% marks. For SC / ST candidates a pass in +2 Course is sufficient.
Age Limit	Candidates should not be above 30 years of age as on 31 <sup>st</sup> July every year.
	For SC / ST candidates the maximum age limit is 35 years.
	For Widow candidates, Physically handicapped candidates and Orphan candidates the maximum age limit is 40 years.
Liaison Officer	Principal / HM Teacher Training Institute concerned
Grievance Cell Officer	1.Principal / HM Teacher Training Institute concerned 2.Principal, District Institute of Education and Training concerned 3. Director, Directorate of Teacher Education, Research and Training, Chennai-6. Telephone No. 044-28278742

### **Evaluating the DTE Certificates of other States**

Name of the Scheme	Evaluating the DTE Certificates of other States
Objective of the Scheme	To evaluate the DTE Certificates of other States
Scheme implemented in	All Districts.
Beneficiaries	Candidates obtain 50% of marks in +2 Examination and 50% of marks in Teacher Training Diploma Course.
DD to be submitted by the Applicants	The applicants are directed to obtain a Demand Draft for Rs. 500/- drawn in favour of the DTERT towards the Evaluation Fee and a demand draft of Rs. 300/- towards Diploma in Teacher Education Diploma Certificate and Mark Sheet drawn in favour of the respective State Educational Department.
Liason Officer	Director of Teacher Education, Research and Training



## DIRECTORATE OF NON FORMAL AND ADULT EDUCATION

### 1. Implementation of Current Schemes:

Name of the scheme	Continuing Education Programme
Objective of the Scheme	To impart literacy to Non-Literates in the 15-35 age group, Post Literacy for Neoliterates for sustaining literacy skills. To provide an opportunity to enhance education for aspiring dropouts and others and maintaining Libraries.
No.of Districts were Continuing Education Programme are implemented	30 Districts of Tamil Nadu
Beneficiaries	Non-literates in the age group of 15-35, School drop-outs and non-starters and neo-literates.
Funds position	100% grant given by Government of India for 1 <sup>st</sup> 3 years Next 4 <sup>th</sup> and 5 <sup>th</sup> years funds shared by 50 : 50 between Central Government and State Government .
Learning Pattern	Each prerak have to impart literacy to 20 non-literates in 6 months.
Contact Officer	District Collector / District Adult Education Officer / District Educational Officer.
For any complaint to whom to be contacted	1. District Collector 2. Member Secretary, Tamilnadu Literacy Mission Authority, Chennai-6 3. Director, Directorate of Nonformal and Adult Education , Chennai-6 Tel.No. 28272048 and 28277039

### 2. Special Literacy Proramme for Women:

Name of the scheme	Special Literacy Programme for Women
Objective of the Scheme	To provide literacy to non-literate women in all backward districts in Tamil Nadu .
No.of Districts were the scheme is implemented	This scheme are being implemented in all districts of Tamil Nadu in 2007-08.
Period of scheme	6 months
Beneficiaries	Only for women in the age group of 15-35.
Funds position	100% grant given by Government of Tamil Nadu .
Learning Pattern	Through Continuing Education Programme.
Contact Officer	District Collector / District Adult Education Officer / District Educational Officer.
For any complaint to whom to be contacted	1. District Coll1ector 2. Member Secretary, Tamil Nadu Literacy Mission Authority, Chennai-6 3. Director, Directorate of Nonformal and

	Adult Education , Chennai-6 Tel.No. 28272048 and 28277039
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### 3. Project for Residual Illiteracy (PRI):

Name of the scheme	Project for Residual Illiteracy (PRI) for left out women
Objective of the Scheme	Districts of below average of literacy percentage in which 17 districts are identified to impart literacy among women.
No.of Districts were the scheme is implemented	Dharmapuri Villupuram Perambalur, Namakkal, Erode, Salem, Thiruvannamalai, Karur, Sivagangai, Ramanathapuram, Pudukottai, Theni, Virudhunagar, Vellore, Krishnagiri, Cuddalore and Dindigul District.
Period of scheme	1 year
Beneficiaries	Non-literate women who were not identified in the age group of 15-35
Funds position	Funds shared between State Government and Central Government in ratio of 2:1
Learning Pattern	Through Continuing Education Programme.
Contact Officer	District Collector / District Adult Education Officer / District Educational Officer
For any complaint to whom to be contacted	1. District Collector 2. Member Secretary, Tamil nadu Literacy Mission Authority, Chennai-6 3. Director, Directorate of Nonformal and Adult Education , Chennai-6 Tel.No. 28272048 and 28277039

### 4. National Institute of Open Schooling (NIOS) :

Name of the scheme	National Institute of Open Schooling (NIOS)
Objective of the Scheme	To conduct class for neo-literates those who wanted to continue education can be enrolled in NIOS for attaining 3 stages parallel to the formal education standards. Stage 1 – III Std. Stage 2 – V Std. Stage 3 – VIII Std
No.of Districts were the scheme is implemented	All districts in Tamil Nadu.
Period of scheme	Continuously

Beneficiaries	Neo-literates, school drop-outs and non-starters ( above 15 years )
Funds position	100% grant by Government of India.
Learning Pattern	Through Continuing Education Programme.
Education qualification of Preraks	Preraks - 10 <sup>th</sup> Std passed Supervisors – 12 <sup>th</sup> Std Passed.
Contact Officer	District Collector / District Adult Education Officer / District Educational Officer
For any complaint to whom to be contacted	1. District Collector 2. Member Secretary, Tamil Nadu Literacy Mission Authority, Chennai-6 3. Director, Directorate of Nonformal and Adult Education , Chennai-6 Tel.No. 28272048 and 28277039

## DEPARTMENT OF GOVERNMENT EXAMINATIONS

Main objective of the Department of Government Examination is the assessment of Scholastic attainment of academic students and skilled attainments by conducting Public Examinations and talent search examinations and releasing of results in time, and issuing certificates therefor under the authority of Government of Tamil Nadu.

Every year under the academic stream of 10 year pattern SSLC / OSLC / Matriculation, Anglo Indian Public Examinations and Higher secondary Examination for the 12<sup>th</sup> Standard are the main examinations conducted by this Department. From the year 2002, onwards a special supplementary examination is being conducted in the month of June / July for the benefit of those students who have failed in one or three subjects in Higher Secondary, S.S.L.C. / Matriculation / Anglo Indian Examinations held in the month of March / April and the result of which will be released in July, so that the Candidates can pursue their higher studies immediately without wasting a year.

There are 33 types of examinations conducted and results are being published in time by this department including the above important public examinations every year.

In addition to the conduct of public examinations and publishing their results the schemes related to Examinations are also implemented by this Department of Directorate of Government Examinations as detailed below.

### **1. Issuing of CCM Certificates to the students who have lost their Original Certificate, Issued by this Department, beyond recovery.**

Name of the Scheme	Issuing Certified copies of marks to those who have lost their original certificates of 10th Standard (SSLC, OSLC, Anglo-Indian and Metric) and Higher Secondary Examinations beyond recovery.
Object of the Scheme	Certified copy of marks are issued to help the students for Higher Studies and employment for Immediate and interim use, if the students spoil or loss their original certificates.
Eligibility to apply	For those students who have lost the original certificates issued by this department beyond recovery.
Details for applying	The application for the issuance of CCM is available free of cost at the Directorate and at all the Regional offices of the Department. This can also be downloaded from the Website of the department. This Application has to be submitted duly filling in all the particulars called for there in duly obtaining the counter signature of HM of the School where the candidate had studied last or from the Headmaster of the nearby school in the case of Private Candidates, also duly remitting the fee for the CCM.
Fees Details	1. First time CCM - Rs. 305/- 2. Second time - Rs. 405/- for each certificate Demand draft for the above amount issued by any Nationalised Bank should be enclosed.

Officer to be approached	<ol style="list-style-type: none"> <li>1. 10<sup>th</sup> Standard SSLC - J.D. (P)</li> <li>2. Anglo-Indian, Matriculation &amp; OSLC - Additional Secretary (Matric)</li> <li>3. Higher Secondary Examination - J.D. (Hr.Sec.)</li> <li>4. Technical Examination - Additional Secretary Technical</li> <li>5. Diploma in Teacher Training - J.D. (P)</li> </ol>
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**2) Issue of Duplicate Certificate to the students who have lost their Certificates relating to the Government Public Examinations issued by this Department beyond recovery.**

Name of the Scheme	Issue of Duplicate Certificate to the candidates those who have lost their Original Mark Certificates of 10 <sup>th</sup> standard Anglo-Indian , Matriculation OSLC and 12 <sup>th</sup> standard.
Object of the Scheme	The main object of the scheme is to help the students by issuing duplicate certificate in the event of loss of original certificate, for pursuing higher studies or for getting employment.
Eligibility to apply	<ol style="list-style-type: none"> <li>1. Those students who have lost the Original Certificates beyond recovery.</li> <li>2. Those who have got their certificates torn or mutilated.</li> </ol>
Details for applying	<p>Duplicates certificate is issued to students those who apply for it, by submitting the application duly filled and attested by the Headmaster of the school last studied. If it is a pupil candidate, he/she should submit their application to the Headmaster of the School last studied for further action. If the Candidate is a Private candidate application should be countersigned by the Headmaster of nearby School and the application should be submitted to the D.G.E. for forwarding the application to the C.E.O. in the case of Higher Secondary Examination to the D.E.O. in the case of S.S.L.C. and to the Inspector of Matriculation. Schools, Inspector of Anglo Indian Schools in the case of, Matriculation and Anglo Indian Examination respectively.</p> <p>The application should be submitted along with the chalan enclosed for the payment of prescribed fees and the certificate obtained from the Revenue official not below the rank of Tahsildar to the effect that the Original Certificate is lost beyond recovery.</p> <p>Students who have lost original certificate and in need of a duplicate should submit their application to the Headmaster of the school where the applicant has studied in the case of school Candidates, duly filling in the application and remitting the fee for the issue of duplicate certificate for onward transmission to the Directorate of Government Examinations through D.E.O./IMS/IAS or the C.E.O as the case may be. A certificate obtained from the Revenue official not below the rank of Thasildhar should be enclosed along with the application for authenticity of loss of original certificate.</p>

	In case of Private candidates Application may be submitted directly to the Joint Director personal of Director of Government Examinations / Additional Secretary (Matric) of Director of Government Examinations / Joint Director (Higher Secondary) of Government Examinations as the case may be duly filling the Application form and remitting the prescribed fees with the Counter signature of the Head Master of the nearby school. A certificate obtained from the Revenue official not below the rank of Thasildhar should be enclosed for the authenticity of loss of original certificate.
Fees Details	i) Applying for the first time as Duplicate Certificate Rs.505/- ii) Applying for the II nd time as Triplicate of 755/-
Officer to be approached	i) 10 <sup>th</sup> level S.S.L.C. - JD (P) ii) Matric / Anglo Indian & OSLC - A.S. (Matric) iii) Higher Secondary Examinations - J.D. (H.S.)

**3) Issue of Migration Certificate on request to candidates for pursuing further studies in abroad or in other states based on the SSLC / Matric / AISLC / HSC Certificate issued by this Department.**

Name of the Scheme	Issuing Migration Certificates for Students desirous of continuing studies in abroad or in other states of India.
Object of the Scheme	To help the students those who wish to go for further studies after completing SSLC / OSLC / Matriculation / Anglo-Indian / Higher Secondary Examinations conducted by this Department.
Eligibility to apply	Students who hold any one of the above certificates are eligible to apply.
Mode of application	The filled up applications should be submitted alongwith Demand draft of a Nationalised bank towards fees prescribed by this Department.
Fees details	Fees for the Migration Certificates i.e. demand draft for Rs.505/- obtained from any Nationalized Bank. in favour of Director of Government Examinations.
Officer to be approached	Deputy Director of Government Examinations, Chennai-6

**4) Retotalling of answer scripts of SSLC / OSLC / Matric / Anglo-Indian and Higher Secondary Examinations conducted by the Department of Government Examinations**

Name of the Scheme	The retotalling of marks awarded in the answer script in respect of all the subject in SSLC / OSLC / Matriculation and Anglo Indian and Higher Secondary Examinations.
Object of the Scheme	The main object of the scheme is in addition to maintain the uniformity and transparency in Valuation as well as with the object that candidate should not lose marks due to human error. The system of retotalling of marks is the process of

	checking the page wise and question wise marks awarded in all pages and scrutinising the posting of total marks of all pages correctly in the cover page of answer scripts.
Eligibility to apply	Students who have appeared for the public examinations can submit the application for retotalling of subject(s) in prescribed application duly filled duly remitting the retotalling fee within 5 days from the date of publication of results of Examination.
Details for applying	The application for retotalling of marks in respect of all the subjects in Higher Secondary / SSLC / OSLC / Matric and Anglo Indian Examination should be submitted along with the payment of prescribed fees in the shape of Demand Draft from anyone of the Nationalised banks along with xerox copy of mark list or statement of marks downloaded from website.
Fees Details	For SSLC / OSLC / Matriculation / Anglo Indian and Higher secondary Public Examination. i) For the single paper subject Rs.205/- For the subjects with two papers - 305/- (1st paper & Second paper) Fees to be remitted by means of DD obtained from any of the Nationalised Banks in favour of the Director of Government Examinations, Chennai- 6.
Officer to be approached	Joint Director of Government Examinations, (Retotalling)

**5) Issue of Xerox Copy of Answer Scripts in the subjects Maths, Physics, Chemistry, Biology, Botany, Zoology & Computer Science of Higher Secondary Examination.**

Name of the Scheme	Issue of Xerox copy of answer scripts in the subjects Maths, Physics, Chemistry, Biology, Botany, zoology and Computer Science subjects.
Object of the Scheme	Main object of this scheme is for the candidate and public to know that valuation is just and credible and to preserve transparency in valuation.
Qualification to apply	The candidates who have appeared for the above seven denotified subjects are eligible to apply and the application should be submitted within 5 days from the date of publication of results of that Examination.
Details for applying	The prescribed format of application duly filled with relevant particulars as required by this Department should be submitted along with Xerox copy of mark sheet or mark statement downloaded from the website and accompanied with prescribed fees in the form of D.D. received from any one of the nationalized banks.
Fees Details	Fees for issue of Xerox copy of answer scripts per subject is Rs.275/- in the form of D.D. obtained from any one the Nationalized Banks.
The officer to be	Joint Director of Government Examinations

approached	
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**6) Revaluation of Answer scripts of the essential seven subjects in Maths, Physics, Chemistry, Biology, Botany, Zoology and Computer Science of Higher Secondary Examinations.**

Name of the Scheme	Revaluation of Answer Scripts of the Higher Secondary Examinations. (Denotified subjects only)
Object of the Scheme	To ascertain Transparency in valuation of answer scripts and uniformity in awarding Mark to all candidates, irrespective of the category and to maintain confidence among students and parents in the system of valuation .
Eligibility	The scheme of Revaluation of answer script is implemented for those candidates who have applied for revaluation by expecting more marks in particular subject of Examination conducted by this Department.
Mode of application	The Candidates who have applied for revaluation in Maths, Physics, Chemistry, Biology, Botany, Zoology and Computer Science subject should filled up their application along with prescribed fees in the form of Demand Draft received from anyone of the Nationalised Bank for revaluation.
Fees details	Rs.505/- as fees for revaluation of answer scripts in each subject in the form of Demand Draft received from any one of the Nationalised Bank
Officer to be approached	Joint Director of Government Examinations

**7) Verification of Genuiness of the Mark Certificates**

Name of the Scheme	Verification of genuiness of the mark certificates issued by this Department of Government Examinations.
Object of the Scheme	An effort to prevent fraudulent admission in the education institutions and employment in government / Public / Private sectors by means of producing bogus Certificates.
How to apply	The services of verification of genuiness of mark certificates are offered against payment of prescribed fees. The heads of Institution have to send requisition letters requesting verification of mark certificates along with the Xerox copies of the same in duplicate along with the receipted chalan in token of having paid the prescribed fees. (i.e.) Rs.10/- per Mark Certificate.
Fees Details	Rs.10/- per Mark certificate is calculated and the fees paid for the total number of certificates of the candidates to be verified should be remitted by means of chalan in the state



	Bank of India treasury branch.
Liason Officer	1. Hr. Sec. Examinations - J.D. (Hr. Sec.) 2. S.S.L.C. & O.S.L.C. - J.D. (P) 3. Anglo Indian & Metric Examn. - A.S. (Matric) 4. Technical Examination - A.S. (Technical)

**8) Exemption of Public Examination fees to the 10<sup>th</sup> and 12<sup>th</sup> Standard Tamil Medium students.**

Name of the Scheme	Exemption of Examination fees for the Tamil Medium Candidates who appeared for the Public Examination conducted by the Department of Government examination.
Object of the Scheme	The main object of this scheme is to encourage the Tamil medium students of 10 <sup>th</sup> and 12 <sup>th</sup> standard public examinations.
Benefit of the Scheme	Tamil medium students of 10 <sup>th</sup> and 12 <sup>th</sup> standard level are exempted from remittance of Examination fees.
Beneficiary	The Candidate of 10 <sup>th</sup> level (S.S.L.C. / Matric / Anglo Indian and O.S.L.C.) & 12 <sup>th</sup> standard Public Examination.
Eligibility	The Students who are appearing for the 10 <sup>th</sup> standard level and 12 <sup>th</sup> standard public examinations conducted by this Department.
Officer to be approached	10 <sup>th</sup> level public examinations - Secretary to the Director of Government Examinations. 12 <sup>th</sup> Standard Examination - A.S. (Hr. Secondary)

**9) Additional 10 Minutes time duration as “Stress Free” time permitted to the students of 10<sup>th</sup> standard and 12<sup>th</sup> standard Government Public Examination.**

Name of the Scheme	Consequent on the proposal given by the Directorate of Government Examinations to allot 10 minutes additional time to go through the question paper in order to write the examinations without stress. The government have considered the proposal favourably and issued orders vide in G.O. (M.S.) No.42, School Education (V1) Department Dated:26.02.2008
Objective of the Scheme	To redress the stress of the students while entering into the examination hall & allow them to go through the Question papers patiently without any stress by utilizing the additional 10 minutes grace time as stress free time.
Qualification and Eligibility	Students who are appearing for the 10 <sup>th</sup> level (S.S.L.C., Matric, Anglo Indian and O.S.L.C.) and 12 <sup>th</sup> standard Public Examination conducted by the Directorate of Government Examination, Chennai-6.
Beneficiary	All 10 <sup>th</sup> level (SSLC / Matric / Anglo Indian and OSLC)

	Public Examination and 12 <sup>th</sup> standard Public Examination Candidates.
Benefit allowed	10 minutes additional time in addition to the actual examination hours as stress free time to face the public examination without fear.
Liaison Officer	10 <sup>th</sup> level – Addl. Secretary to Directorate of Government Examinations, Chennai-6 12 <sup>th</sup> Standard Level - Joint director (Hr. Secondary)

## TEACHERS RECRUITMENT BOARD

The Teachers Recruitment Board has been constituted as an institution with the objective of selecting Teachers with good ability and aptitude for Government run Schools in 1987. The vacancy position will be published in the daily News Papers after getting the approximate vacancy status from the concerned appointing authority. The Board is recruiting candidates through various means viz., i) getting list from the Employment Exchange based on registration seniority, ii) Conducting certificate verification followed by interview for Government Arts & Science Colleges, iii) Open Written Examination and certificate verification for Engineering Colleges with a view to usher in transparency and fairness in recruitment. So far, nearly 66,000 candidates in various categories have been recruited by the Teachers Recruitment Board from inception.

### **Plan for the recruitment of various category of Teachers as follows:-**

#### **1) Recruitment of Graduate Assistants**

Name of the Plan	Graduate Assistant recruitment
Subjects	Tamil, English, Maths, Physics, Chemistry, Botany, Zoology, History Geography and minority language / subjects.
Educational Qualification	A Bachelor's degree in BA / BSc., in relevant subject with BEd., (from the recognised Universities only).  <b><u>Graduate Assistant for Tamil</u></b> A Bachelor's degree in Tamil language (B.A./B.Litt.,) B.T., or BEd., degree from the recognized university in the State or a Trained Teacher Certificate of the Secondary Grade or a Senior Basic Grade Trained Teachers Certificate or Teachers Certificate or successful completion of the Pandit's Training course or Diploma in Teaching awarded by recognized University in Tamil Nadu are eligible.
Aim of the Plan	To recruit competent and qualified teachers to Government High / Higher Secondary Schools.
Plan executing the Districts	All over Tamil Nadu Government run High / Higher Secondary Schools.
Period of Plan	Each academic year based on the estimate of vacancies furnished by the appointing authority, the Board select & recruit teachers to Government High / Higher Secondary Schools.
Beneficiaries	School Education Department, Adidravidar Welfare Department, Backward class, Most Backward Class Welfare Department and all Corporations.
Finance support	Expenditure meet out from the recruitment funds.

Method of selection	Recruitment of teachers to Government High / Higher Secondary Schools based on Employment Exchange seniority.
Approaching Officer	Member Secretary, Teachers Recruitment Board, 4 <sup>th</sup> Floor, EVK Sampath Maaligai, College Road, Chennai-6.
Approaching Officer if any doubt.	Additional Member, Teachers Recruitment Board, 4 <sup>th</sup> Floor, EVK Sampath Maaligai, College Road, Chennai-6. Phone – 28272455

## **2. Recruitment of Block Resource Teachers**

Name of the Plan	Block Resource Teachers recruitment (under the scheme of Sarva Siksha Abhiyan)
Educational Qualification	A Bachelor's degree in BA / BSc., in the relevant subject with BEd., (from the recognised Universities only).
Aim of the Plan	To recruit competent and qualified Block Resource Teachers to Government Schools (under the scheme of Sarva Siksha Abhiyan).
Plan executing the Districts	All over Tamil Nadu Government run High / Higher Secondary Schools
Period of Plan	The recruitment of teachers to Government Schools after getting the approximate vacancy status from the concern appointing authority.
Beneficiaries	School Education Department.
Finance support	Expenditure meet out from the recruitment funds.
Method of selection	Block Resource Teachers recruitment shall be made through open written competitive examination.
Approaching Officer	Member Secretary, Teachers Recruitment Board, 4 <sup>th</sup> Floor, EVK Sampath Maaligai, College Road, Chennai-6.
Approaching Officer if any doubt.	Additional Member, Teachers Recruitment Board, 4 <sup>th</sup> Floor, EVK Sampath Maaligai, College Road, Chennai-6. Phone - 28272455

## **3. Recruitment of Post Graduate Assistants**

Name of the Plan	Post Graduate Assistant recruitment
Subjects	Tamil, English, Maths, Physics, Chemistry, Botany,

	Zoology, Economics, History, Geography, Commerce, Home Science, Political Science, Physical Education Director Grade-1 and minority language / subjects.
Educational Qualification	The candidates should possess M.A./M.Sc./M.com in the relevant subject with B.Ed. Candidates should have studied the same subject in Bachelor's Degree and Master's Degree, both for academic subjects and Languages (from the recognised Universities).
	<b><u>Physical Education Director Grade-1</u></b>
	The candidates should possess any Bachelor's Degree with M.P.Ed. Degree. (from the recognised Universities)
Aim of the Plan	To recruit competent and qualified teachers to Government High / Higher Secondary Schools.
Plan executing the Districts	All over Tamil Nadu Government run Higher Secondary Schools.
Period of plan	The recruitment of teachers to Government Schools after getting the approximate vacancy status from the concern appointing authority.
Beneficiaries	School Education Department, Backward Class and Most Backward Class Welfare Department, Adidravida Welfare Department and all Corporations.
Finance Support	Expenditure utilised from the recruitment funds.
Method of Selection	Recruitment of teachers to Government Higher Secondary Schools through the Employment Exchange seniority.
Approaching Officer	Member Secretary, Teachers Recruitment Board, 4 <sup>th</sup> Floor, EVK Sampath Maaligai, College Road, Chennai-6.
Approaching Officer if any doubt.	Additional Member, Teachers Recruitment Board, 4 <sup>th</sup> Floor, EVK Sampath Maaligai, College Road, Chennai-6. Phone – 28272455

**4) Recruitment of Senior Lecturers and Lecturers for the Directorate of Teacher Education Research and Training and District Institute of Education and Training.**

A) Senior Lecturers

Name of the Plan	Senior Lecturers recruitment
Educational Qualification	<p>Candidates should have studied the same subject in Bachelor's Degree and Master's Degree, both for academic subjects and Languages (from the recognised Universities).</p> <p>Candidates should possess M.A. /M.Sc., with at least 50% marks, M.Ed. with 55% marks and Teaching Experience of at least 5 years in any recognised Teacher Training Institute / DIET in the State. Provided that holders of M.Ed. Degree with less than 55% marks, apart from the possession of experience of 5 years in DIET/ TTI's should also have an experience for a further period of 5 years in Elementary Schools or in handling 6<sup>th</sup> Std to 8<sup>th</sup> Std in a recognised school.</p>
Aim of the Plan	To recruit competent and qualified Senior Lecturers to the Directorate of Teacher Education Research and Training & District Institute of Education and Training.
Plan executing the Districts.	All District Institute of Education and Training in Tamil Nadu.
Period of Plan	The recruitment of Senior Lecturers to the Directorate of Teacher Education Research and Training and District Institute of Education and Training after getting the approximate vacancy status from the concerned appointing authority.
Beneficiaries	Department of Teacher Education Research & Training Institutes.
Finance Support	Expenditure meet out from the recruitment funds.
Method of Selection	Recruitment made through Written Competitive Examination & Certificate Verification.
Approaching Officer	Member Secretary, Teachers Recruitment Board, 4 <sup>th</sup> Floor, EVK Sampath Maaligai, College Road, Chennai-6.
Approaching Officer if any doubt.	Additional Member, Teachers Recruitment Board, 4 <sup>th</sup> Floor, EVK Sampath Maaligai, College Road, Chennai-6. Phone – 28272455

## B. Lecturers

Name of the Plan	Lecturers recruitment
Educational Qualification	<p>Candidates should have studied the same subject in Bachelor's Degree and Master's Degree, both for academic subjects and Languages (from the recognised Universities).</p> <p>Candidates should possess M.A. /M.Sc., with at least 50% marks, M.Ed. with 55% marks. If less than 55% of marks in M.Ed. Degree, they must have an experience of 5 years in handling 6<sup>th</sup> Std to 8<sup>th</sup> Std in the recognised Elementary Schools.</p>
Aim of the Plan	To recruit competent and qualified Lecturers to the District Institute of Education and Training all over Tamil Nadu.
Plan executing the Districts.	All District Institute of Education and Training in Tamil Nadu.
Period of Plan	The recruitment of Lecturers to the Directorate of Teacher Education Research and Training and District Institute of Education and Training after getting the approximate vacancy status from the concern appointing authority.
Beneficiaries	Department of Teacher Education Research & Training Institutes.
Finance Support	Expenditure meet out from the recruitment funds.
Method of Selection	Recruitment made through Written Competitive Examination & Certificate Verification.
Approaching Officer	Member Secretary, Teachers Recruitment Board, 4 <sup>th</sup> Floor, EVK Sampath Maaligai, College Road, Chennai-6.
Approaching Officer if any doubt.	Additional Member, Teachers Recruitment Board, 4 <sup>th</sup> Floor, EVK Sampath Maaligai, College Road, Chennai-6. Phone – 28272455

## 5) Recruitment of Lecturers for Government Arts and Science Colleges

Name of the Plan	Lecturers recruitment
Subjects	Tamil, English, Maths, Physics, Chemistry, Botany, Zoology, History, Geography, Economics, Commerce, Home Science, Political Science, Statistics, Sociology, Geology, Music, Public Administration, Electronic Science, Computer Science, Bio-Chemistry, Microbiology.

Educational Qualification	Candidates with a Degree and Post Graduate Degree in the relevant subject with a minimum of 55% marks and M.Phil., degree in the same subject. For SC / ST candidates 50% of marks in the relevant subject. (from the recognised Universities). NET, SLET, SLST or an accredited Test shall remain the compulsory requirement for appointment as Lecturer for those with post-graduate degree. However, the candidates having Ph.D., degree in the concerned subject are exempted from acquiring NET or SLET or an accredited Test for P.G. level and UG level teaching. The candidates having M.Phil., degree in the concerned subject are exempted from acquiring NET or SLET or an accredited Test conducted by UGC.
Aim of the Plan	To recruit competent and qualified Lecturers to the Government Arts and Science Colleges.
Plan executing the Districts.	All over Tamil Nadu Government Arts and Science Colleges.
Period of Plan	The recruitment of Lecturers to Government Arts and Science Colleges after getting the approximate vacancy status from the concern appointing authority.
Beneficiaries	The Department of Collegiate Education.
Finance Support	Expenditure meet out from the recruitment funds.
Method of Selection	Recruitment made through Certificate Verification followed by interview selection will be done based on weightage marks added in certificate verification and based on communal reservation in force.
Approaching Officer	Member Secretary, Teachers Recruitment Board, 4 <sup>th</sup> Floor, EVK Sampath Maaligai, College Road, Chennai-6.
Approaching Officer if any doubt.	Additional Member, Teachers Recruitment Board, 4 <sup>th</sup> Floor, EVK Sampath Maaligai, College Road, Chennai-6. Phone – 28272455

**6) Recruitment of Principal and one Tanning Assistant, one Foot Wear Assistant (Senior Lecturer scale) for Government Engineering Colleges / Polytechnics.**

**Principal (for Government Polytechnics)**

Name of the Plan	Recruitment of Principal
Subjects	Textile Technology.
Educational Qualification	Candidates with UG Degree (Engineering) in the relevant subject from the recognised Universities and seven years Lecturer level teaching experience in the same subject.



Aim of the Plan	To recruit a qualified Principal to the Government Polytechnics.
Plan executing the Districts.	Tamil Nadu Government Polytechnics.
Period of Plan	After getting the approximate vacancy status from the concern appointing authority.
Beneficiaries	Department of Technical Education.
Finance Support	Expenditure meet out from the recruitment funds.
Method of Selection	Recruitment will be made through Interview basis.
Approaching Officer	Member Secretary, Teachers Recruitment Board, 4 <sup>th</sup> Floor, EVK Sampath Maaligai, College Road, Chennai-6.
Approaching Officer if any doubt.	Additional Member, Teachers Recruitment Board, 4 <sup>th</sup> Floor, EVK Sampath Maaligai, College Road, Chennai-6. Phone – 28272455

Tanning Assistant (one), Foot Wear Assitant (one) (Senior Lecturer scale)

Name of the Plan	(Senior Lecturer scale) recruitment.
Subjects	Tanning Assistant and Foot Wear Assistant
Educational Qualification	Candidates with First Class UG Degree (Engineering) in the relevant subject from the recognised Universities with three years Lecturer level teaching experience in the same subject. (or) Candidates with three years Diploma in the relevant subject with ten years teaching experience in the same subject.
Aim of the Plan	To recruit a qualified Lecturers to the Government Engineering Colleges.
Plan executing the Districts.	All over Tamil Nadu Government Engineering Colleges.
Period of Plan	The recruitment of Lecturers to Government Engineering Colleges after getting the approximate vacancy status from the concern appointing authority.
Beneficiaries	Department of Technical Education.
Finance Support	Expenditure meet out from the recruitment funds.
Method of Selection	Recruitment will be made through Written competitive examinaion and interview basis.
Approaching Officer	Member Secretary, Teachers Recruitment Board, 4 <sup>th</sup> Floor, EVK Sampath Maaligai, College Road, Chennai-6.

Approaching Officer if any doubt.	Additional Member, Teachers Recruitment Board, 4 <sup>th</sup> Floor, EVK Sampath Maaligai, College Road, Chennai-6. Phone – 28272455
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### 7) Recruitment of Lecturers in Government Law Colleges

Name of the Plan	Law College Lecturer recruitment
Subjects	Labour and Administrative Law, Law of Contracts, Property Law and Crime and Torts.
Educational Qualification	Candidates with Post Graduate Degree in the relevant subject with 55% of marks from the recognised Universities with Phd., and SLET or NET must be passed and must be a registered member in the Bar council.
Aim of the Plan	To recruit qualified Lecturers to the Government Law Colleges.
Plan executing the Districts.	All over Tamil Nadu Government Law Colleges.
Period of Plan	The recruitment of Lecturers to Government Law Colleges after getting the approximate vacancy status from the concern appointing authority.
Beneficiaries	Department of Law.
Finance Support	Expenditure meet out from the recruitment funds.
Method of Selection	Recruitment will be made through Written competitive examination and interview basis.
Approaching Officer	Member Secretary, Teachers Recruitment Board, 4 <sup>th</sup> Floor, EVK Sampath Maaligai, College Road, Chennai-6.
Approaching Officer if any doubt.	Additional Member, Teachers Recruitment Board, 4 <sup>th</sup> Floor, EVK Sampath Maaligai, College Road, Chennai-6. Phone – 28272455

The details of vacancies, prospectus, schedules of selection, marks obtained by the candidates in the written examination and the final selection lists etc. are released in the notice board and also in the website of Teachers Recruitment Board <http://trb.tn.nic.in/>, enabling the public to know the various stages of the recruitment process. Teachers Recruitment Board also maintains an interactive website where up-to-date information is displayed for the benefit of the public. The entire system of recruitment is open and transparent.

## DIRECTORATE OF PUBLIC LIBRARIES

### Aim of the Public Libraries Department

The aim of the Public Libraries Department is to develop enroll all educated persons as Members of the library and to encourage them for utilising the services of this Department. The other activities of this Department are to provide facilities in the Library, stock books useful for variety of readers, opening of libraries with the co-operation of the public, etc.,

### State Central Library

Name of the Scheme	To improve the services of the State Central Library.
Aim of the Scheme	To enroll all the educated persons as members of the library and to give best library service.
Agency of the implementation of the Scheme	Central Government and State Government Jointly.
Benefit of the Scheme	Get life long self education.
Way of implementation of the Scheme	To supplement the books received by way of Delivery of Book Act from all languages, purchase from State and Central Government funds. To render library service to the students and readers appearing for competitive examinations by forming separate sections in the library.
Ways of attaining benefits of the Scheme	Public can read Books, Newspapers and Periodicals etc., For lending Books from the library, they have to enroll as member. For enrolling membership the following payments to be made.
	Annual subscription Rs.50/-
	Caution deposit for One Token – Rs.50/- Up to 6 Tokens by payment of Rs.300/-
	Subscription to be paid every year.
	For enrolment of membership, prescribed Application form can be obtained from the Librarian duly filled and submit the same.
	Working Hours 9.00 a.m. to 7.30 p.m. 9 Holidays inclusive of National Holidays and Festival Holidays.
Implementing Officer of the Scheme	Director, Connemara Public Library, Chennai-8. Ph.044-28193751

Officer for redressal	<p>1. Director, Connemara Public Library, Chennai-8. Ph.044-28193751</p> <p>2. Director of Public Libraries Chennai-2. Ph.044-28524263</p>
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### District Central Library

Name of the Scheme	Formation of District Central Library in each district Head Quarters and to render Library Service.
Aim of the Scheme	Render library service for all educated persons and to distribute the books to other libraries, etc.,
Agency of the implementation of the Scheme	The District Library Officer working under the supervision of Director Public Libraries.
Benefit of the Scheme	Render Library Service to all educated persons by way of receiving books and to distribute these to all libraries and also to function as Model Library in the District.
Way of implementation of the Scheme	Purchase and distribution of books, newspapers, periodicals according to financial position of funds. Formation of separate section for women, children, students and civil services study circle separately.
Ways of attaining benefits of the Scheme	Public can read Books, Newspapers and Periodicals etc., For lending Books from the library they have to enroll as member. For enrolling membership the following payments to be made:
	Annual subscription in Corporation / Municipal areas Rs.10/-
	Caution deposit 1. For 1 Token Rs.20/- 2. For 2 Token Rs.40/- 3. For 3 Token Rs.50/-
	Annual subscription in Panchayats Rs.5/-. 1. For 1 Token Rs.15/- 2. For 2 Tokens Rs.25/- 3. For 3 Tokens Rs.30/-
	For enrolling membership prescribed Application form can be obtained from the Librarian, duly filled in and submit the same to the Librarian concerned.
	Working Hours 8.00 a.m. to 8.00 p.m. Friday weekly holiday, Second Saturday and their Government Holidays.

Implementing Officer of the Scheme	District Library Officer and Librarian working under him.
Officer for redressal	1. Concerned District Library Officer 2. Director of Public Libraries, Chennai-2. Tel.Ph.No.044-28524263

### Branch Library

Name of the Scheme	Render Library Service by opening libraries according to the financial position in the areas where the population is more than 5000.
Aim of the Scheme	To encourage public by utilising libraries.
Agency of the implementation of the Scheme	District Library Officer working under the supervision of Director of Public Libraries.
Benefit of the Scheme	Library Service to all educated persons..
Way of implementation of the Scheme	Purchase and distribution of books, newspapers, periodicals according to financial position. To provide library facilities, construction of buildings, purchase of furnitures etc., according to the financial position.
Ways of attaining benefits of the Scheme	Public can read Books, Newspapers and Periodicals etc., For lending Books from the library they have to enroll as member. For enrolling membership, the following payments to be made.
	Annual subscription in Corporation / Municipal Areas Rs.10/-
	Caution deposit 1. For 1 Token Rs.20/- 2. For 2 Tokens Rs.40/- 3. For 3 Tokens Rs.50/-
	Annual subscription in Panchayats Rs.5/-. 1. For 1 Token Rs.15/- 2. For 2 Tokens Rs.25/- 3. For 3 Tokens Rs.30/-
	For enrolling membership prescribed Application form can be obtained from the Librarian, duly filled in and submit the same to the Librarian.
	Working Hours Corporation / Municipal areas Morning 8.00 a.m. to 11.30 a.m. Evening 4.00 p.m. to 7.00 p.m.

	Panchayat Areas Morning 9.00 a.m. to 12.30 a.m. Evening 3.00 p.m. to 6.00 p.m.
Implementing Officer of the Scheme	District Library Officer
Officer for redressal	1. Concerned District Library Officer 2. Director of Public Libraries, Chennai-2. Tel.Ph.No.044-28524263

### **Village Libraries**

Name of the Scheme	Opening of Village Libraries in villages where the population is more than 5000 and to render library service.
Aim of the Scheme	To encourage public utilising libraries in rural areas.
Agency of the implementation of the Scheme	District Library Officer working under the supervision of Director of Public Libraries.
Benefit of the Scheme	Render Library service to all educated persons in the villages.
Way of implementation of the Scheme	Libraries will be opened with the co-operation of the public in the villages where the population is more than 1000. By getting rent free building, land for construction of library building, furniture to the extent of about Rs.2,000/-, enrolment of 200 members and enrolment of two patrons by payment of Rs.1000/- each. Purchase and distribution of books, newspapers, periodicals and also employment of librarians. Provision of amenities according to the financial position.
Ways of attaining benefits of the Scheme	Readers can make use of Books, Newspapers and Periodicals etc., For lending Books from the library, they have to enroll as member. For enrolling membership, the following payments to be made:
	Annual subscription Rs.5/-
	Caution deposit 1. For 1 Token Rs.15/- 2. For 2 Tokens Rs.20/- 3. For 3 Tokens Rs.25/-
	For enrolling membership prescribed Application form can be obtained from the Librarian duly filled and submit the same.
	Working Hours Morning 9.00 a.m. to 12.00 a.m. Evening 4.00 p.m. to 6.30 p.m.

Implementing Officer of the Scheme	Librarian working under supervision of District Library Officer
Officer for redressal	1. Concerned District Library Officer 2. Director of Public Libraries, Chennai-2. Tel.Ph.No.044-28524263

### **Special Libraries**

Name of the Scheme	Render library service through special libraries.
Aim of the Scheme	Render library service through special libraries where normal library service is not available.
Agency of the implementation of the Scheme	District Library Officer working under the supervision of Director of Public Libraries.
Benefit of the Scheme	Render library service to all educated persons through Mobile Libraries, Hospital Libraries, Jail Libraries etc.,
Way of implementation of the Scheme	Render library service by formation of Libraries in Jails and Hospitals. Introduction Mobile library service where library facility is not available.
Ways of attaining benefits of the Scheme	Inmates in Hospitals and Jails can make use of books, newspapers and periodicals. Lending books to Public by Mobile library. No subscription / caution deposit for inmates in Hospitals and Jails. Annual subscription and caution deposit is the same for Mobile Library as in the case of District Central Library and Branch Library. Subscription to be paid every year. For enrolling membership prescribed application form can be obtained from the Librarian duly filled in and submit the same to the librarian concerned.
Implementing Officer of the Scheme	Concerned District Library Officer.
Officer for redressal	1. Concerned District Library Officer 2. Director of Public Libraries, Chennai-2. Tel.Ph.No.044-28524263

**THANGAM THENNARASU**  
*Minister for School Education*