

#### 4.2. Educational and Technical Qualification:

| S. No. | Name of the Post                | Post Code | Name of the Service / Organization                                        | Educational and Technical Qualification                                                                                                                                                             |
|--------|---------------------------------|-----------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | Village Administrative Officer  | 2025      | Tamil Nadu Ministerial Service                                            | Must possess Minimum General Educational Qualification.                                                                                                                                             |
| 2.     | Junior Assistant (Security)     | 2400      |                                                                           |                                                                                                                                                                                                     |
| 3.     | Bill Collector                  | 2500      |                                                                           |                                                                                                                                                                                                     |
| 4.     | Junior Assistant (Non Security) | 2600      |                                                                           |                                                                                                                                                                                                     |
| 5.     | Junior Assistant (Non Security) | 4600      | Tamil Nadu Judicial Ministerial Service                                   |                                                                                                                                                                                                     |
| 6.     | Junior Assistant                | 3842      | Tamil Nadu Municipal Council Service                                      | Must have passed S.S.L.C. Examination                                                                                                                                                               |
| 7.     | Revenue Assistant               | 3843      |                                                                           |                                                                                                                                                                                                     |
| 8.     | Junior Assistant                | 3840      | Tamil Nadu Municipal Corporation Service                                  |                                                                                                                                                                                                     |
| 9.     | Junior Assistant                | 3512      | Tamil Nadu Adi Dravidar Housing and Development Corporation Ltd.,         | SSLC Pass (10th Pass)                                                                                                                                                                               |
| 10.    | Junior Assistant                | 3851      | Tamil Nadu Municipal Corporation Service (Greater Chennai Corporation)    | Must have passed S.S.L.C Examination                                                                                                                                                                |
| 11.    | Tax Collector                   | 3854      |                                                                           |                                                                                                                                                                                                     |
| 12.    | Junior Assistant                | 3521      | Tamil Nadu Small Industries Development Corporation Ltd                   | Must be a graduate from a University recognized by the University Grants Commission                                                                                                                 |
| 13.    | Junior Assistant                | 3788      | Tamil Nadu Handloom Weavers Co-operative Societies Ltd.,                  | Any degree with Diploma in Co-operative Management (or) Co-operation as a special subject in the degree                                                                                             |
| 14.    | Junior Assistant                | 3816      | Tamil Nadu Police Housing Corporation Limited                             | Any degree from the recognized University                                                                                                                                                           |
| 15.    | Junior Assistant                | 3520      | Tamil Nadu Power Finance and Infrastructure Development Corporation Ltd., | B. Com., degree from recognized University                                                                                                                                                          |
| 16.    | Junior Assistant                | 3321      | Tamil Nadu Medicinal Plant Farms & Herbal Medicine Corporation            | 1. A degree from recognized University or Institution<br>2. Must have passed the certificate course in Computer on Office Automation conducted by the Technical Education Department, Government of |

|     |                                                     |      |                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----|-----------------------------------------------------|------|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                                     |      | Limited                                                 | Tamil Nadu                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 17. | Junior Assistant (Accounts)                         | 3848 | Tamil Nadu Power Distribution Corporation Limited       | B. Com., degree from recognized University                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 18. | Bill Collector                                      | 3214 | Tamil Nadu Urban Habitat Development Board              | Minimum General Educational Qualification (A pass in SSLC)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 19. | Junior Administrative Assistant                     | 3835 | Tamil Nadu State Legal Services Authority               | Minimum General Educational Qualification viz., Must have passed S.S.L.C Public Examination                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 20. | Junior Administrative Assistant (Computer Operator) | 3836 |                                                         | 1. Must possess Minimum General Educational Qualification viz., Must have passed S.S.L.C Public Examination.<br>2. Typewriting in English and Tamil by Higher Grade<br>3. A pass in "Certificate Course in Computer on Office Automation" conducted by the Directorate of Technical Education, Government of Tamil Nadu.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 21. | Junior Assistant cum Typist                         | 3804 | Electronic Corporation of Tamil Nadu                    | 1. Must possess Minimum General Educational Qualification<br>2. Must have passed the Government Technical Examination in Typewriting;<br>a. by Higher / Senior Grade in Tamil and English (or)<br>b. by Higher / Senior Grade in Tamil and Lower / Junior Grade in English (or)<br>c. by Higher / Senior Grade in English and Lower / Junior Grade in Tamil<br>3. A pass in Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education, Government of Tamil Nadu.<br><br>Candidates who do not possess Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education, Government of Tamil Nadu, may also apply. If selected, they should acquire such qualification within the period of their probation or within two years from the date of appointment to the post, as the case may be |
| 22. | Typist                                              | 2200 | Tamil Nadu Ministerial Service                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 23. | Typist                                              | 4200 | Tamil Nadu Judicial Ministerial Service                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 24. | Typist                                              | 3834 | Tamil Nadu Small Industries Development Corporation Ltd |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 25. | Typist                                              | 3846 | Tamil Nadu Waqf Board                                   | Must possess Minimum General Educational Qualification, i.e., must have passed the S.S.L.C Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies.<br>2. Must have passed the Government Technical Examination in Typewriting:<br>Higher / Senior Grade in Tamil and English<br>3. A pass in Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education, Government of Tamil Nadu.<br><br>Candidates who do not possess Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education, Government of Tamil Nadu, may also apply. If selected, they should acquire such qualification                                                                                                                 |

|     |                          |      |                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----|--------------------------|------|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                          |      |                                                                        | within the period of their probation or within two years from the date of appointment to the post, as the case may be.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 26. | Typist                   | 3844 | Tamil Nadu Municipal Council Service                                   | 1. Must have passed S.S.L.C Examination.<br>2. Must have passed Government Technical Examination in Typewriting in English and Tamil both by Senior Grade;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 27. | Typist                   | 3852 | Tamil Nadu Municipal Corporation Service (Greater Chennai Corporation) | 1. Must have passed SSLC Examination.<br>2. Must have passed Typewriting Senior Grade in Tamil and English, conducted by the Directorate of Technical Education.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 28. | Typist                   | 3817 | Tamil Nadu Police Housing Corporation Limited                          | 1. Higher Secondary or Equivalent from the recognized board of Secondary Education / approved Government Institution<br>2. Must have passed the Government Technical Examination in Typewriting;<br>a. by Higher Grade in English and Lower Grade in Tamil (or)<br>b. by Higher Grade in Tamil and Lower Grade in English<br>3. A pass in Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education, Government of Tamil Nadu.                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 29. | Steno Typist (Grade III) | 2300 | Tamil Nadu Ministerial Service                                         | 1. Must possess Minimum General Educational Qualification<br>2. Must have passed the Government Technical Examination both in Typewriting and in Shorthand;<br>a. by Higher / Senior Grade in Tamil and English (or)<br>b. by Higher / Senior Grade in Tamil and Lower/Junior Grade in English (or)<br>c. by Higher / Senior Grade in English and Lower / Junior Grade in Tamil<br>3. A pass in Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education, Government of Tamil Nadu.<br><br>Candidates who do not possess Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education, Government of Tamil Nadu, may also apply. If selected, they should acquire such qualification within the period of their probation or within two years from the date of appointment to the post, as the case may be. |
| 30. | Steno Typist (Grade III) | 4300 | Tamil Nadu Judicial Ministerial Service                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 31. | Steno Typist (Grade III) | 3837 | Tamil Nadu Adi Dravidar Housing and Development                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 32. | Steno Typist (Grade III) | 3838 | Tamil Nadu Small Industries Development Corporation Ltd                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 33. | Steno Typist (Grade III) | 3847 | Tamil Nadu Waqf Board                                                  | 1. Must possess Minimum General Educational Qualification, i.e., must have passed the S.S.L.C Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of Studies or to College Courses of Studies.<br>2. Must have passed the Government Technical Examination both in Typewriting and Shorthand: Higher / Senior Grade in Tamil and English<br>3. A pass in Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education, Government of Tamil Nadu.                                                                                                                                                                                                                                                                                                                                                               |

|     |                                            |      |                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----|--------------------------------------------|------|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                            |      |                                                                          | Candidates who do not possess Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education, Government of Tamil Nadu, may also apply. If selected, they should acquire such qualification within the period of their probation or within two years from the date of appointment to the post, as the case may be.                                                                                                                                                                                                                                                    |
| 34. | Steno Typist (Grade III)                   | 3672 | Chennai Metropolitan Development Authority                               | <ol style="list-style-type: none"> <li>1. Must possess a degree (10+2+3 pattern)</li> <li>2. Must have passed Government Technical Examination Typewriting English and Tamil Higher grade and Shorthand English Higher and Tamil Lower grade (or) Shorthand English Lower and Tamil Higher grade.</li> <li>3. Must pass in the Computer Office Automation Examination conducted by the Directorate of Technical Education, Government of Tamil Nadu.</li> </ol>                                                                                                                                                |
| 35. | Steno Typist                               | 3845 | Tamil Nadu Municipal Council Service                                     | <ol style="list-style-type: none"> <li>1. Must have passed S.S.L.C. Examination;</li> <li>2. Must have passed the Government Technical Examination in Tamil and English in Typewriting and Shorthand both by Senior Grades</li> </ol>                                                                                                                                                                                                                                                                                                                                                                          |
| 36. | Personal Clerk                             | 3841 | Tamil Nadu Municipal Corporation Service                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 37. | Shorthand Typist (Grade III)               | 3853 | Tamil Nadu Municipal Corporation Service (Greater Chennai Corporation)   | <ol style="list-style-type: none"> <li>1. Must have passed SSLC Examination.</li> <li>2. Must have passed Government Technical Examination in Typewriting in Tamil and English both by Senior Grade.</li> <li>3. Must have passed Government Technical Examination in Shorthand in English and Tamil both by Senior Grade or by Senior Grade in Tamil and by Junior Grade in English or by Senior Grade in English and by Junior Grade in Tamil.</li> <li>4. Must pass in the Computer Office Automation Examination conducted by the Directorate of Technical Education, Government of Tamil Nadu.</li> </ol> |
| 38. | Telephone Operator                         | 3822 | Tamil Nadu Forensic Science Subordinate Service                          | <ol style="list-style-type: none"> <li>1. A pass in S.S.L.C</li> <li>2. Must possess a Certificate issued by the Telephone Department or from the Principal of a Telephone Institute recognised by the Government for having undergone necessary course of Training in the operation of a Telephone Board.</li> </ol>                                                                                                                                                                                                                                                                                          |
| 39. | Executive Officer (Grade IV)               | 1655 | Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Service | <p>Must possess the minimum general educational qualification SSLC (or) Must possess the title of "Tamil Pulavar" recognized by the University Grants Commission for its Grant</p> <p>Other things are being equal, preference will be given to the employees of the Religious Institutions (other than Government Servants) who have put in not less than five years of service.</p>                                                                                                                                                                                                                          |
| 40. | Junior Inspector of Co-operative Societies | 1095 | Tamil Nadu Co-operative Subordinate Service                              | <p>For SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s, BCMs category</p> <ol style="list-style-type: none"> <li>1. Must Possess Minimum General Educational Qualification</li> </ol> <p style="text-align: center;">or</p> <p>The certificate of eligibility for College course of studies in the Madras, Madurai, and Annamalai Universities issued by the Board of Secondary</p>                                                                                                                                                                                                                                      |

|     |                                   |      |                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----|-----------------------------------|------|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                   |      |                                                        | <p>Education or by any other competent authority.</p> <p>For Categories other than SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s, BCMs</p> <p>2. A pass in the Intermediate Examination or a pass in the Pre-University Examination of any University or Institutions recognized by the University Grants Commission for its financial grant.</p> <p>3. If other things being equal, preference shall be given to the candidates possessing such qualifications and in such order as specified below;</p> <p>a. A degree in Commerce; or</p> <p>b. Higher Diploma in Co-operative Management awarded by the Natesan Institute of Cooperative Management, Chennai, or Institute of Co-operative Management, Madurai</p>                                                                                             |
| 41. | Record Clerk (Grade III)          | 3839 | Tamil Nadu Industrial Investment Corporation Limited   | S.S.L.C Pass.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 42. | Senior Laboratory Assistant       | 3746 | Arasu Rubber Corporation Limited                       | A pass in Higher Secondary (plus two) with Physics, Chemistry, Biology, Zoology or Botany as one of the subjects                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 43. | Laboratory Assistant              | 3103 | Tamil Nadu Forensic Science Subordinate Service        | A pass in Higher Secondary with Science as subject                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 44. | Sales Assistant                   | 3806 | Tamil Nadu Handicrafts Development Corporation Limited | Any degree – preferable those having degree in Business Administration / Commerce / Corporate / Marketing / Economics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 45. | Forest Watcher                    | 3319 | Tamil Nadu Forest Subordinate Service                  | <p>1. Must possess Minimum General Educational Qualification.</p> <p>2. Other things being equal, preference shall be given to persons who have been discharged from the Army Service (Land Force).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 46. | Forest Guard with Driving Licence | 3318 | Tamil Nadu Forest Subordinate Service                  | <p>1. A pass in Higher Secondary Course with Physics, Chemistry, Biology, Zoology, or Botany as one of the subjects.</p> <p>2. Must possess a valid driving licence issued by the competent Transport Authority.</p> <p>3. Must possess a certificate from a reputed firm or company to the effect that the candidate possesses experience in driving Light Motor Vehicles / Heavy Motor Vehicles for a period of not less than three years after getting the driving licence.</p> <p>4. Must possess basic knowledge about the general mechanism of automobiles.</p> <p>5. Must possess first aid certificate issued by a recognized organization in Tamil Nadu</p> <p>6. Other things being equal, preference shall be given to persons who have been discharged from the Army Service (Land Force).</p> |