

## MODE OF PAYMENT OF EXAMINATION FEE

- ❖ Examination fee Rs.100/- (Rupees One Hundred only) is payable online through Net banking / Credit card / Debit card or it can be paid offline at SBI / Indian Bank / Post Office within 2 days from the date of submission of online application, by choosing the option in the online application.
- ❖ Applicants have to register their basic particulars through One Time Registration which is mandatory on payment of Rs.150/- (Rupees One Hundred and Fifty only) towards registration fee and then should apply online for this recruitment The One Time Registration will be valid for 5 years from the Date of Registration. Thereafter, the registration should be renewed by paying the prescribed fee. Applicants who have already registered in One Time Registration system within the validity period of 5 years are exempted from paying the registration fee for this recruitment.
- ❖ Applicants have also to pay the service charges applicable to the State Bank of India / Indian Bank / Post Office.
- ❖ Applicants can avail exemption from paying examination fees as per eligibility criteria.
- ❖ **Offline mode of payment in the form of Demand Draft / Postal Order etc., will not be accepted and the applications forwarded with such modes of payment will be summarily rejected.**
- ❖ **Those who have registered in the One -Time Registration system, and paid the registration fee of Rs.150/- and received the registration ID need not pay the Registration fee i.e., Rs.150/- again and it is enough to pay the examination fee of Rs.100/-.**
- ❖ Applicants who have made One-Time Registration must pay the prescribed examination fee for this recruitment unless fee exemption is claimed. (One Time Registration is only to avail exemption from Registration fee for a period of 5 years from the date of registration and it will not be considered or adjusted towards the prescribed examination fee for this recruitment).

## 5. QUALIFICATIONS

**AGE LIMIT (as on 01.07.2017)**

### **(5)(A) (1) VILLAGE ADMINISTRATIVE OFFICER**

Sl. No.	Category of Applicants	Minimum Age (should have completed)	Maximum Age (should not have completed)
1.	SCs, SC(A)s, STs, MBCs/DCs, BCs, BCMs and Destitute Widows of all Castes.	21 Years	40 Years
2.	'Others'	21 Years	30 Years

**Note-1**

- (i) “Others” [i.e., Applicants not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs] who have put in 5 years and more of service in the State / Central Government are not eligible to apply even if they are within the age limit.
- (ii) Instructions given with regard to maximum age limit under [para 5 of the 'Instructions to Applicants'](#) will not apply to the post of Village Administrative Officer.
- (iii) Age concessions announced in paragraph 13 & 14 of the Commission's “Instructions to the Applicants” will apply for the maximum age limit only.

**Note-2****Age Concession for the post of Village Administrative Officer****(i) For Differently Abled Persons:**

Differently Abled Persons are eligible for age concession upto 10 years over and above the maximum age limit prescribed above.

**(ii) For Ex-servicemen**

(a) The maximum age limit is 53 Years for the Applicants who belong to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs.

(b) The maximum age limit is 48 years for “others” (i.e.) Applicants not belonging to any of the above said categories.

(c) The above concession will not apply to the Applicants those who have already been recruited to any class or service or category. (Proviso to Section 3(j) (vii) of Tamil Nadu Government Servant (Conditions of Service) Act 2016),

**(iii) For other kinds of Persons**

As per “[para 14 of Instructions to Applicants](#)”.

**(5)(A)(2) For the posts of Junior Assistant(Non-Security), Junior Assistant(Security), Bill Collector-Grade I, Field Surveyor, Draftsman, Typist and Steno-Typist (Grade -III).****AGE LIMIT (as on 01.07.2017)**

Sl. No.	Category of Candidates	Minimum Age (should have completed)	Maximum Age
1	Scheduled Caste / Scheduled Caste (Arunthathiyar), Scheduled Tribes and Destitute Widows of all castes	18 Years	35 Years
2	Most Backward Classes / Denotified Communities, Backward Classes and Backward Classes (Muslims)		32 Years
3	“Others” [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs ]		30 Years
4	For the persons who are trained in Survey in ITI in Tamil Nadu, in respect of posts of Field Surveyor and Draftsman only		35 Years

**Note:1**

“Others” [ i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs] who have put in 5 years of service in the State / Central Government are not eligible even if they are within the age limit.

**Note:2**

**Age Limit for the posts of Junior Assistant (Non-Security), Junior Assistant (Security), Bill Collector-Grade I, Field Surveyor, Draftsman, Typist and Steno-Typist-Grade -III.**

- (i) No maximum age limit for candidates belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs, BCMs and Destitute Widows of all castes who possess a General Educational Qualification which is higher than the Minimum General Educational Qualification (i.e. who have passed P.U.C / H.S.C / Diploma /Degree).

(ii) **For Differently Abled Persons:**

Differently Abled Persons are eligible for age concession upto 10 years over and above the maximum age limit prescribed above.

(iii) **For Ex-servicemen**

(a) The maximum age limit is 53 Years for the Applicants who belong to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs.

(b) The maximum age limit is 48 years for “others” (i.e.) Applicants not belonging to any of the above said categories.

(c) The above concession will not apply to the Applicants those who have already been recruited to any class or service or category. (Proviso to Section 3(j) (vii) of Tamil Nadu Government Servant (Conditions of Service) Act 2016),

(iv) **For other kinds of Persons**

As per “**para 14 of Instructions to Applicants**”.

**(5)(B) EDUCATIONAL AND TECHNICAL QUALIFICATION: (As on 14.11.2017)**

(The results of the qualifying examinations should have been declared as on this date)

NAME OF THE POST	QUALIFICATION
<b>Village Administrative Officer</b>	Must possess Minimum General Educational Qualification viz. Must have passed 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.