



**DIRECTORATE OF TOWN AND COUNTRY PLANNING**  
807, Anna Salai, Chennai-2

**EXAMINATION NOTIFICATION**

Applications are invited up to 5.45pm on or before 27<sup>th</sup> July 2015 for admission to the written examination for direct recruitment against the vacancies for the year 2013-2014 in the following post included in the Tamil Nadu Town and Country Planning Subordinate Service.

Name of the Post	Service	Scale of Pay	No. of Vacancies
Surveyor-cum-Assistant Draughtsman	Tamil Nadu Town and Country Planning Subordinate Service	₹5200-20200+2400 (Grade Pay)	98

**2. DISTRIBUTION OF VACANCIES**

The vacancies will be filled in as follows according to Rule of Reservation of appointments.

General Turn						BC						BCM		MBC/DC						SC					SC(A)			ST	Total					
GL	W	DW	PSTM	(W)PSTM	DA	ES	GL	W	DW	PSTM	(W)PSTM	(DA)PSTM	ES	GL	DW	GL	W	DW	PSTM	(W)PSTM	DA	ES	GL	W	DW	PSTM	(W)PSTM	ES		GL	PSTM	(DW)PSTM	PSTM	
14	6	1	4	2	1	2	14	6	1	2	1	1	1	2	1	1	9	4	1	3	1	1	1	7	3	1	2	1	1	1	1	1	1	98
30						26						3		20						15					3			1	98					

**Abbreviations:**

BC-Backward Class, BCM-Backward Class Muslim, MBC/DC-Most Backward Class/Denotified Community, SC-Scheduled Caste, SC(A)-Scheduled Caste (Arundhatiyar), ST-Scheduled Tribe, GL-General, W-Women, DW-Destitute Widow, PSTM-Persons Studied in Tamil Medium, DA-Differently Abled, ES-Ex.Serviceman.

### 3. QUALIFICATIONS:

**Age Limit** : (as on 01.07.2015)

Minimum Age (should have completed)	Maximum Age (should not have completed)	
	SC, SC(A), ST, MBC/DC, BC, BCM and DW of all communities	Others (i.e. not belonging to SC, SC(A), ST, MBC/DC, BC, BCM and DW of all Communities)
18 Years	35 Years	30 Years

**Note:** Candidates not belonging to SC, SC(A), ST, MBC/DC, BC and BCM 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 above age limit.

#### **Educational Qualification:**

Candidate should possess any one of the following qualifications as on 01.07.2015:-

- a. A Pass in the Draughtsmanship (Civil) course under the revised syllabus introduced from July 1952, conducted by the Government of India, Ministry of labour; or
- b. A Certificate in Army Trade Draughtsman (Field) issued by the President, Technical Testing Board, Madras Engineering Group and Centre: or
- c. A Certificate in Draughtsman (Civil) issued by the Craftsman Training Centre; or
- d. The National Trade Certificate of Draftsman (Civil) Trade or Surveyor Trade awarded by the national council for training in vocational Trades, Government of India through Industrial Training Institute and Completion of successful training in apprenticeship under the Apprentices Act 1961.

### 4. GENERAL INFORMATION

- a) The rule of reservation of appointments is applicable to this appointment. The distribution of vacancies will be as per rules in force.
- b) In G.O.Ms. No.145, Personnel and Administrative Reforms (S) Department, dated 30.09.2010, the Government have issued Orders to fill up 20% of all vacancies in Direct Recruitment on preferential basis to persons studied the prescribed qualification in Tamil Medium. The 20% reservation of vacancies on preferential allotment to Persons Studied in Tamil Medium (PSTM) will

apply to this recruitment. The above said reservation will be made applicable only to candidates who have acquired the prescribed qualification for the post by studying the said course in Tamil Medium. Candidates claiming PSTM reservation must produce certificate issued by Head of Institution where candidate has acquired the prescribed qualification as proof. The certificate must be as per the specimen contained in our website [www.dtcpexam.com](http://www.dtcpexam.com) for having studied in Tamil Medium. If no qualified PSTM candidates are available for selection against the vacancies reserved for them, those vacancies will be filled by Non-PSTM candidates belonging to the respective communal categories.

- c) Reservation for Destitute Widow and Ex-Serviceman will also apply to this recruitment.
- d) The number of vacancies advertised is only approximate and is liable to modification with reference to vacancy position at any time before finalization of selection for Oral Test or selection for appointment, as the case may be.
- e) If no qualified and suitable woman candidates are available for selection against the vacancies reserved for them, those vacancies will be filled by male candidates belonging to the respective communal categories.
- f) **CERTIFICATE OF PHYSICAL FITNESS:** Candidates selected for appointment to the post will be required to produce a certificate of physical fitness also in the form prescribed for posts other than **Executive posts** and posts in the **Tamil Nadu Ministerial Service/Tamil Nadu Judicial Ministerial Service/Tamil Nadu Secretariat Service**. The Standard of vision prescribed for the post is “Standard-III” or better.

Vision Details	Better eye		Worse eye
Distant vision without glasses	6/9	or	6/9
Distant vision with glasses	6/6		6/12

Candidates with defective vision should produce eye fitness certificate from qualified Eye Specialist.

- g) The differently abled persons should produce a certificate of physical fitness from the Medical Board to the effect that his/her handicap will not render him/her incapable of efficiently discharging the duties attached to the post to which he/she has been selected, before appointment. Among the three categories of differently abled persons, orthopedically challenged persons alone are eligible for 3% of reservation of vacancies intended for this post.

h) Tamil Nadu State and Subordinate Service Rules will apply to this recruitment.

**5. SCHEME OF WRITTEN EXAMINATION (OBJECTIVE TYPE AND DRAWING SKILL) AND ORAL TEST:**

Subject	Maximum Marks	Duration
A) Single Paper in any one of the following two Subjects: 1. ITI Surveyor (or) 2. ITI Draughtsman (Civil)	60	90 Minutes
B) Drawing Skill	25	30 Minutes
C) Oral test	15	-
Total	100	-

Note:

- i. The question paper in the above subjects for the written test will be set both in Tamil & English.
- ii. Candidates should specify Optional Subject in their application as either ITI Surveyor or ITI Draughtsman (Civil), in which they wish to write the Examination.
- iii. The questions will be of ITI standard relevant to the option chosen by the candidates whether for ITI Surveyor or for ITI Draughtsman(Civil).

**6. CENTRES FOR EXAMINATION**

Sl. No.	Name of the Centre
1	Chennai
2	Coimbatore
3	Madurai
4	Salem
5	Tiruchirapalli
6	Tirunelveli
7	Vellore

Note:

- i. Candidates should choose any one of the above centres to appear for the examination. Candidates will not be reimbursed any expense.
- ii. Request for change of centre will not be entertained.
- iii. The Director of Town and Country Planning reserves the right to increase or decrease the number of examination centres and to re-allot the candidates.
- iv. Oral test would be held in Chennai.
- v. The candidates who qualify in the written test only would be called to appear for the oral test.
- vi. The number of candidates selected for the oral test would be in the ratio of 1:5, (i.e. 5 candidates would be called for every single vacancy in each communal category in order of merit). If a candidate fails to appear for the Oral Test, he would not be considered for final selection.

## 7. PROCEDURE OF SELECTION

Selection will be made in two successive stages i.e.

- i. Written Examination (Objective Type and drawing skill) and
- ii. Oral Test by way of interview.
- iii. Minimum pass marks in the written test (objective type questions) will be 15. Any candidate scoring below 15 will be considered as failed and his/her drawing test sheet will not be evaluated and will not be eligible for appearance in oral test.
- iv. Final selection will be made on the basis of the total marks obtained by the candidates at the Written Examination (including drawing test) and Oral Test taken together subject to the rule of reservation of appointment.

## 8. APPLICATION FEES

1	Surveyor-cum-Assistant Draughtsman	₹300/- (Rupees Three Hundred Only)
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Fee should be paid in the form of Demand Draft drawn in favour of “**Director of Town and Country Planning**”, payable at Chennai drawn on any scheduled bank.

## 9. PROCEDURE FOR SENDING APPLICATION WITH ENCLOSURE:

Application format is available in the website address [www.dtcpexam.com](http://www.dtcpexam.com). Details required in the application format shall be duly filled online and submitted online. Scanned image of the passport size photograph and specimen signature of the candidate have also to be attached along with the application while submitting online. An unique username and password will be automatically generated for each candidate while submitting the application online. This should be used by the candidate while accessing the website. After

submitting the online application, a copy should be downloaded and a printout taken by the candidate. The printout of the downloaded copy of online application shall be duly signed by the candidate and the same shall be sent to **Director of Town and Country Planning** by Post along with self attested copies of all certificates (including evidence for educational qualification and practical experience possessed by them) along with the demand draft for the examination fees to the following address:-

**Director of Town and Country Planning,  
4<sup>th</sup> Floor, P.T. Lee Chengalvaraya Naiker Building,  
807, Anna Salai, Chennai-2.**

Original certificates should not be sent. Self attested copies of the following certificates are to be enclosed and sent by post along with the application.

1. 10<sup>th</sup> STD (SSLC) Mark Sheet
2. Community Certificate
3. Transfer Certificate
4. Conduct Certificate from the institution last studied.
5. Any one of the following Certificates:-
  - i. A Certificate issued for Pass in the Draughtsmanship (Civil) course under the revised syllabus introduced from July 1952, conducted by the Government of India, Ministry of labour; or
  - ii. A Certificate in Army Trade Draughtsman (Field) issued by the President, Technical Testing Board, Madras Engineering Group and Centre; or
  - iii. A Certificate in Draughtsman (Civil) issued by the Craftsman Training Centre; or
  - iv. The National Trade Certificate of Draftsman (Civil) Trade or Surveyor Trade awarded by the National Council for training in vocational Trades, Government of India through Industrial Training Institute and Completion Certificate for successful training in apprenticeship under the Apprentices Act 1961.
6. Person Studied in Tamil Medium (PSTM) Certificate (Specimen can be downloaded from [www.dtcpexam.com](http://www.dtcpexam.com)).
7. Demand Draft for ₹300/-
8. Experience Certificate, if any
9. Certificate for Differently Aabled / Ex.Serviceman / Destitute Widow.
10. Employment Exchange Card.

## **10. NO OBJECTION CERTIFICATE**

Candidates who are already in service (whether regular Service or in temporary service) of the Indian Union or a State in India or a Local Body or an University or a Quasi-Government Organization or a Government owned under taking and similar Organizations, need not send their applications through the Head of the Department or employer. Instead, they may directly apply similarly as prescribed above for other candidates and have to duly inform their Employer in writing. However, they should produce a “No Objection Certificate” from the employer, at the time of Oral Test. In case, any criminal/disciplinary action is taken or if any punishment is imposed against such persons after the production of “No Objection Certificate” and before actual appointment, such candidates should report this fact forthwith to the Director of Town and Country Planning indicating their Register Number pertaining to this recruitment.

## **11. VALIDITY OF APPLICATION**

- i. Candidates are requested to sign in the application in Blue or Black Ballpoint pen only. Failure to sign will entail rejection of his/her application.
- ii. The printout of the downloaded duly filled in copy of online application along with all the above enclosures may be sent by post or can also be dropped in the sealed drop box placed at the office of the Director of Town and Country Planning, Chennai-2 during working hours. Last date for receipt of application is 27.07.2015 up to 5.45 pm.

## **12. INSTRUCTIONS TO CANDIDATES**

- i. Instruments to be compulsorily brought by the candidates on their own for examination: a) Pencil b) Rotring Pen c) Eraser d) Mini Drafter/T square and e) Ball point pen (Black) f) Scale/Set square and g) Writing Examination Pad.
- ii. a. Candidates are not allowed to bring Pager, Cellular phone, Calculator, Memory notes and books etc. or any other Electronic device or Recording device either as separate piece or part of something used by the candidate such as Watch or Ring.  
b. If they are found to be in possession of any such thing or instrument they will not be allowed to write the examination further, besides invalidation of answer paper and/or debarment. If it is considered necessary they will be put to thorough physical search including frisking on the spot.  
c. Do not bring into the Examination Hall any article such as books, notes, loose sheets, mathematical Log Tables, stencils of maps, slide rules, Text books etc., except the permitted material. No colour pen or pencil will be permitted.

- d. Candidates are advised in their own interest not to bring any of the banned items including mobile phones to the venue of the examination, as arrangements for safekeeping cannot be assured.
  - e. No candidate shall copy from the papers of any other candidate nor permit his papers to be copied, nor give, nor attempt to give, nor obtain, nor attempt to obtain irregular assistance of any description.
  - f. No candidate should misbehave in any manner or create a disorderly scene in the examination hall or harass the staff employed by the Director of Town and Country Planning for the conduct of the examination. Any such misconduct will be severely viewed & penalized.
- iii. Hall ticket for written examination can be downloaded from the website [www.dtcpexam.com](http://www.dtcpexam.com). A hard copy shall also be sent by post by the department. Either of this is acceptable. Candidates who do not bring the hall ticket will not be admitted to the written test.

Director of Town and Country Planning,  
Chennai-2