



# POLICE SHORTHAND BUREAU, SBCID., CHENNAI-4.

**NOTIFICATION NO: 01/2020**

**DATED : 01.03.2020**

Applications are invited in the prescribed format from qualified Male candidates for filling up of the following post, by direct recruitment in the Police Shorthand Bureau, SBCID., Chennai - Superscribing on the envelope "Application for the post of Junior Reporter"

Name of the Post	Name of the Service	Number of Vacancies	Level of Pay (15)
Junior Reporter	Tamil Nadu State Police Subordinate Service	29 (*22)	Rs.36,200 - 1,14,800

\* Backlog vacancies

## 2. NATURE OF DUTIES:-

The primary duty of the Junior Reporter is to undertake field work in all the places in the districts/cities to cover conferences/public meetings/demos etc. conducted by Political parties/Movements and immediately prepare and submit the reports to the higher Police Officers. Since the duty to be done is mostly during night hours, those who are capable of/fully interested in this type of duty alone need to apply for the post.

## 3. DISTRIBUTION OF VACANCIES:-

Category	Current Vacancies					Backlog Vacancies					Total
	Open Competition	Scheduled Castes and Scheduled Tribes	Most Backward Classes and Denotified Communities	Backward Classes	BC(M)	Scheduled Castes and Scheduled Tribes	Most Backward Classes and Denotified Communities	Backward Classes	BC(M)	Total	
Number of Posts	04	-	-	-	03	-	10	2	1	9	29

## 4. IMPORTANT DATES:-

A	Date of Notification	01.03.2020
B	Last date for submission of filled in applications	31.03.2020
<b>Date and Time of Written Examination</b>		
C	Skill Test	Will be informed later to shortlisted candidates through call letters.
	Oral Test	

## 5. QUALIFICATIONS:-

(A) AGE (as on 01.07.2019)

Sl. No	Category of Candidates	Minimum Age (Should have completed)	Maximum Age (should not have completed)
1	SC / ST / SC(A)	18 years	35 years
2	BC / BC(M) / MBC/DNC	18 years	32 years
3	*Others [i.e. Candidates not belonging to SCs, SC(A)s, STs, MBCs/DNCs, BCs, and BCMs]	18 years	30 years
4	For service candidates	Must not have completed the age of 45 years, No upper age limit for SC / ST candidates.	

## Note:

- The applicant should have completed the age of 18 years as on 01.07.2019 (should have been born before **01.07.2001**)
- Backward Class, Most Backward Class / Denotified Communities should have completed the age of 18 years as on 01.07.2019 but not beyond the age of 32 years (should have been born after **01.07.1987**)
- Scheduled Caste, Scheduled Caste(Arunthathiyar) and Scheduled Tribes should have completed the age of 18 years as on 01.07.2019 but not beyond the age of 35 years (should have been born after **01.07.1984**)
- \*Others [i.e. Candidates not belonging to SCs, SC(A)s, STs, MBCs/DNCs, BCs, and BCMs] should have completed the age of 18 years as on 01.07.2019 but not beyond the age of 30 years (should have been born after **01.07.1989**)

## (B) EDUCATIONAL & TECHNICAL QUALIFICATION: (as on 01.03.2020)

Candidates should possess the following qualification on the date of this Notification viz. 01.03.2020

- Must have passed Plus 2 with Tamil as one of the Subject.
- Must have passed Government Technical Examination in English Shorthand by Higher Grade / Senior Grade (120 w.p.m.)
- Must have passed Government Technical Examination in English Typewriting by Higher Grade / Senior Grade (45 w.p.m.)
- Candidates for appointment as Junior Reporters by transfer should possess the minimum general educational qualification and should have passed the Government Technical Examination in English Shorthand by the Higher Grade and Typewriting English by Higher Grade.
- Working knowledge in Tamil Shorthand is required.
- Candidates should acquire the certificate course in Computer or Office Automation Course within their probation period. However, the candidate should possess sufficient working knowledge of computer in the day to day functioning of Office.

## 6. DISQUALIFICATION FOR APPOINTMENT:-

No person shall be qualified for appointment to the Service or being in service:-

- if more than one spouse living;
- if dismissed or removed from the services by Central Government or State Government or Statutory or Local authority or under any employment or if a candidate after being selected has been discharged from service during probation period or convicted of an offence involving moral turpitude or any such offence or who is or has been permanently debarred or the Union Public Service Commission or any State Public Service Commission from appearing for examinations / interview or selections.
- if the Candidates who do not fulfill the eligibility criteria or attempts to take any favour in any form at any stage of Examination; or impersonation by or for the candidate / applicant; or making or submitting any forged document in support of his candidature; or if he conceals any material information or provides any false information at any stage of selection process; or if he uses or attempts to use, improper or illegal means, either for purpose of being permitted to appear in Examination or at any stage of Examination of Examination Room / Hall, or if he, during written examination harasses or threatens or uses unparliamentary words or causes physical injury to or misbehaves with any Officer or employee engaged there; or if he, disobeys any direction relating to Examination including oral directions by the invigilator or observer or any other officer or employee engaged for conducting Examination. Moreover, canvassing in any form will also be a disqualification. Similarly, any attempts on the part of the candidate to elicit support for his candidature or selection / appointment, through persons of influence or officers of Government will also disqualify him for appointment.

## 7. PROCEDURE OF SELECTION:-

Selection will be made in two successive stages i.e., (i) Skill Test (Shorthand dictation) and (ii) Oral Test. Final selection will be made on the basis of total marks obtained by the candidates at the Skill Test (Shorthand dictation) and Oral Test taken together and subject to the rule of reservation of appointments. Appearance in the Skill Test (Shorthand dictation) and Oral Test are compulsory. A candidate who has failed to appear either in Skill Test (Shorthand dictation) or in Oral Test will not be considered for selection.

## (A) SCHEME OF SKILL TEST AND ORAL TEST :-

Candidates whose applications are found to be in order in all respects, will be called for to appear for the following Skill Test (Shorthand dictation) and Oral Test:-

Test	Subject	Duration	Marks Allotted
Skill Tests	1) English Passage Dictation (120 words per minute) (this is mandatory for all Candidates)	5 minutes	80
	2) Tamil Passage Dictation (90 words per minute) (this is optional, those who have passed in Tamil shorthand can write this)	3 minutes	10
Oral Test			10
<b>TOTAL</b>			<b>100</b>

- The above dictated passages should be transcribed within the time allotted.
- Candidates will be selected based on the seniority of total marks obtained in the above tests.
- Marks will be deducted for mistakes committed in the above Skill Tests.
- The final selection will be made based on the combined marks secured by the candidates in the Skill Test and the Interview and as per the communal roster.
- Mere admission to the Skill Test / interview or inclusion of name in the selection list will not confer on the candidates any right for appointment. The candidature is therefore, provisional at all stages and the Selection Committee reserves the right to accept or reject any candidature at any stage, even after the selection has been made, if anything wrong or violation is noticed, at any point of time.

## (B) METHOD OF EVALUATION OF TRANSCRIBED PAPERS IN THE SKILL TEST:-

- Deduction of 1 mark each for the following :- (for both Tamil & English passages)**
  - Every omission of a word.
  - A wrong word for a right word.
  - Past tense for present, singular for plural and vice versa.
- Deduction of 1/2 mark each for the following :- (for both Tamil & English passages)**
  - For spelling mistakes.

## 8. CENTRE FOR SKILL TEST & ORAL TEST:-

The Skill Test and Oral test will be held only at Chennai.

## 9. SELF ATTESTED XEROX COPIES OF THE FOLLOWING CERTIFICATES SHOULD BE ENCLOSED ALONG WITH THE APPLICATION (ORIGINAL CERTIFICATES SHOULD NOT BE ENCLOSED)

- Proof of date of birth (Birth Certificate / TC/ SSLC or HSC mark sheets or any other relevant documents)
- Community Certificate.
- Educational Qualifications. SSLC/HSC/Diploma/U.G.P.G
- Technical Qualifications (For having passed in Typewriting and Shorthand by Higher Grade/ Senior Grade in English).
- Character and Conduct Certificate issued by the Head of Institution in which the candidate last studied / studying. (Conduct certificate / TC)
- No Objection Certificate** issued by the Head of Department, in the case of candidates working in Government Department / Government Undertakings.

## 10. GENERAL INFORMATION:-

- The rule of reservation of appointments applies to the post of Junior Reporter.
- Reservation to "Destitute Widows" and "Ex-Service Men" will not apply to this post.
- Applications containing wrong claims relating to other basic qualifications / category of reservation / eligibility criteria / age / educational qualification will be liable for rejection.

## 11. INSTRUCTIONS TO THE CANDIDATES:-

- The Call letters will be sent by post to eligible candidates.
- No Travelling Allowance will be paid to the candidates who are required to attend the Skill Test / interview and candidates have to make their own arrangements in this regard.
- Selected Candidates will be posted in any one of the Districts in Tamil Nadu.
- Dates of Skill Test in shorthand and oral test for shortlisted candidates will be informed separately through Call Letters.
- Any request of the candidates for change of date, time or venue of Skill Test / Interview will not be entertained.
- The details and enclosures submitted along with the application are treated as 'final' and they will not be returned back under any circumstances. No additional details and enclosures will be entertained thereafter. No extension of time would be permitted for production of requisite documents.
- Mere admission to the Skill Test / interview or inclusion of name in the selection list will not confer on the candidates any right for appointment. The candidature is therefore, provisional at all stages and the Selection Committee reserves the right to accept or reject any candidature at any stage, even after the selection has been made when anything wrong or violation is noticed at any point of time.
- The application of a candidate who makes a false claim, by suppressing correct information, relating to category of reservation, age, educational, technical qualification will be rejected. The Candidate will also be debarred from appearing for all future examinations and selections conducted for the above post. If the suppression or false claim is noticed subsequently, the selection of the candidate concerned will be declared invalid.
- After notification, during the process of recruitment till publication of result, no information, under Right to Information Act, would be furnished.
- Candidates shall submit all their original certificates for verification, whenever called for.
- The decision of the Selection Committee in respect of all matters pertaining to this Recruitment Process, as to the eligibility or otherwise of a candidate for admission to the skill test, interview shall be final and binding. Call letters will be sent to eligible candidates only, others who do not receive the Call letters are not entitled to attend the above tests.
- Results of the above tests will be published only after the finalization of the recruitment process.
- Request for reevaluation and Re-totalling will not be entertained. No candidate is permitted to peruse or obtain copies of the answer sheets.
- As per Sections 26 and 27 (g) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, reservation of appointment of "Destitute Widow" and "Ex-Serviceman" will not apply to this recruitment.
- Incomplete applications and applications containing wrong claims or incorrect particulars or suppression of material facts relating to category of reservation / other basic qualification/ eligibility wise / age / communal categories / educational qualification and other basic eligibility criteria will be liable for rejection.
- The Selection Committee reserves the right to fill or not to fill up the posts without assigning any reason whatsoever. In the matter of recruitment, the decision of the Selection Committee is final and any representation against the non-selection will not be entertained under any circumstances.
- Filled in applications in the prescribed format alongwith Self-attested Xerox copies of all the relevant certificates should be submitted to -The Chairman, Selection Committee, Police Shorthand Bureau, HQ, 2<sup>nd</sup> floor, Old Coastal Security Group Building, DGP office complex, Mylapore, Chennai-4 by registered post with ack. due only. Applications received after the last date will not be entertained under any circumstances.

**Chairman / Selection Committee.**

## FORMAT OF APPLICATION

1	Name of the Candidate (in Block letters)		
2	Father's Name		
3	(a) Date of Birth (b) Age (as on 01.07.2019)		
4	Gender		
5	Community (a) State whether belongs to OC/BC/MBC/DNC/SC/ST		
6	Address for communication with cell phone number		
7	<b>Qualification :</b>	<b>Reg. No. in Mark Sheet</b>	<b>Year of Passing</b>
	a) Academic (i) SSLC		
	(ii) HSC (+2)		
	(iii) Degree		
	b) Technical	<b>Certificate No.</b>	<b>Year of Passing</b>
	(i) English Shorthand - Higher (120 wpm)		
	(ii) English Typewriting - Higher (45 wpm)		
	(iii) Tamil Shorthand, if passed		
	(iv) Tamil Typewriting, if passed		
8	Name of the post applied for	Junior Reporter	

Date : ---

(Signature of the Candidate)

To

The Chairman,  
Selection Committee,  
Police Shorthand Bureau, HQ,  
2<sup>nd</sup> floor, Old Coastal Security Group Building,  
DGP office complex,  
Mylapore, Chennai- 600 004.