

**SCHEME OF EXAMINATION**  
**EXECUTIVE OFFICER, GRADE-I IN TAMIL NADU HINDU RELIGIOUS**  
**AND CHARITABLE ENDOWMENTS SUBORDINATE SERVICE**  
**(GROUP-VII-A SERVICES)**

Subject	Duration	Maximum marks	Minimum qualifying Marks for Selection	
			SCs, SC(A)s, STs, MBC/ DCs and BCs	Others
<b><u>i. Paper – I</u></b>  <b>Part-A</b> கட்டாயத் தமிழ் மொழித் தகுதித் தேர்வு * (பத்தாம் வகுப்புத் தரம்)  <b>100 questions/150 marks</b>	<b>3 Hours</b>	<b>Note:</b> 1. Minimum qualifying marks – 60 marks (40% of 150) 2. Marks secured in Part-A of Paper-I will not be taken into account for ranking.	<b>255</b>	<b>340</b>
<b><u>i. Paper – I</u></b> <b>Part-B</b> <b>General Studies (Code No:003)</b>  <b>General Studies</b> (Degree standard) 75 questions and <b>Aptitude and Mental Ability Test</b> (SSLC standard) 25 questions  <b>100 questions / 150 marks</b>		<b>150 *</b>		
<b><u>ii. Paper-II (Code No.224)</u></b> <b>(200 Questions)</b>  Hindu Religious and Charitable Endowments Act, 1959 <b>(Degree Standard)</b>	<b>3 Hours</b>	<b>300</b>		
<b><u>iii. Paper-III (Code No.225)</u></b> <b>(200 Questions)</b>  <b>Law (Degree Standard)</b>	<b>3 Hours</b>	<b>300</b>		
<b>iv. Interview and Records</b>	<b>---</b>	<b>100</b>		
<b>Total</b>		<b>850</b>		

**\*Note:**

- Answer sheets of Part-B of Paper-I, Paper-II and Paper-III of the candidates will be evaluated, only if the candidate secures minimum qualifying marks in Part-A of Paper-I.
- Marks secured in Part-B of Paper-I, Paper-II and Paper-III will only be considered for ranking.
- The questions in Paper-II will be set in Tamil only. The questions in Part-B of Paper-I and Paper-III will be set both in Tamil and English.

**Executive Officer Grade – I ( Group VII- A Services)**  
**Paper-I – Part-A**

**கட்டாயத் தமிழ் மொழித் தகுதித் தேர்விற்கான பாடத்திட்டம்**

**(கொள்குறி வினாவிிற்கான தலைப்புகள் )**

**பத்தாம் வகுப்பு தரம்**

1. பிரித்தெழுதுதல் / சேர்த்தெழுதுதல்.
2. எதிர்ச்சொல்லை எடுத்தெழுதுதல்.
3. பொருந்தாச் சொல்லைக் கண்டறிதல்.
4. பிழை திருத்தம் (i) சந்திப்பிழையை நீக்குதல் ( ii) மரபுப் பிழைகள், வழுவச் சொற்களை நீக்குதல் / பிறமொழிச் சொற்களை நீக்குதல்.
5. ஆங்கிலச் சொல்லுக்கு நேரான தமிழ்ச் சொல்லை அறிதல்.
6. ஒலி மற்றும் பொருள் வேறுபாடறிந்து சரியான பொருளையறிதல்.
7. ஒரு பொருள் தரும் பல சொற்கள்.
8. வேர்ச்சொல்லைத் தேர்வு செய்தல்.
9. வேர்ச்சொல்லைக் கொடுத்து / வினைமுற்று, வினையெச்சம், வினையாலணையும் பெயர், தொழிற் பெயரை / உருவாக்கல்.
10. அகர வரிசைப்படி சொற்களை சீர் செய்தல்.
11. சொற்களை ஒழுங்குப்படுத்தி சொற்றொடராக்குதல்.
12. இருவினைகளின் பொருள் வேறுபாடு அறிதல்.  
(எ.கா.) குவிந்து-குவித்து
13. விடைக்கேற்ற வினாவைத் தேர்ந்தெடுத்தல்.
14. எவ்வகை வாக்கியம் எனக் கண்டெழுதுதல் - தன்வினை, பிறவினை, செய்வினை, செய்ப்பாட்டு வினை வாக்கியங்களைக் கண்டெழுதுதல்.
15. உவமையால் விளக்கப்பெறும் பொருத்தமான பொருளைத் தேர்ந்தெழுதுதல்
16. அலுவல் சார்ந்த சொற்கள் (கலைச் சொல்)
17. விடை வகைகள்.

18. பிறமொழிச் சொற்களுக்கு இணையான தமிழ்ச் சொற்களைக் கண்டறிதல் (எ.கா.) கோல்டு பிஸ்கட் - தங்கக் கட்டி.
19. ஊர்ப் பெயர்களின் மரூஉவை எழுதுக (எ.கா.) தஞ்சாவூர் - தஞ்சை
20. நிறுத்தற்குறிகளை அறிதல்.
21. பேச்சு வழக்கு, எழுத்து வழக்கு (வாரான் - வருகிறான்).
22. சொற்களை இணைத்து புதிய சொல் உருவாக்கல்.
23. பொருத்தமான காலம் அமைத்தல்  
(இறந்தகாலம், நிகழ்காலம், எதிர்காலம்).
24. சரியான வினாச் சொல்லைத் தேர்ந்தெடு.
25. சரியான இணைப்புச் சொல்  
(எனவே, ஏனெனில், ஆகையால், அதனால், அதுபோல).
26. அடைப்புக்குள் உள்ள சொல்லைத் தகுந்த இடத்தில் சேர்க்க.
27. இருபொருள் தருக.
28. குறில் - நெடில் மாற்றம், பொருள் வேறுபாடு.
29. கூற்று, காரணம் - சரியா? தவறா?
30. கலைச் சொற்களை அறிதல் :-  
எ.கா. - Artificial Intelligence - செயற்கை நுண்ணறிவு  
Super Computer - மீத்திறன் கணினி
31. பொருத்தமான பொருளைத் தெரிவு செய்தல்
32. சொற்களின் கூட்டுப் பெயர்கள் (எ.கா.) புல் - புற்கள்
33. சரியான தொடரைத் தேர்ந்தெடுத்தல்
34. பிழை திருத்துதல் (ஒரு-ஓர்)
35. சொல் - பொருள் - பொருத்துக
36. ஒருமை-பன்மை பிழை
37. பத்தியிலிருந்து வினாவிற்கான சரியான விடையைத் தேர்ந்தெடு.

**Paper-I – Part-B: General Studies**  
**(Degree Standard) (Objective Type) (Code No. 003)**

**UNIT-I : GENERAL SCIENCE**

- (i) Scientific Knowledge and Scientific temper - Power of Reasoning - Rote Learning Vs Conceptual Learning - Science as a tool to understand the past, present and future.
- (ii) Nature of Universe - General Scientific Laws - Mechanics - Properties of Matter, Force, Motion and Energy - Everyday application of the basic principles of Mechanics, Electricity and Magnetism, Light, Sound, Heat, Nuclear Physics, Laser, Electronics and Communications.
- (iii) Elements and Compounds, Acids, Bases, Salts, Petroleum Products, Fertilizers, Pesticides.
- (iv) Main concepts of Life Science, Classification of Living Organisms, Evolution, Genetics, Physiology, Nutrition, Health and Hygiene, Human diseases.
- (v) Environment and Ecology.

**UNIT-II: CURRENT EVENTS**

- (i) History - Latest diary of events - National symbols - Profile of States - Eminent personalities and places in news - Sports - Books and authors.
- (ii) Polity - Political parties and political system in India - Public awareness and General administration - Welfare oriented Government schemes and their utility, Problems in Public Delivery Systems.
- (iii) Geography - Geographical landmarks.
- (iv) Economics - Current socio - economic issues.
- (v) Science - Latest inventions in Science and Technology.

### **UNIT- III: GEOGRAPHY OF INDIA**

- (i) Location – Physical features - Monsoon, rainfall, weather and climate - Water resources - Rivers in India - Soil, minerals and natural resources - Forest and wildlife - Agricultural pattern.
- (ii) Transport - Communication.
- (iii) Social geography – Population density and distribution - Racial, linguistic groups and major tribes.
- (iv) Natural calamity – Disaster Management – Environmental pollution: Reasons and preventive measures – Climate change – Green energy.

### **UNIT – IV: HISTORY AND CULTURE OF INDIA**

- (i) Indus valley civilization - Guptas, Delhi Sultans, Mughals and Marathas - Age of Vijayanagaram and Bahmani Kingdoms - South Indian history.
- (ii) Change and Continuity in the Socio - Cultural History of India.
- (iii) Characteristics of Indian culture, Unity in diversity – Race, language, custom.
- (iv) India as a Secular State, Social Harmony.

### **UNIT-V: INDIAN POLITY**

- (i) Constitution of India - Preamble to the Constitution - Salient features of the Constitution - Union, State and Union Territory.
- (ii) Citizenship, Fundamental rights, Fundamental duties, Directive Principles of State Policy.
- (iii) Union Executive, Union legislature – State Executive, State Legislature – Local governments, Panchayat Raj.
- (iv) Spirit of Federalism: Centre - State Relationships.
- (v) Election - Judiciary in India – Rule of law.
- (vi) Corruption in public life – Anti-corruption measures – Lokpal and LokAyukta - Right to Information - Empowerment of women - Consumer protection forums, Human rights charter.

## **UNIT-VI: INDIAN ECONOMY**

- (i)** Nature of Indian economy – Five year plan models - an assessment – Planning Commission and Niti Ayog.
- (ii)** Sources of revenue – Reserve Bank of India – Fiscal Policy and Monetary Policy - Finance Commission – Resource sharing between Union and State Governments - Goods and Services Tax.
- (iii)** Structure of Indian Economy and Employment Generation, Land reforms and Agriculture - Application of Science and Technology in agriculture - Industrial growth - Rural welfare oriented programmes – Social problems – Population, education, health, employment, poverty.

## **UNIT-VII: INDIAN NATIONAL MOVEMENT**

- (i)** National renaissance – Early uprising against British rule - Indian National Congress - Emergence of leaders – B.R.Ambedkar, Bhagat Singh, Bharathiar, V.O.Chidambaranar, Jawaharlal Nehru, Kamarajar, Mahatma Gandhi, Maulana Abul Kalam Azad, Thanthai Periyar, Rajaji, Subash Chandra Bose and others.
- (ii)** Different modes of Agitation: Growth of Satyagraha and Militant movements.
- (iii)** Communalism and partition.

## **UNIT- VIII : History, Culture, Heritage and Socio - Political Movements in Tamil Nadu**

- (i)** History of Tamil Society, related Archaeological discoveries, Tamil Literature from Sangam age till contemporary times.
- (ii)** Thirukkural :
  - (a) Significance as a Secular literature
  - (b) Relevance to Everyday Life
  - (c) Impact of Thirukkural on Humanity
  - (d) Thirukkural and Universal Values - Equality, Humanism, etc
  - (e) Relevance to Socio - Politico - Economic affairs
  - (f) Philosophical content in Thirukkural

- (iii) Role of Tamil Nadu in freedom struggle - Early agitations against British Rule - Role of women in freedom struggle.
- (iv) Evolution of 19th and 20th Century Socio-Political movements in Tamil Nadu - Justice Party, Growth of Rationalism - Self Respect Movement, Dravidian movement and Principles underlying both these movements, Contributions of Thanthai Periyar and Perarignar Anna.

### **UNIT – IX : Development Administration in Tamil Nadu**

- (i) Human Development Indicators in Tamil Nadu and a comparative assessment across the Country – Impact of Social Reform movements in the Socio - Economic Development of Tamil Nadu.
- (ii) Political parties and Welfare schemes for various sections of people – Rationale behind Reservation Policy and access to Social Resources - Economic trends in Tamil Nadu – Role and impact of social welfare schemes in the Socio - economic development of Tamil Nadu.
- (iii) Social Justice and Social Harmony as the Cornerstones of Socio - Economic development.
- (iv) Education and Health systems in Tamil Nadu.
- (v) Geography of Tamil Nadu and its impact on Economic growth.
- (vi) Achievements of Tamil Nadu in various fields.
- (vii) e-governance in Tamil Nadu.

### **UNIT-X: APTITUDE AND MENTAL ABILITY**

- (i) Simplification – Percentage - Highest Common Factor (HCF) - Lowest Common Multiple (LCM).
- (ii) Ratio and Proportion.
- (iii) Simple interest - Compound interest - Area - Volume - Time and Work.
- (iv) Logical Reasoning - Puzzles-Dice - Visual Reasoning - Alpha numeric Reasoning – Number Series.

**PAPER - II - HINDU RELIGIOUS AND CHARITABLE ENDOWMENTS ACT, 1959  
(DEGREE STANDARD) OBJECTIVE TYPE**

**Code No.224**

**UNIT – I** Hinduism, Hindu Scriptures – Origin and development - Vedas, Upanishads, Bhagavad Gita – Epics, Puranas, Agamas, 4000 Prabhandams, Thevaram, Thiruvassagam, Thirumanthiram, Periyapuranam.

**UNIT – II** Hindu Religion – Saivism, Vaishnavism, Saktam, Kaumiram, Ganapatyam and Sauram.

**UNIT – III** Hindu Saints and Sages, Socio-Religious Reformists: – Alvars, Nayanmars, Ramalinga Swamigal, Sankara, Ramanuja, Madhva - Contemporary Hindu Movements –Ramakrishna Mission - Sri Aurobindo, Ramana Maharishi. Siddhars, pattinathar, Thayumanavar.

**UNIT – IV** Basic Concepts of Hindu Philosophical system, Hindu Ethics: Orthodox – Nyaya – Vaisesika; Samkhya – Yoga Mimamsa – Vedanta; Saiva Siddhanta; Heterodox – Basic concept of Jainism – Professional Ethics for temple administrators - Maintenance of temples – Public relations.

**UNIT – V** Hindu Culture, Temple: Cultural heritage of the Hindus - Temple Architecture and Sculpture – Temple Icons - Fine Arts – Music, Dance, Drama, Discourses - . Temple – Temple structure, Sthala Vriksham, Sthala Puranas, Temple Ponds, Special Sannathis and Murtis Temple worship – Temple Poojas and Festivals – Custom and usage of Hindus.

**UNIT – VI PRELIMINARY CONTROLLING AUTHORITIES**

Short title, Extent and commencement – Power to extent Act to Jain Institutions - Power to extent Act to Charitable endowments – Exemptions - Definitions – Advisory Committee – District committee – Commissioner and other controlling authorities – Powers of Commissioner and other Controlling authorities.



## **UNIT – VII GENERAL PROVISIONS OF RELIGIOUS INSTITUTIONS**

Powers and duties of Commissioner in respect of religious Institutions – Power to enter Religious Institutions - Qualification of Trustees – Trustees and their number and terms of office = Chairman – Power to suspend dismiss or remove trustees.

## **UNIT – VIII PROPERTY**

Preparation of Registers – Property and Thittam – Alienation of immovable trust property – Utilisation of surplus funds - Procedure and mode of eviction Penalty and Recovery – Appeal.

## **UNIT – IX EXECUTIVE OFFICER**

Appointment and duties - Appointment of Office holders and servants in Religious Institutions – Punishment of Office holders and servants.

## **UNIT – X AUDIT AND FINANCE, MISCELLANEOUS**

Budgets of Religious Institutions – Accounts and Audit report and rectification - Contribution and Audit fees – Legal proceedings fee – Common good fund – Religious and Charitable Endowments Administration fund - Power to inspect – putting trustee or Executive Officer in possession – Power to Government to call for records – Power of Government to review – Limitation – Power to make rules.

**PAPER - III - LAW (DEGREE STANDARD) OBJECTIVE TYPE**

**Code No.225**

**UNIT I - JURISPRUDENCE**

1. Sources of Law Legislation, Precedent and custom
2. Schools of Jurisprudence; Analytical, Historical, Philosophical and Sociological
3. Concepts; Rights and Duties, Person, Possession and Ownership

**UNIT II - CONSTITUTIONAL LAW**

Definition and meaning of Constitution- Fundamental Rights-Directive Principles of State Policy and Fundamental Duties -Separation of Powers-Doctrine of Checks and Balances - Doctrine of Judicial Review - Essentials of Federalism- - Emergency provisions.

**UNIT III - CONTRACTS**

Nature of contract - Essentials of Contract-valid, voidable, void agreements - Performance of Contract - Discharge of contracts - Quasi contracts - Indemnity and Guarantee – Bailment - Sale of Goods – Partnership.

**UNIT IV - LAW OF TORTS**

Nature and scope – definition - foundation of tortious liability - general defences- vicarious liability – Nuisance – Negligence - Assault- battery-distress-defamation.

**UNIT V - LAW OF CRIMES**

Definition of crime - essential elements of crime- General Defences- offences against state - offences against human body - offences against property.

**UNIT VI- HUMAN RIGHTS LAW**

United Nations Charter based Human rights Institutions- Commission on Human rights, Human rights committee- Human rights and International Judicial bodies-Role of Indian judiciary in the development of Human rights Law - The National Commission for Minorities Act, 1992- The Protection of Human rights Act 1993-The Persons with Disabilities Act 1995 and rules 1996.

## **UNIT VII- ADMINISTRATIVE LAW**

Origin and development of administrative law –Delegated legislation- Procedural fairness and Judicial review-Judicial control of administration discretion-m Liability of states-ombudsman, lokpal, lokayukta and central vigilance commission.

## **UNIT VIII - ENVIRONMENTAL LAW**

Environment and Environmental Law- factors responsible for environmental pollution- Water prevention and control of pollution act 1974- EPAAct 1986- Air act 1981- Wildlife protection Act 1972- Forest conservation Act 1980- Biodiversity act 2002- Municipal solid waste- Ground water Authority Act 1987.

## **UNIT IX - TRANSFER OF PROPERTY ACT**

1. Lease, and tenancy
2. Mortgage
3. Sale Gift etc.,
4. Tamil Nadu Revenue Recovery Act, 1864
5. Tamil Nadu Buildings ( Lease and Rent Control) Act, 1960
6. Tamil Nadu Court of Wards Act, 1902.

## **UNIT X - PERSONAL LAW & HERITAGE AND ARCHAEOLOGY**

Personal Law relating Hindus, Muslims and Christians

1. Sources of Hindu Law
2. Creation of Charitable and Religious Endowments
3. Adoption and Maintenance
4. Minority and Guardianship
5. Succession
6. Tamil Nadu Temple Entry Authorization Act, 1947
7. The Ancient Monuments and Archaeological Sites and Remains Act, 1958
8. The Madras Ancient and Historical Monument and Archaeological Sites and Remains Act, 1966
9. The Tamil Nadu Ancient and Historical Monument and Archaeological Sites and Remains Act, 1971
10. The Antiquities and Art Treasures Act, 1972
11. Antiquities Treasures Rules, 1973
12. The Ancient Monuments and Archaeological Sites and Remains (Amendments and Validation) Act, 2010
13. The Tamil Nadu Heritage Commission Act, 2012.