



CHENNAI METROPOLITAN WATER SUPPLY AND SEWERAGE BOARD
No.1, Pumping Station Road, Chintadripet, Chennai-600 002.

ADVERTISEMENT FOR DIRECT RECRUITMENT

DATED: 04.02.2017

APPLICATIONS ARE INVITED FROM:

- a) Open Candidates not registered in Employment Office.
- b) Candidates registered and sponsored by Employment Office.
- c) Candidates registered and not sponsored by Employment Office.

The eligible candidates can apply only through online mode from 06.02.2017 to 06.03.2017 for direct recruitment to the following posts:

- I) **DEPUTY CONTROLLER OF FINANCE**
- II) **SENIOR ACCOUNTS OFFICER**
- III) **ASSISTANT ENGINEER (CIVIL / MECH)**
- IV) **ASSISTANT ENGINEER (ELEC.)**
- V) **JUNIOR ASSISTANT**

1. DETAILS OF POSTS TO BE FILLED UP:

Sl. No.	Name of the Post	Name of the service	Vacancy	Pay Band + G.P.
1.	Deputy Controller of Finance	General Service	6	Rs. 15600 -39100 + Grade Pay Rs.6600
2.	Senior Accounts Officer	General Service	3	Rs. 15600 -39100 + Grade Pay Rs.5400
3.	Assistant Engineer (Civil / Mech. & Elec.)	Engineering Technical Service	AE (C/M)-113 AE (E) - 45	Rs. 9300 -34800 + Grade Pay Rs.5100
4.	Junior Assistant	General Sub-Ordinate Service	155	Rs. 5200 - 20200 + Grade Pay Rs.2400

2. VACANCY DETAILS:

Sl. No.	Roster	DCOF	SAO	Asst. Engr.		J.A.
				Civil / Mech.	Elec.	
1.	G.T. (NP)	0	0	11	6	11
2.	G.T. - PSTM (NP)	0	0	2	0	3
3.	G.T.- DA - Visually challenged (NP)	0	0	0	0	2
4.	G.T. - DA - ortho (NP)	0	0	4	1	2
5.	G.T. - DA - hearing impaired (NP)	0	0	0	0	2
6.	GT - Ex (NP)	0	0	0	0	1
7.	GT - Ex - PSTM (NP)	0	0	0	0	1
8.	G.T. (P)	1	0	5	2	7
9.	G.T. - PSTM (P)	0	0	2	1	3
10.	GT - Ex (P)	0	0	0	0	1
11.	G.T. Women (NP)	1	0	9	3	11
12.	G.T. Women – PSTM (NP)	0	0	2	1	3
13.	G.T. W DW (NP)	0	0	0	0	1
14.	BC-(NP)	0	0	12	5	16
15.	BC-PSTM (NP)	0	1	2	1	2
16.	BC - Ex (NP)	0	0	0	0	2
17.	BC - Ex - PSTM (NP)	0	0	0	0	1
18.	BC-(P)	1	0	5	1	6
19.	BC- PSTM (P)	0	0	2	1	3
20.	BC- W (NP)	0	0	7	4	9
21.	BC- W - PSTM (NP)	0	0	2	0	2
22.	BC- W - DW - PSTM (NP)	0	0	0	0	1
23.	BC-M (NP)	0	0	2	2	3
24.	BC- M (P)	0	1	1	0	1
25.	BC-M - W (P)	0	0	1	0	1
26.	MBC&DC (NP)	0	1	10	3	12
27.	MBC&DC - PSTM (NP)	0	0	1	1	2
28.	MBC&DC - Ex (NP)	0	0	0	0	1

Sl. No.	Roster	DCOF	SAO	Asst. Engr.		J.A.
				Civil / Mech.	Elec.	
29.	MBC&DC - Ex - PSTM (NP)	0	0	0	0	1
30.	MBC&DC (P)	1	0	3	2	4
31.	MBC&DC - PSTM (P)	0	0	2	0	2
32.	MBC&DC W (NP)	0	0	6	3	7
33.	MBC&DC W – PSTM (NP)	0	0	1	0	1
34.	MBC&DC W – DW (NP)	0	0	0	0	1
35.	S.C. (A) (NP)	0	0	1	1	1
36.	S.C. (A) – PSTM (NP)	0	0	0	1	1
37.	S.C. (A) (P)	0	0	1	0	1
38.	S.C. (A) W (P)	0	0	1	0	1
39.	S.C. (A) W - PSTM (P)	1	0	0	0	0
40.	S.C.(NP)	0	0	8	1	9
41.	S.C. - PSTM (NP)	0	0	1	1	2
42.	SC - Ex (NP)	0	0	0	0	1
43.	S.C.(P)	1	0	2	2	3
44.	S.C. - PSTM (P)	0	0	1	0	1
45.	S.C. W (NP)	0	0	4	2	5
46.	S.C. W – PSTM (NP)	0	0	1	0	1
47.	S.C. W – DW (NP)	0	0	0	0	1
48.	S.T.(NP)	0	0	0	0	1
49.	S.T. – W (P)	0	0	1	0	0
50.	S.T. - W - DW – PSTM (P)	0	0	0	0	1
TOTAL		6	3	113	45	155

Note: GT - General Turn, BC – Backward class, BC-M – Backward class Muslim, MBC&DC – Most Backward Classes & Denotified communities, SC(A) – Scheduled caste Arunthathiar on preferential basis, SC- Scheduled caste, ST – Scheduled Tribe, W - Women, P-Priority, NP-Non Priority, DW-Destitute Widow, DA- Differently Abled Persons, PSTM- Person studied in Tamil Medium.

3. IMPORTANT DATES:

Date of Advertisement	04.02.2017
Last Date of submission of applications	06.03.2017
Date and Time of Examination will be published later in this Website www.chennaietrowater.gov.in	
Examination will be of two stages i. objective type using OMR sheet. ii. Oral Interview for the short listed candidates	

4. EDUCATIONAL QUALIFICATIONS:

- i) As per the CMWSSB Special Regulations, the candidates should have passed the following qualifications in respect of the post applied for

Name of the Post	Essential Qualification
Deputy Controller of Finance	Must be a Chartered Accountant or Cost Accountant with atleast 5 years experience. Age: Should not have completed 35 years of age as on 1st day of July of the year in which selection for appointment is made.
Senior Accounts Officer	Must be either Chartered Accountant or Cost Accountant with 2 years of experience. Age: Should not have completed 35 years of age as on 1st day of July of the year in which selection for appointment is made.
Assistant Engineer (Civil/Mech)	Must possess a degree in Engineering (Civil or Mechanical) of any University or institution recognised by the University Grants Commission for the purpose of its grant. A degree in production Engineering or Industrial Engineering awarded by the Anna University also recognised as equivalent to B.E. (Mechanical) for the purpose of appointment to the above said post. Provided that preference shall be given to persons who have acquired Master's Degree in Public Health Engineering granted by an University or Institution recognised by the University Grants Commission for the purpose of its grant. A pass in section A & B of the A.M.I.E. Examination.
Assistant Engineer (Electrical)	Must possess a degree in Electrical Engineering or Electrical and Electronic Engineering or Electronic and Communication Engineering of any University or institution recognised by the University Grants Commission for the purpose of its grant. Provided that preference shall be given to persons who have acquired Master's Degree in Electrical Engineering of any University or Institution recognised by the University Grants Commission for the purpose of its grant or a pass in section A & B of the A.M.I.E. Examination with Electrical or Electrical and Electronic or Electronic and Communication.

Name of the Post	Essential Qualification
Junior Assistant	<p>a) Must have passed a Degree of any University recognised by the University Grants Commission. Priority will be given to B.Com Graduates, B.A (Corporate) & Graduates with Commerce and Accountancy subjects and minimum 30 % of the vacancies will be filled up with them.</p> <p>b) Must have passed Diploma in Computer Applications or Certificate course in Computer on Office Automation or Certificate in Data Entry Operator Course obtained from reputed Computer Training Organization.</p> <p>c) Provided that those who possess a Degree (or) Diploma in Computer Science (or) Bachelor in Computer Application (or) Computer Engineering as one of the subjects approved by the University Grants Commission (or) All India Council for Technical Education (or) Directorate of Technical Education (or) any equivalent body shall be exempted from passing the Course in 'b' above.</p>

NOTE

- The candidates who wish to apply for the post of Deputy Controller of Finance and Senior Accounts Officer must have passed ICWA (Final) Examination (or) C.A. (Final) Examination and the experience prescribed should have been gained post qualification.
- If the candidate acquired both the qualification i.e. ICWA (Final) and C.A (Final) in that case, comparatively better marks will be taken for consideration.
- The Degree should have been acquired in the academic stream i.e. 10th + HSC/ Diploma + U.G. degree as the case may be.
- The University of acquiring the qualifying Degree should be a recognized one and the course / Degree should be valid as per the existing rule for appointment in Government organizations.

ii) **Age** (as on 01.07.2017)

Sl. No.	Category of Candidates	Minimum Age	Maximum Age
1.	BC, BCM, MBC&DC, SC (A), SC & ST	18 Years	35 Years
	Ex-Serviceman in the above categories	-	53 Years
2.	Others (i.e. Candidates not belonging to BC, BCM, MBC&DC, SC (A), SC & ST.	18 Years	30 Years
	Ex-Servicemen not belonging to BC, BCM, MBC&DC, SC (A), SC & ST.	-	48 Years

- Note:
- i. "Others" (i.e. Candidates not belonging to BC, BCM, MBC&DC, SC (A), SC & ST who have put in five years of service in the State / Central Government are not eligible even if they are within the age limit.
 - ii. Age Concession for Differently abled Person is 10 years in addition to their communal category eligibility.

5. LANGUAGE QUALIFICATION:

As per CMWSSB Special Regulations 1982, no person shall be eligible for appointment to any service either by direct recruitment or by recruitment by transfer or by promotion unless he / she has an adequate knowledge of the official language of the state, namely Tamil.

Explanation:

For this purpose of the sub-rule a person with an adequate knowledge of Tamil shall mean a person.

- i. Who has acquired knowledge in Tamil in the High School Course
or
- ii. Who is able to speak, read and write Tamil.
or
- iii. Who has passed the second class language test in Tamil conducted by the Tamilnadu Public Service Commission.

Provided further that in the case of appointment of Engineering and Technical Service if no qualified and suitable candidate possessing an adequate knowledge of Tamil is available, recruitment may be made from among persons who do not possess an adequate knowledge of Tamil subject to the condition that such person shall pass the second class language test in Tamil within the period of his probation.

The maximum period upto which the probation of a Board servant shall be extended so as to enable him to acquire the test qualification be fixed as five years. If he does not acquire the language qualification within the maximum period of five years, he shall be reverted and the qualified and eligible juniors shall be considered for promotion. If such a person is appointed by direct recruitment and has not acquired the language qualification even within the maximum period of five years, his probation shall be terminated.

iii. As per the Qualification prescribed in General Regulation 12 of CMWSSB Employees' Service Regulations:

- (b) No persons shall be eligible for appointment to the Board's service by direct recruitment unless he satisfies the Board that:
- i. he is of sound health and is free from any bodily defect or infirmity rendering him unfit for service.
 - ii. his character and antecedents are such as to qualify him for such service, and
 - iii. such a person does not have more than one spouse living; or if such a person is a woman, that she does not get married to any person who has another wife living.
 - iv. He is a citizen of India, and
 - v. He is above the age of 18 years.
 - vi. He satisfies the age limit if any prescribed by the Board for the particular post.

6. RESERVATION OF APPOINTMENT:

- i. As per the Board Resolution No.129/2016 dated 29.09.2016, the unit of appointment shall be for 200 points Roster system and other Rules of Reservation including priority and non priority specified by the Government in various Government orders as adopted in this Board vide above Resolution.

ii. Differently Abled Persons

Will be eligible for age concession up to ten years over and above the age-limit prescribed. Provided they are found to be otherwise suitable and the medical authorities are satisfied that the physical handicap is not such as it would render them incapable of efficiently discharging the duties of the post for which they are selected.

Note:

- a) Differently Abled persons reservation will be applicable to them only if their degrees of physical disability is 40 percent and above.
- b) The candidates come under differently abled categories should produce a certificate as laid down in G.O.Ms.No.927, B.C.W.N.M.P and S.W. Department, dated 6th November 1989, and the norms suggested by the Government of India for this purpose from a Medical Officer concerned in the relevant specialty specifying the nature of physical handicap and the degree of disability based on

the norms laid down and further stating whether the Medical Officer considers the physical handicap is not such as it would render him incapable of efficiently discharging the duties of the post for which he applied at the time of certificate verification.

- c) In case of doubt that the certificate issued by the Medical Officer does not conform to the eligibility criteria, for classification of handicapped, the matter will be referred to the appropriate Medical Board.
- d) G.O.(Ms.) No. 87, Social Welfare and Nutritious Meal Programme Department dated 17.07.2008 and G.O. (Ms.) No.13, Welfare of Differently Abled Persons (DAP 3.2) Department dated 02.03.2016 are followed for 3% Reservation of vacancies intended for Differently Abled Persons. The Government vide G.O. (Ms.) No.13, Welfare of Differently Abled Persons (DAP 3.2) Department dated 02.03.2016 has identified 263 posts under Group A & B categories suitable for Differently Abled Persons. Further Government directed to reserve 3% of vacancy in direct recruitment for the identified posts in A & B Groups. By following the said G.O.s it has been decided that Differently Abled Persons in the category of One Arm (OA) or One Leg (OL) alone are eligible for appointment to the post of A.E., SAO and DCOF. The Differently Abled Candidates should produce National Identity Card issued by District Differently Abled Welfare Officer, original with a copy at the time of Certificate verification.

iii. Reservation for Ex-servicemen and Destitute Widows

Reservation of appointment to "Destitute Widows" and "Ex-servicemen" will not apply for appointment to the post of AE, SAO & DCOF. The above reservations applicable for the post of Junior Assistant. The candidates under these categories should furnish the relevant certificates copy with original when called for certificate verification.

iv. Reservation for Priority Candidates

The G.O. (Ms.) No.188, P&AR (Per-P) Department dated 28.12.1976 with amendment thereafter have been followed for Reservation for candidates under priority categories. The candidates who claim reservation under priority category should mention the same in the application and the copy of the relevant certificate issued by the competent authority shall be produced along with original when called for certificate verification. The G.O. pertaining to Reservation for priority categories is given in the Annexure. As per the CMWSS Board, the selection of candidates

would be based on marks scored by them in academic, written examination and oral interview. Hence the selection of candidates for priority turns will be based on the marks obtained by the different categories of priority candidates in the respective category / community. All the categories in the said G.O. are eligible for priority reservation. However in respect of the priority candidates under Differently Abled Persons, One Arm or One Leg categories alone are eligible for AE, SAO and DCOF.

7. CANDIDATES SPONSORED THROUGH EMPLOYMENT OFFICE:

The details of candidates sponsored by Employment Office for recruitment to the above posts will be published in the website shortly. The candidates sponsored by Employment office also should apply for the respective posts through online with payment of necessary fees. In respect of them, the details furnished by Employment Offices have been made available in the relevant columns of the Online applications which will appear on entering the Employment registration number and year. They have to enter only the remaining datas in the Online application.

8. FEES DETAILS:

a) Fees amount

Sl. No.	Category of Candidates	Examination Fee
1.	SC (A), SC & ST	250/-
2.	Others (i.e. candidates not belong to SC(A), SC & ST)	500/-

b) Method of payment

Fees can be paid through credit card or debit card or by demand draft. In case of Demand Draft payment, the DD should be drawn in favour of “**CMWSSB**” from any nationalized bank payable at Chennai. The date of DD should be from 06.02.2017 to 06.03.2017. If applying for more than one post, separate DD Should be drawn for each post. The DD along with the print out of online application should be sent to “The General Manager, No.1, Pumping Station Road, Chinthadripet, Chennai - 600 002” on or before 13.03.2017, failing which the application will not be considered for the next stage of recruitment.

The candidates need not send the printout of Online application in case of payment made by credit or debit card.

- c) If a candidate applied for more than one post, his / her candidature will be considered subject to the eligibility and payment of necessary fees for each post. The candidate who has been sponsored by Employment Office has to apply for the same post and may also apply for eligible post if he / she wishes subject to the payment of necessary fees for each post applied.
- d) Candidates need not send the printout of the online application or any other supporting documents to the CMWSSB Board. All the statements in the application must be genuine / true and must have documentary evidence for the same. The original certificates in support of the claim made in the online application should be produced at the time of certificate verification / interview and called for by CMWSSB Board along with the photo copies of the above certificates.

9. PERSONS STUDIED IN TAMIL MEDIUM:

In G.O. (Ms.) No. 145, Personnel and Administrative Reforms (S) Department, dated 30.09.2010, and G.O.(Ms). No. 40, Personnel and Administrative Reforms (S) Department, dated 30.04.2014 the Government have issued orders to fill up 20% of all vacancies in Direct Recruitment on preferential basis to persons who studied the prescribed qualifications in Tamil Medium. The 20% reservation of vacancies on preferential allotment to Persons Studied in Tamil Medium (PSTM) will apply for this recruitment. (Candidates claiming this reservation should have studied the prescribed qualification for the post in Tamil Medium and should have the certificate for the same. Having written the examinations in Tamil language alone will not qualify for claiming this reservation). If the candidates with PSTM are not available for selection for appointment against reserved turn such turn shall be filled up by Non-PSTM candidates but belonging to the respective communal category. The PSTM reservation certificate shall be produced by the candidates as it has been in prescribed format / proforma available in the "instruction to the Candidates" which shall be obtained from the Head of the Institution.

10. COMMUNITY CERTIFICATE:

In respect of Community, In the case of an applicant who claims to be a member of SC/ SC (A) or ST or MBC & DC or BC(Other than BCM)or BCM, a certificate from the following authority noted against each should be produced in the form as specified in G.O.Ms.No. 781, Revenue department, dated 2nd May 1988:-

Name of the Community	Competent Authority to issue the Certificate
ST	R.D.O / Assistant Collector / Sub-Collector / Personal Assistant (General) to the Collector of Chennai / District Adi-Dravidar Welfare Officer.
SC / SC(A)	Taluk Tahsildar
MBC & DC, BC (other than Muslim), BCM	Revenue Officer not lower in rank than a Tahsildar or Head Quarters Deputy Tahsildar or Special Deputy Tahsildar appointed to issue Community Certificate. Additional Head Quarters Deputy Tahsildar and Zonal Deputy Tahsildar and Special Deputy Tahsildar (Certificates)

Community Certificate should have been issued by the competent authorities referred to above, in whose jurisdiction the candidate claims to have permanent residence, after personal enquiries and proper verification. The certificate obtained by the candidates in the form other than the one prescribed in G.O.Ms.No.781, Revenue department, dated 2nd May 1988 and solely based on the entries in S.S.L.C or Transfer Certificate or other School / College records will not be accepted. Candidates are warned that if the community recorded in the certificate produced by them from the competent authority is not included in the list of Scheduled Castes, Scheduled Tribes, Most Backward Classes & Denotified Communities or Backward classes given in the Annexure, they will not be considered as belonging to Scheduled Caste, Scheduled Tribes or Most Backward Classes & Denotified Communities or Backward Classes as the case may be. They will, in that case, be considered only under 'Others Category' and if they are not qualified to be considered under 'Others Category', their applications will be rejected.

11. NO OBJECTION CERTIFICATE FROM THE PRESENT EMPLOYER:

Persons who are in the service of the Indian Union or a State in India or in the employment of Local Bodies or Universities, or Quasi Government Organizations constituted under the authority of the Government of India or of a State in India whether in regular service or in a temporary service need not send their applications through their Head of Department or Employer. Instead, they may directly apply to the CMWSS Board after duly informing their Employer in writing that they are applying for

the particular recruitment and with the condition that they should produce "No Objection Certificate" in the form prescribed below, from an authority not below their Officer / Division Head at the time of attending the Certificate Verification if they are called for the same.

NO OBJECTION CERTIFICATE BY THE HEAD OF DEPARTMENT OR OFFICE EMPLOYER

1. Name of the Candidate:
2. Name of the Post held :
3. Whether the Candidate is employed temporarily under the emergency provisions or whether the candidate is a probationer or an approved probationer or a full member of any of the sub-ordinate/State Services.

4. Period of Employment From (date) To (date)
Endorsement No. Dated

(a) I have no objection to the candidate's application being considered for the post of.....

(b) Certified that Thiru/Tmt/Selvi has the following punishment / has no punishment to his/her credit.

Place Office Seal & Date Signature Designation

Note: Persons who get employment after the submission of their applications and before the receipt of intimation admitting them to the Interview / requiring to produce original documents for verification should also produce the "No objection Certificate". (ii) In case any Criminal / Disciplinary action is taken against or if any punishment is imposed against such persons after the production of "No objection Certificate" and before the actual appointment, such candidates should report this fact forthwith to the CMWSS Board indicating their Register Number. Any violation or failure to comply with these instructions will end in rejection of candidature.

12. PROCEDURE OF SELECTION:-

As per the procedure prescribed in the CMWSSB Special Regulations 1982, the method of selection for the initial appointment to various services for which minimum qualification is prescribed as Degree shall be as follows:

- i. 65 % weightage for marks obtained by the candidate in the qualifying Board / University Examination
- ii. 25% weightage for marks obtained in the written examination (objective type) conducted by the Selection Committee of the Board or by any other Committee or Agency appointed or nominated by the Board.
- iii. 10% weightage for personal interview.

13. WEBSITE ADDRESS FOR APPLYING ONLINE :- www.chennaietrowater.gov.in

14. SCHEME OF EXAMINATION (OBJECTIVE TYPE) IN OMR SHEET FOR 100 QUESTIONS AND DURATION OF 2 HOURS

- To use blue or black ink Ball Point Pen only
- Answer sheet will be invalidated if shaded in Pencil
- The answer sheet will be invalidated if the box for Booklet Series is not shaded and could not be identified even by physical verification of the answer sheet

i) SYLLABUS

The syllabus is available in the Website

ii) PATTERN OF WRITTEN EXAMINATION

A Written examination will be conducted using OMR sheet. Based on the Marks of Academic Qualification and written examination the list of candidates will be shortlisted according to the vacancies in each category and Oral interview will be conducted for the shortlisted candidates. The pattern of written examination is given below:

i. Deputy Controller of Finance

Sl. No.	Subject	Marks
1	Costing	20
2	Auditing	10
3	Tax-Commercial and Income	10
4	Contract Act	10
5	Companies Act	10
6	Case Study (Finance)	20
7	Information Technology	10
8	General Accounts & Income Tax Act	10
Total		100

ii. Senior Accounts Officer

Sl. No.	Subject	Marks
1	Costing	20
2	Auditing	10
3	Tax-Commercial and Income	10
4	Contract Act	10
5	Companies Act	10
6	Case Study (Finance)	20
7	Information Technology	10
8	General Accounts & Income Tax Act	10
Total		100

iii. Assistant Engineer (Civil / Mech / Elec.)

Sl. No.	Subject	Marks
1	Test of reasoning and general awareness	20
2	Civil / Mechanical / Electrical	40
3	Computer Skill	20
4	Language Skill	20
Total		100

iv. Junior Assistant

Sl. No.	Subject	Marks
1.	General Knowledge & Current Affairs	20
2.	Numerical Ability	20
3.	Language Skills	20
4.	Computer Knowledge	40
Total		100

The above pattern is subject to change at the time of finalization of written exam.

iii) CENTRES FOR EXAMINATION:-

Examination will be held at the following Centres

Sl. No.	Centre
1	Chennai
2	Madurai
3	Trichy
4	Coimbatore
5	Salem

Note

- i) In respect of Deputy Controller of Finance and Senior Accounts Officer post centre for examination will be at Chennai only.
- ii) The candidates have to appear for the written examination at the allotted centres at their own cost and risk.
- iii) The candidates can choose any one of the centres mentioned above.
- iv) Every effort will be taken to comply with the candidates choice for the written examination centre. However any other centre may be allotted to candidates due to reasons like non availability of space / venue in the centres the candidates have chosen. The CMWSS Board reserves the right to increase / decrease the number of examination centres and to re-allot the candidates. Changes of examination centre are not allowed. However CMWSS Board reserves the right to allot the candidates to other nearby centres, if sufficient number of examination venues is not available in the centre you have chosen.
- v) The candidates should be willing to attend the written examination at the centre allotted by the CMWSS Board. In any case, a centre once allotted cannot be changed for any reasons.

15. GENERAL INFORMATION:

- i) Candidates are required to apply Online by using the website www.chennaietrowater.gov.in The online applications can be made up to 5.45 pm on 06.03.2017 after which the link will be disabled.
- ii) The Hall Tickets for eligible candidates will be made available in the CMWSS Board Website www.chennaietrowater.gov.in for downloading by candidates. No Hall Tickets will be sent by post.
- iii) **Grievance Redressal Cell for guidance of candidates:**
In case of any guidance / information / clarification of their applications, candidature, etc. Candidates can mail to Help Desk: cmwssbhelpline@gmail.com
- iv) The date of birth should be established with the Secondary School-Leaving Certificate; or (ii) A certificate from a University or College, or School authority showing date of birth, according to the University or College or School records. (The certificate of Baptism or extract from Register of Births, cannot be accepted) ; or (iii) Extract from the Service Register showing date of birth in respect of persons holding regular appointment under the State Government.
- v) Educational qualification prescribed for the appointment, including qualification in Tamil shall be established with Copies of Degree or Provisional Certificate alone will be accepted as evidence of qualifications. However, in case the Degree Certificate is lost or is not immediately available for reasons to be specified, extract from the Convocation Register will be accepted as evidence of qualification. Copies of Mark Sheets or Grade Certificates will not be accepted as sufficient evidence.
- vi) Name changes if any shall be established with the necessary Gazette published by the Government.
- vii) Applications containing wrong claims relating to qualifications, age, community, etc., will be rejected.
- viii) No T.A. / D.A or any other allowance will be paid for participation in the selection process.

- ix) The candidate applying for the posts should ensure that they fulfil all eligibility conditions. If it is found at a later date that false informations have been furnished which resulted in their participation in the selection process, their candidature will be rejected and cancelled. The fees paid by such candidates will not be refunded in case his candidature found invalid subsequently.
- x) **Mobile Phones and other Articles Banned**
- 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 to the examination hall.
- 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 subjected for a physical search including frisking.
- xi) Do not bring into the Examination Hall any article such as books, notes, loose sheets, mathematical and drawing instruments, Log Tables, stencils of maps, slide rules, Text Books, rough sheets etc. except the permitted writing material i.e. pen. No colour pen or pencil must be used.
- xii) Candidates are advised in their own interest not to bring any of the banned items including Mobile Phones / Pagers to the venue of the examination, as arrangements for safekeeping cannot be assured.
- xiii) The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the Examination. Their admission at all the stages of examination for which they are admitted by the CMWSS Board viz. (Written) Examination and Interview will be purely provisional, subject to their satisfying the prescribed eligibility conditions. Candidates are required to submit certificates in support of their claims regarding Age, Educational Qualifications, Community Certificates and certificates regarding their Physical Disability, etc. when called for by the CMWSS Board. If on verification at any time before or after the (written) Examination and Interview, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the CMWSS Board at any stage of recruitment. However the fees paid by them will not be refunded.

- xiv) If any of their claims is found to be incorrect, they may render themselves liable to disciplinary/criminal action by the CMWSS Board.
- xv) 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.
- xvi) Under no circumstances, a candidate share/mention e-mail ID or Mobile Number to any other person. In case a candidate does not have a valid personal e-mail ID, they should create a new e-mail ID before applying on-line and must maintain that email account till final results are announced.
- xvii) In respect of any dispute the Board's decision is final.

16. DISQUALIFICATION:

The following acts will end in disqualification:

- i. If a candidate attempts to canvas and bring influence on the Managing Director or any of the Board of Director personally / by letter / through relatives, friends, patrons, officials or other persons.
- ii. If a candidate appeals to examiner in the answer books to value liberally / award more marks / be sympathetic. etc.,
- iii. If a candidate writes anything unconnected to the question or any irrelevant / Impertinent matter.
- iv. If a candidate writes any marks revealing his / her identity i.e, religious symbols, colour pen / pencils, native place, address, phone numbers, etc. in the main or additional answer books. He/she will be disqualified for that recruitment.

17. DEBARMENT:

- a) If the applicant attempts any tampering, alteration with the documents or certificates, he is liable to be debarred from appearing for any of the selections and examinations conducted by the CMWSS Board and consequently from entry into public service itself.
- b) (i) Candidates furnishing false particulars in the matter of qualification medium of instruction or the nature of pass in various subjects, experience gained, their religion or community, disciplinary proceedings, punishment, etc.

- (ii) Suppression of material information regarding
 - (a) Employment in Government or Local Bodies, Public Corporations etc.,
 - (b) Criminal Cases, Arrests, convictions debarment or disqualification by Union Public Service Commission / State Public Service commissions.
 - (c) Participation in agitation or any political organization.
 - (d) Candidature in election for Parliament / State Legislature / Local bodies etc.,
 - (iii) Making false or vexatious allegations against the CMWSS Board in petitions addressed to it or any other authority will be viewed seriously and that the candidate responsible for such act will be debarred from appearing for the examinations and selections held by this CMWSS Board permanently or for such period of years as the CMWSS Board may decide.
- c) Candidates resorting to any kind of irregularity or Mal-practices in the examination hall, such as.
- (i) Copying from another candidate in the examination hall
 - (ii) Permitting others to copy from his answer book
 - (iii) Copying from unauthorized Books or Notes which are printed / type written / written will also lead to debarment of the candidate for such a period as the CMWSS Board may decide.
 - (iv) Seeking the help / assistance of any official / hall supervisor in answering questions in examination hall.
 - will be debarred from appearing for the examinations

18. CONDUCT IN EXAMINATION HALL:

No candidate should misbehave in any manner or create a disorderly scene in the Examination Hall or harass the staff employed by the Commission for the conduct of the examination. Any such misconduct will be severely viewed & Penalised.

19. CERTIFICATE VERIFICATION:

Certificate Verification is done to verify the eligibility of the claims made by the candidates in the on-line application. It is done before or after Interview, as the case may be. Certificate Verification is meant only for confirming the eligibility of the candidates and it is not the next stage of the selection process.

Before the interview candidates in a suitable ratio depending on the vacancy in each reservation category as decided by the CMWSS Board will be called for "Certificate Verification". Candidates called for Certificate Verification must be aware that this exercise is done only to ascertain their eligibility to participate in further selection process and it cannot be construed as the exact list of candidates to be admitted to the interview. After due verification the proper ranking is arrived by deleting the ineligible candidates. The final selection will be made on the basis of the total marks obtained by the candidates at the Examination, Academic Marks and Interview Marks, taken together subject to the rule of reservation of appointments wherever it applies. The candidates who have not appeared for Written Examination will not be considered for further selection process.

20. COMMUNICATION WITH THE CHENNAI METROPOLITAN WATER SUPPLY AND SEWERAGE BOARD:

- i. Any communication intended for the CMWSS Board must be made in writing and addressed only to the Managing Director, Chennai Metropolitan Water Supply and Sewerage Board, No.1, Pumping Station Road, Chintadripet, Chennai- 600 002.
- ii. If a reply is sought it must be accompanied by an envelope affixed with sufficient Postage Stamps with the address to which the reply is to be sent.
- iii. Communications asking for reasons for non-selection and request for exemption from age limit or other qualifications will receive no attention.
- iv. The CMWSS Board will receive communications only from candidates. Communications in the name of pleader or agent will receive no attention.
- v. Requests for furnishing causes of failure in written exam or for non-selection on the results of the written exam / Interview or for revaluation of answer books will not be entertained.

21. The candidates should produce copy of following documents as applicable to them along with originals at the time of certificate verification.

- i. Latest Employment Registration Card / Slip.
- ii. Community Certificate
- iii. Secondary School Leaving Certificate (S.S.L.C)
- iv. HSC / Diploma Certificate
- v. Transfer Certificate

- vi. Degree Certificate (Provisional / Convocation)
- vii. Degree consolidate mark statement
- viii. Degree transfer certificate
- ix. PG Degree Certificate
- x. Certificate issued by the competent authority showing that the candidate comes under priority category for claiming reservation under priority category.
- xi. Certificate issued by the competent authority showing that the candidate comes under Ex-servicemen category for claiming reservation under Ex-servicemen category.
- xii. Certificate issued by the competent authority showing that the candidate comes under Destitute Widow category for claiming reservation under Destitute Widow category.
- xiii. Certificate to the effect that the candidate is eligible for Reservation under Differently abled category issued by the competent authority prescribed by the Government. (National Identity card issued by District Differently Abled Welfare Officer).
- xiv. Government Orders in support for claiming equivalence of degree.
- xv. Gazette publication for name change.
- xvi. Evidence for having passed the second language test. (Full test in Tamil conducted by TNPSC)
- xvii. Certificate of Character and conduct issued by Group A or Group B officers on or after the first day of the month in which the advertisement announcing the vacancies is published in the dailies.
- xviii. Certificate of character and conduct issued by the head of the institution in which he / she last studied or studying.
- xix. Differently abled person certificate from Medical Board to the effect that he / she is a fit person to discharge his / her duties attached to the post applied for and with the entries therein regarding the percentage of differently abled.
- xx. No objection certificate from a present employer in case of candidates who are working in Government organisations.
- xxi. **Tamil Medium:**

The Person Studied in Tamil Medium (PSTM) have to produce the evidence such as TC, Provisional certificate / Convocation certificate / Degree certificate / Certificate if needed Mark sheets after received from the Board or Universities or from the institution with a recording that he /

she studied the prescribed educational qualification in Tamil Medium. If no evidence for PSTM is available as said, then a certificate from the Head of the Institutions as given below must be furnished.

PSTM CERTIFICATE

(To be issued only by the Head of Institution)

This is certify that Thiru/Tmt/Selvi.(Name).....has studied (course Name).....(B.A./B.Sc.,etc.,) during the yearto.....in Tamil Medium. This certificate is issued after verifying the course content / statement of Marks / Transfer Certificate. The candidate has / has not obtained scholarship for having studied in Tamil Medium.

Date

Registrar/ Principal

Place:

Seal of the Institution:

It should be kept ready as soon as this.

Note: Board reserves the right to add/ delete/ modify any instruction at any stage of the recruitment process.

- xxii. Evidence of Tamil qualification having passed the second language in Tamil (viz. SSLC / HSC / Degree / Certificate) should be produced. Otherwise evidence having passed second language test (Full Test) in Tamil conducted by the TNPSC should be produced.
- xxiii. A valid photo I.D proof, attested copy with original.
- xxiv. Any other relevant certificate as applicable to the candidate as per the instructions.