

TEACHERS RECRUITMENT BOARD

DIRECT RECRUITMENT FOR THE POST OF POST GRADUATE ASSISTANT / PHYSICAL DIRECTOR GRADE – I / COMPUTER INSTRUCTOR GRADE-1 - 2025

INSTRUCTIONS TO CANDIDATES

1. The candidates are instructed to be present 15 minutes prior to their allotted C.V. Time schedule, at the C.V. Centre, Entry to C.V. Centre will be allowed 15 minutes prior to the schedule time only.
2. Only the candidate concerned is allowed to enter the C.V. Hall. Physically Challenged Candidates can be assisted by one helper, with the valid ID.
3. The candidates are instructed to appear only to their respective allotted time and they are instructed to maintain silence in the premises.
4. The candidates are instructed not to roam unnecessarily anywhere in the C.V. Centre Premises and it is mandatory to maintain discipline till the end of the C.V. process.
5. The candidates are instructed to bring two copies of the Bio-Data form (Annexure-I) and identification form (Annexure - II) downloaded from TRB website and attested by a Gazetted Officer.
6. All relevant original certificates and **two** sets of self attested photocopies of the same have to be produced before the CV Team.
7. The following originals and two attested photocopies should be produced before the CV Team by the candidate.
 - i. Evidence for educational qualification acquired before the cut-off date i.e., (The last date for application) 12.08.2025 as specified in the TRB's Notification.
 - a. 10th Std./ S.S.L.C Mark sheet.
 - b. 12th Std. / HSC Mark sheet or its equivalent.
 - c. UG Degree (Graduate degree B.A./B.Lit./ B.Sc., /B.Com./B.P.Ed., with Tamil, English, Mathematics, Physics, Chemistry, Botany, Zoology, Biology, Economics, Commerce, History, Geography, Political Science, Physical Education and Computer Science as Major subjects or its equivalent obtained from a recognized University) (or) Provisional Certificate with consolidated Statement of Marks (or) Mark sheet of All Semesters.
 - d. PG Degree (Graduate degree M.A./M.Sc./M.Com./M.P.Ed., with Tamil, English, Mathematics, Physics, Chemistry, Botany, Zoology, Biology, Economics, Commerce, History, Geography, Political Science, Physical Education and Computer Science as Major subjects or its equivalent obtained from a recognized University) (or) Provisional Certificate with consolidated Statement of Marks (or) Mark sheet of All Semesters.
 - d. B.Ed., / B.A., Ed., / B.Sc.,Ed./Special Education / Senior Diploma Degree or its equivalent or Provisional Certificate with consolidated Statement of Marks (or) Mark sheet of All Semesters.
 - f. Government Orders issued for Equivalence of qualification (wherever applicable)

- II. Tamil Medium certificates issued by the Competent authority (As per Notification) for those who claim reservation under Tamil medium quota – PSTM. Headmaster / Registrar / Principal / Head of the Institution with office seal in the prescribed form as per Notification. [As per G.O.(Ms.) No.82, Human Resource Management (S) Department, Dated 16.08.2021, G.O.(Ms.) No.01, Human Resource Management (S) Department, Dated 02.01.2024. and G.O.(Ms) No.16 Human Resource Management (S) Department, Dated 15.04.2025]
- iii. **Community certificate** issued in the name of Candidate with Father's name / Mother's name.
- iv. **Certificate of disability (PwD)** for physically challenged persons, which is issued by the Competent Authority as per Persons With Disabilities Act. (Candidate should submit I.D card, Pass book with Disability certificate issued by the Competent Authority. (if applicable)
- v. **No Objection Certificate (NOC)** from the Employer for those who are working in Government services (State / Central Government / Quasi Government) if applicable.
- vi. **Working Certificate** from the Employer for those who are working in Government services (State / Central Government / Quasi Government) (if applicable)
- vii. **Transgender ID Card**
- viii. **Conduct certificate** from Head of Institution where last studied (regular course)
- ix. **Character certificate** from a Government Officer belonging to Group A or Group B.

4. **Important Note to Candidate.**

- a. This is Certificate Verification process only and it does not guarantee for any appointment.
- b. Merely calling for C.V. does not confer any right of provisional selection.
- c. Original Certificates produced at the time of Certificate Verification alone shall be considered.
- d. Certificates / Documents submitted at a later date shall not be accepted.
- e. The decision of TRB shall be final regarding the eligibility of the candidate.
- f. Electronic Devices are strictly prohibited; Put your mobile phones in silent mode.
- g. No TA/DA shall be paid for attending the C.V.
- h. Candidate are requested to collect the original certificates submitted by them and check its correctness leaving the after C.V.

**ORIGINAL CERTIFICATES TO BE PRODUCED BY THE
CANDIDATE TO THE CV BOARD AT THE TIME OF CV**

The candidates are instructed to arrange the original certificates in the order mentioned below and submit 2 sets of self-attested photo copies of all the certificates to the CV Board at the time of verification and take back the original certificate after the verification.

1	Call Letter
2	Annexure - I (Bio – Data)
3	Annexure - II (Identification Form)
4	SSLC Marksheet (10 th)
5	HSC Marksheet (+2)
6	UG – Degree / Provisional Certificate
7	UG – Consolidated Mark Statement / Semesterwise Marksheet
8	PG – Degree / Provisional Certificate
9	PG – Consolidated Mark Statement / Semesterwise Marksheet
10	B.Ed., / Special B.Ed., – Degree / Provisional Certificate
11	B.Ed., / Special B.Ed., – Consolidated Mark Statement / Semesterwise Marksheet
12	Equivalence G.O. if any for UG / PG / B.Ed., / Special B.Ed.,
13	PSTM Certificate (From 1 std to Eligible Degree) (Notification Format Annexure-I or Annexure-II) (if applicable)
14	Community Certificate (Father's / Mother's Name)
15	Disability Certificate / Book (PWD) (If any) (if applicable)
16	No objection Certificate (NOC) as per the Format (Annexure-III) (if applicable)
17	Conduct Certificate (Obtained from Last studied institution)
18	Latest Character Certificate (Obtained from Gazetted Officer / Responsible person)
19	Any other document as called for by the TRB
20	Declaration of the Candidate about the list of documents submitted at the time of Certificate Verification