

DIRECTORATE OF TOWN AND COUNTRY PLANNING
4th Floor, P.T.Lee. Chengalvaraya Naikar Building,
807, Anna Salai, Chennai-2

INSTRUCTIONS TO CANDIDATES

Candidates are instructed to send applications for the post of Surveyor-cum-Assistant Draughtsman with following self attested copies as required in the notification.

1. 10th 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.
6. Person Studied in Tamil Medium (PSTM) Certificate (Specimen can be downloaded from www.dtcpexam.com).
7. Demand Draft for ₹300/-
8. Experience Certificate, if any
9. Certificate for Differently Abled / Ex.Serviceman / Destitute Widow.
10. Employment Exchange Card.

As given in the notification, the candidates should sent the printout of the application which was submitted through on-line, duly signed along with required enclosures by registered post to reach this office on or before 28.12.2015 at 5.45 PM to the” **Director of Town and Country Planning, 4th Floor, P.T.Lee. Chengalvaraya Naicker Building, 807, Anna Salai, Chennai -600 002.**”

The applications received not complying with the above requirements, will be summarily rejected without stating any reason.
