

# Does and Don'ts in TNPSC CCSE – II (OT) Main Examination

Request the students to follow the guidelines as given below while writing the Examination.

- Use single color pen throughout the paper (Preferably use Gel Pen -Either Blue or Black)
- 2. Write the answers only in the allotted space.
- 3. Strike out the unutilized space from right corner to left corner
- 4. Always write the **answers in Points**
- 5. **Do not use any symbols** for writing the points
- 6. Except hyphen (-), no special symbol should be used
- Always <u>use either Numerals or Alpha Numerals or Roman Numerals</u> to write points
- 8. Way of writing 3 Marks Questions:
  - a. Place the heading at the Top Center and Underline it
  - b. Write minimum 4 to 5 relevant points
  - c. Write a point as short as possible
  - d. If the question is related with Comparison, Similarities, Difference, please present the answer in tabulation format.
  - e. Always provide example wherever possible.
  - f. Sample Answers:

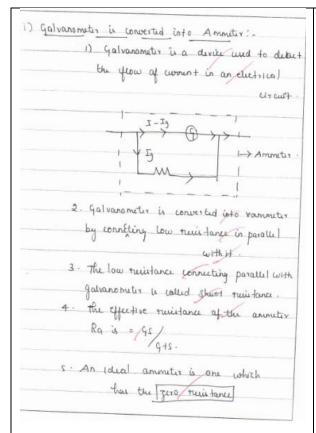


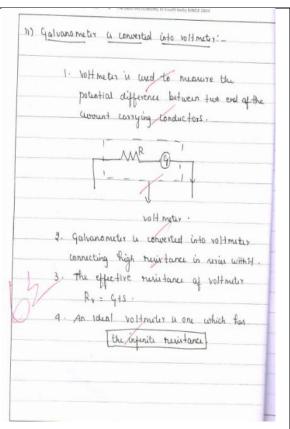
124 1	Atom	molieules
	1. It is the smallest	It is the smallest particle of
	particle of element 2. It is non bonded	element or compound.  It is bonded entity
	3. may or may not exist 4 noty	it exist greety.
141	main function of the	u cul wall:-
1	2. It gives 3. It gives	nigidity nuchanical strungth to the plant he proto playor against injury.

## 9. Way of writing 8 Marks Questions:

- a. Place the heading at the Top Center and Underline it
- b. Minimum 3 to 4 subdivisions can be given per page
- c. The sub-headings should written on left hand side
- d. Under every heading write at least 4 to 5 points
- e. Distribute the diagrams and texts in zigzag manner.
- f. Don't draw a single diagram in a page
- g. Sample Answer:



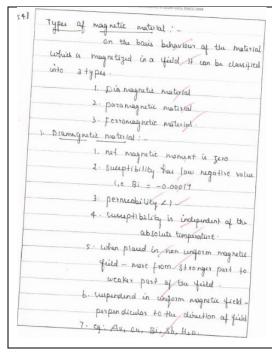


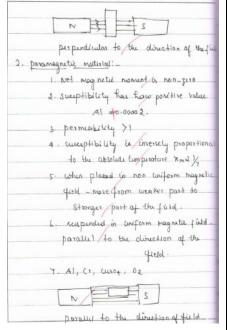


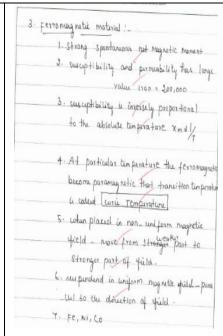
#### 10. Way of writing 15 Marks Questions:

- a. Place the heading at the Top Center and Underline it
- b. Introduction Not explicitly mentioned
- c. Minimum 3 to 4 subdivisions can be given per page
- d. The sub-headings should written on left hand side
- e. Under every heading write at least 4 to 5 points
- f. Distribute the diagrams and texts in zigzag manner.
- g. Don't draw a single diagram in a page
- h. Conclusion Not explicitly written
- i. Sample Answer:









### 11. Way of writing 30 Marks Questions:

- a. Place the heading at the Top Center and Underline it
- b. A paragraph of information about the topic should be written
- c. Introduction explicitly mentioned
- d. Minimum 3 to 4 subdivisions can be given per page
- e. The sub-headings should written on left hand side
- f. Under every heading write at least 4 to 5 points(Answer Should be in points only)
- g. Distribute the diagrams and texts in zigzag manner.
- h. Don't draw a single diagram in a page
- i. Write the conclusion explicitly

#### 12. Time Allocation for Writing Answers:

a. 3 Marks - 45 Mins (1.5 Mins per question)

b. 8 Marks - 90 Mins(6 Mins per question)

c. 15 Marks - 15 Mins(7.5 Mins per question)

d. 30 Marks - 30 Mins(15 Mins per question)

e. If you are able to complete the 3 marks in 30 mins, you can utilize those remaining time for 8 Marks questions.



#### 13. Other instructions:

- a. Ensure your presence in the exam hall at 9:30 AM
- b. Carry at least 3 pens in same color(Black/Blue)
- c. Visit your examination center one day before and ensure the venue address
- d. Carry hall ticket, one photo (recent passport size photo), and one identity card always.
- e. If the answers not known please do not get panic. Relax and manage the answer based on the knowledge you have
- f. Paper Completion is most important. Try your level best to complete the paper.(Writing answer for all questions)
- g. Avoid multiple striking of words
- h. Do not use different colors to highlight points (not even pencil). Use single pen to write answer, to draw diagram and to underline headings and key points.
- Do not draw any religious auspicious symbols. Answer sheet should not expose your identity under any circumstances.
- j. While writing subcategories in an answer, do not write utilize the space outside margin. Utilize only the space given for writing.
- k. Give two lines of space between two sections of answer
- I. After Completing the exam, ensure the followings before handing over the paper to invigilators:
  - i. Ensure all the unwritten pages have been striked out
  - ii. Ensure that have you signed the answer booklet after striking the unwritten pages
  - iii. Ensure that have you written your registration number correctly

# ALL THE VERY BEST