



## ALL INDIA CIVIL SERVICES COACHING CENTRE

163/1, Kanchi, P.S.Kumarasamy Raja Salai, R.A.Puram (Greenways Road),  
Chennai - 600 028, Website - [www.civilservicecoaching.com](http://www.civilservicecoaching.com)

Human Resources Management Department, Government of Tamil Nadu

Notification No. 1/2026

Date: 05.02.2026

### ADVERTISEMENT FOR DIRECT RECRUITMENT TO THE POST OF PRINCIPAL, ALL INDIA CIVIL SERVICES COACHING CENTRE

1. All India Civil Services Coaching Centre is imparting coaching for the Civil Services Examination conducted by the Union Public Service Commission in three phases, viz., Preliminary Examination, Main Examination, and Personality Test. It is functioning under the control of the Director General of Training, which comes under the administration of the Human Resources Management Department of the Government of Tamil Nadu.
2. Applications are invited from the eligible candidates for the direct recruitment to the **temporary** post of Principal, All India Civil Services Coaching Centre.

#### 3. Important Dates and Time:

Date of Notification	05.02.2026
Date of commencement of submission of the application	06.02.2026, 10:00 am
Last date of submission of the application	20.02.2026, 5:00 pm
Date of Physical Certificate Verification	23.02.2026, 10:00 am
Date of Interview	23.02.2026, 3:00 pm

#### 4. Application Process:

The eligible candidates shall apply through online on the Institute's website [www.civilservicecoaching.com](http://www.civilservicecoaching.com). Applications submitted through any other mode and received after the closing date and time will not be considered. There is no registration or application fee.

#### 5. Post Details :

Name of the Post	Principal, All India Civil Services Coaching Centre
No. of Post	1 (One)
Category	Group 'A'

## **6. Eligibility Conditions:**

### **6.1. Age Limit:**

Minimum Age Limit	35 years as on 01.01.2026
Maximum Age Limit	Should not have completed 60 years of age as on 01.01.2026 or at the time of selection/appointment to the post

### **6.2. Qualification and Experience:**

1. Bachelor's Degree in any discipline
2. Must possess three years experience of working in Group 'A' Category of Central Government or equivalent in State Government and anybody / organizations / institutions, which is wholly or substantially owned or controlled and administered by Central or State Governments.
3. Other things being equal, preference shall be given to candidates who possess at least two years of experience in training students for UPSC Civil Services Examination; Proficiency in Tamil Language and mentoring / analytical skills.

6.2.1. The candidates should possess the educational qualification and experience prescribed for the post, on the date of notification.

### **6.3. Medical and Physical Standards:**

6.3.1. Candidates selected for appointment to the post will be required to submit a certificate of physical fitness from a Medical Officer of the Government Hospital at the time of joining the post.

6.3.2. The prescribed standard of visual acuity of the candidates selected for the post is Standard III or better.

### **6.4. Knowledge in Tamil:**

Candidates should possess adequate knowledge in Tamil on the date of this Notification. The candidate shall be deemed to possess an adequate knowledge of Tamil if, he/she has passed the SSLC examination or its equivalent examination / HSC / Degree, etc., with Tamil as one of the languages or studied the High School Course in Tamil medium; or passed the SSLC examination or its equivalent examination in Tamil medium; or passed the Second Class Language Test (Full Test) in Tamil conducted by the Tamil Nadu Public Service Commission.

## **7. Recruitment Process:**

### **7.1. Physical Certificate Verification:**

7.1.1. Physical certificate verification will be conducted before the admission of candidates to the Interview. The candidates shall produce all the original certificates in support of the claims made in the application with the duly filled application form during the physical certificate verification.

7.1.2. After verification of original certificates, the eligible candidates alone will be admitted for an interview. If the candidate does not satisfy the eligibility criteria, his/her application will be rejected, and he/she will not be allowed to attend the interview.

7.1.3. Non-submission of requisite certificates/documents at the time of physical certificate verification will debar the candidate from further participation in the recruitment process.

7.1.4. If the candidate does not appear for the physical certificate verification on the scheduled date and time, the candidate will not be given any further chance to appear for the physical certificate verification and will not be allowed to attend the interview.

7.1.5. The Physical Certificate Verification and Interview will be conducted at the All India Civil Services Coaching Centre, 163/1, Kanchi, P.S.Kumarasamy Raja Salai, R.A.Puram (Greenways Road), Chennai - 600 028 on the date and time notified. The candidates who applied for the post shall attend the Physical Certificate Verification on the scheduled date and time. No separate communication will be sent to the candidates by the Institute.

### **7.2. Interview:**

7.2.1. The Interview will be conducted by the Selection Committee constituted by the Government of Tamil Nadu in G.O. (Ms) No.9, Human Resources Management Department, dated. 02.02.2026

7.2.2. The objective of the Interview is to assess the suitability of the candidate for the post by judging the candidate's personality, bearing, aptitude, knowledge required for the post, etc.,

7.2.3. Candidates should appear for the interview on the date and time notified. Request for changes of date and time of the interview will not be entertained.

7.2.4. If the candidate does not appear for the interview on the scheduled date and time, the candidate will not be given any further chance to appear for the interview.



## **8. Supporting Documents:**

8.1. The date of birth will be verified against the tenth standard (SSLC) or twelfth standard (HSC) mark sheet, issued by the Tamil Nadu Board of Secondary Education and Tamil Nadu Board of Higher Secondary Education, respectively. Those candidates whose date of birth is not mentioned in their tenth standard / twelfth standard mark sheet must submit their Birth Certificate / Transfer Certificate / Degree Mark Sheets, instead of the tenth standard or twelfth standard mark sheet. Any other form of evidence will not be accepted.

8.2. Degree / Provisional Degree Certificate shall be accepted as proof of educational qualification.

8.3. Candidates in possession of a qualification higher than that prescribed for a post must submit a certificate issued on/before the date of notification.

8.4. Candidates should submit the certificate/document issued by the competent authority supporting the experience prescribed for the post in the notification.

8.5. Candidates possessing the preferential qualification shall submit the certificate/document issued by the competent authority supporting the preferential qualification.

8.6. Candidates shall submit two recent passport-size photographs, Photo identity proof (with a clear photo of the candidate) issued by competent authorities, such as Aadhar Card, Passport, Electors Photo ID Card, PAN Card, or Driving License. No other ID cards will be accepted.

8.7. Candidates serving in Government/Quasi-Government offices/Public Sector Undertakings (including Nationalised Banks and Financial Institutions) must produce a No Objection Certificate from their employer.

## **9. General Instructions:**

9.1 Before applying, candidates should ensure they meet the eligibility and other criteria mentioned in this notification. They should read this notification carefully and follow all instructions given.

9.2. Incomplete applications in any aspect will be summarily rejected.

9.3. Only one application should be submitted by each candidate. In case of multiple applications, only the latest valid application will be retained.

9.4. Admission to the physical certificate verification/interview and subsequent processes is strictly provisional. Issuance of provisional allotment does not imply final clearance of candidature.

9.5. The Competent Authority can reject any application at any stage if eligibility norms are not met or incorrect/false information is provided.

9.6 The Competent Authority's decision regarding candidate eligibility during the physical certificate verification will be final and binding. No correspondence or personal inquiries will be entertained.

9.7. The decision of the Selection Committee regarding the selection of candidates will be final and no representation will be entertained in this regard.

9.8. The candidate should not have been convicted by any Court of Law.

9.9. Canvassing or creating undue influence will result in disqualification.

9.10. In case any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to this appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.

9.11. The Competent Authority reserves the right to make any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.

9.12. In case of any inadvertent mistake in the process of selection, which may be detected at any stage, even after the issue of the appointment letter, the Competent Authority reserves the right to modify/withdraw/cancel any communication made to the candidate.

9.13. Any dispute arising from this notification or the recruitment process will be subject to the jurisdiction of the Courts in Chennai.

9. 14. Applications received after the closing date and time will not be considered.

#### **10. Communication with the Candidates:**

All further announcements/details about this recruitment process will only be published on the Institute's website [www.civilservicecoaching.com](http://www.civilservicecoaching.com) . The Institute will not be responsible in any manner if a candidate fails to visit/access the website in time. Candidates are instructed to regularly visit the above website for updated information regarding the recruitment.

## **11. Communication with the Institute:**

11.1. Candidates requiring any clarification can send an email to the Institute's email ID - [aicscc.gov@gmail.com](mailto:aicscc.gov@gmail.com).

11.2. Requests for exemption from age limit or other qualifications, change of date and time for applying online/physical certificate verification/interview, relaxation of the condition mentioned in the notification shall not be entertained.

**Director General of Training**