

TAMIL NADU PUBLIC SERVICE COMMISSION

Office Order No. 176, dated 28.04.2021

Sub.: Departmental Examinations – Malpractices
Committed by the Candidates – Procedure
for Dealing with the Cases – Regarding.

The following orders are issued regarding the debarment of candidates from appearing for the departmental examinations conducted by the Commission.

- (1) Upon receipt of report of malpractice, the answer book of the concerned candidate shall be invalidated. An enquiry shall be initiated into the matter, based on the orders of the Commission, by issuing a show cause notice to the candidate. Thereafter, steps shall be taken in the following manner.
- (2) The candidate shall be asked to show-cause in writing as to why he should not be debarred from appearing for the departmental examinations conducted by the Commission.
- (3) The show-cause notice shall be prepared meticulously. The language used shall be simple and clear, leaving no room for doubt as to the issues raised and the explanation sought for. A time limit of 15 working days from the date of receipt of the show-cause notice shall be given to the candidate, to submit his explanation. The fact that no further extension of time would be granted, shall also be incorporated in the memorandum.
- (4) In case show-cause notices are to be issued to more than one candidate, they shall be prepared and issued individually, highlighting the facts / lapses relevant to the individual cases.
- (5) Usage of standardized formats while drafting show-cause notices shall be discouraged. Adequate application of mind on a case-to-case basis, specifically focusing on the uniqueness of each case, shall be the desired objective.
- (6) The show-cause notice shall be sent to the candidates by Registered Post with acknowledgement due and by email.

- (7) Upon receipt of an explanation from the individuals, the Controller of Examinations shall put up the file before the Commission for a final decision, as per the norms already approved by the Commission regarding the penalty for each such case. All efforts shall be made by the Controller of Examinations to complete the enquiry within two months from the date of the show cause notice.
- (8) In case the offence is of a kind not covered under the existing norms approved by the Commission, orders of the Commission shall be sought for as to the actual penalty to be imposed. Once such a decision is made by the Commission, the offence and the penalty thereof would become a part of existing norms for such cases and action shall be initiated to incorporate the same in the relevant office order.
- (9) The period of debarment stipulated by the Commission for the respective offences are given in **Annexure – I**.
- (10) The debarment period shall be reckoned from the date the Commission approves the same.
- (11) The candidate shall be informed of the debarment immediately by email and thereafter by post within seven working days from the date the Commission approves the same.
- (12) The name and other particulars of the candidate debarred by the Commission, shall be entered in the Debarment Register maintained in the DTD section concerned, in the format prescribed at **Annexure – II** and attested by the Under Secretary concerned.
- (13) Particulars regarding debarment of candidates shall also be published in the Tamil Nadu Public Service Commission eBulletin by the DTD section concerned (format at **Annexure - III**). While publishing details of the debarred candidates in the eBulletin, the nature of offence committed by the candidates shall also be included in a separate column, indicating the specific reason for which the candidates are debarred and the period of debarment.

... Annexures I to IV

K. NANTHAKUMAR, I.A.S.
Secretary

ANNEXURE – I

The period for which candidates shall be debarred from appearing for the departmental examinations conducted by the Commission are shown in column (3) against the respective offences shown in column (2). Besides debarment, the candidate shall also be liable to rejection of candidature and/or invalidation of answer books, as the case may be. Criminal action may also be initiated against such candidates, wherever indicated below:

Sl. No.	Nature of Offence	Period of Debarment
(1)	(2)	(3)
1.	Approaching or attempting to approach an examiner of getting other people to approach an examiner on his behalf.	Permanent and initiation of criminal action.
2.	Indulging in grave malpractices, including impersonation (including uploading photograph of some other person), amounting to subversion of the conduct of examination.	
3.	Possession of electronic devices such as cellular phones, watches and rings with in-built memory notes, Bluetooth devices, communication chip, any other electronic devices, inside the examination room. Seeking the help of / assistance of any official / invigilator / any outsider in answering questions.	
4.	Use of unauthorized special sheets like survey papers not provided by the Commission and use of unauthorized books or prescribed test book, etc., inside the examination room.	1 year
5.	Appealing to the examiners in the answer books, to value liberally or to award more marks or to be sympathetic, etc.	Cannot appear for the next two Departmental Examinations.

6.	Attempts to influence the Chairman / Members of the Commission, Secretary or Controller of Examinations or any officer or staff of the Commission, personally / by letter / through relatives, friends, patrons, officials or other persons.	<p style="text-align: center;">3 years</p> <p style="text-align: center;">Cannot appear for the next six Departmental Examinations.</p>
7.	Consulting with other candidates, copying from other candidates, permitting others to copy from his answer paper, copying from books or notes which are printed / typewritten / handwritten, seeking the help of / assistance of any official / invigilator / any outsider in answering questions, etc.	
8.	Written unwarranted remarks unconnected with answers to the subject concerned, in the answer books, etc., i.e., vulgar, derogatory and obscene language.	
9.	In addition to the offences listed herein, the involvement of candidates in any indiscipline or irregular practices within / outside the examination room.	
10.	Representing to the Chief Invigilator to permit to write the examination in a particular language / subject asserting falsely that he had chosen the said language / subject in his application.	
11.	Taking away from the examination hall, the whole or part of any used / unused OMR answer sheet / answer booklet, without handing it over to the room invigilator.	
12.	Candidates found smoking / intoxicated, or found to have entered into a quarrel of any kind, or to have misbehaved with the Chief Invigilator or with the inspection authorities or with the invigilator or with any other candidate either in the examination hall or inside the campus of the examination venue, either before, during or after the examination.	
13.	Behaving rudely / insulting staff with unparliamentary words assaulting staff / throwing the answer book on the floor / leaving the room before the closure of examination.	

- (2) The Debarment Register shall be verified after receipt of the online applications to ensure that none of the individuals listed in the said register, are permitted to write the examinations.
- (3) Before issue of the hall ticket, the Under Secretary of the DTD section concerned, shall verify the Debarment Register and certify in the format prescribed at **Annexure – IV**, to the effect that none of the candidates listed in the Debarment Register, who are currently debarred by the Commission, are among those being admitted for the departmental examinations.

ANNEXURE – II

Format of the Debarment Register

Sl. No.	Name	Date of Birth	Application No. / Register No.	Departmental Examinations - Month & Year (File No.)	Period of Debarment & Reason	Signature of the Under Secretary

ANNEXURE – III

TAMIL NADU PUBLIC SERVICE COMMISSION
CHENNAI – 600 003

PARTICULARS OF DEBARRED CANDIDATE

1. Name and Postal Address of the Candidate :
2. Permanent Address :
3. Whether a Government Servant :
4. Government Office where employed,
address and contact number
(not applicable for private candidates) :
5. Date of Birth of the Candidate :
6. Departmental Examinations
for which he was a Candidate :
7. Period of Debarment :
8. Reason for Debarment :

UNDER SECRETARY
TAMIL NADU PUBLIC SERVICE COMMISSION
CHENNAI-3

ANNEXURE – IV

Format of Certificate to be issued by
the Under Secretary of Departmental Test Department

Certificate

Certified that none of the candidates being admitted for the Departmental Examinations – _____ (Month, Year) are among the individuals listed in the Debarment Register.

Signature of the Under Secretary
(Name in Capital Letters)