

TAMIL NADU PUBLIC SERVICE COMMISSION

Particulars of organisation, functions and duties under section 4(1)(b)(i) of Right to Information Act, 2005

Following particulars are already available in the Commission's website under the Heading of " Vision and Mission, Organisation and Role and Functions".

Objective / Purpose of the Commission

AS MANDATED BY THE CONSTITUTION OF INDIA, THE TAMIL NADU PUBLIC SERVICE COMMISSION CONSISTENTLY AIMS AT CREATING AND NURTURING A PUBLIC SERVICE WHICH IS INDEPENDENT, IMPARTIAL, ETHICAL, EFFECTIVE AND BEING CAPABLE AND ENOUGH TO MEET THE NEW CHALLENGES FACED BY THE GOVERNMENT AND RESPONSIVE TO THE GROWING EXPECTATIONS OF THE PUBLIC AT LARGE AND MARGINALIZED SECTIONS IN PARTICULAR.

TNPSC'S MISSION IS TO

- ENSURE A FREE, FAIR AND TRANSPARENT RECRUITMENT PROCESS FOR THE STATE CIVIL SERVICES, BY LEVERAGING INFORMATION TECHNOLOGY SOLUTIONS.
- CONSTANTLY UPDATE ITS RECRUITMENT METHODOLOGY
- SUITABLY ADVISE THE GOVERNMENT ON ALL THE MATTERS RELATING TO THE SERVICE CONDITIONS OF THE PUBLIC SERVANTS.
- SAFEGUARD THE INTEREST AND INTEGRITY OF PUBLIC SERVANTS.

Organization

Articles 316 to 319 deal with the structure of State Public Service Commissions. Tamil Nadu Public Service Commission is headed by the Chairman and Comprises of fourteen other members, all appointed by the Governor of Tamil Nadu, in accordance with the above provisions of the Constitution of India.

The Commission meets at frequent intervals and hands down necessary rules, policies, guidelines and decisions on various issues arising from time

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to time. The Secretary to the Commission holds responsibility of ensuring implementation of its' various decisions, besides handling day-to-day administration, departmental promotion committees, oral tests for recruitment, etc. The Controller of Exams is responsible for notifying and conducting recruitment and departmental examinations and currently, the above posts are manned by Two IAS Officers.

Departments of TNPSC are headed by Joint Secretary, Deputy Secretaries and Under Secretaries consisting of sections headed by Section Officers and other subordinate staff.

ROLE AND FUNCTIONS OF THE COMMISSION

(i) RULES AND NOTIFICATIONS

Basic Rule Provision and Concept : As per Article 320 (3) (a) & (b) of the constitution of India, the Commission shall be consulted on all matters relating to methods of recruitment to Civil Services and for Civil posts and also on the principles to be followed in making appointments to Civil services and posts and in making promotions and transfer.

- Receives proposals for framing of rules and amendment of rules governing various posts in the Government Departments.
- Views of the Commission in the proposals are obtained and communicated to the Government.
- Incorporates any deviations in the Annual Report.
- Suggests modification in the rules to respective Government Departments.
- Watch for the due date in reporting of estimate of vacancies by the respective Government Departments / Head of Departments in various posts as per recruitment programme.
- For the reported vacancies, notifications are prepared with reference to the rules governing the post(s).
- If there is any deficiency, the Government / Unit Officers are asked for clarification.
- Issues the notification / advertisement for direct recruitment on approval by the Commission.

- Carries out amendment to the programme G.O. and revision of scheme of examinations and Medical G.O. III.
- Formulation and revision of syllabus to various recruitment examinations are carried out.
- Conducts equivalence Committee meetings and watches for the issue of Government orders on the recommendations of the Committee.
- Carries out the work of modification to the scheme of selections to various posts, as and when required.

(1)(ii) According Concurrence for

Regularizaion:

Regularization of temporary appointments made on Compassionate Grounds to the posts in various Departments of the Government of Tamil Nadu including Tamil Nadu Secretariat coming under the purview of the Commission under later part of Regulation 16(b) of the Tamil Nadu Public Service Commission Regulations, 1954.

- Regularization of the services of Junior Assistants and Typists employed temporarily under consolidated pay into permanent posts coming under Commission's purview(G.O. (Ms)No 248, Revenue Department, dated 23.03.93)
- Regularization of the services of Junior Assistants and Typists employed in 1991 census work and subsequently appointed in other departments as per Supreme Court's Order.
- Regularization of the services of the staff of Corporations observed by the Government.
- Regularization of Village Administrative Officers for those who were appointed as Village Officers on or before 14.11.1980 i.e. the date on which they were appointed as specified in Government Order.

Transfer

- Transfer of Staff from one Department /unit to another Department/ Unit under rule 20(a) (iii) of Tamil Nadu Ministerial Service Rules.

Inter -se- seniority

- Fixing of Inter-se- seniority in respect of candidates selected by the Commission (Direct recruits) and promotes.

Panel:

- Obtaining Panel approval from the Commission for promotion of 10% / 20% of Office Assistants, Record Clerks, Night Watch Men, Panchayat Assistants etc to Junior Assistants in Rural Development, Municipal Administration and Water Supply Department.
- Recruitment by transfer of Class I and IA Municipal employees in the Tamil Nadu Municipal General Service as Municipal Commissioner, Grade - II.

(1)(iii)Recruitments

Article 320 (1) of the Constitution of India empowers the Commission to conduct examinations for appointment by direct recruitment to the services of the State. The Oral Test Department deals with the selection of candidates for appointment by direct recruitment to various posts, the selection process of which consists of both Written Examination and Oral Test.

- The Oral Test Department informs the candidates who have been summoned to the Oral Test, the details as to the date, time and venue of the Oral Test through Individual communication.

- Original certificates of the candidates are verified on the day of Oral Test.

- In respect of the selection with multiple posts, Post Preference options are obtained from the eligible candidates.

- On completion of the Oral Test, the Consolidated Mark List (CML) consisting of the marks obtained by the candidates both in the Main Written / Written examination and at the Oral Test are prepared and after

approval by the Commission, the same is displayed in the Commission's notice board and hosted in the Website.

- Thereafter, the Selection List and Reserve List are prepared and after approval by the Commission, such Selection and Reserve Lists are displayed in the Commission's notice board and hosted in the Website. The above fact is published in the leading Tamil and English dailies through the Directorate of Information and Public Relations.

- The approved list of selected candidates are then forwarded to the Government / HODs concerned for issue of appointment orders. All the selected candidates are also intimated through individual communication.

Further, the candidates who have not been selected, but placed in the Reserve List and also those candidates who have not been selected are also intimated through individual communication. The candidates whose results are withheld pending receipt of certain documents, which they have failed to submit, and for receipt of verification reports regarding the claims made by the candidates in respect of their educational qualification, equivalence etc. are also intimated of the same through individual communication.

- The joining duty particulars of the selected candidates are obtained from the Government / HODs concerned.

- Withheld results of the selected candidates are released on receipt of the documents and receipt and acceptance of the verification reports etc. by the Commission and their name and other particulars are forwarded to the Government / HODs concerned for issue of appointment orders. The candidates are also informed of the same through individual communication.

- The Oral Test Department addresses the District Collector/District Vigilance Committee/State Level Scrutiny Committee to cause an enquiry

to be made into the Community /Religion/Nativity claims made by the candidates, if necessary. In such cases, the name and other particulars of the candidates are forwarded to the Government / HODs concerned with a request to appoint the candidates temporarily subject to the receipt and acceptance of the verification report regarding the genuineness of their Community / Religion / Nativity claim.

- The Oral Test Department addresses the Revenue Divisional Officers to cause an enquiry in connection with the 'Destitute Widow' claim made by the candidates, if necessary.

- The Oral Test Department takes necessary action to publish the details of the selected candidates in the Tamil Nadu Public Service Commission's Bulletin.

Besides, the department deals with the following works also:

- The Department implements the Right To Information Act-2005 in its letter and spirit by providing all the information sought for by the petitioners under the said act, thus empowering the general public to know whatever information they need regarding the facts and functioning of the Department.

- The Oral Test Department furnishes suitable replies to the petitions received through the Hon'ble Chief Minister's Special Cell.

- The Oral Test Department provides clarifications / views sought for by the Government / HODs regarding the fixation of seniority, alteration of date of birth etc.

- Candidates are provided with various information sought for by them through various facilities made available in the Commission's office , such as Grievance Redressal Cell, E-Mail etc. apart from informing those candidates who approach the Commission's office in person.

1(iv) Departmental Promotion

Constitutional Provision:

As per Article 320(3)(b) of the Constitution of India, the Commission shall be consulted on the principles in making appointment, promotion, transfer from one service to another and on the suitability of candidates for such promotion, transfer and appointments.

Departmental Promotion Committee (DPC)

To expedite the process of consultation with the Commission for the purpose of promotion or transfer of Government employees from one service to another, Departmental Promotion Committees are formed. (Vide orders issued in G.O.(Ms) No.15, Personnel and Administrative Reforms (S) Department, dated 12.01.2004).

Composition of DPC

The Composition of Committee shall be as follows:-

(a) In respect of selection to posts for which the Government are the appointing authority:

- i. Chairman or Member of the TNPSC - Chairman
- ii. Secretary to Government in the concerned Department - Convener and Member
- iii. Head of the Department concerned - Member
- iv. Secretary to Government, Personnel and Administrative Reforms Department or His nominee not below the rank of Deputy Secretary to Government - Member

(b) In respect of selection to the post of Under Secretary to Government in the Department of Secretariat other than Law and Finance Departments including Planning and Development Department, the Committee shall consist of the following:

- i. Chairman or Member of the TNPSC - Chairman
- ii. Secretary to Government, Personnel and Administrative Reforms Department - Convener and Member

(c) In respect of selection to posts for which Head of the Department is the appointing authority, the Committee shall consist of the following:

- i. Chairman or Member of the TNPSC - Chairman
- ii. Head of the Department concerned - Convener and Member
- iii. Secretary to the Commission - Member

Nomination of SC/ST Member

A Group-A, Officer of the Department belonging to SC/ST be included as a Member of that Department's DPC for selection of candidates to various posts to which rule of reservation is applicable (G.O.(Ms) No.137, Personnel and Administrative Reforms (S) Department, dated 09.06.1998.

Convener of the Meeting:

The convener shall prepare notes on proposals for preparing the list of eligible candidates for the various services relating to his Department in accordance with the concerned service rules and circulate them to the other Members and the Chairman of the Departmental Promotion Committee in relevance. The proposal shall be strictly confidential.

Minutes of the meetings

The minutes of the meeting shall be prepared by the Convener and Member and signed by the Chairman of the Departmental Promotion Committee and communicated to the Government / Head of the Department by the Secretary, Tamil Nadu Public Service Commission.

The minutes so communicated shall be treated as the final advice / recommendation of the Commission and there shall be no further consultation with the Commission in the issue.

Programme of the meetings

The programme of holding Departmental Promotion Committee meetings are as approved by the Government in Personnel and Administrative Reforms Department vide orders in G.O.(Ms) No.603, Personnel and Administrative Reforms Department, dated 12.06.1985 and as subsequently amended in G.O.(Ms) No.97, Personnel and Administrative Reforms (Per.M) Department, dated 21.04.1994 and from time to time.

Only regular panels

Only regular panels will be drawn by the Departmental Promotion Committee

Single Window System

Recently, Single Window System has been introduced for Departmental Promotion Committee proposals. The salient features of the scheme is as follows:

- The concerned Secretariat Departments, through their designated senior officials in the rank of Joint Secretary in respect of posts for which the Government are the appointing authority / Joint Director in respect of posts for which Head of the Department is the appointing authority, shall bring the proposals in person, to hand over the same to the TNPSC Office and the proposals will be scrutinised by the Senior Officials of TNPSC on the same day.
- The proposals in complete shape will be subjected to further processing and conduct of DPC meeting in the following week.
- The incomplete proposals will be returned on the same day with a note on rectifications to be carried out.

- The Single Window System is functioning on every Wednesday from 11 am to 2 pm with effect from 22.02.2012 and the proposals can be handed over to the Secretary, Tamil Nadu Public Service Commission directly and the scrutiny of proposals shall take place on the same day.

Check list for preparation and submission of particulars to DPC

An updated check list is introduced for preparing and submitting the proposals under Single Window System

Guidelines / Instructions in regard to preparation of panel and approval by DPC:

The Departmental Promotion Committee follows the detailed instructions and guidelines issued by the Government in G.O.(Ms) No.368, Personnel and Administrative Reforms Department, dated 18.10.1993 as amended from time to time

Weekly programme of Departmental Promotion Committee meeting:

The schedule of Departmental Promotion Committee meetings fixed in the current week being hosted in the website and being updated on every Monday for information.

(1)(v) Disciplinary Cases -Role of TNPSC

As per article 320(3)(c) of Constitution of India, the Government seeks the opinion of the TNPSC on the matters relating to disciplinary action/appeal/review/revision as specified in the TNPSC Regulations 1954.

The Commission being an advisory body to the Government, it offers its opinion only on the proposals received from the Government. The Tamil Nadu Civil Services (Discipline And Appeal) rules specifies the procedures to be followed while taking disciplinary actions against the

Government Servants. The Government Servants shall be offered sufficient opportunities to defend themselves.

Whenever the Government seeks the opinion of the Commission on the disciplinary cases, the Commission offers its opinion, after examining whether all the procedures prescribed under Tamil Nadu Civil Services (Discipline And Appeal) rules have been followed. The Government issue orders on such disciplinary matters only after obtaining the views of the Commission.

In accordance with the procedures prescribed under Tamil Nadu Civil Services (Discipline and Appeal) Rules, the Government Servants (delinquent officers) are asked to state whether they require Oral Enquiry or Personal Hearing or both. However, an Oral Enquiry shall be conducted whether they require it not in cases where charges are framed under rule 17(b) of the Tamil Nadu Civil Services (Discipline And Appeal) rules.

The enquiry conducted should be satisfactory to the delinquent officer and the further explanation on the report of the enquiry should be obtained. After following the required procedures of the discipline and appeal rules, the punishment shall be imposed on the Government official. If there is any flaw in the procedures, such omissions will be pointed out to the Government for rectification and return before offering the views of the Commission.

When disciplinary action is taken against a Government servant for the irregularities committed by him and punishment imposed by the punishing authority, the delinquent official shall make, an appeal petition against the imposed punishment, to the HOD or Government as the case may be. The Commission also offers its opinion to the Government on the Review Petition preferred by the affected Government Servants against the punishment imposed by the Government themselves. The Government issue orders on such review petitions after obtaining the views of the Commission.

The Commission examines whether the procedures prescribed under Tamil Nadu Civil Services (Discipline and Appeal) Rules are being followed scrupulously and accordingly tenders its views to Government. The Government issue orders in accordance with the views of the Commission. Whenever the Government issue orders in deviation of the Commission's views, such cases will be Commented in the Annual Report of the Commission.

(1)(vi) Departmental Test

Conducts Departmental Test twice a year for Government Servants and also conducts examinations on behalf of the Government of India, Ministry of Defence for admission to Rashtriya Indian Military Academy, DehraDun.

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