TAMIL NADU PUBLIC SERVICE COMMISSION

Office Order No. 190, dated 17.12.2021

(Amended vide Commission's Orders dated 22.03.2022
17.11.2022 and 07.07.2023)

Sub.:   Efforts to reduce time consumption in finalizing selection of Non-Oral Test / Oral Test posts - Regarding.

The following orders are issued with regard to uploading of documents, Application Scrutiny-cum-Onscreen Certificate Verification / Physical Certificate Verification.

A. Application Processing Department (APD) – Revised procedure for uploading of documents:

1. In respect of recruitment to all posts, the candidates shall mandatorily upload the certificates / documents (in support of all the claims made / details furnished in the online application) at the time of submission of online application itself. It shall be ensured that the online application shall not be submitted by the candidates without mandatorily uploading the required certificates.

2. However, this procedure shall not be followed in respect of recruitment to the posts included in Group I, Group II and Group IV as the applications are expected to be large in number for these posts.

3. The uploaded credentials shall be mapped with the One Time Registration of the respective candidate along with the Application number and Notification Number (i.e., with reference to the notification for each post), so that they can be used during future submission of application by the same candidates.

4. The candidates shall have the option of verifying the uploaded certificates through their OTR. If any of the credentials have wrongly been uploaded or not uploaded or if any modifications are to be done in the uploading of documents, the candidates shall be permitted to upload / re-upload the documents till twelve days prior to the date of examination. Further, the ineligible candidates. (i.e.)

    1. Exceeded the fee concession limit.
    2. Debarred candidates

3. Over aged candidates and OC candidates who have put in more than 5 years of service in the Government could be filtered out at the stage of online application itself.
   - shall be identified and their online application rejected as well as hall tickets shall be hosted only in respect of candidates who are found to be eligible at that stage.

5. After the last date for submission of online applications and application correction window period, no modification shall be permitted in respect of the application data i.e., the details furnished by the candidates in the online application.

6. In order to enable the Certificate Upload feature to the candidates in the online application, the following procedure shall be followed:

   i. APD Section concerned shall furnish a list of documents / certificates to be uploaded, which shall be published as an Annexure to the notification for each post.

   ii. APD Tech section shall take steps to re-design and modify the online application in such a way that a certificate is uploaded in respect of each and every claim made in the online application as per the list of documents / certificates to be uploaded furnished by APD Section concerned.

   iii. The uploading of documents in requisite size (i.e., specific limitations with regard to the type, minimum and maximum size of the file) shall be permitted from all sources including e-seva centers.

   iv. APD Tech section shall instruct the outsourcing agency entrusted with the OARS (Online Application and Registration System) to ensure requisite storage capacity in the Server so as to enable hassle free upload of credentials by the candidates.

   v. APD-Tech Section and APD Section concerned shall ensure that the outsourcing agency entrusted with the OARS does the Prima-facie quality check in respect of all the certificates uploaded by all the candidates and if any lapse is noticed, i.e. if any certificates/documents are found blank or illegible, the applicant may be asked to upload afresh within the stipulated time limit. A message may be generated and sent through SMS and email to the candidate automatically by the outsourcing agency stating that "the document uploaded with regard to ….. claim is blank / not correct / not legible. You are

therefore instructed to re-upload a certificate substantiating the above claim clearly / correctly on or before ……….   You may also check other uploaded certificates in your OTR for correctness and re-upload the required documents on or before the date stipulated above.

vi. The documents uploaded by the candidates shall be linked with OTR and retained in the server for a maximum period of 2 years and thereafter the documents / certificates shall be downloaded and stored in a local Hard disc drive (HDD) so that the same could be used whenever necessity arises. If the candidate applies subsequently for other posts within 2 years, the documents which were already uploaded shall be displayed to the candidate during the online application process for confirmation and the same need not once again be uploaded by the candidate. If the candidate applies to other posts after the period of retention i.e. 2 years, the candidate shall be instructed to upload all the documents afresh.

7. The Onscreen Certificate Verification (OCV) process shall be done based on the certificates uploaded at the time of application process stage. There shall not be a separate Certificate upload window.

8. The APD-Tech Section and APD Section concerned shall take steps to start the OCV process immediately after publication of result by QD by securing the details and images of certificates uploaded by the shortlisted candidates while submitting their online applications from the outsourcing agency handling the OARS, and the following opportunities shall be given to the candidates at the time of OCV:-

(i). After OCV, 15 days of time shall be given to the candidates to upload the documents/certificates as per their claim in the online application.

(ii). If they fail to submit the required documents or if they resubmit the earlier documents which is not relevant/supporting their claim and not satisfying the requirement of the Commission, and if otherwise eligible they will be admitted to next stage of selection. If they are otherwise not eligible the application of the candidate will be summarily rejected after due process.

9. Detailed instructions regarding the uploading of certificates at the time of Online Application shall be incorporated in the Notification for each post.

The Instructions to Applicants shall be amended suitably specifically mentioning the date of effect of such amendment.

A separate press release regarding the change in the procedure of certificate upload shall also be issued by the APD Section concerned.

10. OTR Edit:
The candidates shall be permitted to edit the details in the OTR whenever they desire. APD Tech shall ensure that necessary provision in this regard is made in the OTR by the outsourcing agency handling OARS. *(Present procedure: Editing crucial details in OTR is permitted only ONCE. The candidates who wish to change the details further, shall submit the request through their OTR with necessary documentary evidence which shall be verified and approved/rejected by APD Tech Section)*

11. Application Edit:
Similarly, the candidates shall be permitted to edit the details in the online application till the last date stipulated for submission of online application. *(Present procedure: Once the application is submitted finally, editing the details is not possible even within the last date for submission of online application)*

12. Application Correction Window:
The candidates shall also be permitted to edit the details in their online application during the Application Correction Window Period which shall be enabled for three days after four days   from the last date for submission of online application.

B.   Post Selection Department (PSD)

1. Candidates shall upload the required documents / certificates while applying for examination itself.

2. PSD section shall shortlist the list of candidates in the prescribed ratio based on the result published by Confidential Department (QD) which has to be given to APD section for onscreen verification of documents already uploaded by the candidates.

3. After that, a list of eligible candidates published for calling for physical certificate verification / counselling.

4. Certificate verification (Physically) has to be done on the day of Counselling.

C.   **Rules and Notifications Department (RND**)

RND section concerned shall ensure that relevant instructions / details with regard to certificate upload at the time of online application is incorporated in BOLD letters prominently in the notification as well as in the time line.

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Secretary