

TAMIL NADU PUBLIC SERVICE COMMISSION

Office Order No.196, dated 30.03.2023

Sub : Tamil Nadu Subordinate services – Standard Operating Procedures – Formulated for smooth functioning of Competitive Examinations – Preliminary Examination / Written Examination of single stage / Main Written Examination – Regarding.

Standard Operating Procedure - I

With regard to arranging of same sequence of Register numbers for printing in the Personalised OMR Answer sheets and in the Attendance list / Number statement / Table sticker for the conduct of Preliminary Examination / Written Examination of single stage.

1. APD-Tech section should give the relevant data viz. Name, Register numbers, image, etc., of the candidates applied for the examination.
2. After assigning the centres and venues, Register numbers to be sorted in the ascending order.
3. The Register numbers assigned data generated, venue-wise and centre-wise data generated in the ascending order sequence to be made ready, with all relevant fields for printing register numbers, etc., to the Agency for printing of attendance sheets with all relevant fields and personalised OMR answer sheets.
4. The data so generated should be verified by the Section Officer of APD-Tech and APD section concerned.
5. The sequencing order should be cross verified by the Under Secretaries of APD-Tech and APD section concerned.
6. On satisfactory completion of the verification at all levels the final data in complete shape, on the same sequencing should be shared with VSD and APD section concerned for verification and for obtaining approval at the level of Under Secretaries concerned.
7. The final data generated the centre /venue wise count alone to be transferred to Confidential Printer by the DS (QD) for printing and packing of Question booklets and to the OMR printer for printing personalised OMR answer sheets and Attendance sheet and number statement, with suitable instructions, not to alter the sequence or whatsoever while taking up for printing OMR answer sheets / Attendance sheets / Number Statement / Table stickers.
8. The sample printed forms of Attendance sheets / Number statement / table stickers received from the printer through mail should be verified thoroughly and to ensure the correctness of sequence of numbers printed and other details of template relating to the name of examination, date and session of examination etc. by the APD section concerned. APD-Tech section should give consent mail to the Printer to carry out the printing job on receipt of proper approval orders from the Deputy Secretary (APD) through the APD section concerned.

Standard Operating Procedure- II

With regard to arranging of same sequence of Register numbers for printing in the Question cum Answer booklets and in the Attendance list / Number statement / Table sticker for the conduct of Main Written Examination.

1. APD-Tech section should pick the Register numbers of selected candidates in the Preliminary examination.
2. Those Register numbers to be allotted to the centres opted by the candidates for Main Written Examination in their online application.
3. After assigning the centres, Centre-wise Register numbers to be sorted in the ascending order before assigning to the venues in the centre.
4. The Register numbers assigned data generated, venue-wise and centre-wise data generated in the ascending order sequence to be made ready for sharing to QD (with relevant fields alone for printing register numbers in the QCAB's) and to the Agency for printing of attendance sheets with all relevant fields.
5. The data so generated should be verified by the Section Officer of APD-Tech and APD section concerned.
6. The sequencing order should be cross verified by the Under Secretaries of APD-Tech and APD section concerned.
7. On satisfactory completion of the verification at all levels the final data in complete shape, on the same sequencing should be shared with QD in DVD and APD section concerned for verification and for obtaining approval at the level of Deputy Secretaries concerned.
8. The final data generated to be transferred to Confidential Printer by the DS(QD) for printing QCAB's and to the Attendance printing agency by APD-Tech with the consent of the APD section concerned with suitable instructions, not to alter the sequence or whatsoever while taking up for printing Attendance sheets / Number Statement / Table stickers.
9. The sample printed forms of Attendance sheets / Number statement / table stickers received from the printer through mail should be verified thoroughly and to ensure the correctness of sequence of numbers printed and other details of template relating to the name of examination, date and session of examination etc. by the APD section concerned. APD-Tech section should give consent mail to the Printer to carry out the printing job on receipt of proper approval orders from the Deputy Secretary (APD) through the APD section concerned.

**P. UMA MAHESWARI, I.A.S.,
Secretary**