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**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES UNDER SECTION 4(1)(b)(ii) OF RIGHT TO INFORMATION ACT, 2005**

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The Commission consists of Chairman and 14 Members as specified in Regulation 3 of the Tamil Nadu Public Service Commission Regulations. They are assisted by Secretary, Controller of Examinations, Joint Secretary, Deputy Secretaries and Under Secretaries.

**Secretary (IAS Cadre)**

Secretary is the Head of Office. He exercises general supervision and control over the Staff / Officers viz., Joint Secretary, Deputy Secretaries and Under Secretaries.

Secretary is responsible for carrying out the work allotted to the Staff efficiently and expeditiously.

**Controller of Examinations (IAS Cadre)**

He is responsible for overall work relating to examinations such as question paper setting, Securing of halls to conduct examination, Valuation of answer papers and publication of results.

**Joint Secretary / Deputy Secretaries**

The Joint Secretary / Deputy Secretaries will deal with cases relating to the subjects allotted and submit to Secretary such cases as may be specified. They may send files for orders thro' Secretary. The Joint Secretary / Deputy Secretary also exercises control over the sections placed in their charge.

**Under Secretary**

The Under Secretary exercises control over the sections placed in their charge.

**Section Officer**

The Section officer is in charge of a section of TNPSC. He / She is assisted by certain number of Assistant Section Officers / Assistants who work under his / her direction and control. He / She is also responsible for all files relating to the subjects allotted to the ASO / Asst. under him/ her.

### **Assistant Section Officer / Assistant**

The main duties of the Assistant Section Officers/ Assistants in a section are to put up notes and drafts, maintain the personal Registers and also assist the section Officer in their section work and also to attend the routine items of work such as comparing, despatching, indexing and docketing of closed papers. They shall also maintain the prescribed periodical registers and put up reminders. They shall put up those files to the Section officer.

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22/1/2010

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24/1/10