TAMIL NADU PUBLIC SERVICE COMMISSION

Office Order No.125, dated 12.11.2020

(Amended vide Commission's orders dated 28.04.2021, 22.10.2024 and 08.05.2025)

Sub.: Norms governing Postings / Transfers and Deputations within the Commission's office - Regarding.

The following orders are issued with regard to the norms governing postings / transfers and deputations within the Commission's office.

2. At present, the Commission's office is functioning with 72 permanent sections. In addition, the Government accords sanction, on a temporary basis, towards another 30 sections, in view of the Commission's requirements in the efficient discharge of their duties and responsibilities.

3. The 102 (72+30) sections of the Commission's office have been broadly classified in the following manner.

I. Departments dealing with Confidential work
II. Departments dealing with Core work
III. Departments dealing with Non-Core work

I. Departments dealing with Confidential work

1. Confidential Department (QD)
2. Evaluation Department (ED)

II. Departments dealing with Corework

1. Oral Test Department (OTD)
2. Legal Cell Department (LCD)
3. Application Processing Department (APD)
4. Post Selection Department (PSD)
5. Departmental Test Department (DTD)
6. Monitoring and Co-ordination Department (MCD)
7. Infrastructure Department (ID)
8. Rules and Notification Department (RND)
9. Personnel Department (PD)
10. Disciplinary Cases Department (DCD)

III. Departments dealing with Non-Core work

1. Verification and Stationery Department (VSD)
2. Building, Stationery and Furniture Department (BSFD)
3. Vehicles and Machineries Department (VMD)
4. Liaison Wing (LW)
5. Tapal Department (TD)
6. Records and Forms Department (RFD)
7. Concurrence Department(CD)
8. Departmental Promotion Department(DPD)
9. Right to Information Department (RID)
10. Bills and Receipts Department (BRD)
11. Despatch Section
12. Grievance Redressal Call Centre(GRCC)
13. Library
14. All other sections

4. Postings/transfers and deputations in the case of staff/ officers up to the rank of Under Secretary, shall be made strictly in accordance with the following norms.

A. Postings/Transfers

(1) Departments dealing with Confidential work

(a) The Controller of Examinations shall personally select staff / officers of integrity, to be posted in sections dealing with confidential work.

(b) Staff /officers upto the rank of Under Secretary, upon completion of his/her tenure (2 years) in any of the departments dealing with confidential work, shall not be posted in the departments dealing with confidential work, for the next two years.

(c) The Evaluation Department shall have officers up to the level of Under Secretary alone and they shall always report to the Controller of Examinations directly.

(d) Under no circumstances shall the Evaluation Department and the Confidential Department (QD) be headed jointly by any officer other than the Controller of Examinations.

(e) Staff with less than two years of experience in the Commission's office, shall not be considered for posting in the departments dealing with confidential work.

(f) In case a vacancy arises due to promotion or other causes in the departments dealing with confidential work and posting needs to be effected at times other than those scheduled for posting / transfer of the respective cadre of staff, the Controller of Examinations shall propose the names of three staff in the respective cadre, one of whom shall be posted in the vacancy.

(2) Posting of staff in all other cases, shall be decided as per the norms laid down in this office order, except in special circumstances during which the Secretary / Controller of Examinations may select an individual for posting in a department, after recording such requirements in writing.

(3) In order to ensure that all cadre of staff / officers acquire first-hand knowledge of the work carried out by the various departments of the Commission's office, no staff / officer up to the rank of Under Secretary, shall work in the same department for more than one term (2 years).

(4) No staff shall be allowed to continue in the same department for more than one term (2 years). However, such staff may work in another department in the same category (Core / Non-Core) for one more term (2 years). On completion of two terms, staff shall be moved out of the said category without fail. In the case of the category of departments dealing with confidential work, no staff shall be allowed to continue for more than one term (2 years),as stated at point (1)(b) above.

(5) On promotion to a higher post, the staff / officer shall be considered for posting in a department where he/she had worked earlier, subject to the condition that upon promotion, an individual shall invariably be posted in a department other than the one in which he/she is currently working.

(6) In the case of vacancies arising (other than in departments dealing with Confidential Work) due to promotion or other causes, at times other than those scheduled for posting / transfer, staff of the respective cadre, demarcated for special work shall be posted in the said vacancies.

(7) All new recruits shall be posted only in core departments. Among the new recruits, those in the cadre of Assistant / Assistant Section Officer / Assistant Section Officer-cum-Programmer, Typist, Data Entry Operator, Input-Output Operator shall preferably be posted uniformly among the APD, PSD, OTD and RND sections. New recruits with the following technical qualification, viz., MCA, MSc (Computer Science), BE, BTech (Computer Science)/ (Information Technology) shall be posted in APD-Tech, PSD-Tech, OTD-Tech sections. However, not more than one such recruit shall be posted in one section. The said new recruits shall be attached with the said sections as additional Assistant / Assistant Section Officer / Assistant Section Officer-cum-Programmer whereupon, the senior most staff working in the section shall be posted on Special Work.

(8) Every staff in the cadre of Assistant / Assistant Section Officer / Assistant Section Officer-cum-Programmer shall put in a minimum service of 2 years compulsorily in the Application Processing Department (the Personnel Department shall ensure this during the yearly postings / transfers).

(9) Individuals up to the cadre of Under Secretary, shall be transferred every two years.

(10) Staff in the cadre of Section Officer and equivalent cadres shall be transferred during odd years; staff in the cadre of Assistant Section Officer and equivalent cadres / Assistant and equivalent cadres shall be transferred during even years, so that sections do not suffer from dislocation of the entire staff in any given year. The two-year period shall be reckoned as on the 31st of May and transfers shall be effected, generally by the end of May.

(11) In the case of Under Secretaries, transfers shall be effected by the Secretary / Controller of Examinations, once in two years or based on the requirements of the Commission’s office. The two-year period shall be reckoned as on the 31stof December and transfers shall be effected by the end of December.

(12) In the case of all other cadres[except those mentioned at(10) and (11) above],the two-year period shall be reckoned as on the 31st of December and transfers shall be effected by the end of December.

(13) A consolidated list of staff shall be prepared in an eRegister, in the format prescribed in the Annexure and one page shall be earmarked for individual staff. Each and every post held by the individual along with the tenure shall be recorded in the respective page automatically so as to ensure that staff are preferably not posted in the same department where he/she had already worked for two years.

(14) On satisfactory completion of term in the departments dealing with confidential work, staff shall be permitted to select three departments to which they would like to be posted and shall be considered for posting in the same, seniority-wise and subject to the availability of vacancies.

(15) On satisfactory completion of term in the departments dealing with core work, staff shall be permitted to select three departments to which they would like to be posted and shall be considered for posting in the same, seniority-wise and subject to the availability of vacancies.

(16) On completion of term in the departments dealing with non-core work, staff shall not be given any choice and shall be posted, based on the administrative requirement.

(17) If any of the staff / officer applies for leave for more than one month, the next higher level officer concerned shall mention the period and type of leave requested to be availed of by the said staff and place a request for a substitute staff. The request shall be forwarded to the Secretary. In respect of staff working under Controller of Examination's control the request shall be routed through the Controller of Examinations and then submitted for Secretary's approval. There shall not be any replacement when a staff is deputed for any type of training.

(18) Staff on joining duty from leave for more than a month's duration, at any time during the month, shall be placed at the disposal of the Personnel Department and their services shall be utilized for special work. Postings of such staff shall be done, following the guidelines laid down in this office order, subject to the availability of vacancies.

(19) All postings shall be effected on the first working day of a given month. Disciplinary action shall be initiated against the Under Secretaries concerned, on the forenoon of the second working day of the month, for failing to relieve the individuals working under them.

(20) Intimation regarding postings shall be sent to the individual staff, the Section Officer and the Under Secretary in-charge of the section where currently posted, as well as the Section Officer and Under Secretary in-charge of the section to where posted.

(21) The staff / officer concerned shall report to the Under Secretary / Deputy Secretary/Joint Secretary in charge of the section to which he/she is posted and the Under Secretary / Deputy Secretary /Joint Secretary shall acknowledge the same.

(22) Under Secretaries shall work for a minimum period of two years each, in core, non-core and confidential departments, subject to the consent of the Controller of Examinations regarding posting the individuals in the confidential departments.

(23) In case of adverse remarks recorded against a particular staff/officer, the Secretary / Controller of Examinations may, in addition to any other action deemed fit,transfer the said staff/officer to a different department.

B. Deputation

(1) Software based modules shall be put in place to forecast the deployment requirements. All departments / sections of the Commission's office shall plan the work allotted to them using the software, taking into account the activity-based standards evolved. At the end of every activity, data entry related to standards as actually adopted, shall be fed by the Secretary / Controller of Examinations, in the Man Management Module. A system-generated deviation report (deviation between the standards actually adopted as against the agreed-upon standards) shall be taken up for a joint review at the level of the Secretary and Controller of Examinations, once a month.

(2) However, in case of work requiring additional manpower, viz., unforeseen heavy workload, certificate verification, counselling, oral test, etc., a request may be placed with the Personnel Department for allotment of staff on deputation. In case of examination-related duties such as inspection of examination halls, truck duty, van duty, etc., the Infrastructure Department shall allot the staff using the pre-fixed protocol.

(3) Staff / officers upto the rank of Under Secretary, may be placed on deputation. In order to ensure that all staff/officers are allotted an equal number of days on deputation, there shall be two turn lists maintained. One for examination-related duties, the norms for which are laid down in a separate office order and another for all kinds of special work in the Commission's office.

(4) For the purposes of deputation, the services of staff demarcated for special work shall be utilized first. Thereafter, the services of other staff may be utilized. Whenever staff serving in the special work pool are deputed, the work to be undertaken by such staff shall not be treated as deputation but shall be treated as regular work. Typists not being utilized for typing work, shall be deputed for any work that may be undertaken by Assistants / Assistant Section Officers.

(5) In case of other staff, it shall be ensured that each staff / officer is deputed for 10 full days or 20 half-days. Upon completion of this specified period of deputation, an individual shall not be considered for a second round of deputation unless all the other staff in the same cadre in the Commission's office, have been similarly posted on deputation, for the said period. However this shall not be applicable for deputation of staff in the cadre of RA/ RC/ OA/ CW and Typists/ Senior Typists.

(6) Whenever the Secretary / Controller of Examinations exempts an individual from deputation, an alternate person shall be deputed from the departments under the control of the Secretary / Controller of Examinations, respectively. However, such exempted staff shall be engaged in the next round of deputation.

(7) Any department / section seeking staff on deputation to carry out any work, may place a request, specifying the nature of work and the manpower required, with the Personnel Department, generally fifteen days in advance.

(8) The Librarian and Telephone Operator shall not be considered for transfer or deputation. However, they shall be considered for deputation on examination-related duties. The Personal Clerk / Personal Assistant / Private Secretary – to Chairman / Members / Secretary / Controller of Examinations and the Nodal Officer for the Legal Cell Department shall not be considered for any deputation.

(9) Staff who have not completed two years of service in the Commission's office shall not be considered for independent deputation work like onscreen certificate verification, dummy numbering, inspection / van duty, etc. However, they shall be used for dependent deputation work like certificate verification during oral test / counselling and examination duty, under the supervision of a senior staff / officer.

(10) Orders regarding deputation of staff for any work other than examination-related duties, shall be issued on the first working day of the last week of the month, along with postings/transfers, if any.

(11) a) One staff in the cadre of Assistant / Assistant Section Officer / Assistant Section Officer cum Programmer, working in the Grievance Redressal Department-Call Centre, shall be deputed to the reception work for 15 days on rotation basis.

b) Whenever the number of visitors is more, one additional staff shall be deputed to the reception work by the Joint Secretary / the Deputy Secretary concerned.

(12) Intimation regarding deputation shall be sent to the individual staff and the Section Officer and Under Secretary in-charge of the section to which the staff is deputed as well as the Section Officer and Under Secretary in-charge of the section where the staff was originally working.

(13) All deputation shall be given effect from the actual date of requirement. Disciplinary action shall be initiated against the Under Secretaries concerned, for failing to relieve those staff working under them, who have been placed on deputation.

C. General

(1) In case an Assistant / Assistant Section Officer / Assistant Section Officer-cum-Programmer/Typist/Data Entry Operator/ Input-Output Operator who is a dealing hand in a section is permitted

To avail leave for more than a month, he shall hand over any papers /materials including keys / registers / CDs / DVDs, etc., to the Section Officer concerned and obtain acknowledgement for the same in a 'Handing Over Report', generated as an eNote. The staff posted in the place of the staff on leave, on taking charge in the section, shall acknowledge the receipt of such material in an eNote to the Section Officer.

(2) In case a staff is constrained to proceed on leave without prior intimation, the Section Officer concerned shall himself take charge of such materials and submit an eNote to this effect, to the Under Secretary concerned for information.

(3) The Chairman shall be informed prior to major changes in core / confidential wing postings. The Chairman may be consulted whenever any dispute arises at any stage. Any revision of/ deviation from the norms as stated above, shall be made only upon specific orders of the Commission.

…Annexure I & II

K.NANTHAKUMAR,I.A.S.,
Secretary

ANNEXURE-I

Consolidated eRegister of Staff–Page Format

TAMIL NADU PUBLIC SERVICECOMMISSION

Sl.No:_____

STAFF PARTICULARS

Name:	Section:
Qualification:	Entry Level Post:

Posting particulars from the date of appointment.

Designation	Section	Period		Category*	Total period (Y/M/D)
		From (Month / Year)	To (Month/ Year)	Confidential Work/ Core Work/ Non-Core Work	

*Categories

Confidential work: QD,ED

Core work: OTD,LCD,APD,PSD,DTD,MCD,ID,RND,PD, DCD

Non-Core work: VSD, BSFD, VMD, LW, RFD, CD, DPD, RID, BRD, TD, Despatch, GRCC, Library, etc.

I here by declare that the above details furnished by me are correct and true to the best of my knowledge.

Date: Signature:

Name in Capital letters:

For office use only

1. No. of years completed in the present section / department as on 31.05.20xx/ 31.12.20xx

Years	Months	Days

2.WorkingParticulars

Confidential			Core			Non-Core		
Y	M	D	Y	M	D	Y	M	D

ANNEXURE-II

LIST OF AMENDMENTS

Sl. No.	Subject	Date
1.	Modification in para B(11) in respect of Deputation of GRCC staff to reception work on rotation basis.	22.10.2024
2.	Modification in para B(5) in respect of deputation procedure which is not applicable for staff in the cadre of RA/ RC/ OA/ CW and Typists/ Senior Typists	08.05.2025