

TAMIL NADU PUBLIC SERVICE COMMISSION

Office Order No. 133, dated 12.11.2020

(Amended vide Commission's orders dated 28.04.2021)

Sub.: Recruitment (Direct) – Tamil Nadu State and Subordinate Services - Conduct of Oral Test - Placement of the 'Statement of Qualification-cum-Mark Sheet' before the Oral Test Board, Constitution of Oral Test Boards, Shuffling and Other Procedures to be followed – Regarding.

The following procedures shall be followed in the matter of Placement of the 'Statement of Qualification-cum-Mark Sheet' before the Oral Test Board, Constitution of Oral Test Boards and allotment of candidates to the Oral Test Boards.

- (1) Prior to the day of the oral test, the '*Statement of Qualification-cum-Mark Sheet*' OMR format, as prescribed in Annexure I, shall be made ready for all candidates admitted to the oral test.
- (2) On the day of oral test, the staff of the Oral Test Department shall arrive at the office before 08.00 am.
- (3) The staff shall ensure that the candidates are seated at the designated tables. The identity of the candidates shall be verified with the photographs on the attendance sheet. In case of any discrepancy, recent photographs of the candidate shall be pasted on all the Statements of Qualification – cum - Mark Sheet, pertaining to that particular candidate and attested by the Joint Secretary / Deputy Secretary / Under Secretary in charge of the Oral Test Department.
- (4) After verifying the identity of the candidates, verification of the certificates / documents uploaded, with the original certificates / documents produced shall commence. Corrections, if any, required to be made to the database furnished by the APD, shall be made by the OTD Tech section, upon request from the OTD section concerned. The OTD Tech section shall also make the required corrections to the respective Statements of Qualification – cum – Mark Sheets and issue fresh printouts of the same.

- (5) After completion of certificate verification, the instructions to candidates as specified in Annexure II, both in Tamil and English, shall be read out over the public address system. The candidates shall deposit all their belongings, including mobile phones, in the lockers provided for the purpose. The locker number allotted to each candidate, shall be recorded in the attendance sheet (format prescribed in Annexure III). The candidates shall be instructed to retain the locker keys safely until the conclusion of the oral test.
- (6) A lot box containing tokens bearing Board Numbers shall be placed near the certificate verification area.
- (7) Around 09.00 am, the staff shall direct the candidates, for whom certificate verification has been completed, table-wise, to the lot box. Each candidate shall pick one token, bearing a Board Number, from the lot box and shall disclose the Board Number to the staff supervising the process. The supervising staff shall write down the Board Number against the name of the candidate in the attendance sheet and obtain their signature on the attendance sheet.
- (8) After drawal of lots, the candidates shall remain seated at their originally designated tables. Thereafter, the candidates shall be instructed to seat themselves Board Number-wise, in the order of picking up tokens. The candidates shall also fill in and sign the format shown below, which shall be retained for use by the interview clerk.

Order in which candidates are to be admitted to the Oral Test

Post: _____
 Date Of Oral test: _____ FN / AN
 Board No.: _____

Sl. No.	Register No.	Name of Candidate	Signature

- (9) The staff who had verified the certificates shall place the Statement of Qualification-cum-Mark Sheet of candidates (full set) in the respective trays, according to the Board Number drawn by them.

- (10) The names of the Section Officers assisting the Oral Test Boards shall be selected by lot, prepared by and under the supervision of the Joint Secretary / Deputy Secretary concerned. The Section Officers shall inform their staff regarding the Board assigned to them and ensure that all the candidates are seated in the waiting hall earmarked for that particular Oral Test Board.
- (11) Thereafter, the staff shall arrange the Statements of Qualification-cum-Mark Sheet of candidates allotted to their board, in the order of picking of tokens by the candidates.
- (12) Candidates who do not present themselves for the oral test, at the stipulated time, shall be permitted to attend the oral test, only if the verification of their certificates and their admission to the oral test is approved, before the conclusion of the oral test in the respective session in the Board allotted. They shall, however, forfeit their chance to choose the Board Number by drawal of lot.
- (13) In the case of candidates who come late or absent themselves for the oral test or whose applications were rejected subsequently, the Statements of Qualification - cum - Mark Sheet of such candidates shall be arranged in the ascending order of their register numbers within each category, viz., (i) late-comers; (ii) absentees and (iii) rejections. The Board Numbers mentioned in the remaining tokens shall be allotted to them, in the order of categories as mentioned above.
- (14) The Statement of Qualification-cum-Mark Sheet OMR format of those candidates whose applications are rejected subsequently, shall be marked and signed by the Joint Secretary / Deputy Secretary in charge of Oral Test Department and placed before the Board allotted, in the same session.
- (15) On the day of oral test, the Chairman / Members may assemble in the Commission's Meeting Hall, at a time to be decided on a case-to-case basis, to draw lots on which Board they would chair.
- (16) Where the number of Boards is equal to the number of members of the Commission (including the Chairman and other Members) present, each

of the members shall chair a Board. Where the number of Boards is less than the number of members of the Commission (including the Chairman and other Members) present, the members who would chair the Boards, shall be decided by lot.

- (17) The Departmental Representatives and Experts shall be allotted Boards by drawal of lot, in their waiting hall, under the guidance of the Joint Secretary / Deputy Secretary in charge of the Oral Test Department. Prior to the drawal of lots, the Joint Secretary / Deputy Secretary / Under Secretary shall read out the '*Instructions to the Departmental Representatives and Experts*' as specified in Annexure IV and obtain their acknowledgement on a copy of the said 'Instructions'.
- (18) After conclusion of the oral test, the Section Officer concerned shall collect the Statement of Qualification-cum-Mark Sheet of the candidates intended for the Chairman / Member, Expert and Departmental Representative, respectively, place it inside the specified cover, seal the cover under the supervision of the Chairman / Member, in the Oral Test Board Room itself. This cover shall be handed over to the Secretary, within five minutes of sealing.
- (19) A certificate from the Experts and Departmental Representatives regarding their acquaintance / non-acquaintance with the candidates, in the format prescribed at Annexure V, shall also be obtained by the Section Officer at the end of every session of the oral test and handed over to the OTD section concerned.
- (20) As regards the afternoon session, the composition of the board and the board number, fixed in the morning shall remain the same.
- (21) The video recording of the proceedings of each individual Oral Test Board shall be copied from the server onto DVDs, by the staff nominated from the OTD-Tech. section, after which the original content in the server shall be deleted. The DVDs pertaining to each individual Oral Test Board shall be placed in a separate cover and sealed in the server room itself.

- (22) All the sealed covers shall be superscribed by the Under Secretary (OTD) to the effect that the aforesaid work had been carried out in his/her presence. The covers containing the DVDs shall be handed over to the Under Secretary (OTD) by the said staff, within an hour after conclusion of the oral test for that day, in the respective Boards. The sealed covers shall be attested by the Chairman and thereafter deposited in the Secretary's room.


... Annexures I to V

K. NANTHAKUMAR, I.A.S.
Secretary

Annexure I

Format of Statement of Qualification

(The text alongside the grade to be awarded shall be in consonance with the provisions of the Commission's Rules of Procedure as on date)

TAMIL NADU PUBLIC SERVICE COMMISSION				
Statement of Qualification-cum-Mark Sheet for Oral Test				
Name of the post: <POST NAME>				
Register Number	Date & Time of Oral Test			Date of Birth & Age as on DD-MM-YYYY
<REGISTER NO> <BAR CODE>	DD.MM.YYYY FN/AN HH:MM AM/PM			DD/MM/YYYY (-- YEARS, -- MONTHS)
Name of the Candidate: THIRU./TMT./SELVI. NAME INITIAL				
Educational Qualifications / Other Qualifications etc.,				
EDUCATIONAL QUALIFICATION: 1. <UG DEGREE>, <MAJOR SUB>, <UNIVERSITY>, <DD/MM/YYYY><FIRST/SECOND CLASS IF REQUIRED> 2. <PG DEGREE>, <MAJOR SUB>, <UNIVERSITY>, <DD/MM/YYYY> <FIRST/SECOND CLASS IF REQUIRED> 3. <etc.,>				
BAR ENROLLMENT: <Enroll. No.> , <Enroll. Date>				
EMPLOYMENT STATUS/EXPERIENCE:				
S.NO.	DESIGNATION	ORGANISATION	FROM TO	
Grade awarded (By consensus)				
Outstanding (O) - <input type="radio"/>	This Grade has been awarded by consensus (vide II and III Proviso to Rule 5(e) of the Commission's Rules of Procedure) arrived at based on candidate's Personality, Bearing, Aptitude, General Knowledge, Technical Knowledge etc.,			
Very Good (VG) - <input type="radio"/>				
Good (G) - <input type="radio"/>				
Above Average (AA) - <input type="radio"/>				
Average (A) - <input type="radio"/>				
Signature of Hon'ble Chairman/Member		<input style="width: 100px; height: 20px;" type="text"/>		
Absent (AB) - <input type="radio"/>	Signature of JS/DS			
Rejection (R) - <input type="radio"/>				

Annexure II

Instructions to Candidates

1. Candidates shall be requested to choose the Oral Test Board at which they will be interviewed, by drawal of lot. Each candidate shall pick one token, bearing a Board Number, from the lot box and disclose the Board Number to the staff supervising the process. The supervising staff shall write down the Board Number against the name of the candidate in the attendance sheet.
2. Candidates shall be requested to deposit all their belongings, including mobile phones, in the lockers provided for the purpose. The locker number allotted to each candidate, is recorded in the attendance sheet. The candidates shall be requested to retain the locker keys safely until the conclusion of the oral test.
3. Candidates shall be requested to verify all details in the attendance sheet, including the Board number and Locker number, before signing the same.
4. After conclusion of the oral test, candidates shall be requested to remove all their belongings from the locker and hand over the locker keys to the office staff, duly acknowledging the same.
5. Candidates suffering from illness, pregnant women and lactating mothers shall be requested to inform the staff accordingly, so as to obtain priority in the order of interview, for that session.
6. Candidates suffering from medical conditions requiring medication or other medical aids, may make a request to be permitted to carry the requisite material with them into the waiting hall. However, they shall not be permitted to carry such material into the Oral Test Board Room.
7. Candidates shall be requested to avail of the canteen and restroom facilities available in the ground floor of the Commission's office, as required, before the start of oral test. Candidates shall not be permitted to go to any other floors of the Commission's office.
8. Persons accompanying the candidates shall be requested to utilize the Waiting Hall on the ground floor. However, candidates with benchmark disabilities, pregnant women, lactating mothers and those who need special assistance shall be permitted to bring an attender inside the Commission's office premises.

... Tamil Version Overleaf

தேர்வர்களுக்கான அறிவுரைகள்

1. தேர்வர்கள் ஒவ்வொருவரும் தங்களே தங்களது வாய்மொழி தேர்வு அறை எண்ணை குலுக்கல் முறை மூலமாக தெரிவுச் செய்து கொள்ளுமாறு கேட்டுக்கொள்ளப்படுகிறார்கள். ஒவ்வொரு தேர்வரும் வாய்மொழி தேர்வு நடைபெறவிருக்கும் அறை எண் பொறிக்கப்பட்டிருக்கும் ஒரு சீட்டினை குலுக்கல் மூலமாக தெரிவுச் செய்து, அறை எண்ணை மேற்பார்வை செய்து கொண்டிருக்கும் தேர்வாணைய அலுவலரிடம் தெரிவிக்க வேண்டும். தேர்வாணைய அலுவலர், தேர்வர்களின் அறை எண்ணை அவர்கள் பெயர்களுக்கு நேராக வருகைத்தாளில் பதிவு செய்வார்.
2. தேர்வர்கள், கைப்பேசி உட்பட தங்களது அனைத்து உடைமைகளையும் இதற்கென்றே வழங்கப்பட்டிருக்கும் பாதுகாப்பு பெட்டகத்தினுள் வைத்துக்கொள்ளுமாறு கேட்டுக் கொள்ளப்படுகிறார்கள். மேலும், ஒவ்வொரு தேர்வர்க்கும் தனித்தனியே ஒதுக்கப்பட்டுள்ள பாதுகாப்புப்பெட்டக எண்ணானது வருகைத்தாளில் பதிவுசெய்யப்படும். வாய்மொழித் தேர்வு முடியும்வரை, தேர்வாளர்கள் தங்களிடம் கொடுக்கப்பட்ட பாதுகாப்புப் பெட்டகத் திறவுகோலை பத்திரமாக வைத்துக்கொள்ள அறிவுறுத்தப்படுகிறார்கள்.
3. தேர்வர்கள், தங்கள் வாய்மொழித் தேர்வு நடைபெறவிருக்கும் அறை எண், பாதுகாப்புப் பெட்டக எண் உள்ளிட்ட அனைத்துத் தகவல்களும் வருகைத்தாளில் முறையே பதிவு செய்யப்பட்டுள்ளனவா என்பதை உறுதி செய்த பின்னரே கையொப்பமிடுமாறு கேட்டுக்கொள்ளப்படுகிறார்கள்.
4. வாய்மொழித் தேர்வு முடிந்த பிறகு தேர்வர்கள் அனைவரும் பாதுகாப்புப் பெட்டகத்திலிருந்து தங்களது அனைத்து உடைமைகளையும் எடுத்துக் கொண்டு அதற்கான திறவுகோலை சம்பந்தப்பட்ட தேர்வாணைய அலுவலரிடம் ஒப்படைத்து, உரிய படிவத்தில் கையொப்பமிடுமாறு கேட்டுக்கொள்ளப்படுகிறார்கள்.
5. உடல் நலமற்ற தேர்வர்கள், கர்ப்பிணிப் பெண்கள் மற்றும் பாலூட்டும் தாய்மார்கள், அவர்களுக்கான நேர்காணல் வரிசை எண் முறையில் முன்னுரிமை பெறும் பொருட்டு, தேர்வாணைய அலுவலரிடம் அதற்கேற்ப முன்னரே தெரிவிக்குமாறு அறிவுறுத்தப்படுகிறார்கள்.
6. உடல் நலமற்ற தேர்வர்கள் தங்களுக்குத் தேவையான மருந்து மற்றும் மருத்துவ உபகரணங்களை காத்திருப்பு அறைக்கு எடுத்துச் செல்வதற்கு தேர்வாணைய அலுவலரிடம் அனுமதி கோரலாம். இருப்பினும், அத்தகைய பொருட்களை வாய்மொழித் தேர்வு அறைக்குள் எடுத்துச்செல்வதற்கு அவர்கள் அனுமதிக்கப்படமாட்டார்கள்.
7. வாய்மொழித் தேர்வு தொடங்குவதற்கு முன்பதாக, தேர்வர்கள் தேர்வாணைய அலுவலக தரைத்தளத்தில் உள்ள உணவகம் மற்றும் கழிப்பறை வசதிகளை பயன்படுத்திக் கொள்ளுமாறு கேட்டுக்கொள்ளப்படுகிறார்கள். மேலும், தேர்வர்கள் தேர்வாணையத்தின் வேறு எந்த தளத்திற்கும் செல்வதற்கு அனுமதி இல்லை.
8. தேர்வர்களுடன் வரும் நபர்கள் தரைத்தளத்தில் உள்ள காத்திருப்பு அறையை பயன்படுத்திக் கொள்ளுமாறு கேட்டுக்கொள்ளப்படுகிறார்கள். எனினும், மாற்றுத்திறனாளிகள், கர்ப்பிணிபெண்கள், பாலூட்டும் தாய்மார்கள் மற்றும் சிறப்பு உதவி தேவைப்படும் நபர்கள் ஆகியோர் ஆணையத்தின் வளாகத்திற்குள் உதவியாளர் ஒருவரை அழைத்துவர அனுமதிக்கப்படுகிறார்கள்.

Annexure III
Attendance Sheet

Posts included in _____ / Post of _____

Date of Oral Test _____ FN / AN

Table No. _____

Sl. No.	Register No. / Name	Photo	Board No.	Locker No.	Declaration	Signature
					<p>I hereby declare that as on date, no criminal case / disciplinary case, has been filed / registered / pending against me and that I have not been convicted by any court of law / awarded any punishment, on any count (if not, state as applicable)</p> <p>I have deposited all my belongings, including mobile phone, in the locker. I am aware that if any material, except the locker key, is found to be in my possession, while in the waiting room or in the Oral Test Board, the same will be confiscated.</p>	

Annexure IV

Instructions to Experts and Departmental Representatives

1. The Oral Test Board at which the Experts and Departmental Representatives are to assist, shall be decided by drawal of lot, by the Experts and Departmental Representatives themselves, fifteen minutes before the start of the oral test.
2. The Experts and Departmental Representatives are requested to keep their mobile phones in the Experts / Departmental Representatives waiting room itself and not to carry them inside the Oral Test Board.
3. The Experts and Departmental Representatives are requested not to carry any book / notepad / paper for making notes / any other stationery including pen and pencil or electronic gadgets such as Tabs, Laptops, etc., inside the Oral Test Board.
4. The Experts and Departmental Representatives are requested to go through the Statement of Qualification-cum-Mark Sheet, given to them, wherein the photograph and other details of the candidates are available. If any of the candidates are related to them / subordinates working under them / known to them, they shall inform the Board Chairman immediately and refrain from interviewing such candidates. In any case, the Experts and Departmental Representatives are requested to certify regarding their acquaintance / non-acquaintance with the candidates, in the format of certificate given to them for this purpose.
5. The Experts and Departmental Representatives are informed that they are liable to face appropriate action, in case of suppression of information regarding their acquaintance with the candidates.
6. White sheets and black pens are provided in the Oral Test Board for the use of Experts, Departmental Representatives and the Oral Test Board Chairman. After the oral test, the Experts and Departmental Representatives are requested to leave the paper they have used, in the Board itself.
7. The Experts and Departmental Representatives are also requested not to make any notes regarding the personal information of the candidates or note down the Grade awarded to the candidates during the oral test process.
8. The Experts and Departmental Representatives are requested to use only the black pen provided to them, for shading the Grade in the Statement of Qualification-cum-Mark Sheet.
9. The Experts and Departmental Representatives may please note that the Grade is awarded by consensus, based on the candidate's personality, bearing, aptitude, general knowledge and technical knowledge.
10. The Statement of Qualification-cum-Mark Sheet shall be sealed in the Oral Test Board, in the presence of the Experts, Departmental Representatives and the Oral Test Board Chairman, at the conclusion of the forenoon and afternoon sessions, respectively. The Experts and Departmental Representatives may leave the Oral Test Board only after the said process is completed.

... Acknowledgement Overleaf

ACKNOWLEDGEMENT OF THE INSTRUCTIONS AT PRE-PAGE

Sl. No.	Name of Expert / Departmental Representative	Designation	Signature

Annexure V

Post: _____

Date: _____ FN / AN

BOARD _____

Certificate by the Departmental Representative / Expert

I, _____ (Name, Designation, Department)
have been nominated to assist at the Oral Test Board as Departmental Representative
/ Expert.

(Please strike off the box which is not applicable)

I do not wish to interview the following candidates, for the reasons stated.

Name of Candidate (Thiru/Tmt/Selvi)	Register No.	Reason (Relative/Subordinate staff/Known to me)

OR

I certify that no candidate interviewed by me today was related to me /
a subordinate working under me / known to me.

I further certify that I am aware that suppression of any information in this regard
will make me liable to appropriate action in the future.

Signature of the Departmental Representative/Expert

