

TAMIL NADU PUBLIC SERVICE COMMISSION

Office Order No. 170, dated 12.03.2021

Sub.: Personnel Department – Verification of Character / Antecedents and Genuineness of the Certificates of the Staff appointed in the Commission's Office – Procedures to be Followed – Regarding.

The following office order is issued with regard to the procedures to be followed for the verification of the genuineness of the certificates produced by the staff appointed in the Commission's office and verification of their character / antecedents.

- (1) The Director, Directorate of Government Examinations, DPI Campus, Chennai – 600 006, shall be addressed to ascertain the genuineness of the Secondary School Leaving Certificate (SSLC) and Higher Secondary Certificate (HSC).
- (2) The Registrar of the University concerned shall be addressed to ascertain the genuineness of the Degree certificates (UG / PG / MPhil / PhD, etc.).
- (3) In general, the genuineness of the **community certificate** shall be ascertained by addressing the issuing authority concerned. The current practice of referring the **community claim**, in certain cases, to District Vigilance Committee / State Level Scrutiny Committee shall also continue.
- (4) The genuineness of all other certificates produced by the staff in support of their claims in their application for selection, shall also be verified by referring the same to the authorities who issued the certificates.

- (5) The Commissioner of Police (if the native place of the staff is Chennai) or the Superintendent of Police (if the native place is other than Chennai) shall be addressed with regard to the verification of character and antecedents.
- (6) The appointment order shall also include the words, "*The appointment is subject to the outcome of the verification of the genuineness of the certificates produced by the individual in support of the claims / genuineness of the claims made in his/her application for selection for appointment by direct recruitment to the said post and the verification of the character and antecedents of the individual.*"
- (7) The services of the staff shall be regularized only after ascertaining the genuineness of the certificates / claims and verification of their character / antecedents.
- (8) This office order shall be applicable to those staff who are probationers as well as those who have recently joined duty in the Commission's office.

**K. NANTHAKUMAR, I.A.S.
SECRETARY**