

TAMIL NADU PUBLIC SERVICE COMMISSION

Office Order No. 121, dated 12.11.2020

*(Amended vide Commission's orders dated 28.04.2021, 02.12.2021 17.11.2022,
05.05.2023 and 07.07.2023)*

Sub.: Recruitment (Direct) – Tamil Nadu State and Subordinate Services – Application Scrutiny – cum – Onscreen and Physical Certificate Verification – Instructions – Regarding.

The following orders are issued with regard to application scrutiny – cum – onscreen certificate verification as well as physical certificate verification.

A. Application scrutiny shall be undertaken at the following stages:

- (1) At the time of onscreen certificate verification.
- (2) At the time of physical certificate verification.

B. Documents that shall be perused before undertaking onscreen / physical certificate verification:

- (1) Commission's notification pertaining to the recruitment.
- (2) Commission's instructions to applicants.
- (3) Recruitment-specific guidelines framed by the Application Processing Department (APD) / Post-Selection Department (PSD) / Oral Test Department (OTD) sections concerned, at the notification meeting itself.
- (4) Guidelines as given below along with the annexures.

C. General Guidelines:

- (1) The recruitment process commences with the notification of vacancies for selection for appointment by direct recruitment. The notification specifies the eligibility criteria in accordance with the rules in force. The notification creates a bond between

the Commission and the candidates and has a legal status, i.e., has force of law. In view of such significance, no clause or paragraph of the notification shall be altered subsequently, without informing the same to the candidates through a corrigendum / addendum.

- (2) The date of notification shall also be treated as the date on which the Commission desires to commence recruitment. **The date of notification shall be the date on which possession of all eligibility criteria as notified by the Commission as well as claims made by the candidate shall be reckoned and reconciled with.** During certificate verification, either onscreen certificate verification or physical certificate verification, validity of documents shall be verified as on the date of notification only and not as on the date of actual certificate verification. However, the only exception shall be the case of claims to reservation meant for 'Ex-servicemen', made by in-service armed forces personnel due for discharge within a year from the last date for receipt of applications for that recruitment.
- (3) Candidates shall be directed to upload the documents at the time of submission of online application itself / at the time of publication of the list of candidates required to upload documents for onscreen certificate verification, candidates shall be directed to upload the certificates in support of their claims made in the online application as per the formats available both in the Commission's website as well as the QR code printed on the memorandum of admission to certificate verification.
- (4) The formats of all the certificates to be furnished by the candidates shall be made available in the Commission's website as well as the QR code printed on the memorandum of admission to certificate verification / oral test / counselling, as the case may be, to enable candidates to download the same and furnish the certificates in the prescribed format.
- (5) The image format and size of the scanned documents required to be uploaded shall be informed to the candidates in the memorandum of admission to onscreen certificate verification.
- (6) Documents in support of the claims made in the online application shall mandatorily be uploaded at the time of onscreen certificate verification / documents uploaded at the time of submission of online application itself, shall also be produced at the time of

physical certificate verification, failing which candidature shall be rejected. However, in the case of transgender candidates declaring non-possession of community certificate, the community certificate need not be uploaded / produced and they shall be considered under MBC communal reservation category, if so claimed in the online application, upon uploading / production of the prescribed transgender ID card.

(7) In all cases where claims made in the online application are fully authenticated by the prescribed documents / supporting documents, candidature shall be admitted finally.

(8) Cases where claims made in the online application do not have an impact on selection to the next stage of the recruitment process and do not impact upon the prospects of other candidates (other than cases related to format related discrepancies):

If certificate verification reveals discrepancies between the details furnished in the online application and the documents submitted, the decision regarding candidature shall be made as follows:

Onscreen Certificate Verification:

- Admitted provisionally.

Physical Certificate Verification:

- (i) Admitted finally, after obtaining an undertaking from the candidate, if the discrepancy can be reconciled with, by such undertaking.
- (ii) Admitted finally, on production of the requisite document.
- (iii) Admitted provisionally, in the following instances:
(see Annexures I & II).
 - Criminal cases, where judgement is pending.
 - No objection certificate not produced, in cases where employment is obtained after applying.
 - Non-production of Bona fide Certificate / Pension Payment Order (PPO) by in-service armed forces personnel.

In case of candidature admitted provisionally at the time of physical certificate verification, the instructions as indicated at Annexure II shall be followed.

- (9) Cases where claims made in the online application have an impact on selection to the next stage of the recruitment process and impact upon the prospects of other candidates:

When certificate verification reveals discrepancies between the details furnished in the online application and the documents submitted, then candidature shall be rejected at the stage of onscreen certificate verification itself.

- (10) Cases where certificates (only in respect of disability / medium of instruction / community / no objection certificate) in support of claims made in the online application are not in the proper format:

(a) If the certificate furnished is lacking in one or more key components, as defined in the recruitment specific guidelines, i.e., contains information contradictory to the claim as stated in the application or lacks information required to validate the claim or the signature of the issuing authority is missing, etc., then candidature shall be rejected at the stage of onscreen certificate verification itself.

(b) If the certificate furnished includes all key components, as defined in the recruitment specific guidelines but is lacking in one or more peripheral components, the decision regarding candidature shall be made as follows:

Onscreen Certificate Verification:

- Admitted finally, subject to production of the certificate in the proper format at the time of physical certificate verification.

Physical Certificate Verification:

- (i) Admitted finally, on production of the certificate in the proper format.
- (ii) Admitted provisionally, if the certificate in proper format is not produced (*see Annexures I & II*).

- (11) In respect of claims made by candidates to belong to communal reservation categories or categories like Ex-Servicemen, Persons with Benchmark Disability, Transgender, Transgender-Male,

Transgender-Female, Women, Destitute Widow and Person Studied in Tamil Medium, the category claim as made in the online application shall be frozen upon submission of the online application by the candidate.

- (12) No subsequent category claim made by the candidate in any form or manner – through uploading / production of documents – shall be entertained. The category in which the candidate has been classified as per claims made in the online application shall not be altered at any subsequent stage of the recruitment process. The staff undertaking physical certificate verification and onscreen certificate verification shall be specifically instructed in this regard.
- (13) Documents uploaded, including letters and undertakings shall be considered only if they relate to claims already made in the online application.
- (14) Wherever eligibility criteria like technical qualification, practical experience, etc., are sought for in a **single online application**, for recruitment to **multiple posts*** and specific eligibility criteria are relevant to specific posts only, failure on the part of the candidate to upload / produce documents in support of the specific eligibility criteria or uploading / production of documents that do not support the specific eligibility criteria, shall lead to rejection of candidature for selection to those specific posts only. However, this discrepancy shall not render the candidate ineligible to be considered for selection to:
- (a) other posts which do not require such specific eligibility criteria (technical qualification, practical experience, etc.)
- or**
- (b) other posts which requires technical qualification, practical experience, etc., for which the candidate is able to substantiate his claim by uploading /producing the appropriate documents.

* The Under Secretary (APD) shall incorporate specific eligibility criteria related to 'posts and their technical qualification / practical experience requirements' in the **Recruitment-specific Guidelines**.

- (15) Whenever certificates related to practical experience are to be verified, the following procedure shall be adopted:
- (a) The certificates related to practical experience shall not be verified by the Commission's office.
 - (b) Once practical experience certificates are uploaded by candidates for onscreen certificate verification, the same shall be shared with the concerned Head of Department, for verification purposes and the web-based report obtained thereon, shall be utilized for generation of Rejection / Final Admission / Provisional Admission List to be prepared at the end of onscreen certificate verification.
- (16) A duplicate or certified copy of any document issued by the competent authority shall be accepted.
- (17) Corrections made in any original document shall be attested by the issuing authority concerned or a fresh certificate shall be produced instead.
- (18) Documents uploaded at the time of onscreen certificate verification/documents uploaded at the time of submission of online application itself / produced at the time of physical certificate verification shall be in Tamil or English or both. Uploading / production of documents issued in languages other than Tamil or English shall result in the rejection of candidature.

... Annexures I to III

K. NANTHAKUMAR, I.A.S.
Secretary

ANNEXURE I

In instances where candidature is admitted provisionally at the time of physical certificate verification, the following checks shall be done:

Sl. No.	Instances	Criteria to be checked at the time of physical certificate verification. Indication of the status of the candidature as provisional admission, shall be accompanied by a specific note, stating which document is pending or which aspect of the format of the document is inappropriate / inadequate
1	Certificate produced but <u>not in the proper format</u>	<p>(i) If the prescribed format* requires the issuing authority to certify "A", "B", "C", "D" aspects but the certificate conveys:</p> <p style="margin-left: 20px;">(a) Contradictory meaning (A',B',C,D – partly contradictory) (b) Incomplete meaning (A,B only) (c) Same meaning (A,B,C,D) (d) Irrelevant meaning (E,F,G,H)</p> <p>(ii) Whether issued by the appropriate authority</p> <p>(iii) Reference number / details given by issuing authority</p> <p>(iv) Validity period of the certificate</p> <p>(v) Signature and seal of issuing authority</p> <p><i>*In this regard, all the available formats of documents required to be produced at the time of certificate verification shall be studied by the Application Processing Department (APD). Under Secretary (APD) shall identify all the key components of the 'body part' of these formats. Under Secretary (APD) shall list out these components explicitly and avoid using the above abstract notations (A,B,C,D). The above abstract notations are for explanatory purposes only and shall not serve any purpose beyond that. The listing of the key components shall be a part of the recruitment specific guidelines and the onscreen certificate verification module. A specification shall be made to the effect that absence of one or more of the key components shall result in rejection of candidature while absence of one or more peripheral components (in the presence of all key components) shall result in conditional final admission at the time of onscreen certificate verification and provisional admission at the time of physical certificate verification.</i></p>

2	Criminal cases where judgement is pending	<ul style="list-style-type: none"> (i) FIR copy (ii) Copy of list of cases pending via eCourt facility.
3	NOC not produced in cases where employment is obtained after applying	<ul style="list-style-type: none"> (i) Date of issue of appointment order
4	Non-production of Bona fide Certificate / PPO by in-service defence personnel, where physical certificate verification is scheduled before the date of discharge	<ul style="list-style-type: none"> (i) Probable date of discharge shall be within one year from the last date for receipt of applications, in case of in-service defence personnel. The application shall be admitted provisionally, only if the certificate issued by the Commanding Officer, specifically indicates the date of discharge to be after the date of physical certificate verification.

ANNEXURE II

Sl. No.	Document to be Produced	Waiting Time
1	Community Certificate – in proper format OR Certificate of Disability – in proper format OR Persons Studied in Tamil Medium Certificate – in proper format OR No Objection Certificate – in proper format OR No Objection Certificate – where employment is obtained after applying	<p>At the maximum, three memoranda, each specifying a time limit of 15 days - from the date of - within which the document shall be produced, shall be sent to the candidates.</p> <p>The memoranda shall be issued as follows:</p> <p>The first memorandum shall be issued to the candidate during physical certificate verification seeking production of the document in proper format. An undertaking shall also be obtained from the candidate expressing commitment to furnish the required document within 15 days.</p> <p>The second memorandum shall be auto-generated and issued to the candidate on the 16th day, by email along with an intimation by sms. In case the candidate produces the document PSD/OTD shall make an entry regarding receipt of the document in the App.</p> <p>If no such entry is made in the App by the 30th day, the Section Officer of the OTD/PSD section concerned shall be alerted through an auto-generated sms on the 31st day.</p> <p>The third memorandum shall also be auto-generated on the 31st day and sent to the candidate immediately by registered post with acknowledgement due.</p> <p>Upon production of the document is not produced with the next 15 days, in the prescribed format, candidature may be admitted finally.</p> <p>In cases where the document is not produced within the time limit specified in the third memorandum, the Section Officer of the OTD/PSD section concerned shall be alerted through an auto-generated sms and a query regarding rejection of candidature shall also be raised.</p> <p>Failure to furnish the documents even after the maximum time limit permitted, shall result in the rejection of candidature. No extension of time beyond 45 days shall be given to the candidates for any reason what so ever.</p>

2	Court Orders in respect of pending criminal cases	Final orders of the Court shall be awaited. A decision regarding candidature shall be made subsequent to the Commission's decision regarding the nature of the offence.
3	Bonafide Certificate / PPO -to be produced after discharge	<p>At the maximum, three memoranda shall be sent to the candidates, each specifying a time limit of 15 days - from the date of issue - within which the document shall be produced.</p> <p>The first and second memoranda shall be auto generated consecutively, at an interval of 15 days, starting from the date on which the candidate is discharged from the armed forces.</p> <p>In case the candidate produces the document, PSD/OTD shall make an entry regarding receipt of the document in the App.</p> <p>If no such entry is made in the App by the 30th day, the procedures as indicated at (1) above shall be followed.</p>

ANNEXURE III

Sl. No.	Details requested in the Online Application	Main Document to be Verified	Issues arising against the Information furnished by candidates in the Online Application	Supporting Document to be produced / Action to be taken at the time of Onscreen CV	Decision to be taken				Action to be taken subsequent to the stage marked with @
					At the Time of Onscreen Certificate Verification (OCV)		At the Time of Physical Certificate Verification (PCV)		
					Documents Furnished	Documents NOT Furnished	Documents Furnished	Documents NOT Furnished	
(a)	Name of the Candidate	All Certificates	No Issues	None	Final Admission	NA	Final Admission	NA	NA
			Spelling	Undertaking at the stage of Onscreen CV OR at least at the stage of Physical CV	Final Admission	Final Admission @	Final Admission	NA	Undertaking to be obtained by PSD/OTD
			Initials	Undertaking at the stage of Onscreen CV OR at least at the stage of Physical CV	Final Admission	Final Admission @	Final Admission	NA	Undertaking to be obtained by PSD/OTD
			Spacing	Undertaking at the stage of Onscreen CV OR at least at the stage of Physical CV	Final Admission	Final Admission @	Final Admission	NA	Undertaking to be obtained by PSD/OTD
			Name change	Notification in Government Gazette at the stage of Onscreen CV itself	Final Admission	REJECTION	Final Admission	REJECTION	NA
			Alias	Notification in Government Gazette / Court Order at the stage of Onscreen CV OR at least at the stage of Physical CV	Final Admission	Provisional	Final Admission	REJECTION	NA
			Corrections in Original Document	Attestation by the issuing authority / Fresh Certificate at the stage of Onscreen CV OR at least at the stage of Physical CV	Final Admission	Provisional	Final Admission	REJECTION	NA

Sl. No.	Details requested in the Online Application	Main Document to be Verified	Issues arising against the Information furnished by candidates in the Online Application	Supporting Document to be produced / Action to be taken at the time of Onscreen CV	Decision to be taken				Action to be taken subsequent to the stage marked with @
					At the Time of Onscreen Certificate Verification (OCV)		At the Time of Physical Certificate Verification (PCV)		
					Documents Furnished	Documents NOT Furnished	Documents Furnished	Documents NOT Furnished	
(b)	Gender Male / Female	Transfer Certificate / Community Certificate	No Issues	None	Final Admission	REJECTION	Final Admission	REJECTION	NA
			Wrong Claim	Cannot be justified	REJECTION	NA	NA	NA	NA
(c)	Transgender (in respect of Gender claim only)	Transgender ID Card issued by the Tamil Nadu Transgender Welfare Board	No Issues	None	Final Admission	REJECTION	Final Admission	REJECTION	NA
			ID Card obtained outside Tamil Nadu	NA	REJECTION	NA	NA	NA	NA
			Claimed to be Transgender Female but not specified as Female in the ID Card, i.e., specified as simply Transgender or Transgender - Male	Cannot be justified	REJECTION	NA	NA	NA	NA
			Claimed to be Transgender - Male, but specified simply as Transgender / Transgender - Female in the ID Card	The claim does not affect the selection process. The original claim in the online application alone shall be considered. Category not to be changed (as subsequent claim cannot be entertained).	Final Admission	NA	Final Admission	NA	NA
			Claimed to be simply Transgender but specified as Transgender - Male/ Transgender- Female in the ID Card		Final Admission	NA	Final Admission	NA	NA

Sl. No.	Details requested in the Online Application	Main Document to be Verified	Issues arising against the Information furnished by candidates in the Online Application	Supporting Document to be produced / Action to be taken at the time of Onscreen CV	Decision to be taken				Action to be taken subsequent to the stage marked with @
					At the Time of Onscreen Certificate Verification (OCV)		At the Time of Physical Certificate Verification (PCV)		
					Documents Furnished	Documents NOT Furnished	Documents Furnished	Documents NOT Furnished	
(d)	Date of Birth	SSLC / HSC for all candidates from Tamil Nadu, except for OSLC candidates, who shall submit Transfer Certificate	No Issues	None	Final Admission	REJECTION	Final Admission	REJECTION	NA
			Wrong claim	Cannot be justified	REJECTION	NA	NA	NA	NA
		For candidates from boards outside Tamil Nadu: SSLC/HSC	No Issues	None	Final Admission	REJECTION	Final Admission	REJECTION	NA
			Date of Birth not mentioned in SSLC/HSC but some other document with Date of Birth uploaded/produced	Birth Certificate / Transfer Certificate / Degree Mark Sheets, etc. with date of birth shall be uploaded at the time of Onscreen CV itself.	Final Admission	REJECTION	Final Admission	REJECTION	NA
			Wrong claim	Cannot be justified	REJECTION	NA	NA	NA	NA
(e)	Father's / Mother's Name	Community Certificate / Transfer Certificate	No Issues	None	Final Admission	REJECTION	Final Admission	REJECTION	NA
			Spelling	Undertaking at the stage of Onscreen CV OR at least at the stage of Physical CV	Final Admission	Final Admission @	Final Admission	NA	Undertaking to be obtained by PSD/OTD
			Totally Different from that in the Certificate	Notification in Government Gazette at the stage of Onscreen CV itself	Final Admission	REJECTION	Final Admission	REJECTION	NA

Sl. No.	Details requested in the Online Application	Main Document to be Verified	Issues arising against the Information furnished by candidates in the Online Application	Supporting Document to be produced / Action to be taken at the time of Onscreen CV	Decision to be taken				Action to be taken subsequent to the stage marked with @
					At the Time of Onscreen Certificate Verification (OCV)		At the Time of Physical Certificate Verification (PCV)		
					Documents Furnished	Documents NOT Furnished	Documents Furnished	Documents NOT Furnished	
(f)	Religion	Community Certificate / Transfer Certificate, if religion mentioned	No Issues	None	Final Admission	Shall be ignored	Final Admission	Shall be ignored	NA
			Mismatch	Undertaking at the stage of Onscreen CV OR at least at the time of Physical CV, if Communal Reservation Category (CRC) does not change	Final Admission	Provisional @	Final Admission	NA	Undertaking to be obtained by PSD/OTD
				Cannot be justified, if CRC changes	REJECTION	NA	NA	NA	NA
(g)	Hindu Religion in case of Posts in the HR & CE Department only	Community Certificate / Certificate from Revenue Department	No Issues	None	Final Admission	REJECTION	Final Admission	REJECTION	NA
			Wrong Claim	Cannot be justified	REJECTION	NA	NA	NA	NA

Sl. No.	Details requested in the Online Application	Main Document to be Verified	Issues arising against the Information furnished by candidates in the Online Application	Supporting Document to be produced / Action to be taken at the time of Onscreen CV	Decision to be taken				Action to be taken subsequent to the stage marked with @
					At the Time of Onscreen Certificate Verification (OCV)		At the Time of Physical Certificate Verification (PCV)		
					Documents Furnished	Documents NOT Furnished	Documents Furnished	Documents NOT Furnished	
			No Issues	None	Final Admission	REJECTION	Final Admission	REJECTION	NA
			Not in the prescribed format Includes all key components; lacks one or more peripheral components	Fresh Community Certificate in the proper format at least at the time of Physical CV.	Final Admission, subject to production of Community Certificate in the proper format.	NA	Provisional @	NA	Undertaking to be obtained.
			Not in the prescribed format Lacks one or more key components	Cannot be justified	REJECTION	NA	NA	NA	NA
(h)	Community	Community Certificate	Transgender - Claimed non-possession of Community Certificate: (i) Belongs to 'Others' * or (ii) Opts to be considered as MBC * Claimed possession of Community Certificate: Belongs to BC/BCM/DC but opts to be considered as MBC * - need not produce Community Certificate in support of MBC claim.	* Mandatory production of Transgender ID Card issued by the Tamil Nadu Transgender Welfare Board With reference to the provisions of GO (Ms) No. 90, Social Welfare and Nutritious Meal Programme [SW8(2)] Department, dated 22.12.2017	Final Admission	REJECTION	Final Admission	REJECTION	NA
			Transgender - Claimed possession of Community Certificate: (i) Belongs to ST/SC/SCA** (ii) Belongs to BC / BCM / DC** and opts to be considered as such	** Mandatory production of Transgender ID Card issued by the Tamil Nadu Transgender Welfare Board, along with Community Certificate With reference to the provisions of GO (Ms) No. 90, Social Welfare and Nutritious Meal Programme [SW8(2)] Department, dated 22.12.2017	Final Admission	REJECTION	Final Admission	REJECTION	NA

Sl. No.	Details requested in the Online Application	Main Document to be Verified	Issues arising against the Information furnished by candidates in the Online Application	Supporting Document to be produced / Action to be taken at the time of Onscreen CV	Decision to be taken				Action to be taken subsequent to the stage marked with @	
					At the Time of Onscreen Certificate Verification (OCV)		At the Time of Physical Certificate Verification (PCV)			
					Documents Furnished	Documents NOT Furnished	Documents Furnished	Documents NOT Furnished		
(h)	Community	Community Certificate	Obtained in Husband's name	Cannot be justified.	REJECTION	NA	NA	NA	NA	
			Communal Reservation Category (CRC) is Wrong	Cannot be justified, Treated as 'Wrong Claim'	REJECTION	NA	NA	NA	NA	NA
			SC(A) candidate who has claimed to be SC	Cannot be justified.	REJECTION	NA	NA	NA	NA	NA
			Converts to Islam uploading community certificate as BCM	To be considered as 'Others' as indicated in online application.	Final Admission	NA	Final Admission	NA	NA	NA
			Scheduled Tribes	Report of State Level Scrutiny Committee at the stage of Onscreen CV OR at least at the stage of Physical CV	Final Admission	Provisional	Final Admission	Provisional @	Conditional appointment, subject to verification	
(i)	Sub-caste	Community Certificate	No Issues	None	Final Admission	REJECTION	Final Admission	REJECTION	NA	
			Spelling Mistake / Differs, without change in CRC	Undertaking at the stage of Onscreen CV OR at least at the stage of Physical CV	Final Admission	Provisional	Final Admission @	NA	Undertaking to be obtained by PSD/OTD	

Sl. No.	Details requested in the Online Application	Main Document to be Verified	Issues arising against the Information furnished by candidates in the Online Application	Supporting Document to be produced / Action to be taken at the time of Onscreen CV	Decision to be taken				Action to be taken subsequent to the stage marked with @
					At the Time of Onscreen Certificate Verification (OCV)		At the Time of Physical Certificate Verification (PCV)		
					Documents Furnished	Documents NOT Furnished	Documents Furnished	Documents NOT Furnished	
(i)	Sub-caste	Community Certificate	Spelling Mistake /Differs, with change in CRC.	Cannot be justified, Treated as Wrong Claim.	REJECTION	NA	NA	NA	NA
			District / Taluk specific CRC - NO CHANGE as per document produced.	NA	Final Admission	NA	Final Admission	NA	NA
			District / Taluk specific CRC - CHANGES as per document produced.	Community Certificate along with Parent's Community / Nativity Certificate used to verify the claim of the candidate and Parent's Community / Nativity Certificate substantiates the claim.	Final Admission	REJECTION	Final Admission	REJECTION	NA
			District / Taluk specific CRC - CHANGES as per document produced.	Community Certificate along with Parent's Community / Nativity Certificate used to verify the claim of the candidate and Parent's Community / Nativity Certificate does NOT substantiate the claim.	REJECTION	NA	NA	NA	NA

Sl. No.	Details requested in the Online Application	Main Document to be Verified	Issues arising against the Information furnished by candidates in the Online Application	Supporting Document to be produced / Action to be taken at the time of Onscreen CV	Decision to be taken				Action to be taken subsequent to the stage marked with @
					At the Time of Onscreen Certificate Verification (OCV)		At the Time of Physical Certificate Verification (PCV)		
					Documents Furnished	Documents NOT Furnished	Documents Furnished	Documents NOT Furnished	
(j)	Issuing Authority	Community Certificates issued by Deputy Tahsildar (School Certificates), Executive Deputy Tahsildar in respect of Chennai District, may be accepted.	No Issues	None	Final Admission	REJECTION	Final Admission	REJECTION	NA
		Zonal Deputy Tahsildar / HQDT, etc., for all MBC/DC, BC & BC(M) - except where specified otherwise Tahsildar only for SC / SC(A). RDO / Sub-Collector, etc., for ST.	Not issued by competent authority	Fresh Community Certificate by the prescribed authority at least at the time of Physical CV	Final Admission	Provisional	Final Admission	Provisional	NA
(k)	Certificate number and date	Community Certificate	Certificate Number/ Date Differs	Shall be ignored	Final Admission	NA	Final Admission	NA	NA

Sl. No.	Details requested in the Online Application	Main Document to be Verified	Issues arising against the Information furnished by candidates in the Online Application	Supporting Document to be produced / Action to be taken at the time of Onscreen CV	Decision to be taken				Action to be taken subsequent to the stage marked with @
					At the Time of Onscreen Certificate Verification (OCV)		At the Time of Physical Certificate Verification (PCV)		
					Documents Furnished	Documents NOT Furnished	Documents Furnished	Documents NOT Furnished	
(l)	Place of Issue	Community Certificate	Issued within Tamil Nadu	None	Final Admission	REJECTION	Final Admission	REJECTION	NA
			Issued outside Tamil Nadu - 'Others' claim in online application	Irrespective of CRC mentioned in Community Certificate, the candidate shall be treated as 'Others' as the individual has claimed 'Others' in online application	Final Admission	Shall be ignored	Final Admission	Shall be ignored	NA
			Issued outside Tamil Nadu - ST/SC/SCA claim in online application	Parent's Nativity Certificate, at the time of Onscreen CV itself	Final Admission if Nativity proved by documents	REJECTION	Final Admission if Nativity proved by documents	REJECTION	NA
					REJECTION if Nativity NOT proved by documents	NA	NA	NA	NA
Issued outside Tamil Nadu - BC, BCM, MBC/DC claim in online application	Fresh Community Certificate from DRO of the native district in Tamil Nadu at the time of Onscreen CV itself	Final Admission	REJECTION	Final Admission	REJECTION	NA			
(m)	Father's / Mother's Native District (within / outside TN)	Father's / Mother's Nativity Certificate	No CRC claim	None	Final Admission	Shall be ignored	Final Admission	Shall be ignored	NA
			CRC claim not justified as per father's / mother's nativity.	Cannot be justified, Treated as Wrong Claim.	REJECTION	NA	NA	NA	NA

Sl. No.	Details requested in the Online Application	Main Document to be Verified	Issues arising against the Information furnished by candidates in the Online Application	Supporting Document to be produced / Action to be taken at the time of Onscreen CV	Decision to be taken				Action to be taken subsequent to the stage marked with @
					At the Time of Onscreen Certificate Verification (OCV)		At the Time of Physical Certificate Verification (PCV)		
					Documents Furnished	Documents NOT Furnished	Documents Furnished	Documents NOT Furnished	
(n)	Persons with Benchmark Disability	Disability certificate issued by the competent authority (prescribed in G.O.Ms.No.28, dated 27.07.2018)	No Issues	None	Final Admission	REJECTION	Final Admission	REJECTION	NA
			Multiple disability claimed but uploaded Disability Certificate for one category of disability only OR vice versa.	Cannot be justified.	REJECTION	NA	NA	NA	NA
			Not in the prescribed format Includes all key components; lacks one or more peripheral components	Fresh Disability Certificate at least at the time of Physical CV	Final Admission subject to production of Disability Certificate in the proper format	NA	Provisional @	NA	Undertaking regarding furnishing fresh Disability certificate in correct format.
			Not in the prescribed format Lacks one or more key components	Cannot be justified	REJECTION	NA	NA	NA	NA

Sl. No.	Details requested in the Online Application	Main Document to be Verified	Issues arising against the Information furnished by candidates in the Online Application	Supporting Document to be produced / Action to be taken at the time of Onscreen CV	Decision to be taken				Action to be taken subsequent to the stage marked with @		
					At the Time of Onscreen Certificate Verification (OCV)		At the Time of Physical Certificate Verification (PCV)				
					Documents Furnished	Documents NOT Furnished	Documents Furnished	Documents NOT Furnished			
(o)	Employed in Government / PSU / Corporations, etc.	No Objection Certificate from the Appointing Authority	No Issues	None	Provisional	REJECTION *After due process	Final Admission	REJECTION	NA		
			Not in the prescribed format Includes all key components; lacks one or more peripheral components	Fresh NOC at least at the time of Physical CV.	*Provisional	NA	Provisional @	NA	@Undertaking to be obtained regarding furnishing of NOC in the proper format.		
			Not in the prescribed format Lacks one or more key components	Cannot be justified	*Provisional	NA	NA	NA	NA		
			Suppression of fact of employment	Cannot be justified	REJECTION				NA		
			Secured employment subsequent to application	NOC or if not, an Undertaking at least at the time of Physical CV	Final Admission, subject to production of NOC at the time of Physical CV		Final Admission	Provisional @	Undertaking to be obtained regarding furnishing of NOC.		
			Resigned subsequent to application	Undertaking at the time of Onscreen CV; Resignation acceptance order from HoD at least at the time of Physical CV	Provisional if Undertaking uploaded	REJECTION	Final Admission	REJECTION	NA		
			Disciplinary Cases indicated in NOC	Candidature to be processed as indicated separately for Criminal Cases							
			Criminal Case indicated in NOC								

*** 15 days of additional time as final opportunity may be given to the candidates for uploading of required documents, which are found to be missing during OCV. After giving last opportunity of 15 days, the candidature of candidates must be rejected for failure to produce NOC.**

After giving last opportunity of 15 days, the following decisions shall be decided for OCV.

<u>Issues arising at OCV level in APD section</u>	<u>Whether they are eligible for 15 days of opportunity as per the Commission's order</u>	<u>Status after completion of 15 days</u>		
		<u>NOC not submitted</u>	<u>NOC still needs corrections</u>	<u>NOC in proper format</u>
NOC not submitted	15 days of final opportunity by sms and email	Rejection	To be dealt and decide at the time of PCV	Admitted for PCV
NOC not submitted declaration given	15 days of final opportunity by sms and email	May be received at the time of PCV	To be dealt and decide at the time of PCV	Admitted for PCV
Submitted NOC-Not in proper format	15 days of final opportunity by sms and email	May be verified at the time of PCV	To be dealt and decide at the time of PCV	Admitted for PCV
Submitted NOC in proper format but lacks in one or more components	15 days of final opportunity by sms and email	May be verified at the time of PCV	To be dealt and decide at the time of PCV	Admitted for PCV
Submitted declaration letter seeking time for submission instead of NOC (Those who have joined subsequently after the application)	15 days of final opportunity by sms and email	May be verified at the time of PCV	To be dealt and decide at the time of PCV	Admitted for PCV
Submitted complete NOC in proper format	Accepted	NA	NA	Admitted for PCV

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					At the Time of Onscreen Certificate Verification (OCV)		At the Time of Physical Certificate Verification (PCV)		
					Documents Furnished	Documents NOT Furnished	Documents Furnished	Documents NOT Furnished	
(p)	Ex-serviceman	Bona fide Certificate issued by Ex-servicemen Welfare Board or Pension Payment Order	No Issues	None	Final Admission	REJECTION	Final Admission	REJECTION	NA
			Already discharged	None	Final Admission	REJECTION	Final Admission	REJECTION	NA
			In-Service Personnel (probable date of discharge shall be within one year from the last date for receipt of applications)	Certificate from the Commanding Officer mentioning the probable date of discharge and an undertaking.	Provisional	REJECTION	Provisional @	REJECTION	Communication to HoD withheld: Released upon production of Bona fide certificate / PPO.
			Dependent / Ward of Ex-Servicemen	Cannot be justified. Wrong claim	REJECTION	NA	NA	NA	NA
			Date of discharge is after one year from the last date for receipt of applications	Cannot be justified. Wrong claim	REJECTION	NA	NA	NA	NA
			Other than Army, Navy, Air Force, i.e., BSF, CISF, RPF, CRPF, etc. OR a Recruit boarded out/released except on medical grounds without medical / disability pension.	Cannot be justified. Wrong claim	REJECTION	NA	NA	NA	NA
			Indicated in the Bona fide certificate that it has already been issued for a previous recruitment	Status of candidate's claim shall be frozen as on Date of Notification as in the case of other claims. Subsequent employment shall not be a factor in deciding admission of candidature.	Final Admission	NA	Final Admission	NA	NA

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					At the Time of Onscreen Certificate Verification (OCV)		At the Time of Physical Certificate Verification (PCV)		
					Documents Furnished	Documents NOT Furnished	Documents Furnished	Documents NOT Furnished	
(q)	Destitute Widow	Destitute Widow Certificate issued by the RDO / Assistant Collector / Sub Collector	No Issues	None	Final Admission	REJECTION	Final Admission	REJECTION	NA
			Re-marriage & Re-employment	Status of candidate's claim shall be frozen as on Date of Notification as in case of other claims. Subsequent employment and/or re-marriage shall not be a factor in deciding admission of candidature.	Final Admission	NA	Final Admission	NA	NA
			Uploaded widow / divorcee certificate instead of DW Certificate	Cannot be justified. Wrong Claim.	REJECTION	NA	NA	NA	NA
			Date of demise of Husband after the date of notification	Cannot be justified. Wrong Claim.	REJECTION	NA	NA	NA	NA
			Income from all sources exceeds Rs.4000/-pm	Cannot be justified. Wrong Claim.	REJECTION	NA	NA	NA	NA
			Corrections in the certificate issued	Attestation by issuing authority / Fresh DW certificate from the competent authority at the stage of Onscreen CV OR at least at the stage of Physical CV	Final Admission	Provisional	Final Admission	REJECTION	NA

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					At the Time of Onscreen Certificate Verification (OCV)		At the Time of Physical Certificate Verification (PCV)		
					Documents Furnished	Documents NOT Furnished	Documents Furnished	Documents NOT Furnished	
<p><u>With reference to Section 20 (4) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, read with Para 12 (C) of the Commission's Instructions to Applicants:</u></p> <p>In all cases where the individual is charged with / convicted of a criminal offence, during the duration of the recruitment process, whether declared by the candidate at any stage of the selection process OR informed by the HoD/appointing authority, even after selection is made and approved list is communicated -</p> <p>[A] A decision on the nature of the offence, whether TRIVIAL / HEINOUS shall be made by the Commission</p> <p>[B] The fate of the individual's candidature / selection shall be decided by the pre-determined norms to be adopted in such cases by the office of the Commission.</p> <p style="text-align: center;">Note:</p> <p>(i) Such cases shall be presented to the Commission by the Secretary/Controller of Examinations, seeking a decision as to the nature of the offence involved, whether trivial / heinous.</p> <p>(ii) In those cases where the individual is charged with a criminal offence committed after the communication of the approved list, the HoD/appointing authority shall undertake appropriate action.</p> <p>The above analogy shall also apply to candidates against whom disciplinary cases are pending or disposed off.</p>									
(r)	Criminal case(s)	Documents / Court Orders proving Acquittal / Conviction FIR, in respect of pending cases	Declaration of pending case(s)	FIR copy at the time of Onscreen CV	Provisional @ pending disposal of the case	REJECTION	Provisional @ pending disposal of the case	REJECTION	Results Withheld Upon disposal of the case, the procedure as stated below for cases of acquittal / conviction shall be followed.
			Declaration of Acquittal	Court orders regarding acquittal at the time of Onscreen CV	Final Admission	REJECTION	Final Admission	REJECTION	NA
			Declaration of Conviction	Court orders and / or Release orders at the time of Onscreen CV The information furnished by the candidate in the Online Application as well as the Court Orders regarding Conviction, shall be placed before the Commission by the Controller of Examinations, for a decision regarding the nature of the offence, whether trivial or heinous. This exercise shall be undertaken while the OCV is ongoing, so that a decision on the nature of offence and therefore, the candidature - whether Finally Admitted or Rejected - shall be arrived at before the conclusion of the OCV process.	Provisional @ pending Commission's decision regarding nature of the offence	REJECTION	NA	NA	REJECTION if the nature of crime is heinous
			Declaration of Conviction	Court orders and / or Release orders at the time of Onscreen CV The information furnished by the candidate in the Online Application as well as the Court Orders regarding Conviction, shall be placed before the Commission by the Controller of Examinations, for a decision regarding the nature of the offence, whether trivial or heinous. This exercise shall be undertaken while the OCV is ongoing, so that a decision on the nature of offence and therefore, the candidature - whether Finally Admitted or Rejected - shall be arrived at before the conclusion of the OCV process.	Provisional @ pending Commission's decision regarding nature of the offence	REJECTION	Final Admission	REJECTION	Final Admission if the nature of crime is trivial

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					At the Time of Onscreen Certificate Verification (OCV)		At the Time of Physical Certificate Verification (PCV)		
					Documents Furnished	Documents NOT Furnished	Documents Furnished	Documents NOT Furnished	
(r)	Criminal case(s)		Not mentioned in the application but already convicted / case registered SUPPRESSION OF FACT	Cannot be justified	REJECTION @	NA	NA	NA	Action to be taken regarding Debarment.
(s)	Educational Qualification	All Educational Qualifications	No Issues	None	Final Admission	REJECTION	Final Admission	REJECTION	NA
		SSLC Marksheet	Date of Publication of result after date of notification	Cannot be justified	REJECTION	NA	NA	NA	NA
			Partially uploaded SSLC but claimed and uploaded documents proving possession of higher qualification (HSc, Degree, etc.)	SSLC at least at the time of Physical CV	Provisional	NA	Final Admission	REJECTION	NA
			Foundation / Pre-foundation course certificates uploaded	Cannot be justified	REJECTION	NA	NA	NA	NA
			If highest qualification is SSLC and not uploaded / partially uploaded	Cannot be justified	REJECTION	NA	NA	NA	NA
		HSC Mark sheet	Date of Publication of result after date of notification	Cannot be justified	REJECTION	NA	NA	NA	NA
			If highest qualification is HSC - not uploaded / partially uploaded	Cannot be justified	REJECTION	NA	NA	NA	NA
			Foundation / Pre-foundation course certificates uploaded	Cannot be justified	REJECTION	NA	NA	NA	NA

Sl. No.	Details requested in the Online Application	Main Document to be Verified	Issues arising against the Information furnished by candidates in the Online Application	Supporting Document to be produced / Action to be taken at the time of Onscreen CV	Decision to be taken				Action to be taken subsequent to the stage marked with @
					At the Time of Onscreen Certificate Verification (OCV)		At the Time of Physical Certificate Verification (PCV)		
					Documents Furnished	Documents NOT Furnished	Documents Furnished	Documents NOT Furnished	
(s)	Educational Qualification	HSC Mark sheet	Claimed to possess HSC qualification (though the prescribed qualification is SSLC) but not uploaded HSC marksheet	Cannot be justified	REJECTION	NA	NA	NA	NA
			Partially uploaded HSC but claimed and uploaded documents proving possession of higher qualification (Degree, PG Degree, etc.)	HSC marksheet at least at the time of Physical CV	Provisional	NA	Final Admission	REJECTION	NA
		Diploma Certificate / Marksheet UG Degree / Provisional / Consolidated Mark Sheet PG Degree / Provisional / Consolidated Mark Sheet	Date of Publication of result after date of notification	Cannot be justified	REJECTION	NA	NA	NA	NA
			Not in sequence (10+2+3)	Cannot be justified	REJECTION	NA	NA	NA	NA
			Possession of higher educational qualification instead of the prescribed qualification	In cases where the prescribed educational qualification is a must , cannot be justified.	REJECTION	NA	NA	NA	NA
				In all other cases, the higher educational qualification may be accepted.	Final Admission	REJECTION	Final Admission	REJECTION	NA
			Possession of Qualification other than that prescribed in the notification	Documents proving equivalence at the time of Onscreen CV itself	Final Admission	REJECTION	Final Admission	REJECTION	NA
			Date of publication of result cannot be verified with the Diploma / UG or PG Degree / Provisional Degree Certificate / Consolidated Mark List	Proof to be produced at the time of Onscreen CV itself	Final Admission	REJECTION	Final Admission	REJECTION	NA

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					At the Time of Onscreen Certificate Verification (OCV)		At the Time of Physical Certificate Verification (PCV)		
					Documents Furnished	Documents NOT Furnished	Documents Furnished	Documents NOT Furnished	
(s)	Educational Qualification	Diploma Certificate / Marksheet	Graduation Certificate issued by the Defence Services	Remarks to the effect that the candidate is eligible to be selected for Group-'C' posts only	Final Admission	REJECTION	Final Admission	REJECTION	NA
		UG Degree / Provisional / Consolidated Mark Sheet		In case of posts other than posts included in Group 'C' Cannot be justified	REJECTION	NA	NA	NA	NA
		PG Degree / Provisional / Consolidated Mark Sheet	Duration of Diploma / PG Diploma / Certificate courses NOT as specified in Notification.	Cannot be justified	REJECTION	NA	NA	NA	NA
		Certificates in respect of Certificate Courses / Diploma / P.G.Diploma Courses	Possession of Certificate Courses / PG Diploma Courses qualification other than those prescribed.	Documents proving equivalence at the time of Onscreen CV itself	Final Admission	REJECTION	Final Admission	REJECTION	NA
			PG Diploma / Certificate Courses claimed as PG/UG Degree qualification	Cannot be justified	REJECTION	NA	NA	NA	NA

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					At the Time of Onscreen Certificate Verification (OCV)		At the Time of Physical Certificate Verification (PCV)		
					Documents Furnished	Documents NOT Furnished	Documents Furnished	Documents NOT Furnished	
(t)	Adequate Knowledge in Tamil	Tamil as one of the subjects in SSLC / HSC / UG / PG Degree OR A pass in the Second Class Language Test (Full Test) in Tamil	Does not possess adequate knowledge of Tamil - Not claimed	Remarks that the candidate does not possess adequate knowledge of Tamil and shall have to clear the Second Class Language Test (Full Test) in Tamil, within the prescribed period.	Final Admission @	NA	Final Admission @	NA	Name may be forwarded to HoD with clause regarding "No Adequate Knowledge of Tamil"
			Claimed	NA	Final Admission	Provisional @	Final Admission	Final Admission @	
(u)	Knowledge of Tamil as a pre-requisite and mandatory qualification	SSLC/HSC/UG/PG with Tamil as one of the subjects / Second Class Language Test (Full Test) in Tamil, as specified in the Notification.	No Issues	None	Final Admission	REJECTION	Final Admission	REJECTION	NA
			Does not possess mandatory knowledge of Tamil	Cannot be justified	REJECTION	NA	NA	NA	NA

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					At the Time of Onscreen Certificate Verification (OCV)		At the Time of Physical Certificate Verification (PCV)		
					Documents Furnished	Documents NOT Furnished	Documents Furnished	Documents NOT Furnished	
(v)	Persons Studied in Tamil Medium (PSTM)	PSTM Certificate for: SSLC/HSc/ Diploma/ UG/PG Degree, etc. As prescribed by the rules in force	No Issues	None	Provisional and Conditional Admission	REJECTION	Provisional and Conditional Admission @	REJECTION	Subject to verification of genuineness of PSTM certificates by HoD*
			PSTM not uploaded for the qualification(s) as prescribed in the PSTM Act and rules thereof	Cannot be justified	REJECTION	NA	NA	NA	NA
			Not in the prescribed format Includes all key components; lacks one or more peripheral components	Fresh PSTM certificate in the prescribed format from the competent authority at least at the time of Physical CV. Transfer Certificate with relevant details can also be accepted.	Final Admission subject to production of PSTM certificate in the proper format / TC	NA	Provisional @	NA	Undertaking to be obtained.
			Not in the prescribed format Lacks one or more key components	Cannot be justified	REJECTION	NA	NA	NA	NA
			PSTM for partial duration of any course / Private appearance at examinations	Cannot be justified	REJECTION	NA	NA	NA	NA
* The temporary services of the candidates should not be regularized by the HoD until their PSTM claim is found to be genuine. If the PSTM certificate is not genuine, they are liable for such penal and legal action including recovery of salary as a consequence thereof. The fact (i.e., whether genuine or not genuine) may be informed to the Commission so as to finalize their provisional and conditional selection.									
(w)	Practical Experience	Practical Experience Certificate	Document uploaded	In recruitments with practical experience requirement, the uploaded documents relating to practical experience shall not be verified by the Commission's office, instead the documents shall be compiled and sent to the HoD concerned, for verification, before start of Onscreen CV. At the end of the verification process by the HoD, a web-based report shall be generated. Based on this report, admission of candidature for the next stage of the recruitment shall be decided	Final Admission / REJECTION , based on HoD's report.		Final Admission	REJECTION	NA
			Document NOT uploaded	Cannot be justified	REJECTION		NA	NA	NA

Sl. No.	Details requested in the Online Application	Main Document to be Verified	Issues arising against the Information furnished by candidates in the Online Application	Supporting Document to be produced / Action to be taken at the time of Onscreen CV	Decision to be taken				Action to be taken subsequent to the stage marked with @
					At the Time of Onscreen Certificate Verification (OCV)		At the Time of Physical Certificate Verification (PCV)		
					Documents Furnished	Documents NOT Furnished	Documents Furnished	Documents NOT Furnished	
(x)	Type Writing / Shorthand	Certificate issued by the prescribed competent authority	No Issues	None	Final Admission	REJECTION	Final Admission	REJECTION	NA
			Date of Publication of result after the date of notification	Cannot be justified	REJECTION	NA	NA	NA	NA
			Claim unsubstantiated by documents in case of recruitment to a single post.	Cannot be justified	REJECTION	NA	NA	NA	NA
			Non-possession of typewriting / shorthand qualification prescribed for specific post(s), in case of a combined, single recruitment to multiple posts	Candidate shall be considered as per post-wise eligibility.	Final Admission	NA	Final Admission	NA	NA
(y)	Registration & Licence	Registration Certificates in respect of Bar Council / Medical Council / Veterinary Council, etc. OR Driving Licence	Licence / Registration not valid / renewed on the Date of Notification	Cannot be justified	REJECTION	NA	NA	NA	NA

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					At the Time of Onscreen Certificate Verification (OCV)		At the Time of Physical Certificate Verification (PCV)			
					Documents Furnished	Documents NOT Furnished	Documents Furnished	Documents NOT Furnished		
(z)	Photograph	Photo in OTR / Online Application Appearance (in case of Physical CV)	Discrepancies between Aadhaar input and Biometric input	In cases of discrepancies indicated by biometric verification at the time of examination, verification of Appearance and Biometric details against the biometric input obtained at the time of examination, shall be made at time of Physical CV. Production of any one of the following documents, i.e., Voter ID, PAN, Driving Licence, Ration card, Passport, proving ID at the time of Physical CV.	Provisional	NA	If verified, photograph to be captured using Tab & Undertaking to be obtained Final Admission	Mismatch unresolved: REJECTION @	In case of Rejection, further action regarding Debarment, initiation of criminal action, as the case may be.	
			Name Mismatch	Undertaking to be obtained at time of Physical CV	Provisional	NA		NA	NA	
			Date of Photography before the Date of Notification	Undertaking to be obtained at time of Physical CV	Provisional	NA		NA	NA	
			Appearance Mismatch between OTR and Online Application photograph	Undertaking to be obtained at time of Physical CV	Provisional	NA		NA	NA	
			Incorrect Size and Format	Undertaking to be obtained at time of Physical CV	Provisional	NA		NA	NA	
			Gender Mismatch	Cannot be justified	REJECTION	NA		NA	NA	NA
(aa)	Signature	To be verified at the stage of Physical CV								
(bb)	Declarations	The declarations furnished by the candidates in the online application shall be mapped with the corresponding claims made. In case of any discrepancies between the claims made and the documents produced and the respective claim is rejected , the corresponding declaration shall also be treated as false .								

CONCLUDED