

TAMIL NADU PUBLIC SERVICE COMMISSION

Office Order No. 181, dated 28.04.2021

(Amended vide Commission's Orders dated 02.12.2021 and 22.03.2022)

Sub.: Recruitment (Direct) – Tamil Nadu State and Subordinate Services - Notification of Vacancies – Schedule of Events – Convening of Meetings, Agenda and Outcome – Publication of the Notification – Online Application – Certificate Verification – Regarding.

The following orders are issued with regard to the notification of vacancies, scheduling of events, convening of meetings, agenda and outcome, publication of the notification, online application and certificate verification.

A. Introduction

- (1) The notification of vacancies for appointment by direct recruitment to posts in the Tamil Nadu State and Subordinate Services signals the commencement of the recruitment process. The notification spells out the terms and conditions governing the recruitment and has a legal standing. The drafting of the notification assumes great importance, since the notification is the foundation of the entire selection process, including the successive stages of application, examination, certificate verification, oral test, counselling and selection, as the case may be.
- (2) The notification shall therefore be an informative, stand-alone document with citations of statutory provisions in support of the assertions therein, free from ambiguity, contradictions and factual / grammatical / spelling / word usage errors.
- (3) The broad framework of the notification shall generally remain standard. However, the contents shall evolve from one recruitment to the next, incorporating modifications as required.

B. Schedule of Activities

The work relating to the publication of notifications for each recruitment listed in the Commission's Annual Planner, shall be undertaken in accordance with a pre-determined schedule as shown below:

Sl. No.	Work to be done	Timeline
1	Conduct of a Debriefing Meeting	Completion of the entire selection process* + 15 days
2	Follow up action as resolved upon at the Debriefing Meeting	Debriefing Meeting +15 days with a reminder every month until the issue is taken to a logical conclusion
3	Calling for estimate of vacancies and updated Special / Ad hoc Rules	One week from publication of Annual Planner with a reminder on the 1 st working day of every month
4	Notification Meeting with the authorities concerned	10 th of the month preceding the month in which the notification is scheduled to be published
5	Furnishing the details regarding age, educational qualification, experience if any, equivalence of qualification etc., for the post to APD and APD – Tech section	10 th of the month preceding the month in which the notification is scheduled to be published
6	APD section to furnish the details of documents to be obtained from the candidates so as to include a para in this regard in the notification	15 th of the month preceding the month in which the notification is scheduled to be published
7	Communication of the minutes and draft notification to the authorities concerned for confirmation	20 th of the month preceding the month in which the notification is scheduled to be published
8	Submission of the draft notification to the Notification Sub – Committee	20 th of the month preceding the month in which the notification is scheduled to be published

9	Notification approval Date by the Hon'ble Commission (referred as D)	D (Date of Commission's approval / Minutes received)
10	(a) Verification of the final notification and the draft notification and transfer to APD – Tech section for designing the Online Application by RND Section A.S.O	D +1 day
	(b) Check List to be sent to outsourcing agency for designing of online application by APD – Tech section	
11	Demo by Outsourcing Agency to APD – Tech section	D+ 2 days
12	Online Application Demo Meeting by APD – Tech section to the officers & staff of RND, APD, QD, OTD / PSD and LCD sections	D+3 days
13	Updating corrections by the Outsourcing Agency and finalizing Online Application by APD – Tech section	D +5 days
14	(a) Publication of Notification & online application in Commission's website by RND Nodal Team / APD – Tech section. Provided if two or more notifications are approved on a same day, the publication of notification may be done on consecutive days from the 6 th day of the approval of the Notification by the Hon'ble Commission	D+ 6 working days
	(b) On the same day sending details of Short Notice to Information & Public Relation Department by RND – B (Parent Section) for publishing the same in the dailies of the next day	
15	Last date for submission of Online Application	D +36 days (D+6+30 days)
16	Hosting of Hall Ticket by APD – Tech section	10 days before the Date of Examination
17	Date of Written Examination	D+ 81 days (D+6+75 days)

* As defined in Office Order No. 171, dated 12.03.2021.

C. **Debriefing Meeting**

- (1) On completion of the entire selection process, for each and every recruitment, an alert shall be triggered - in the form of an sms and email to the official contact number and mail id of the Rules and Notification Department (RND) section concerned – upon which a Debriefing Meeting shall be held with all stakeholders concerned (including the online application software developer/vendor who shall also share his experiences), within 15 days from the date of receipt of the alert.
- (2) The accumulated experiences of the past related to online application software shall be compiled and made available to the software developer well in advance.
- (3) At the Debriefing Meeting, the legacy and learnings of past recruitments to the said post(s), shall be prepared on the lines shown below:

Department	Subject	Past Experiences with regard to
RND	Syllabus, Scheme, Vacancies, Notification, Rules, Roster, Carry Forward / Shortfall vacancies, etc.	Litigation, Clarification requested from RND / pending with Government / Head of Department, Eligibility criteria, Contents of Notification
APD	Application, certificate Verification, etc.	Litigation, Queries from candidates, Issues during onscreen certificate verification, with special reference to Rejections and Provisional Admissions, Verification of Practical Experience
QD / ED	Examination Evaluation, Results, etc.	Litigation, Issues relating to Question Paper setting, Examination, Evaluation, Ranking, Results
PSD	Selection, Certificate Verification, Counselling, etc.	Litigation, Queries from candidates, Issues during physical certificate verification, with special reference to Rejections and Provisional Admissions; Ranking and Selection, Carried Forward Vacancies
OTD	Certificate Verification, Oral Test, Selection / Counselling, etc.	

- (4) All data relating to that recruitment (with special reference to difficulties faced), shall be collected, consolidated and recorded in a file to be maintained for that purpose by the RND section concerned. This data shall be used during the consultations / meetings and the designing of modules for Notification, Online Application and Certificate Verification for subsequent recruitments.
- (5) A note incorporating the past experiences and learnings based on an analysis of at least **three** earlier files pertaining to the same recruitment shall be submitted by the Application Processing Department (APD), Confidential Department (QD) and Evaluation Department (ED), through the Controller of Examinations to the Secretary. A similar note shall be submitted to the Secretary by the RND, Post Selection Department (PSD) and Oral Test Department (OTD). The note shall detail the following:
- (a) Lack of clarity / provision in the Acts, Rules, etc.
 - (b) Difficulties regarding Syllabus, Scheme and framing of Question Papers.
 - (c) Issues in the drafting of Instructions to Applicants, Notification, Online Application, Recruitment Specific Guidelines, Memorandum of Admission to Certificate Verification, Oral Test and Counselling.
 - (d) Issues in the Certificate Verification Module.
 - (e) Reasons for rejection of candidature by APD.
 - (f) Reasons for provisional admission of candidature by APD.
 - (g) Issues raised by candidates as consolidated by the Grievance Redressal Call Centre (GRCC) [inputs required from the respective departments / sections to respond to issues / queries raised by candidates shall be sought for and received by the GRCC, through the eOffice module].
 - (h) All matters related to rejection of candidates during physical certificate verification (PCV) before oral test (OT) / counselling (OTD / PSD to consolidate such rejections) and the response of the APD section concerned and APD Tech to each and every such matter with suggestions to resolve such issues technically and procedurally.
 - (i) Litigation – Causes, Court Observations / Directions, Implementation of Court Directions, to be furnished by the Legal Cell Department (LCD).

- (6) The contents of the note incorporating the past experiences and learnings shall be discussed at a joint meeting of the Secretary, Controller of Examinations and the departments concerned and the means of resolution of the issues raised shall be decided by the Secretary / Controller of Examinations.
- (7) It shall be the responsibility of the Deputy Secretary / Under Secretary / Section Officer concerned, to ensure that all issues that are not normal / unusual / deviant from the normal recruitment process shall be mandatorily mentioned and recorded in the Debriefing Meeting note. The Secretary and Controller of Examinations shall specifically discuss such issues and record the minutes accordingly.
- (8) The issues and the resolution thereof shall thereafter be recorded, consolidated and formally distributed to all departments concerned, for requisite action prior to the commencement of subsequent recruitment to the same post(s).
- (9) Issues regarding lacunae in and/or amendments required to be made to Special / Ad hoc Rules / Acts, with illustration of experiences during the recruitment process shall be addressed to the authorities concerned, within 15 days from the date of the Debriefing Meeting. Thereafter a reminder shall be sent every month, until the issue is taken to a logical conclusion.
- (10) Action regarding issues requiring to be resolved within the Commission's office, shall also be undertaken, within 15 days from the date of the Debriefing Meeting.

D. Issues Requiring to be Resolved by the Commission's Office

- (1) Modification of format for furnishing estimate of vacancies.
- (2) Development of an online module that shall be made available to the Head of Department for entering the details of vacancies in the prescribed format (to be designed with inputs from RND, PSD and OTD).
- (3) Modification, if any, in the Syllabus / Scheme.
- (4) Enhancement of Notification Drafting and Contents.
- (5) Citation of relevant Government orders / Acts / Rules, etc., in support of assertions made in the notification.

- (6) Incorporation of changes necessitated by amendments made to Acts / Rules, etc.
- (7) Selection Procedures.
- (8) Carried Forward Vacancies

At the time of hosting the selection particulars relating to a recruitment, the details of '*backlog vacancies*' shall be intimated (by OTD / PSD sections concerned) automatically to the RND sections concerned, by way of sms and email. This action would also make such vacancies notified to the concerned appointing authorities through the 'estimate sharing window' of the Commission's website. The RND sections concerned shall initiate appropriate action to notify such '*backlog vacancies*', thereafter referred to as '*carried forward vacancies*'.

(9) Module Modification

- (a) All instructions / alerts, specifically mentioned in the 'Instructions to Applicants' relating to uploading / production of certificates, shall be incorporated in the Modules relating to Notification, Online Application, Certificate Verification (including Certificate Verification Outcome).
- (b) All claims made in the online application shall be reckoned as on the date of notification, except for -
 - (i) Age, which shall be reckoned as on the 1st July of the year of notification and
 - (ii) '*Ex-Serviceman*' claims by in-service personnel of the Armed Forces, whose date of discharge shall be within one year from the last date for receipt of applications for that recruitment.
- (c) In respect of claims relating to qualification, experience, registration, the date of certification of such claims shall be on or before the date of notification. For claims relating to belonging to special categories, the claims shall be valid on the date of Notification, however, the certification of such claims may be accepted even if obtained after the date of notification but before the date of uploading of these certificates for onscreen certificate verification.

(10) Debarment

Candidates who are debarred by the Union Public Service Commission / Other Public Service Commissions / Other Government recruiting agencies, shall be debarred by the Commission for the same period as intimated by the said Public Service Commissions / organizations.

(11) Formats of Certificates to be Furnished by Candidates

Pre-decided format of certificates shall be furnished to candidates in the QR Code in the notification. The format in soft copy shall be furnished to the Nodal Team, at least 10 days before the hosting of the notification in the Commission's website for generating QR Code to be printed in the Notification. The application shall also carry the links of such formats, wherever related claims are made by the candidates in the application.

(12) Repository of Rules

The RND shall collect post-wise set of updated Special / Ad hoc Rules and furnish the same to Nodal Team for hosting in the website. Any updation made to the said rules shall also be made available in the Commission's website.

E. Calling for of Estimate of Vacancies

- (1) The authorities concerned shall be intimated of the schedule of publication of notification(s) relating to their department within one week from publication of the Commission's Annual Planner.
- (2) The estimate of vacancies up to the current estimate year and the updated version of the Special / Ad hoc Rules, in softcopy format shall also be sought for.
- (3) Thereafter, a reminder shall be sent on the 1st working day of every month, until receipt of the information sought for.

F. Notification Meeting

- (1) The RND section concerned shall convene a Notification Meeting on the 15th of the month preceding the month in which the notification is scheduled to be published.

- (2) Intimation regarding this meeting shall be triggered through sms and email to the Controller of Examinations, Joint Secretary / Deputy Secretary (QD), Joint Secretary / Deputy Secretary / Under Secretary (ED), Under Secretary (QD-E/F/G), Deputy Secretary (APD) and Under Secretary (APD Tech). Immediately upon receiving this intimation, the Controller of Examinations shall arrive at the tentative manpower status – ‘*Deputation Out / Deputation In*’ requirements, critical dates, including the schedule for result declaration using Activity Mapping Automation (AMA) software.
- (3) Participants at the Notification Meeting shall include the RND section concerned and the representatives of the Government Department concerned.
- (4) Recruitment-specific guidelines shall be frozen at this stage.
- (5) Based on the consolidation of past experiences by the Commission’s departments concerned, a consultation shall be held with the Head of Department, presided over by the Secretary, wherein the following shall be discussed:
- (a) Issues requiring the attention of the Department concerned with regard to Special / Ad-hoc Rules / Tamil Nadu Government Servants (Conditions of Service) Act, 2016, etc.
- (i) Qualification: Modification of the prescribed qualification
- To correspond to that currently offered by Institutions and possessed by candidates.
 - To incorporate qualification already declared equivalent.
 - To incorporate modification in course names and slight variation in syllabus.
 - Re-consideration of absolute / relative preference for certain qualification.
 - Definitive statement to be made in cases where a higher qualification is not acceptable.
 - Inclusion of Institutions in addition to the ones prescribed in the Special / Ad-hoc Rules, offering the same course and now recognized as acceptable.

- Wherever Degree / Diploma / Certificate courses, etc., are prescribed as a requisite qualification, the option to claim equivalence or related claims, shall be jointly justified by APD, APD-Tech and RND at the notification meeting, in order to eliminate the possibility of candidates not possessing the prescribed /equivalent qualification being admitted to advanced stages of the selection process.

(ii) Roster:

- Turns to be defined for all parameters involved in the selection process.
- Provision for adoption of Roster in case of recruitment to posts reserved for women / for persons professing a particular religion.
- Roster points meant for PSTM shall be examined in the light of whether Tamil is available as the medium of instruction for certain courses, as prescribed by the rules in vogue.

(iii) Physical Fitness Certificate:

- Whether specification in respect of peripheral requirements such as issuing authority, etc. may be made flexible, without dilution of the physical standards prescribed.

(iv) Other issues, if any.

(b) Issues requiring clarification by the Head of Department

(i) Qualification:

- Any ambiguity in the rules, such as prescription of a post graduate qualification without any specification as to the under graduate qualification to be obtained.
- Degree in a subject vs. Degree with specialization in that subject.

(ii) Persons with Benchmark Disabilities:

- In the case of posts not explicitly identified as suitable for the appointment of specific categories of persons with benchmark disabilities, the appointing authorities shall be informed that exemption, if any required, should be obtained on or before the date of notification, failing which reservation for persons with benchmark disabilities shall be implemented as per the rules in force.
- Categories of persons with benchmark disabilities (including categories declared suitable for appointment as well as other categories), shall be confirmed to be eligible / not eligible, with special reference to specific (not general) physical standards prescribed.
- Whether any exemption order had been issued by the Government, regarding implementation of reservation for persons with benchmark disabilities, for appointment to posts in the department.

(iii) Practical Experience Requirement:

- A broad framework including details to be sought for in the online application shall be prepared by the APD and presented during such consultation. Micro-detailing of the information to be obtained from candidates during online application, shall be undertaken by the Head of Department.
- The Head of Department shall commit that the practical experience requirements are currently in practice and not obsolete.
- The Head of Department shall be asked to define the parameters of practical experience, as to what it includes and what it excludes (*eg., non-acceptability of the apprenticeship certificate furnished by candidates during recruitment for the post of Motor Vehicles Inspector, Grade II*).

- The verification criteria adopted by the authority undertaking verification in the field shall be the same as the input criteria obtained from the candidate at the application stage.
- Based on the parameters defined by the Head of Department and the broad framework given by the APD, the format shall be frozen.
- The format to be used by the Head of Department for verification shall be the same as the format to be filled in by the candidate in the online application, requiring only a 'yes' or 'no' reply.
- **THEREFORE, THE PRACTICAL EXPERIENCE FORMAT IN THE ONLINE APPLICATION = PRACTICAL EXPERIENCE VERIFICATION FORMAT.**

- (6) As an outcome of Notification Meeting, the following details shall be incorporated in the Notification Module and shared with APD / APD Tech for incorporation in the Online Application Module and Certificate Verification Module:
- (a) List of equivalences for various educational / experience qualification as required in the Special Rules shall be made available in the Commission's website as well as Notification.
 - (b) Updated list of Universities recognized by the University Grants Commission.
 - (c) The notification shall reflect the practical experience criteria / format resulting from the notification meeting. The notification shall not be ambiguous with regard to the stage at which the documents relating to practical experience shall be obtained from the candidates for the purpose of verification – whether at the stage of application or before / after publication of the results of the written examination. In this regard, no two clauses of the notification shall convey contradictory information.
 - (d) Compilation of experiences derived from application scrutiny in Controller of Examination's Wing (APD) - cum – Secretary's Wing (OTD / PSD).

- (e) Notification shall specifically state that candidates belonging to those categories of persons with benchmark disabilities not identified as suitable for appointment shall not apply for the post.
- (f) In respect of validity of the driving licence, the notification shall specify that the date of expiry of the licence shall be checked with reference to the date of notification and that the licence shall be kept valid at all stages of the selection process.
- (g) The candidates shall be required to upload / produce a physical fitness certificate during the course of the selection process only in cases where mandatory. Such requirement shall be firmly substantiated during the consultation with the Head of Department. The relevant entities shall also be captured in the Online Application Module.
- (h) Miscellaneous – based on the agenda of the Notification Meeting.

G. Draft Notification

- (1) The minutes of the notification meeting and the draft notification shall be communicated to the authorities concerned for confirmation, on or before the 20th of the month preceding the month in which the notification is scheduled to be published.
- (2) The relevant provisions of Office Order No. 113, dated 10.12.2019, regarding modification of vacancies, shall be communicated to the Head of Department / appointing authority, in writing, at the time of sending the minutes of the notification meeting and the draft notification.

H. Submission of the Draft Notification to the Notification Sub-Committee

- (1) The draft notification shall be generated only through the software developed for this purpose. Input variables shall be given separately and there shall be no manual intervention over and above providing input variables for the generation of draft notification.
- (2) This draft shall be submitted to the Notification Sub-Committee on or before the 20th of the month preceding the month in which the notification is scheduled to be published.

- (3) Simultaneously with the submission of the draft notification to the Notification Sub-Committee, a sms and email shall be triggered to the APD and APD Tech sections, who shall undertake action to convene the Online Application Meeting, wherein the focus shall essentially be on incorporating the rectifying action indicated in the latest version of the *Modification Manual*.

I. Online Application Meeting

- (1) An Online Application Meeting shall be held between the 25th to the 30th of the month preceding the month in which the notification is scheduled to be published.
- (2) The convening and conduct of the Online Application Meeting shall be the responsibility of the APD-Tech section. This meeting shall be attended mandatorily by the OTD, PSD, RND, QD and APD as well as staff possessing relevant knowledge and experience. This meeting shall be chaired by the Secretary and Controller of Examinations.
- (3) The agenda of the Online Application Meeting shall include:
 - (a) Verification of action taken on incorporating the rectifying action indicated in the latest version of the *Modification Manual*.
 - (b) Vetting the English language used in the application by a language expert.
 - (c) Incorporation of the unique features of that particular recruitment in the online application.
 - (d) Citation of relevant Government orders / Acts / Rules, etc., in support of provisions in the online application.
 - (e) Incorporation of changes necessitated by amendments made to Acts / Rules, etc.
 - (f) Provision of hyperlink in the online application to access formats of certificates.
 - (g) Verification of whether all relevant / collateral information pertaining to claims made, have been sought for in the online application.

- (h) Elucidation, wherever required (*eg. Banks shall be indicated as Quasi Government organizations*).
- (i) Verification of whether any irrelevant / unverifiable information has been sought for.
- (j) Verification of whether data regarding selection of candidates available with the OTD / PSD has been automatically populated in the One Time Registration database, for further reflection in the Online Application Module (to facilitate monitoring claims as Ex-servicemen and Destitute Widows).
- (k) Practical Experience
- (i) Broad, tentative details finalized after discussion with the Head of Department during the notification meeting shall be sought for, from the candidate.
- (ii) Another meeting with the Head of Department shall be arranged within ten days of the notification meeting, to facilitate the designing and freezing of the Online Application Module and an exclusive Field Verification Module. Both these modules shall be formally vetted by the Head of Department after ensuring that -
- There shall be no variation between details captured in Online Application Module and those captured in the Field Verification Module.
 - Both the Online Application Module and Field Verification Module shall incorporate only a '**yes**'/'**no**' format and there shall be no physical data entry.

Note:

- (i) *The APD and APD Tech section shall be responsible for all activities allied to the online application up to the stage of hosting of the memorandum of admission (hall ticket) to the written examination, in the case of competitive examinations, departmental examinations and half-yearly examinations.*
- (ii) *The hall ticket shall be hosted two weeks before the date of examination. Thereafter, a note regarding the number of applicants, number of applicants for whom the hall ticket had been hosted and the number of applicants who had downloaded the hall tickets, shall be submitted to the Controller of Examinations.*

J. Approval of the Notification File

- (1) Auto-Generation of the Notification – Interactive and Collateral Activities
- (a) In order to generate the notification, input variables, viz., date of notification, anticipated number of candidates applying for examination, nature of examination – objective / descriptive, etc.) shall be pre-fed into the notification software.
 - (b) These very same variables shall also be simultaneously fed into the Activity Mapping Automation software. This shall be done such that the dates of occurrence of critical events as generated by the Activity Mapping Automation software is auto-populated in the notification software.
 - (c) These dates shall be incorporated in the notification.
 - (d) The notification thus generated shall be placed for approval before the Commission by the RND.
 - (e) All critical dates (requiring Commission’s approval) generated by the Activity Mapping Automation software shall be made available to the Personnel Department (PD) automatically so as to facilitate convening of Commission’s Meetings.
- (2) The draft notification shall be submitted for approval at the first Commission’s meeting of the month in which the notification is scheduled to be published.

K. Publication of Short Notice

The short notice regarding the notification of vacancies shall be published in the prescribed dailies on the day after the date of Commission’s approval of the notification.

L. Publication of the Notification and Commencement of Live (Real Time) Online Application

- (1) The notification shall be published in the Commission’s website seven days after the approval of the notification by the Commission. Concurrently, commencement of live (real time) online application shall also happen.

- (2) In case of errors / omissions in the notification or modification in the number of vacancies notified, errata / addenda as required, shall be published in the website, by the RND with auto-intimation by sms and email, to the MCD, APD, ID, QD and PSD / OTD.

M. Framing of Recruitment Specific Guidelines

- (1) As soon as a recruitment is notified, recruitment specific guidelines shall be jointly prepared by APD, APD Tech and PSD / OTD and these guidelines shall be made available in the onscreen certificate verification module.
- (2) The APD / PSD / OTD shall mandatorily cite the previous three recruitments and decisions made shall be explicitly noted, eg., equivalence related tables and a decision table shall have to be framed. This shall be arrived at the level of Controller of Examinations and Secretary through a joint meeting before the last date prescribed for uploading of certificates.

N. Designing of the Certificate Verification Module (CVM)

- (1) Immediately after biodata transfer by the APD section concerned to the QD, based on the guidelines developed in the paragraph above, the APD section along with APD Tech shall develop the onscreen certificate verification (OCV) module. To develop this module the following input shall also be used:
 - (a) Recruitment specific guidelines.
 - (b) Experiences as minuted in the Feedback Meeting.
 - (c) Experiences based on contradictory approaches followed by APD and PSD / OTD, eg., APD – provisionally / finally admitting the candidates and PSD / OTD - rejecting the same.
 - (d) Experiences obtained, based on Supreme Court judgements.
 - (e) Commission’s Instructions to Applicants.
 - (f) Office Orders.
- (2) It shall be crucial that all the staff of the APD section concerned including the Under Secretary shall conduct a trial run of the online application and satisfy themselves with all aspects of the OCV module. The APD section concerned along with the Under Secretary shall vet the OCV module before actual roll out. Certificate verification shall be done strictly in accordance with the office orders.

Note:

In respect of practical experience -

- (i) The Field Verification Module (FVM) shall be part of the overall Certificate Verification Module (CVM) for that recruitment.*
 - (ii) The FVM shall be shared with the Head of Department through an Application Programming Interface (API), wherein the Head of Department shall enter only 'yes' or 'no' in a drop-down provision, based on field verification. The combination of 'yes' and 'no' shall automatically result in a conclusion, i.e., practical experience acceptable / non-acceptable as per the notification, without requiring individual discretion.*
 - (iii) The Head of Department shall be ready with the system requirements to facilitate receiving the CVM from the office of the Commission through the API.*
 - (iv) If the prescribed practical experience relates to multiple organizations, exhaustive data-capturing shall be incorporated in the Online Application Module (OAM), FVM, etc.*
- (3) Memorandum of admission to onscreen / physical certificate verification shall detail the documents to be uploaded / produced and shall contain a QR Code incorporating the formats of certificates to be produced by candidates.

O. Certificate Verification Outcome

- (1) Only after receipt of the **complete** practical experience verification report, the APD shall take steps towards generation of rejection note file. In other words, counseling / oral test shall not be conducted without satisfactory verification of all eligibility criteria including that of practical experience.
- (2) The rejection note file shall be auto-generated only after the reasons for rejection pertaining to at least three previous recruitments are incorporated in the module.

- (3) This auto-generated rejection note file shall be sent to the Controller of Examinations along with the compilation of '*Reasons for rejection in previous recruitments*'. The Controller of Examinations shall undertake a detailed discussion with the Deputy Secretary, Secretary, Under Secretary and the APD section concerned, on the reason for rejections. Subsequent to this discussion, the rejection status may be altered, adducing the reasons thereof. Thereafter, the rejection file shall be approved by the Controller of Examinations.
- (4) Based on current certificate verification experiences, the APD may propose addition / alteration / deletion of instances resulting in final admission / provisional admission / rejection of candidature. In case such instances are not regulated by existing rules / office orders, regulation of the same through amendment of existing office orders shall be undertaken. Such regulation shall, however, take effect from subsequent recruitments only.
- (5) Based on the discussion as stated in paragraph (3) above, learning points for the next recruitment in terms of modifications in the notification, instructions, CVM, etc., shall be made available to the RND. The RND shall acknowledge the receipt of learning points from the APD.
- (6) Only after receipt of the above acknowledgement (a digital alert) from RND, the APD shall send the respective file for result processing.

K. NANTHAKUMAR, I.A.S.
Secretary