

TAMIL NADU PUBLIC SERVICE COMMISSION

Office Order No. 182, dated 28.04.2021

(Amended vide Commission's orders dated 02.11.2022)

Sub.: Recruitment (Direct) – Tamil Nadu State
and Subordinate Services - Format of
Selection Memorandum, Declaration and
Endorsement formats relating to various
instances during the time of Counselling –
Regarding.

The revised format of the selection memorandum as prescribed in the annexure - I shall be used for intimation of selection to the candidates. The format of the Declaration and Endorsement shall be used by the Departments concerned during the time of counselling for various instances such as court cases pending, non-submission of documents, criminal cases pending, and departmental action against the candidates as specified in Annexures II, III, IV, and V, respectively.

... Annexures (I to V)

K. NANTHAKUMAR, I.A.S.
Secretary

ANNEXURE - I

Format of Selection Memorandum



TAMIL NADU PUBLIC SERVICE COMMISSION

Memorandum No. / / , dated

Sub.: Recruitment (Direct) – Tamil Nadu_____Service -
Post of_____ - Selection - Intimation -
Regarding.

The Commission is happy to inform Thiru./Tmt./Selvi.____ (Reg. No.____) that he / she has been selected (conditionally and*) provisionally for appointment by direct recruitment to the post of _____ in the Tamil Nadu_____Service (subject to *).

* *where applicable*

2. The appointing authority to the said post is_____.

3. He / She may await a further communication from the appointing authority with regard to production of Certificate of Physical Fitness and order of appointment.

4. The selection of the candidate is purely provisional subject to the outcome of cases relating to this recruitment pending before the High Court and Supreme Court.

To
Thiru./Tmt./Selvi. _____

(NAME)
UNDER SECRETARY
(BARCODE)

Annexure – II

Format for Court Case pending Candidates

Declaration

I, _____ (Reg.No.) a candidate for the recruitment with reference to Notification No. _____ dated _____, hereby declare that I have been admitted provisionally to participate in the Certificate Verification / Oral Test / Counselling conducted for the post of _____ included in **(Name of the Service)** based on the Interim Orders dated _____ in WMP /WMP(MD) No. _____ of _____ in W.P/W.P(MD) No. _____ of _____ passed by the Hon'ble High Court of Madras / Madurai Bench of the Madras High Court and attended the said Counselling held on _____ FN/ AN. I have myself chosen the post of _____ included in _____ and allotted to _____ Department, subject to outcome of the final orders to be passed by the Hon'ble High Court of Madras / Madurai Bench of Madras High Court.

Since, I have not submitted the required document(s) viz., _____ on _____, I hereby undertake to submit the same within 15 days, failing which my provisional allotment to the said post will be cancelled without any further notice. I agree to abide by the decision to be taken by the Commission in this regard.

Department/Unit:-

Signature of the candidate

(Rank No.)

(Date:)

C. No. _____

Endorsement by the Office

Thiru. / Tmt./Selvi..... (Reg. No...../ Rank No.) is hereby informed that he / she has been admitted provisionally to attend the Counselling held on _____ FN/ AN based on the interim orders dated _____ in WMP/WMP(MD) No. _____ of _____ in W.P /W.P (MD) No. _____ of _____ passed by the Hon'ble High Court of Madras /

Madurai Bench of Madras High Court and he / she has been allotted provisionally for the post of _____ in _____ Department. His / her application has been admitted provisionally and his / her admittance to Certificate Verification / Oral Test / Counselling is withheld, subject to outcome of the final orders to be passed by the Hon'ble High Court of Madras / Madurai Bench of the Madras High Court.

He / She has not submitted the required document(s) viz., _____.

He / She is directed to submit the above document(s) within 15 days failing which his / her provisional selection will be cancelled.

He / She has been allotted to the said post based on his / her rank, vacancy position, rule of reservation of appointments etc.,. The selection for the post is purely temporary subject to production of the aforesaid document(s) and also subject to outcome of the final orders to be passed by the Hon'ble High Court of Madras / Madurai Bench of Madras High Court.

Signature of the Under Secretary
(QR Code)

Annexure – III

Format for pendency of documents

Declaration

I, _____ (Reg. No. _____) hereby declare that in the Counselling held by the Tamil Nadu Public Service Commission on _____FN/AN. I have myself chosen to be selected for appointment by direct recruitment to the post of _____.

Since, I have not produced the required document(s) viz., _____ till date, I hereby undertake to submit the same within 15 days, failing which my selection is liable for cancellation without any further notice. I also agree to abide by the decision to be taken by the Commission in this regard.

Department:-

Signature of the Candidate

(Rank No: _____)

(Date: _____)

C.No. _____

Endorsement by the Office

Thiru./Tmt./Selvi. _____ (Reg.No. _____/Rank No. _____) has been informed that he / she is provisionally selected for appointment by direct recruitment to the post of _____ during the Counselling held on _____FN/ AN and that his / her application is admitted provisionally and that his / her allotment is withheld owing to non-production of the following document(s):-

He / She has been allotted to the said post based on his / her rank, vacancy position, Rule of Reservation of appointments. The said allotment is purely temporary, subject to production of the required document(s) and satisfaction of all other conditions prescribed for the said recruitment. He / She has been directed to submit the required document(s) within 15 days failing which his / her provisional selection will be cancelled.

Signature of the Under Secretary
(QR code)

Annexure – IV

Format for Criminal Case Pending candidates

Declaration

I _____ (Reg. No. _____) hereby declare that in the Counselling conducted by the Tamil Nadu Public Service Commission on _____FN/AN, I have myself chosen the post of _____ in _____ Department, subject to outcome of the final orders of the Criminal case pending against me.

Since, I have not produced the required document(s) viz., _____ on _____, I hereby undertake to submit the same within 15 days, failing which my provisional allotment to the said post will be cancelled without any further notice.

I agree to abide by the decision to be taken by the Commission in this / these regard.

Signature of the Candidate

(Rank No: _____)

(Date: _____)

C. No. _____

Endorsement by the Office

Thiru.Tmt./Selvi. _____ (Reg. No. _____) (Rank No. _____) has been informed that he / she is provisionally selected for appointment by direct recruitment to the post of _____ for the year _____ during the counselling held on _____FN/ AN and that his / her application is admitted provisionally and that his / her allotment is withheld owing to Criminal case pending against him / her.

He / She has also not produced the required document(s) viz., _____

He / She is directed to submit the above document(s) within 15 days failing which his / her provisional selection will be cancelled.

He / She has been allotted to the said post based on his / her rank, vacancy position, rule of reservation of appointments, etc., The selection for the post is purely temporary, subject to production of the aforesaid document(s) and subject to outcome of the final orders of the Court and also Commission's decision to be taken in this regard.

Signature of the Under Secretary
(QR Code)

Annexure -V

Format for Departmental action pending

Declaration

I _____ (Reg. No. _____) hereby declare that in the Counselling held by the Tamil Nadu Public Service Commission on _____FN/AN. I have myself chosen the post of _____in _____ Department, subject to outcome of the final orders of disciplinary charges 17 (a/b) framed and pending against me by the HOD.

Since, I have not produced the required document(s) viz., _____ on _____ I hereby undertake to submit the same within 15 days, failing which my provisional allotment to the said post will be cancelled without any further notice.

I agree to abide by the decision to be taken by the Commission in this / these regard.

Signature of the Candidate

(Rank No:)

(Date:)

C.No. _____

Endorsement by the Office

Thiru. / Tmt./ Selvi. _____(Reg. No._____) (Rank No. _____) has been informed that he / she is provisionally selected for appointment by direct recruitment to the post of _____for the year _____during the counselling held on _____FN/ AN and that his / her application is admitted provisionally and that his / her allotment is withheld owing to disciplinary Charges 17(a/b) framed and pending against him / her by the HOD.

He / She has also not produced required document(s) viz.

He / She is directed to submit the above document(s) within 15 days failing which his / her provisional selection will be cancelled.

He / She has been allotted to the said post based on his / her rank, vacancy position, rule of reservation of appointments, etc.,. The selection for the post is purely temporary subject to production of the aforesaid document(s) and subject to outcome of the final orders of disciplinary Charges 17 (a/b) framed against him / her by the HOD and also Commission's decision to be taken in this regard.

Signature of the Under Secretary
(QR Code)