TAMIL NADU PUBLIC SERVICE COMMISSION

Office Order No.133, dated 12.11.2020

(Amended vide Commission's orders dated 28.04.2021, 25.04.2022, 19.06.2024, 14.05.2025 and 16.10.2025)

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

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

(1) Prior to the day of the Oral Test, the '*Statement of Qualification-cum-Mark Sheet*' OMR format, as prescribed in Annexure I, shall be made ready for all candidates admitted to the oral test.

(2) On the day of Oral Test, the staff of the Oral Test Department shall arrive at the office before 08.00 am.

(3) The staff shall ensure that the candidates are seated at the designated tables. The identity of the candidates shall be verified with the photographs on the attendance sheet. In case of any discrepancy, recent photographs of the candidate shall be pasted on Attendance Sheet.

(4) After verifying the identity of the candidates, verification of the certificates / documents uploaded, with the original certificates / documents produced shall be done. Corrections, if any, required to be made to the database furnished by the APD, shall be made by the OTD Tech section, upon request from the OTD section concerned.

(5) After completion of certificate verification, the instructions to candidates as specified in Annexure II, both in Tamil and English, shall be read out over the public address system. The candidates shall deposit all their belongings, including mobile phones, in the lockers provided for the purpose. The locker number allotted to each candidate, shall be recorded in the attendance sheet (format prescribed in Annexure III). The candidates shall be instructed to retain the locker keys safely until the conclusion of the oral test.

(6) A lot box containing tokens bearing Board Numbers shall be placed near the certificate verification area.

(7) Around 09.00 am, after completion of certificate verification, the staff shall direct the candidates, table-wise, to the lot box. Each candidate shall pick one token, bearing a Interview Board Number, from the lot box and shall disclose the Board Number to the staff supervising the process. The supervising staff shall write down the Board Number in the Statement of Qualification- cum- Mark Sheet of respective candidate. The said process of shuffling for candidates should be videographed through MD-A section. Exchange or transfer of Board after allotment through shuffling shall not be permitted

(8) After drawal of lots, the candidates shall be instructed to seat themselves Board Number-wise, in the order of picking up tokens.

(9) The names of the Section Officers assisting the Interview Boards shall be selected by lot, prepared by and under the supervision of the Joint Secretary / Deputy Secretary concerned. The Section Officers shall inform their staff (ASO/Assistant) regarding the Board assigned to them and ensure that all the candidates are seated in the waiting hall earmarked for that particular Interview Board. The said process of shuffling for Board Staff should be videographed through MD-A section. Exchange or transfer of Board after allotment through shuffling shall not be permitted.

(10) Thereafter, the staff shall arrange the Statements of Qualification-cum- Mark Sheet of candidates allotted to their board, in the order of picking of tokens by the candidates.

(11) Candidates who do not present themselves for the Oral Test, at the stipulated time, shall be permitted to attend the Oral Test, only if the verification of their certificates and their admission to the Oral Test is approved, before the conclusion of the oral test in the respective session in the Board allotted. They shall, however, forfeit their chance to choose the Board Number by drawal of lot.

(12) The time schedule for the activities carried out before the commencement of Oral Test shall be followed, as specified in Annexure-VI.

(13) In the case of candidates who come late or absent themselves for the Oral Test or whose applications were rejected subsequently, the Statements of Qualification – cum - Mark Sheet of such candidates shall be arranged in the ascending order of their register numbers within each category, viz., (i) late-comers; (ii) absentees and (iii) rejections. The Board Numbers mentioned in the remaining tokens shall be allotted to them, in the order of categories as mentioned above.

(14) The Statement of Qualification-cum-Mark Sheet OMR format of those candidates whose applications are rejected subsequently/ Absent, shall be marked and signed by the Joint Secretary / Deputy Secretary in charge of Oral Test Department and placed before the Board allotted, in the same session.

(15) On the day of Oral Test, the Chairman/ Members may assemble in the Commission's Meeting Hall, at a time to be decided on a case-to-case basis, to draw lots on which Board they would chair.

(16) The Chairman and Members of the Commission present on the day of the oral test shall chair the respective Oral Test Boards as decided by drawal of lots. A cyclic turn shall be followed from the Junior Members to Senior Members and Chairman for the picking of lots. The Joint Secretary / Deputy Secretary in charge of the Oral Test Department shall ensure that the turns followed for each drawal of lots are entered in a register maintained for the purpose, so that the cycle is followed without any error. Exchange or transfer of Board after allotment through shuffling shall not be permitted

(17) The Departmental Representatives and Experts shall be allotted Boards by drawal of lot, in their waiting hall, under the guidance of the Joint Secretary / Deputy Secretary / Under Secretary incharge of the Oral Test Department. Prior to the drawal of lots, the Joint Secretary / Deputy Secretary / Under Secretary shall read out the '*Instructions to the Departmental Representatives and Experts*' as specified in Annexure IV and obtain their acknowledgement on a

copy of the said 'Instructions'. The said process of shuffling for Departmental Representatives and Experts should be videographed through BSFD section. Exchange or transfer of Board after allotment through shuffling shall not be permitted

(18) While interviewing the candidate, Hon'ble Chairman/ Member, Expert and Departmental Representatives shall not ask the personal details of candidate.

(19) After conclusion of the oral test, the Section Officer concerned shall collect the Statement of Qualification-cum-Mark Sheet of the candidates intended for the Chairman / Member, Expert and Departmental Representative, respectively, place it inside the specified cover, seal the cover under the supervision of the Chairman/ Member, in the oral test Board Room itself. This cover shall be handed over to the Secretary, within five minutes of sealing.

(20) A certificate from the Experts and Departmental Representatives regarding their acquaintance / non-acquaintance with the candidates, in the format prescribed at Annexure V, shall also be obtained by the Section Officer at the end of every session of the oral test and handed over to the OTD section concerned.

(21) As regards the afternoon session, the composition of the board and the board number, fixed in the morning shall remain the same.

(22) The video recording of the proceedings of each individual Interview Board shall be copied from the server onto DVDs, by the staff nominated from the OTD-Tech.section, after which the original content in the server shall be deleted. The DVDs pertaining to each individual Interview Board shall be placed in a separate cover and sealed in the server room itself. Further, the videographed chip of shuffling process of candidates, Board Staff, Departmental Representatives and Experts shall be placed in a separate cover and sealed.

(23) All the sealed covers including videographed chip (Memory card) shall be superscribed by the Under Secretary (OTD) to the effect that the aforesaid work had been carried out in his/her presence. The covers containing the videographed Chip (Memory card) and DVDs shall be handed over to the Under Secretary (OTD) by the said staff, after conclusion of the shuffling process of candidates, Board Staff, Departmental Representatives, Experts and

Interview for that day, in the respective Boards. The sealed covers shall be attested by the Chairman and thereafter deposited in the Secretary's room.

K.NANTHAKUMAR,I.A.S.
Secretary

… Annexure I to VII

Annexure-I

Format of Statement of Qualification

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

TAMIL NADU PUBLIC SERVICE COMMISSION
STATEMENT OF QUALIFICATION – CUM – MARK SHEET FOR ORAL TEST

<table>
<tr><td colspan="3">Name of the Post:</td></tr>
<tr><td rowspan="2">Dummy Number</td><td>Date & Time of Oral Test</td><td></td></tr>
<tr><td rowspan="2">Board Number</td><td rowspan="2"></td></tr>
<tr><td rowspan="2">Bar Code</td></tr>
<tr><td>Alphabet</td><td></td></tr>
<tr><td colspan="3">Educational Qualifications /Other Qualifications etc.,</td></tr>
<tr><td colspan="3"></td></tr>
<tr><td><u>Grade awarded (By consensus)</u>

Outstanding (O) ◯

Very Good (VG) ◯

Good (G) ◯

Above Average (AA) ◯

Average (A) ◯</td><td colspan="2">This Grade has been awarded by consensus (vide I and II Proviso to Rule 7 (c)(d) of the Commission's Rules of Procedure) arrived at based on candidate's Personality, Bearing, Aptitude, General Knowledge, Technical Knowledge etc.,</td></tr>
<tr><td>*</td><td colspan="2">Signature of Hon'ble Chairman /Member</td></tr>
<tr><td>Absent (Ab) ◯
Rejection (R) ◯</td><td colspan="2">Signature of JS/US</td></tr>
</table>

*In case of Civil Judge recruitment, Signature of Hon'ble Chairman/Hon'ble Judge will be added

Annexure II

Instructions to Candidates

1. Candidates shall be requested to choose the Oral Test Board at which they will be interviewed, by drawal of lot. Each candidate shall pick one token, bearing a Board Number, from the lot box and disclose the Board Number to the staff supervising the process. The supervising staff shall write down the Board Number in the Statement of Qualification- cum- Mark Sheets.

2. Candidates shall be requested to deposit all their belongings, including mobile phones, in the lockers provided for the purpose. The locker number allotted to each candidate is recorded in the Almirah sheet. The candidates shall be requested to retain the locker keys safely until the conclusion of the Oral Test.

3. Candidates shall be requested to verify all details in the attendance sheet before signing the same.

4. After conclusion of the Oral Test, candidates shall be requested to remove all their belongings from the locker and hand over the locker keys to the office staff, duly acknowledging the same.

5. Candidates suffering from illness, pregnant women and lactating mothers shall be requested to inform the staff accordingly, so as to obtain priority in the order of interview, for that session.

6. Candidates suffering from medical conditions requiring medication or other medical aids, may make a request to be permitted to carry the requisite material with them into the waiting hall. However, they shall not be permitted to carry such material into the Oral Test Board Room.

7. Candidates shall be requested to avail of the canteen and restroom facilities available in the ground floor of the Commission’s office, as required, before the start of Oral Test. Candidates shall not be permitted to go to any other floors of the Commission’s office.

8. Persons accompanying the candidates shall be requested to utilize the Waiting Hall on the ground floor. However, candidates with benchmark disabilities, pregnant women, lactating mothers and those who need special assistance shall be permitted to bring an attender inside the Commission’s office premises.

...TamilVersion Overleaf

தேர்வர்களுக்கான அறிவுரைகள்

1. தேர்வர்கள் ஒவ்வொருவரும் தாங்களே தங்களது வாய்மொழி தேர்வு அறை எண்ணை குலுக்கல் முறை மூலமாக தெரிவுச் செய்து கொள்ளுமாறு கேட்டுக் கொள்ளப்படுகிறார்கள். ஒவ்வொரு தேர்வரும் வாய்மொழி தேர்வு நடைபெறவிருக்கும் அறை எண் பொறிக்கப்பட்டிருக்கும் ஒரு சீட்டினை குலுக்கல் மூலமாக தெரிவு செய்து, அறை எண்ணை மேற்பார்வை செய்து கொண்டிருக்கும் தேர்வாணைய அலுவலரிடம் தெரிவிக்க வேண்டும். தேர்வாணைய அலுவலர், தேர்வர்களின் அறை எண்ணை தகுதி மற்றும் மதிப்பெண்ப ட்டியலில் பதிவு செய்வார்.

2. தேர்வர்கள், கைப்பேசி உட்பட தங்களது அனைத்து உடைமைகளையும் இதற்கென்றே வழங்கப்பட்டிருக்கும் பாதுகாப்புப் பெட்டகத்தினுள் வைத்துக்கொள்ளுமாறு கேட்டுக் கொள்ளப்படுகிறார்கள். மேலும், ஒவ்வொரு தேர்வர்க்கும் தனித்தனியே ஒதுக்கப்பட்டுள்ள பாதுகாப்புப் பெட்டக எண்ணானது அலமாரி தாளில் பதிவு செய்யப்படும். வாய்மொழித் தேர்வு முடியும் வரை, தேர்வாளர்கள் தங்களிடம் கொடுக்கப்பட்ட பாதுகாப்புப் பெட்டகத் திறவுகோலை பத்திரமாக வைத்துக்கொள்ள அறிவுறுத்தப்படுகிறார்கள்.

3. தேர்வர்கள், தங்கள் தகவல்கள் வருகைத்தாளில் முறையே, பதிவு செய்யப்பட்டுள்ளனவா என்பதை உறுதி செய்த பின்னரே கையொப்பமிடுமாறு கேட்டுக்கொள்ளப்படுகிறார்கள்.

4. வாய்மொழித் தேர்வு முடிந்த பிறகு தேர்வர்கள் அனைவரும் பாதுகாப்புப் பெட்டகத்திலிருந்து தங்களது அனைத்து உடைமைகளையும் எடுத்துக் கொண்டு அதற்கான திறவுகோலை சம்பந்தப்பட்ட தேர்வாணைய அலுவலரிடம் ஒப்படைத்து, உரிய படிவத்தில் கையொப்பமிடுமாறு கேட்டுக் கொள்ளப்படுகிறார்கள்.

5. உடல் நலமற்ற தேர்வர்கள், கர்ப்பிணிப் பெண்கள் மற்றும் பாலூட்டும் தாய்மார்கள், அவர்களுக்கான நேர்காணல் வரிசை எண் முறையில் முன்னுரிமை தெரிவிக்குமாறு அறிவுறுத்தப்படுகிறார்கள்.

6. உடல் நலமற்ற தேர்வர்கள் தங்களுக்குத் தேவையான மருந்து மற்றும் மருத்துவ உபகரணங்களை காத்திருப்பு அறைக்கு எடுத்துச் செல்வதற்கு தேர்வாணைய அலுவலரிடம் அனுமதி கோரலாம். இருப்பினும், அத்தகைய பொருட்களை வாய்மொழித் தேர்வு அறைக்குள் எடுத்துச் செல்வதற்கு அவர்கள் அனுமதிக்கப்படமாட்டார்கள்.

7. வாய்மொழித் தேர்வு தொடங்குவதற்கு முன்பதாக, தேர்வர்கள் தேர்வாணைய அலுவலக தரைத்தளத்தில் உள்ள உணவகம் மற்றும் கழிப்பறை வசதிகளை பயன்படுத்திக் கொள்ளுமாறு கேட்டுக் கொள்ளப்படுகிறார்கள். மேலும், தேர்வர்கள் தேர்வாணையத்தின் வேறு எந்த தளத்திற்கும் செல்வதற்கு அனுமதி இல்லை.

8. தேர்வர்களுடன் வரும் நபர்கள் தரைத்தளத்திலுள்ள காத்திருப்பு அறையைப் பயன்படுத்திக் கொள்ளுமாறு கேட்டுக் கொள்ளப்படுகிறார்கள். எனினும், மாற்றுத்திறனாளிகள், கர்ப்பிணிப் பெண்கள், பாலூட்டும் தாய்மார்கள் மற்றும் சிறப்பு உதவி தேவைப்படும் நபர்கள் ஆகியோர் ஆணையத்தின் வளாகத்திற்குள் உதவியாளர் ஒருவரை அழைத்து வர அனுமதிக்கப்படுகிறார்கள்.

Annexure III

Attendance Sheet

Posts included in / Post of_____

Date of Oral Test_____FN/AN

Table No._____

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

Annexure IV

Instructions to Experts and Departmental Representatives

1. The Oral Test Board at which the Experts and Departmental Representatives are to assist, shall be decided by drawal of lot, by the Experts and Departmental Representatives themselves, fifteen minutes before the start of the Oral Test.

2. The Experts and Departmental Representatives are requested to keep their mobile phones in the Experts / Departmental Representatives waiting room itself and not to carry them inside the Oral Test Board.

3. The Experts and Departmental Representatives are requested not to carry any book / notepad / paper for making notes / any other stationery including pen and pencil or electronic gadgets such as Tabs, Laptops, etc., inside the Oral Test Board.

4. The Experts and Departmental Representatives are requested to go through the Statement of Qualification-cum-Mark Sheet, given to them. If any of the candidates are related to them/subordinates working under them/known to them, they shall inform the Board Chairman immediately and refrain from interviewing such candidates. In any case, the Experts and Departmental Representatives are requested to certify regarding their acquaintance / non-acquaintance with the candidates, in the format of certificate given to them for this purpose.

5. The Experts and Departmental Representatives are informed that they are liable to face appropriate action, in case of suppression of information regarding their acquaintance with the candidates.

6. White sheets and black pens are provided in the Oral Test Board for the use of Experts, Departmental Representatives and the Oral Test Board Chairman. After the oral test, the Experts and Departmental Representatives are requested to leave the paper they have used, in the Board itself.

7. While interviewing the candidate, Expert and Departmental Representatives shall not ask the personal details of the candidate.

8. The Experts and Departmental Representatives are also requested not to make any notes regarding the personal information of the candidates or note down the Grade awarded to the candidates during the Oral Test process.

9. The Experts and Departmental Representatives are requested to use only the black pen provided to them, for shading the Grade in the Statement of Qualification-cum-Mark Sheet.

10. The Experts and Departmental Representatives may please note that the Grade is awarded by consensus, based on the candidate's personality, bearing, aptitude, general knowledge and technical knowledge.

11. The Statement of Qualification-cum-Mark Sheet shall be sealed in the Oral Test Board, in the presence of the Experts, Departmental Representatives and the Oral Test Board Chairman, at the conclusion of the forenoon and afternoon sessions, respectively. The Experts and Departmental Representatives may leave the Oral Test Board only after the said process is completed.

...AcknowledgementOverleaf

ACKNOWLEDGEMENT OF THE INSTRUCTIONS AT PRE-PAGE

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

Annexure V

Post: _____

Date: _____

FN / AN

BOARD

Certificate by the Departmental Representative/Expert

I,_____*(Name, Designation, Department)*

have been nominated to assist at the Oral Test Board as Departmental Representative/Expert.

(Please strike off the box which is not applicable)

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

Dummy No.	Reason (Relative/Subordinate staff/Known to me)

OR

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

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

Signature of the Departmental Representative/Expert

Annexure–VI

Sl. No.	Activity	Time Interval	
		Forenoon session	**Afternoon session**
1.	Reporting time for candidates	08.00 a.m.	11.30 a.m.
2.	Physical Certificate Verification	08.00 a.m.to 09.00 a.m.	11.30 a.m.to 12.30 a.m.
3.	Candidates' refreshment/breakfast/lunchtime	08.45 a.m.to 09.15 a.m.	12.30 p.m.to 01.00 p.m.
4.	Commencement of shuffling of candidates	09.15 a.m.	01.00 p.m.
5.	Commencement of Oral Test board	10.15 a.m.	02.00 p.m.

Annexure–VII
LIST OF AMENDMENTS

Sl.No	Subject	Date
1	Modification in para no.7 in respect of Procedure to videograph the shuffling of candidates and no exchange of Board after allotment	14.05.2025
2	Modification in para no.10 in respect of Procedure to videograph the shuffling of Board staff and no exchange of Board after allotment	14.05.2025
3	Modification in para no.17 in respect of no exchange of Board after allotment	14.05.2025
4	Modification in para no.18 in respect of Procedure to videograph the shuffling of Departmental Representatives and Experts and no exchange of Board after allotment	14.05.2025
5	Modification in para no.22 in respect of placing the videographed chip in separate sealed cover	14.05.2025
6	Modification in para no.23 in respect of storing the sealed covers and videographed chip in Secretary's room	14.05.2025
7	Modification in para no.3 in respect of Removal of identity of the candidates in SOQ	16.10.2025
8	Modification in para no.4 in respect of Verification of Certificates with original documents	16.10.2025
9	Modification in para no. 7 in respect of Directing the candidates to the lot box	16.10.2025
10	Modification in para no. 8 in respect of Seating arrangements of the candidates	16.10.2025
11	Deletion of Attendance format under para no.8	16.10.2025
12	Deletion of para no.9	16.10.2025
13	Inclusion of ASO/ Assistant in para no 10 and Absent in para no. 15	16.10.2025

14	Inclusion of para no. 18 in respect of not to ask the person details of the candidate while interview	16.10.2025
15	Inclusion of New SOQ format in Annexure I	16.10.2025
16	Modification in para nos. 1, 2 & 3 of Annexure II Instructions to candidates (English Version)	16.10.2025
17	Modification in para nos. 1, 2 & 3 of Annexure II Instructions to candidates (Tamil Version)	16.10.2025
18	Deletion of columns in the attendance sheet in Annexure III	16.10.2025
19	Modification in para no. 4 of Annexure IV	16.10.2025
20	Inclusion of para no.7 in Annuxure IV	16.10.2025
21	Modification and Deletion of columns in Annexure V in the format of Certificate by the Departmental representative/ Expert	16.10.2025