

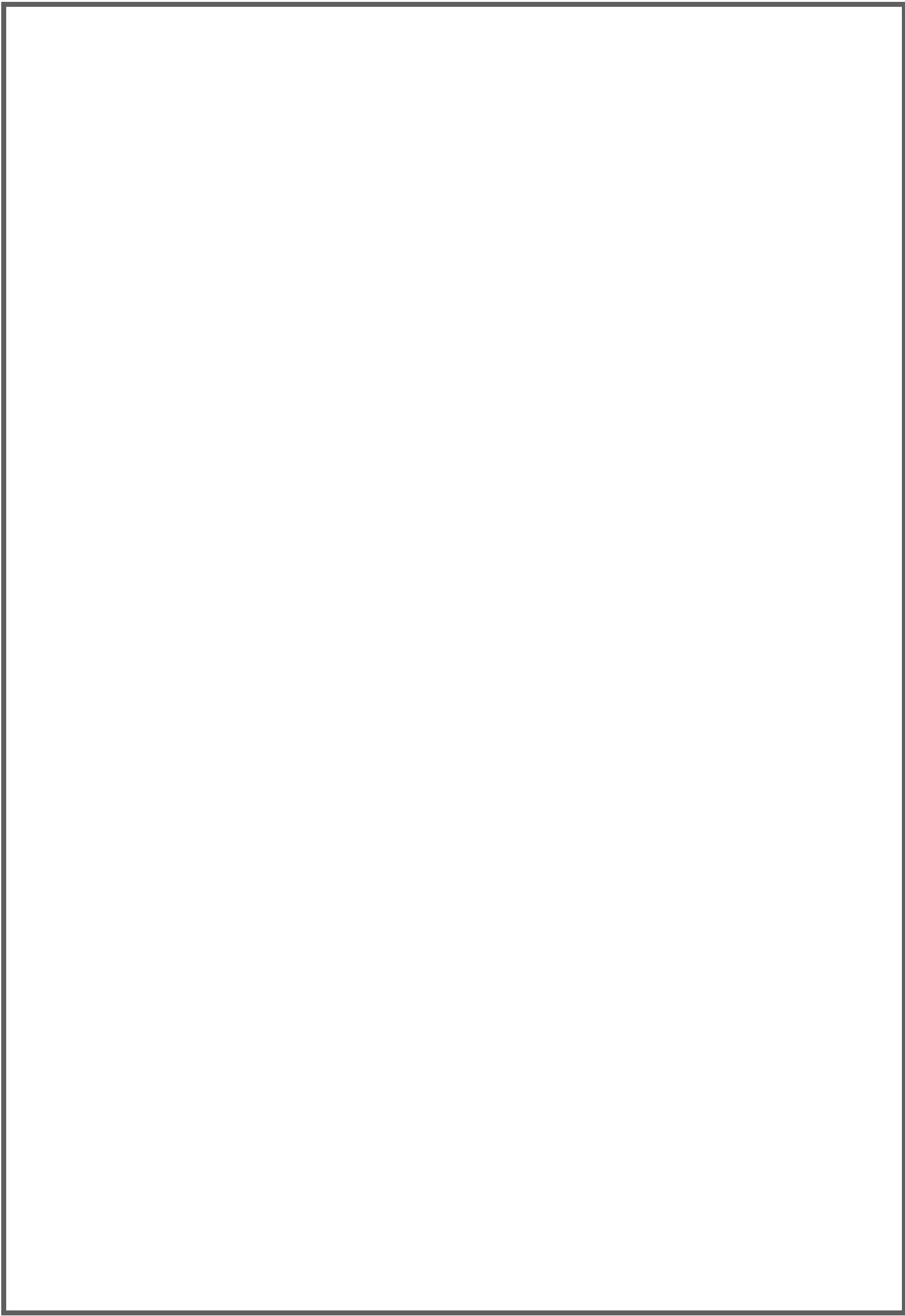


TAMIL NADU PUBLIC SERVICE COMMISSION

RULES OF PROCEDURE



(Updated upto 10.12.2024)



INTRODUCTION

The Rules of Procedure governing certain procedures based on the Madras Service Commission Act, 1929, were published in Part – I of the Fort St. George Gazette, dated 06.05.1930.

Thereafter, the Rules of Procedure of the Commission were duly amplified and issued in the year 1937.

Post-Independence, amendments to the Rules of Procedure of the Commission were issued in G.O. No.4576, Public (Services) dated 26.12.1950. In the year 1951, the Commission examined the validity of the said Rules under the Constitution of India. Later, in the year 1955, the Governor of Madras in supersession of all the earlier rules, issued fresh Rules of Procedure. These Rules came into force with effect from 1st January 1955.

Then in 1961, the Commission framed and issued their own Rules of Procedure in supersession of the earlier ones, and sent it to the Government for information and for printing the same in the Madras Service Manual Volume-I.

The Commission's Rules of Procedure were subsequently updated and reissued w.e.f. 14.05.1996 and sent to the Government for information and for incorporating it in the Tamil Nadu Service Manual Volume-I. Based on the Government's request in their letter dated 25.09.1997, the reissued Rules of Procedure were printed and supplied to the Government Departments and Head of Departments by Tamil Nadu Public Service Commission. In order to ensure that the Rules of Procedure were kept updated, the said rules were reissued by the Tamil Nadu Public Service Commission w.e.f. 08.06.2017.

Now the Commission's Rules of Procedure have been revised and reissued w.e.f. 15.07.2020.

K. NANTHAKUMAR, I.A.S.
Secretary
Tamil Nadu Public Service Commission

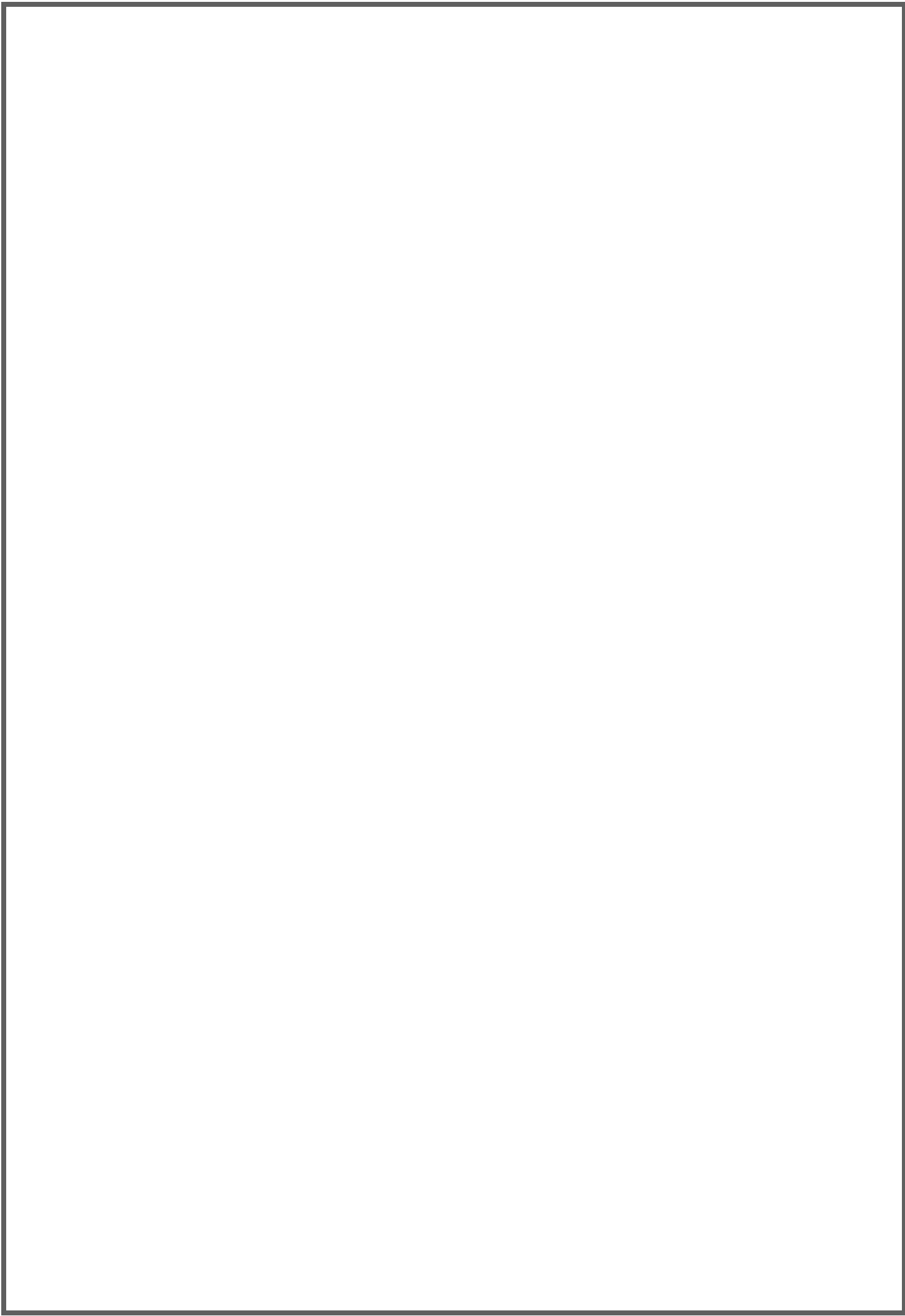
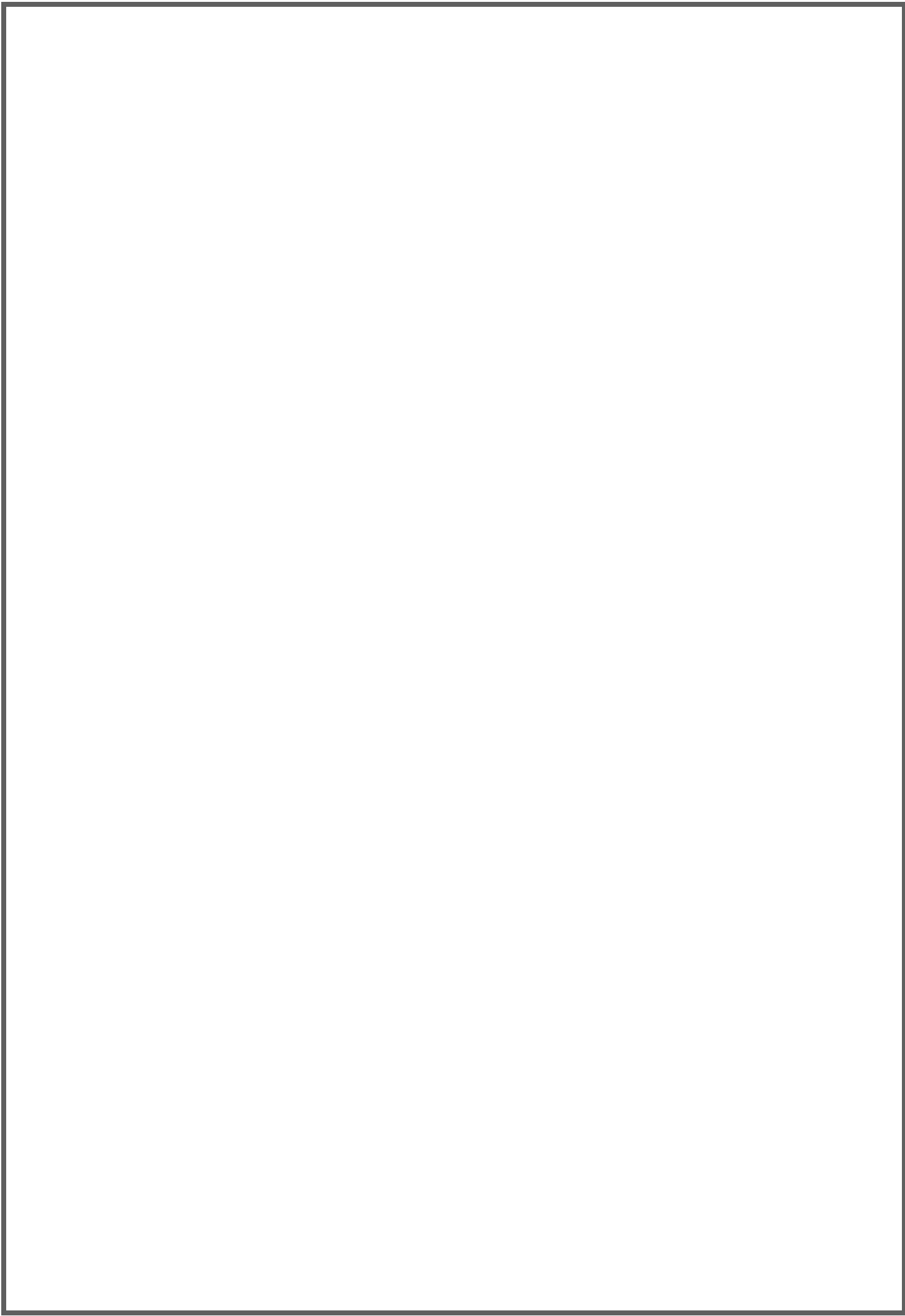


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TAMIL NADU PUBLIC SERVICE COMMISSION

Rules of Procedure

In exercise of the functions stipulated in Article 320 of the Constitution of India, the Tamil Nadu Public Service Commission hereby makes and adopts in supersession of all existing rules, the following rules to regulate the internal procedure of work in the Commission's office.

1. Short Title and Commencement:

- A.** These rules shall be called the Tamil Nadu Public Service Commission Rules of Procedure.
- B.** These rules shall come into force on 15.07.2020.

2. Definitions:

In these rules, unless there is anything repugnant in the subject and context:

- A.** "*Constitution*" means the Constitution of India;
- B.** "*Government*" means the Government of Tamil Nadu;
- C.** "*Governor*" means the Governor of Tamil Nadu;
- D.** "*Commission*" means the Tamil Nadu Public Service Commission;
- E.** "*Chairman*" means the Chairman of the Tamil Nadu Public Service Commission; and includes a person appointed by the Governor by virtue of clause 1 (A) of Article 316 of the Constitution for discharging the functions of Chairman;
- F.** "*Member*" means a Member of the Tamil Nadu Public Service Commission and includes the Chairman or Acting Chairman thereof;
- G.** "*Secretary*" means the Secretary to the Tamil Nadu Public Service Commission;
- H.** "*Controller of Examinations*" means the Controller of Examinations to the Tamil Nadu Public Service Commission.

3. Matters placed before the Commission:

The matters placed before the Commission shall be dealt with, either by the Commission or by the Chairman or by a Committee of one or more Members formed by the Commission as provided for in these rules.

All matters placed before the Commission or the Chairman or Committees formed by the Commission, shall be so placed by the Secretary in respect of the subjects under his purview and the Controller of Examinations, in respect of the subjects under his purview.

4. Matters to be decided by the Commission:

A. The following matters shall be decided by the Commission:

- (i) Any case in which a decision is required to be taken regarding the formulation of a new policy of the Commission in respect of any matter coming before them or the variation from, modification or revision of such policy earlier decided upon;
- (ii) Any case in which a decision is required to be taken on the general principles to be adopted in the matter of appointment by direct recruitment, recruitment by transfer, promotion or transfer, including laying down qualifications required to be fulfilled by candidates for such appointment;
- (iii) Any case in which a decision is required to be taken regarding the framing of schemes for holding competitive examinations for recruitment to posts or departmental examinations or their modification;
- (iv) Any case in which a decision is required to be taken on framing of rules or regulations connected with the Commission or their powers or the conduct of their business;
- (v) Any matter which the Chairman or any Member, desires to place before the Commission for their decision or formulating the views of the Commission on any issue;
- (vi) Notification of vacancies for appointment by direct recruitment;
- (vii) Dates and venue of the written examinations to be conducted by the Commission;

- (viii) Dates for oral tests and counselling;
 - (ix) Approval of results of recruitments, departmental examinations and half-yearly examinations and language tests;
 - (x) Debarment or other punitive action against any applicant for a post advertised by the Commission or a candidate appearing at a competitive examination conducted by the Commission;
 - (xi) Deletion of names of candidates recommended for appointment to any post, on account of violation of rules / Commission's instructions;
 - (xii) All matters relating to litigation in courts in which the Commission is a party;
 - (xiii) The Annual Report of the Commission.
- B.** All matters placed before the Commission shall be decided either by circulation or in a meeting of the Commission. However, if any Member desires that a particular matter which is being decided by circulation, should be decided in a meeting of the Commission then that matter shall be decided in a meeting of the Commission.

5. Matters to be decided by the Chairman:

The following matters shall be decided by the Chairman:

- A.** All matters pertaining to the administration of the Commission's office, except those which are within the competence of the Secretary, the matters decided by the Secretary being submitted to the Chairman for information or approval as appropriate;
- B.** Experts/Departmental Representatives to be invited to assist the Commission at the time of oral test;
- C.** Selection of examiners for confidential work;
- D.** Matters relating to conferences of Chairmen of Union / State Public Service Commissions and correspondence with Union Public Service Commission / State Public Service Commissions;

- E.** Nomination of the Chairman of the Departmental Promotion Committee and Initiating Member for the disciplinary cases;
- F.** Matters not specifically allotted to a Committee or a Member.

6. Matters to be decided by the Committees/Designated Members:

The Commission may, subject to such direction as they may think fit, delegate to an individual Member or to a Committee consisting of one or more members including the Chairman, any of their functions under the Constitution including the constitution of Selection Boards or assign to each committee, specific items of work. Committees so constituted shall remain in operation till reconstituted by the Commission.

The Commission may also refer any matter to an individual Member or to a Committee, consisting of Members and such other persons, if any, as the Commission may appoint, for consideration of the said matter and reporting on it to the Commission.

- A.** The Committee shall, if it consists of more than one Member, decide the work assigned to such committee by the Commission, generally by circulation of the relevant papers among the Members of the Committee.
- B.** The Chairman may depute any Member to perform any particular work of the Commission and may direct that while engaged in such work, the Member need not deal with the ordinary work of the Commission and that files and cases need not be circulated to him for his opinion.
- C.** The Chairman, or in his absence, any other Member designated by him, on his behalf, may deal with any urgent matter appearing to him to require immediate action. Such action shall be reported to the Commission as early as possible.

7. Recruitment:

The Commission on receipt of a requisition from the appointing authority / Head of Department / Government in respect of posts to be filled up, shall adopt the following procedure for direct recruitment, viz., by holding written examination or written examination-cum-oral test, as the case may be.

Where any competitive examination is to be conducted by the Commission for the purpose of direct recruitment to posts included in the State or Subordinate Services, the Commission shall undertake the following:

A. Advertisement:

Announce through the Commission's website and through advertisement in any one or two of the dailies in Tamil and any one of the dailies in English, with wide circulation, and also through the Tamil Nadu Public Service Commission Bulletin, besides other mass media depending on the nature and number of posts, as the Commission may decide on each occasion:

- (i) the qualifications and experience required for the post as per the rules in force;
- (ii) the conditions of admission to the examination;
- (iii) the standard of examination;
- (iv) the number of vacancies to be filled under the General Turn and other reservation groups, where applicable;
- (v) the subjects, scheme of the examination (preliminary and/or main written examination and/or oral test) and the syllabus prescribed therefor;
- (vi) the pay matrix applicable to the post; and
- (vii) the last date for submission of application along with the prescribed fee.

Provided that where the exact number of vacancies to be filled is not ascertainable, the Commission shall announce the approximate number of vacancies to be filled.

B. Arrangements:

The Commission shall make the following arrangements in respect of selections by direct recruitment:

- (i) secure suitable accommodation in the educational institutions through the Revenue/Education Departments;

- (ii) draft personnel from the departments of the Government or private educational institutions for appointment as Chief Invigilator and Invigilator and issue orders to them; and
- (iii) depute officers for inspection duty at the centres.

C. Competitive Examination:

The intent of the Commission shall be the identification of the best available candidates through a competitive examination conducted as per rules, in a time-bound manner.

The Commission shall adopt innovative techniques in order to enhance both accuracy and speed in the evaluation process by use of personalized OMR (Optical Mark Recognition) answer sheets, onscreen marking, etc.

The competitive examination shall consist of:

- (i) Written Examination or
- (ii) Written Examination-cum-Oral Test

whereby:

- (a) The Commission may hold a preliminary examination with a view to short listing candidates, particularly when the number of applications received in response to the notification is large, as compared to the number of posts. The short listing shall be done based on merit of the candidates, in accordance with the rule of reservation of appointments, where such rule of reservation applies.
- (b) The marks obtained at this preliminary examination shall be counted only for the purpose of short listing candidates and shall not be counted for the final result.
- (c) The marks secured by the eligible candidates in the written examination / main written examination, subject to the rule of reservation of appointments (where rule of reservation applies) shall be taken into account for the final result.
- (d) In cases where oral test is conducted as part of the competitive examination for direct recruitment, the marks secured by the candidates at such oral test shall also be taken into account for the final result.

Provided that the Commission may invite the Head of Department concerned to be present himself at the oral test or to nominate a person who is next to him in rank or any other official of his department to be present at the oral test. The Head of Department or his representative participating in the oral test, may take part in the deliberations during the oral test, but shall not be entitled to award grades independently to the candidates at the oral test, except for the post of Civil Judge, where rules governing selection to the said post will be followed:

Provided also that the Commission may invite any renowned educationist or scholar or any other person with expert knowledge in the subject concerned to be on their oral test board, in regard to direct recruitment to posts and such invitee shall not be entitled to award grades independently to the candidates at the oral test:

Provided also that where direct recruitment is made to Class I posts in the Tamil Nadu State Legislative Assembly Secretariat Service, the Commission shall invite the Speaker of the Tamil Nadu Legislative Assembly to be present or request him to appoint a representative to be present at the oral test and the Speaker or the representative so present, may take part in the deliberations of the Commission but shall not be entitled to award grades independently to the candidates at the oral test.

Provided that where any oral test is conducted as part of the competitive examination for direct recruitment, the outstanding and meritorious record of candidates in Sports, Athletics, NCC, NSS, ACC, Scouts and Guides and literary activities of the candidates besides his general physique, aptitude, flair for expression, grasp of general knowledge, etc., shall be taken into account by the Commission. If the candidate is in the service of the State or Central Government or Government aided institutions or Quasi-Government organizations, his personal file or record sheet or any other record showing his work and conduct may also be taken into account by the Commission.

The Departmental Representative/Expert shall maintain secrecy about the entire proceedings of the oral test.

Note:

Where preferential qualification is prescribed for a post, the ranking list relating to it shall be prepared in the manner stated below:

In cases where minimum qualification is prescribed with the condition that candidates with certain additional qualification will be preferred, the Commission shall prepare only one ranking list. Separate marks shall not be awarded for the preferential qualification. If two or more candidates secure the same marks at the written examination or written examination-cum-oral test, as the case may be, the candidates possessing the preferential qualifications shall be ranked above the candidates not having the preferential qualification.

- (e) The Commission shall arrange the candidates selected by them, based on the results of the examination and by conducting counselling wherever required, in accordance with the rule of reservation of appointments, where such rule of reservation of appointments is applicable, and the order of rotation specified in the respective Schedules of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 and as amended by the Government from time to time:

Provided that if in a recruitment, sufficient number of qualified and suitable candidates belonging to any of the Scheduled Castes and Schedule Tribes, Most Backward Classes and Denotified Communities are not available for selection for appointment against the vacancies reserved for them by direct recruitment in the first attempt of recruitment, then a second attempt shall be made for selection of the candidates belonging to the respective communities by direct recruitment in the same recruitment year or as early as possible before the next direct recruitment for selection of candidates against such vacancies. If the required number of candidates in such communities are not available even then, the vacancies for which selection could not be made shall remain unfilled until the next recruitment year treating them as "backlog" vacancies.

- (f) The Commission shall forward the approved list of candidates to the appointing authority and watch the issuance of appointment orders and the reports on the date of joining duty of the candidates.

8. Deletion of names of candidates from the approved list:

- A.** Where a list of candidates approved for appointment to a service or post has been prepared in consultation with the Commission, the deletion from such list, of the name of any candidate who has

not been placed on probation shall be made in consultation with the Commission. Where the candidates selected by the Commission fail to join duty or fail to produce the requisite documents including the certificates of physical fitness or where such candidate is found to be physically not fit on production of such certificate of physical fitness or where such candidate, on production of the requisite documents is found to be not qualified for appointment to the post, the Commission shall, either *suo moto* or on the information of the department concerned, as the case may be, delete the name of such candidates from the approved list:

Provided that in cases where recruitment to multiple posts or one post in multiple unit offices, is made through a single competitive examination (except in the case of recruitment to posts included in Combined Civil Services Examination-I), and the candidate selected by the Commission fails to join duty or fails to produce the requisite documents including the certificates of physical fitness or where such candidate is found to be physically not fit on production of such certificate of physical fitness or where such candidate, on production of the requisite documents is found to be not qualified for appointment to the post, his name shall be deleted from the approved list by the appointing authority themselves. In cases where the candidate joins duty and leaves thereafter or the post falls vacant due to the death of the candidate after joining, the appointing authority shall make a suitable indication against the candidate's name. In either case, the resultant vacancies shall be included in the estimate of vacancies for the next recruitment year and the same may be informed to the Commission.

- B.** The Commission shall reserve the right either to withhold the selection or to instruct the departments while forwarding the approved lists not to make regular appointment of any particular candidate, whose selection is provisional, subject to acceptance of his claims regarding his eligibility for selection.

9. Publication in the Tamil Nadu Public Service Commission Bulletin:

The list of approved candidates prepared by the Commission shall be published in the Tamil Nadu Public Service Commission Bulletin in cases where the lists are drawn in advance for the purpose of filling the vacancies which are expected to arise during the year or during any other definite period, following the preparation of the lists:

Provided that the list shall be published in the Tamil Nadu Public Service Commission Bulletin after the approval by the Government, where such approval is necessary.

10. Recruitment by Transfer:

- A.** Where recruitment is made by way of transfer of an officer to any post or service and consultation with the Commission is required, the Commission shall advise the Government or the appointing authority, as the case may be, in respect of any Government official nominated, as to whether he fulfils the qualifications prescribed and whether from his record of service he possesses the qualifications and experience required for the post / service to which it is proposed to transfer him.
- B.** Subject to the provisions of the Tamil Nadu Public Service Commission Regulations, 1954, where recruitment to a State Service is to be made by transfer from a Subordinate Service from which such recruitment is normally made or where appointment is to be made by promotion from one category to another category or from one class to another class in a State Service for which the Commission is required to be consulted and for which the Departmental Promotion Committee procedure as laid down by the orders of the Government from time to time is applicable, the Chairman shall himself preside over or nominate a Member of the Commission to act as Chairman for each of the Departmental Promotion Committees.
- C.** The Departmental Promotion Committee shall consider the claims of all such Government officials considered eligible in their opinion for such recruitment by transfer or promotion as they consider necessary in accordance with the rules in force. The recommendation of the Departmental Promotion Committee as prepared by the convenor Member, arranged in the order of merit of the candidates and approved by the Chairman and Members of the Departmental Promotion Committee shall be communicated to the Government by the Secretary to the Commission:

Provided that in any particular case or cases where the Chairman of the Departmental Promotion Committee requires that the Commission should be consulted, such cases shall be referred to the Commission for their decision and the decision taken thereon, by the majority of the Commission shall be communicated to the Government by the Secretary to the Commission.

11. Matters relating to recruitments to be made otherwise than under Rules 7 or 10 (i.e., other than by direct recruitment or recruitment by transfer):

A. Subject to the provisions of the Tamil Nadu Public Service Commission Regulations, 1954, where recruitment is to be made to any civil post or to any State Service otherwise than under rules 7 and 10, the Commission shall:

(i) Announce the qualifications required of candidates and the number of vacancies to be filled:

Provided that where the exact number of vacancies to be filled is not ascertainable the Commission shall announce the approximate number of vacancies to be filled;

(ii) Invite applications, consider all applications received and conduct oral test, where necessary, for such candidates as they consider suitable for appointment; and

(iii) Arrange the candidates selected on the results of the examination and by conducting counselling wherever required, in accordance with the rule of reservation of appointments and order of rotation specified in the respective Schedules of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, where the rule of reservation of appointments is applicable and forward the list to appointing authority.

B. The Commission shall invite the Head of the Department concerned to be present or to appoint a representative to be present at the oral test referred to in clause (ii) of sub-rule (A), and the Head of Department or his representative so present may take part in the deliberations of the Commission but shall not be entitled to award marks:

Provided that for the oral test of candidates for recruitment to the Class-I posts in the Tamil Nadu State Legislative Assembly Secretariat Service, the Commission shall invite the Speaker of the Tamil Nadu Legislative Assembly to be present or to appoint a representative to be present at the oral test and the Speaker or the representative so present may take part in the deliberations of the Commission but shall not be entitled to award marks.

12. Departmental Examinations:

Where any examination is to be held to test the proficiency of classes of Government servants in the subjects prescribed for departmental examinations, the Commission shall:

- A.** Advise in regard to the prescribing of
 - (i) the conditions of admission to the examination;
 - (ii) the syllabus of the examination; and
 - (iii) the percentage of marks to be obtained for passing the examination;
- B.** Make all arrangements for the actual conduct of the examination and oral test wherever applicable; and
- C.** Publish the results of the successful candidates with their roll numbers, names, addresses and date of birth in the Tamil Nadu Public Service Commission Bulletin.

13. Meeting of the Commission:

- A.** The Chairman may convene the meetings of the Commission on his own or on the suggestion of any one or more Members of the Commission. The quorum for holding a meeting of the Commission shall be two-thirds of the Members including Chairman in position. The Chairman may adjourn any business at such a meeting if he is of the opinion that it cannot conveniently be transacted owing to the non-attendance of any Member.
- B.** Every question at a meeting of the Commission shall be determined by a majority of the votes of the Members present and voting on the question, and in the case of an equal division of votes, the Chairman shall have and exercise a second or casting vote:

Provided that if there is an equal division on a subject matter in a file, such matter shall be determined at a meeting of the Commission under this rule.

- C.** If the Chairman is unable to be present at a meeting of the Commission, he shall nominate any one of the Members of the Commission to act for him and the Member so appointed shall have all the powers of the Chairman at that meeting:

Provided that unless the Chairman otherwise directs, no action shall be taken upon any decision arrived at in a meeting at which he was not present until he has been informed of such decision, and upon being so informed, he may direct that any such decision shall be reconsidered at a meeting at which he is present;

Provided further that where a Member of the Commission who sponsored a subject for discussion by the Commission is absent during the first sitting of the Commission when such subject was included in the agenda for discussion, the subject shall be taken up in the second sitting of the Commission and decided, notwithstanding the absence of the sponsoring Member during such second sitting of the Commission. However, the sponsoring Member may record only his views on the file when it is circulated with the approved minutes.

- D.** Under extraordinary circumstances when the Chairman is unable to nominate any Member to act for him and if any urgent decision is to be taken on matters relating to conduct of examination related issues / urgent matters, the Secretary shall bring it to the notice of the senior most Member available. The senior most Member, on behalf of Chairman, shall immediately arrange to convene the meeting. Subsequent to a briefing by the Secretary on such matters, the Commission may arrive at a decision by consensus. Such matters shall be reported to the Chairman at once on his return to office.
- E.** All decisions of the Commission shall be recorded by the Secretary in accordance with the directions of the Commission.
- F.** The minutes of the meeting shall be recorded by the Secretary after the approval of the Chairman and shall be circulated to all Members within a reasonable time. It shall be duty of the Secretary to ensure that all minutes of the meeting of the Commission are invariably preserved as permanent records. At the end of every financial year all minutes of meetings in that year shall be bound together and preserved as a permanent record.
- G.** The proceedings of the Commission shall not be invalidated by reason of any vacancy in the office of the Chairman or any other Member or Members.

14. Communication of Commission's Decisions:

Whenever the Commission is required to give advice or forward proposals to or be consulted by any authority, the decision of the Commission shall be communicated in a letter signed by the Secretary or the Deputy Secretary, as the case may be and in case the decision of the Commission is not unanimous, neither the fact of, nor the grounds for dissent shall be communicated unless the Chairman so directs.

15. Disciplinary and Other Matters:

- A.** The advice given by the Commission in any disciplinary case, including appeals and memorials, shall contain recommendations both in respect of the charge(s) as well as the punishment.
- B.** Where the advice of the Commission is required to be tendered under sub-clause (c) of clause (3) of Article 320 of the Constitution of India on any disciplinary matters including appeals and memorials, the Commission shall see that all the connected records of the case are furnished for their perusal and also see that the advice tendered by the Commission forms part of the record of the case and is communicated to the officer or officers concerned, along with the orders of the authority empowered to pass orders in the case, unless the Chief Minister, in public interest, directs otherwise.

16. Responsibility for Strict Compliance with Rules:

The Secretary and other officers of the Commission shall be responsible for strict compliance with the provisions of these Rules.

17. Duties of the Secretary:

- A.** All communication addressed to the Commission shall be addressed to the Secretary to the Commission.
- B.** All communication sent on behalf of the Commission shall be sent in the name of the Secretary to the Commission.

18. Observance of Rules:

In the exercise of their functions under clause (3) of Article 320 of the Constitution of India, the Commission shall observe the rules, if any, made by the State Government in consultation with the Commission regarding the constitution of, or recruitment to, the State or Subordinate Services concerned.

19. Calling for of records from the Government / Government Departments:

The Commission may at any time, call for from the State Government or from any Head of Department or any other authority subordinate to the State Government, any records, report or information which may, in their view, be necessary to enable them to discharge their functions; and such record, report or information shall be furnished to the Commission without undue delay by the State Government or Head of Department or any other authority concerned, unless the Governor of Tamil Nadu certifies that the same:

- A.** cannot be furnished without undue labour; or
- B.** should be withheld in the public interest.

20. Presentation of Annual Report:

The Commission shall present to the State Government by the 15th July of each year, a report of their proceedings during the preceding financial year.

21. Matters not Regulated:

In any matter for which no provision is made in these rules, the Commission shall regulate their proceedings in such manner as they think fit.

22. Special Procedures:

Notwithstanding anything contained in these rules, the Commission may adopt for purposes of recruitment, in any particular case or class of cases, a special procedure as more appropriate than the one prescribed in any of these rules.

23. Right to Interpretation:

The Commission reserves the right of interpreting these rules. If any doubt arises about the interpretation of these Rules, the same will be decided by the Commission.

24. Repeal and Savings:

The Tamil Nadu Public Service Commission Rules of Procedure, as in force immediately before the commencement of these rules are hereby repealed in so far as they provide for any of the matters contained in these rules:

Provided that anything done or any action taken under the rules shall not be called in question in any proceedings in any court or otherwise before the Commission on the ground that the rules have been repealed.

Post Script:

Words indicative of masculine gender, wherever used in these rules, shall be considered as including the feminine gender, unless the context clearly indicates otherwise.

Subsidiary Rules of Procedure

In exercise of the functions stipulated in Article 320 of the Constitution of India, the Tamil Nadu Public Service Commission hereby adopts the following Subsidiary Rules of Procedure, in accordance with the powers conferred by Rule 21 of the Tamil Nadu Public Service Commission Rules of Procedure and in supersession of the Subsidiary Rules of Procedure currently in force, on the subject of regulating the arrangement in the order of merit of candidates who obtain equal marks at competitive examinations comprising of either a written examination alone or both a written examination and an oral test.

A. In the case of competitive examinations comprising of written examination alone

- (1) The merit list or ranking list shall be prepared on the basis of total marks secured by the candidates in the written examination.
- (2) ¹[(i) In case of two or more candidates scoring equal marks, the candidate possessing the higher qualification shall be placed above in the merit list.
(ii) For the posts prescribing technical qualification viz., Typewriting and Shorthand, the candidates possessing higher Technical qualification shall be placed above the other candidates.
 - a) For the post of Typist, the candidates possessing higher qualification in Typewriting shall be placed above the candidates possessing lower qualification in Typewriting.
 - b) For the post of Steno-Typist, the candidates possessing higher qualification in Shorthand shall be placed above the candidates possessing lower qualification in Shorthand.After finalizing placement based on higher technical qualification, then the candidates with higher educational qualification shall be considered.]¹
- (3) When the marks obtained in the written examination and the qualification are also the same, then the candidate senior in age shall be placed above in the merit list.
- (4) When the age too is the same, then the candidate who has submitted his application earlier to the Commission, as determined from the application number, shall be placed above in the merit list.

1. Amended vide Commission's orders dated 10.12.2024

B. In the case of competitive examinations comprising of written examination and oral test

- (1) The merit list or the ranking list shall be prepared on the basis of total marks obtained, by combining the marks secured by the candidates in the written examination with the marks secured in the oral test.
- (2) In case of two or more candidates scoring equal marks, the candidate senior in age shall be placed above in the merit list.
- (3) When the age too is the same, then the candidate securing higher marks in the written examination shall be placed above in the merit list.
- (4) When the marks obtained in the written examination are also equal, then the candidate who had submitted his application earlier to the Commission, as determined from the application number, shall be placed above in the merit list.
