

TAMIL NADU PUBLIC SERVICE COMMISSION

COUNSELLING PROCESS

The previous system of Tamil Nadu Public Service commission making allotment of Departments to selected candidates based on order of preference exercised by the candidates was followed by the Commission. It was felt that the allotment of Departments by the Commission was not transparent. The selection list prepared by the Commission after making the allotment was sent to the Departments for issue of appointment order. It was seen that not all the candidates who were given appointment order joined service.

Hence, to overcome the above two issues counselling system was introduced.

Now for allotment of candidates to various departments after generating rank list, Single window counselling is being followed, to enable the candidates to choose, as per their choice, Departments / Units as well as districts for posting based on the availability of vacancies as per their rank order and taking care of Rule of Reservation observed in the State of Tamilnadu.

Counselling Procedure followed for Non-Interview

Posts

A) Publication of Overall Rank List :-

1. Publication of Overall Ranking list in the website containing:
 - a. Over all rank

- b. Community wise rank
 - c. Special category rank viz., Ex-servicemen, Destitute Widow, Differently abled categories.
2. Publication of Department/Unit wise vacancy position in the Commission's Official Website.
 3. Publication of Counselling Guidelines containing **DETAILS OF THE RESERVATION CATEGORIES ALONG WITH ORDER OF SELECTION AGAINST WHICH THE CANDIDATES ARE ELIGIBLE TO BE CONSIDERED FOR SELECTION / ALLOTMENT AS PER COMMUNAL CATEGORY OF THE CANDIDATE.** (Guidelines hosted at TNPSC Commission's website viz. http://www.tnpsc.gov.in/docu/counselling_guidelines.pdf)

B) Procedure followed in Pre Counselling

1. Publication of communal category-wise last rank of the candidates to be admitted for Certificate Verification with reference to vacancy positions in the ratio of 1:3.(as the case may be).
2. Verification of Original Certificates of the candidates as per their claims in the Online Application and updation of candidates' particulars.
3. Preparation and publication of Counselling list duly removing absent/ineligible/rejected candidates among the candidates summoned for Certificate Verification.

C) Steps involved on the date of Counselling:-

1. Projection of vacancy position through Over Head Projector:-

After publication of overall and Department-wise vacancy position in the Commission's website, the current vacancy position will be projected through OHP projection with automatic online updation. Hence candidates can know the latest vacancy position to opt their Departments.

2. Registration Session:-

On the day of Counselling, the candidates' presence will be duly enrolled through software connected with Counselling Module. During the Registration Session, the identification of the candidates will also be checked. Then the candidates will be seated as per their Rank order.

3. Instruction Session:-

Then, the general instructions regarding Counselling procedure and Dos and Don'ts in the Counselling Chamber along with special instructions if any will be given to all candidates daily by the Deputy Secretary/Under Secretary concerned.

4. Help Desk:-

When the candidate reaches his/her turn of Counselling, first he/she will send to Help desk in which he/she can view the exact availability

of vacancies eligible for his/her communal categories. The availability of vacancies for other communal categories will not be displayed.

5. Allotment Desk:-

Next candidate will be sent to allotment Desk in which he/she have to confirm the name of the post/Department in microphone. After confirmation, the post/Department will be allotted. The entire proceedings happened in the Counselling Chamber are video graphed.

6. Issue of Allotment Order:-

As soon as the candidate opted his/her choice of Dept/Unit, the allotment order will be generated duly affixing unique barcode number. Then the allotment order duly signed by the competent authority will be issued to the candidate on the spot.

7. Publication of updated vacancy position

At the end of every day counselling, the latest Dept/Unit-wise vacancy position will be hosted in the official website of Tamil Nadu Public Service Commission.

Candidates' option is final. Hence at the later period, request to change of Dept/Unit will not be entertained under any circumstances.

E) Procedure followed in Post-Counselling

1. Forwarding of selected candidates list to the concerned Appointing Authorities for issuing Appointment Orders.
2. After filling up all the notified vacancies, the seniority among the selected candidates (Dept/Unit-wise) will be fixed and after approval of

the Hon'ble Commission, the Seniority List will be forwarded to the concerned Appointing Authorities.

F) Advantages of Counselling System:-

- a) Based on their merit, Candidates can choose their optional Post/Department and District on their own, hence transparency is ensured.
- b) Since, Unwilling/Absentee candidates' vacancies are filled with subsequent candidates in the ranking list, the number of not-joined/joined and left candidates are reduced considerably.

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