

**TAMIL NADU PUBLIC SERVICE COMMISSION**

**Office Order No. 134, dated 12.11.2020**

*(Amended vide Commission's orders dated 28.04.2021 and 14.02.2023)*

Sub.: Recruitment (Direct) – Tamil Nadu State and  
Subordinate Services – Drawal of Reserve List  
- Guidelines – Regarding.

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The following orders are issued with regard to the procedures to be followed subsequent to the forwarding of the approved list of candidates selected for appointment by direct recruitment and drawal and operation of the Reserve List, wherever applicable.

- (1) Section 3 (u) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, states as follows:

*“Reserve list” means a list which is prepared so as to contain not less than twenty five percent of the candidates of each reservation group including General Turn in the regular list and shall be in force until the regular list is drawn up subsequently.*

- (2) The fifth proviso to section 27 (f) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, states as follows:

*Provided also that when a candidate selected for appointment against a vacancy for Scheduled Castes, Scheduled Tribes, Most Backward Classes / Denotified Communities, Backward Classes, Backward Class Muslims or General Turn, does not join duty in the post for which he is appointed or his provisional selection for that post is cancelled for any reason, a candidate in his place shall be appointed from the respective category and in accordance with the ranking from the reserve list.*

- (3) The Reserve List whenever drawn up, shall contain not more than hundred percent of candidates of each reservation group including General Turn in the regular list.

- (4) In cases where recruitment to multiple posts or one post in multiple unit offices, is made through a single competitive examination and a single Ranking List is drawn, the Reserve List shall not be drawn up.
- (5) In the case of (4) above (except in the case of recruitment to posts included in Combined Civil Services Examination-I), where a candidate 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.
- (6) There shall not be any subsequent drawal of a further Reserve List once the Reserve List is exhausted.
- (7) The Reserve List shall be in force till the regular list of selected candidates is drawn up for the subsequent recruitment to the same post, irrespective of the time gap between the two consecutive recruitments.
- (8) The candidates placed in the Reserve List shall be considered for appointment against:
  - (i) vacancies arising due to selected candidates not joining duty in the posts to which appointed (or)
  - (ii) vacancies arising due to candidates who join duty but leave thereafter (or)
  - (iii) vacancies arising due to the death of the candidates after joining duty (or)
  - (iv) vacancies arising due to the provisional selection of candidates being cancelled for any reason.

- (9) The candidates placed in the Reserve List shall also be considered for appointment against:
- (i) a regular vacancy (or)
  - (ii) a long continuing temporary vacancy (or)
  - (iii) a vacancy likely to exist for more than two months (or)
  - (iv) a leave vacancy for which a substitute is considered necessary by the department concerned (or)
  - (v) a fresh vacancy created subsequently either regularly or temporarily after submission of estimate.

A candidate appointed to any of the vacancies listed above, shall not be regarded as a probationer in the respective service, class or category or be entitled by reason only of such appointment to any preferential claim to future appointment to such service, class or category. The services of such candidates shall be liable to be terminated by the appointing authority at any time without notice and without any reason being assigned.

- (10) The purpose and the period of validity of the reserve list should be clearly specified when it is hosted in the Commission's website, as follows:

*The candidates in the reserve list alone shall be considered for allotment from the respective categories against the vacancies caused, if any, due to any of the following reasons:*

- (i) Selected candidates not joining duty.*
- (ii) Selected candidates who joined duty, but vacate the post thereafter due to any reason.*
- (iii) Cancellation of provisional selection of the selected candidates for any reason.*

*The Reserve List shall be in force till the regular list of selected candidates is drawn up for the subsequent recruitment to the same post.*

- (11) While hosting the reserve list in the Commission's website, the position of the candidates in the reserve list shall also be published in brackets against the register number of each candidate, with the following footnote:

*The position of the candidates in the Reserve List is furnished in the brackets against their register numbers.*

- (11A) After completion of final selection/Counselling, a gender-wise selection count statement has to be prepared as per format furnished in Annexure to follow uniform methodology both in Main List and Reserve List selections.
- (11B) During Reserve List operation, the candidate has to be picked from Reserve List based on respective categories duly following Annexure. After picking the candidate, the Annexure has to be updated simultaneously so as to select the next candidate based on the updated Annexure.
- (12) The Government / Head of the Department / Unit Officers to whom the approved list of candidates selected for appointment by direct recruitment is forwarded, shall be informed that proposals for operating the reserve list should be accompanied by the reasons therefor and proposals for removal of the names of candidates from the approved list for failure to join duty, etc., wherever applicable.
- (13) The candidates appointed from the reserve list shall be placed below all the candidates appointed from the regular list in the same order in which the vacancies have arisen.
- (14) Representations from candidates placed in the reserve list, seeking appointment, will not be considered in the absence of a request from the Government / Head of the Department / Unit Officers, for allotment of candidates from the Reserve List.

**K. NANTHAKUMAR, I.A.S.**  
**Secretary**

**...Annexure**

## Annexure

### RESERVE LIST / SUPPLEMENTAL LIST OPERATION

<b>SCENARIO – I - If a Female candidate not joined or joined and left thereafter in Main List</b>					
Sl. No.	Communal Categories to be filled through Reserve List / Supplemental Selection	No. of Women vacancies reserved in Dist. of Vacancies	No. of Women candidates actually selected both in General and Women Categories	Category to be considered for Reserve List / Supplemental Selection	
				No. of Women candidates actually selected (Col.4) is higher than the No. of vacancies reserved (Col.3)	No. of Women candidates actually selected (Col.4) is equal to or less than the No. of Vacancies reserved (Col. 3)
(1)	(2)	(3)	(4)	(5)	(6)
1	General / Women	xxx	xxx	General	Women
2	General - PSTM/Women - PSTM	xxx	xxx	General - PSTM	Women-PSTM
3	General – DAP (VI/LV) / Women-DAP (VI/LV)	xxx	xxx	General –DAP (VI/LV)	Women-DAP (VI/LV)
4	General – DAP (HH/HI) / Women-DAP (HH/HI)	xxx	xxx	General – DAP(HH/HI)	Women - DAP (HH/HI)
5	General – DAP (LD, CP, AC, LC, MD) / Women DAP (LD, CP, AC, LC, MD)	xxx	xxx	General – DAP (LD, CP, AC, LC, MD)	Women – DAP (LD, CP, AC, LC, MD)
6	General – DAP (MD, ASD, SLD, MI) / Women - DAP (MD, ASD, SLD, MI)	xxx	xxx	General – DAP (MD, ASD, SLD, MI)	Women-DAP (MD, ASD, SLD, MI)
7	General / Destitute Widow	xxx	xxx	General	Destitute Widow
8	General – PSTM/Destitute Widow-PSTM	xxx	xxx	General – PSTM	Destitute Widow - PSTM

**RESERVE LIST / SUPPLEMENTAL LIST OPERATION**

<b>SCENARIO – II - If a Male candidate not joined or joined and left thereafter in Main List</b>					
<b>Sl. No.</b>	<b>Communal Categories to be filled through Reserve List / Supplemental Selection</b>	<b>No. of General vacancies reserved in Dist. of Vacancies</b>	<b>No. of Men candidates actually selected in General Category</b>	<b>Category to be considered for Reserve List / Supplemental Selection</b>	
				<b>No. of candidates actually selected higher than the No. of vacancies reserved</b>	<b>No. of candidates actually selected equal to or No. of Vacancies reserved</b>
(1)	(2)	(3)	(4)	(5)	(6)
1	General	xxx	xxx	Does not arise	General
2	General - PSTM	xxx	xxx	Does not arise	General-PSTM
3	General – DAP (VI/LV)	xxx	xxx	Does not arise	General – DAP (VI/LV)
4	General – DAP (HH/HI)	xxx	xxx	Does not arise	General – DAP (HH/HI)
5	General – DAP (LD, CP, AC, LC, MD)	xxx	xxx	Does not arise	General DAP (LD, CP, AC, LC, MD)
6	General – DAP(MD, ASD, SLD, MI)	xxx	xxx	Does not arise	General DAP (MD, ASD, SLD, MI)
7.	Ex-servicemen	xxx	xxx	Does not arise	Ex-servicemen
8	Ex-servicemen - PSTM	xxx	xxx	Does not arise	Ex-servicemen- PSTM