

TAMIL NADU PUBLIC SERVICE COMMISSION

Office Order No.129, dated 12.11.2020

*(Amended vide Commission's orders dated
23.05.2024 and 11.12.2024)*

Sub.: Recruitment (Direct) - Tamil Nadu State and Subordinate Services - Objective Type Examinations - Disposal of Unused Question Booklets and Destruction of Question Booklet Packet Wrappers - Procedures to be followed - Regarding.

The procedures to be followed with regard to the disposal of unused question booklets and the destruction of question booklet packet wrappers relating to the various objective type examinations conducted by the Commission are as follows.

A. Disposal of Unused Question Booklets in the Commission's Office

After receipt of all the unused question booklets pertaining to a particular examination, the extra question booklets available in the Commission's office shall be clubbed with them. Keeping in reserve a sufficient number of question booklets in each subject for future use, the remaining unused question booklets shall be handed over to the Records and Forms Department (RFD), who shall proceed as follows:

Sl. No.	Unused Question Booklets to be sent to	Number to be sent
1.	The Librarian, Connemara Public Library, Museum Compound, Egmore, Chennai - 600 002.	1 set
2.	The Librarian, Devaneyya Paavanar District Central Library, 735, Anna Salai, Chennai - 600 002.	30 sets
3.	Chairman / Members	1 set
4.	Library, Tamil Nadu Public Service Commission	Soft copy & Hard copy (1 set, each version)
5.	Records and Forms Department	3 sets

Sl. No.	Unused Question Booklets to be sent to	Number to be sent
6.	The Director, University Students Advisory Bureau, University of Madras, Chepauk, Chennai – 600 005.	30 sets

Note: The unused question booklets shall be furnished to the RFD section, by the QD section concerned, on the next working day after hosting the tentative answer keys on the Commission's website.

B. Destruction of Unused Question Booklets and Wrappers

The used and unused question booklet wrappers received in the mofussil centres shall be destroyed within a month's time by the District Treasury Officer / Sub-Treasury Officer. In the case of the balance unused question booklets in the Commission's office, they shall be destroyed within two weeks' time by the RFD. The used and unused question booklet wrappers received in the Commission's office, shall be destroyed within a month's time by the RFD.

C. Objective Type Examination (CBT method)

The softcopy of the question papers (without tentative keys) shall be hosted by the QD section concerned, in the commission's website on the next working day of the examination. The QD section concerned shall distribute copies of question papers in each subject as follows:-

Sl. No.	Question papers to be sent to	Number to be sent
1.	Library, TNPSC	Librarian shall download the copy of question papers from the Commission's website and preserve the same for future reference. QD Section concerned shall also supply 2 Hardcopies of the Question Paper in each subject to Library for future reference.
2.	Records and Forms Department	QD Section concerned shall supply 2 hardcopies of the Question paper in each subject to RFD Section for future reference and record purpose.

3.	QD Section	6 Hardcopies of Question Papers shall be retained in QD section concerned for file purpose and future reference.
4.	Personal Assistant / Personal Clerks	The Personal Assistant / Personal Clerks attached to the Hon'ble Chairman and Members may download the softcopies of the Question Papers from the Commission's Website and the same may be given to the Hon'ble Chairman and Members for their reference.

Note: The soft and/or hard copy of question papers shall be distributed on the next working day after hosting the tentative answer keys on the Commission's website.

Annexure...

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

ANNEXURE

LIST OF AMENDMENTS

Sl. No.	Subject	Date
1.	Modification in para C, in respect of distribution of hardcopies of question paper.	11.12.2024