

TAMIL NADU PUBLIC SERVICE COMMISSION

Office Order No. 132, dated 12.11.2020

(Amended vide Commission's orders dated 28.04.2021 and 18.05.2022)

Sub.: Competitive Examinations / Departmental Examinations – Deputation of Officers / Staff for Inspection Duty at District Level / Taluk Level / Venue Level and Truck Duty / Van Duty – Procedure to be followed – Regarding.

The following orders are issued with regard to the procedures to be followed in deputing officers / staff for inspection duty / truck duty / van duty, in connection with the conduct of written examinations at Chennai and other district centres.

A. General

- (1) Infrastructure Department (ID) shall furnish the number of staff / officers required for inspection duty at district / taluk / venue level, based on the number of halls / venues fixed for a particular examination through the Examination Management System (EMS) application.
- (2) Confidential Department (QD) shall furnish the number of staff required for van duty (delivery of examination materials) at Chennai centre.
- (3) Staff randomization and allotment for inspection duty / van duty / truck duty / mofussil inspection duty, shall be done automatically by the Man Management (MM) Mobile Application and MCD section shall generate output through the Man Management (MM) Mobile Application.
- (4) Information through *sms* shall be sent to the staff who are deputed for inspection duty and they shall receive the related proceedings from the ID within 48 hours.
- (5) In the case of inspection and van duty at Chennai, staff in all cadres shall be deputed.
- (6) Differently abled staff shall be exempted from van duty / truck duty.
- (7) Officers and staff shall not be deputed for inspection duty at their native district / place of residence, except at Chennai centre.

- (8) Male staff in the cadre of Assistant Section Officer, Assistant Section Officer-cum-Programmer / Assistant / Typist or their equivalent, shall be deputed for truck duty. Once deputed for truck duty, the staff shall not be deputed again for truck duty until all other male staff in the said cadres have been deputed for truck duty in their turn.
- (9) Staff who have not completed a minimum of two years of service in the Commission's office, shall be deputed for duty under the supervision of a senior staff of the Commission's office.
- (10) No exemption shall be permitted after finalization of the list of staff for inspection duty / van duty / truck duty. Staff who require exemption shall apply to the Controller of Examinations, at least seven days prior to the examination.
- (11) Exemption of staff from inspection duty / van duty / truck duty, shall be at the discretion of the Controller of Examinations.
- (12) Staff assigned with special tasks by the Controller of Examinations / Secretary, shall be exempted from inspection duty / van duty / truck duty.
- (13) The staff in the reserve list shall automatically be deputed for inspection duty in the place of the staff exempted by the Controller of Examinations / Secretary, as the case may be.

B. For Major Examinations

- (1) Women staff shall be deputed for inspection duty and van duty at Chennai centre.
- (2) Women staff in the cadre of Deputy Secretary / Under Secretary, shall also be deputed to districts nearby Chennai for inspection.
- (3) Deputy Secretaries / Under Secretaries available at Chennai shall make a surprise inspection of examination halls on the day prior to the day of examination and on the day of examination.
- (4) In mofussil centres, the Under Secretary / Section Officer shall be in charge of monitoring the examination proceedings. The required number of Section Officers / Assistant Section Officers / Assistant Section Officer-cum-Programmers / Assistants / Typists shall be deployed at taluk levels.

- (5) If sufficient number of staff are not available for taluk level inspection, the Tahsildar concerned shall be in charge. He/she shall perform the duty normally assigned to the Commission's staff at the taluk level.
- (6) For venue level inspection, staff of various departments shall be deputed by the District Collectors concerned, including at Chennai. Such staff shall perform inspection duty at the venue level.
- (7) The staff / officer in charge of the district, shall monitor and coordinate with the taluk level inspection staff of the Commission, District Chief Co-ordinator (District Collector), Co-ordinators (DRO / PAG / RDO / Tahsildars) and the Monitoring Committee at Chennai. He shall be responsible for loading of examination materials at the District Treasury and handing over the same at the Commission's office.
- (8) The district level inspection staff shall travel in the escort vehicle along with the chartered vehicle from the district to Chennai.
- (9) The staff deputed for truck duty from the starting point (first district) shall travel in the chartered truck along with the armed police.
- (10) Once a staff is deputed to a particular centre (district) he shall not be deputed to the same centre again until he is deputed to all other districts by turn.

C. For Other Examinations

- (1) Women staff shall be deputed for inspection duty and van duty at Chennai centre.
- (2) Male staff shall be deputed for inspection duty at mofussil centres.
- (3) Staff in the cadre of Section Officers / Assistant Section Officers / Assistant Section Officer-cum-Programmers / Assistants / Typists shall be deputed for venue level inspection.
- (4) Since the number of centres are limited, staff shall not be deputed to the same centre again, until all staff in the staff list have been deputed in their turn.
- (5) The staff / officer in charge of a district shall monitor and coordinate with the taluk level inspection staff of the Commission, District Chief Co-Ordinator (District Collector), Co-Ordinators (DRO / PAG / RDO / Tahsildars) and the monitoring committee at Chennai. He shall be

responsible for loading of examination materials at the District Treasury and handing over the same at the office of the Commission.

- (6) The district level inspection staff shall travel in the escort vehicle along with the chartered vehicle from the district to Chennai.

D. Departmental Examinations

- (1) Staff intending to appear for the departmental examinations and seeking exemption from departmental examination related duties, shall furnish their application details to the Personnel Department, thirty days prior to the commencement of the departmental examinations.
- (2) Staff appearing for the departmental examinations shall be exempted only on the day on which he/she is to appear for the examination.
- (3) Staff shall be granted exemption from departmental examination related duties, only for appearing for those departmental examinations prescribed for regularization of service / promotion in the office of the Commission and not for those departmental examinations prescribed for other departments.
- (4) No staff shall be deputed as district level in-charge. All staff deputed for inspection shall perform inspection duty at venue level.
- (5) Women staff shall be deputed for inspection duty and van duty at Chennai centre.
- (6) Male staff shall be deputed for inspection duty at mofussil centre venues.
- (7) Once a staff is deputed to a particular centre (district), he shall not be deputed to the same centre again until he is deputed to all other districts by turn.
- (8) The inspection staff shall travel in the escort vehicle along with the chartered vehicle from the district to Chennai.

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Secretary