

**TAMIL NADU PUBLIC SERVICE COMMISSION**

**Office Order No. 135, dated 12.11.2020**

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

Sub.: Recruitment (Direct) – Tamil Nadu State and Subordinate Services - Post-Oral Test Procedures - Display of Candidates' Marks and Drawal of Selection List and Reserve List, Forwarding of Approved List of Selected Candidates to the Government / Head of Department / Appointing Authorities – Commission's Approval – Regarding.

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The following orders are issued with regard to the procedures to be adopted upon conclusion of the oral test, for the publication of the marks secured by the candidates up to the communication of the approved list of selected candidates to the Government / Head of Department / appointing authorities.

**A. Publication of Consolidated Mark List (CML)**

- (1) Upon conclusion of the oral test, the sealed cover(s) containing the marks obtained in the written examination by the candidates admitted to the oral test, shall be handed over to the Secretary by the Under Secretary of the Confidential Department (QD) section concerned, after receipt of a requisition to this effect.
- (2) Thereafter, the sealed cover(s) containing the marks obtained in the written examination as well as the sealed cover(s) containing the marks obtained in the oral test shall be opened in the presence of the Chairman / senior-most Member in the absence of the Chairman, after obtaining written orders in this regard. The sealed cover(s) containing the DVDs with video recordings of the proceedings of the Oral Test Boards shall also be signed by the Chairman / senior-most Member in the absence of the Chairman, and deposited in the Oral Test Department (OTD) Strong Room.

- (3) The Consolidated Mark List (CML) containing the marks secured by the candidates both in the written examination and at the oral test shall be prepared and submitted before the Commission for approval.
- (4) The Commission while approving the same shall also decide the date of commencement of counselling such that there shall be a time period of two weeks between such approval and the date of commencement of counselling.
- (5) On approval, the Consolidated Mark List shall be hosted in the Commission's website.

**B. Preparation of the Ranking List**

Based on the total marks obtained by the candidates at the written examination and at the oral test taken together and in accordance with the Subsidiary Rules of Procedure, a ranking list shall be prepared depicting the arrangement of candidates in the order of merit. The ranking list shall be placed before the Commission for approval and upon approval, hosted prior to the date of commencement of counselling.

**C. Selection**

- (1) In cases where recruitment to multiple posts or one post in multiple unit offices and all other posts is made through multiple competitive examination (i.e. Preliminary Examination / Main Written Examination / Written Examination and Oral Test) and selection is made through counselling, the result file shall be submitted for approval of the Secretary then forwarded to the appointing authority and thereafter post facto approval to the Commission, within seven days from the conclusion of counselling.
- (2) In the recruitment except recruitment to multiple posts or one post in multiple unit offices, the reserve list of candidates shall also be drawn up, in accordance with the rules in vogue. The reserve list along with selection list shall be placed before the Commission for approval.

- (3) After approval of the selection list by the Commission, the list of register numbers of the selected candidates shall be hosted on the Commission's website.
- (4) Memoranda of selection in the case of all the selected candidates shall be sent through SMS and E-mail.
- (5) Intimation regarding placement in the Reserve List as well as marks, in the case of candidates placed in the Reserve List shall be hosted in the Commission's website with the prior approval of the Commission.

**D. Forwarding of the Approved List of Selected Candidates**

The Selection List shall be sent to Government / Heads of Department / appointing authorities in three (3) days for vacancies which are below 1000 and in five days if the vacancies are above 1000. The selection list shall be approved by the Secretary after Counselling, then forwarded to the Government / Heads of Department / appointing authorities and submitted for post facto approval of the Commission. Reserve list pertaining to the posts may be hosted in the Commission's website later. Particulars regarding the dates of joining duty of the selected candidates shall be obtained from the Government / Heads of Department / appointing authorities concerned.

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