

## **TAMIL NADU PUBLIC SERVICE COMMISSION**

### **Office Order No. 183, dated 28.04.2021**

*(Amended vide Commission's orders dated 28.01.2022)*

Sub.: Staff of the Commission's Office – Training  
Programmes - Regarding.

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The following orders are issued with regard to the training to be imparted to the staff of the Commission's office, the infrastructure and human resources required personnel to be trained and the duration of such training.

#### **A. Objective**

The objective of imparting training to the staff of the Commission's office is to have a consistent pool of manpower trained across various subjects, thereby reducing dependency on a cadre / individuals / vendors.

#### **B. Infrastructure**

- (1) The Building, Stationery and Furniture Department (BSFD) shall make arrangements towards providing rooms, furniture, stationery, etc., for training.
- (2) The Vehicles and Machineries Department (VMD) shall provide the requisite hardware and software support, besides internet connection, projector and microphone.
- (3) The departments concerned shall prepare / procure training material in the form of books, booklets, DVDs, Power Point presentations, etc.

#### **C. Training Programmes**

Training programmes shall, unless otherwise specified, be conducted according to the following daily timetable:

<b>DAILY SCHEDULE – Forenoon Session</b>		
Subject ___	10.30 am to 11.30 am	Training
	11.30 am to 11.45 am	Assessment
	11.45 am to 12.00 pm	Debriefing
<b>Tea Break</b>		
Subject ___	12.15 pm to 01.15 pm	Training
	01.15 pm to 01.30 pm	Assessment
	01.30 pm to 01.45 pm	Debriefing
<b>Lunch Break</b>		

<b>DAILY SCHEDULE – Afternoon Session</b>		
Subject __	02.15pm to 03.15pm	Training
	03.15pm to 03.30pm	Assessment
	03.30pm to 03.45pm	Debriefing
<b>Tea Break</b>		
Subject __	04.00 pm to 05.00 pm	Training
	05.00 pm to 05.15 pm	Assessment
	05.15 pm to 05.30 pm	Debriefing
<b>Conclusion</b>		
Final Assessment: 1 hour, followed by Debriefing: ½ hour		

(1) Commission’s Office Establishment

<b>SCHEDULE OF TRAINING</b>		
<b>DAY 1:</b> Preparation of the Estimate of Vacancies. <b>DAY 2:</b> Regularization of Temporary Panel. <b>DAY 3:</b> Leave Rules. <b>DAY 4:</b> Tamil Nadu Government Servants Conduct Rules, 1973.	10.30 am to 11.30 am	Training
	11.30 am to 11.45 am	Assessment
	11.45 am to 12.00 pm	Debriefing
<b>Tea Break</b>		
<b>DAY 1:</b> Preparation of the Estimate of Vacancies. <b>DAY 2:</b> Regularization of Temporary Panel. <b>DAY 3:</b> Leave Rules. <b>DAY 4:</b> Tamil Nadu Government Servants Conduct Rules, 1973.	12.15 pm to 01.15 pm	Training
	01.15 pm to 01.30 pm	Assessment
	01.30 pm to 01.45 pm	Debriefing
<b>Lunch Break</b>		
<b>DAY 1:</b> Panel Preparation (Inclusion & Deletion). <b>DAY 2:</b> Pension Calculation. <b>DAY 3:</b> Fundamental Rules. <b>DAY 4:</b> General Provident Fund & Special Provident Fund Calculation.	02.15 pm to 03.15 pm	Training
	03.15 pm to 03.30 pm	Assessment
	03.30 pm to 03.45 pm	Debriefing
<b>Tea Break</b>		
<b>DAY 1:</b> Panel Preparation (Inclusion & Deletion). <b>DAY 2:</b> Pension Calculation. <b>DAY 3:</b> Fundamental Rules.	04.00 pm to 05.00 pm	Training
	05.00 pm to 05.15 pm	Assessment
	05.15 pm to 05.30 pm	Debriefing
<b>Conclusion</b>		
<b>DAY 4:</b> 04.00 pm to 05.30 pm- Final Assessment: 1 hour, Debriefing: ½ hour		

All staff of the PD-A, B, C and D sections (except those belonging to the Basic Services) up to the level of Section Officers shall undergo the full course of training once a year. The training shall be imparted by retired staff of the Commission’s office.

(2) Acts, Rules, Office Orders, etc.

<b>SCHEDULE OF TRAINING</b>		
<b>DAY 1:</b> Office Orders. <b>DAY 2:</b> Office Orders. <b>DAY 3:</b> Office Orders. <b>DAY 4:</b> Office Orders.	10.30 am to 11.30 am	Training
	11.30 am to 11.45 am	Assessment
	11.45 am to 12.00 pm	Debriefing
<b>Tea Break</b>		
<b>DAY 1:</b> Office Orders. <b>DAY 2:</b> Office Orders. <b>DAY 3:</b> Office Orders. <b>DAY 4:</b> Tamil Nadu Government Office Manual.	12.15 pm to 01.15 pm	Training
	01.15 pm to 01.30 pm	Assessment
	01.30 pm to 01.45 pm	Debriefing
<b>Lunch Break</b>		
<b>DAY 1:</b> Constitutional provisions relating to Public Service Commissions (Art. 315 to 323 of the Constitution of India). <b>DAY 2:</b> Commission's Rules of Procedure and Subsidiary Rules of Procedure. <b>DAY 3:</b> Tamil Nadu Government Servants (Conditions of Service) Act, 2016. <b>DAY 4:</b> Instructions to Applicants.	02.15 pm to 03.15 pm	Training
	03.15 pm to 03.30 pm	Assessment
	03.30 pm to 03.45 pm	Debriefing
<b>Tea Break</b>		
<b>DAY 1:</b> Tamil Nadu Public Service Commission Regulations, 1954. <b>DAY 2:</b> Tamil Nadu Government Servants (Conditions of Service) Act, 2016. <b>DAY 3:</b> Instructions to Applicants.	04.00 pm to 05.00 pm	Training
	05.00 pm to 05.15 pm	Assessment
	05.15 pm to 05.30 pm	Debriefing
<b>Conclusion</b>		
<b>DAY 4:</b> 04.00 pm to 05.30 pm- Final Assessment: 1 hour, Debriefing: ½ hour		

All staff of the Commission's office (except those belonging to the Basic Services) up to the level of Section Officers shall undergo the full course of training once a year. In respect of Office Orders, a refresher course of one day duration, shall be conducted once every six months. The training shall be imparted by retired staff of the Commission's office.

(3) Integrated Financial and Human Resources Management System (IFHRMS)

<b>SCHEDULE OF TRAINING</b>		
<b>DAY 1:</b> Preparation of Pay Bills <b>DAY 2:</b> Preparation of Retirement Benefit Bills <b>DAY 3:</b> Preparation of GPF, Loans and Advances Bills	10.30 am to 11.30 am	Training
	11.30 am to 12.00 pm	Practical
<b>Tea Break</b>		
<b>DAY 1:</b> Preparation of Pay Bills <b>DAY 2:</b> Preparation of Retirement Benefit Bills <b>DAY 3:</b> Preparation of GPF, Loans and Advances Bills	12.15 pm to 01.15 pm	Training
	01.15 pm to 01.45 pm	Practical
<b>Lunch Break</b>		
<b>DAY 1:</b> Preparation of Non-Salary Bills <b>DAY 2:</b> Preparation of Subsistence Allowance Bills <b>DAY 3:</b> Operation of PD Account	02.15 pm to 03.15 pm	Training
	03.15 pm to 03.45 pm	Practical
<b>Tea Break</b>		
<b>DAY 1:</b> Preparation of Non-Salary Bills <b>DAY 2:</b> Preparation of Subsistence Allowance Bills <b>DAY 3:</b> Operation of PD Account	04.00 pm to 05.00 pm	Training
	05.00 pm to 05.30 pm	Practical
<b>Conclusion</b>		

All staff of the BRD sections and PD - A, B, C and D sections (except those belonging to the Basic Services) up to the level of Section Officers shall undergo the full course of training initially and thereafter, a refresher course of two days duration, once every six months. The training shall be imparted by retired staff of the Treasuries and Accounts Department.

(4) Typewriting, Office Automation and eOffice

<b>SCHEDULE OF TRAINING</b>	
Typewriting: (a) Fingering (b) Word Practice (c) Sentence Practice (d) Mini Paragraph Practice (e) Paragraph Practice (f) Speed Practice	Each of the Subjects from (a) to (f): 1 hour per day / month
<b>Conclusion</b>	
Assessment: On the last day of every month - 1 hour	

SCHEDULE OF TRAINING	
Office Automation	1 hour per day / month
Conclusion	
Assessment: On the last day of every month - 1 hour	

SCHEDULE OF TRAINING	
eOffice	Initial Practical Training of 4 hours

All staff of the Commission's office (except those belonging to the Basic Services) shall undergo the full course of the above trainings. Thereafter, the following shall be conducted once every alternate month:

Subject	Activity	Duration	Personnel
eOffice	Refresher Course	1 hour	All staff
Office Automation	Assessment	1 hour	All staff
Precis Writing	Assessment	1 hour	All staff up to the level of ASO / ASOcP

The training shall be imparted by retired staff of the Commission's office / staff of the Tamil Nadu eGovernance Agency (TNeGA).

(5) Legal

SCHEDULE OF TRAINING	
<p><b>DAY 1:</b></p> <p>Introduction – Writ Petition -Affidavit – Gist of the Case – Preparation of Counter Affidavit</p> <p>Writ Appeal – Review Petition – Special Leave Petition, etc.</p> <p>Dealing with the interim orders received from the Court – Hierarchy of Appeals –Filing Procedures</p> <p>Stage-wise Important Judgements of High Court / Supreme Court</p>	<p><b>Theoretical Training:</b></p> <p>10.30 am to 12.00 pm &amp; 12.15 pm to 01.45 pm &amp; 02.15 pm to 03.45 pm &amp; 04.00 pm to 05.30 pm</p>
Conclusion	

<b>DAY 2:</b> Subjects covered on Day 1	10.30 am to 11.30 am	Assessment
	11.30 am to 12.00 pm	Debriefing
<b>Tea Break</b>		
Analysis of cases lost by the Commission (this session shall be conducted by one of the Standing Counsel to the Commission)	12.15 pm to 01.45 pm	Discussion
<b>Lunch Break</b>		
Analysis of cases lost by the Commission (this session shall be conducted by one of the Standing Counsel to the Commission)	02.15 pm to 03.45 pm	Discussion
<b>Tea Break</b>		
Court Orders to be hosted in the Commission's website	04.00 pm to 05.30 pm	Discussion
<b>Conclusion</b>		

<b>DAY 3:</b> Case Briefing	10.30 am to 11.30 am	Training
Drafting Counter Affidavit / Appeal Affidavit / Compliance Affidavit, Special Leave Petition	11.30 am to 11.45 am	Assessment
Assessment Outcome	11.45 am to 12.00 pm	Debriefing
<b>Tea Break</b>		
Case Briefing	12.15 pm to 01.15 pm	Training
Drafting Counter Affidavit / Appeal Affidavit / Compliance Affidavit, Special Leave Petition	01.15 pm to 01.30 pm	Assessment
Assessment Outcome	01.30 pm to 01.45 pm	Debriefing
<b>Lunch Break</b>		
Case Briefing	02.15 pm to 03.15 pm	Training
Drafting Counter Affidavit / Appeal Affidavit / Compliance Affidavit, Special Leave Petition	03.15 pm to 03.30 pm	Assessment
Assessment Outcome	03.30 pm to 03.45 pm	Debriefing
<b>Tea Break</b>		
Case Briefing	04.00 pm to 05.00 pm	Training
Drafting Counter Affidavit / Appeal Affidavit / Compliance Affidavit, Special Leave Petition	05.00 pm to 05.15 pm	Assessment
Assessment Outcome	05.15 pm to 05.30 pm	Debriefing
<b>Conclusion</b>		

All staff of the LCD, RND, APD, OTD, QD, ED and PSD sections (except those belonging to the Basic Services) up to the level of Under Secretaries shall undergo the full course of training in the month of May and December. The training shall be imparted by retired staff of the Commission's office / Standing Counsel for the Commission.

(6) Hardware and Networking

<b>SCHEDULE OF TRAINING</b>		
<p><b>DAY 1:</b> Assembling and Disassembling of Desktop Computer, Server and Installation of OS and other software.</p> <p><b>DAY 2:</b> Installation and Trouble Shooting of Biometric security device, Web Camera, CCTV Camera, CD-DVD Burning Software, Printer, Scanner and Xerox Machine.</p> <p><b>DAY 3:</b> Cloud Server Installation and Maintenance.</p> <p><b>DAY 4:</b> Trouble Shooting of Laptop, Tablet and all Network trouble shooting commands.</p> <p><b>DAY 5:</b> To install all types of Connectors and Converters.</p> <p><b>DAY 6:</b> Installation of DBMS: SQL Server.</p> <p><b>DAY 7:</b> Installation of Onboard &amp; PCI Device Driver and Dual Operating System like Windows XP and Windows 7&amp;10.</p> <p><b>DAY 8:</b> To Run all Document Commands.</p> <p><b>DAY 9:</b> Basics of Networking and OSI Layer.</p> <p><b>DAY 10:</b> Installing and Configuring Windows 2003 &amp; 2008, Peer to Peer &amp; Server, Active directory Services, DNS &amp; DHCP Services, FTP &amp; HTTP Services, Wire Network, Wireless Network and different antivirus &amp; admin console.</p> <p><b>DAY 11:</b> Cable crimping using different colour codes (Straight &amp; Cross).</p> <p><b>DAY 12:</b> Configuring of Firewall, Cloud Server, Manageable Network Switch, Local Security Policies &amp; Domain security policies, Gateway Service for Internet Connectivity, ADSL +2 Router for BSNL Internet Connectivity and Wireless Access Point.</p> <p><b>DAY 13:</b> Backup and restoration for ADS, DHCP and user data.</p> <p><b>DAY 14:</b> FAT and NFS sharing permission.</p> <p><b>DAY 15:</b> Installing printer in windows XP, 7, Windows 2003 &amp; 2008 Server.</p> <p><b>DAY 16:</b> Installation of Ad-hoc Wireless Network. Remote Desktop, Remote Assistance, Telnet, Hyper Terminal, Team Viewer and Password recovery.</p>	<p>10.30 am to 11.30 am</p> <p>&amp;</p> <p>11.45 pm to 12.45 pm</p> <p>12.45 pm to 01.45 pm</p>	<p>} Training</p> <p>Troubleshooting</p>

Staff in the cadre of Assistant Section Officers, Assistant Section Officers-cum-Programmers, Assistants and Typists possessing Masters Degree in Computer Application or Masters Degree in Science (Information Technology / Computer Science) or Bachelors / Masters Degree in Engineering in Computer Science / Information Technology/ Electronics and Communication / Electrical and Electronics, etc., shall undergo the full course of training, once a year as mentioned in Office Order No. 160, dated 12.01.2021. The training shall be imparted by the vendor identified through a tender process.

(7) Right to Information

<b>SCHEDULE OF TRAINING</b>		
<b>DAY 1:</b> An introduction to Right to Information Act, 2005 <b>DAY 2:</b> Functioning of RID section in the Commission's office	10.30 am to 12.00 pm	Training
<b>Tea Break</b>		
<b>DAY 1:</b> Duties and Responsibilities of PIOs <b>DAY 2:</b> Frequently Asked Questions	12.15 pm to 01.45 pm	Training
<b>Lunch Break</b>		
<b>DAY 1:</b> RTI Application process under Sections 6,7,8 & 9 of RTI Act, 2005 <b>DAY 2:</b> Dos and Don'ts under RTI Act, 2005	02.15 pm to 03.45 pm	Training
<b>Tea Break</b>		
<b>DAY 1:</b> Information exempted from disclosure under RTI Act, 2005 <b>DAY 2:</b> Important Clarifications	04.00 pm to 05.30 pm	Training
<b>DAY 3:</b> TNPSC related Case Studies	10.30 am to 12.00 pm	Discussion
Model Test based on Case Studies	12.15 pm to 01.15 pm	Assessment
	01.15 pm to 01.45 pm	Debriefing

All staff of the Commission's office (except those belonging to the Basic Services) up to the level of Under Secretaries shall undergo the full course of training once every year. The training shall be imparted by retired staff of the Commission's office / staff of the Anna Institute of Management, Chennai.



(8) Software

The key application software used by the Commission are as follows:

- (1) Activity Mapping Automation Software
- (2) Man Management Software
- (3) Certificate Verification Software
- (4) Notification Software
- (5) Website Maintenance Software
- (6) Counselling Software
- (7) Legal Management System Software
- (8) Visitors Data Management Software
- (9) Call Centre Software, etc.

These software applications have been developed either internally or with the help of vendors and are under an Annual Maintenance Contract. The respective vendors shall be asked to impart training to the staff (possessing qualification as stated at C(6) above and currently engaged in related work) nominated by the Secretary / Controller of Examinations. The training fee shall be decided on a case-to-case and year-on-year basis by the Secretary / Controller of Examinations and shall be approved by the Chairman. The training programme in respect of Activity Mapping Automation Software has been stated below.

Note:

*In order to minimize vendor dependency, an Annual Maintenance Contract shall be made with the original developer and developing of similar software applications, meeting the same requirement by another vendor and distributing the workload across various recruitments to different application software shall be undertaken.*

(9) Activity Mapping Automation Software

<b>Sl. No.</b>	<b>Course Content</b>	<b>Duration of Training</b>
1	Recruitment-wise Process Flow	1 day
2	Critical Data Inputs	1 day
3	Deputation Analysis	1 day

Until June 2021, all staff of the Controller of Examinations' Wing, along with staff of the Oral Test Department and Post Selection Department at the level of Under Secretaries and Section Officers shall undergo the full course of training upon receiving intimation from the Rules and Notification Department (RND) regarding submission of draft notification to the Notification Sub-Committee. Thereafter, training shall be imparted in the month of August, October and December, until the end of 2021. From 2022 onwards, this training shall be imparted every six months. The training shall be imparted by staff of the Commission's office / vendor.

(10) Open Data Policy

<b>SCHEDULE OF TRAINING</b>			
Day 1	Theoretical Training	Briefing on data analysis based on Administrative Instructions 23 & 24	02.30 pm to 04.30 pm
Day 2		Briefing on the aspects of data disclosure with reference to Office Order 171	
Day 3		Data Anonymization	
Day 4		Creating Pipeline in the data from Application to final selection outcome	
Day 5		Concept of readme file and contents	
Day 6	Practical Training	Data Anonymization (APD)	
Day 7		Data Anonymization (ED & QD)	
Day 8		Data Anonymization (PSD & OTD)	
Day 9		Creating Pipeline from Application to final selection outcome	
Day 10		Readme file	
Day 11 to 15	Hands-on	Practical working out and clarification of doubts covering all the above topics	

- (a) Staff in the cadre of Assistant Section Officers-cum-Programmers and Assistant Section Officers possessing Master's Degree in Computer Application or Master's Degree in Science (Information Technology/ Computer Science / Computer Technology / Software Engineering) or Bachelors /

Master's Degree in Engineering in Computer Science / Information Technology / Electronics and Communication / Electrical and Electronics shall undergo the above training.

- (b) The training shall be imparted to three individuals at a time and once in two months.
- (c) The training shall be imparted by the staff who is currently working in Open Data Policy.

(11) Disciplinary Cases

<b>SCHEDULE OF TRAINING</b>			
<b>DAY 1:</b> An introduction about Disciplinary Cases; Tamil Nadu Civil Services (Discipline and Appeal) Rules, 1955 – Cases	10.30 am to 11.30 am	Training	
	<b>DAY 2:</b> Implementable / Unimplementable Punishments; Government Order and Disciplinary Case Updation (Fixation of TNPR Rule 39)	11.30 am to 11.45 am	Assessment
		11.45 am to 12.00 pm	Debriefing
<b>Tea Break</b>			
<b>DAY 1:</b> Tamil Nadu Civil Services (Tribunal for Disciplinary Proceedings) Rules, 1955 – Cases; Directorate of Vigilance and Anti-Corruption – Cases	12.15 pm to 01.15 pm	Training	
	<b>DAY 2:</b> Recovery Amount – Clarification	01.15 pm to 01.30 pm	Assessment
		01.30 pm to 01.45 pm	Debriefing
<b>Lunch Break</b>			
<b>DAY 1:</b> Tamil Nadu Pension Rules, 1973 – Cases; Duties / Procedures of the DCD	02.15 pm to 03.15 pm	Training	
		03.15 pm to 03.30 pm	Assessment
		03.30 pm to 03.45 pm	Debriefing
<b>Tea Break</b>			
<b>DAY 1:</b> Disciplinary Cases related RTI – Clarification; Constitution Articles related to Disciplinary Cases	04.00 pm to 05.00 pm	Training	
		05.00 pm to 05.15 pm	Assessment
		05.15 pm to 05.30 pm	Debriefing
<b>Conclusion</b>			
<b>DAY 2:</b> 02.15 pm to 03.45 pm- Assessment: 1 hour, Debriefing: ½ hour			

All staff of the DCD and PD – A, B, C and D sections (except those belonging to the Basic Services) up to the level of Under Secretaries shall undergo the full course of training, once every six months. The training shall be imparted by staff / retired staff of the Commission's office / staff of the Anna Institute of Management, Chennai.

(12) Certificate Verification

Table I

<b>SCHEDULE OF TRAINING</b>		
<b>DAY 1:</b> Framing of Recruitment Specific Guidelines	10.30 am to 11.45 am	Training
<b>DAY 2:</b> Application Scrutiny-cum-Certificate Verification Office Order and Instructions to Applicants	11.45 am to 12.00 pm	Debriefing
<b>Tea Break</b>		
<b>DAY 1:</b> Framing of Recruitment Specific Guidelines	12.15 pm to 01.30 pm	Training
<b>DAY 2:</b> Explanation of the Certificate Verification Software and modifications, if any	01.30 pm to 01.45 pm	Debriefing
<b>Lunch Break</b>		
<b>DAY 1:</b> Framing of Recruitment Specific Guidelines	02.15 pm to 03.30 pm	Training
	03.30 pm to 03.45 pm	Debriefing
<b>Tea Break</b>		
<b>DAY 1:</b> Application Scrutiny-cum-Certificate Verification Office Order and Instructions to Applicants	04.00 pm to 05.15 pm	Training
	05.15 pm to 05.30 pm	Debriefing
<b>Conclusion</b>		
<p><b>DAY 2:</b> 02.15 pm to 03.45 pm</p> <p>Practical Onscreen Certificate Verification Assessment: 1 hour, Debriefing: ½ hour</p> <p><b>DAY 2:</b> 04.00 pm to 05.30 pm</p> <p>Practical Physical Certificate Verification Assessment: 1 hour, Debriefing: ½ hour</p>		

Table II

<b>SCHEDULE OF TRAINING</b>		
Explanation of the Certificate Verification Software and modifications, if any	10.30 am to 11.30 am	Training
Practical Onscreen Certificate Verification	11.45 am to 12.45 pm	Assessment
Practical Physical Certificate Verification	12.45 pm to 01.45 pm	Assessment

- (a) For the purpose of training the staff 'Certificate Verification – Demo' modules shall be developed. Once the entire selection process is completed, the certificate verification data available thereof shall be used for the development of this demo module. A minimum of two demo modules each, under different categories of recruitments / selection processes, viz., non-technical examinations, technical examinations with / without experience, specialized technical qualification / eligibility requirements, equivalence issues, etc., shall be readily available for training purposes.
- (b) The training schedule as shown at Table I, shall be imparted to the staff of the APD / PSD / OTD once in six months.
- (c) In respect of all other staff of the Commission's office (except those belonging to the Basic Services) up to the level of Secretary / Controller of Examinations, the training schedule as shown at Table II, shall be imparted every alternate month.
- (d) Staff who are part of the special work pool and remain unallocated to any specific section / department on a given day shall undergo the test in the 'Certificate Verification Demo Module' on a daily basis, so as to ensure that staff are adequately trained in application scrutiny – cum – certificate verification resulting in the final admission / provisional admission / rejection of candidature.
- (e) While selecting applications of candidates (inclusive of certificates) for the training in practical onscreen certificate verification(OCV) and practical physical certificate verification (PCV), those applications treated differently by the APD during

OCV (eg., provisionally / finally admitted) and the PSD/OTD during PCV (eg., rejected) in contradiction of the relevant office order(s), shall be utilized.

- (f) The training shall be imparted by staff of the Commission's office / vendor.

(13) Selection and Roster Fitment

<b>SCHEDULE OF TRAINING</b>		
Introduction – History of Reservation Vertical Reservation and Horizontal Reservation  Evolution of Roster Points over the last 100 Years – Procedure for Fitting the Candidates in the Roster	10.30 am to 12.00 pm	Training
<b>Tea Break</b>		
Roster Fitment	12.15 pm to 01.45 pm	Practical I & Debriefing
<b>Lunch Break</b>		
Roster Fitment	02.15 pm to 03.45 pm	Practical II & Debriefing
	04.00 pm to 05.30 pm	Practical III & Debriefing
<b>Conclusion</b>		

All staff of the RND, QD-E,F,G, QD Tech, OTD and PSD (except those belonging to the Basic Services) up to the level of Under Secretary shall undergo the full course of training, once every six months. The training shall be imparted by retired staff / staff of the Commission's office.

(14) Preservation of Records and Allied Work

The staff of the Records and Forms Department shall be deputed for periodical training programmes on the preservation of records and allied work, conducted by the Archives Department of the Government of Tamil Nadu.

**D. Assessment of the Trained Personnel**

- (1) On conclusion of the training, an assessment of the level of comprehension and application of the concepts covered during training in simulated situations shall be undertaken.
- (2) Assessment at the end of the training programme shall be conducted using Desktops / Laptops / Tablets, unless orders stating otherwise are obtained from the Secretary.
- (3) Except where otherwise indicated, assessment shall be in the nature of an objective (multiple choice) test.
- (4) In the case of staff not crossing the threshold mark / criteria of 50 percent, he shall be asked to undergo training again. In case of not crossing the threshold again, training class shall be organized on Saturdays without compensatory holiday.

**E. Bi-Yearly Report on the Training Programmes**

A report of all training programmes conducted during the preceding six months shall be placed before the Commission twice a year, at the first meeting of the Commission in the months of July and January, respectively, by the PD-A section. This report shall also include recommendations of the Secretary and Controller of Examinations regarding potential modification of the existing training programmes and inclusion of new training programmes, if any.

**F. General**

- (1) Staff appointed in the office of the Commission, upon posting to a department / section shall undergo an initial training, as required. The scheduling of such training shall be made in consultation with the Secretary.
- (2) All staff of the Commission's office shall also undergo periodic assessment / refresher courses, as prescribed at [C] above, as per the schedule stated at Annexures IA and IB.

... Annexures IA & IB

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

## **ANNEXURE- IA**

### **Training Programme-wise Schedule**

<b>Sl. No.</b>	<b>Training Programme</b>	<b>Schedule of Periodical Assessment / Refresher Courses</b>
1	Commission's Office Establishment	May
2	Acts, Rules, Office Orders, etc.	February
3	Office Orders	January, July
4	Integrated Financial and Human Resources Management System (IFHRMS)	February, August
5	Typewriting, Office Automation, eOffice, Noting and Drafting	February, April, June, August, October, December
6	Legal	May & December
7	Hardware and Networking	May
8	Right to Information	March
9a	Activity Mapping Automation Software - up to end of 2021	June, August, October, December
9b	Activity Mapping Automation Software- from 2022 onwards	March, September
10	Open Data Policy	January, March, May, July, September and November
11	Disciplinary Cases	April, October
12	Certificate Verification - I	May, November
13	Certificate Verification - II	January, March, May, July, September, November
14	Selection and Roster Fitment	June, December



## **ANNEXURE – IB**

### Month-wise Training Schedule

<b>Month</b>	<b>Details of Subjects and Participants for training</b>					
<b>January</b>	Office Orders <b>PD - ARO</b> <b>All Staff</b>	Certification Verification-II <b>APD / OTD / PSD</b> <b>All Staff</b>	Open Data Policy <b>Qualified Staff</b>	--	--	--
<b>February</b>	Acts, Rules, Office Orders etc. <b>PD - ARO</b> <b>All Staff</b>	Integrated Financial and Human Resources Management System (IFHRMS) <b>BRD / PD</b>	Typewriting, Office Automation, e-Office, Noting & Drafting <b>PD</b> <b>All Staff</b>	--	--	
<b>March</b>	Right to Information <b>RID</b> <b>All Staff</b>	Activity Mapping Automation Software – from 2022 onwards <b>CE’s Wing</b> <b>All Staff</b> <b>OTD/PSD</b>	Certification Verification-II <b>APD / OTD / PSD</b> <b>All Staff</b>	Open Data Policy <b>Qualified Staff</b>	--	--
<b>April</b>	Typewriting, Office Automation, e-Office, Noting & Drafting <b>PD</b> <b>All Staff</b>	Disciplinary Cases <b>DCD / PD</b>	--	--	--	--

Month	Details of Subjects and Participants for training					
May	Commission's Office Establishment <b>PD</b>	Legal <b>LCD, RND, APD, OTD, QD, ED, PSD</b>	Hardware and Networking <b>Qualified Staff</b>	Certification Verification-I <b>APD/PSD/ OTD</b>	Certification Verification-II <b>APD/OTD/ PSD</b> <b>All Staff</b>	Open Data Policy <b>Qualified Staff</b>
June	Typewriting, Office Automation, e-Office, Noting & Drafting <b>PD</b> <b>All Staff</b>	Activity Mapping Automation Software – up to end of 2021 <b>CE's Wing</b> <b>All Staff</b> <b>OTD / PSD</b>	Selection and Roster Fitment <b>RND, QD-EFG, QD-Tech, OTD, PSD</b>	--	--	--
July	Office Orders <b>PD - ARO</b> <b>All Staff</b>	Certification Verification-II <b>APD / OTD / PSD</b> <b>All Staff</b>	Open Data Policy <b>Qualified Staff</b>	--	--	--
August	Integrated Financial and Human Resources Management System (IFHRMS) <b>BRD/PD</b>	Typewriting, Office Automation, e-Office, Noting & Drafting <b>PD</b> <b>All Staff</b>	Activity Mapping Automation Software – up to end of 2021 <b>CE's Wing</b> <b>All Staff</b> <b>OTD / PSD</b>	--	--	--

Month	Details of Subjects and Participants for training					
September	Activity Mapping Automation Software – from 2022 onwards  <b>CE’s Wing</b> <b>All Staff</b>  <b>OTD / PSD</b>	Certification Verification-II  <b>APD / OTD / PSD</b>  <b>All Staff</b>	Open Data Policy  <b>Qualified Staff</b>	--	--	--
October	Typewriting, Office Automation, e-Office, Noting & Drafting  <b>PD</b> <b>All Staff</b>	Activity Mapping Automation Software – up to end of 2021  <b>CE’s Wing</b> <b>All Staff</b>  <b>OTD / PSD</b>	Disciplinary Cases  <b>DCD / PD</b>	--	--	
November	Certification Verification-I  <b>APD / PSD / OTD</b>	Certification Verification-II  <b>APD / OTD / PSD</b>  <b>All Staff</b>	Open Data Policy  <b>Qualified Staff</b>	--	--	--
December	Typewriting, Office Automation, e-Office, Noting & Drafting  <b>PD</b> <b>All Staff</b>	Legal  <b>LCD, RND, APD, OTD, QD, ED, PSD</b>	Activity Mapping Automation Software – up to end of 2021  <b>CE’s Wing</b> <b>All Staff</b>  <b>OTD / PSD</b>	Selection and Roster Fitment  <b>RND, QD-EFG, QD-Tech, OTD, PSD</b>	--	--