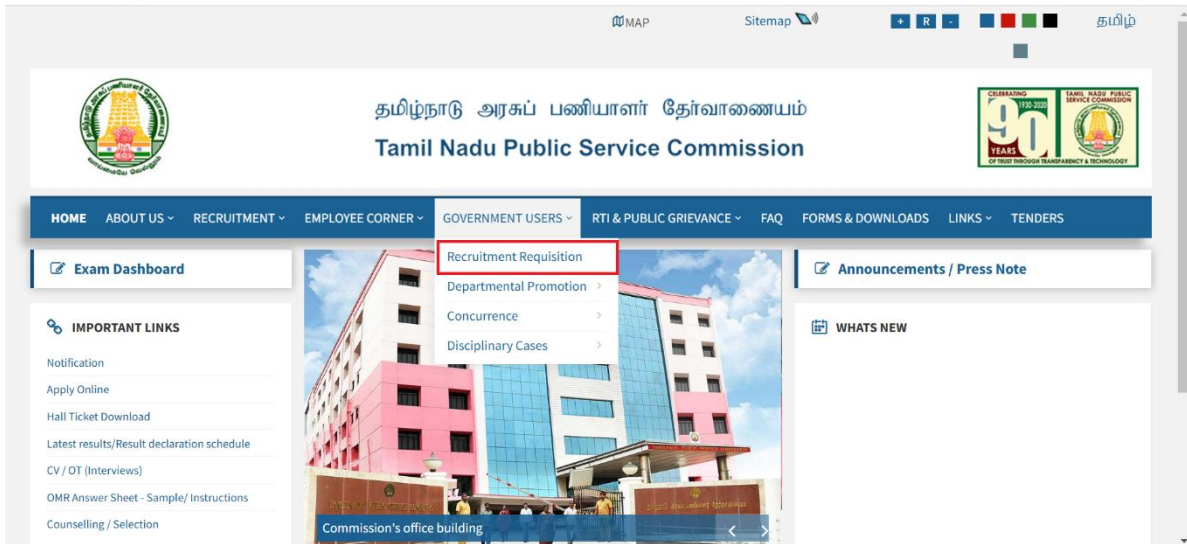


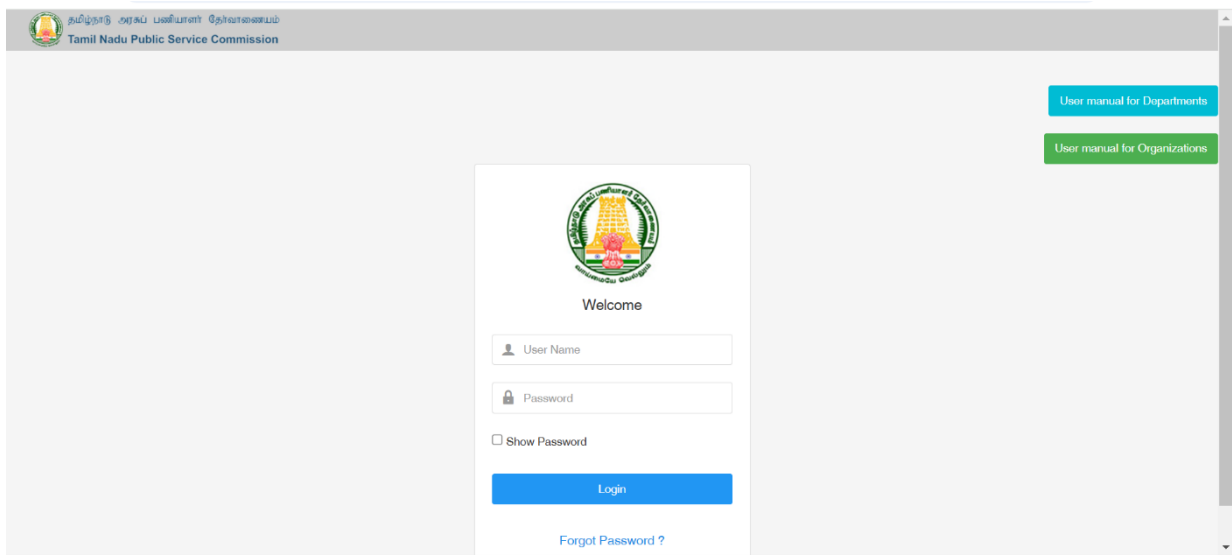
## Recruitment Requisition Portal User Guidance Manual for Department

### Step-1:

1. Select “**Recruitment Requisition**” tab under the Government Users menu from the home page of the Commission’s website: <https://tnpsc.gov.in/> or enter: <https://www.tnpsc.gov.in/Hod/RecruitmentRequisition.aspx>

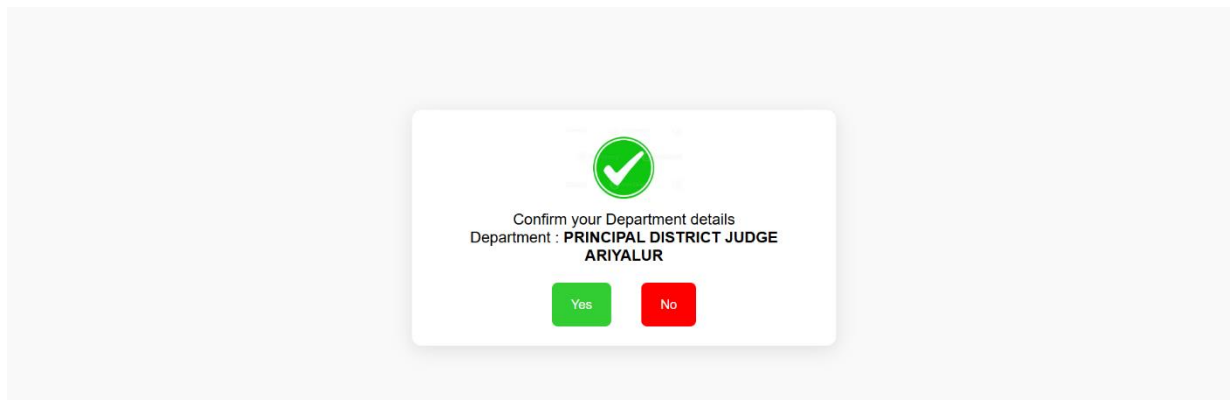


2. You will find the login page and enter the default User Name and Password in the respective textboxes as given below.

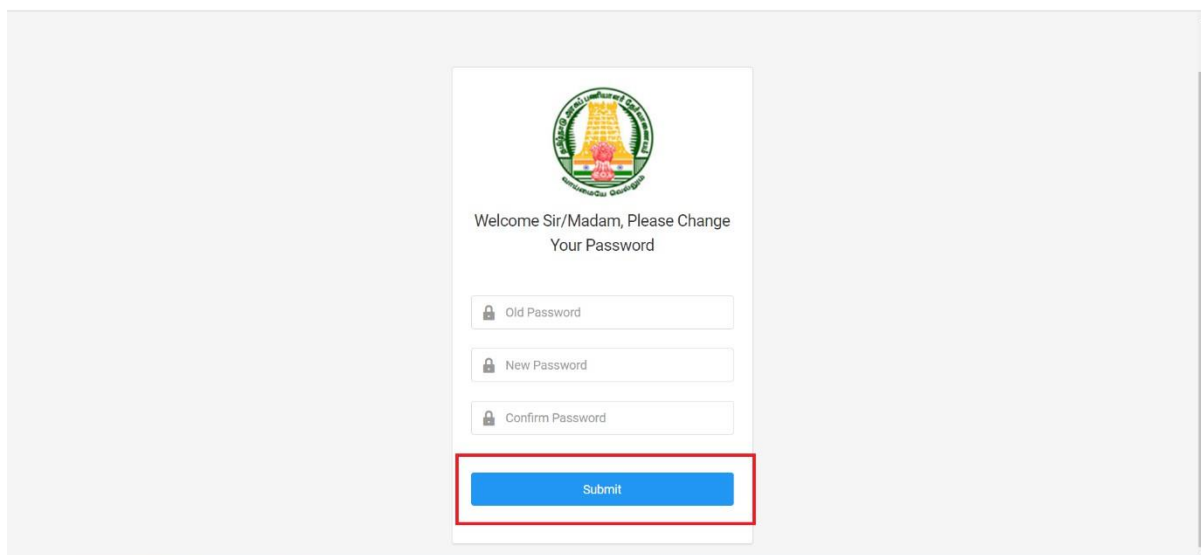


**Note:** This user manual is available in the login page.

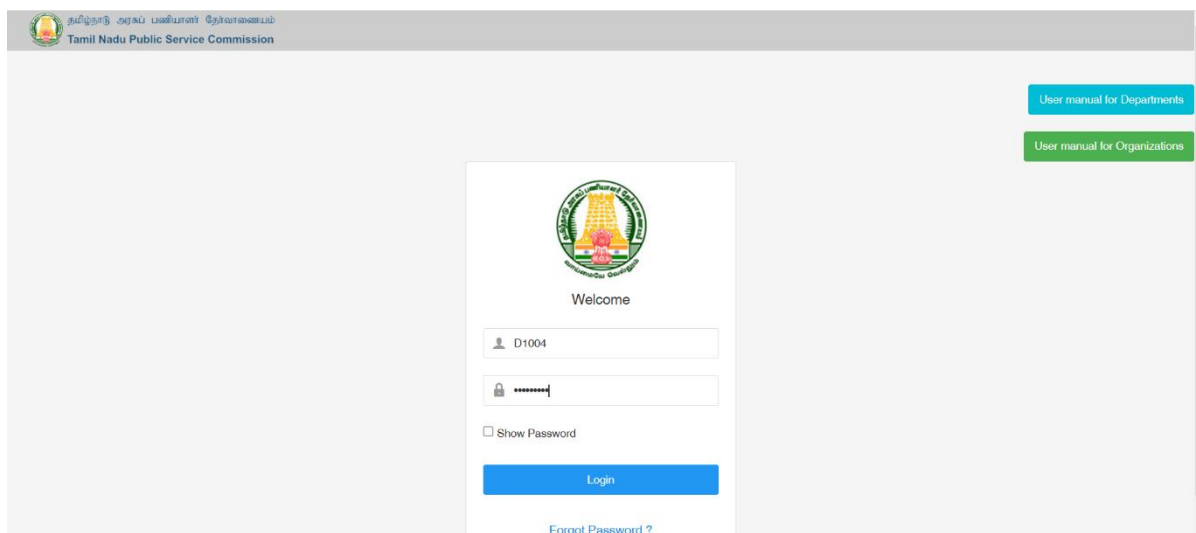
- Upon logging in for the first time, the old password must be reset with a new password. To reset your password, confirm your Department details in the popup message as shown below.



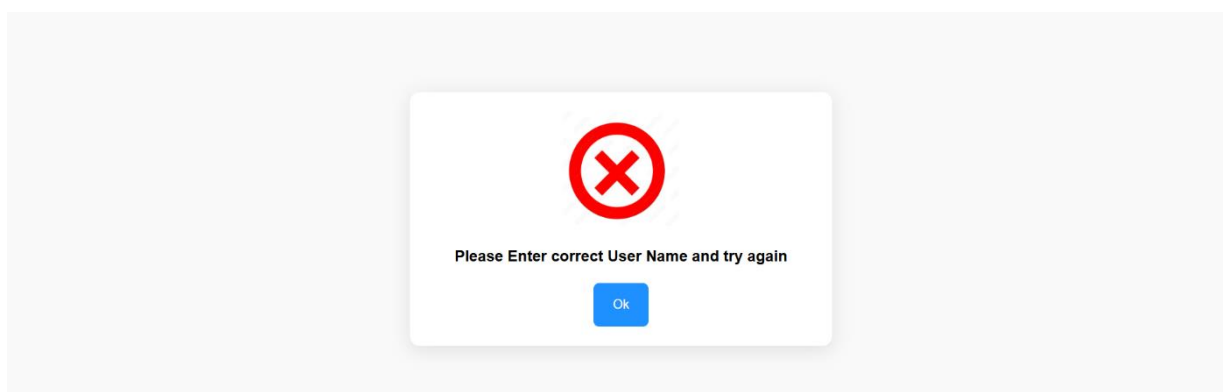
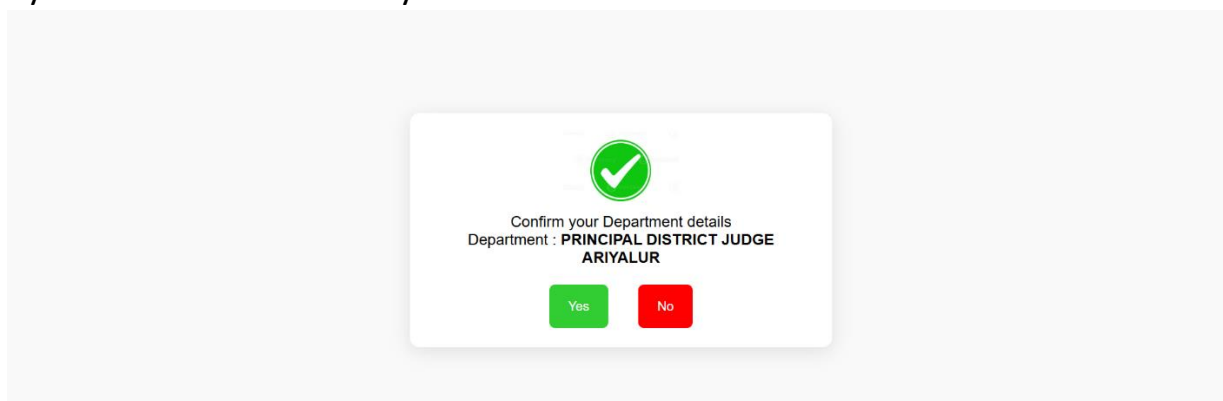
- Confirm your Department details by clicking the **Yes** button. On clicking the **Yes** button, you will be directed to password change page.



- After the new password is set, you will be redirected to the login page to enter your User Name and New Password.



- On clicking **No** button on the confirmation page, you will be instructed to enter your User Name correctly.

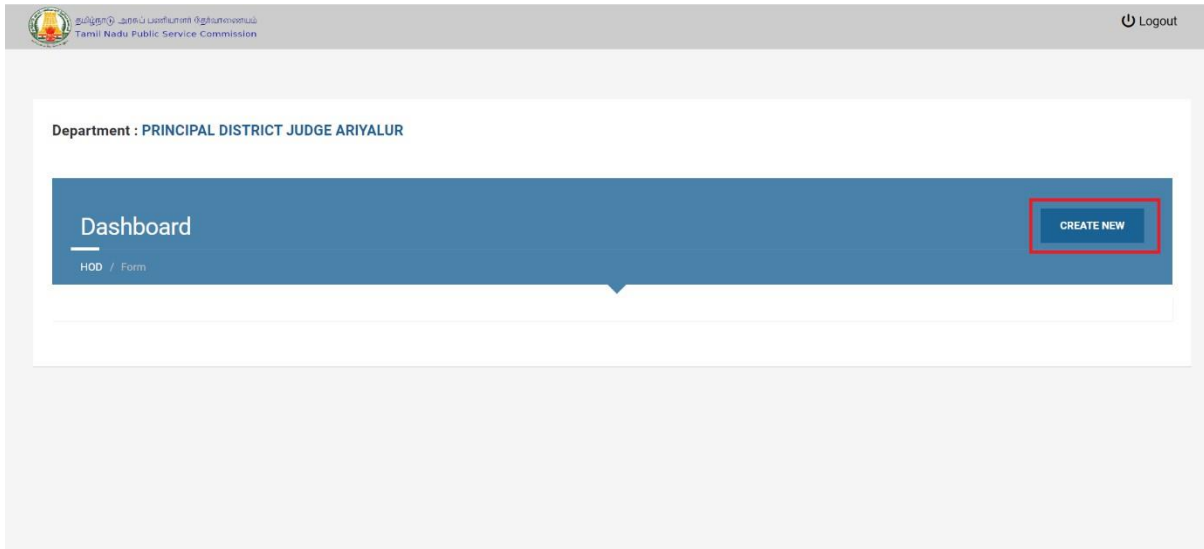


- After entering the correct User Name, you will be asked to confirm your department details, then you can change your password by clicking the **Yes** button.

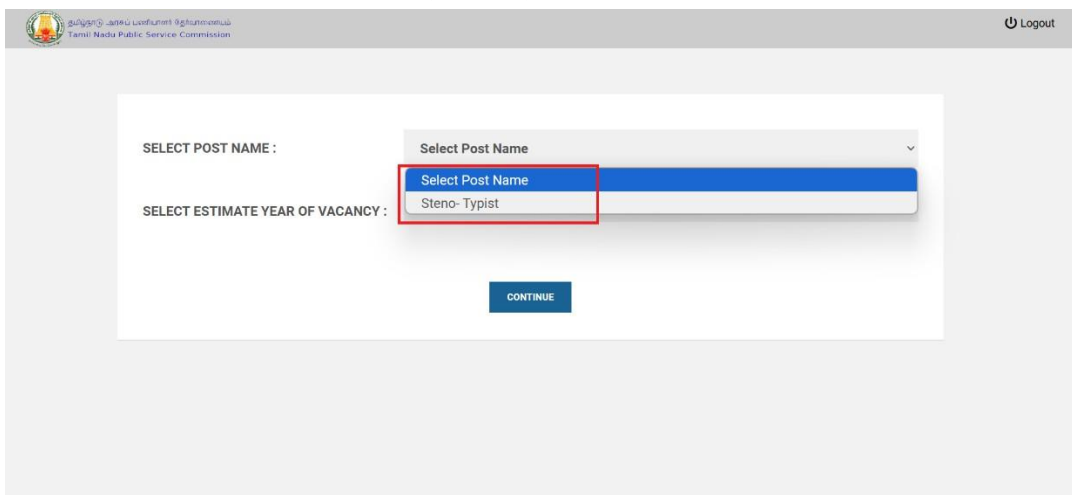
**Step - 2:**

Now, click the **login** button and you will be logged into the Dashboard of the Recruitment Requisition web page.

Click on "**Create New**" to submit a new estimate of vacancy.



- Select the **Post Name** of your Department from the dropdown list for which you wish to furnish the details regarding estimate of vacancies.



- Select the **estimate year of vacancy** from the dropdown list and click **continue** button

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Tamil Nadu Public Service Commission

Logout

SELECT POST NAME : Steno- Typist

SELECT ESTIMATE YEAR OF VACANCY :  
Select  
2024-2025  
2023-2024  
2022-2023  
2021-2022  
2020-2021  
2019-2020  
2018-2019

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Tamil Nadu Public Service Commission

Logout

SELECT POST NAME : Steno- Typist

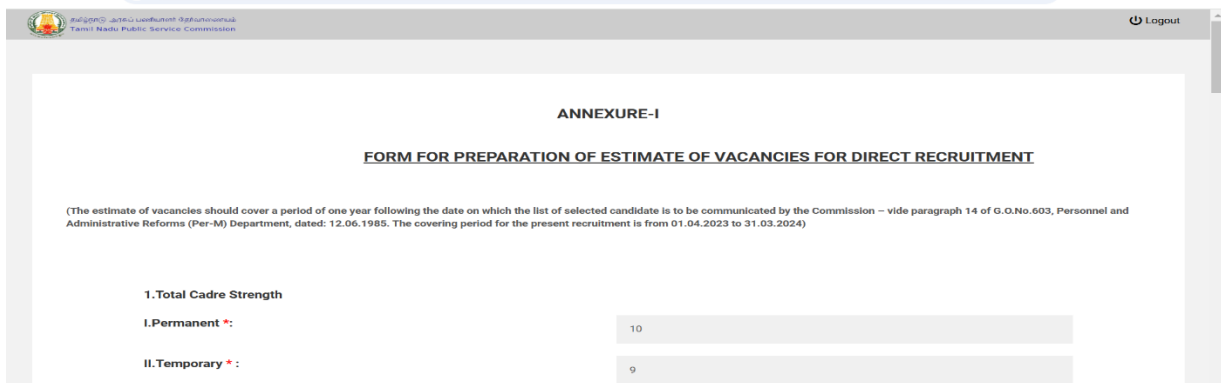
SELECT ESTIMATE YEAR OF VACANCY : 2023-2024

CONTINUE

### **Step - 3:**

The following steps have to be followed for filling the details in **Annexure –I** page.

1. Enter the **Permanent** and **Temporary** vacancy of your department under the heading **Total Cadre strength**.



**ANNEXURE-I**  
**FORM FOR PREPARATION OF ESTIMATE OF VACANCIES FOR DIRECT RECRUITMENT**

(The estimate of vacancies should cover a period of one year following the date on which the list of selected candidate is to be communicated by the Commission – vide paragraph 14 of G.O.No.603, Personnel and Administrative Reforms (Per-M) Department, dated: 12.06.1985. The covering period for the present recruitment is from 01.04.2023 to 31.03.2024)

**1.Total Cadre Strength**

**I.Permanent \* :**

**II.Temporary \* :**

2. Enter the number of retirement vacancies anticipated to arise in your department in the estimate year.
3. Enter the number of promotions of incumbents of substantive posts that are likely to be created in your department in the estimate year.
4. Enter the number of new posts sanctioned permanent/temporary post your retained permanently by obtaining the sanction of the Government in department from time to time in the textbox given below.



**2.No. of retirement vacancies anticipated to arise \* :**

**3.No.of likely promotions of incumbents of substantive posts \* :**

**4. No. of new posts sanctioned permanent / temporary post retained permanently by obtaining the sanction of the Government from time to time \* :**

5. Enter the number of vacancies that are to be allocated for appointment Compassionate grounds in your department for the estimate year in the textbox given below.
6. Enter the number of posts that are to be apportioned with methods other than the above with reference to prescribed ratio in your department for the estimated year in the textbox given below.

7. Enter the number of posts that are likely to be disbanded from your department in the estimated year in the textbox given below.

- After entering the details from serial number 1 to 7 in the Annexure I page, you will find the automatically generated actual number of vacancies apportioned for direct recruitment in the textbox as given

below

DEDUCT

5.No of vacancies to be allocated for appointment on Compassionate Grounds * :	0
6.No. of posts to be apportioned for other methods with reference to prescribed ratio * :	0
7.No. of posts likely to be disbanded * :	0
Actual No. of vacancies apportioned for direct recruitment :	6

Note: Fields marked with \* should not be left blank or empty

After successful entry of details in Annexure I, you may enter the details in **Annexure II** by following the steps given below

1. Specify whether the post is governed by Special Rules or Adhoc Rules. If governed by Adhoc Rules, the G.O. number and date in which rules were issued may be stated.

ANNEXURE-II

PARTICULARS TO BE FURNISHED TO THE COMMISSION ALONG WITH THE ESTIMATE OF VACANCIES RELATING TO A POST

1. Whether the post is governed by Special Rules or Adhoc Rules \* :

2.Age/Educational qualification / Experience if any /Preferential qualification prescribed for the post :

--Select--  
Special Rules  
Adhoc Rules

- Select the file relating to 'Special rules' or 'Adhoc rules' (PDF format) and click on the **open** button to upload it.

Open

Downloads

Organise - New folder

OneDrive

Desktop

Downloads

Documents

Pictures

Music

Videos

Tpssc-WebApp-20

Screenshots

tamil

Missing SHG Details in SHG BLP(Mathikalarn) portal  
Microsoft Excel Worksheet

Form0600A875-EBF3-48E5-B3A4-65D96EE41A28 (1)  
Chrome HTML Document

Annexure266808D5-44B6-4D6D-9230-8FE8487EB5E9  
Chrome HTML Document

Form0600A875-EBF3-48E5-B3A4-65D96EE41A28  
Chrome HTML Document

Annexure9b7b9fef-2ce8-4529-b756-892e5f46c773  
Chrome HTML Document

Annexure266808D5-44B6-4D6D-9230-8FE8487EB5E9 (1)  
Chrome HTML Document

Form103c12de-3b2a-402d-a5ee-d305fae72ed6  
Chrome HTML Document

SPL\_Rules  
Chrome HTML Document  
2.54 KB

PHARMACEUTICAL ORGANIC CHEMISTRY- II

File name: SPL\_Rules (2)

All Files

Open Cancel

**ANNEXURE-II**

**PARTICULARS TO BE FURNISHED TO THE COMMISSION ALONG WITH THE ESTIMATE OF VACANCIES RELATING TO A POST**

1. Whether the post is governed by Special Rules or Adhoc Rules \* :

Special Rules  
Special Rules

SPI\_Rules.pdf

2. Specify the Age, Educational qualification, Experience (if any) and Preferential qualification (if any) prescribed for the post.

2. Age/Educational qualification / Experience if any /Preferential qualification, if any prescribed for the post :

a. Minimum Age  Maximum Age \*

b. Educational Qualification \* :

c. Experience (if any) :

d. Preferential Qualification (if any) :

3. Specify Exemptions/Concessions (if any) allowed for the post.

3. Exemptions/Concessions

a. Exemptions (if any) :

b. Concessions (if any) :

4. Select the Pay Level attached to the post.

4. The scale / Level of pay attached to the post \* :

5. Whether rule of reservation of appointments applies or not. If applies, the rotation and turn against which candidate should be selected may be stated :

6. Form in which the selected candidate should submit his certificate of physical fitness : (As per G.O.No.34, Personnel and Administrative Reforms (Per.R))

a. Physical fitness :

-Select Pay Level-

- Level 1 (15700 – 58100)
- Level 2 (15900 – 58500)
- Level 3 (16600 – 60800)
- Level 4 (18000 – 66000)
- Level 5 (18200 – 67100)
- Level 6 (18500 – 68000)
- Level 7 (19000 – 69900)
- Level 8 (19500 – 71900)
- Level 9 (20000 – 73700)
- Level 10 (20600 – 75900)
- Level 11 (35400 – 130400)
- Level 12 (35600 – 130800)
- Level 13 (35900 – 131500)
- Level 14 (36000 – 132000)
- Level 15 (36200 – 133100)

regard to vision

5. Choose whether rule of reservation of appointments applies or not. If applies, the rotation and turn against which candidate should be selected may be stated.

5. Whether rule of reservation of appointments applies or not. If applies, the rotation and turn against which candidate should be selected may be stated :

Yes  No



8. DECLARATIONS

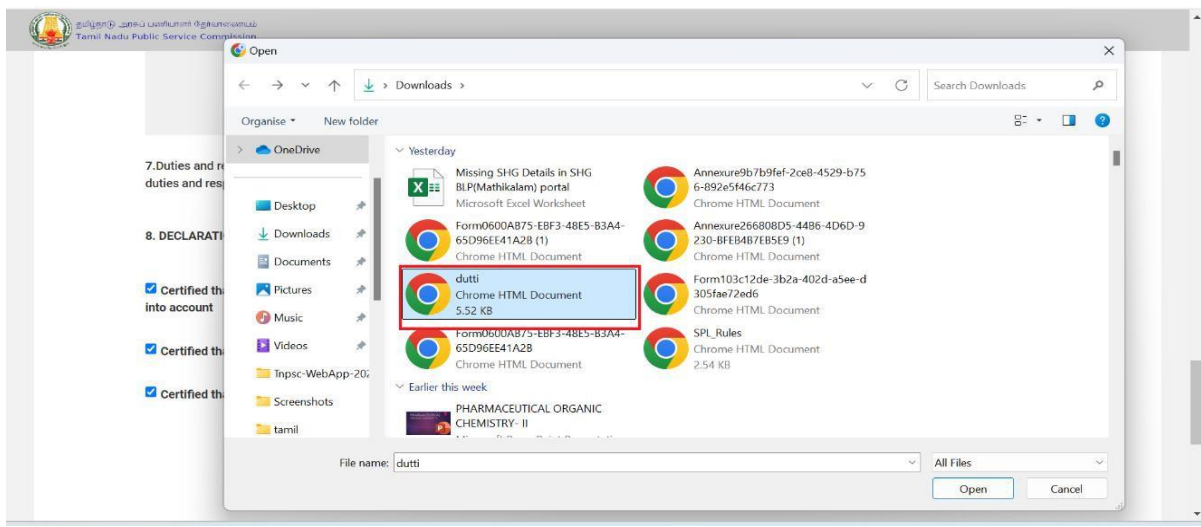
- Certified that the extract of rules sent herewith has been prepared up to date and that no amendments so far issued has been omitted to be taken into account
- Certified that the estimate of vacancies has been arrived at in accordance with the instructions issued by the Government from time to time
- Certified that other than the vacancies reported, no other vacancy is held by temporary 10(a) (i) candidates

6. Fill the Form in which the selected candidate should submit his certificate of physical fitness and standard of vision required of the selected candidates (As per G.O.No.34, Personnel and Administrative Reforms (Per.R) Department, dated 12.01.1983).

The screenshot shows a web form titled "6. Form in which the selected candidate should submit his certificate of physical fitness and standard of vision required of the selected candidates (As per G.O.No.34, Personnel and Administrative Reforms (Per.R) Department, dated 12.01.1983)". The form has three sections: "a. Physical fitness :", "b. Standard of vision \*:", and "c. Other requirements with regard to vision :". Section a has a text input field containing "Nil". Section b has a dropdown menu with "Standard I or better" selected. Section c has a text input field containing "Nil".

7. Upload PDF file containing the duties and responsibilities attached to the post.

The screenshot shows a form field labeled "7. Duties and responsibilities attached to the post (upload PDF file containing the duties and responsibilities):". To the right of the text is a "Choose File" button, and below it, the text "No file chosen" is displayed.



The screenshot shows the same form field as in the previous image, but now the "Choose File" button is disabled and the text "dutti.pdf" is displayed next to it, indicating that the file has been successfully uploaded.

- Once the file relating to duties and responsibilities is selected, the file name will appear as shown above.

## 8. Declarations

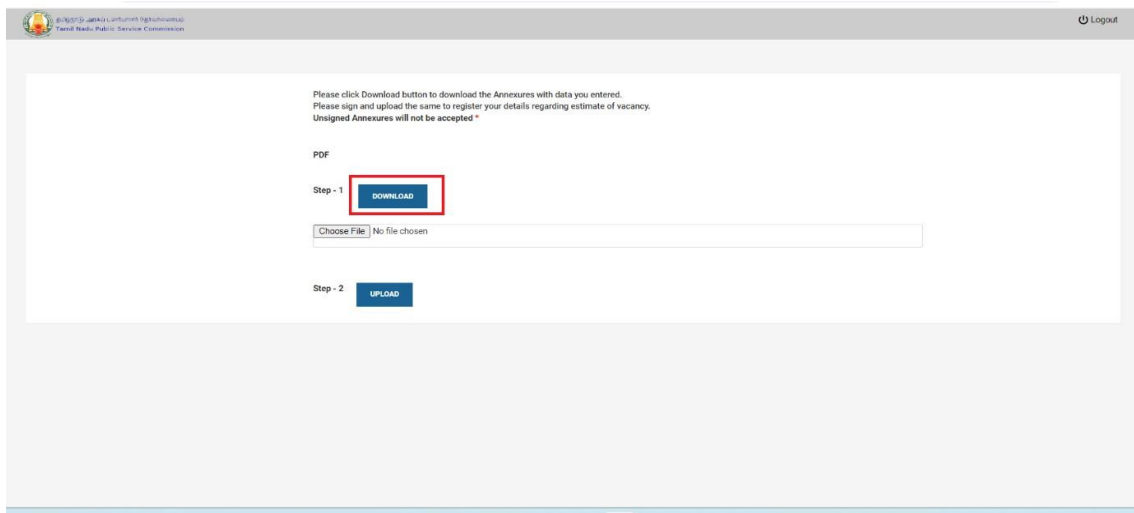
Now, please confirm the declarations mentioned below:

- If any other relevant details need to be added, please attach the files under respective sections mentioned below and click “**SUBMIT**” to submit your estimation of vacancy for the respective estimate year.

**Note:** All fields marked with \* should not be left blank/empty. Submit and save the data to move on to Next page.

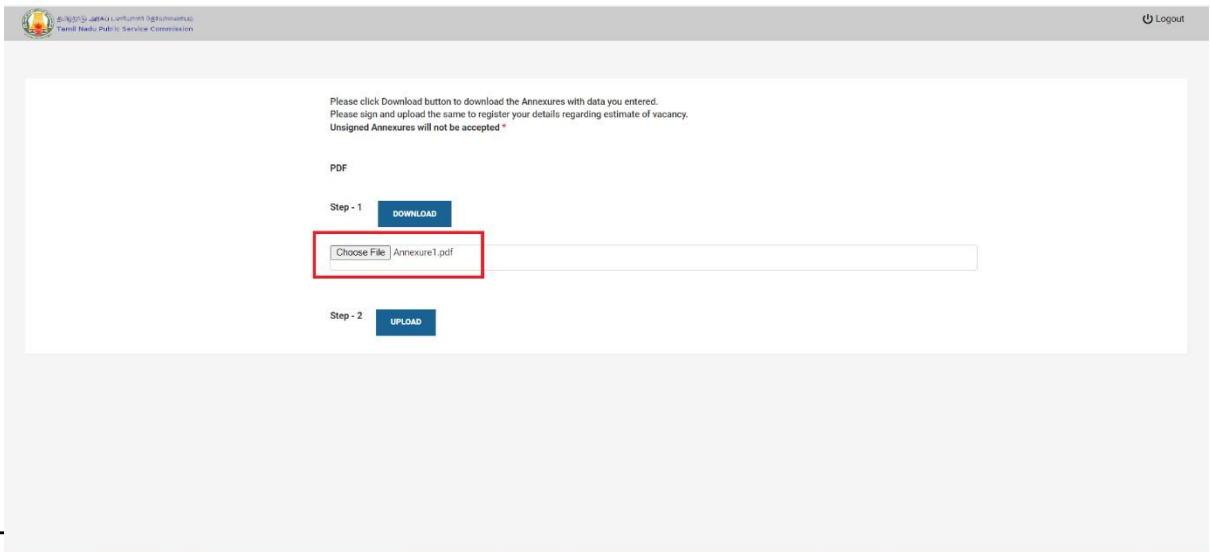
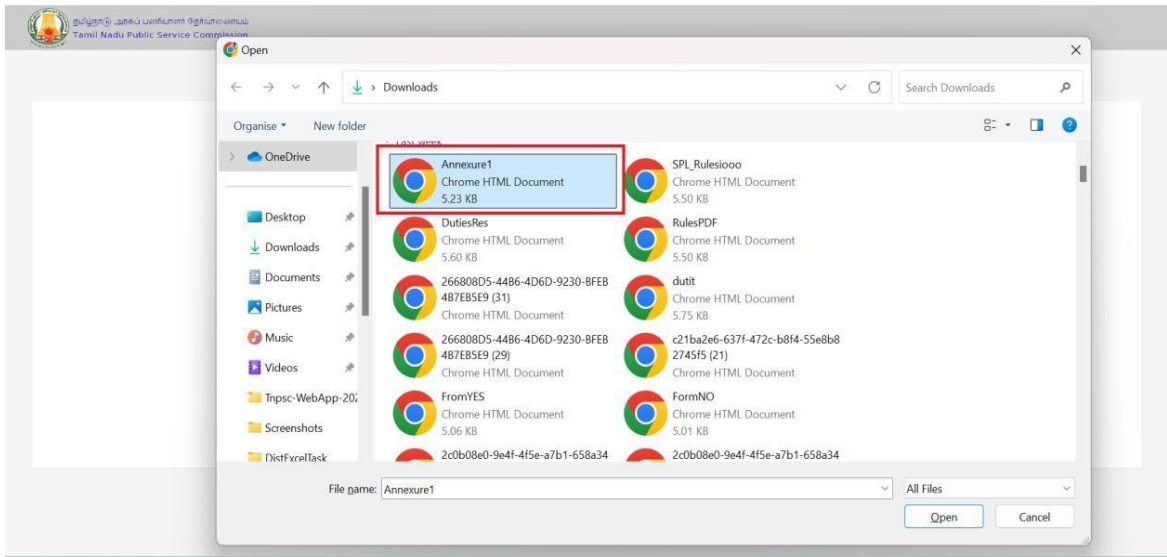
### Step - 4:

- On the next page the submitted data could be downloaded as pdf.

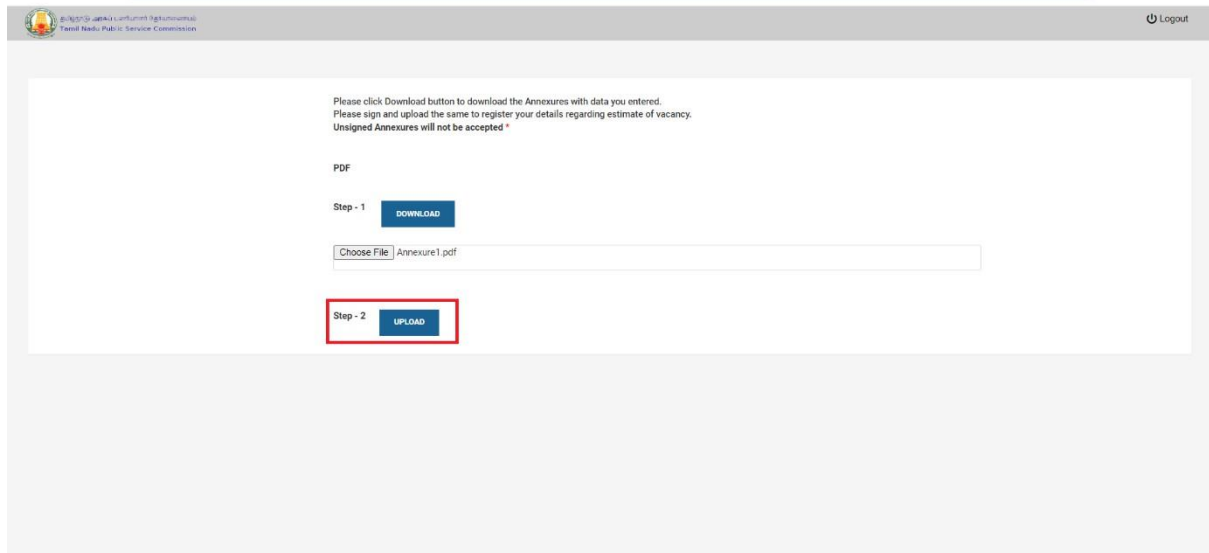


The screenshot shows a web interface for the Tamil Nadu Public Service Commission. At the top left is the logo and name in Tamil and English. At the top right is a 'Logout' link. The main content area contains the following text: 'Please click Download button to download the Annexures with data you entered. Please sign and upload the same to register your details regarding estimate of vacancy. Unsigned Annexures will not be accepted'. Below this, there is a section labeled 'PDF'. Under 'PDF', there is a 'Step - 1' section with a blue 'DOWNLOAD' button highlighted by a red rectangle. Below the 'DOWNLOAD' button is a file selection area with a 'Choose File' button and the text 'No file chosen'. Below the file selection area is a 'Step - 2' section with a blue 'UPLOAD' button.

- After downloading the document, it should be verified and signed by the official concerned.
- Now upload the signed document by clicking the **Choose file** button.

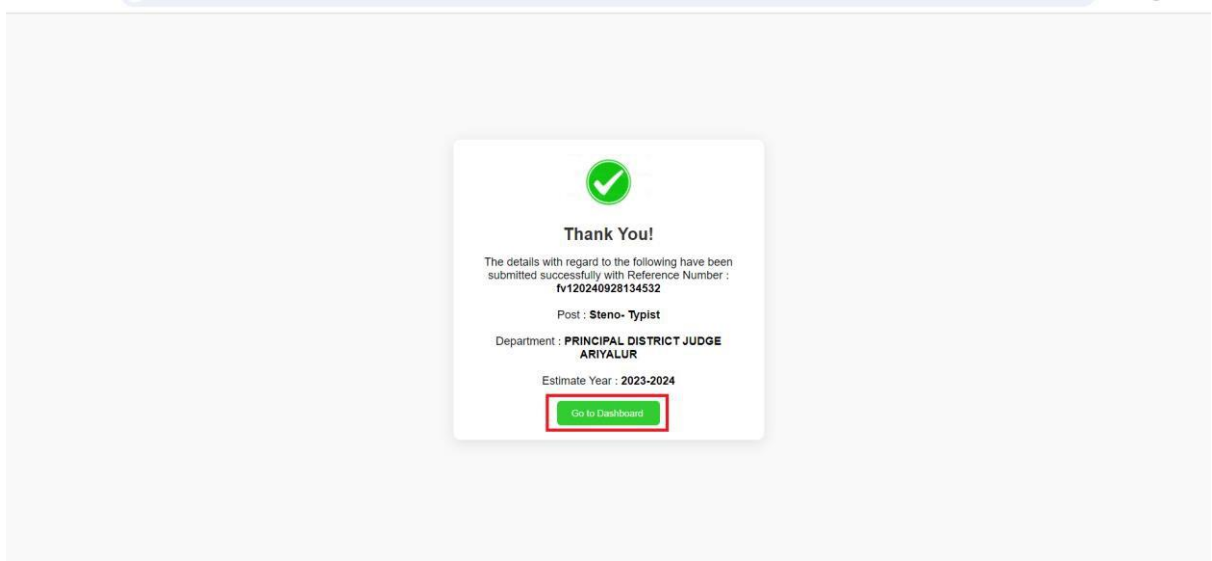


- Click on **“UPLOAD”** to upload the signed document, and complete the Process.



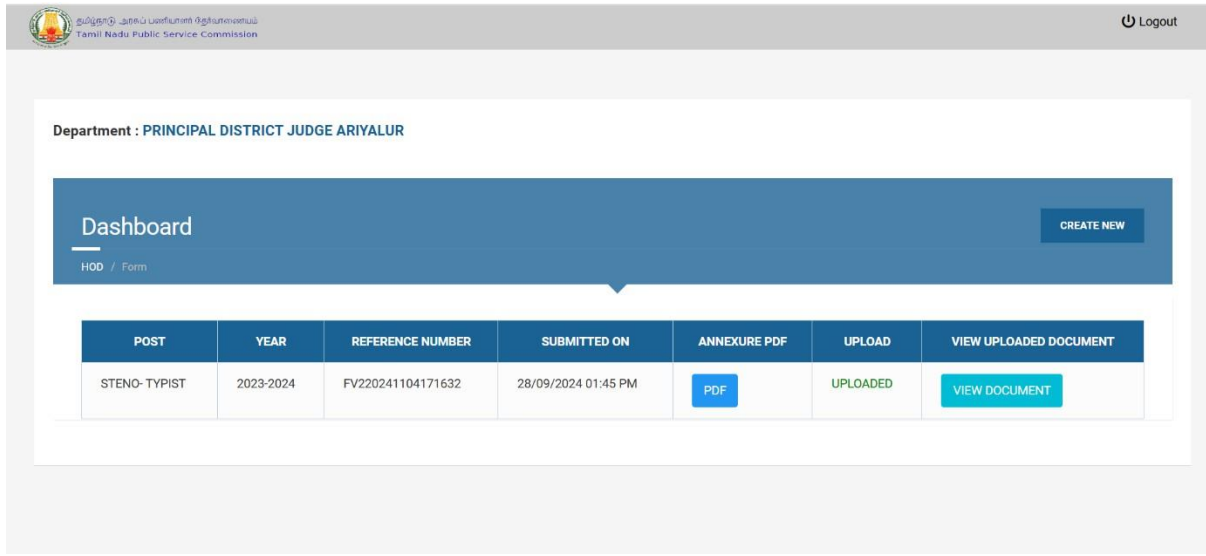
### **Step - 5:**

- After uploading the PDF, a popup message appears to the effect that the details have been submitted successfully, along with the reference button number, department and other details. Click on the **"Go to Dashboard"** to redirect to the dashboard page.



## Step - 6:

- Once the process is completed, the details pertaining to the post for which the estimate of vacancy has been furnished are displayed on the dashboard.



The screenshot shows the dashboard for the Department of PRINCIPAL DISTRICT JUDGE ARIYALUR. The dashboard includes a 'CREATE NEW' button and a table with the following data:

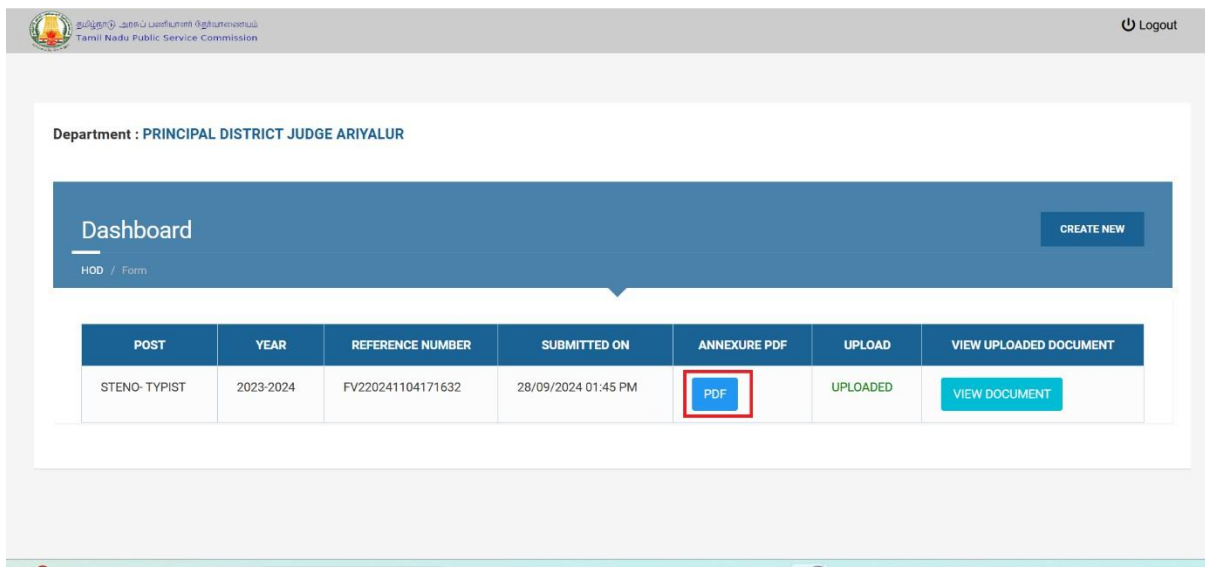
POST	YEAR	REFERENCE NUMBER	SUBMITTED ON	ANNEXURE PDF	UPLOAD	VIEW UPLOADED DOCUMENT
STENO-TYPIST	2023-2024	FV220241104171632	28/09/2024 01:45 PM	PDF	UPLOADED	VIEW DOCUMENT

## NOTE:

To furnish estimate of vacancy relating to another post/year click 'Create New' and follow the same process as stated above.

## Step - 7

Now, you can view Annexure I and II by clicking the **PDF** button.



The screenshot shows the same dashboard as in Step 6, but with the 'PDF' button in the 'ANNEXURE PDF' column highlighted with a red box.

POST	YEAR	REFERENCE NUMBER	SUBMITTED ON	ANNEXURE PDF	UPLOAD	VIEW UPLOADED DOCUMENT
STENO-TYPIST	2023-2024	FV220241104171632	28/09/2024 01:45 PM	PDF	UPLOADED	VIEW DOCUMENT

## Preview for Annexure – I pdf.

Annexure9b7b9fef-2ce8-4529-b756-892e5f46c773 (1).pdf 1 / 4 80%

Department Name : PRINCIPAL DISTRICT JUDGE ARIYALUR  
Post Name : Steno- Typist

**Annexure-I**  
**FORM FOR PREPARATION OF ESTIMATE OF VACANCIES FOR DIRECT RECRUITMENT**

(The estimate of vacancies should cover a period of one year following the date on which the list of selected candidate is to be communicated by the Commission – vide paragraph 14 of G.O.No.603, Personnel and Administrative Reforms (Per-M) Department, dated: 12.06.1985. The covering period for the present recruitment is from 01.04.2023 to 31.03.2024)

1	Total Cadre Strength	
	I Permanent	10
	II Temporary	7
2	No. of retirement vacancies anticipated to arise	6
3	No. of likely promotions of incumbents of substantive posts	0
4	No. of new posts sanctioned permanent / temporary post retained permanently by obtaining the sanction of the Government from time to time	0

Annexure9b7b9fef-2ce8-4529-b756-892e5f46c773 (1).pdf 1 / 4 80%

<b>DEDUCT</b>		
5	No. of vacancies to be allocated for appointment on Compassionate Ground	0
6	No. of posts to be apportioned for other methods with reference to prescribed ratio	0
7	No. of posts likely to be disbanded	0
	Actual No. of vacancies apportioned for direct recruitment.	6

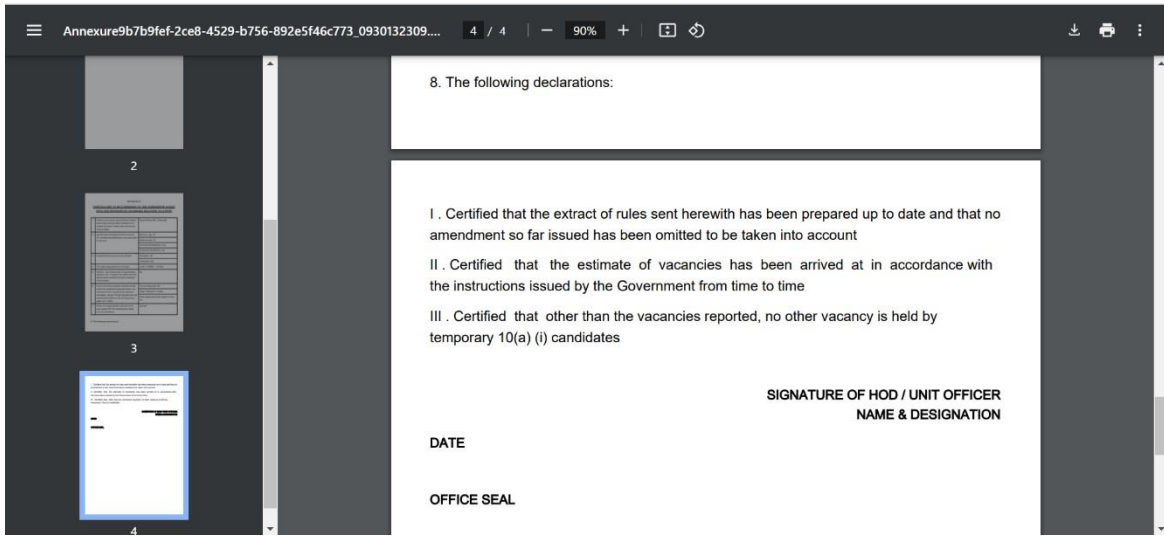
SIGNATURE OF HOD / UNIT OFFICER  
NAME & DESIGNATION

DATE

## Preview for Annexure – II pdf.

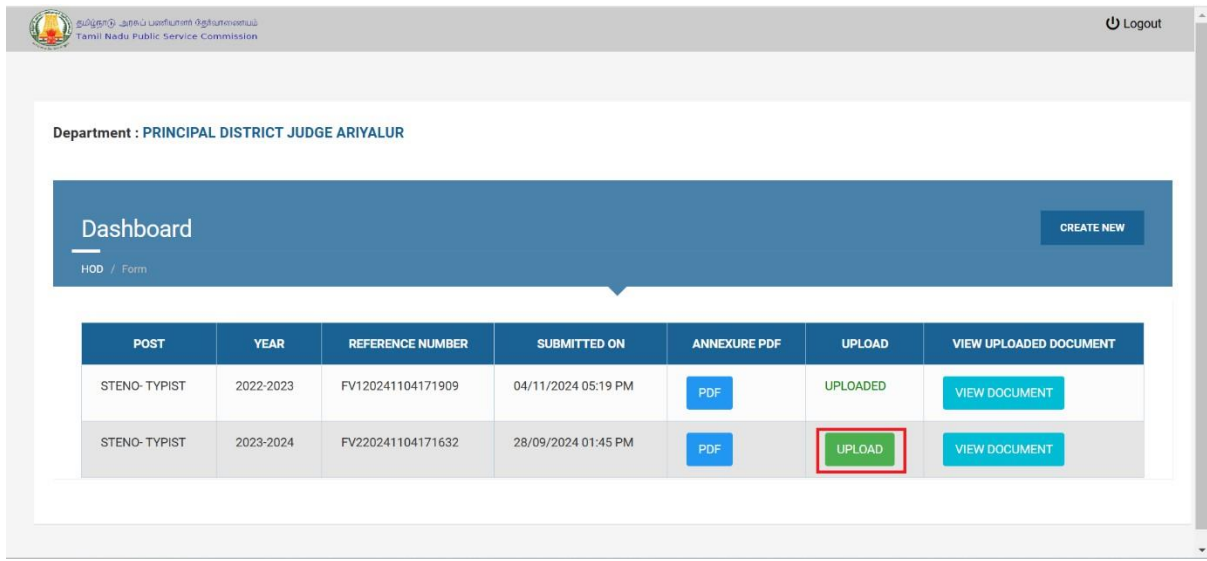
Annexure9b7b9fef-2ce8-4529-b756-892e5f46c773\_0930132309... 3 / 4 100%

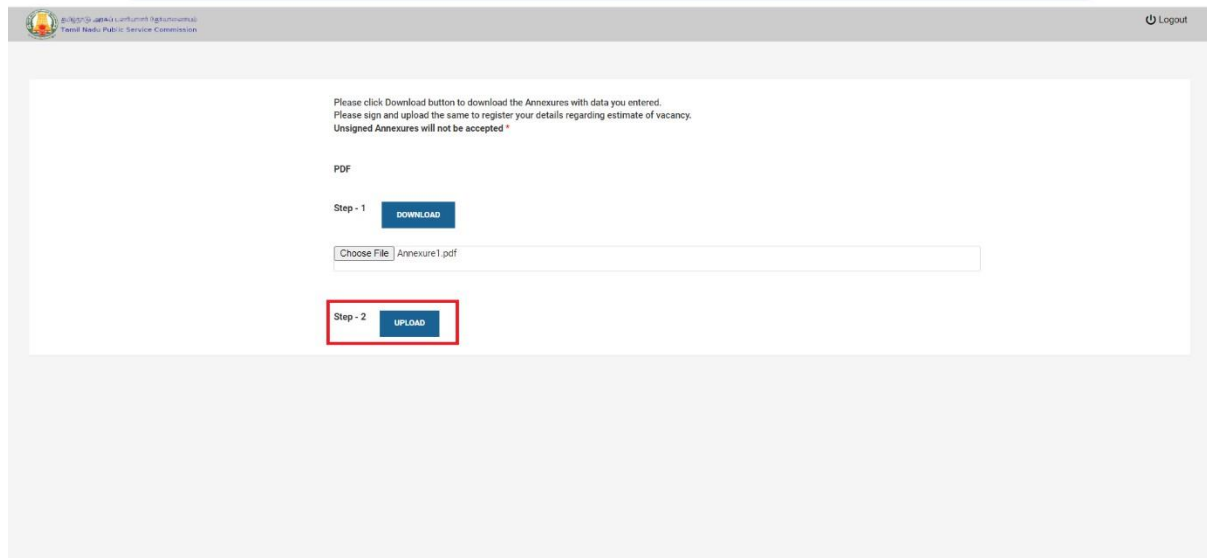
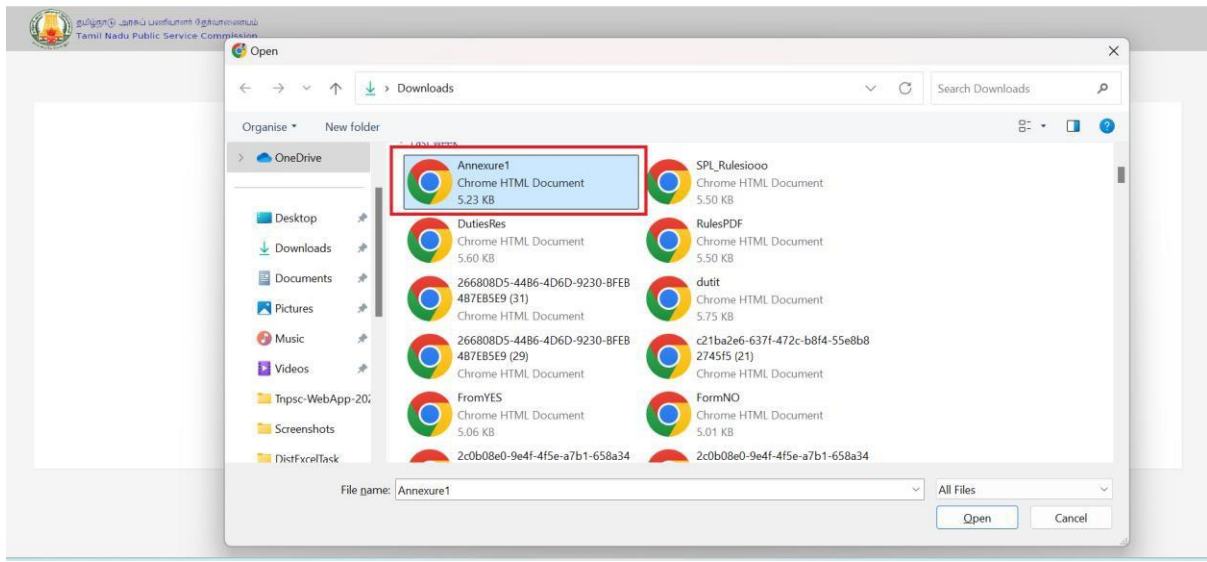
		Preferential Qualification :Nil
3	Exemptions/Concessions,if any allowed	Exemption :Nil Concession :Nil
4	The scale of pay attached to the post	Level 13 (35900 – 131500)
5	Whether rule of reservation of appointments applies or not. If applies, the rotation and turn against which candidate should be selected may be stated	No
6	Form in which the selected candidate should submit his certificate of physical fitness and standard of vision required of the selected candidates (As per G.O.NO.34, personnel and Administrative Reforms (Per.R) Department, dated 12.01.1983)	Physical Standards :Nil Vision :Standard I or better Other requirements with regard to vision :Nil
7	Duties and responsibilities attached to the post (upload PDF file containing the duties and responsibilities)	dutit.pdf



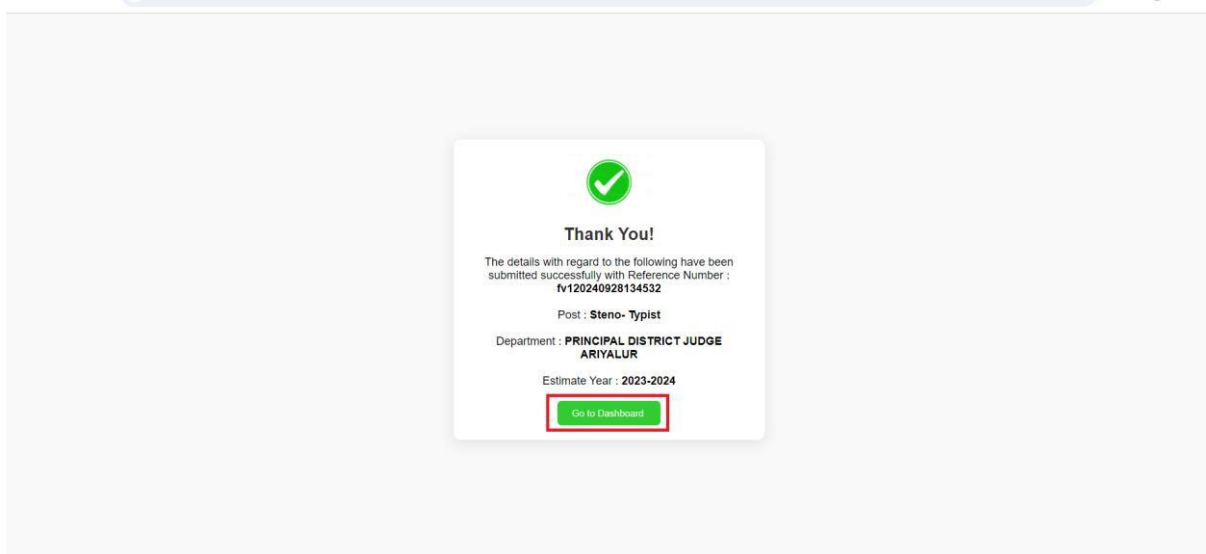
**Step - 8:**

- You can also upload the file later after downloading the document by clicking the **Upload** button.





- Once the upload is completed, click on the **Go to Dashboard** button to save and view the updated changes.

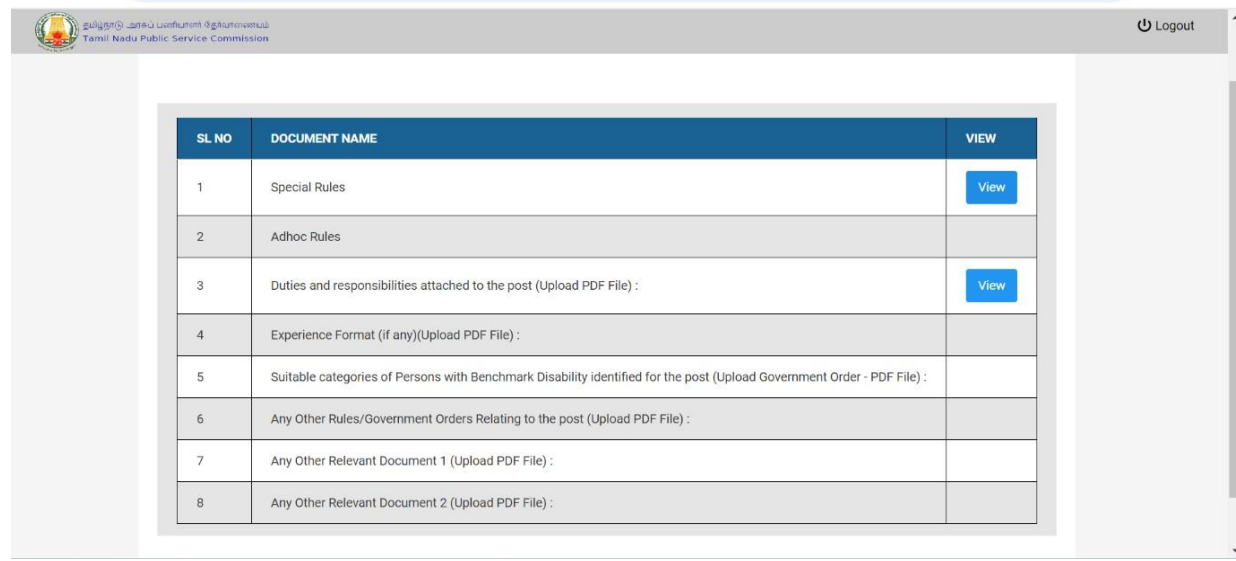
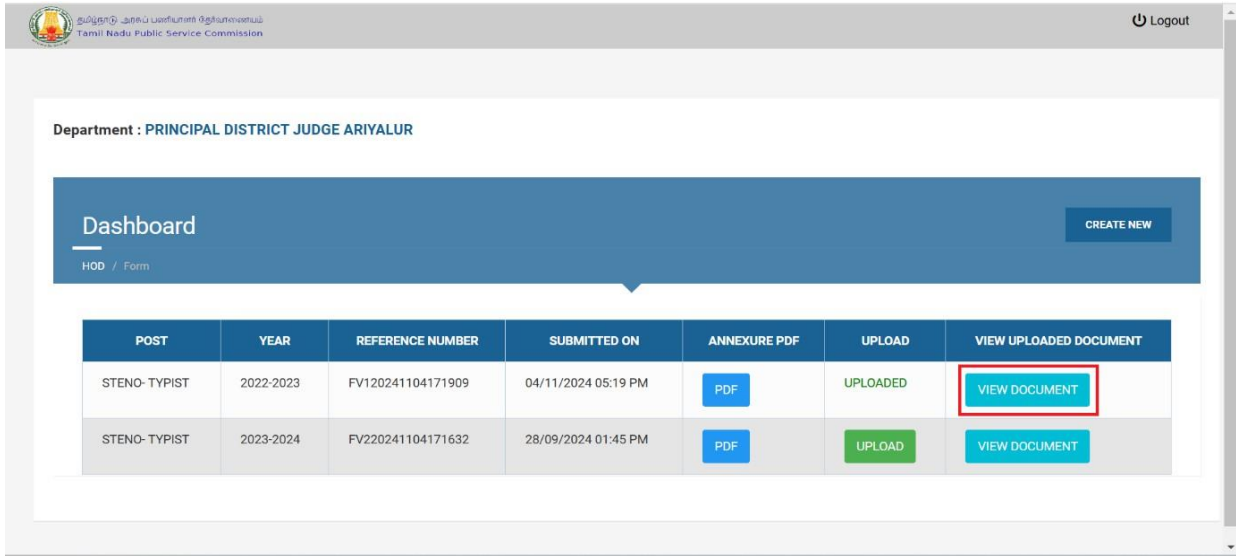




- Your data has been saved successfully.

**Step - 9:**

- Clicking on the **View Document** button will display the details of the uploaded documents.



**Step - 10:**

- To exit, click the "**Logout**" button at the top right corner of the page. After logging out, you can click on the "Login" again using the credentials.

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Tamil Nadu Public Service Commission

Logout

Department : PRINCIPAL DISTRICT JUDGE ARIYALUR


## Dashboard

HOD / Form

[CREATE NEW](#)

POST	YEAR	REFERENCE NUMBER	SUBMITTED ON	ANNEXURE PDF	UPLOAD	VIEW UPLOADED DOCUMENT
STENO- TYPIST	2022-2023	FV120241104171909	04/11/2024 05:19 PM	<a href="#" style="background-color: #2c5e8c; color: white; padding: 2px 5px;">PDF</a>	UPLOADED	<a href="#" style="background-color: #00b09b; color: white; padding: 2px 5px;">VIEW DOCUMENT</a>
STENO- TYPIST	2023-2024	FV220241104171632	28/09/2024 01:45 PM	<a href="#" style="background-color: #2c5e8c; color: white; padding: 2px 5px;">PDF</a>	UPLOADED	<a href="#" style="background-color: #00b09b; color: white; padding: 2px 5px;">VIEW DOCUMENT</a>

தமிழ்நாடு அரசு பணியாளர் தேர்வாணையம்  
Tamil Nadu Public Service Commission



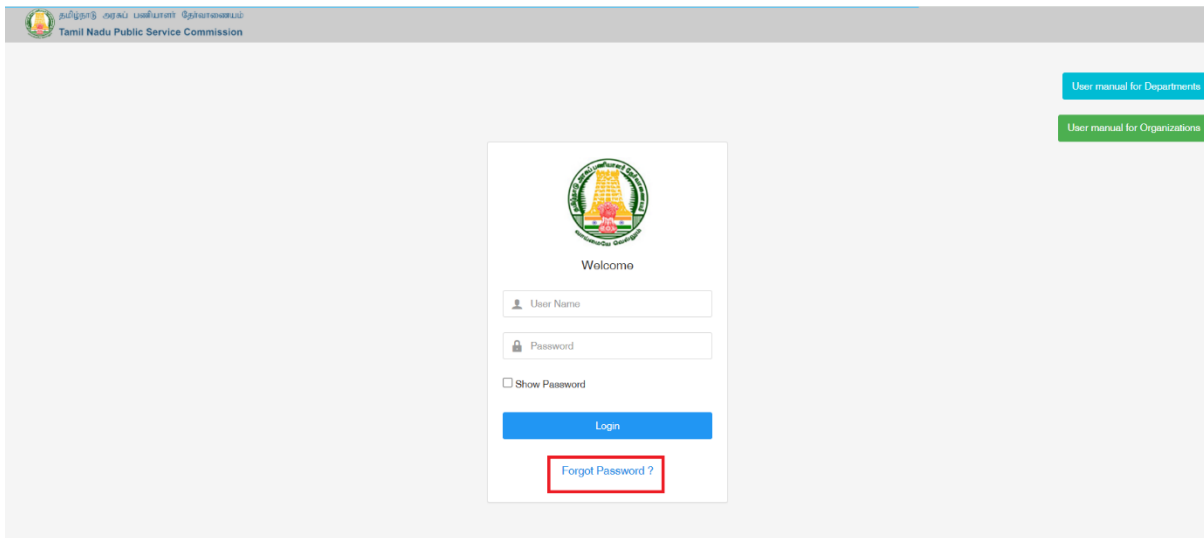
You have been successfully logged out!

[click here to Login](#)

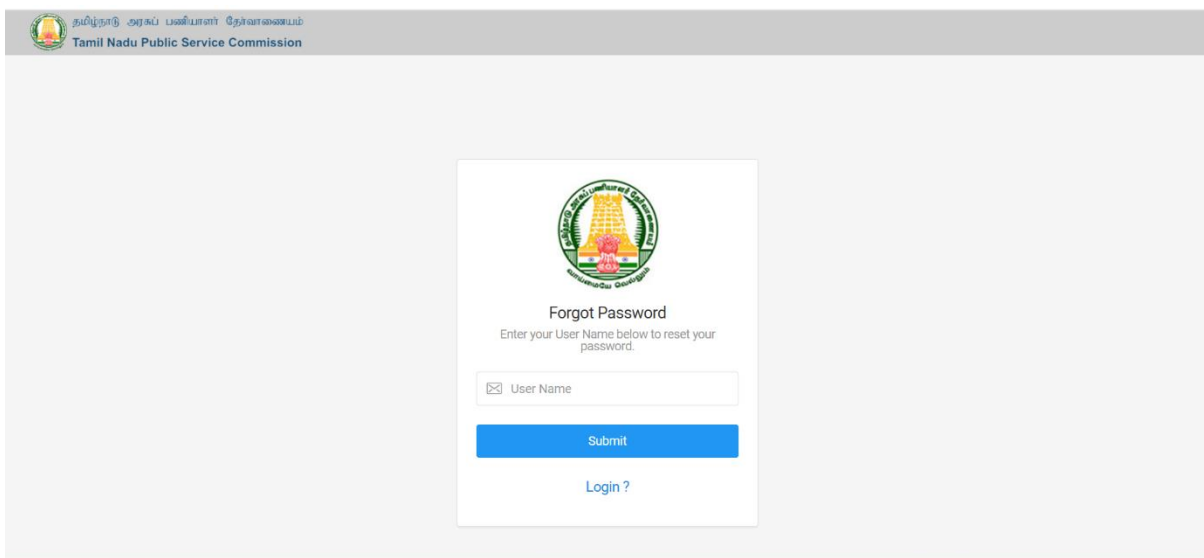
- When you select “Logout”, the logout screen will appear as shown above.

## Step - 11

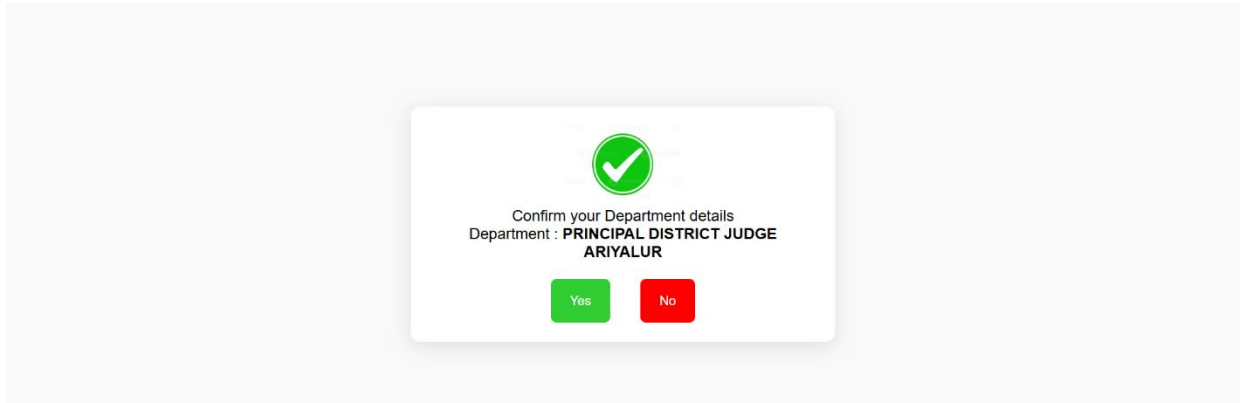
- To reset your password, click the "**Forgot Password**" button.



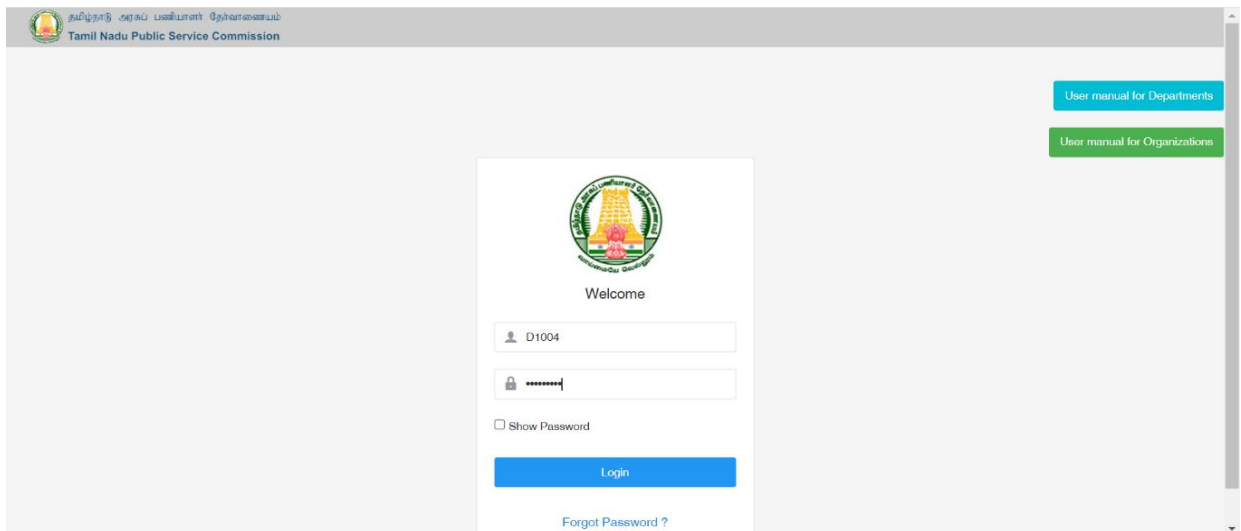
- Enter your User Name and click the "**Submit**" button.



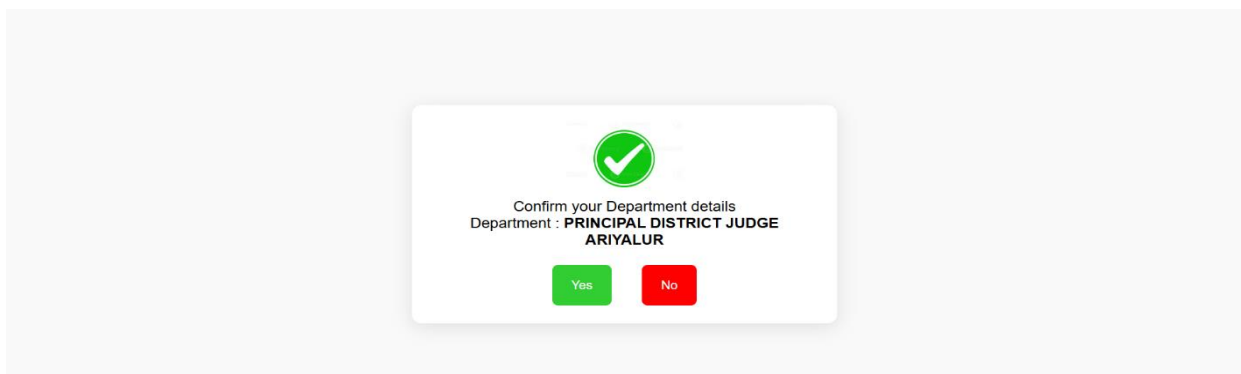
- On clicking the submit button, a popup message will be displayed to confirm your department details.

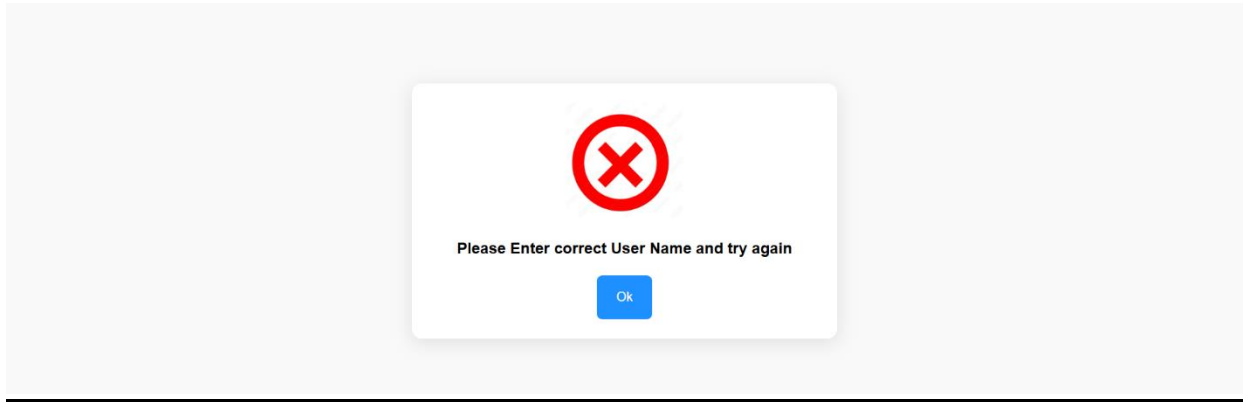


- Confirm your department details by clicking the **Yes** button. On clicking the **Yes** button, you will be directed to password change page.
- After the new password is set, you will be redirected to the login page to enter your User Name and New Password.



- On clicking **No** button on the confirmation page, you will be instructed to enter your User Name correctly.





- After entering the correct User Name, you will be asked to confirm your organization details, then you can change your password by clicking the **Yes** button.
- After the new password is set, you will be redirected to the login page to enter your User Name and New Password.

