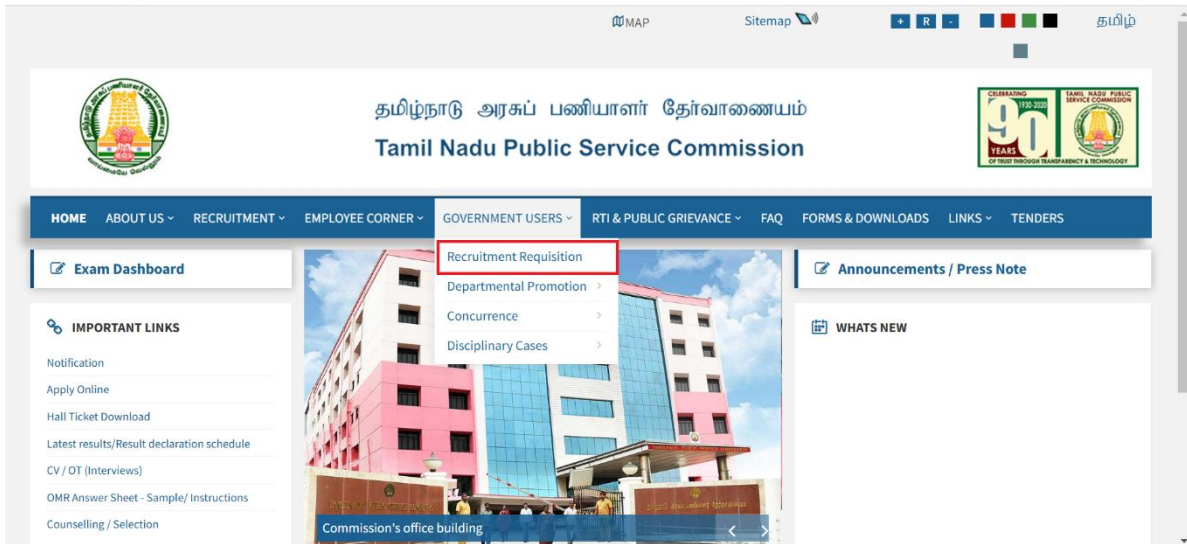## Recruitment Requisition Portal User Guidance Manual for Department

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
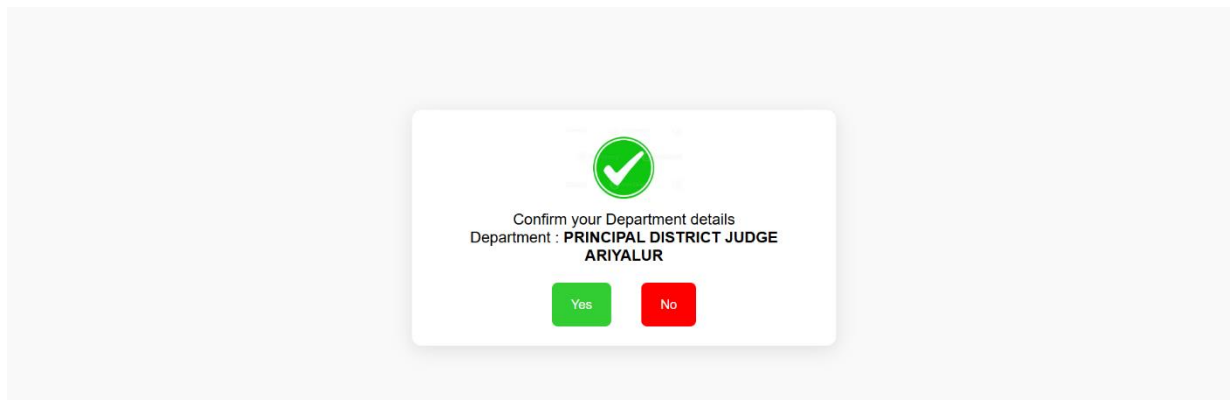

2. You will find the login page and enter the default User Name and Password in the respective textboxes as given below.
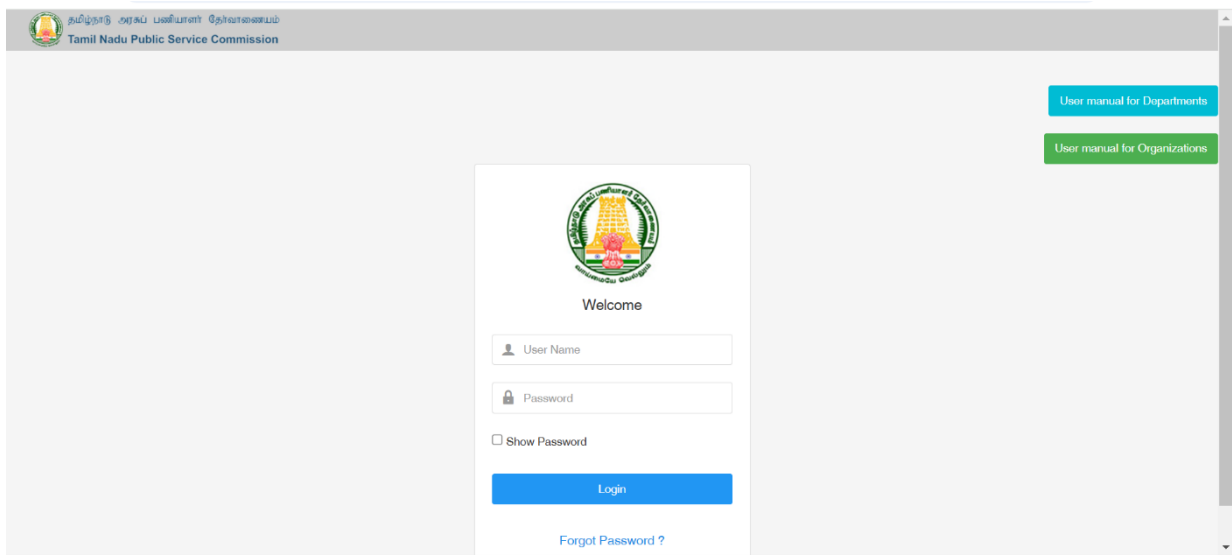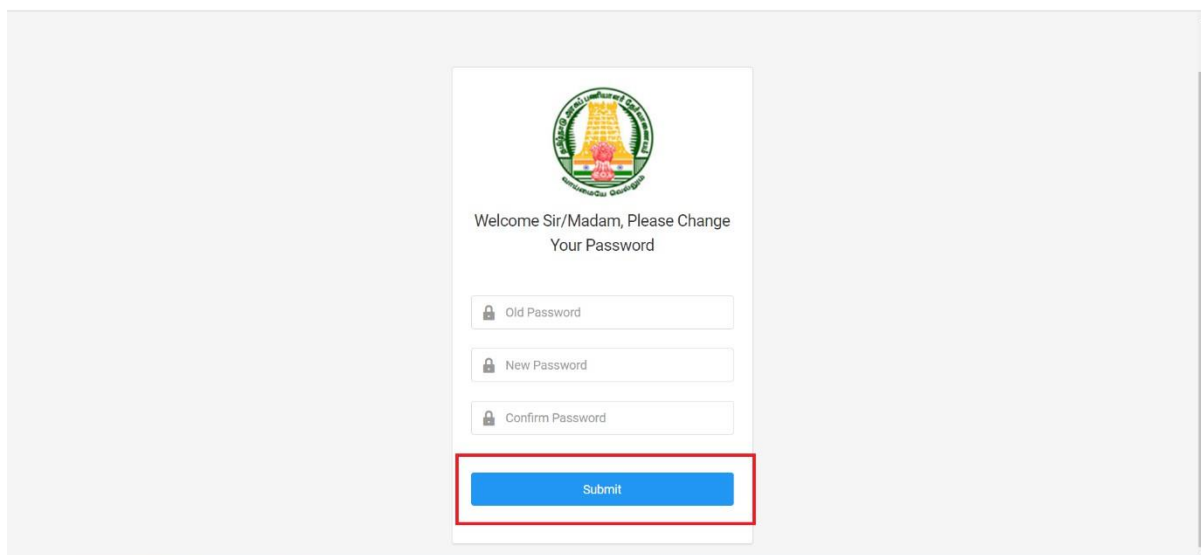

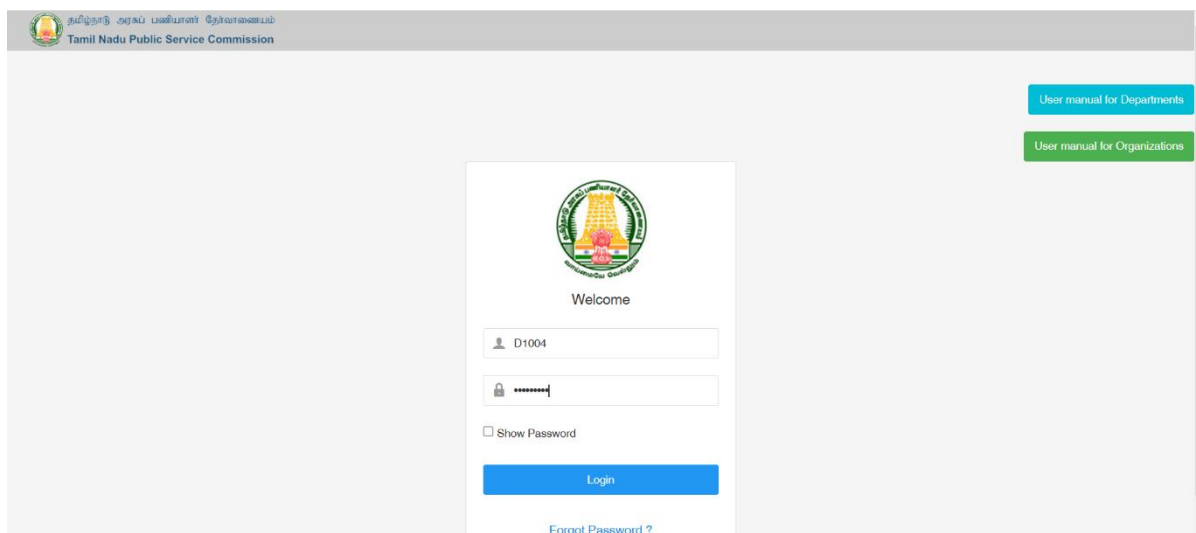**Note**: This user manual is available in the login page.

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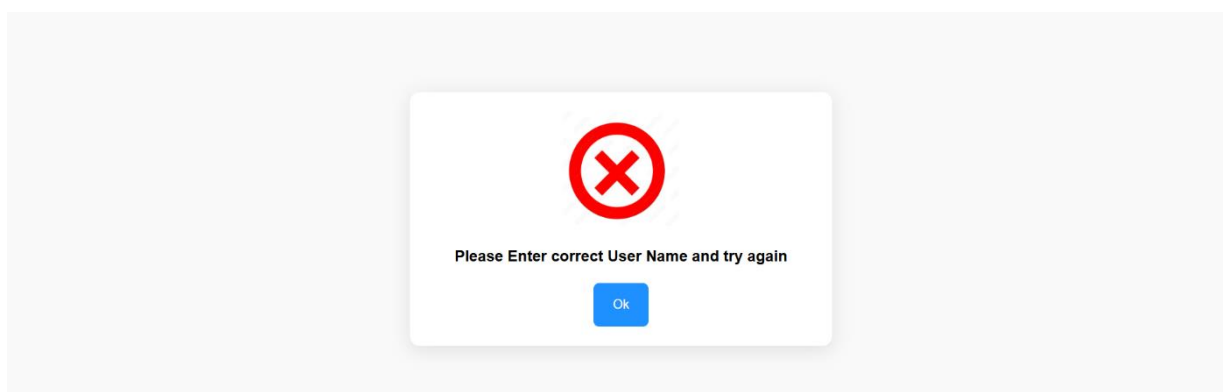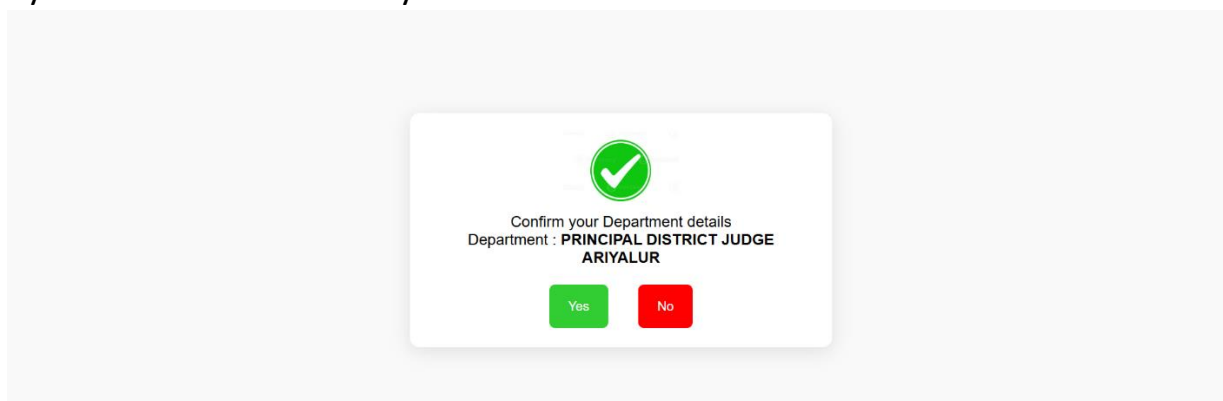
- Confirm your Department details by clicking the **Yes** button. On clicking the **Yes** button, you will be directed to password change page.

- 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.

Confirm your Department details
Department : **PRINCIPAL DISTRICT JUDGE ARIYALUR**

Yes   No


Please Enter correct User Name and try again

Ok

- 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.
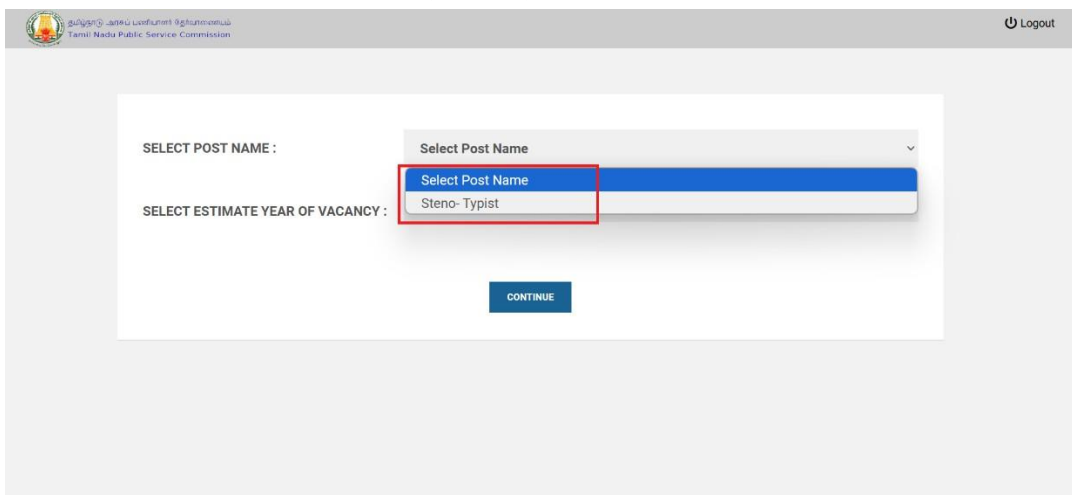
Step - 2:

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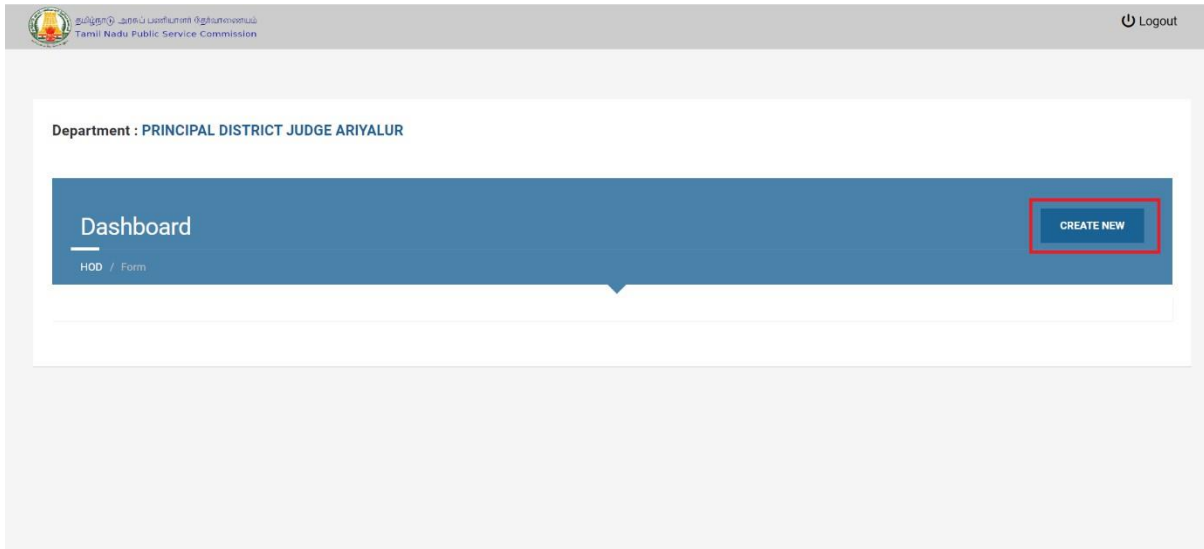
- Select the **Post Name** of your Department from the dropdown list for which you wish to furnish the details regarding estimate of vacancies.

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

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.**

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.

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 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

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.

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

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

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

4. Select the Pay Level attached to the post.

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.

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).

7. Upload PDF file containing the duties and responsibilities attached to the post.
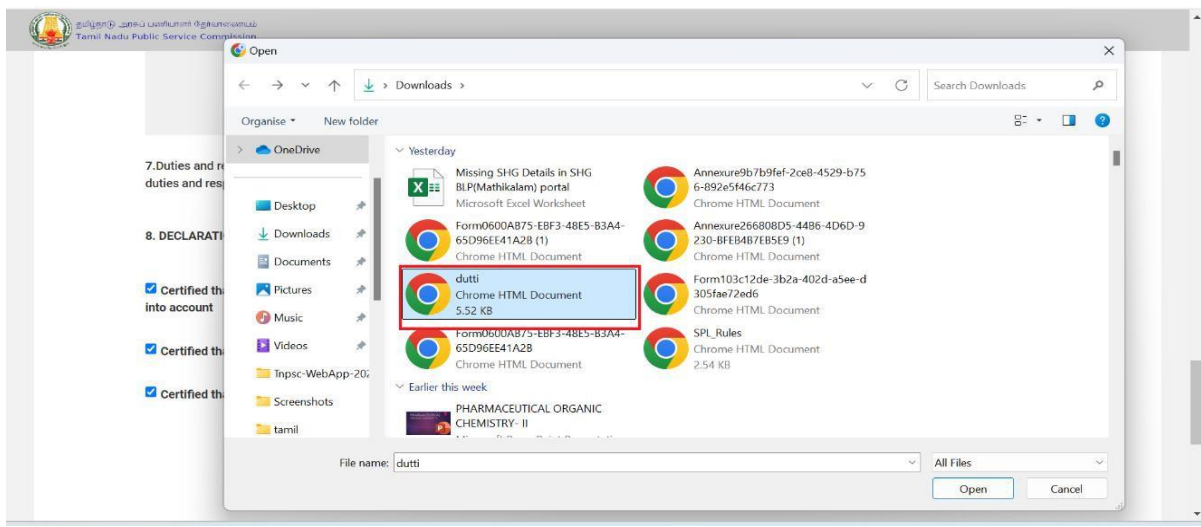
• Once the file relating to duties and responsibilities is selected, the file name will appear as shown above.
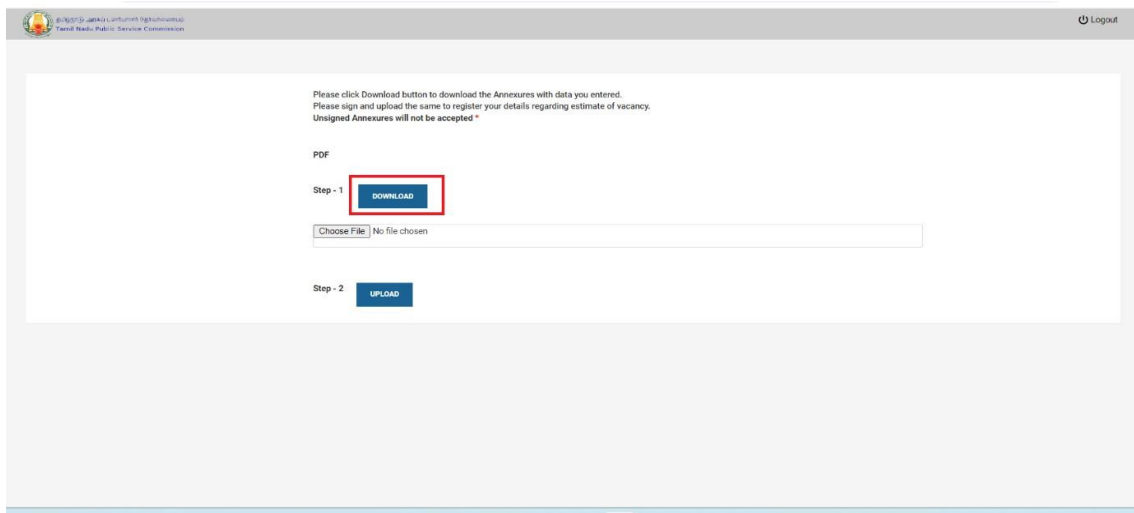
8. Declarations

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.

• 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.

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 *

PDF

Step - 1   DOWNLOAD

Choose File   Annexure1.pdf

Step - 2   UPLOAD
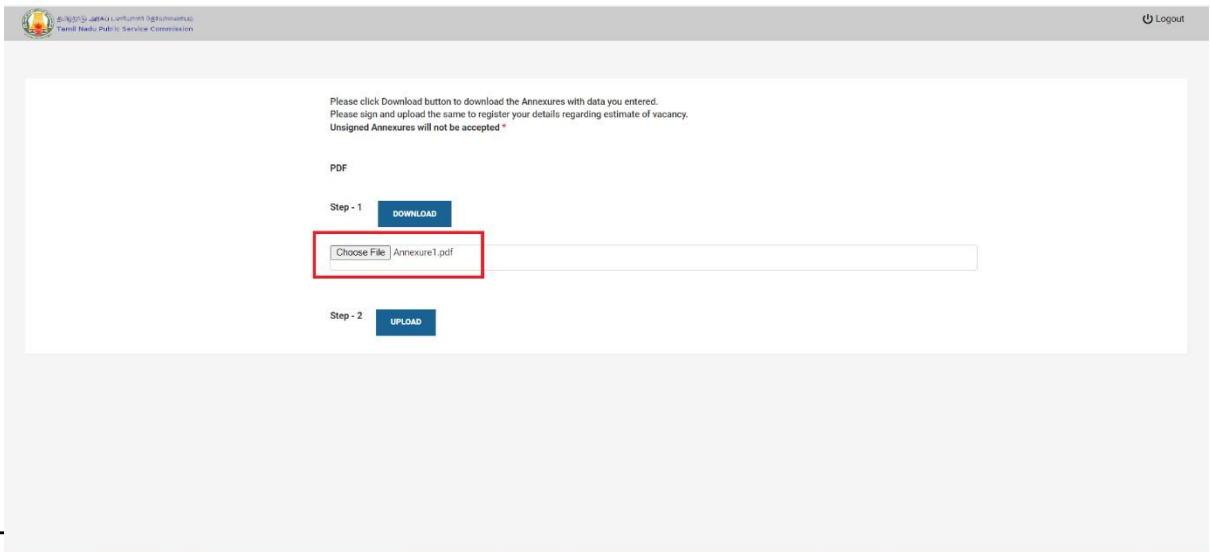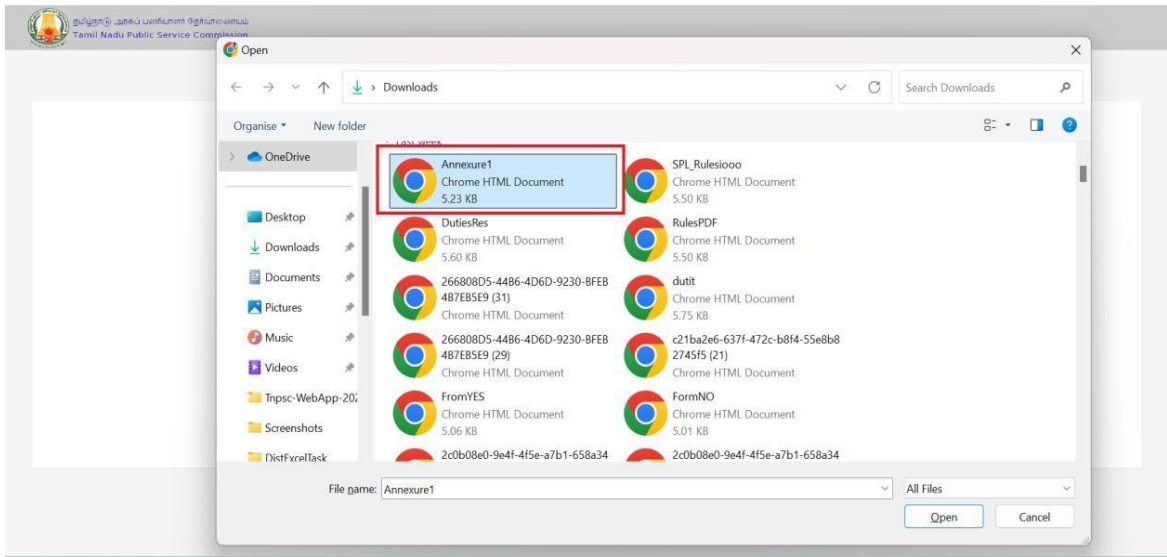
- Click on "**UPLOAD**" to upload the signed document, and complete the
  Process.
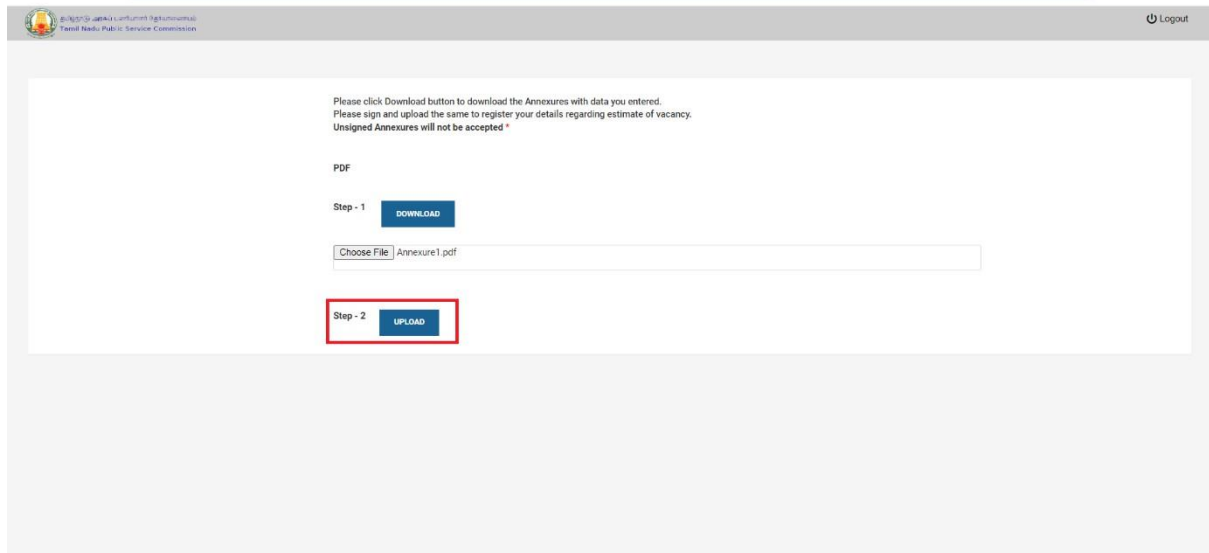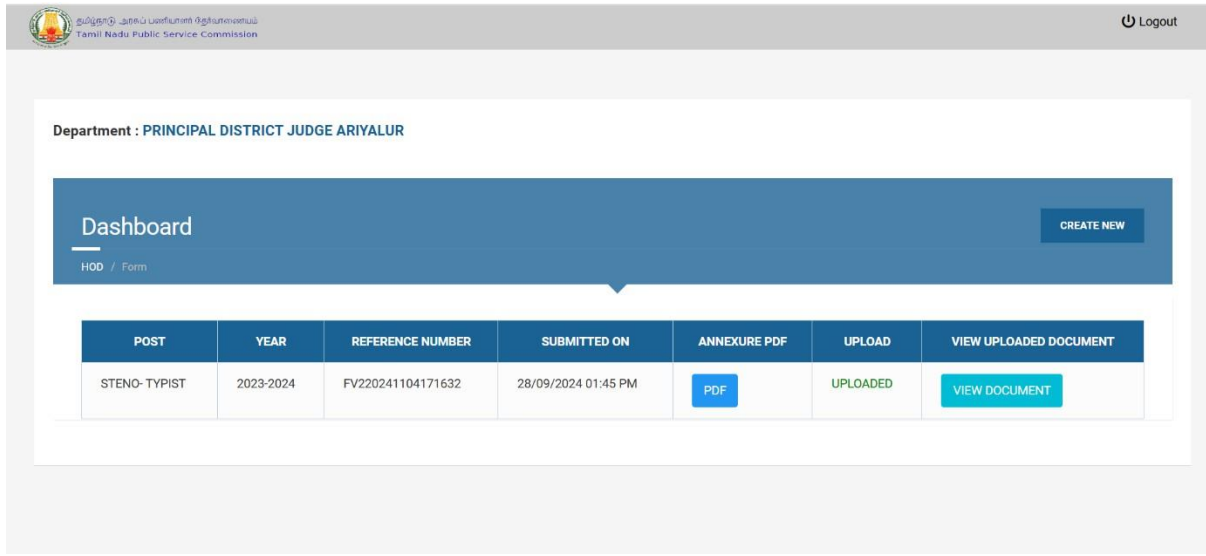
Step - 5:

- 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.
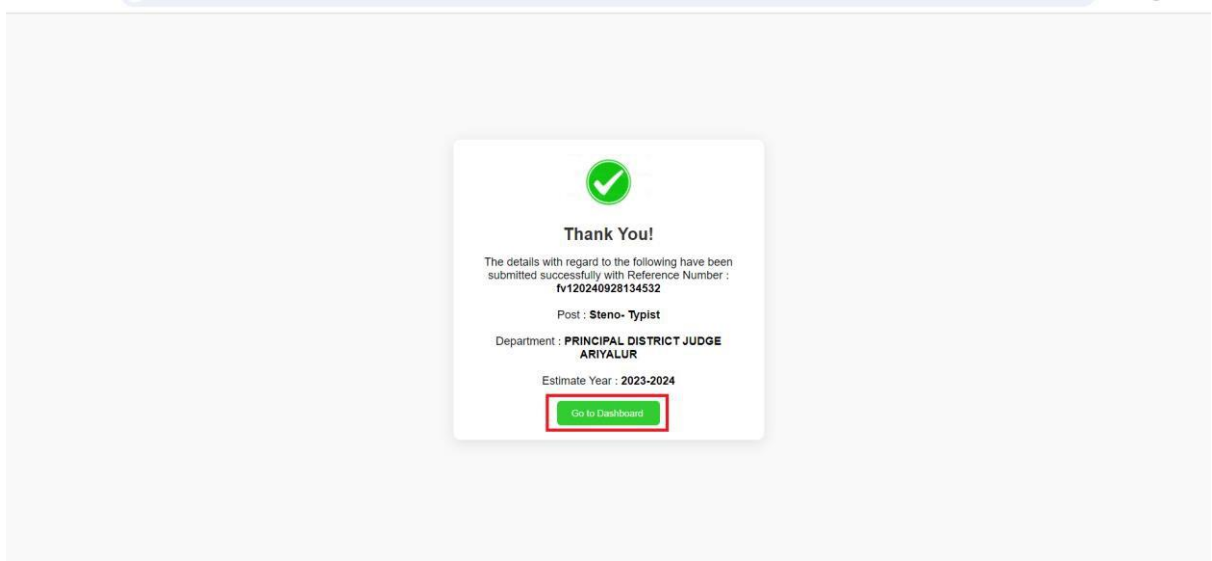
Step - 6:

• 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.
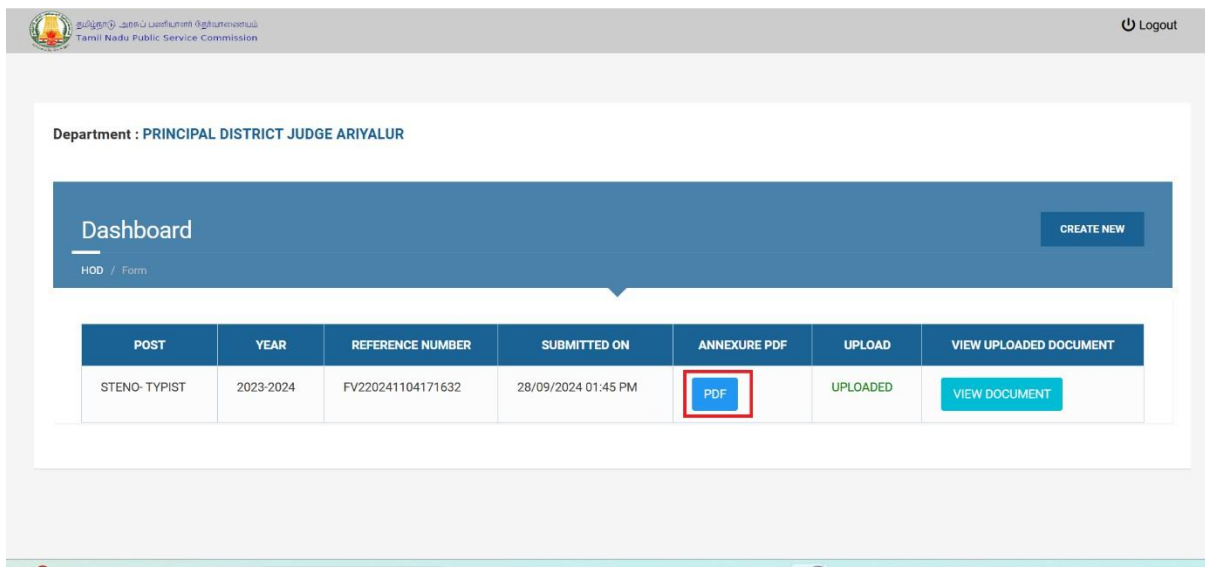
NOTE:

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.

Preview for Annexure – **I** pdf.

Preview for Annexure – II pdf.

8. The following declarations:

I . Certified that the extract of rules sent herewith has been prepared up to date and that no amendment so far issued has been omitted to be taken into account

II . Certified that the estimate of vacancies has been arrived at in accordance with the instructions issued by the Government from time to time

III . Certified that other than the vacancies reported, no other vacancy is held by temporary 10(a) (i) candidates

SIGNATURE OF HOD / UNIT OFFICER
NAME & DESIGNATION

DATE

OFFICE SEAL

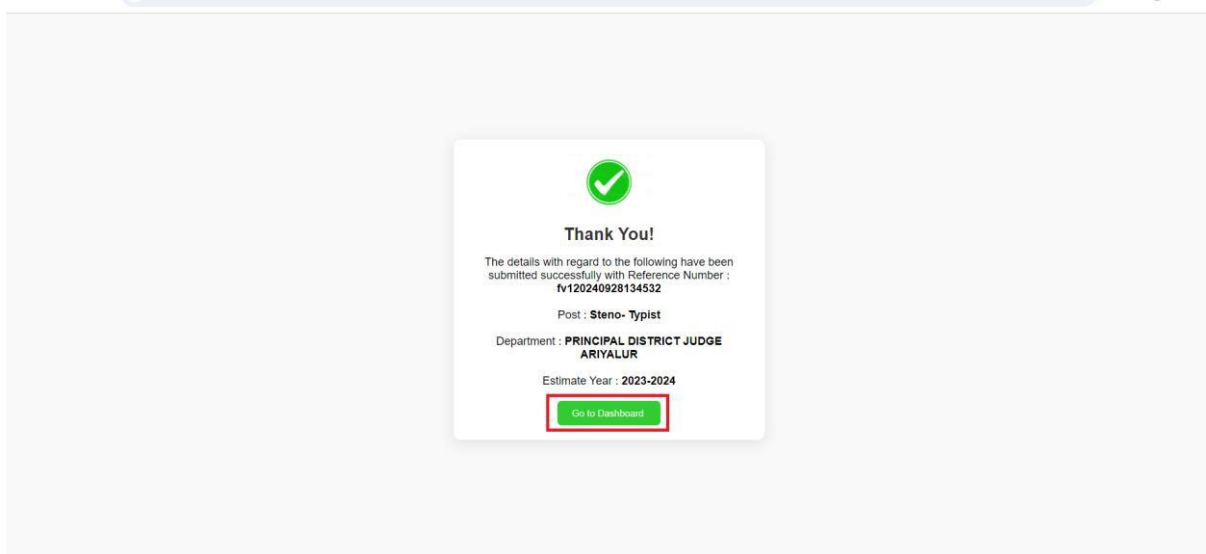## **Step - 8:**

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

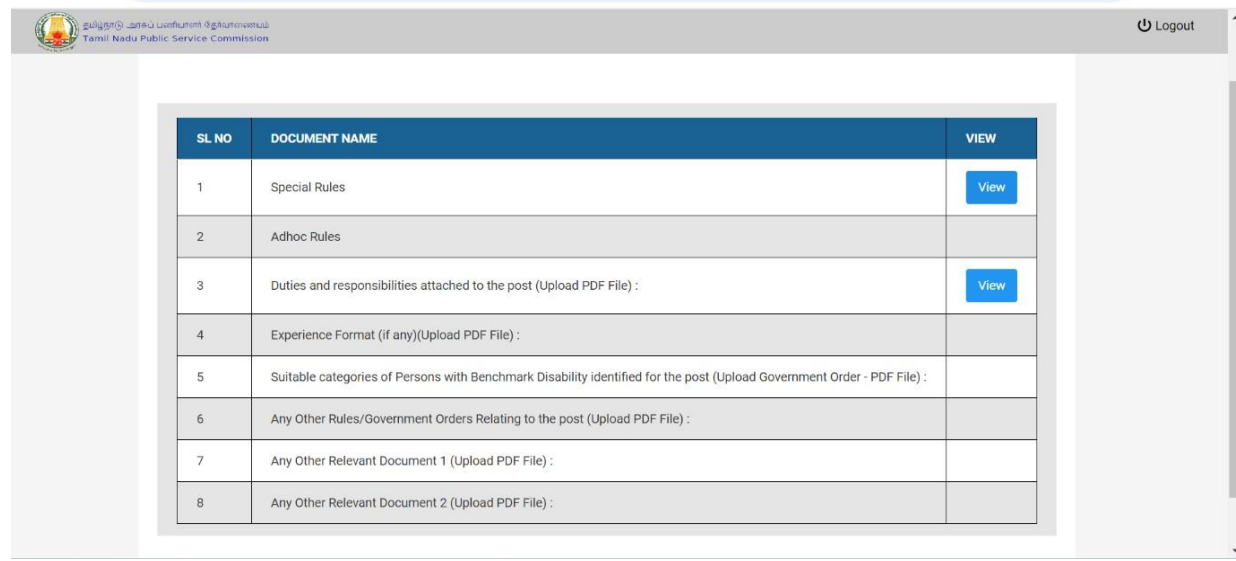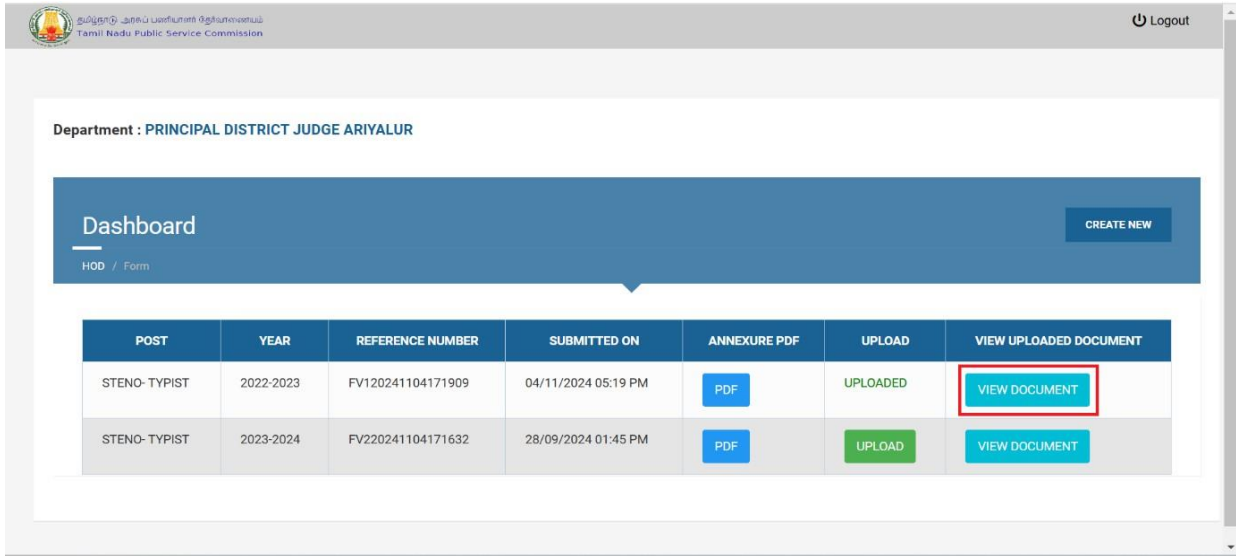•Once the upload is completed, click on the **Go to Dashboard** button to save and view the updated changes.

• 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.
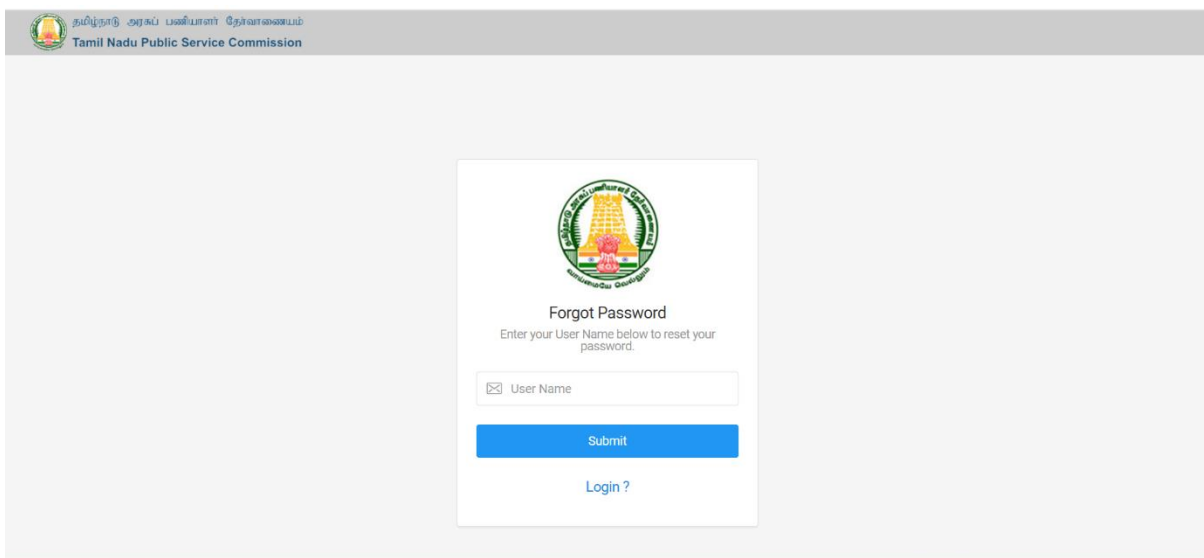   After logging out, you can click on the "Login" again using the credentials.

- When you select "**Logout**", the logout screen will appear as shown above.
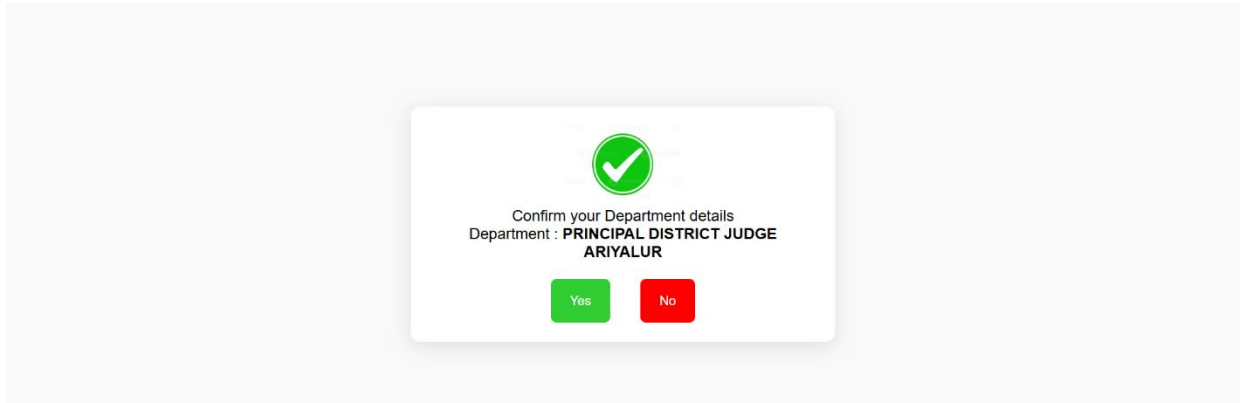
Step - 11

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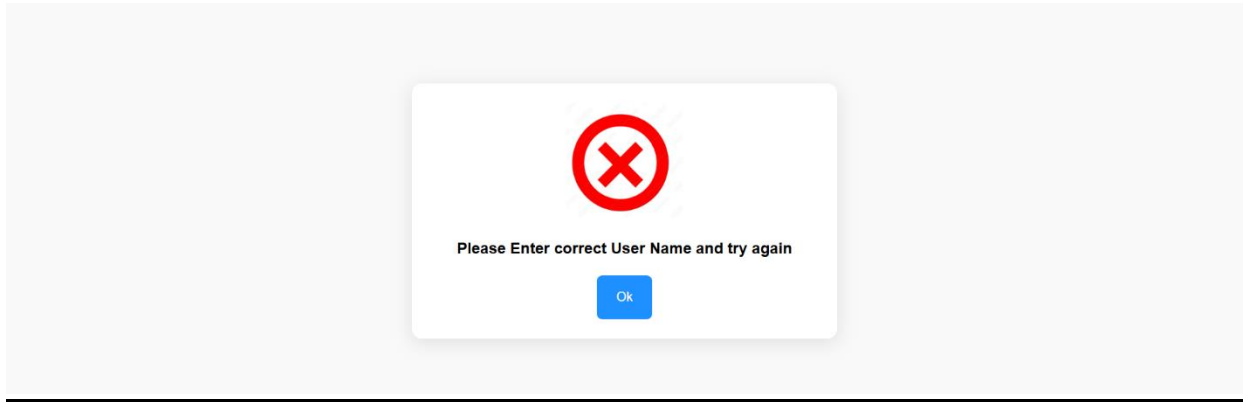
- Confirm your department details by clicking the **Yes** button. On clicking the **Yes** button, you will be directed to password change page.

- After the new password is set, you will be redirected to the login page to enter your User Name and New Password.
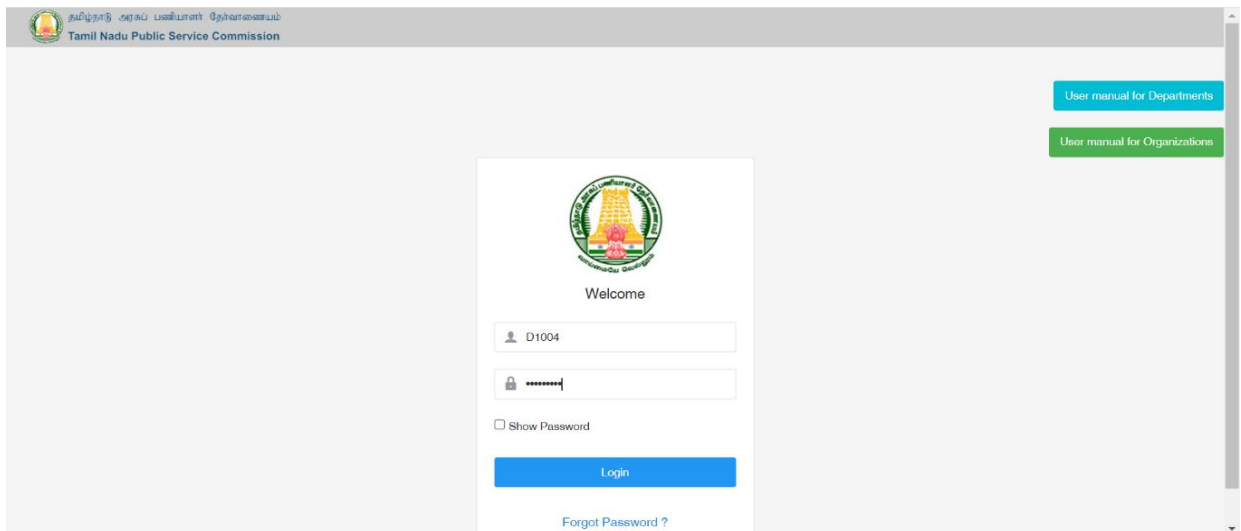
- On clicking **No** button on the confirmation page, you will be instructed to enter your User Name correctly.
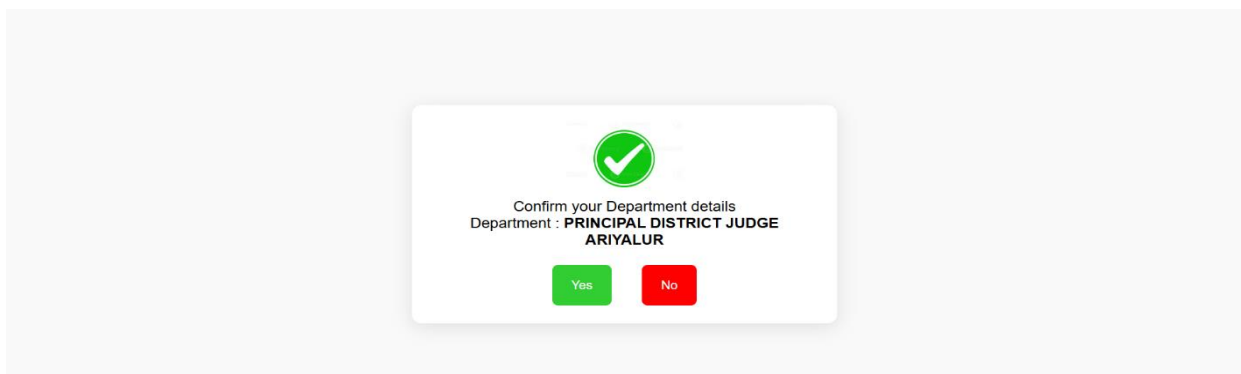
- After entering the correct User Name, you will be asked to confirm your organization details, then you can change your password by clicking the **Yes** button.

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

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