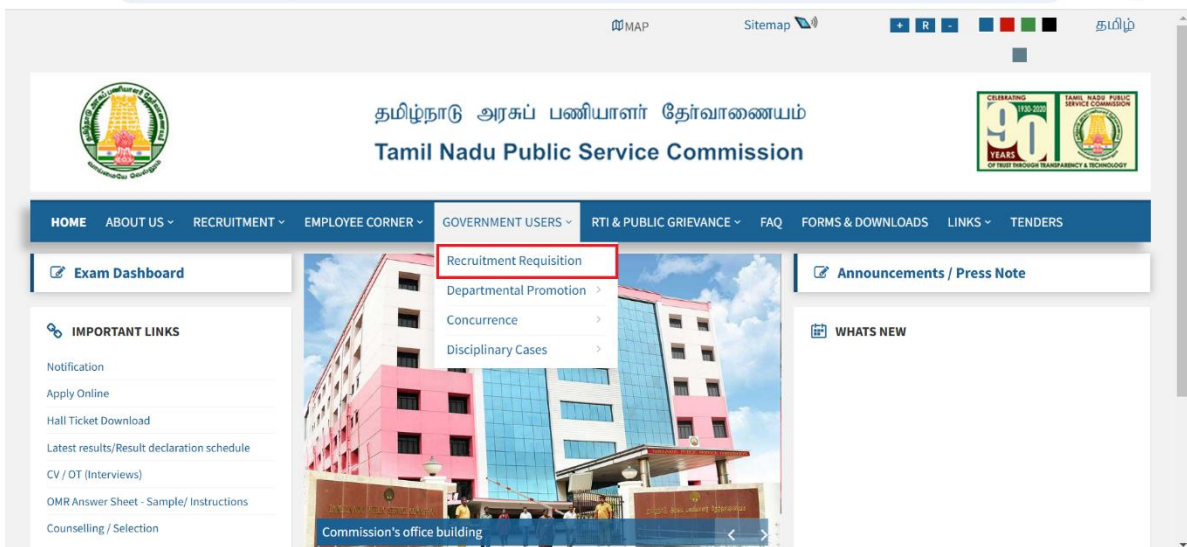


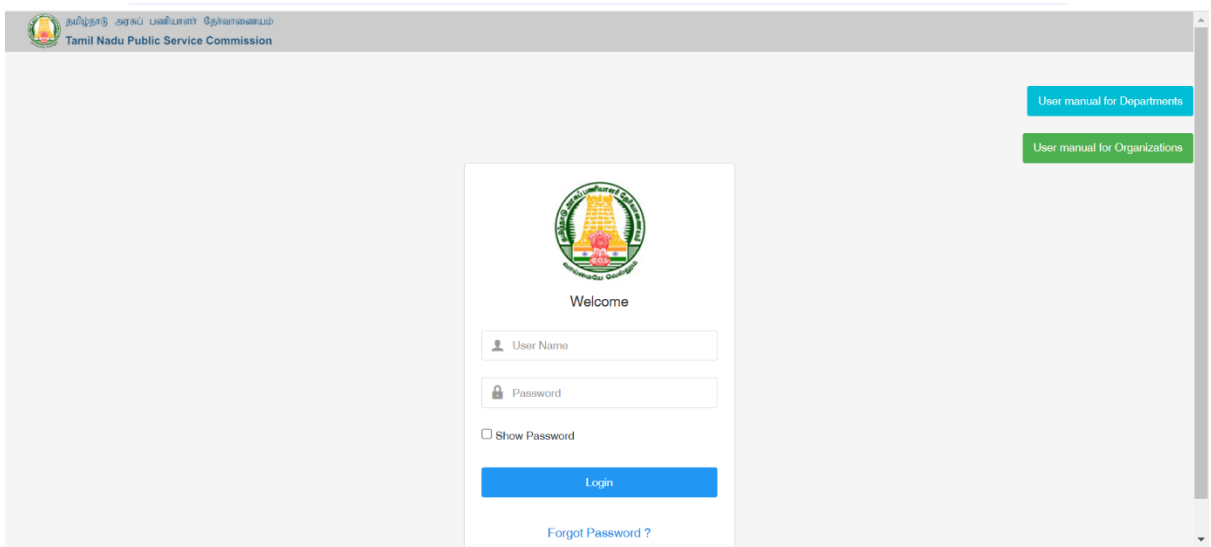
# Recruitment Requisition Portal User Guidance Manual for PSU/State corporation/Board

## 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>

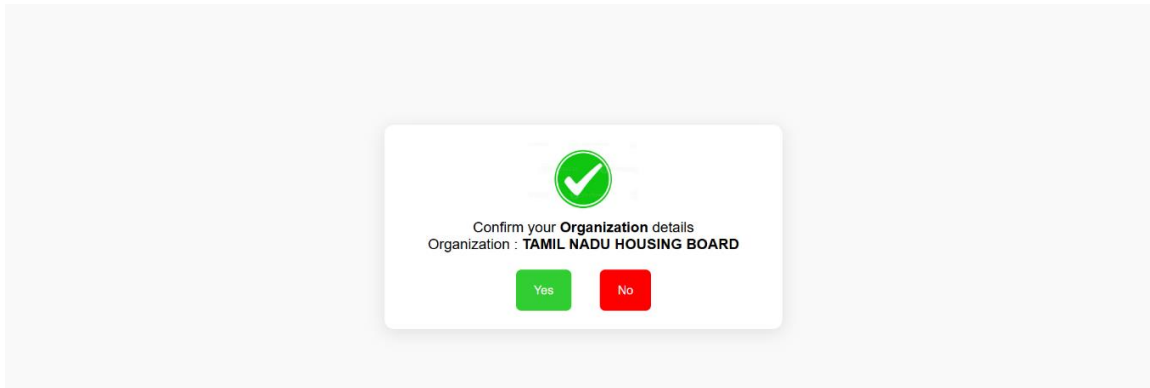


2. You will find the login page and enter the default User Name and Password in the respective textboxes as given below.

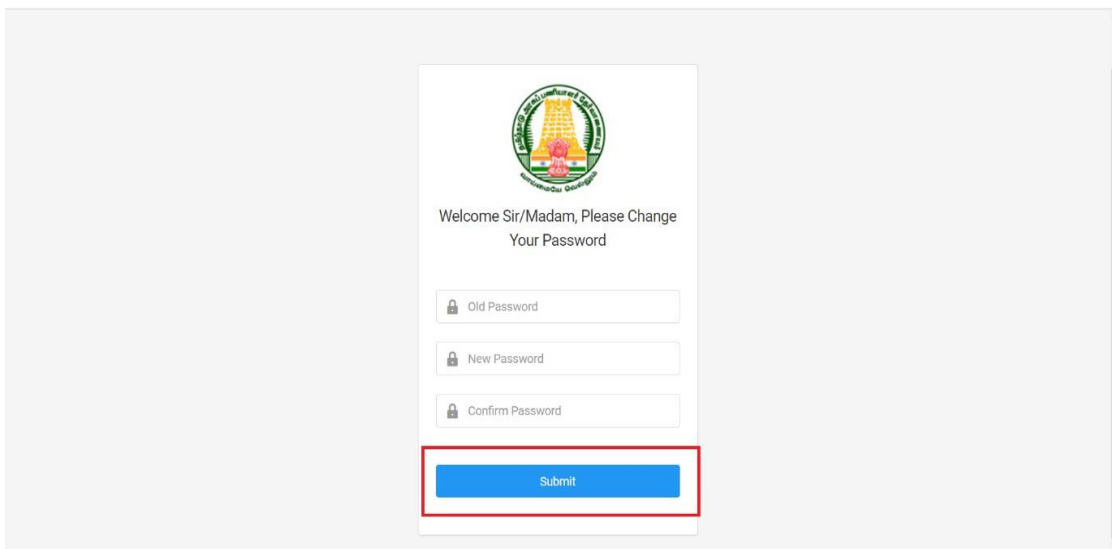


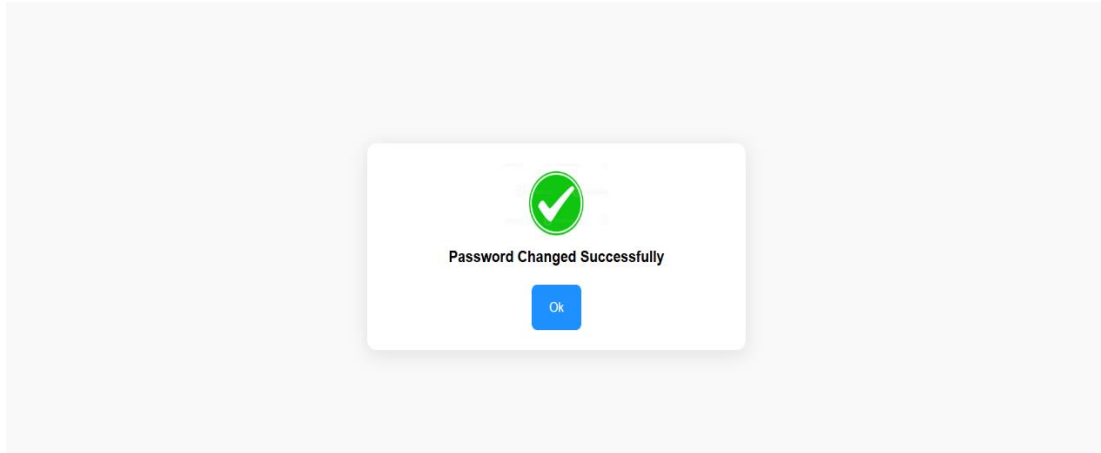
**Note:** This user manual is available in the login page.

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

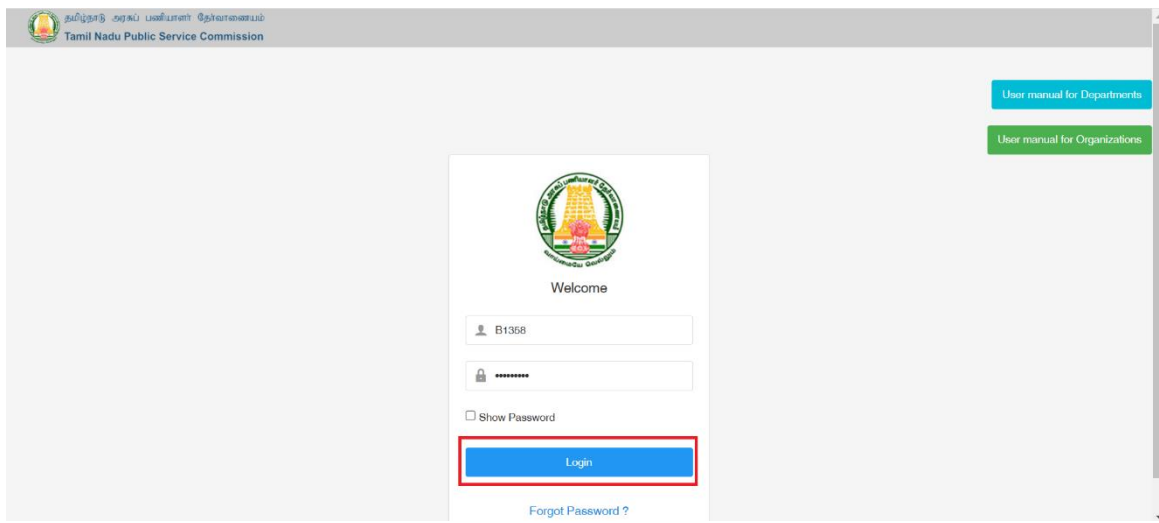


- Confirm your Organization details by clicking the **Yes** button. On clicking the **Yes** button, you will be directed to password change page.

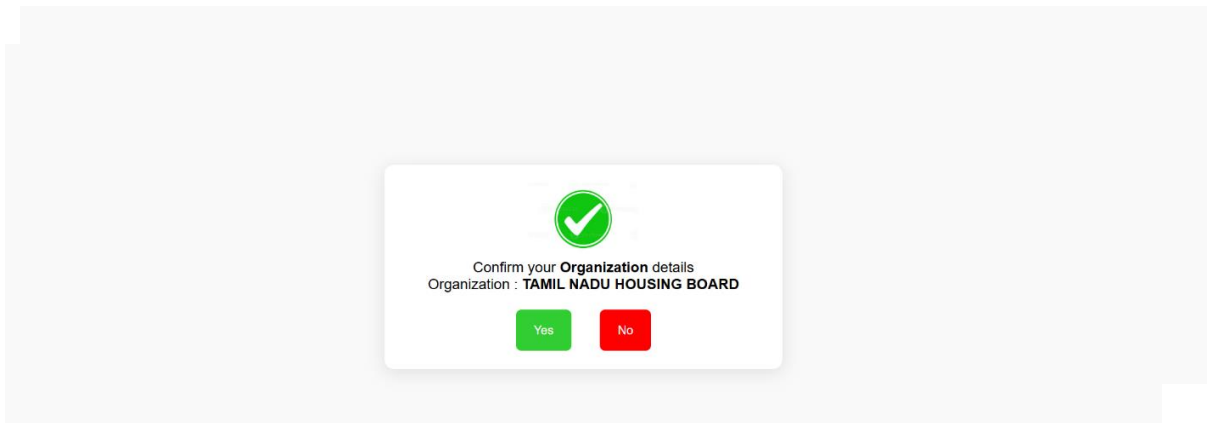


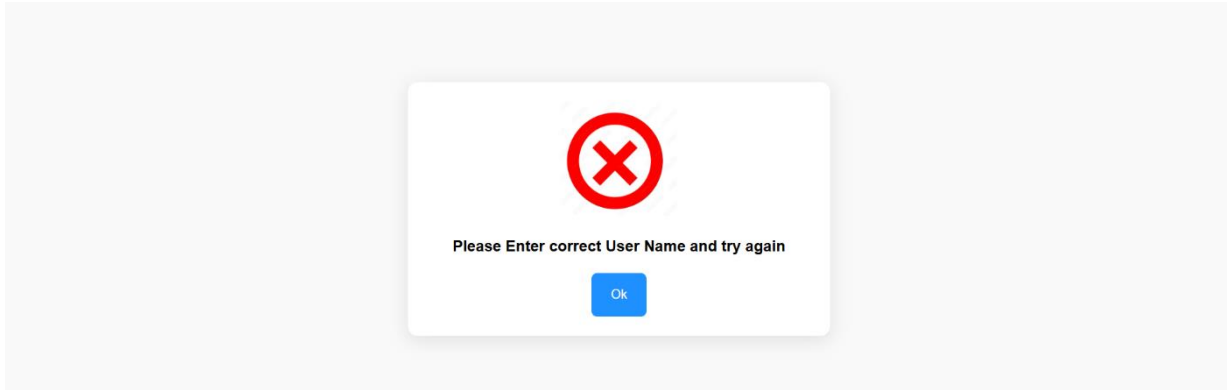


- After the new password is set, you will be redirected to the login page to enter your User Name and New Password.



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





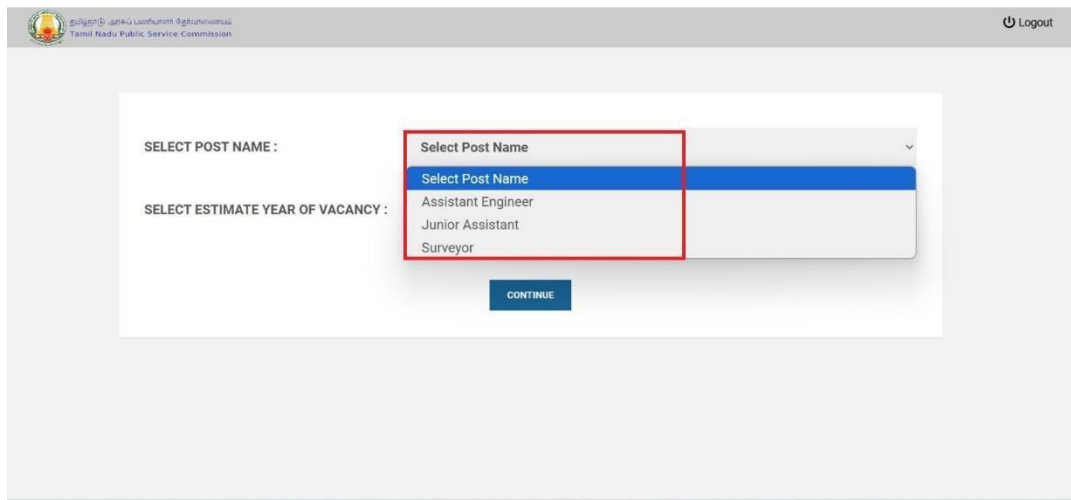
After entering the correct User Name, you will be asked to confirm your organization details, then you can change your password by clicking the **Yes** button.

**Step- 2:**

- Now, click the **login** button and you will be logged into the Dashboard of the Head of the Organization web page.
- Click on "**Create New**" to submit a new estimate of vacancy.

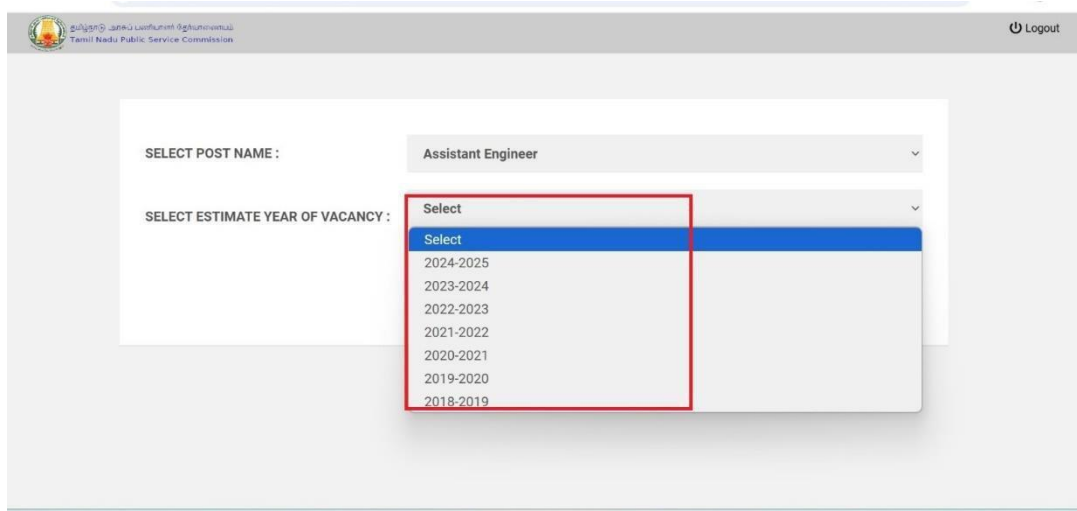


- Select the **Post Name** of your Board or Public Sector Unit from the dropdown list for which you wish to furnish the details regarding estimate of vacancies.



The screenshot shows the Tamil Nadu Public Service Commission website interface. At the top left is the logo and name in Tamil and English. At the top right is a 'Logout' button. The main content area contains two dropdown menus. The first is labeled 'SELECT POST NAME :'. Its dropdown menu is open, showing the selected text 'Select Post Name' and three options: 'Assistant Engineer', 'Junior Assistant', and 'Surveyor'. The second dropdown menu is labeled 'SELECT ESTIMATE YEAR OF VACANCY :'. Below these menus is a blue 'CONTINUE' button.

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



The screenshot shows the same website interface as the previous one. The 'SELECT POST NAME' dropdown is now closed and displays 'Assistant Engineer'. The 'SELECT ESTIMATE YEAR OF VACANCY :' dropdown menu is open, showing the selected text 'Select' and seven options: '2024-2025', '2023-2024', '2022-2023', '2021-2022', '2020-2021', '2019-2020', and '2018-2019'. The 'CONTINUE' button is no longer visible in this view.

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Tamil Nadu Public Service Commission

Logout

SELECT POST NAME : Assistant Engineer

SELECT ESTIMATE YEAR OF VACANCY : 2024-2025

CONTINUE

### Step-3

- The following steps have to be followed for filling the details in **Form A** page.
  - Specify whether the post is governed by any Act / Rules / Regulations. (Updated copy of Act / Rules / Regulations to be furnished.)

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Tamil Nadu Public Service Commission

Logout

FORM-A  
FORM OF REQUISITION

1. Whether the post is governed by any Act / Rules / Regulations. (Updated copy of Act / Rules / Regulations to be furnished.) \* :

2. a .Minimum Age  
21

Act  
Rules  
Regulations

- Select the file relating to Act/Rules/Regulations (PDF format).

தமிழ்நாடு அரசு உரிமையளிப்பு ஆணையர்  
Tamil Nadu Public Service Commission

Open

Downloads

Form0600A875-EBF3-48E5-83A4-65D96EE41A2B Chrome HTML Document

PHARMACEUTICAL ORGANIC CHEMISTRY- II Microsoft PowerPoint Presentation

Annexure1 Chrome HTML Document 5.23 KB

DutiesRes Chrome HTML Document 5.60 KB

266808D5-4486-4D6D-9230-8FEB487EB5E9 (31) Chrome HTML Document

SPL\_Rules Chrome HTML Document 2.54 KB

SPL\_Rules1000 Chrome HTML Document 5.50 KB

RulesPDF Chrome HTML Document 5.50 KB

duit Chrome HTML Document 5.75 KB

File name: RulesPDF

All Files

Open Cancel

தமிழ்நாடு அரசுப் பணியமைச்சு  
Tamil Nadu Public Service Commission

Logout

**FORM-A**  
**FORM OF REQUISITION**

1. Whether the post is governed by any Act / Rules / Regulations.  
(Updated copy of Act / Rules / Regulations to be furnished.) \* :

Rules

Rules

Choose File RulesPDF.pdf

2. Specify the Age, Educational Qualification and Preferential qualification, if any for the post.

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Tamil Nadu Public Service Commission

Logout

2. a .Minimum Age

21

Maximum Age \*

34

b.Educational Qualification \*

Any Degree

c.Preferential Qualification(if any)

Nil

3. Specify Exemption/Concession, if any allowed for the post

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Tamil Nadu Public Service Commission

Logout

3.Exemption/Concession

a.Exemption (if any)

As per Government norms

b.Concession (if any)

Nil

4. Select Pay Level attached to the post

4. Scale of Pay/ Level attached to the post \*

5. Whether the Rule of reservation of appointments applies. If so, the rotation and turn against which candidate should be selected may be stated :

6. I. Specific Requirements in regard to Physical Standards

7. Duties and responsibilities attached to the post (upload PDF file containing the duties and responsibilities)

-Select Pay Level-

- 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)
- Level 16 (36400 – 134200)
- Level 17 (36700 – 134700)
- Level 18 (36800 – 135100)

with regard to

5. Specify whether the Rule of reservation of appointments applies. If so, the rotation and turn against which candidate should be selected may be stated.

5. Whether the Rule of reservation of appointments applies. If so, the rotation and turn against which candidate should be selected may be stated :

Yes  No

6. Specific requirements in regard to physical standards and vision, if any for the post.

6. I. Specific Requirements in regard to Physical Standards

Nil

II. a. Specific Requirements in regard to Standard of Vision \*

Standard II or better

b. Other requirements with regard to vision :

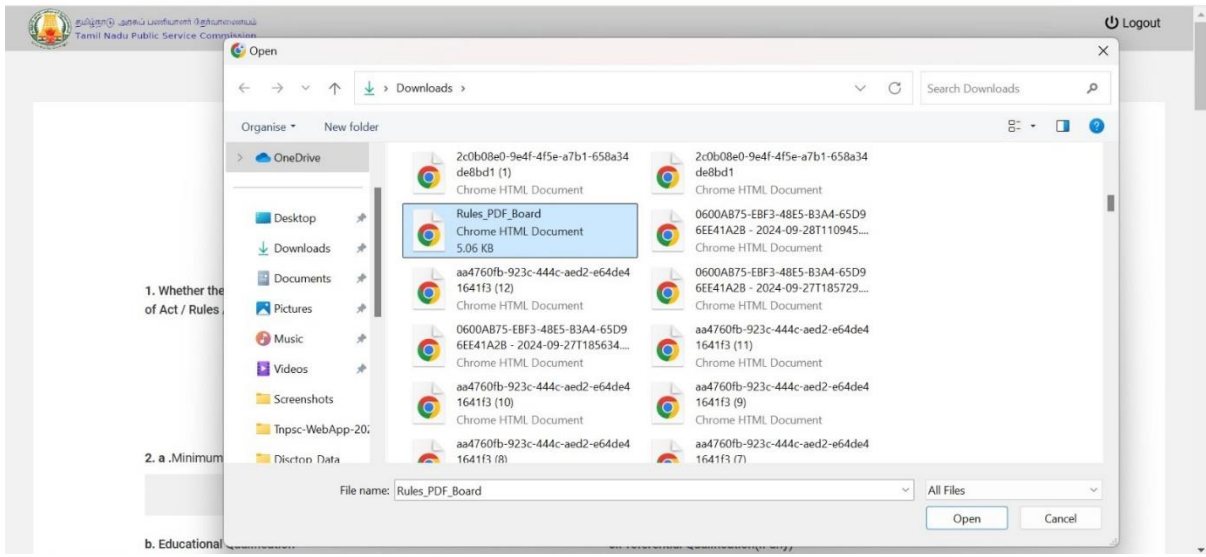
Nil

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

7. Duties and responsibilities attached to the post (upload PDF file containing the duties and responsibilities) :

Choose File No file chosen





7. Duties and responsibilities attached to the post (upload PDF file  Dutis\_PDF\_Bord.pdf containing the duties and responsibilities)

8. Specify whether the post is covered under Pension/Contributory Pension Scheme? If not, specify the Rules which govern payment of terminal benefits.

8. Whether the post is covered under pension/Contributory pension scheme? If not, specify the Rules which govern payment of terminal benefits. \*  Yes  No

9. Specify whether the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 (Tamil Nadu Act 14 of 2016) is applicable to the post.

10. Specify the suitability of persons with disabilities identified for the post under the Rights of Persons with Disabilities Act, 2016 (Central Act 49 of 2016).

11. In case of Disqualification for appointment if any, specify.

9. Whether the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 (Tamil Nadu Act 14 of 2016) is applicable to the post. \*  Yes  No

10. Suitability of persons with disabilities identified for the post under the Rights of Persons with Disabilities Act, 2016 (Central Act 49 of 2016)

11. Disqualification for appointment, if any.

12. Select whether the roster to be continued from the previous selection. If yes, furnish the rotation / turns utilized for the post in previous recruitment.

12. Whether the roster to be continued from the previous selection. If yes, furnish the rotation / turns utilized for the post in previous recruitment.

Yes  No

Rotation

10

Turn

9d


DECLARATION

Certified that the extract of Act/ Rules/Regulations sent herewith has been prepared up to date and that no amendment so far issued has been omitted to be taken into account

After successful entry of details in Form-A, you may enter the details in Form-B by following the steps given below

### **FORM-B**

1. Enter the **Permanent** and **Temporary** vacancy of your Board/Public Sector Unit under the heading **Total Cadre strength**

 தமிழ்நாடு அரசுப் பணிக்குழு  
Tamil Nadu Public Service Commission

Logout

FORM-B

ESTIMATE OF VACANCIES FOR THE POST OF \*(the estimate of vacancies should cover a period of one year. The period for the present recruitment is from 01 /04 / to 31 /03 / )

1.Total Cadre Strength

I. Permanent \*:

12

II. Temporary \*

5

2. Enter the number of retirement vacancies anticipated to arise in your Board/Public Sector Unit.

3. Enter the number of likely promotions of incumbents of substantive posts that are likely to be created in your Board/PSU in the estimate year.

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

6

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

0

4. Enter the number of new posts sanctioned permanent/ temporary post retained permanently by obtaining the sanction of the Government from time to time.

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

0

5. Enter the number of vacancies to be allocated for appointment on Compassionate Ground.
6. Enter the number of posts to be apportioned for other methods with reference to prescribed ratio
7. Enter the number of posts likely to be disbanded.
  - After entering the above details in the Form B page, you will find the automatically generated actual number of vacancies, apportioned for direct recruitment.

5. No. of vacancies to be allocated for appointment on Compassionate Ground \*

8

6. No. of posts to be apportioned for other methods with reference to prescribed ratio \*

0


7. a. No. of posts likely to be disbanded \*

0

b. Actual No. of vacancies apportioned for direct recruitment.

7

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.

 தமிழ்நாடு அரசு சேவகம் சேவகம்  
Tamil Nadu Public Service Commission Logout

**Other Relevant Details**

Experience Format (if any)(Upload PDF File) :  No file chosen

Suitable categories of persons with Benchmark Disability identified for the post (Upload Government Order - PDF File):  No file chosen

Any Other Rules/Government Orders Relating to this post(Upload PDF File):  No file chosen

Any Other Relevant Document 1 (Upload PDF File):  No file chosen

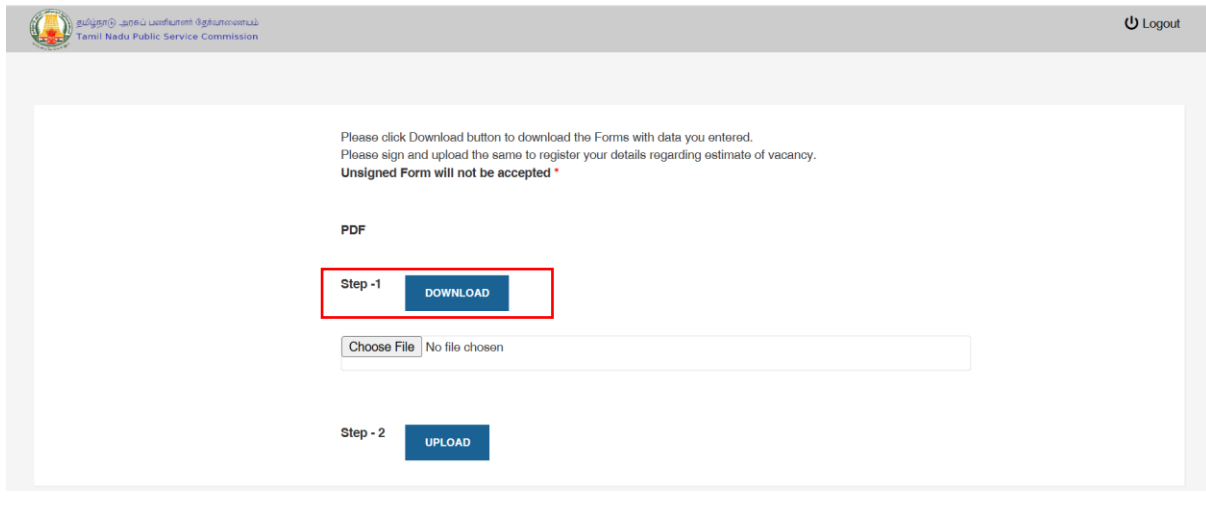
Any Other Relevant Document 2 (Upload PDF File):  No file chosen

**Note:** All fields marked with \* should not be left blank/empty.

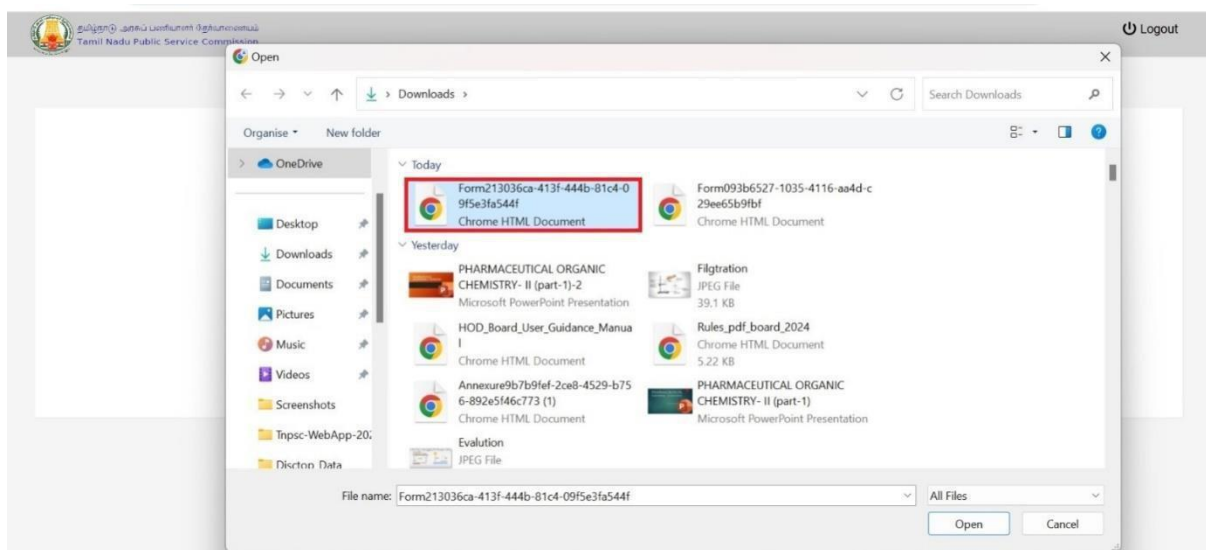
- Submit and save the data to move on to Next page

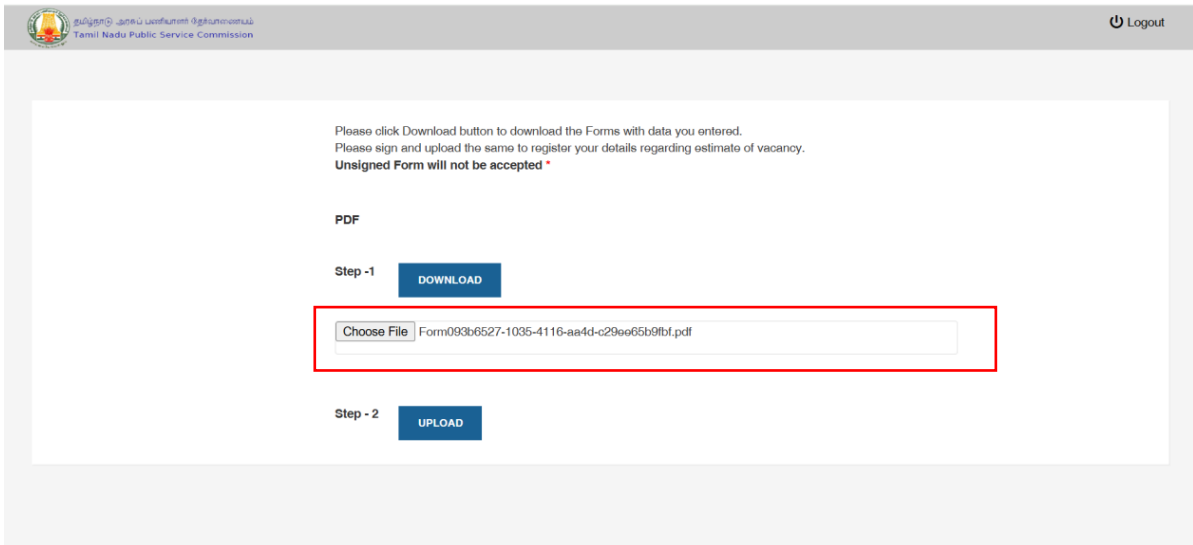
#### **Step-4:**

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

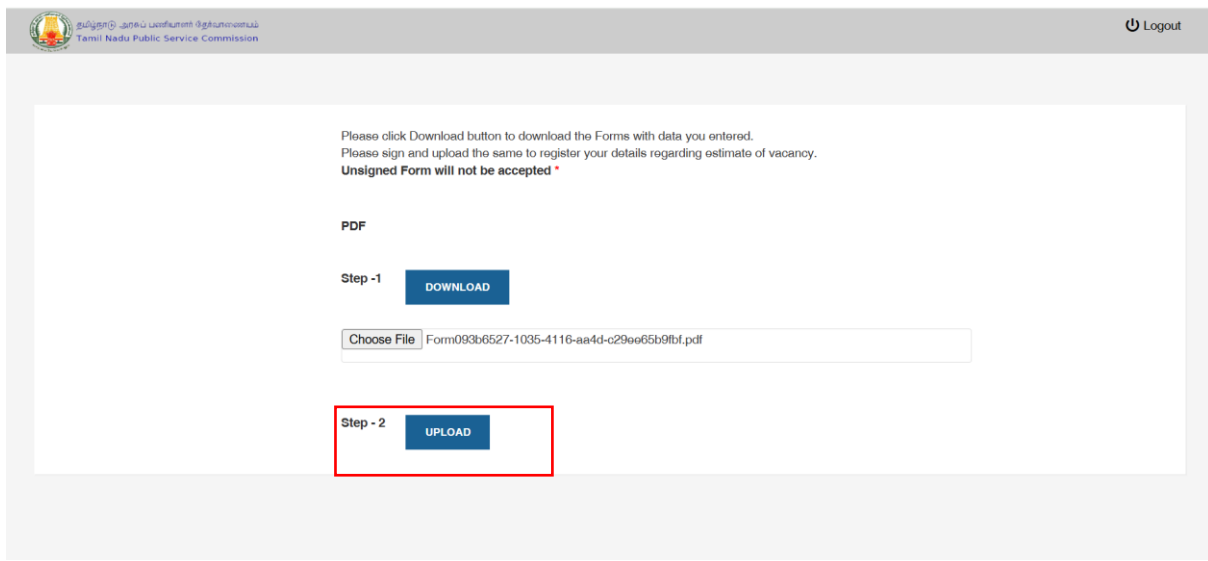


- After downloading the document, it should be verified and signed by the official concerned.
- Now upload the verified and signed document by clicking the **Choose file** button.



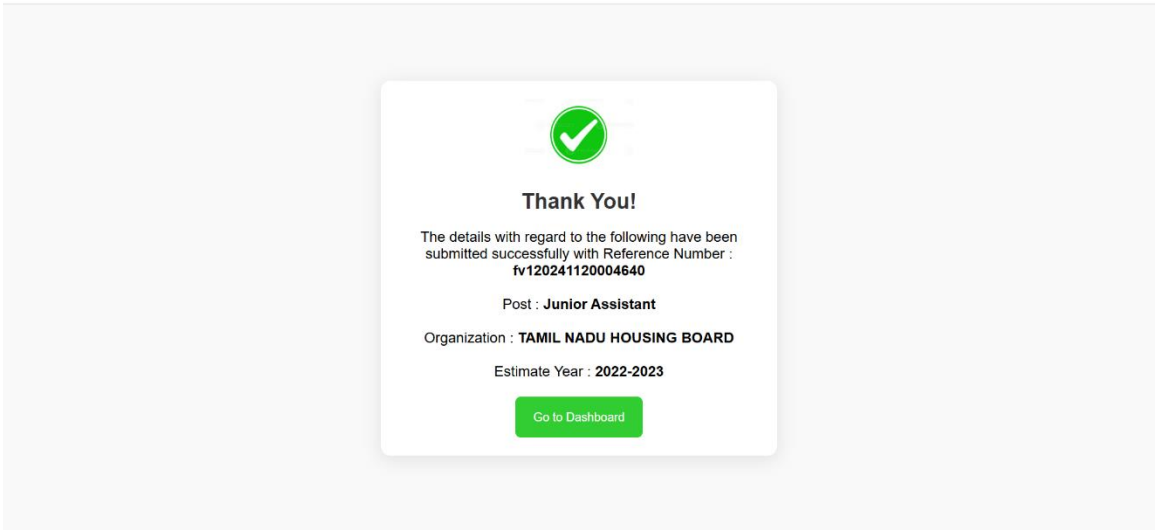


- Click on **UPLOAD** button to upload the signed document and complete the process.



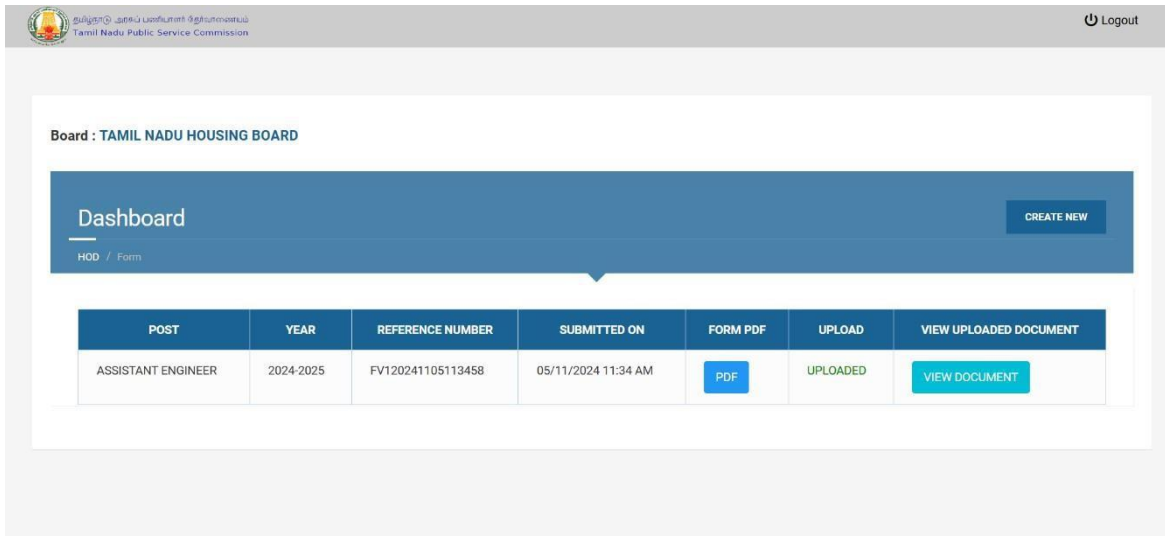
### **Step-5:**

- After uploading the PDF, a popup message appears to the effect that details have been submitted successfully, along with the reference number, Organization name, post name, other details. Click on the "**Go to Dashboard**" button 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.

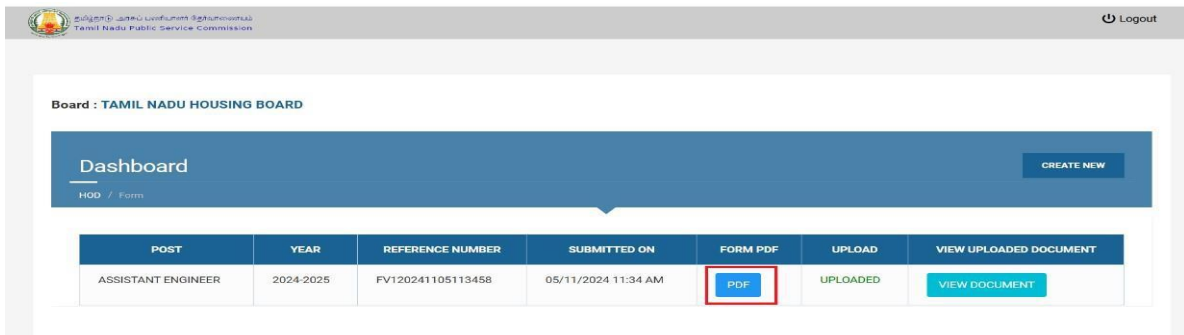


**NOTE:**

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 Form-A and Form-B by clicking the **PDF** button.



## Preview for Form-A

Form093b6527-1035-4116-aa4d-c29ee65b9bf\_1105113542.pdf 1 / 3 100%

Department Name : TAMIL NADU HOUSING BOARD  
Post Name : Assistant Engineer

**FORM-A**  
Form of Requisition

1	Whether the post is governed by any Act / Rules / Regulations. (Updated copy of Act / Rules / Regulations to be furnished.)	Rules (Rules_PDF_Board.pdf)
2	Age and Educational Qualification: Preferential qualification,if any	Minmum Age :27
		Maximum Age :35
		Educational Qualification :Any Degree
3	Exemption/Concession,if any	Preferential Qualification :Must pass Account Test for Subordination Officer
		Exemption :As per Government norms

Form093b6527-1035-4116-aa4d-c29ee65b9bf\_1105113542.pdf 1 / 3 100%

4	Scale of Pay Level/attached to the post	Level 2 (15900 – 58500)
5	Whether the Rule of reservation of appointments applies. If so, the rotation and turn against which candidate should be selected may be stated	Yes
6	Specific requirements in regard to physical standards and vision, if any	Physical Standards :As Government Mordred
		Standard of Vision :Standard I or better
		Vision requirements :Nil
7	Duties and responsibilities attached to the post (upload PDF file containing the duties and responsibilities)	Dutis_PDF_Bord.pdf
8	Whether the post is covered under Pension/Contributory Pension Scheme? If not, specify the Rules which govern payment	Yes

Form093b6527-1035-4116-aa4d-c29ee65b9fbf\_1105113542.pdf 2 / 3 100%

9	Whether the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 (Tamil Nadu Act 14 of 2016) is applicable to the post.	No
10	Suitability of persons with disabilities identified for the post under the Rights of Persons with Disabilities Act, 2016 (Central Act 49 of 2016)	Nil
11	Disqualification for appointment, if any.	Nil
12	Whether the roster to be continued from the previous selection. If yes, furnish the rotation / turns utilized for the post in previous recruitment.	Yes
		Rotation :5 Turn :60

Certified that the extract of Act/ Rules/ Regulations sent herewith has been prepared up to date and that no amendment so far issued has been omitted to be taken into account

### Preview for Form-B.

Form093b6527-1035-4116-aa4d-c29ee65b9fbf\_1105113542.pdf 3 / 3 100%

**FORM-B**

ESTIMATE OF VACANCIES FOR THE POST OF ' Assistant Engineer '.(The estimate of vacancies should cover a period of one year. The period for the present recruitment is from 01/04/2024 to 31/03/2025)

1	Total Cadre Strength	
	I Permanent	10
	II Temporary	14
2	No. of retirement vacancies anticipated to arise	9
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

Form093b6527-1035-4116-aa4d-c29ee65b9fbf\_1105113542.pdf 3 / 3 100%

	Government from time to time	
<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	8
	Actual No. of vacancies apportioned for direct recruitment.	1

SIGNATURE WITH NAME & DESIGNATION

DATE

OFFICE SEAL



## Step-8

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

Board : TAMIL NADU HOUSING BOARD

Dashboard CREATE NEW

HOD / Form

POST	YEAR	REFERENCE NUMBER	SUBMITTED ON	FORM PDF	UPLOAD	VIEW UPLOADED DOCUMENT
ASSISTANT ENGINEER	2024-2025	FV120241105113458	05/11/2024 11:34 AM	PDF	UPLOADED	VIEW DOCUMENT
JUNIOR ASSISTANT	2023-2024	FV120241105114217	05/11/2024 11:42 AM	PDF	UPLOAD	VIEW DOCUMENT

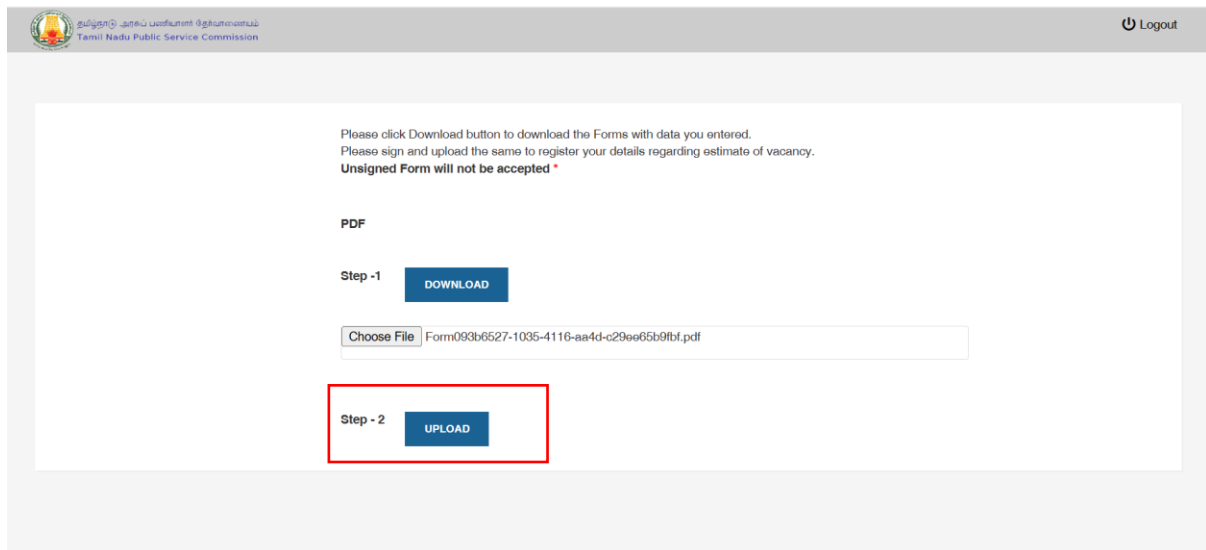
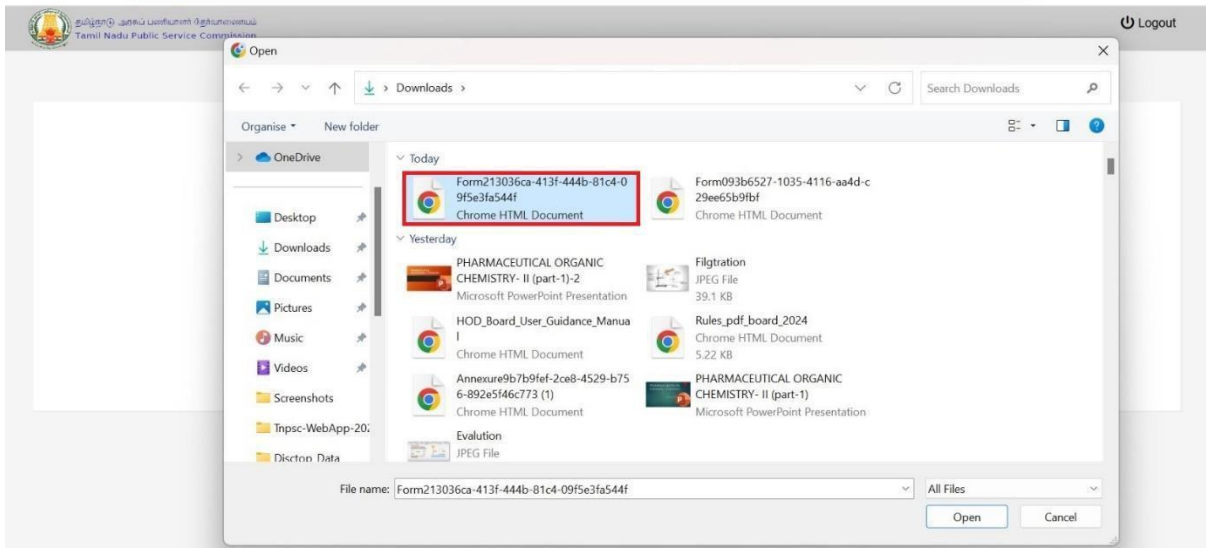
Please click Download button to download the Forms with data you entered.  
Please sign and upload the same to register your details regarding estimate of vacancy.  
**Unsigned Form will not be accepted \***

PDF

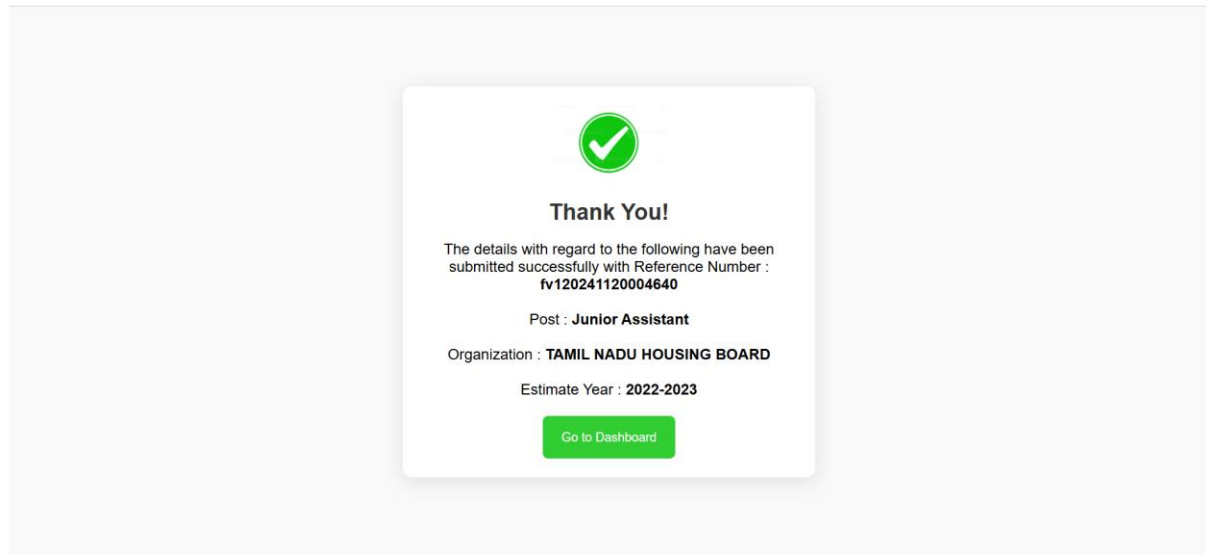
Step -1 DOWNLOAD

Choose File No file chosen

Step -2 UPLOAD



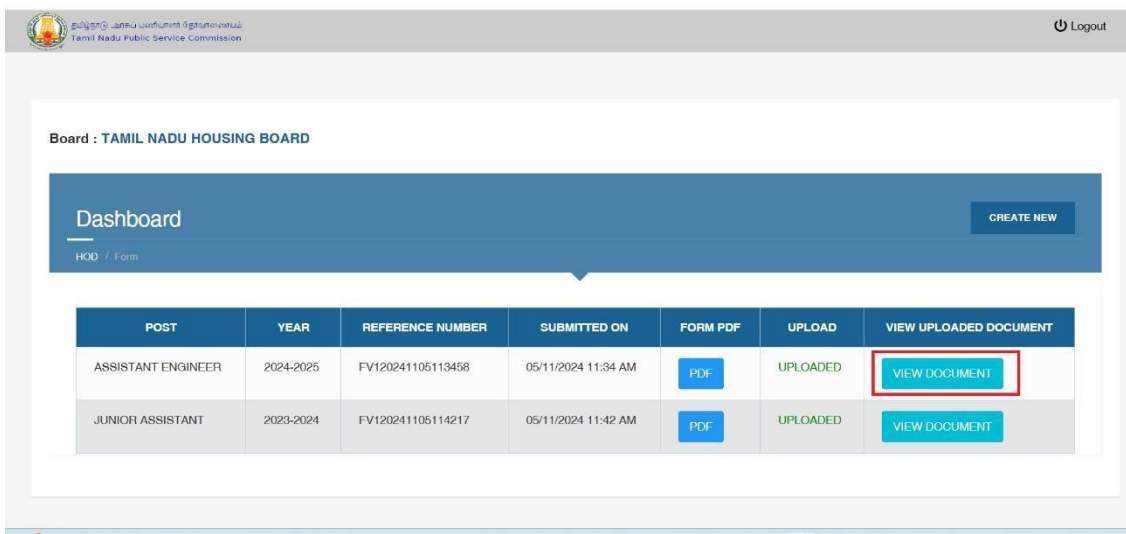
- Once the upload is completed, click on the **Go to Dashboard** button to save and view the updated changes.



- Your data has been saved successfully.

**Step-9:**

- Click the **View Document** button to display the details of the uploaded documents.



Logout

SL NO	DOCUMENT NAME	VIEW
1	Act	
2	Rules	<a href="#">View</a>
3	Regulations	
4	Duties and responsibilities attached to the post (Upload PDF File) :	<a href="#">View</a>
5	Experience Format (if any) (Upload PDF File) :	
6	Suitable categories of Persons with Benchmark Disability identified for the post (Upload Government Order - PDF File) :	<a href="#">View</a>
7	Any Other Rules/Government Orders Relating to this post(Upload PDF File) :	
8	Any Other Relevant Document 1 (Upload PDF File) :	
9	Any Other Relevant Document 2 (Upload PDF File) :	

**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.

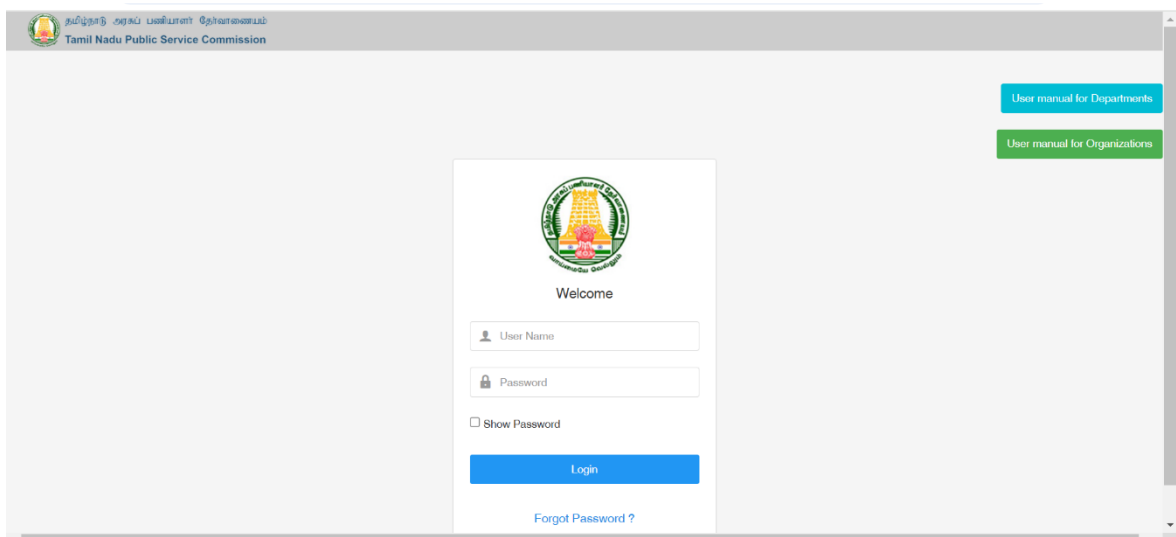
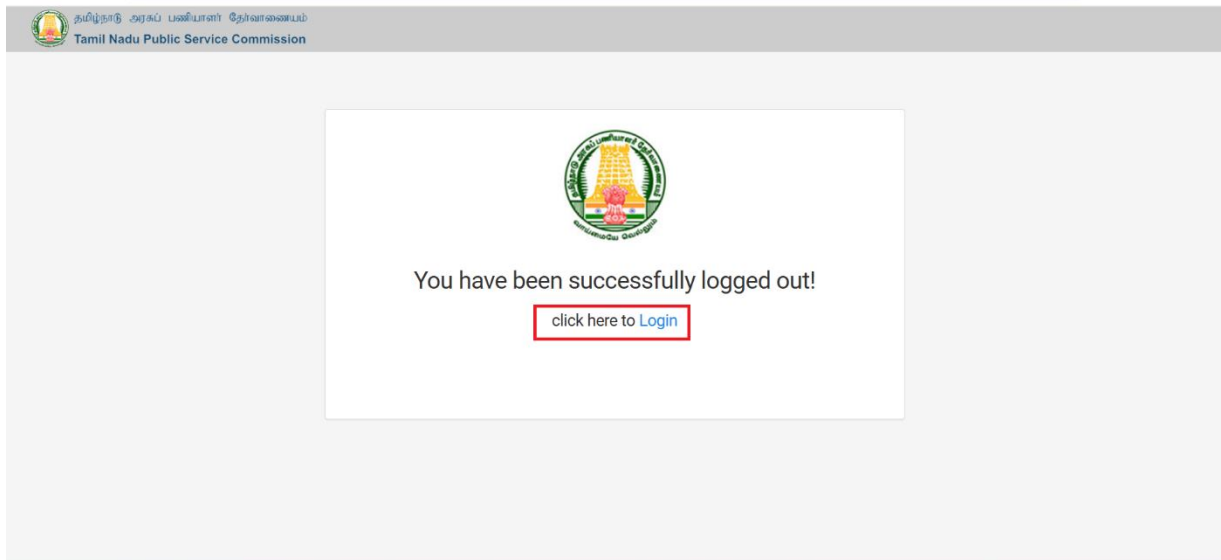
Logout

Board : TAMIL NADU HOUSING BOARD

Dashboard [CREATE NEW](#)

HOD / Form

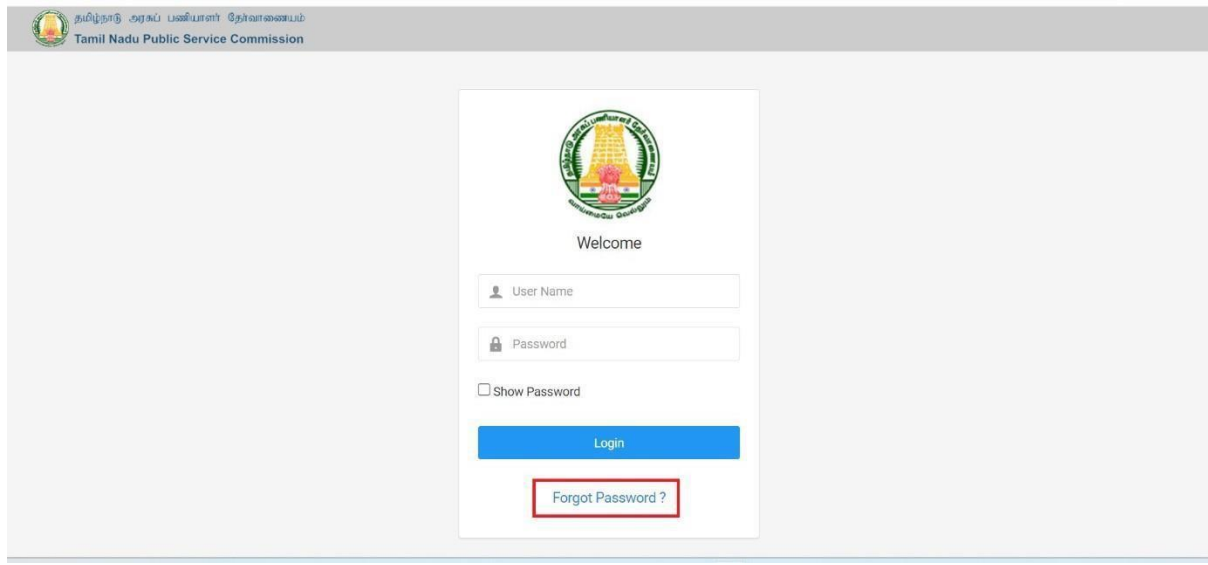
POST	YEAR	REFERENCE NUMBER	SUBMITTED ON	FORM PDF	UPLOAD	VIEW UPLOADED DOCUMENT
ASSISTANT ENGINEER	2024-2025	FV120241105113458	05/11/2024 11:34 AM	<a href="#">PDF</a>	UPLOADED	<a href="#">VIEW DOCUMENT</a>
JUNIOR ASSISTANT	2023-2024	FV120241105114217	05/11/2024 11:42 AM	<a href="#">PDF</a>	UPLOADED	<a href="#">VIEW DOCUMENT</a>



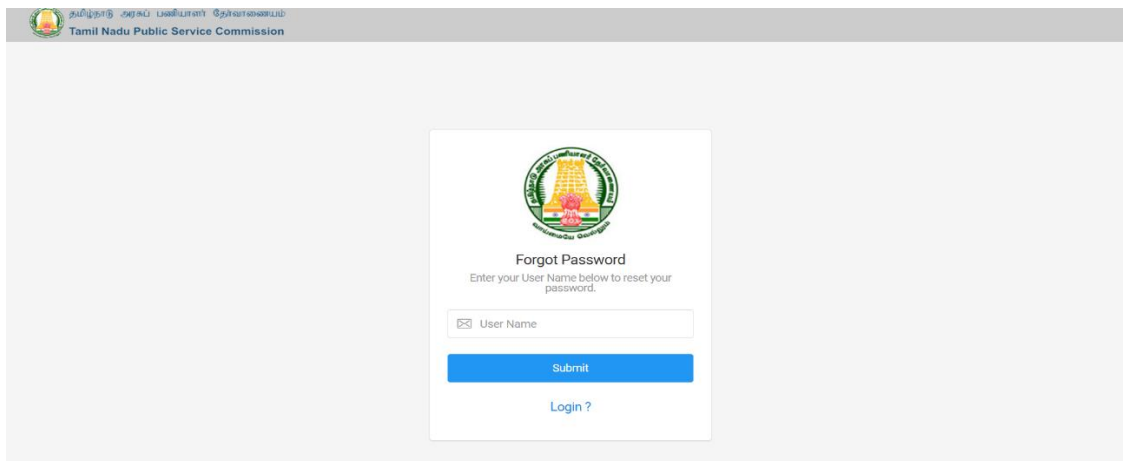
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### **Step-11**

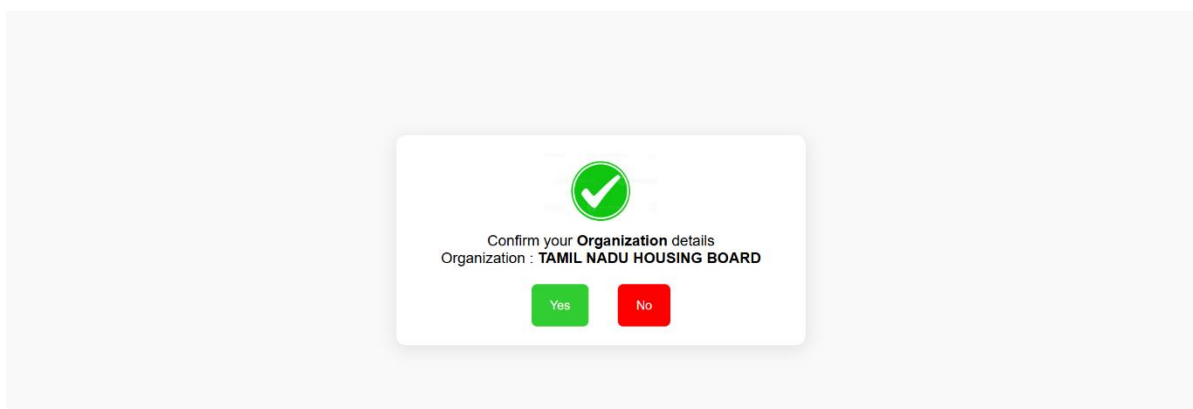
- To reset your password, click the "**Forgot Password**" button.



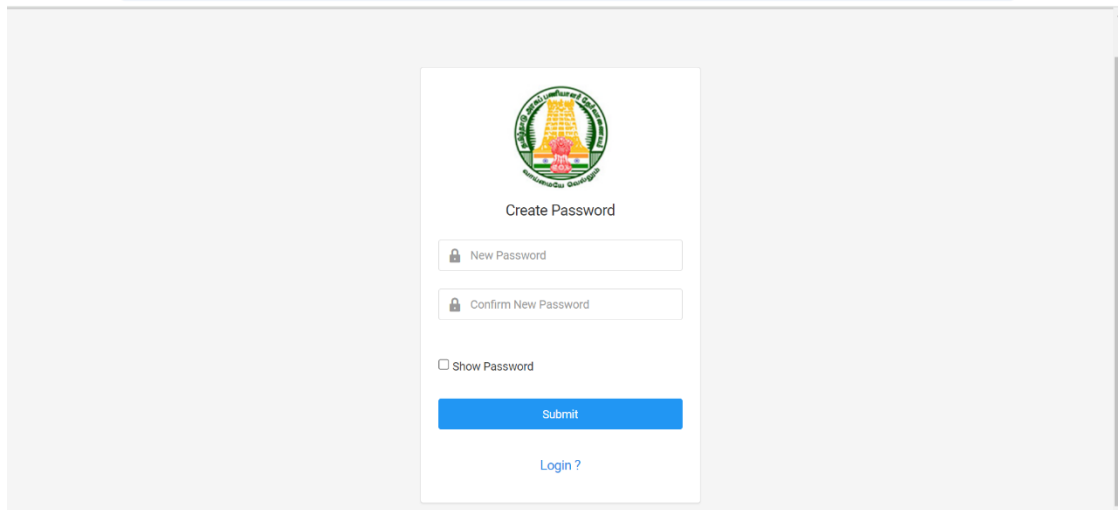
- Enter your User Name and click the "**Submit**" button.



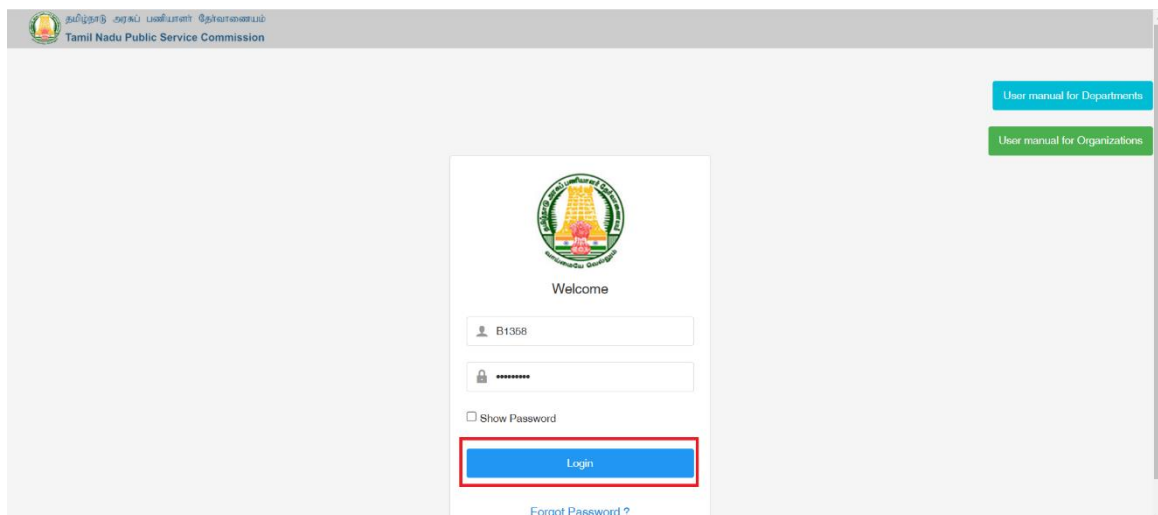
- To reset your password, confirm your Organization details in the popup message as shown below.



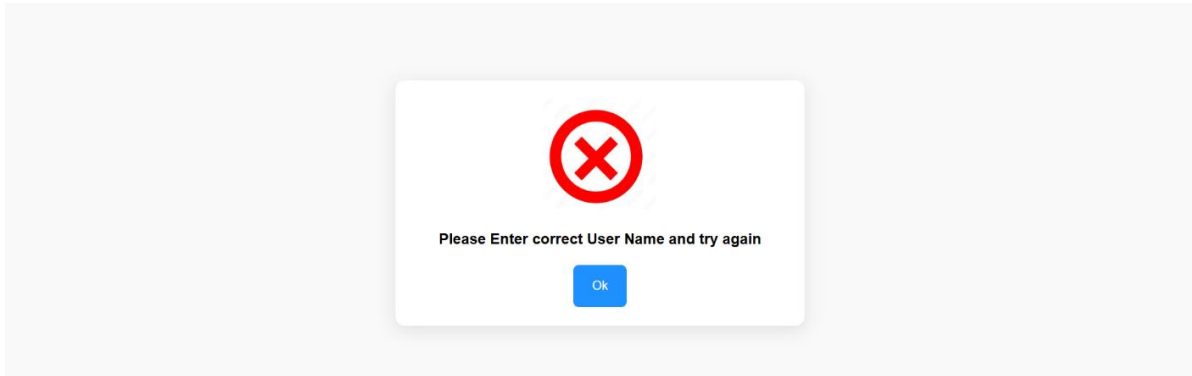
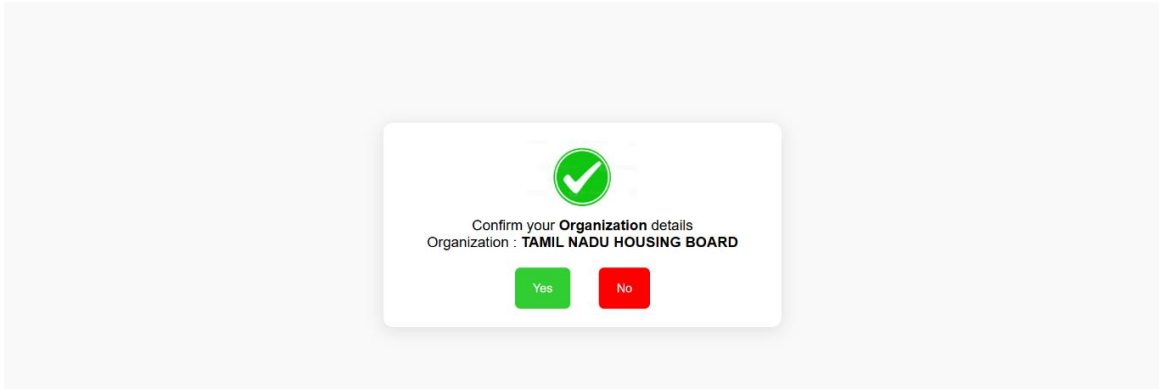
- Confirm your Organization details by clicking the **Yes** button. On clicking the **Yes** button ,you will be directed to password change page.



- 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, 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.

