

**TAMIL NADU PUBLIC SERVICE COMMISSION**

**Office Order No. 150, dated 12.01.2021**

**(Amended vide Commission's orders dated 28.04.2021 and 04.07.2023)**

Sub.: Competitive Examinations – Publication of Commission's Advertisements / Notifications / Results of Examinations in Newspapers / Commission's Website – Regarding.

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The following orders are issued regarding the procedures to be followed while publishing the Commission's advertisements / notifications / results of examinations in newspapers / Commission's website.

- (1) Approval of the Commission shall be obtained before publishing any advertisement / notification elaborately in the Commission's website and before publishing the gist of such advertisement in the newspapers, as per G.O. (Ms.) No. 139, Personnel and Administrative Reforms (M) Department, dated 07.11.2017.
- (2) All advertisements / notifications shall be issued on the respective dates approved by the Commission.
- (2a) The Officials, who are dealing with the notification concerned, i.e., DS and Others shall thoroughly check the correctness of the details in the notification and compare the Fair Copy of the Notification & PDF with the Draft notification, approved by the Hon'ble Commission and should sign each and every page of the final version of the notification.
- (3) The gist of the advertisement and the entire notification shall be published / hosted, in newspapers and Commission's website. The gist of the advertisement shall be on the model as shown below:

Advertisement No: .....		Dated: .....
<b><u>TAMIL NADU PUBLIC SERVICE COMMISSION</u></b> No. 3, TNPS Road, Chennai-3.		
<b><u>SHORT NOTICE</u></b>		
<p>The Tamil Nadu Public Service Commission will hold the .....examination for selection for appointment by direct recruitment to the post of ..... included in ..... Service on the .....F.N./A.N.</p>		
<p>For information relating to educational qualification, age limit, applicability of the rule of reservation, examination scheme, payment of fee, concessions and other details, prospective candidates are advised to refer to the detailed Notification uploaded in the Tamil Nadu Public Service Commission's website <a href="http://www.tnpsc.gov.in">www.tnpsc.gov.in</a></p>		

- (4) The Commission's logo shall be published at the top of the Commission's advertisements / notifications both in English and Tamil versions, compulsorily.
- (5) The gist of the advertisement to be published shall be handed over to the RND section in charge of collecting, consolidating, assigning (3-digit) advertisement number and forwarding the gist of the advertisement to the newspapers through the Director of Information and Public Relations Department as per G.O. (Ms.) No. 177, Tamil Development, Charitable Endowments and Information (Advertisement) Department, dated 22.08.2011, to facilitate publishing in one Tamil and one English daily.
- (6) The Librarian shall go through all the dailies and transfer the paper cuttings of the Commission's 'Gist of Advertisement' published, either to the RND section concerned or to the RND parent section in the case of consolidated advertisement.
- (7) On receipt of the newspaper cutting of the advertisement / gist of advertisement, etc., the section concerned shall compare the same with the approved advertisement / gist of advertisement and obtain authentication from the Under Secretary concerned to the effect that the advertisement / gist of advertisement published in all newspapers are correct.
- (8) In case of errors, an erratum shall be sent to the respective newspapers and published, through the Director of Information and Public Relations Department.
- (9) In case the error is on the part of the newspaper, the newspaper concerned shall be addressed through the Director of Information and Public Relations Department, within three days, pointing out the error and requesting to publish a corrigendum free of cost, after obtaining the approval of the Secretary / Controller of Examinations, as the case may be.
- (10) The fact of publication of results of preliminary / main written examination where the selection comprises of written examination and oral test shall be published in the newspapers as per the following format:

*“The list of Register Numbers of candidates admitted to the Main Written Examination / Certificate Verification / Oral Test Counselling for selection by direct recruitment to the post of ..... based on the results of the Preliminary Examination / Written Examination which was conducted by the Commission on ..... is available in the Commission’s website at [www.tnpsc.gov.in](http://www.tnpsc.gov.in) ”*

- (11) The following paragraph shall be incorporated in the warning messages in Tamil and English and also while publishing the list of register numbers of candidates admitted to certificate verification / oral test / counselling:

**“COMMUNICATION TO APPLICANTS:**

No individual Communication shall be sent to the candidates by Post. However, the Commission provides the additional facility to the candidates by informing the above said dates, events and intimation relating to Certificate upload, Certificate Verification and Oral Test etc., via SMS and e-mail through their registered Mobile Number and email ID. Candidates are directed to watch the Commission’s website periodically for all updates and intimations. The Commission shall not be responsible if the communication does not reach the applicant due to incorrect / invalid e-mail ID /mobile number and failure / delay in delivery of SMS / email to the candidates due to any reason including technical issues. Any representation from the candidates for non-receipt of SMS or e-mail will receive no attention.”

- (12) A detailed press release (both in print and electronic media) shall be issued while publishing the list of register numbers of candidates admitted to the written examination / certificate verification / oral test / counselling. The fact that individual communication shall not be sent to the candidates shall be included in the press release.
- (13) The designation of the officer, i.e., Secretary / Controller of Examinations, etc., who approves the advertisement / notification, shall be incorporated at the end of the advertisement.

- (14) The abbreviation and the expansion for communal categories, viz., GT - General Turn, BC(OBCM) - Backward Classes (other than Backward Classes Muslims), BCM - Backward Classes (Muslims), MBC/DC - Most Backward Classes / Denotified Communities, SC - Scheduled Castes, SC(A) - Scheduled Castes (Arunthathiyars), ST - Scheduled Tribes, G - General, PSTM - Persons Studied in Tamil Medium, Ex-ser - Ex-Servicemen, W - Women, DW - Destitute Widows, PwBD - Persons with Benchmark Disabilities, shall be announced in the detailed notification wherever required.
- (15) The RND section concerned shall give a copy of the letter sent to the newspapers forwarding the gist of advertisement / notification to BRD section concerned. The BRD section shall obtain a certificate to the effect that the gist of advertisement / notification has been compared and found correct or that necessary erratum / corrigendum has been published, as the case may be, from the concerned section and only then initiate action to settle the bills relating to advertisement charges.

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