

TAMIL NADU PUBLIC SERVICE COMMISSION

Office Order No.198, dated 27.09.2023

Sub:- Tamil Nadu Public Service Commission - Standard Operating Procedures for documents not produced by the candidates at the time of Onscreen Verification sending of SMS and e-mail – Regarding

The APD sections concerned are responsible for sending SMS and e-mail to the candidates by giving 15 days time to upload the required / missing / rectifying documents through OTR / E-seva centres.

1. APD section (i.e., Under Secretary, S.O. and A.S.O / Asst.,) has to design appropriate tag for scrutinizing the applications for the particular recruitment concerned based on the educational and other prescribed qualifications.
2. APD-Tech section has to develop the program accordingly.
3. Based on the tag furnished by APD sections, the Onscreen Certificate Verification has to be commenced.
4. The staff (i.e., Under Secretary, S.O. and A.S.O / Asst.,) who are deputed for scrutinizing the applications on Onscreen Certificate Verification should select the appropriate tag. If any deviations arise, the staff who had scrutinized that application shall be responsible for that lapse.
5. Based on the selected tags, APD-Tech section (S.O and ASO-cP) should provide the list of candidates who have not uploaded the required / necessary documents to the concerned APD section.
6. The details of required certificates to be submitted by each candidate based on the tag viz., Community Certificate, Consolidated Mark Sheet, D.W certificate, PSTM, Ex-serviceman, D.A.P certificate, etc., should be listed separately and to be furnished by the APD-Tech Section to the APD Sections concerned.
7. Based on those details obtained in OCV, draft SMS and e-mail should be prepared by APD section and after getting approval of the Controller of

Examinations, it should be sent to the applicants by the APD-Tech section. APD-Tech section (S.O and ASO-cP) is responsible for sending the SMS and e-Mail to the applicants concerned. (2 working days of time is needed for APD - Tech to send SMS and e-mail).

8. Under Secretary (APD- Tech) should personally check, supervise and ensure that SMS and correct e-mails are sent to the respective candidates without any omission. Under Secretary (APD-Tech) should submit report to Deputy Secretary (APD) immediately the next day after sending e-mail and SMS to all candidates. US(APD-Tech) is instructed to ensure that SMS/ e-mail are sent to all eligible candidates for re-uploading of documents required by the Commission. If any lapse is noticed by the Commission or if any complaint is received from such eligible candidate, the official staff of APD-Tech concerned (i.e., ASO-cP, A.S.O, S.O and U.S) shall be held responsible for not sending the SMS/ e-mail.
9. After 15 days, the details of the applicants who had re-uploaded the documents should be given by the APD-Tech to the APD sections concerned.
10. The said documents should be scrutinized by the APD sections / deputed staff as per the Office Order No. 123 dt. 12.11.2020.
11. If any of the candidates had failed to upload the required certificates even after 15 days, further course of action may be taken as per the Annexure-III of the Office Order No. 121, dt.12.11.2020.
12. The final Bio-data has to be transferred to the section concerned by APD section concerned after getting the approval of rejection file from the Controller of Examinations.

**P. UMA MAHESWARI, I.A.S.,
Secretary**