



### Abstract

School Education – Teachers Recruitment Board –Restructuring of Teachers Recruitment Board - Orders - Issued.

### School Education (TRB)Department

G.O.(Ms)No.01

Dated: 03.01.2023.

திருவள்ளூர் ஆண்டு 2053

சுபகிருது வருடம், மார்கழி 19

Read:-

1. G.O.Ms.No.1319, Education Department dated 17.08.1987.
2. G.O.Ms.No.1320, Education Department dated 17.08.1987.
3. G.O.Ms.No.1223, Education Department dated 12.07.1988.
4. G.O Ms No.1357 Education Department dated 26.09.1990.
5. G.O.Ms.No.135, School Education(TRB) Department, dated 20.09.2021.
6. From the Chairman, Teachers Recruitment Board, Letter Rc.No.1630/A1/2021, dated 28.04.2022, 21.05.2022, 29.09.2022, 08.11.2022 & 15.11.2022.

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### Order:-

In the Government Order first read above, the Government excluded certain categories of teachers in the School Education Department from the purview of the Tamil Nadu Public Service Commission. In the Government Order 2<sup>nd</sup> read above the Government constituted separate Teachers Recruitment Board with the Director of School Education as Chairman and Joint Directors of School Education as Member and Member Secretary. In the Government Order 4<sup>th</sup> read above the Government entrusted the selection of teaching posts under the control of Director of Collegiate Education, Director of Technical Education and legal Education Department to the Teachers Recruitment Board and reconstituted the Board with Chairman in the cadre of IAS Officer in the super time scale, in the cadre of Director of School Education / Director of Collegiate Education as Member and in the grade of Additional Director or Joint Director of School Education, Collegiate Education or Technical Education as Member Secretary with the staff strength of 50. In the Government Order 3<sup>rd</sup> read above the Government approved the Rules of procedure for the Teacher Recruitment Board.

2. In order to restructure, revamp and strengthen Teachers Recruitment Board for transparent and speedy recruitment to make Teachers Recruitment Board more efficient, accountable and more transparent and also to speed up the selections in order to fill up the vacant positions quickly in the Government Order 5<sup>th</sup> read above, the Government has constituted a Committee to suggest ways and means to improve the standard of the Teachers Recruitment Board.

3. The above Committee has conducted meetings at various level and finally submitted its report with 39 recommendations for the Re-structuring of the Teachers Recruitment Board. In the letter 6<sup>th</sup> read above the Chairman, Teachers Recruitment



Board has sent the recommendations of the said Committee and also proposals on the recommendations to Government.

4. The Government after careful examination of the recommendations of the committee and also the proposals of the Chairman, Teachers Recruitment Board for the Re-structuring of the Teachers Recruitment Board accepts the recommendations of the above Committee with slight modifications and issues orders on the proposals of the Teachers Recruitment Board to restructure the Teachers Recruitment Board as follows:

### **A.RECOMMENDATIONS FOR POLICY IMPROVEMENT**

#### **Recommendation No.1- Rules of Procedure:**

The old Rules of Procedure was related to very few issues like recruitment through a list of qualified candidates from the Employment Exchanges and for conducting Interview. Majority of the provisions are not related to the Computer Based Test currently adopted in TRB. Hence there is a dire need for new Rules of Procedure.

#### **Proposal:**

The Chairman, Teachers Recruitment Board has proposed to adopt the rules to the internal procedure of work in the office of the Teachers Recruitment Board shall be as at Annexure -I

#### **Decision of the Government:**

This recommendation and proposal of the Chairman, Teachers Recruitment Board are accepted and rules of procedure of work in the office of the Teachers Recruitment Board shall be followed as at Annexure -I

#### **Recommendation No.2- Re-Structuring of Teachers Recruitment Board**

Revision of the organizational structure by creating new posts and restructuring the work flow according to the recommended 11 wings viz. Technical wing, Accounts wing, Administrative wing, Notification wing, Legal wing, Right to Information Wing, Grievance Redressal Cell and Information Centre wing, Confidential Wing, Conduct of Examination wing, Certificate Verification Wing Library Wing is essential for efficient and effective functioning and also to enhance neutrality and transparency.

#### **Proposal:**

The Chairman, Teachers Recruitment Board has stated that Teachers Recruitment Board has to be restructured based on the above recommendation with additional staff strength to achieve structural/ Establishment/Quality/Policy improvement to improve the standard of Teacher Recruitment Board and proposed to restructure the Teachers Recruitment Board with following 74 additional posts :

<b>Sl.No.</b>	<b>Name of the post</b>	<b>No. of post</b>
1.	Controller of Examination	1
2	District Revenue Officer	1
3.	Deputy Collector	3
4.	Joint Director	2
5.	Deputy Director	4
6.	Assistant Accounts Officer	1
7.	Superintendent	10
8.	Assistant	16
9.	Junior Assistant	10



10.	Steno Typist Grade 1	2
11.	Steno Typist Grade 2	2
12.	Typist/Data Entry Operator	6
13.	Deputy Director (Technical)	1
14.	Senior Programmer	3
15.	Junior Programmer	6
16.	Data Analyst	2
17.	Data Administrator	4
	Total	74

**Decision of the Government:**

This recommendation and proposal of the Chairman, Teachers Recruitment Board are accepted with slight modifications as follows:

Sl.No.	Name of the post	No. of post
1.	Controller of Examination	1
2	District Revenue Officer	1
3.	Deputy Collector	3
4.	Joint Director	1
5.	Deputy Director	2
6.	Assistant Accounts Officer	1
7.	Superintendent	10
8.	Assistant	16
9.	Junior Assistant	10
10.	Steno Typist Grade 1	2
11.	Steno Typist Grade 2	2
12.	Typist/Data Entry Operator	6
13.	Deputy Director (Technical)	1
14.	Senior Programmer	3
15.	Junior Programmer	6
16.	Data Analyst	2
17.	Data Administrator	4
	Total	71

**Recommendation No.3 – Administrative Powers:**

The Board shall be trusted with the work of framing review, revision or updation of the Rules of Procedure and to implement it after Government's approval.

The Board shall also frame, issue, review or update—Instructions to candidates, office order, Administrative instructions and circulars according to standard operating procedure to achieve higher level of transparency, accountability, and to implement change provisions based on the need of the hour.

**Proposal:**

The Chairman, Teachers Recruitment Board has proposed office procedure with regard to the work pertaining to the framing / issue / re-issue / revision / updation of the Teachers Recruitment Boards Rules of Procedure, Instructions to Applicants, Office Orders, Administrative Instructions and Circular as at Annexure-II .

**Decision of the Government:**

This recommendation and proposal of the Chairman, Teachers Recruitment Board are accepted and office procedure with regard to the work pertaining to the framing / issue / re-issue / revision / updation of the Teachers



Recruitment Boards Rules of Procedure, Instructions to Applicants, Office Orders, Administrative Instructions and Circular shall be followed by Teachers Recruitment Board as at Annexure-II.

#### **Recommendation No.4 – Financial Powers**

To revise the financial limit for expenditure at various level upto 5 lakhs -Controller of Examinations/Secretary, above 5 lakhs – Chairman and expenditure on all confidential works – Chairman.

##### Proposal:

The Chairman, Teachers Recruitment Board has proposed to fix the following monetary limit and cheque signing authority as follows:

SI.No.	Amount (InRs.)	Approving Authority	Cheque Signing Authority
1.	Upto5Lakhs	Controller of Examinations /Secretary	Accounts Officer/ Controller of Examinations/Secretary
2.	Above 5 Lakhs	Chairman	Accounts Officer/ Controller of Examinations/Secretary
3.	(No Limits) All confidential works	Chairman	Accounts Officer/ Controller of Examinations/ Secretary

##### Decision of the Government:

The proposal of the Chairman, Teachers Recruitment Board on this recommendation is accepted and orders accordingly.

#### **Recommendation No. 5 – Restructure the composition of the Board:**

The Board Members being deciders of policy matters, it is recommended to have a board constituted with Chairman, an IAS Officer in Super time scale of pay, 2 members in the cadre of Director of School Education and 4 Ex-officio member for ensuring neutrality and transparency in system.

##### Proposal:

The Chairman, Teachers Recruitment Board has proposed to restructure the Board as follows:

Chairman	An I.A.S., officer, Super time Scale of Pay (G.O. Ms. No. 1357, Education Department, dated 26.09.1990)
Member	School Education (in the Cadre of Director of School Education)
Member	School Education (in the Cadre of Director of School Education)
Ex-officio Member	Ex-officio Member (Secretary, Human Resource Management Department or nominee)
Ex-officio Member	Ex-officio Member (Commissioner of School Education)
Ex-officio Member	Ex-officio Member (Director of Technical Education)



Ex-officio Member	Ex-officio Member (Director of Collegiate Education)
The four Ex-officio Members in the Board is for ensuring neutrality and transparency in system.	

Decision of the Government:

The proposal of the Chairman, Teachers Recruitment Board on this recommendation is accepted and orders accordingly.

**Recommendation No.6 – Change in nomenclature of the post- Member Secretary to Secretary**

Secretary shall perform the executive and other functions as allotted in the Rules of Procedure etc., The committee has recommended that the nomenclature of the existing post of Member Secretary be changed to Secretary.

Decision of the Government:

The proposal of the Chairman, Teachers Recruitment Board on this recommendation is accepted and orders accordingly.

**Recommendation No.7 – Change in nomenclature of the post- Member (Collegiate Education) to Joint Director**

As per the revised structure recommended by the committee, there is no role for Member (Collegiate Education) in the Board of Teachers Recruitment Board. Since the posts of Member (Collegiate Education) is in the cadre of Joint Director, the nomenclature of the post is to be changed as Joint Director. One post of Member (Collegiate Education) in the cadre of Joint Director of Collegiate Education that is existing now vide G.O.Ms.No.261, School Education (Q) department dated 12.10.2012 has to be redesignated as Joint Director and it may be filled with Joint Director from School Education Department and the Officer working from the Higher Education Department may be sent to the Parent Department.

Decision of the Government:

The proposal of the Chairman, Teachers Recruitment Board on this recommendation is accepted and orders accordingly.

**Recommendation No.8 – Change in nomenclature of the post- Additional Member to Joint Director**

The post of additional Member that is existing now is allotted with only executive function and hence the post is to be redesignated as Joint Director.

Proposal:

For the above recommendation Nos.6 to 8, the Chairman, Teachers Recruitment Board has proposed for the change in the nomenclature of the posts as detailed below:

- i. Member Secretary to Secretary
- ii. Member (Collegiate Education) to Joint Director
- iii. Additional Member to Joint Director

Decision of the Government:

The proposal of the Chairman, Teachers Recruitment Board on this recommendation is accepted and orders accordingly.

**Recommendation No.9 – Standard Operating Procedures for Teachers Recruitment Board:**



According to the revised organizational structure for the fair, neutral and smooth functioning and to incorporate procedures for efficient, transparent, uniform standards for higher accomplishments across various wings, Standard Operating Procedures are to be framed.

Decision of the Government:

This recommendation is accepted. The Chairman, Teachers Recruitment Board is requested to take appropriate action to issue executive orders for the implementation of this recommendation.

**B.RECOMMENDATIONS FOR QUALITY IMPROVEMENT**

**Recommendation No.10 – Centralised Monitoring Room:**

A centralized monitoring room equipped with OLD / LED projectors, Laptops, Computers with web facility for real time monitoring through centralized CCTV observation and dashboard on the progress during the duration of examination progress is essential to ensure transparency, improve the confidence in the system and provide timely action and solutions.

Decision of the Government:

This recommendation is accepted. The Chairman, Teachers Recruitment Board is requested to take appropriate action to issue executive orders for the implementation of this recommendation.

**Recommendation No.11 – Certificate verification ratio:**

The Shortlist ratio for Certificate Verification needs to be revised as 1:1.25 for all recruitments. The existing certificate Verification ratio varies with types of recruitments. For example, in the direct recruitment for post graduate assistants, the ratio is 1:2 whereas for the direct recruitment for assistant professors in Government Arts and Science Colleges, the ratio is 1:3. The revision of Certificate Verification ratio shall bring uniformity among the types of recruitments. Moreover, this revision is important to reduce the time taken for processing the candidates document and details, litigation etc.

Proposal:

The Chairman, Teachers Recruitment Board proposed that to speed up the selection process, limit litigations and to follow uniform procedure in the certificate verification process, the short list ratio is to be revised as 1:1.25 to bring uniformity among various recruitments.

Decision of the Government:

The proposal of the Chairman, Teachers Recruitment Board on this recommendation is accepted and orders accordingly.

**Recommendation No.12– Conduct of all recruitments to teaching faculties of various categories of Government run institutions:**

The committee recommends the conduct of all recruitments to teaching faculties of various categories of Government run institution like schools, Arts and science colleges, Law colleges, Polytechnic, Engineering colleges & Universities in School Education and Higher Education including Universities to ensure quality and uniformity to the extent possible by way of computer-based test.

Proposal:

The Chairman, Teachers Recruitment Board has requested the Government to issue necessary orders on the above recommendation.



Decision of the Government:

The proposal of the Chairman, Teachers Recruitment Board on this recommendation is accepted and orders accordingly: Recruitment for all educational institutions (Schools, Colleges, Polytechnics and Universities etc.) across all departments shall be done through Teachers Recruitment Board.

**Recommendation No.13- Committee for Quality Improvement of Question Bank**

As Teachers Recruitment Board selects candidates to teach the students at schools, Colleges etc., the quality of the selected candidates should be excellent in order to achieve the desired learning outcomes of the students. A well - defined and set of questions shall assess the aptitude, reasoning and analytical skill of the candidates to the highest order and this is possible only by improving the quality of the question bank. Further, a committee to improve the question bank shall be constituted with the following members:

1. Controller of Examinations and any other Officer nominated by Chairman
2. Director SCERT
3. Director of Collegiate Education
4. Representative from TANSCH (Tamil Nadu State Council for Higher Education)
5. Vice-Chancellor (Retd.,)
6. Expert consultant (Registrar / Controller of Examinations) Retd.
7. Subject expert in setting of language / Humanities / Mathematics / Science
8. Academicians from the reputed ranked Institution.

The said Committee shall examine the key areas and challenges and submit the recommendations within 3 months from the date of its formation.

Proposal:

The Chairman, Teachers Recruitment Board has requested the Government to issue necessary orders on the above recommendation.

Decision of the Government:

The proposal of the Chairman, Teachers Recruitment Board on this recommendation is accepted and orders accordingly.

**Recommendation No.14 - Committee for revision of syllabus**

To standardization of the procedure for revision of syllabus, the time frame shall be every five years or after two recruitment years whichever is earlier. In this regard, Committee with the stake holders may be formed along with representations for reputed academic institutions like IIT, Deemed Universities, Centres for Excellence and eminent experts in the subject areas.

Proposal:

The user department to revise the syllabus by appointing a syllabus revision committee in which expert faculty members from IIT, Reputed Universities, Deemed Universities etc. were entrusted with the work of responsibility of reviewing, framing new syllabus.

The New syllabus should have difficulty level according to the grade/level of qualifications required for the category of recruitment. The user department shall form a committee within a period of three months from the date of approval of the Government



order. The committee for revision of syllabus shall complete the work within a period of 3 to 6 months.

The New syllabus shall also be approved by Government vide Government orders and the user department shall notify the Government Order through publication in Gazette. The Gazette copies in sufficient numbers to be forwarded to Teachers Recruitment Board for further action.

Decision of the Government:

The proposal of the Chairman, Teachers Recruitment Board on this recommendation is accepted and orders accordingly.

**Recommendation No. 15 – Implementation of Digitalized Grievance Redressal Cell Mechanism:**

The digitalized grievance redressal cell mechanism system shall give applicants a platform – web-based interface for submitting grievances 24 x 7 hours in a day. The technically improvised platform is the need of the hour to generate status report on grievances and to send the necessary replies only through e-mails. This creates a platform to drive the rates of disposal in a transparent way and also reflects in the improvement of efficiency of the Teachers Recruitment Board.

Decision of the Government:

This recommendation is accepted. The Chairman, Teachers Recruitment Board is requested to take appropriate action to issue executive orders for the implementation of this recommendation.

**Recommendation No.16-District Examination Monitoring Committee:**

The district examination Monitoring committee shall be entrusted with the monitoring of examinations conducted at district level by Teachers Recruitment Board. The district collector shall be the head of the committee.

**District Examination Monitoring Committee**

**Chairman:District Collector**

Officer Designation	Role	Responsibilities
District Revenue Officer	CEO	i.Nodal officer for success full conduct of examination.
		ii.Organise meeting with various stakeholders involved in conduct of examination.
		iii.Monitor effective implementation of SOP given by TRB.
		iv.Be in regular contact with Chairperson Teachers Recruitment Board on the progress of exam.
		v.Inspect exam venues on exam day.(Flying Squad-to be formed under the head of RDO with 1 or 2 Tahsildar per 4 centres.
		vi.Regular reports to be sent to TRB.
		vii.To follow the overall instructions of the TRB.
Superintendent of Police	Member	i. Deploy police force in all exam centres headed by officer not below the rank of Sub-Inspector.



		ii. The police team shall work in coordination with the exam conducting agency for implementation of Standard Operating Procedure and ensure good maintenance of law and order.
Sub- Collector /RDO	Member	Act as Nodal officer for all exam centres in the sub-division. He/she shall be the head of the flying squad.
Superintending Engineer TNEB	Member	Ensure uninterrupted power supply for all exam venues. Event of any power maintenance should be informed at least 12hours in advance to Teachers Recruitment Board so as to make alternate arrangements It has been reported in the past that power fluctuations have caused failure in the exam system and hence TNEB shall verify the arrangements in exam centres 24hours in advance to ensure the setup is ready to handle fluctuations if any.
NIC officer	Member	Inspect the technical arrangements on mock day. Give technical assistance to Teachers Recruitment Board wherever necessary
e-District Manager	Member	
Chief Educational Officer	Secretary/ Convener of the Committee	Convene the meetings of the District Examination monitoring committee. To take necessary action on the instructions given by Teachers Recruitment Board.

Apart from the above roles, their duties as prescribed by the Teachers Recruitment Board from time to time shall be followed. The Board can fix their remuneration for the officials of the district examination monitoring committee.

Proposal:

The Chairman, Teachers Recruitment Board has requested to issue necessary orders on the above recommendation.

Decision of the Government:

This recommendation and the proposal of the Chairman, Teachers Recruitment Board are accepted and orders accordingly.

**Recommendation No.17 –Implementation of Dynamic Website:**

The website shall be dynamically re-structured based on the needs of the aspirants and all the relevant information shall be updated periodically. Frequently asked questions of different wings shall be prepared and posted in the Website which shall be updated periodically.

Decision of the Government:

This recommendation is accepted. The Chairman, Teachers Recruitment Board is requested to take appropriate action to issue executive orders for the implementation of this recommendation.

**Recommendation No.18- Enhancement of Examination Fee**

The new approach of Computer Based Test based on latest technology was introduced in the year 2019 by Teachers Recruitment Board. The adoption of this technology is possible through higher amount of expenditure. The cost per candidate for the conduct of Examination alone is Rs.233.To



prepare a quality question bank and speed up the process of various recruitments training to the stake holders at various levels is the need of the hour. Moreover, to ensure transparent and efficient, effective monitoring through centralized CCTV surveillance additional fund is needed. The restructure of Teachers Recruitment Board with newly created posts needs to be supported with higher funds and hence the revision of Exam Fees is essential.

Proposal:

The Chairman, Teachers Recruitment Board after analysing the fee structure has proposed for revision of examination fee every three years with the approval of the Board:

Decision of the Government:

This recommendation and the proposals of the Chairman, Teachers Recruitment Board are accepted. Further, Teachers Recruitment shall revise its fee every three years with the approval of Board.

**Recommendation No.19- Exclusive District wise Examination Centres:**

A Committee may be formed with the following Members to discuss about the setting up of District wise Examination Centres and submit a proposal through discussion with all stakeholders.

1. Commissioner of School Education
2. Chairman, Teachers Recruitment Board
3. State Project Director, Samagra Shiksha
4. Commissioner, TNeGA
5. Secretary, Teachers Recruitment Board

The committee shall submit a report to the Government within a period of six months to one year.

Proposal:

The Chairman, Teachers Recruitment Board has requested the Government to consider and issue necessary orders.

Decision of the Government:

This recommendation and the proposals of the Chairman, Teachers Recruitment Board are accepted and orders to form a Committee as suggested in this recommendation. The committee shall submit a report to the Government at the earliest.

**Recommendation No.21 – Develop and Publish Instructions to the Candidates:**

The basic information such as how to apply details on reservation, important qualification, certificates as well as vital guidelines has been incorporated as Instruction to the Candidates (both Tamil and English) which shall be published on the website for candidates and aspirants to refer to.

Decision of the Government:

This recommendation is accepted. The Chairman, Teachers Recruitment Board is requested to take appropriate action to issue executive orders for the implementation of this recommendation.

**Recommendation No. 22 – Implement Legal Management System**

A single platform to deal with various cases through automated monitoring and evaluation with pre-event and post event alert mechanism is essential for managing the legal cases of Teachers Recruitment Board. Moreover to keep the records, documents and action taken along with the



results across 24x7 with are porting system and a dashboard on various status of the legal cases and shall form part of the Legal management system. The introduction of Legal management system is vital for the effective monitoring of the legal cases.

Decision of the Government:

This recommendation is accepted. The Chairman, Teachers Recruitment Board is requested to take appropriate action to issue executive orders for the implementation of this recommendation.

**Recommendation No.23 – Implementation of Digitalized Library**

There shall be a full - fledged Library with a Librarian. The library shall be equipped with latest books, journals including e-books / Digital books etc. and updated periodically.

Decision of the Government:

This recommendation is accepted. The Chairman, Teachers Recruitment Board is requested to take appropriate action to issue executive orders for the implementation of this recommendation.

**Recommendation No. 24 –Introduction of Mobile Based App for Aspirant:**

The mobile app shall be the platform to receive all Teachers Recruitment Board notifications and other related details and thus real time access will be facilitated.

Decision of the Government:

The Government is taking action to develop an “Integrated Mobile App in respect of all Recruiting Agencies including Teachers Recruitment Board. Hence this recommendation need not be taken up separately by the Teachers Recruitment Board.

**Recommendation No.25 –Uniform procedures for all recruitments to minimize subjective elements:**

No weightage marks is given to the candidates in any of the recruitments made by the Tamil Nadu Public Services Commission. The same procedure shall be adopted in Teachers Recruitment Board also and the weightage of marks shall be dispensed with.

The respective user department shall take immediate initiative to send the proposals to the Government for amending necessary special rules if any in this regard.

Proposal:

The Chairman, Teachers Recruitment Board has requested the Government to consider and issue necessary orders.

Decision of the Government:

This recommendation and the proposals of the Chairman, Teachers Recruitment Board are accepted and orders accordingly.

**Recommendation No. 26 – Panel of Counsel / Senior Counsel**

It is a fact that large number of court cases are being filed against Teachers Recruitment Board on recruitment issues and as the cases are listed simultaneously in various court halls, it is difficult to handle all the court cases simultaneously. To avoid any delay and timely action in terms of presentation of all facts and apprising the Hon’ble High Court in critical matters related to policy matters, provisions of acts, rules etc., a panel of well experienced legal



counsels are needed to effectively manage the legal cases related to Teachers Recruitment Board.

Decision of the Government:

This recommendation is accepted. The Chairman, Teachers Recruitment Board is requested to take appropriate action to issue executive orders for the implementation of this recommendation.

**Recommendation No. 27 –Third Party Audit for Computer Based Test:**

To ensure transparency and efficiency, effective monitoring of the Computer Based Test is essential. It is important to conduct a Third-party audit for the examination.

Decision of the Government:

This recommendation is accepted. The Chairman, Teachers Recruitment Board is requested to take appropriate action to issue executive orders for the implementation of this recommendation.

**Recommendation No. 28 -Financial Internal Audit of Teachers Recruitment Board funds through empaneled Chartered Accountant firms:**

For any organization, internal audit is basic to seek a professional opinion on its financial position. The internal auditor should ensure that funds received and expenditure incurred for the accounting period are in accordance with the laid down financial regulations, procurement procedures and other orders issued from time to time and those proper accounts are maintained at all levels.

Decision of the Government:

This recommendation is accepted. The Chairman, Teachers Recruitment Board is requested to take appropriate action to issue executive orders for the implementation of this recommendation.

**C. RECOMMENDATIONS FOR ADMINISTRATIVE IMPROVEMENT**

**Recommendation No.29 – Creation of a new post of Controller of Examinations:**

In the recommended Restructure of Teachers Recruitment Board, the examination wing consists of:

- a. Confidential Wing
- b. Conduct of Examinations
- c. Certificate Verification Wing and
- d. Library Wing

So creation of a new post of Controller of Examinations is very much essential to create neutrality and transparency in Teachers Recruitment Board

Proposal:

The workload in Teachers Recruitment Board will be heavier when the new set of procedures, standard operating systems are implemented. In order to maintain confidentiality, revision of syllabus, streamline and to cope up with the work as per the recommendations and standards of the Committee and also in order to handle the Court cases of Madras Bench of Judicature, Madurai Bench, and Special Leave Petitions and contempt cases etc., the creation of a new post of Controller of Examinations in the cadre of an I.A.S., officer (senior scale) is very much essential.



Decision of the Government:

This recommendation and the proposal of the Chairman, Teachers Recruitment Board are accepted and Government sanction a post of Controller of Examinations in the cadre of an I.A.S., officer (senior scale) to Teacher Recruitment Board. The Controller of the Examination shall be in charge of the following wings:

1. Confidential Section/Matters
2. Examinations
3. Certificate Verification
4. Library

In addition to that the Board may from time to time allot duties to the Controller of Examinations.

**Recommendation No.30 – Creation of new posts of District Revenue Officer and Deputy Collector:**

At present 1202 court cases are pending. Counter Affidavits are to be filed and appropriate timely action to be taken avoid contempt cases etc., The litigations are to be monitored and followed effectively to counter the issues raised by the litigants. Hence to strengthen the Legal Wing and to improve the standards and functioning of Legal Wing, the services of District Revenue Officer is essential.

At present entire process of recruitment is handled by the personnel from the School Education Department. To have neutrality with the transparent system and the right balance representation from another department is essential. Hence, there is a need for creation of three new posts of Deputy Collector

Proposal:

The workload in Teachers Recruitment Board will be heavier when the new set of procedures, standard operating systems are implemented. In order to streamline and to cope up with the work as per the recommendations and standards of the Committee and also in order to handle the Court cases of Madras Bench of Judicature, Madurai Bench, and Special Leave Petitions and contempt cases etc., the creation of new/additional officials/staffs requested for the Legal Wing are very much essential.

One new post of District Revenue officer, for the legal wing is to be created.

Three new posts of Deputy Collector are required, one each for Administration, Grievance Redressal Cell and Information Centre and Right to information wings.

Decision of the Government:

This recommendation and the proposal of the Chairman, Teachers Recruitment Board are accepted and Government sanction a post of District Revenue Officer and 3 posts of Deputy Collectors to Teacher Recruitment Board. The District Revenue Officer and the Deputy Collector have to perform the roles and responsibilities fixed for these posts from time to time by the Chairman/Board.

**Recommendation No.31 a. Creation of One New Post for Deputy Director (Technical):**

The Technical wing is to be supported with a post of Deputy Director.

The role and responsibilities are listed below:

- i. Under the direct control of the Chairman
- ii. To strengthen the Technical Wing
- iii. To handle the database
- iv. To handle the out sourced Agency identified by TNeGA or any



other Department

- v. To plan and implement technical improvement measures
- vi. To keep the digital records under safe custody

Proposal:

The workload in Teachers Recruitment Board will be heavier when the new set of procedures, standard operating systems are implemented. In order to streamline and to improve standards as per the recommendations of the Committee and to strengthen the Technical Wing, the creation of a post of Deputy Director (Technical) is very much essential.

Decision of the Government:

This recommendation and the proposal of the Chairman, Teachers Recruitment Board are accepted and Government sanction a post of Deputy Director (Technical) to Teacher Recruitment Board on deputation from organization like TNeGA etc., The Deputy Director (Technical Wing) has to perform the roles and responsibilities fixed for this post from time to time by the Chairman/Board.

**Recommendation No.32 – Creation of One new post of Assistant Accounts Officer**

To enhance the function of Accounts Wing, one new post of Assistant Accounts Officer needs to be created.

The role of the Assistant Accounts Officer shall be as follows:

- i. Under the control of Accounts Officer
- ii. To strengthen the Accounts Wing
- iii. To assist the Accounts Officer
- iv. To settle the bills, salaries – Officers and Staff, to maintain the income and expenditure accounts of the funds of Teachers Recruitment Board.
- v. To handle Audit and settle audit objections

Proposal:

The workload in Teachers Recruitment Board will be heavier when the new set of procedures, standard operating systems are implemented. In order to streamline and to cope up with the work as per the recommendations and standards of the committee and also in order to handle the accounts related to the conduct of examinations, payment to the outsourcing agencies, settlement of various bills etc., the posts requested for in the Accounts Wing i.e, Assistant Accounts officer – 1 post, is very much essential. The mode of recruitment for the post of Assistant Accounts officer shall be by deputation from Treasuries and Accounts department.

Decision of the Government:

This recommendation and the proposal of the Chairman, Teachers Recruitment Board are accepted and Government sanction a post of Assistant Accounts Officer to Teacher Recruitment Board and to fill up the post by deputation from Treasuries and Accounts department. The Assistant Accounts Officer has to perform the roles and responsibilities fixed for this post.

**Recommendation No.34-Creation of 6 New Posts – two posts of Joint Director and four posts of Deputy Director:**

Two posts of Joint Director in the cadre of Joint Director (School Education) is needed for the confidential and conduct of examination wing. Four posts of Deputy Director is needed for Conduct of Examination,



Certificate Verification 1 & 2 and Notification as per the revised structure of organization for Teachers Recruitment Board.

Proposal:

Two new posts of Joint Director are essentially needed as per the restructuring of Teachers Recruitment Board for the conduct of examination and confidential wing. Four new posts of deputy director are needed for certificate verification wing and conduct of examination wing. All these posts shall be filled through deputation from Directorate of School Education.

Decision of the Government:

This recommendation and the proposal of the Chairman, Teachers Recruitment Board are accepted with slight modifications. Accordingly, Government sanction one post of Joint Director and 2 posts of Deputy Directors to Teacher Recruitment Board and to fill up these posts through deputation from Directorate of School Education. The Joint Director and Deputy Director have to perform the roles and responsibilities fixed for these post from time to time by the Chairman/Board.

**Recommendation No.35 -Creation of 20 new posts in the cadre of senior programmer, Assistant Cum Junior Programmer, Data Analyst and Administrator**

The conduct of Computer Based Test (CBT) verification process that is software based finalization of provisional selection list needs technical expertise to ensure transparency and accuracy besides. Hence, there is a dire need to strengthen the availability of Technical personnel's across all wings. Teachers Recruitment Board is now implementing the e-office procedures. The implementation of Digitalized Grievance Redressal Mechanism, Mobile App and Legal Management System requires Technical personnel and the creation of 20 new posts is of utmost importance at the need of the hour.

Sl.No	Name of the post	No. of post
1	Senior programmer	3
2	Asst cum junior programmer	9
3	Data Analyst	3
4	Data Administrator	5
	Total	20

Proposal:

The Chairman, Teachers Recruitment Board has requested to issue necessary orders on this recommendation.

Decision of the Government:

This recommendation and the proposal of the Chairman, Teachers Recruitment Board are accepted with slight modifications. Accordingly, Government sanction the following posts to Teachers Recruitment Board to be filled through deputation from Departments like TNeGA etc., or through outsourcing:

Sl.No	Name of the post	No of post
1	Senior programmer	3
2	Junior programmer	6
3	Data Analyst	2
4	Data Administrator	4
	Total	15



**Recommendation No.36 – Creation of 74 new posts in the cadre of Superintendent, Assistant, Junior Assistant, Steno Typist Grade-I, Steno Typist Grade-II and Typist/ Data Entry operator:**

Restructuring of Teachers Recruitment Board shall lead to increased accountability and improvement in the functioning of the Board. Hence, creation of 74 new posts is needed due to the creation of 11 wings which requires the basic support with these staff structure and also to follow the set of procedures prescribed. The revised Organisational structure for Teachers Recruitment Board shall have the following posts.

Sl. No	Name of the Post	No. of post.
1.	Superintendent	15
2.	Assistant	25
3.	Junior Assistant	17
4.	Steno Typist Gradel	3
5.	Steno Typist Gradell	3
6.	Typist	11
	<b>Total</b>	<b>74</b>

**Proposal:**

In order to cope up with the work as per the newly suggested 11 wings, improve the standards as per the need of the hour, maintain confidentiality and conduct the examinations in a fair and smooth manner, the creation of the 74 new posts is very much essential. Therefore, it is requested that the Government may sanction 74 new posts as recommended and permit to fill up the posts on deputation from the Directorate of School Education.

**Decision of the Government:**

This recommendation and the proposal of the Chairman, Teachers Recruitment Board are accepted with slight modifications. Accordingly, Government sanction the following posts to Teachers Recruitment Board and to fill up these posts through deputation from Directorate of School Education:

Sl.No	Name of the Post	Number of post.
1.	Superintendent	10
2.	Assistant	16
3.	Junior Assistant	10
4.	Steno Typist Grade-I	2
5.	Steno Typist Grade-II	2
6.	Typist	6
	<b>Total</b>	<b>46</b>

**Recommendation No.37- Surrender of vacant sanctioned posts in D category:**

At present, a total of 13 sanctioned posts are vacant and one driver is working. The details of these vacant posts are as below.

Sl. No.	Name of the post	Number of Posts
1	Driver	2
2	Office Assistant	11



The committee recommends that the all 15 posts shall be surrendered to the Government incumbent Driver and Watchman be repatriated to the School Education Department.

Proposal:

The Chairman, Teachers Recruitment Board has requested to issue necessary orders to surrender 13 vacant posts following due process.

Decision of the Government:

The Government directs that all 15 'D' category posts be surrendered and that the incumbent Drivers and Watchman be repatriated to the School Education Department.

Sl No	Name of the post	Number of Posts
1	Driver	3
2	Office Assistant	11
3	Watchman	1

The above sanctioned will be in addition to the existing posts with slight modifications as consolidated as detailed below:

Sl. No	Name of the Post	No. of Existing Post	No. of newly sanctioned post	Method of appointment	Remarks
1.	Chairman	1	-	-	-
2.	Controller of Examinations	-	1	In the cadre of an I.A.S. officer (senior scale)	-
3.	Member Secretary	1	-	-	Redesignated as Secretary
4.	Member (TET)	1	-	-	Redesignated as Member
5.	Member (S.E)	1	-	-	Redesignated as Member
6.	Member (C.E)	1	-	-	Redesignated as Joint Director
7.	Additional Member-I & II	2	-	-	Redesignated as Joint Director
8.	Joint Director	-	1	From School Education Department (on deputation)	-
9.	District Revenue Officer	-	1	From Revenue Department (on deputation)	-
10.	Deputy Collector	-	3	From Revenue Department (on deputation)	-
11.	Deputy Director	1	2	From School Education Department (on deputation)	-
12.	Deputy Director (Technical)	-	1	From TNeGA / any other Department (on deputation)	-
13.	Accounts Officer	1	-	-	-
14.	Assistant Accounts Officer	-	1	From Treasuries and Accounts department (on deputation)	-
15.	Bursar	1	-	-	-
16.	Superintendent	3	10	On deputation from School Education Department	-



17.	Senior Programmer	-	3	From TNeGA / any other Department on deputation or through Outsourcing.	-
18.	Legal Officer	1	-	-	-
19.	Assistant	7	16	On deputation from School Education Department	-
20.	Jr. Programmer	-	6	From TNeGA / any other Department on deputation or through Outsourcing.	-
20.	Junior Assistant	7	10	On deputation from School Education Department.	-
21.	Data Analyst	-	2	From TNeGA / any other Department on deputation or through Outsourcing.	-
23.	Steno Typist Gr-I	3	2	On deputation from School Education Department.	-
24.	Steno Typist Gr-II	2	2	On deputation from School Education Department .	-
25.	Typist/Data Entry Operator	2	6	On deputation from School Education Department.	-
26.	Data Administrator	-	4	From TNeGA / any other Department on deputation or through Outsourcing.	-
27.	Record Clerk	1	-	-	-
28.	Office Assistant	11	-	-	To be surrendered to the Govt.
29.	Driver	3	-	-	To be surrendered to the Govt.
30.	Watchman	1	-	-	To be surrendered to the Govt.
	Total	51	71	-	-

**Recommendation No.38- Implementation of PD Account (Personal deposit Account) in Teachers Recruitment Board:**

At present, Teachers Recruitment Board follows the procedure of collecting fee from the applicants and remitting the same into Government Accounts after utilizing the amount for various activities. This procedure needs to be changed on par with TNPSC.

It is recommended that Teachers Recruitment Board has to deposit the amount collected by the way of collection of fees in the Government account, get the funds sanctioned from the Government through Budget estimate proposals for every year and to operate through PD Account on par with TNPSC.

**Proposal:**

The Chairman, Teachers Recruitment Board has requested to issue necessary orders on this recommendation.

**Decision of the Government:**

This recommendation and the proposal of the Chairman, Teachers Recruitment Board are accepted. The Government accord permission to open a new Personal Deposit Account (PD Account) for Teachers Recruitment Board in the name of "Chairman, Teachers Recruitment Board" and to close the existing Account. The Secretary, Teachers Recruitment Board is requested to send necessary details to Finance (W&M-II) Department for activating the new Personal Deposit Account (PD Account) and closing the existing Account.



**Recommendation No.39- Exclusive Building for Teachers Recruitment Board:**

In order to keep the examination / Confidential wing of the Teachers Recruitment Board functioning separately under perfect access control, an exclusive building for the Teachers Recruitment Board is important.

In order to create a safe and secured infrastructural facility to Teachers Recruitment Board, the Government may find a suitable separate exclusive building for Teachers Recruitment Board in DPI Campus or in some other suitable place.

The Government may also form a committee under the chairmanship of the Commissioner of School Education, with other Members including Chairman, Teachers Recruitment Board, to finalize the draft plan for creation of new infrastructural facility to Teachers Recruitment Board that includes land, building and other technical systems/gadgets to ensure safety and security.

**Proposal:**

The Chairman, Teachers Recruitment Board has requested to issue necessary orders on this recommendation.

**Decision of the Government:**

This recommendation is accepted and the Secretary, Teachers Recruitment Board is requested to send necessary proposals to form a Committee to finalize the draft plan for creation of new infrastructural facility to Teachers Recruitment Board.

5. The incumbents in the newly created posts are eligible to draw pay and other allowances as per rules in force. The Secretary, Teachers Recruitment Board is authorized to draw and disburse the same.

6. The expenditure towards payment of pay and allowances shall be debited in the following Head of Account:-

“2051 - 00 - Public Service Commission – 103 Staff Selection Commission – State’s expenditure – AC Teachers Recruitment Board – 301 Salaries” (DPC 2051- 00-103- AC- 30100).

7. The Secretary, Teachers Recruitment Board is requested to send necessary proposal in respect of Teachers Recruitment Board to Finance (BG) Department for provision of fund in the budget after the opening of Personal Deposit Account (PD Account) for Teachers Recruitment Board.

8. This order issues with the concurrence of Finance department vide its U.O.No.613/ADS(GKT)/CMPC/2023,dated:03.01.2023 and PSL No.202301PSL0001.

**(By order of the Governor)**

**KAKARLA USHA,  
PRINCIPAL SECRETARY TO GOVERNMENT**

**To**

The Chairman,  
Teachers Recruitment Board, Chennai-6.



The Commissioner of School Education, Chennai-6.  
The State Project Director, Samagra Shiksha, Chennai -6.  
The Director of Collegiate Education, Chennai-6.  
The Director of Technical Education, Chennai -25.  
The Commissioner of E-Governance, Chennai-2.  
The Member Secretary,  
Teachers Recruitment Board, Chennai-6.

**Copy to:-**

The Chief Minister Office, Chennai – 9.  
The Senior Personal Assistant to Hon'ble Minister  
for School Education, Chennai-9.  
The Senior Private Secretary to Principal Secretary to Government,  
School Education Department, Chennai-9.  
Finance (CMPC/Edn-II) Department, Chennai – 9.  
Revenue and Disaster (Ser-1) Management Department,  
Chennai – 9.  
Public (Special A) Department, Chennai – 9.  
Human Resources Management Department,  
Chennai – 9.  
Stock File/Spare Copy.

//Forwarded By Order//

S. C. P. D. M.  
Section Officer 3.1.23  
05.01.23



**ANNEXURE-I****G.O.(MS) No. 01, School Education (TRB) Department, Dated 03.01.2023.****RULES OF PROCEDURE**

Teachers Recruitment Board makes and adopts the following rules to regulate the internal procedure of work in the office of the Teachers Recruitment Board.

**1. Short Title and Commencement:**

- A. These rules shall be called the Teachers Recruitment Board Rules of Procedure.
- B. These rules shall come into force on date of issue of order.

**2. Definitions:**

In these rules, unless there is anything repugnant in the subject and context:

- A. "Government" means the Government of Tamil Nadu;
- B. "Board" means the TEACHERS RECRUITMENT BOARD;
- C. "Chairman" means the Chairman of the TEACHERS RECRUITMENT BOARD;
- D. "Member" means a Member of the TEACHERS RECRUITMENT BOARD;
- E. "Secretary" means the Member Secretary of the TEACHERS RECRUITMENT BOARD.

**3. Matters placed before the Board:**

The matters placed before the Board shall be dealt with, either by the Board or by the Chairman or by a Committee of one or more Members formed by the Chairman or the Board as provided for in these rules.

All matters placed before the Board or the Chairman or Committees formed by the Board, shall be so placed by the Member Secretary in respect of the subjects under his/her purview and the Member, in respect of the subjects under his/her purview.

**4. Matters to be decided by the Board:**

- A. The following matters shall be decided by the Board in accordance with Standard Operating Procedure:
  - (i) Any case in which a decision is required to be taken regarding the formulation of a new policy of the Board in respect of any matter coming before them or the variation from, modification or revision of such policy earlier decided upon;
  - (ii) Any case in which a decision is required to be taken on the general principles to be adopted in the matter of appointment by direct recruitment, including laying down qualifications required to be fulfilled by candidates for such appointment;
  - (iii) Any case in which a decision is required to be taken regarding the framing of schemes for holding competitive examinations for recruitment to posts or their modification;
  - (iv) Any case in which a decision is required to be taken on framing of Rules connected with the Board or their powers or the conduct of their business;
  - (v) Any matter which the Chairman or any Member, desires to place before the Board for their decision or formulating the views of the Board on any issue;
  - (vi) Notification of vacancies for appointment by direct recruitment;
  - (vii) Dates and venue of the written examinations (Computer Based Test) and



- other examination to be conducted by the Board;
- (viii) Dates for certificate verification and oral tests/interview;
- (ix) Approval of Merit List, Certification Verification list and Selection List and other list which are related to the selection;
- (x) Debarment or other punitive action against any applicant for a post advertised by the Board or a candidate appearing at a competitive examination conducted by the Board. Including details of already debarred/punitive action taken candidates;
- (xi) Deletion of names of candidates recommended for appointment to any post, on account of violation of rules/Board's instructions;
- (xii) All matters relating to litigation in Courts in which the Board is a party;
- (xiii) The Annual Report of the Board.

**B.** All matters placed before the Board shall be decided either by circulation or in a meeting of the Board. However, if any Member desires that a particular matter which is being decided by circulation, should be decided in a meeting of the Board then that matter shall be decided in a meeting of the Board.

**5. Matters to be decided by the Chairman:**

The following matters shall be decided by the Chairman:

- A.** All matters pertaining to the administration of the Teachers Recruitment Board's office, except those which are within the competence of the Secretary, the matters decided by the Secretary being submitted to the Chairman for information or approval or as appropriate;
- B.** Experts/Departmental Representatives to be invited to assist the Board at the time of oral test;
- C.** Selection of subject experts for confidential work;
- D.** Selection of monitoring officers related to confidential work/recruitment;
- E.** Finalization of Question paper;

**6. Matters to be decided by the Committees/Designated Members:**

The Chairman may, subject to such direction as he/she they may think fit, delegate to an individual Member or to a committee consisting of one or more members including the Chairman, any of their functions including the Constitution of Selection Boards or assign to each committee, specific items of work. Committees so constituted shall remain in operation till reconstituted by the Board or by the Chairman, till the completion of work.

The Chairman may also refer any matter to an individual Member or to a committee, consisting of Members and such other persons, if any, as the Board may appoint, for consideration of the said matter and reporting on it to the Chairman.

- A.** The Committee shall, if it consists of more than one Member, decide the work assigned to such committee by the Chairman, generally by circulation of the relevant papers among the Members of the Committee.
- B.** The Chairman may depute any Member to perform any particular work of the Board and may direct that while engaged in such work, the Member need not deal with the ordinary work of the Board and that files and cases need not be circulated to him for his opinion.
- C.** The Chairman, or in his absence, any other Member designated by him, on his behalf of may deal with any urgent matter that requires immediate action. Such action shall be reported to the Chairman /Board as early as possible.



## 7. Recruitment:

The Board on receipt of a requisition from the appointing authority/Head of Department/Government in respect of posts to be filled up, shall adopt the following procedures for direct recruitment, viz., by holding written examination or written examination-cum-oral test/interview/Computer Based Test as the case may be.

### A. Issue of Advertisement / Notification for direct recruitment in media:

Any advertisement or Notification for direct recruitment shall be announced through the Teachers Recruitment Board's website and through advertisement in at least anyone or two of the dailies in Tamil and anyone of the dailies in English, with wide circulation besides other mass media depending on the nature and number of posts, as the Teachers Recruitment Board may decide on each occasion:

- (i) the qualifications and experience required for the post as per the rules in force;
- (ii) the conditions of admission to the examination;
- (iii) the standard of examination;
- (iv) the number of vacancies to be filled under the General Turn and other reservation groups, where applicable;
- (v) the subjects, scheme of the examination (Computer Based Test, etc., and or interview) and the syllabus prescribed there for;
- (vi) the pay matrix applicable to the post; and
- (vii) The last date for submission of application along with the prescribed fee.
- (viii) Any other required details for the Notification.

Provided that where the exact number of vacancies to be filled is not ascertainable, the Teachers Recruitment Board shall announce the approximate number of vacancies to be filled.

### B. Arrangements related to recruitment procedures:

The Board shall make the following arrangements in respect of selections by direct recruitment:

- (i) Secure suitable venues/centers in the educational institutions through the School Education Department, Higher Education Department etc. through the agency as per G.O. (1D) No. 658. School Education (TRB) Dated 08.10.2018.
- (ii) Draft personnel from the Departments of the Government or private educational institutions for appointment as Chief Invigilator and Invigilator and issue orders to them; and
- (iii) Depute officers for inspection duty at the centers related to pre/post examination process, certificate verification and interview / oral test.

### C. Competitive Examination:

The intent of the Board shall be the identification of the best available candidates through a competitive examination conducted as per rules, in a time-bound manner as per the needs of User Department.

The Board shall adopt innovative techniques in order to enhance both accuracy



and speed in the evaluation process.

The competitive examination shall consist of:

- (i) Written Examination or Computer Based Test
  - (ii) Written Examination or Computer Based Test-cum- Interview
- (a) The marks secured by the eligible candidates in the Computer Based Test, subject to the rule of reservation of appointments (where rule of reservation applies) shall be taken into account for the final result.
- (b) In cases where oral interview is conducted as part of the competitive examination for direct recruitment, the marks secured by the candidates at such oral test shall also be taken into account for the final result.

Provided also that the Board may invite any renowned educationist or scholar or any other person with expert knowledge in the subject concerned to be on their oral test board, in case of direct recruitment to posts and such invitee shall not be entitled to award grades independently to the candidates at the interview/certificate verification.

The Departmental Representative/Expert shall maintain secrecy about the entire proceedings of the interview.

Note: The Board shall arrange the candidates selected by them, based on the results of the examination and by conducting interview wherever required, in accordance with the rule of reservation of appointments, where such rule of reservation of appointments is applicable, and the order of rotation specified in the respective Schedules of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 and as amended by the Government from time to time.

- (c) The Board shall forward the approved list of provisionally selected candidates to the appointing authority, User Department and get a report on the issuance of appointment orders.

**8. Deletion of names of candidates from the approved list:**

- A. Where a list of candidates approved for appointment to a service or post has been prepared in consultation with the Board, the deletion from such list, of the name of any candidate who has not been placed on probation shall be made in consultation with the Board. Where the candidates selected by the Board fail to join duty or fail to produce the requisite documents including the certificates of physical fitness or where such candidate is found to be physically not fit on production of such certificate of physical fitness or where such candidate, on production of the requisite documents is found to be not qualified for appointment to the post, the Board shall on the information of the Department concerned, as the case may be, delete the name of such candidates from the approved list:

Provided that in cases where recruitment to multiple posts or one post in multiple unit offices, is made through a single competitive examination and the candidate selected by the Board fails to join duty or fails to produce the requisite documents including the certificates of physical fitness or where such candidate is found to be physically not fit on production of such certificate of physical fitness or where such candidate, on production of the requisite documents is found to be not qualified for appointment to the post, his/her name shall be deleted from the approved list by the appointing authority themselves. In cases where the candidate joins duty and leaves thereafter or the post falls vacant due to the death of the candidate after joining, the appointing authority shall make a suitable indication



against the candidate's name. In either case, the resultant vacancies shall be included in the estimate of vacancies for the next recruitment year and the same may be informed to the Board.

- B. The Board shall reserve the right either to withhold the selection or to instruct the Departments/ Commissionerate / Directorates while forwarding the approved lists not to make regular appointment of particular candidate / candidates, whose selection is provisional, and subject to acceptance of claims regarding the eligibility to selection.

**9. Publication in the Teachers Recruitment Board website:**

The list of the provisionally selected candidates, the Merit list, Certificate Verification list and any other list which are related to the selection shall be published in the Teachers Recruitment Board's website immediately.

**10. Meeting of the Board:**

- A. The Chairman may convene the meetings of the Board on his/her own or on the suggestion of any one or more Members of the Board. The quorum for holding a meeting of the Board shall be two-thirds of the Members including Chairman in position. The Chairman may adjourn any business at such a meeting if he is of the opinion that it cannot be conveniently transacted owing to the non-attendance of any Member.

- B. Every agenda at a meeting of the Board shall be determined by a majority of the votes of the Members present and voting on the agenda, and in the case of an equal division of votes, the Chairman shall have and exercise a second or casting vote: Provided that if there is an equal division on a subject matter in a file, such matter shall be determined at a meeting of the Board under this rule.

- C. If the Chairman is unable to be present at a meeting of the Board, he shall nominate any Member of the Board to act for him/her and the any Member so appointed shall have all the powers of the Chairman at that meeting:

Provided that unless the Chairman otherwise directs, no action shall be taken upon any decision arrived at in a meeting at which he was not present until he has been informed of such decision, and upon being so informed, he may direct that any such decision shall be reconsidered at a meeting at which he is present;

Provided further that where a Member of the Board who sponsored a subject for discussion by the Board is absent during the first sitting of the Board when such subject was included in the agenda for discussion, the subject shall be taken up in these second sitting of the Board and decided, notwithstanding the absence of the sponsoring Member / during such second sitting of the Board. However, the sponsoring Member may record only his views on the file when it is circulated with the approved minutes.

- D. Under extraordinary circumstances when the Chairman is unable to nominate any Member to act for him and if any urgent decision is to be taken on matters relating to conduct of examination/any related issues / urgent matters, the Administration Head shall bring it to the notice of the senior most Member available. The senior most Member, on behalf of Chairman, shall immediately arrange to convene the meeting. Subsequent to a briefing by the Administration Head on such matters, the Board may arrive at a decision by consensus. Such matters shall be reported to the Chairman at once on his/her return to office.
- E. All decisions of the Board shall be recorded in accordance with the Standard Operating Procedure of the Board.



- F. The minutes of the meeting after the approval of the Chairman and shall be circulated to all Members within a reasonable time. The confidential meeting minutes circulated then there. It shall be duty of the Administrative Department to ensure that all minutes of the meeting of the Board are in variably preserved as permanent records. At the end of every financial year all minutes of meetings in that year shall be bound together and preserved as a permanent record.
- G. The proceedings of the Board shall not be invalidated by reason of any vacancy in the office of the Chairman or Member Secretary.

**11. Communication of Board's Decisions:**

Whenever the Board is required to give advice or forward proposals to or be consulted by any authority, the decision of the Board shall be communicated in a letter signed by the Secretary or the Member, as the case may be and in case the decision of the Board is not unanimous, neither the fact of, nor the grounds for dissent shall be communicated unless the Chairman so directs.

**12. Responsibility for Strict Compliance with Rules:**

The Secretary and other Officials / Staff of the Board shall be responsible for strict compliance with the provisions of these Rules.

**13. Correspondence to the Board:**

- A. All communication addressed to the Board shall be addressed to the Secretary of the Board.
- B. All communication sent on behalf of the Board shall be sent in the name of the Chairman to the Board.

**14. Presentation of Annual Report:**

The Board shall publish in its website July of each year, a report of their proceedings during the preceding financial year.

**15. Matters not Regulated:**

In any matter for which no provision is made in these rules, the Board shall regulate their proceedings in such manner as decided by the Board.

**16. Right to Interpretation:**

The Board reserves the right of interpreting these rules. If any doubt arises about the interpretation of these Rules, the same will be decided by the Board.

**17. Repeal and Savings:**

Provided that anything done or any action taken under the rules shall not be called in question in any proceedings in any Court or otherwise before the Board on the ground that the rules have been repealed.

PostScript:

Words indicative of masculine gender, wherever used in these rules, shall be considered as including the feminine gender, unless the context clearly indicates otherwise.

**Subsidiary Rules of Procedure**

**A. In the case of competitive examinations comprising of written examination alone**

- (i) The merit list shall be prepared on the basis of total marks secured by the candidates in the written examination.
- (ii) When the marks obtained in the written examination and the qualification are also the same, then the candidate senior in age shall be placed above in the merit list.



- (iii) When the age too is the same, then the candidate who has submitted his application earlier to the Board, as determined from the application number, shall be placed above in the merit list.

**B. In the case of competitive examinations comprising of written examination and oral test**

- (i) The merit list shall be prepared on the basis of total marks obtained, by combining the marks secured by the candidates in the written examination with the marks secured in the oral test.
- (ii) In case of two or more candidates scoring equal marks, the candidate senior in age shall be placed above in the merit list.
- (iii) When the age too is the same, then the candidate securing higher marks in the written examination shall be placed above in the merit list.
- (iv) When the marks obtained in the written examination are also equal, then the candidate who had submitted his application earlier to the Board, as determined from the application number, shall be placed above in the merit list.

In addition to the above wherever applicable weightage marks like qualification employment etc. shall be added.

In case of interview, wherever applicable weightage marks like qualification, employment etc. shall be added.

The above Rules of Procedure is accepted by the Government and the same to be implemented by the TRB scrupulously.

**KAKARLA USHA,  
PRINCIPAL SECRETARY TO GOVERNMENT**

//True Copy//

*S. C. P. S. M.*  
Section Officer. 3.1.23  
*05/01/23*



**ANNEXURE-II****G.O.(MS) No.01, School Education (TRB) Department, Dated 03.01.2023.****ADMINISTRATIVE POWERS**

The following office procedure with regard to the work pertaining to the framing / issue / re-issue / revision / updation of the Teachers Recruitment Boards Rules of Procedure, Instructions to Applicants, Office Orders, Administrative Instructions and Circulars.

**Introduction**

1. Instructions, Office Orders, Administrative Instructions and Circulars play a crucial role in regulating the functions of the Teachers Recruitment Boards office.
2. While these entities shall be framed / issued / revised on a need basis, they shall always be in strict accordance with:
  - a. Legislation passed by the Parliament / Tamil Nadu State Legislative Assembly.
  - b. Tamil Nadu Government Orders and
  - c. Decrees issued by the Supreme Court of India.
3. These entities may be independent / inter-dependent; however, they shall not contradict each other, in letter or in spirit.
4. In view of (3) above, the work pertaining to the framing / issue / re issue / revision / updation of the Teachers Recruitment Board, Rules of Procedure Instructions to Candidates, Office Orders, Administrative Instructions / Standard Operating Procedure and Circulars shall be entrusted to the Board of Teachers Recruitment Boards instructed to the Government School Education department.

**A. Teachers Recruitment Boards "Rules of Procedure":**

1. The Rules of Procedure are framed and to be adopted by the Board based on the orders issued by the Government
2. The Rules of Procedure shall serve to regulate the internal procedure of work in the Teachers Recruitment Boards office and state:
  - a. Matters to be decided by the Board, Chairman and Designated Committees /Members.
  - b. Procedures pertaining to direct recruitment.
  - c. Procedures pertaining to conduct of examination including Teachers Eligibility Test
  - d. Meetings of the Board.
  - e. Communication of Teachers Recruitment Board's decisions.
3. Subsidiary Rules of Procedure shall be framed and adopted by the Teachers Recruitment Boards as per orders issued by the Government.
4. At present, the Subsidiary Rules of Procedure serve to regulate the arrangement in the order of merit of candidates who obtain equal marks at competitive examinations comprising of either a written examination alone or both a written examination and an oral test.
5. Amendments to the Rules of Procedure / Subsidiary Rules of Procedure shall be proposed before the Boards by the Secretary / Controller of Examinations upon receipt of an extract / copy of notes and orders to this effect, approved by the Secretary / Controller of Examinations, from those departments of the Teachers Recruitment Boards office, whose activities are regulated by the respective rules sought to be amended.
6. The Secretary / Controller of Examinations may also directly propose before the Board, amendments to the Rules of Procedure / Subsidiary Rules of Procedure,



facilitated by the Administration wing.

7. Upon approval of the draft Rules of Procedure / Subsidiary Rules of Procedure, further action regarding printing and distribution of the same within the Teachers Recruitment Boards office shall be undertaken. Simultaneously, action regarding publication in the Teachers Recruitment Boards website shall also be undertaken.

**B. Teachers Recruitment Boards "Instructions to Applicants":**

1. The Teachers Recruitment Boards Instructions to candidates shall be a bilingual document – with each paragraph in Tamil, followed by its translation in English.
2. The Teachers Recruitment Boards Instructions to candidates shall include information on the notification of vacancies, how to apply online, general eligibility conditions, special categories, age concession, fee concession, reservation of appointments, minimum general educational qualification, educational / technical qualification, qualification in Tamil, certificate verification, instructions for persons with benchmark disabilities, instructions to be followed while appearing for written examinations, selection procedure, Certificate verification, communication with the Teachers Recruitment Boards, other conditions, debarment, etc.
3. Formats of certificates to be furnished by applicants / candidates, in both English and Tamil versions, shall be depicted in the Instructions.
4. The communal reservation categories, viz., Scheduled Castes, Scheduled Tribes, Backward Classes, Backward Classes (Muslim), Most Backward Classes and Denotified Communities shall be listed in the Annexure to the Instructions.
5. The Teachers Recruitment Boards Instructions to candidates serves to complement the instructions issued in the notification, memorandum of admission to the written examination / certificate verification / Interview / instructions for Computer Based Test.
6. The Teachers Recruitment Boards Instructions to candidates have a binding value for both the Teachers Recruitment Boards as well as the applicants. The instructions contained therein shall therefore be in close consonance with the actual practices adopted by the Teachers Recruitment Boards office and the rules in vogue, with citations of Acts / Rules / G.O / S.O.P / Office Orders, wherever required.
7. In case of litigation, the Standard Operating Procedure / Instructions shall be required to support the decisions taken by the office of the Teachers Recruitment Boards, therefore the language used shall be unambiguous. Interpretation / explanation of provisions in Acts / Rules shall be used only where required to impart clarity.
8. Amendments to the Instructions / Standard Operating Procedure shall be proposed before the Board by the Secretary / Controller of Examinations, upon receipt of an extract / copy of notes and orders to this effect, approved by the Secretary/ Controller of Examinations, from those departments of the Teachers Recruitment Boards office, with the Approval of the Chairman whose activities are impacted by the respective instructions sought to be amended.
9. The Secretary / Controller of Examinations may also directly propose before the Board, with the Approval of the Chairman amendments to the Instructions to Applicants.
10. Upon approval of the draft Instructions to Applicants, further action regarding printing and distribution of the same within the Teachers Recruitment Board's office shall be undertaken. Simultaneously, action regarding publication in the Teachers Recruitment Board's website shall also be undertaken.



### **C. Teachers Recruitment Boards Office Orders:**

1. The Teachers Recruitment Board's Office Orders shall be issued to facilitate regulation of:
  - a. The procedures and practices relating to all functions of the Teachers Recruitment Board's office.
  - b. Duties and responsibilities of the officers and staff of the Teachers Recruitment Boards office.
  - c. The norms to be followed at all stages of the recruitment process.
  - d. Issues on which the Acts / Rules / Government Orders / Rules of Procedure are silent. In other words, office orders shall be a kind of checklist-manifesto for undertaking each and every item of work in the Teachers Recruitment Board's office.
2. Confidential Office Orders shall also be issued by the Chairman / Board, to regulate confidential procedures relating to conduct of written examinations, result processing, other matters, etc.,
3. The office orders shall contain detailed instructions as to the procedures to be adopted, the sequence of activities, the personnel involved, outcome expected, timeline and citations of rules, wherever applicable.
4. Formats of Registers and Certificates required to be maintained / furnished shall be depicted in the Annexures to the respective office orders.
5. Revision of existing office orders in accordance with current practices shall be initiated by the Secretary / Controller of Examinations, by the way of a circular to all departments of the Teachers Recruitment Boards office, once in three years with the approval of the Chairman / Board.
6. New office orders shall be issued in respect of procedures / issues not regulated by existing office orders.
7. Amendments to the Standard Operating Procedure / office orders / issue of new office orders shall be proposed before the Board by the Secretary / Controller of Examinations, upon receipt of an extract / copy of notes and orders to this effect, approved by the Chairman, from those departments of the Teachers Recruitment Boards office, whose activities are impacted by the respective office orders sought to be amended / issued.
8. The Secretary / Controller of Examinations may also directly propose before the Teachers Recruitment Boards, amendments to office orders / issue of new office orders, facilitated by the Administration Wing.
9. Upon approval of the draft office orders, further action regarding printing and distribution of the same within the Teachers Recruitment Board's office shall be undertaken. Simultaneously, action regarding publication in the Teachers Recruitment Board's website shall also be undertaken.
10. All amendments to office orders already issued shall be issued in the form of office orders, containing the entire content of the existing office order, except for the portion sought to be amended, which shall be replaced by the approved amendment.
11. All administrative matters of long-standing value shall be issued as office orders.

### **D. Administrative Instructions and Circulars**

1. Administrative Instructions shall be issued by the Secretary / Controller of Examinations, with the approval of the Chairman, to facilitate quick redressal of outstanding issues / to regulate emergent issues / to communicate clarifications received or decisions made / allocation of subjects among sections in various departments of the Teachers Recruitment Board's office.
2. Administrative Instructions generally pertain to specific department of the



Teachers Recruitment Board's office.

3. Administrative Instructions shall be serially numbered using Arabic numerals (eg. Administrative Instructions No. 01, 02, ...) continuously from year to year.
4. Circulars shall be only by the Secretary /Controller of Examinations with the approval of Chairman to communicate information required to be made known to all departments of the Teachers Recruitment Board's office / to seek for information from other departments.
5. In view of (4) above, a Circular Issue Register (format below) shall be maintained by the Administration wing, wherein all departments proposing to issue circulars shall make the necessary entries and obtain the number to be used for the circular for that year. The circulars shall be numbered serially, year-wise, using Arabic numerals (e.g., Circular No. 01/2021, 02/2021... 01/2022, 02/2022...), such that there shall not be more than one circular numbered 01/2021.

#### Format of Circular Issue Register

Circular No.	Date	Subject	File. No	Signature of Junior Assistant / Assistant / Legal Officer

6. In view of the fact that both Administrative Instructions and Circulars are documents meant to serve short-term goals, the same shall ultimately be made part of existing office orders or issued as a new office order. This exercise shall be undertaken once in six months.

#### E. Schedule and Procedure for the Framing / Issue/ Re-issue / Revision / Updation of Documents:

1. The following schedule shall be followed for the framing / issue / re-issue / revision / updation of the Teachers Recruitment Boards, Rules of Procedure, Instructions to Applicants and Standard Operating Procedure / Office Orders:

Sl.No	Document	Commencement	Conclusion	Submission to Board
1.	Rules of Procedure	January	March	April
2.	Standard Operating Procedure	April	May	June
3.	Instructions to Applicants	June	August	September
4.	Office Orders	September	December	January

2. The work of framing / issue / re-issue / revision / updation of documents shall commence with:
  - a. An intimation to the Secretary and Controller of Examinations regarding the commencement of this work and seeking of their views through consultations /meetings.
  - b. The transfer of a copy / extract of notes and orders to the departments concerned.
    - i. In the case of the Rules of Procedure / Standard Operating Procedure/Instructions to Applicants, seeking information regarding amendments to be made thereto.
  - c. The issue of a circular to all departments of the Teachers Recruitment Boards office, seeking information as to whether the existing Office Orders are relevant or require revision and whether any new Office Orders are required to be issued on subjects hitherto unregulated by any Office Order.
3. All information in response to (b)(ii) and (c) above shall be in the form of a copy /



extract of notes and orders, approved by the Chairman / Board, containing the existing provisions as well as the proposed amendment.

**F. Drafting of Proposals for Updating of / Amendments to Document:**

1. Proposals for amendments shall be submitted before the Board in written form, wherein the existing document shall be the basis on which additions, substitutions and deletions shall be indicated as highlights and strikethroughs, as explained below:
  - a. No content of the existing document shall be substituted without an indication in the form of strikethrough-cum-highlight (eg., ~~abcdefghijklm~~nop).
  - b. Additions to the existing content shall be highlighted (eg., abcdefghijklm).
  - c. No existing content shall be removed, instead the content proposed to be removed shall be retained as text with strikethrough (eg., ~~abcdefghijklm~~).
2. References and supplementary information shall be shown as footnotes at the bottom of every page.
3. Cross referencing of footnotes shall be done using superscript numerals (eg., abcdefghijklm<sup>1</sup>) unique for each page such that footnote references shall start with [<sup>1</sup>] on each new page.
4. To ensure clarity, the masculine gender may be used throughout the document, with the following postscript:  
Words indicative of masculine gender, wherever used in these .... shall be considered as including the feminine gender / third gender, unless the context clearly indicates otherwise.
5. In order to facilitate referring to specific rules, instructions, Standard Operating Procedure or office orders, all paragraphs of the document shall mandatorily be numbered serially, except for the opening paragraph and the notes, explanations and provisos to the rules, orders, etc.
6. In cases where more than one note / explanation is suffixed to a specific rule, order, etc., the title 'Note' / 'Explanation' shall be numbered serially using Arabic / Roman numerals, i.e., *Note-1 / Explanation-1* OR *Note-I / Explanation-I*.
7. However, provisos even if more than one, shall remain unnumbered and shall be referred to as:  
*First proviso to Rule 10* OR *Proviso 1 to Rule 10*, etc.
8. Annexures shall be indicated at the bottom left of the last page of the main body of the rules, orders, etc. as: "... Annexures-I to ". Annexures shall be numbered using Roman numerals only and titled ANNEXURE-I, ANNEXURE-II, etc.
9. The formatting and numbering shall be done as follows:  
Font Name: Verdana; Size: 12; Line Space: 1.15; Colour: Black.

Main Headings

- i. Significant Words in Capitals, Bold and Underlined
- ii. Significant Words in Capitals, Bold and Underlined

Paragraphs following the Main Headings

- i. Normal font, justified.
- ii. Normal font, justified.

Paragraph Headings

- i. Significant Words in Capitals, Non-Bold and Underlined
- ii. Significant Words in Capitals, Non-Bold and Underlined

Lists / Sub-paragraphs

- i. Normal sentence / phrase / word format, justified.
- ii. Normal sentence / phrase / word format, justified.



Sub-lists

- i. Normal sentence / phrase / word format with/without full stop at the end (uniform style to be followed).
- ii. Normal sentence / phrase / word format with/without full stop at the end (uniform style to be followed).

Further Lists

- i. Normal sentence / phrase / word format with/without full stop at the end (uniform style to be followed).
- ii. Normal sentence / phrase / word format with/without full stop at the end (uniform style to be followed).

Indent

An uniform measure of indentation shall be followed for each of the above levels of text.

10. Items (5), (6), (8) and (9) above, shall apply only to documents such as Teachers Recruitment Boards / Standard Operating Procedure /Instructions to Applicants and Office Orders. The numbering in documents such as Teachers Recruitment Boards, Rules of Procedure shall be retained as such.
11. The page margins shall be set as 'Mirror Margins', to facilitate binding of the document in book form for submission to the Board / distribution in the Teachers Recruitment Board's office.
12. The document pages shall be numbered serially, inclusive of annexures and blank pages, using Arabic numerals at the bottom centre of each page.
13. A preface / introduction to documents such as Teachers Recruitment Board's Standard Operating Procedure / Rules of Procedure, Instructions to Applicants and Office Orders shall be given, wherever required, by the Secretary / Controller of Examinations.
14. Every document shall have a simple index as follows:

SI.No	Subject	Page No.
1.	Abcdefgh	1
2.	ijklmnop	3-7

15. Advanced Usage Aids

In addition to the simple index, the compilation of Office Orders shall also have cross references, footnotes and multiple indices (number-wise, subject-wise and department-wise).

**G. Issue and Usage of Documents:**

1. All the documents, viz., Teachers Recruitment Boards Rules of Procedure / S.O.P, Instructions to Applicants, Office Orders, Administrative Instructions and Circulars shall be issued in the name of the Secretary and dated as on the date of approval by the Board.
2. Date of Effect

SI.No	Document	Date of Effect
1.	Rules of Procedure	Date of issue of Government Orders regarding approval / amendments
2.	Standard Operating Procedure	Date of approval by the Board
3.	Instructions to Applicants	Date of approval by the Board
4.	Office Orders	Date of approval by the Board



3. Publication in the Teachers Recruitment Board's Website
  - a. A soft copy of the document in PDF format shall be transferred to the Technical Team for hosting in the Teachers Recruitment Board's website.
  - b. Outdated versions of the documents shall be archived in the Teachers Recruitment Boards website, under the respective headings, for use of the Teachers Recruitment Board's office alone.
4. Printing of Documents

A softcopy of the Teachers Recruitment Board's, Rules of Procedure / Standard Operating Procedure, Instructions to Applicants and Office Orders in PDF format, shall also be sent to the Government Central Press for printing the required number of copies.
5. Distribution in the Teachers Recruitment Boards Office

A printed copy of the documents shall be given to the Chairman, Members, Secretary, Controller of Examinations, Joint Director, D.R.O. Deputy Collector, Deputy Director, and all sections in the Teachers Recruitment Board's office.
6. Application
  - a. All assertions / recommendations / proposals / submissions made / orders sought for, in files or other papers shall be supported by the relevant provisions in Acts and Government Orders, as well as provisions in the Teachers Recruitment Boards, Rules of Procedure / Standard Operating Procedure, Instructions to Applicants, Office Orders.
  - b. In case of subjects unsupported by any of the above documents, the note submitted shall include a statement to this effect and an extract of such note shall be forwarded to the Administration wing to facilitate creation of a supportive provision / amendment to existing provisions, in the appropriate document(s).
  - c. Whenever existing policies / procedures are modified by Government orders / Teachers Recruitment Boards decisions / orders of the Chairman, those departments of the Teachers Recruitment Board's office in receipt of such orders / decisions, shall assess their impact on the existing Teachers Recruitment Boards, Rules of Procedure/ Standard Operating Procedure, Instructions to Applicants, Office Orders and Administrative Instructions and communicate the need, if any, to modify such documents to the Administration wing.
  - d. Ambiguity / omissions / factual errors or errors in the interpretation of statutory provisions / other communication in any of the said documents, shall be informed by way of a copy/ extract of notes and orders, approved by the Secretary / Controller of Examinations.

**KAKARLA USHA,**  
**PRINCIPAL SECRETARY TO GOVERNMENT**

//True Copy//

  
 Section Officer. 3.1.23  
 05.01.23