



OPENED POST
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D.O Letter No.1287/MCD-A2/2024, Dated 14.08.2024

Dear Mr. Manjharan,

Sub : Recruitment (Direct) - Combined Civil Services Examination-II (Group-II & II A) to be held on 14.09.2024 FN - Necessary arrangements requested for the smooth conduct of Examination - Regarding.

As you are aware, the Combined Civil Services Examination - II (**Group-II & II A Services**) is scheduled to be held on 14.09.2024 FN, for which **7,93,948** candidates have been admitted.

(2) The said examination is scheduled to be held at 125 Taluk centres in 38 Districts across the State. While thanking you for your earnest efforts in fixing the examination venues and appointing Chief Invigilators for the conduct of the examination, I would request your personal intervention in the following aspects for smooth and successful conduct of this examination. The following issues discussed below are based on previous experience in one or more districts and therefore, I request you to read carefully in order to avoid mistakes.

1) Appointment of Deputy Collector for each taluk for Overall Monitoring

- i) Besides appointing one Revenue official for each examination venue for inspection and appointing one Tahsildar for each Taluk, the District Collector shall also appoint one Deputy Collector for each Taluk for overall monitoring of all activities of the examination starting from receiving the confidential examination materials in their taluk till handing over of the used confidential examination materials at District Treasury after completion of the examination.
- ii) This appointment does not confer any rights on him and no discretion to alter anything shall be exercised / no decision

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shall be taken by him suo-moto. The instructions given by the TNPSC for conduct of examination shall strictly be adhered to at any cost for effective management. In case of any discrepancy, the officers of TNPSC shall be contacted.

2) Space for exam Materials in Treasury/Sub-Treasury

Necessary arrangements shall kindly be made with the Treasury Officer / Sub-Treasury Officer to clear the old papers in their respective Treasury to ensure safe accommodation of the voluminous confidential examination materials pertaining to this examination.

3) Single Venue mistakenly given by two neighbouring Districts (Particularly Chennai, Kancheepuram, Thiruvallur, Chengalpet and other newly formed districts)

To check for whether one examination venue has been accounted for in two different Districts; if such shortcomings are noticed that shall be rectified immediately with proper intimation to the concerned officials of the TNPSC.

4) Appointment of Invigilators for all the Venues

- i) District Collector shall ensure that teaching staff having good integrity be appointed for each class room of the examination venue and it shall be ensured that they do their job competently.
- ii) In some of the venues (small Schools etc) there is shortage of staff which will result in non-availability of invigilators. Chief Educational Officer (CEO) of the district should be instructed to provide necessary staff if need arises and this aspect may be concluded well ahead of the day of the examination.
- iii) In some venues, mandatory condition of **"One Room Invigilator per 20 candidates"** is being violated by C.Is when they utilise big size halls like Auditorium, Drawing rooms etc., The C.Is shall be advised to follow the instructions scrupulously.
- iv) A staff shall be arranged by the C.I to answer the phone calls made by the candidates to know the location of the centre.

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5) Adequate Facilities like Furniture, Lighting etc

- i) Some of the Schools and Institutions may conduct Examination for the first time. Therefore, it shall be ensured that the class rooms are clean and tidy with **proper furniture, adequate lighting**, fans, ventilation, adequate drinking water and sanitation facilities. Small size benches meant for primary school children and sitting on the floor without benches should be strictly avoided.
- ii) Adequate Bus facilities to the candidates shall be arranged for remote/interior areas for easy access to the examination halls.
- iii) Additional Special buses shall be arranged in the remote places so that the candidates can reach the Examination venues.
- iv) Necessary steps shall be taken for uninterrupted power supply during the examination.

6) Meeting of Chief Invigilators and Inspection staff for each venue

- i) A meeting for Chief Invigilators, Inspection staff deputed and all line Departments has to be organised to apprise the instructions to be adhered in conduct of the examination. The Chief Invigilators have to be advised to attend the meeting without fail giving utmost importance to it.
- ii) All the Chief Invigilators shall be instructed to go through the video of Guidelines to Chief Invigilator and Invigilator available in the Commission's website and the same **shall be played during the C.I meeting** to enlighten them about the process involved in conduct of Examination and **advise them to play the video to the Invigilators** while conducting invigilator's meeting in their schools, to acquaint with the duties and responsibilities involved in conduct of examinations and formalities to be observed.

7) Admission time for the Exam

No candidate shall be allowed to enter into the examination Venue/hall after the specified time limit (**i.e. after 9:00 am**). Even if they are in groups, the district administration should not allow them after the specified time on the grounds of law and order or any other reason. This will ensure level playing field amongst all the candidates across all the districts.

8) Exam Closure time

Candidates wearing the simple analogue watches shall be allowed and the Invigilators may also be advised to wear the simple analogue watches and to facilitate examination to be commenced and concluded on time. **An alarm bell shall be sounded** to alert the candidates as well as invigilators who shall make appropriate announcements as required.

9) Mobiles and Blue tooth Devices

- i) In some occasions, it was found that candidates with mobile phones are allowed into the exam hall. **This should be strictly avoided even if the mobile is in switch off condition.**
- ii) One of the District Collector during his surprise inspection of the examination venue in the previous Group-II exam, had detected, some active Blue-tooth devices with his mobile blue tooth. With the help of the Police officials and the C.I, the candidates were frisked and one candidate had allegedly been found in possession of mobile phone. This strategy may be followed by your District Administrative Personnel as well, to avoid using any form of Electronic devices by the candidates as per the Instructions laid down by the Commission

10) OMR answer sheet – ****Most Important****

- i) The Chief invigilator along with the inspection staff of district administration shall **properly count the used OMR sheets in front of the video camera and certify that all**

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the used OMR sheets are counted aloud and packed in front of video camera recording. This is to avoid any used OMR sheets from missing either in the exam hall or in Chief Invigilator's room.

- ii) The invigilator shall be advised to be more cautious not to allow the candidates to take away used OMR Answer Sheet with them. If there is any negligence on the part of the Invigilators / Chief Invigilators, punitive action will be taken against them.

11) Important Instructions to Videographer :

- i) Necessary instructions shall be given to the Videographer to go to each class room and **cover video of each candidate with clear visuals of the candidate's face along with Register Number** as written on the table. If the Register Number as written on the Table is not clear then video with the visuals of the candidate's face along with Hall Ticket with clearly visible Register Number on Hall ticket should be taken as in the Specimen enclosed with the Letter to District Collector and Chief Invigilators. The above exercise must be completed without disturbing the candidates.
- ii) The video camera used, should be stand alone without communication devices such as Wi-Fi, Blue tooth, Cellular phone etc. Failure in this regard will be viewed seriously.
- iii) The videographer should be frisked by police and should not carry any mobile phone or any communication devices. The Chief Invigilator should ensure that the videographer do not have any mobile phone or communication devices.
- iv) It is to be noted that videographer must strictly be instructed to use good quality memory cards and if any memory card is subsequently found blank or data corrupted during verifications it will be viewed very seriously including blacklisting of videographer / Firms and other strict action as deemed fit by Commission.

(3) I would also request you to take intense measures in all necessary arrangements viz., adequate Mobile Teams & Inspection Teams, Co-ordinating the security and logistics especially for confidential examination materials and to co-ordinate with other line departments, like Police, Fire Service, Transport, Electricity, Education and Treasury Departments to ensure hassle free examination process, as was done on earlier occasions by you, as Chief Co-ordinator.

(4) I am looking forward to your personal involvement, in every aspect of the examination process, for the successful and smooth completion of the task for the Commission.

Best wishes .

Yours Sincerely,

A. John Louis

(A. JOHN LOUIS)

To

Thiru. S.M.Manoharan,
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