

## **TEACHERS RECRUITMENT BOARD**

**Particulars of organisation functions and duties under section 4(1) (b) (i) of Right to Information Act 2005.**

**Following particulars are already available in the Board Website under the Heading of “Vision and Mission organisation and Role and Functions”.**

### **Organization**

Teachers Recruitment Board is headed by the Chairman and Comprises of 5 other Members.

The Board meets at frequent intervals and hands down necessary rules, policies, guidelines and decisions on various issues arising from time to time. The Member Secretary holds responsibility of ensuring implementation of its various decision, besides handling day-to-day administration, interview for recruitment, etc. and for notifying and conducting recruitment and Member (TET) is responsible for the conduct of Tamil Nadu (TET).

Department of Teachers Recruitment Board are headed Director, Joint Director, and Deputy Director consisting of section headed by Superintendent and other subordinate staff.

### **ROLE AND FUNCTIONS OF THE TEACHERS RECRUITMENT BOARD**

#### **(i) RULES AND NOTIFICATIONS**

- For the reported vacancies, notifications are prepared with reference to the rules governing the post(s).
- Issues the notification / advertisement for direct recruitment on approval by the Board.
- Formulation and revision of syllabus to various recruitment examinations are carried out.

## **(1) (iii) Recruitments**

The Teachers Recruitment Board to conduct of examinations for appointment by direct recruitment to the services of the State. The Interview Department deals with the selection of candidates for appointment by direct recruitment to various posts, the selection process of which consists of both Computer Based Test (CBT) and Interview.

The Interview Department informs the candidates who have been summoned to the Interview, the details as to the date, time and venue of the Interview through the Website/ individual communication.

On completion of the Interview, the Consolidated Mark List (CML) consisting of the marks obtained by the candidates both in the and at the Interview are prepared and after approval by the Board, the same is in the Website.

Thereafter, the Selection List prepared and after approval by the Board, such Selection hosted in the Website. The above list is the sent to the user Department.

Withheld results of the Selected candidates are released on receipt of the documents and receipt and acceptance of the verification reports etc., by the Board and their name and other particulars are forwarded to the user Department for issues of appointment orders. The candidates are also informed of the through individual communication.

### **Besides, the department deals with the following works also:**

The Department implements the Right to Information Act-2005 in its letter and spirit by providing all the information sought for by the petitioners under the said act, thus empowering the general public to know whatever information they need regarding the facts and functioning of the Department.

## **POWERS AND DUTIES OF OFFICERS AND EMPLOYEES UNDER SELECTION 4(1) (B) (ii) OF RIGHT TO INFORMATION ACT 2005.**

The Board consist of Chairman and 5 Members. They are assisted by Director, Joint Director and Deputy Director.

### **Member Secretary**

Member Secretary is the Head of Admin. He exercises general Supervision and control over the Staff / officers viz., Joint Director and Deputy Director.

### **Member**

He is responsible for overall work relating to examinations such as question paper setting, securing of halls to conduct examination, valuation of answer papers and publication of results.

### **Joint Director**

The Joint Director / Deputy Director will deal with cases relating to the subjects allotted and submit to Member Secretary / Director such cases as may be specified. They may send files for orders thro Joint Director/Deputy Director. The Joint Director / Deputy Director also exercises control over the sections placed in their charge.

### **Superintendent**

The Superintendent is in charge of a section of The Teachers Recruitment Board. He/she is assisted by certain number of Assistant / Typist who work under his/her direction and control. He / She is also responsible for all files relating to the subjects allotted to the Assistant under him/her.

### **Assistant / Junior Assistant**

The main duties of the Assistant / Junior Assistant in a section are to put up notes and drafts, maintain the personal Registers and also assist the Superintendent in their section work and also to attend the routine items of work such as comparing, despatching, indexing and docketing of closed papers. They shall also maintain the prescribed periodical registers and put-up reminders. They shall put up those files to the Superintendent.

**THE PROCEDURES FOLLOWED IN THE DECISION-MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY UNDER SECTION 4(1) (b) (iii) OF RIGHT TO INFORMATION ACT 2005.**

Teachers Recruitment Board follows the procedure laid down in the Rules of Procedure. Apart from this the provisions in the Tamil Nadu Government Servants (Conditions of Service) Act-2016 and other service rules are also followed where ever applicable. The process of examination is initiated by the Junior Assistant / Assistant / Superintendent and passes through Deputy Director / Joint Director to the Directors / Member Secretary and finally approved by the Board.

**THE ACT, RULES, REGULSTIONS, INSTRUCTIONS, MANUALS AND RECORDS. HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS UNDER SECTION 4 (1) (b) (v) OF RIGHT TO INFORMATION ACT 2005.**

The functions of Teachers Recruitment Board is carried out with reference to the provisions contained in the following acts, rules, regulations and manuals.

- i. Tamil Nadu Public Service Commission Regulations,1954.
- ii. Tamil Nadu Government Servants (Conditions of Service) Act-2016.
- iii. Tamil Nadu State Service Manual Volume I, II, III.
- iv. Tamil Nadu Government Servants Conduct Rules,1973.
- v. Relevant other department Special/Adhoc Rules.

**THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS UNDER SECTION 4 (1) (b) (iv) OF RIGHT TO INFORMATION ACT 2005.**

The Rules of Procedure and various set of service acts rules and instructions issued by the Government from time to time.

**A STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY TEACHERS RECRUITMENT BOARD OR UNDER ITS CONTROL UNDER SECTION 4 (1) ( b) (vi) OF RIGHT TO INFORMATION ACT 2005.**

- i. Notification – Present and past notifications relating to recruitments at least five years.
- ii. List of Provisional selection published results regarding TN (TET).
- iii. Instructions to candidates - contains instructions to the candidates who are appearing for the competitive examinations conducted by Teachers Recruitment Board.

All the above documents available in Teachers Recruitment Board Website [www.trb.tn.nic.in](http://www.trb.tn.nic.in).