

MANUAL UNDER RIGHT TO INFORMATION ACT, 2005

GOVERNMENT OF TAMIL NADU
TEACHERS RECRUITMENT BOARD

CHENNAI - 600 006.

INTRODUCTION

HISTORICAL & PERSPECTIVE

The Teachers Recruitment Board was constituted in G.O.Ms.No.1320, Education dated 17.8.87 mainly to eliminate the inordinate delay in the recruitment of candidates for the post of teachers in Government Schools by the Tamil Nadu Public Service Commission and to facilitate the quickening of the process of selection of teachers and posting of teachers in time in the interest of the student population. Originally the composition of the Teachers Recruitment Board was as follow:

1. Chairman - In the cadre of Director of School Education
2. Members - In the cadre of Joint Director of School Education
3. Member Secretary - In the cadre of Joint Director of School Education

Later, Teachers Recruitment Board was entrusted to select all the teaching post in Collegiate Education, Technical Education and Legal Education Departments in G.O.Ms.No.1357 Education Department dated 26.9.1990. This G.O. envisages the composition of the Board as Follows:

- i. Chairman - A senior I.A.S. Officer
- ii. Members - one in cadre of Director of School Education, one in cadre of Director of Collegiate Education
- iii. Member Secretary - In the cadre of Educational Director/Joint Director of School Education/Collegiate Education/Technical Education.

The Government have approved the Rules of Procedure for Teachers Recruitment Board (TRB) vide G.O. Ms.No.1223, Education (V2) Department, dated 12th July,1988 which has been amended subsequently. Majority of the previous provisions are not related to the Computer Based Test that is currently adopted by Teachers Recruitment Board. Hence there is a dire need for new Rules of Procedure.

During the Hon'ble Chief Minister's meeting held on 1.7.2021, it was decided to restructure the office of the Teachers Recruitment Board by introducing standard norms and procedures. Accordingly, a committee to suggest ways and means to improve the standard of Teachers Recruitment Board was formed vide: G.O. Ms No. 135, School Education (TRB) Department, dated 20.9.2021.

ROLL OF HONOUR

SI.NO.	PERIOD			CHAIRMAN NAME
1	May 1989	to	Dec 1989	Thiru M. Ahmed, I.A.S.
2	Dec. 1989	to	July 1992	Thiru. K. Aludiapillai, I.A.S.
3	October 1992	to	September 1993	Tmt. Lakshmi pranesh, I.A.S.
4	September 1993	to	March 1994	Thiru. Arumugam, I.A.S.
5	March 1994	to	June 1994	Thiru. Gangadharjas, I.A.S.
6	July 1994	to	October 1994	Thiru. A. Balraj, I.A.S.
7	October 1994	to	March 1996	Thiru. M. Ramu, I.A.S.
8	March 1996	to	August 1996	Tmt. Qudsia Gandhi, I.A.S.
9	August 1996	to	July 2002	Thiru. P.R. Bindhumadhavan, I.A.S.
10	July 2002	to	May 2007	Tmt. Thangamsankaranarayanan, I.A.S.
11	May 2007	to	Oct. 2007	Dr. P. Ramamohana Rao, I.A.S.
12	Nov.2007	to	February 2011	Dr. P.A. Ramiah, I.A.S.
13	March 2011	to	May 2011	Tmt. D. Sabitha, I.A.S. (FAC)
14	June 2011	to	August 2013	Thiru. Surjith K.Chaudhary, I.A.S.

15	August 2013	to	February 2017	Thiru. Vibhunayyar, I.A.S.
16	February 2017	to	June 2017	Tmt. Kakarla Usha, I.A.S. (FAC)
17	June 2017	to	December 2017	Dr. D. Jagannathan, I.A.S. (FAC)
18	January 2018	to	February 2018	Thiru. K.Srinivasan, I.A.S.
19	February 2018	to	March 2018	Thiru. K.Srinivasan, I.A.S. (FAC)
20	March 2018	to	April 2018	Thiru. K.Nandakumar, I.A.S.
21	April 2018	to	December 2018	Tmt. S.Jayandhi, I.A.S.
22	December 2018	to	July 2019	Thiru. N.Venkatesh, I.A.S. (FAC)
23	July 2019	to	October 2020	Tmt. G.Latha, I.A.S.
24	October 2020	to	June 2021	Thiru. L.Nirmal Raj, I.A.S.
25	June 2021	to	Continuing	Tmt. G.Latha, I.A.S.

FUNCTIONS

The Teachers Recruitment Board was constituted in the year 1987, for the express purpose of recruiting teachers in Schools under the School Education Department. The Board is now vested with the responsibility of recruiting teachers and Assistant Professor for three Departments viz. School Education, Higher Education and Legal Studies. The Teachers Recruitment Board has also been designated as the nodal agency for conducting Teacher Eligibility Test in Tamil Nadu.

RECRUITMENT FOR VARIOUS CATEGORIES OF POSTS: -

Teachers Recruitment Board has been entrusted with the direct recruitment for the following categories of posts:

1. School Education

- Secondary Grade Teachers
- Physical Education Teachers
- Drawing Teachers
- B.T. Assistants
- Sewing Teachers
- Music Teachers.
- Post Graduate Assistants
- Physical education Directors, Grade - I
- Computer Instructors, Grade - I
- Block Educational Officers
- Agricultural Instructors
- SCERT – Lecturers
- SCERT Senior Lecturers
- SCERT Junior Lecturers

2. Higher Education

- Assistant Professors in Government Engineering Colleges
- Lecturers in Government Polytechnic Colleges
- Assistant Professors in Government Arts & Science Colleges and Colleges of Education

3. Directorate of Legal Studies

- Assistant Professors in Government Law Colleges

TAMIL NADU TEACHER ELIGIBILITY TEST

Teacher Recruitment Board has been designated as a nodal agency for conducting the Tamil Nadu Teachers Eligibility Test (TNTET) vide G.O.Ms.No.181 School Education (C2) Department dated 15.11.2011.

THE BOARD

S.NO	POSITION	CADRE
1	Chairman	In the Cadre of Principal Secretary to Government.
2	Member Secretary	In the Cadre of Director of School Education
3	Member	In the Cadre of School Education
4	Member-TET	In the Cadre of Director of School Education
5	Additional Member I	In the Cadre of Joint Director of School Education
6	Additional Member II	In the Cadre of Joint Director of School Education
7	Member Collegiate Education	In the Cadre of Joint Director of Collegiate Education

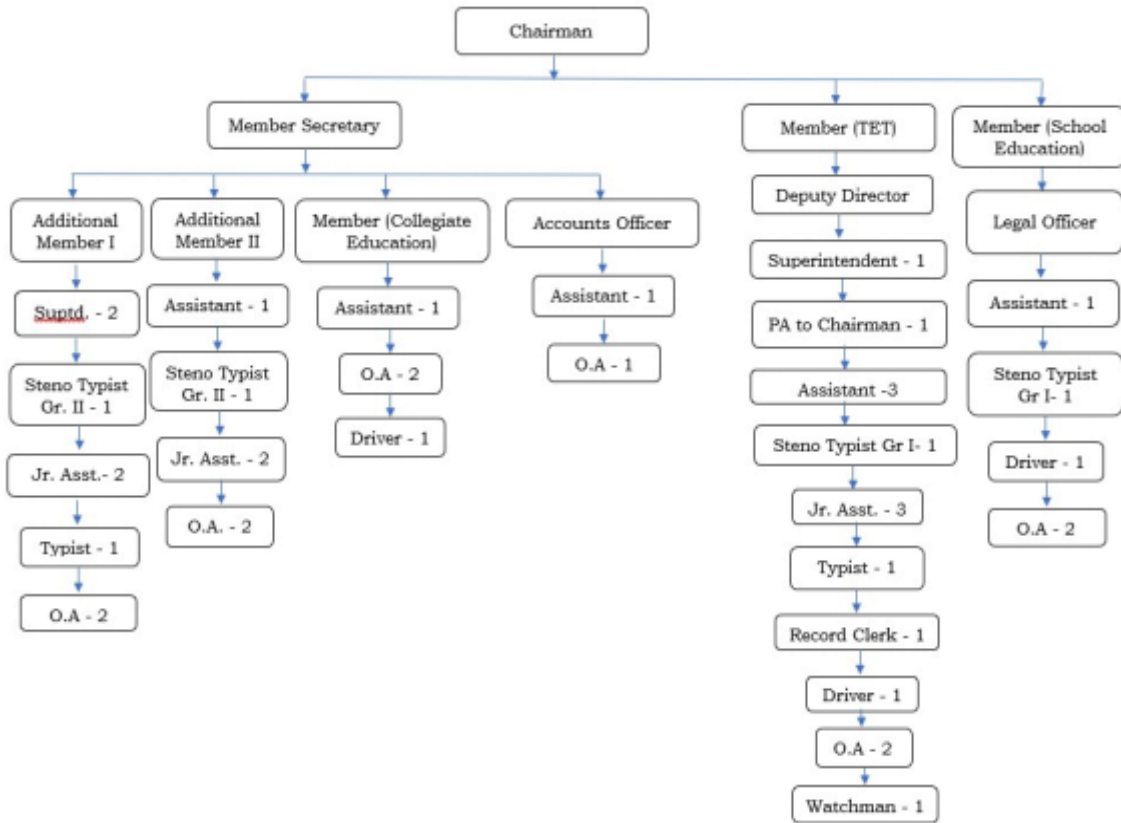
NAME	DESIGNATION	OFFICE NUMBERS
Tmt. G. Latha, I.A.S.	Chairman	044-28269968
Dr. M. Palanisamy.	Member Secretary	044-28229688
Tmt. D. Uma, M.Sc., M.Ed.	Member (Teachers Eligibility Test)	044-28260067
Dr. C. Usharani.	Member (School Education)	044-28252248
Prof. Dr. S. Arul Antony.	Member (Collegiate Education)	9444240597
Thiru. P. Ponnaiah, M.Sc., M.A., M.Ed.	Additional Member I	9442063033
Dr. S. Suganya	Additional Member II	9443272515
Dr. A. Anitha	Deputy Director	9942588600
Thiru.B.Jayachandran. B.Sc., B.Ed.	Accounts Officer	9442364787

EXISTING STAFF STRENGTH

Name of the Post	No of posts
Chairman	1
Member	4
Joint Director	2
Deputy Director	1
Accounts Officer	1
Superintendent	3
Legal officer	1
Assistant	7
Junior Assistant	7
PA to Chairman	1
Stenographer Grade I	2
Stenographer Grade II	2
Typist / DEO	2
Record Clerk	1
Office Assistant	11
Driver	3
Watchman	1
TOTAL	50

CURRENT OFFICE STRUCTURE :- STAFF STRENGTH

ORGANOGRAM



Chairman	IAS officer in the cadre of Junior Administrative Grade
Member Secretary	In the cadre of Director of School Education
Member School Education	In the cadre of Director of School Education
Member (TET)	In the cadre of Director of School Education
Member (College Education)	In the cadre of Joint Director of Collegiate Education
Two Additional Members	In the cadre of Joint Director of School Education
Deputy Director	In the cadre of Chief Educational Officer
Ministerial Staff	25

PRESENT OFFICE SECTIONS:

1. Administration Section
2. Recruitment Section
3. Confidential Section
4. Legal Section
5. Grievance Section
6. Accounts Section

ROLE AND FUNCTIONS OF THE TEACHERS RECRUITMENT BOARD

For the estimated vacancies given by the user department, notifications are prepared with reference to the rules governing the post(s):

- Teachers Recruitment Board issue the notification / advertisement for direct recruitment on approval by the Board.
- Action is also taken for formulation and revision of syllabus to various recruitment examinations.

PROCESS OF RECRUITMENTS

The Teachers Recruitment Board conducts competitive examinations for appointment by direct recruitment to the various categories of teachers of the State through Online mode Computer Based Test (CBT).

The marks obtained by the candidates are published in the website of Teachers Recruitment Board. The certificate verification is conducted in two stages (i) with the uploaded documents (ii) with the original documents in the presence of the candidates.

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

Withheld results of the provisionally selected candidates are released on receipt of the documents and acceptance of the same by the Board and their name and other particulars are forwarded to the user Department for further action.

BESIDES, THE ABOVE RECRUITMENT PROCESSES THE TEACHERS RECRUITMENT BOARD ALSO CONDUCTS TEACHERS ELIGIBILITY TEST:

The Teachers Recruitment Board implements the Right to Information Act-2005 by providing the information sought for by the petitioners under the said act.

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

The Chairman is the head of the office assisted by 4 Members and two Additional Members and a Deputy Director.

ADDITIONAL MEMBER

At present, there are 3 Members in the cadre of Director of School Education and one Member in the cadre of Joint Director (Collegiate Education). They deal with the subjects allotted to them. The Joint Director / Deputy Director deals with the files / cases relating to the subjects allotted and submit to Member Secretary / Member such cases as may be specified. The section submits the files for orders through Joint Director/Deputy Director. The Joint Director / Deputy Director also exercise control over the sections placed under their control.

SUPERINTENDENT

The Superintendent is in charge of a section of the Teachers Recruitment Board. He/she is assisted by certain number of Assistant / Junior Assistant /Typist who works under his/her direction and control. He / She is also responsible for all files relating to the subjects allotted to the Assistant / Junior 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 assist the Superintendent in their section work and also attend to the routine items of work such as taking action on tappals, follow up with timely action on various confidential work recruitment,

comparing, despatching, indexing and docketing of closed papers. They shall also maintain the prescribed registers and put up reminders. They shall put up files to the Superintendent. The Registers maintained by them shall also be submitted to the Superintendents and to the officers every month.

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 for conduct of examination / notification / certificate verification is initiated by the Junior Assistant / Assistant / Superintendent and passes through Deputy Director / Additional Member to the Members / Member Secretary and finally approved by the Board as per existing procedures.

THE ACT, RULES, REGULATIONS, 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, Government Orders.

- i. Tamil Nadu Government Servants (Conditions of Service) Act-2016.
- ii. Tamil Nadu State Service Manual Volume I, II, III.
- iii. Tamil Nadu Government Servants Conduct Rules,1973.
- iv. Relevant service Special / Adhoc Rules related to recruitment.
- v.

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 Acts, Rules, Government orders 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 for various recruitment at least five years.
- iii. Instructions to candidates - contains instructions to the candidates who are appearing for the competitive examinations conducted by Teachers Recruitment Board.
- iv. Examination results of Teacher Eligibility Test.

All the above documents that are available in Teachers Recruitment Board Website www.trb.tn.nic.in.

The procedure and fee structure for getting information are as under

1.2 under:-

(a) A request for obtaining information under sub-section (1) of Section 6 of the Right to Information Act shall be made in writing or through electronic means either in person or by post to the Public Information Officer mentioned in paragraph 1.1 above and must be accompanied by an application fee of Rs.50/- by cash or by demand draft or banker's cheque. The Public Information Officer shall credit the amount to the following head of account.

**007500 Miscellaneous General Services - 800 Other Receipts – BK
Collection of fees under Tamil Nadu Right to Information (Fees)
Rules 2005 (DPC 0075 00 800 BK 0006)**

(b) For providing information under sub-section (1) of section 7 of the Right to Information Act, the request shall be made as at (a) above and the fee as below should be paid as per the mode at (a) above.

- (i) Rupees two for each page (in A-4 or A-3 size paper) created or copied;
- (ii) Actual charge or cost price of a copy in larger size paper
- (iii) Actual cost or price for samples or models; and
- (iv) For inspection of records, no fee for the first hour; and a fee of Rs.5/- for each fifteen minutes (or fraction thereof) thereafter.

(c) For providing the information under sub-section (5) of section 7 of the Right to Information Act, the request shall be made as at (a) above and the fee as below should be paid as per the mode at (a) above.

(i) For information provided in disc or floppy, @ Rs.50/- (fifty) per disc or floppy; and

(ii) For information provided in printed form, at the price fixed for such publication.

Persons below the poverty line are exempted from the payment of fee mentioned in paragraph 1.2 above for seeking information under the Right to Information Act, 2005. The list of persons below poverty line approved by the Gram Panchayat and local bodies will be the basis for claiming this concession. An extract of the list, duly certified, will be sufficient to avail this concession.

Office Hours:

The usual office hours are from 10.00 A.M to 5.45 P.M except Government holidays.

Powers and duties of officers and employees under section 4(1) (b) (ii) of Right to Information Acts 2005.

The Chairman is the administrative head of the Department. He/She is assisted by Member Secretary, Members Joint Directors Deputy Director and Accounts Officer. The Officers and employees of this Department exercise the administrative and financial powers as laid down in the Tamil Nadu Government Office Manual and Tamil Nadu Financial Code. The Powers and duties of the officers in the Department are indicated below:

a) **Chairman:**

The Chairman is the Head of Department. He/She exercises general supervision and control over the staff of the subordinate offices and is responsible for seeing that the subordinate officers do the work allotted to them efficiently and expeditiously. Policy matters and all-important matters should be dealt with in consultation with the Chairman.

- a. Members are the second level officers of the Department. Additional Members are the third level officers of the department.
- b. Accounts Officer is responsible for accounts related work of this Department.
- c. Legal Officer is responsible for Court cases relating to this Department.
- d. Deputy Director is responsible for activities relating to work allotment.

Procedures followed in decision making process under Section 4(1)(b)(iii) of

Right to Information Act, 2005

The Teachers Recruitment Board follows the procedures laid down under Tamil Nadu Government Office Manual, Business Rules and carrying over the instructions of the Secretariat. Apart from this, the provisions in the Tamil Nadu Financial Code, Tamil Nadu State and Subordinate Service Rules and the Tamil Nadu Government Servants' Conduct Rules 1973 are also followed wherever applicable.

1. The decisions are taken based on the merits of the issues, relative priorities and availability the Tamil Nadu Financial Code, Tamil Nadu State and Subordinate Service Rules and the Tamil Nadu Government Servants' Conduct Rules 1973 are also followed wherever applicable.
2. The decisions are taken based on the merits of the issues, relative priorities and availability of funds etc., in accordance with the documented procedures / laid down procedures / defined criteria / rules detailed above. The process of examination / recruitment is initiated by Junior Assistants / Assistants/Desk Superintendents and passes through Superintendents, concerned Joint Director to the Commissioner of School Education. If need be, other departments are consulted. In case of matters involving funds, Accounts Section is invariably consulted.
3. If a reply is required to be made on any representations, the decisions are communicated to the petitioner.

