

The Powers and duties of Officers and Employees of TSPSC

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| Secretary | Head of the organization. It is his duty to take efficient steps for the prompt dispatch of business in the office. Primary duty is to arrange and conduct various examinations held by the Commission according to the programmes prescribed for the purpose. Secretary is also the 'Welfare Officer' of the Office of the Commission. |
| Additional Secretary | Second senior most officer will report to Secretary in important matters. He is in-charge of Accounts wing and Departmental Test sections. He acts as in-charge Secretary in the absence of Secretary and attends Commission's Meetings. |
| Deputy Secretary | Next senior officer will report to Secretary on important matters. In-charge of all the Sections under him. He will review the case in all aspects and submits the file to the Secretary for approval. |
| Assistant Secretary | Assistant Secretary is to control and supervise the sections under them. Scrutiny of files submitted by the Section Officer. Issuing of approved letters on behalf of the Commission. |
| Section Officer | In-charge of the Section concerned and will report to concerned Assistant Secretary. Responsible for the files of his allotted subject. Monitors the work of Assistants under him and will scrutinize the proposal with all relevant facts and mark the file to Assistant Secretary with course of action to be adopted. |
| Assistant Section Officer / Junior Assistant / Typist | Their duty is to attend to routine matters with utmost care and punctuality and assist the Section Officer at all stages in dealing with the files. Opening of a new file on receipt of a proposal or processing the receipt in the existing file and as prescribed in the Office Manual. |