

Teachers Recruitment Board, Tamil Nadu

Direct Recruitment for the post of Post Graduate Assistants / Physical Education Directors Grade-I / Computer Instructor Grade-I

Instructions to the candidates “How to Apply” through online and other instructions

The candidates who are applying for this recruitment can use their current & active E-Mail ID & Mobile Number. Those who are not having e-mail ID and Mobile No. should create an E-Mail ID and have a Mobile Number.

Important Note 1: Candidates should fill all the mandatory fields which are marked with red star★ mark.

Important Note 2: Candidates can download the instructions given below in Tamil by clicking the link "**Click Here to download Instructions in Tamil**".

NEW USER:

- i. Candidate needs to select the Post of Post Graduate Assistants or Physical Education Directors Grade-I or Computer Instructor Grade depending on the post that the candidate wants to apply for, in Applying for Post drop down and provide basic personal information during new user signup process. Candidate also needs to validate his/her Mobile No. via OTP process. Candidate must enter his E-Mail ID twice to confirm that candidate is entering a correct e-mail id.
- ii. After providing the mandatory details, candidate needs to click the “**SUBMIT**” button in the ‘new user sign up’ form.
- iii. On successful submission, User ID & Password will be created and displayed to the user on screen and the User ID along with password will be sent to the candidate’s E-Mail ID and Mobile No. The candidate should enter his/her User ID and password in the login page and click the login button to complete the login process. On first successful login, candidates must change their password.
- iv. After that, an instruction page will appear. After reading the instructions thoroughly, the candidate needs to give “**DECLARATION**” by selecting the checkbox shown in the screen. Then click the “**CONTINUE**” button to proceed further.
- v. Now, the Application form for Post Graduate Assistants or Physical Education Directors Grade-I depending on the post that candidate has selected will appear on the screen.

APPLICATION FORM CONSISTS OF THE FOLLOWING SECTIONS:

1. Personal Details
2. Educational Qualification
3. Upload Photo
4. Upload Signature
5. Preview
6. Payment section
7. Downloading of application forms
8. Uploading of Documents
9. Examination
10. Centre Details
11. Representations

- 12. General
- 13. Cancellation of Examination

1. PERSONAL DETAILS:

- i. In the personal details page, candidate should enter his/her Nativity and Gender. Upon selecting the Gender, a confirmation box will pop up. Click OK to confirm the candidate's gender. The candidate should fill his/her Permanent Address and Communication Address in the respective fields.
- ii. If the candidate clicks "**Yes**" against the question "Do you possess community certificate issued by Tamil Nadu Govt.?", then the community list will appear in the Community drop down box. Here the candidate has to select his /her community.
- ii. If he/she clicks "**No**" against the question "Do you possess community certificate issued by Tamil Nadu Govt.?" then OC will appear in the Community field by default.
- iv. The candidate should fill his/her Religion and Community details and also upload the community Certificate.
- v. Once all the mandatory fields of the 'Personal Details page' are entered, click the "**Save & Continue**" button to proceed further and to fill the "**EDUCATIONAL QULIFICATION**".

2. EDUCATIONAL QUALIFICATION:

- i. Here the candidate should fill details of his/her educational qualification in the table provided and also provide the details with reference to the PSTM eligibility and Qualification Category under which candidate is applying.
- ii. Then click "**SAVE & CONTINUE**" button and then "**UPLOAD PHOTO**" tab will appear on the screen.
- iii. All the relevant documents of the educational qualification to be uploaded.

3. UPLOAD PHOTO:

- i. Here, his/her User ID, Name, Gender and DOB will appear automatically on the screen.
- ii. The candidate should upload his / her scanned image of recently taken passport size photograph (allowed size 20 kb to 60 kb; allowed format JPG, JPEG, BMP or PNG).
- iii. Then the candidate should click the "**CHOOSE FILE**" button and upload the photograph.
- iv. After uploading the photo, the candidate should click the "**CONTINUE**" button. Then the "**UPLOAD SIGNATURE**" section will appear.

4. UPLOAD SIGNATURE:

- i. Here, his/her User ID, Name, Gender and DOB will appear automatically on the screen.
- ii. The candidate should upload his / her scanned signature image (allowed size 10 kb to 30 kb; allowed format JPG, JPEG, BMP or PNG).

- iii. Then the candidate should click the “**CHOOSE FILE**” button and upload the signature.
- iv. After uploading the signature, the candidate should click the “**CONTINUE**” button. After completing all the process, “**Preview**” section will appear.

5) PREVIEW:

- i. In this section, all the details filled in the application form will be displayed in a single page with “**Edit**” options for the respective sections. If the candidate wants to edit his/her application, he / she can click the “**Edit**” link against the particular section and ‘modify or update’ the details.
- ii. Now the Application Form will be displayed in a single page with “**PROCEED TO SUBMIT FORM**” button at the end.
- iii. On clicking the “**SUBMIT APPLICATION FORM**” button, the “**Declaration**” pop up box will open. After enabling the checkbox, Click “**SUBMIT**” button to complete the application process.
- iv. Once the “**SUBMIT**” button is clicked, the candidate will not be able to **change** any of the details in the submitted application.
- v. Finally, the page moves to the payment section.

6. PAYMENT SECTION (VIA PAYMENT GATEWAY)

- i. A page mentioning the test applied and the amount of Fee Rs. 500/250 for candidates will appear on the screen. On clicking the “**Proceed to Pay**” button, system will be redirected to the Payment Gateway page. In the redirected page, Candidate has to select the payment mode to initiate the payment.
- ii. In the Payment Gateway page, the following payment mode options are available
 - a) Net banking b) Credit Card c) Debit card

The candidate is restricted to Pay the Fee through Online (Net banking /Debit card/Credit Card) mode only.

- iii. If the transaction gets failed after initiating the payment process for unknown reasons, the candidate can initiate payment transaction again.
- v. **Refund and Cancellation policy**

Any request for cancellations or refund for fees paid on the website shall not be entertained under any circumstances. However, if the amount is debited more than once due to technical issues, excess amount will be refunded within the TAT as specified by banks.

7) DOWNLOADING OF APPLICATION FORM:

The candidate needs to click the “**APPLICATION FORM**” link in the candidate’s dashboard to download the filled-in application form.

Note: Any query regarding online applications as well as representations with respect to examination, key etc to be send only through dedicated mail only (not by post or phone) to the following mail address trbpggcipdgrievance@gmail.com. Other modes of representation like registered post, Normal Post, Letter in person will not be considered.

8. Uploading of Documents:

- i) All documents relating to personal details, date of birth, community, horizontal reservation like PSTM Certificate, qualification etc to be uploaded along with application itself in the space provided. Later no candidate will be given opportunity to upload document, further their candidature/application will be rejected, even if they are allowed to participate in the examination.
- ii) While uploading all relevant documents care should be taken to see the clarity of the document. Unreadable documents will not be considered, and it is liable for rejection.
- iii) Same way relevant documents to be uploaded in relevant page only. Wrong documents in wrong place will not be considered as document.
- iv) All documents cut of date should be as per notification only. Teachers Recruitment Board is not responsible for administrative delays of the Educational Institutions.

9. Examination:

- i) All candidates to be ready to write examination at any place / centre in Tamil Nadu. Only PWD candidates, pregnant women and persons with severe medical issues will be considered nearby their residence, for which they need to provide necessary documents / proof.
- ii) 7 days before the examination they will get District allotment. Admit card with centre details will be sent to candidates 3 days prior to examination.

10. Centre Details:

- i) Admit card with centre details will be sent to candidate email ID only.
- ii) Change of examination centre shall not be entertained.

11. Representations:

- i) Any representation, any query with respect to key and other issues shall be sent through the dedicated email only. Other modes of communication such as post, in person, whatsapp etc., shall not be entertained by Teachers Recruitment Board.

12. General

- i) It is the prerogative of the candidate to prove that he is eligible for the particular post beyond doubt. The onus of proving qualifications, community, date of birth, other special reservation claimed lies on the candidate only.
- ii) Mere submission of application and appearing in Computer Based Examination, does not claim any right for selection. Only after verification of all certificates and candidate possess the requisite qualification for the post applied, the candidature will be accepted for selection as per rules in vogue.
- iii) Even if he secured eligible cut off marks, and does not possess prescribe qualification for post applied shall not be considered for selection.

13. Cancellation of Examination:

- i) Teachers Recruitment Board has the right to cancel, postpone the examination / recruitment at any point of time, on administrative and other grounds.
- ii) If any candidate is found involving in any mal practice, inducing any Law and Order issues in examination centres they will be debarred from writing Teachers Recruitment Board examinations for 5 to 7 years or permanently apart from criminal prosecution.

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