Instructions for Online Application

Tamil Nadu
Cooperative Union

Introduction

The cooperative movement in Tamilnadu has grown and spread like a banyan tree and taken deep roots since 1904 when the first cooperative societies act was enacted in the country, and is closely linked with the day to day affairs of the people. In order to help the growth of cooperatives and spread the knowledge of its achievements among the people and shape their minds, 20 State Cooperative Unions were established in the country and Tamilnadu Cooperative Union is one among them. Tamilnadu Cooperative Union was started on 4.1.1914. The first President of the Tamilnadu Cooperative Union is Thiru.M.Adhinarayana Ayya.

Objects

To Develop the Cooperative Movement.

To impart Cooperative Education. And Training to co-operators, employees and members of Cooperative Societies and general public.

To arrange for meetings, seminars, conferences, discussions etc. in connection with the Cooperative Movement.

To carry out publicity works through publishing magazines in English and Tamil.

To arrange to print pamphlets, statistical statement, telephone hand book etc., relating to Cooperative Movement.

To arrange for imparting training to the office bearers, employees and officers of the Cooperative Societies.

To assist in the establishment of new cooperative organisations.

To act as an Information and Public Relations agency for providing information on Cooperative Movement.

To propagate the ideals of Cooperation through short films/slides, video tapes etc.

To give wide publicity about the policies, programme and achievements of cooperative movement through posters, stickers, banners and tom tom, etc.

To maintain Cooperative Research and Development Fund and Cooperative Education Fund.

To arrange for exhibitions depicting the achievements of Cooperative Movement.

Home

Above screen shows the "Home" page for the Online Application of State Recruitment Bureau for Co-Operatives.
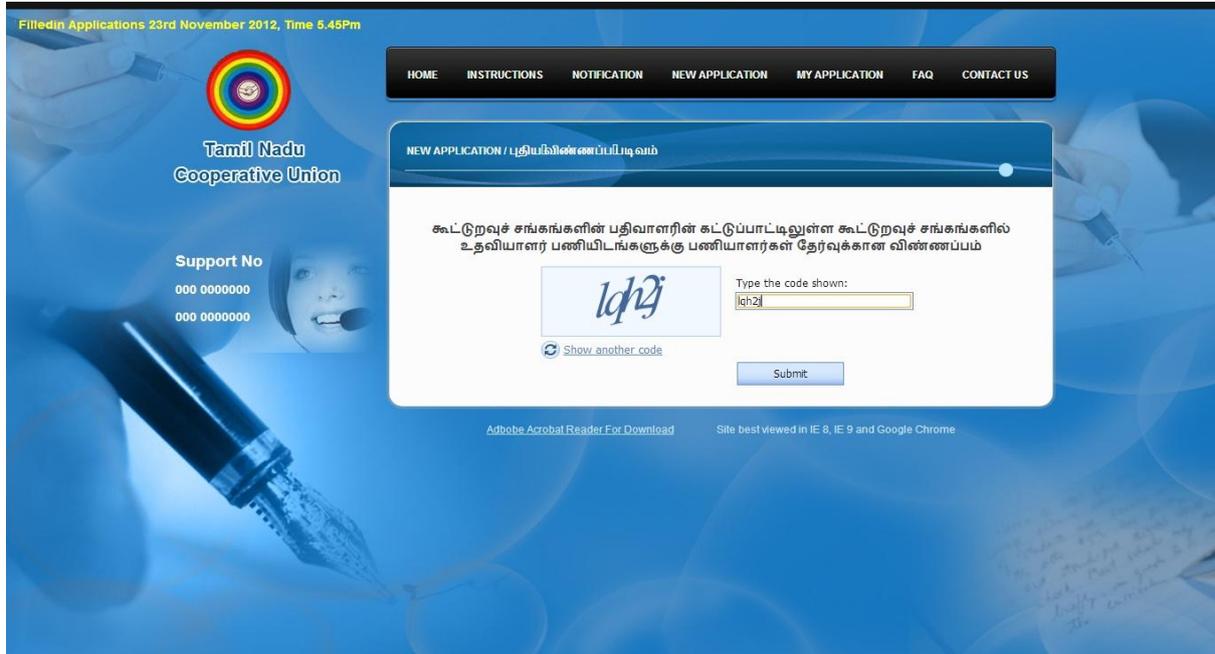
Here it displays Instructions, Notifications, New Application, My Application, FAQ, and Contact Menus.

If the site contains any PDF documents, you can use "Adobe Acrobat Reader for Download" link to download the PDF reader to view the file. Your Online Application will be generated only in PDF Format.

The site is best viewed only in IE 8, IE 9 and Google Chrome Browsers. Because some special features of the site may not work in other browsers.

Online Application

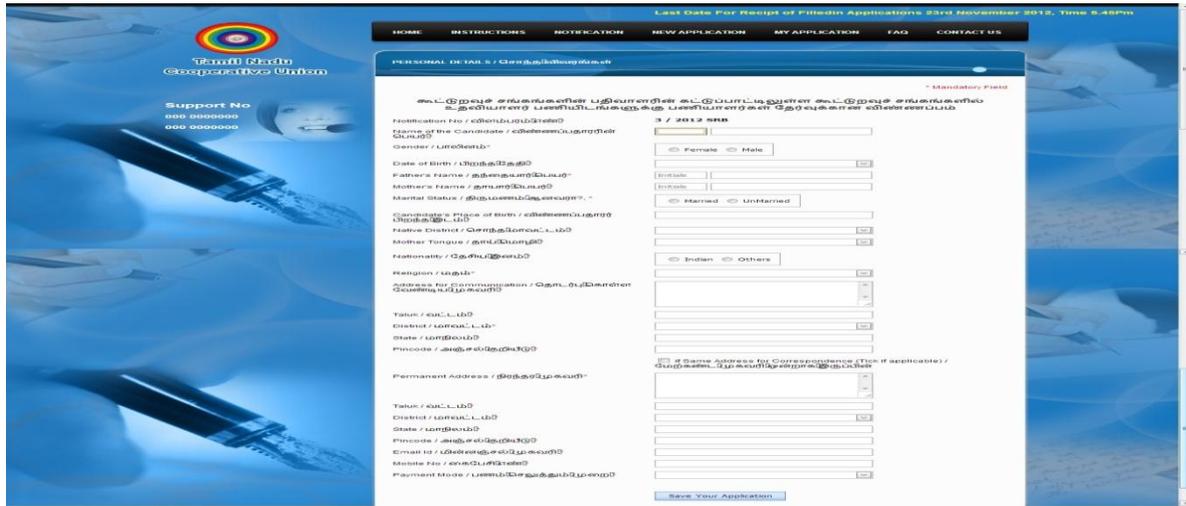To fill the online application, click "New Application" Menu.

To fill your online application, you will be verified by the Captcha for the security purpose.

A CAPTCHA is a program that protects websites against bots by generating and grading tests that humans can pass but current computer programs cannot. For example, humans can read distorted text as the one shown above.

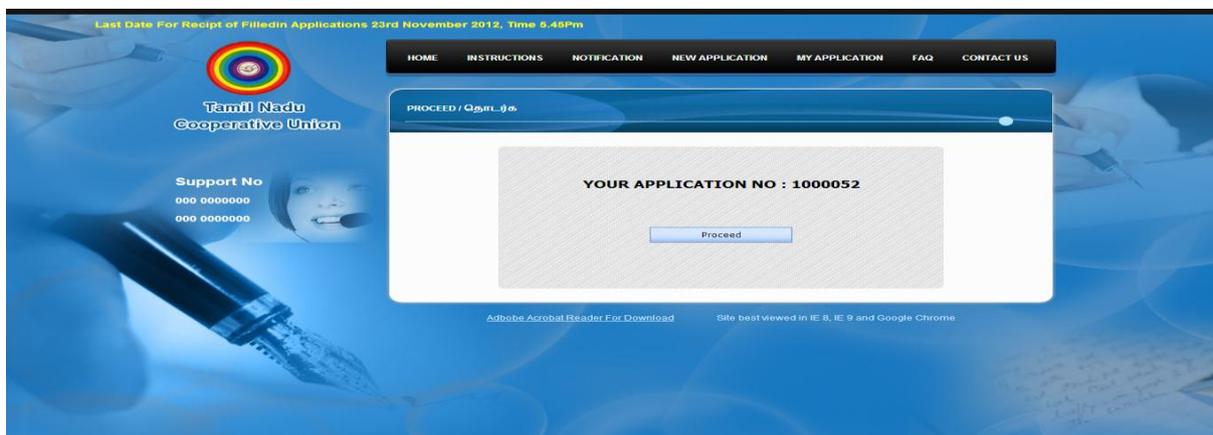If you can't read the text, click "Show another code" link to get a new text.

After entering the correct text in the text box, the entered text will be validated when you click "Submit" button. Here, if the entered text is correct, then you will be redirected to precede the Online Application.

Personal Details

After the "Captcha" validation, you will be redirected to "Personal Details" page to fill your Online Application. Refer above screen shot for "Personal Details" page.

After filling all the details, click "Save Your Application" button to save the details. All the Mandatory details will be validated at time your click "Save Your Application" button. If all the mandatory details are valid then it will be saved and your application number will be generated. Else it will show the error messages until you fill the valid details. Click "Proceed" button displayed in the Application Generation Page to continue filling the application. Refer below Screen shot. Note down your application number for future reference.

Certificate Details

After the completion of "Personal Details", you will be redirected to "Certificate Details" page to fill your certificate related details such as Caste, Physically Handicapped, Ex-Servicemen, Widower, and Work and for Criminal Activities.

Some options will be Enabled or Disabled depends on the "Yes" or "No" options. For Example: For "Are You a Differently Abled Person?", if you select "Yes", then "Visually Impaired", "Hearing Impaired", and "Orthopedically Challenged" options will be shows.

Likewise, for "Ex-Servicemen", if you select "Yes", then it will display "PPO No." Text box to enter the detail.

After filling all the mandatory details, click "Save Your Application" button to save the details. If all the mandatory details are valid then it will be redirected to "Education Qualification Particulars" page. Else it will show the error messages until you provide the valid details.
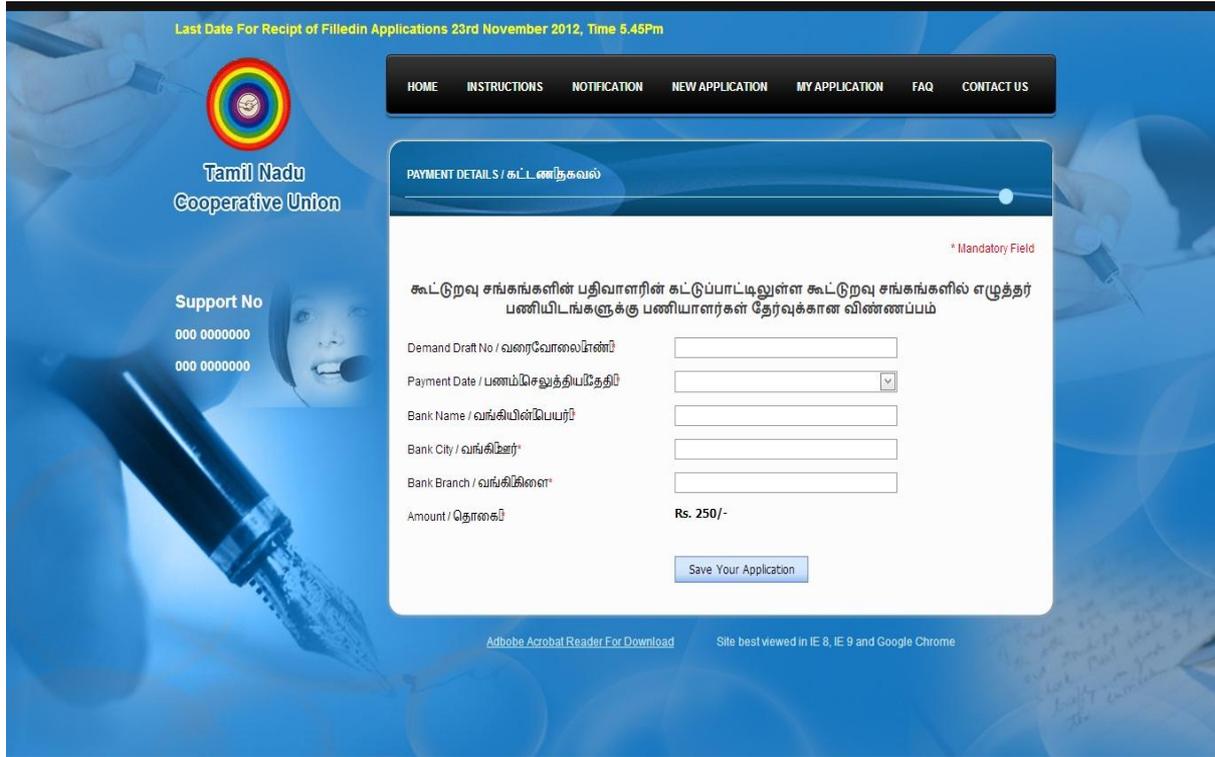
Education Qualification Particulars

After the completion of "Certificate Details" you will be redirected to "Education Qualification Particulars" page to fill your education qualification related details.

Here you should provide Qualifications, Year of Passing, Medium of Instructions, Examination Centre, Appointment options and other details. All the fields are mandatory. Refer above screen shot.

In Appointment Option, you can choose three different Districts and Institutions. You cannot choose the same districts and Institutions.

After providing all the mandatory details, click "Save Your Application" button to save the details. If all the mandatory details are valid then it will be redirected to "Education Qualification Particulars" page. Else it will show the error messages until you provide the valid details.

Payment Details

After the completion of "Education Qualification Particulars" you will be redirected to "Payment Details" page to fill your Payment details particulars like Demand Draft, Payment Date, Bank Name, Bank City, Bank Branch and the Amount. Here the Amount Will be displayed as based on the amount they reserved (May vary based on the Community). Refer above Screen shot.

After providing all the mandatory details, click "Save Your Application" button to save the details. If all the mandatory details are valid then it will be redirected to "Photo & Signature Upload Details" page. Else it will show the error messages until you provide the valid details.

Photo & Signature Upload Details

After the filling the "Payment Details" you will be redirected to "Photo & Signature Upload Details" page to upload your Photo and Signature Images. These Images will be displayed on your Online Application Form which will be generated in a PDF Format later.

Here, to upload your Photo and Signature images, click "Choose File" or "Browse" button. You can upload one by one or both at the same time. After choosing the image, click "Upload" button to upload your images. Image size should be 200kb. Uploaded images will be shown in the Thumbnail.

After the completion of the Photos Upload, you should accept or click the Declaration check box.

Click "Register Your Application" button to register and it will redirect you to the "Know your status" Page.
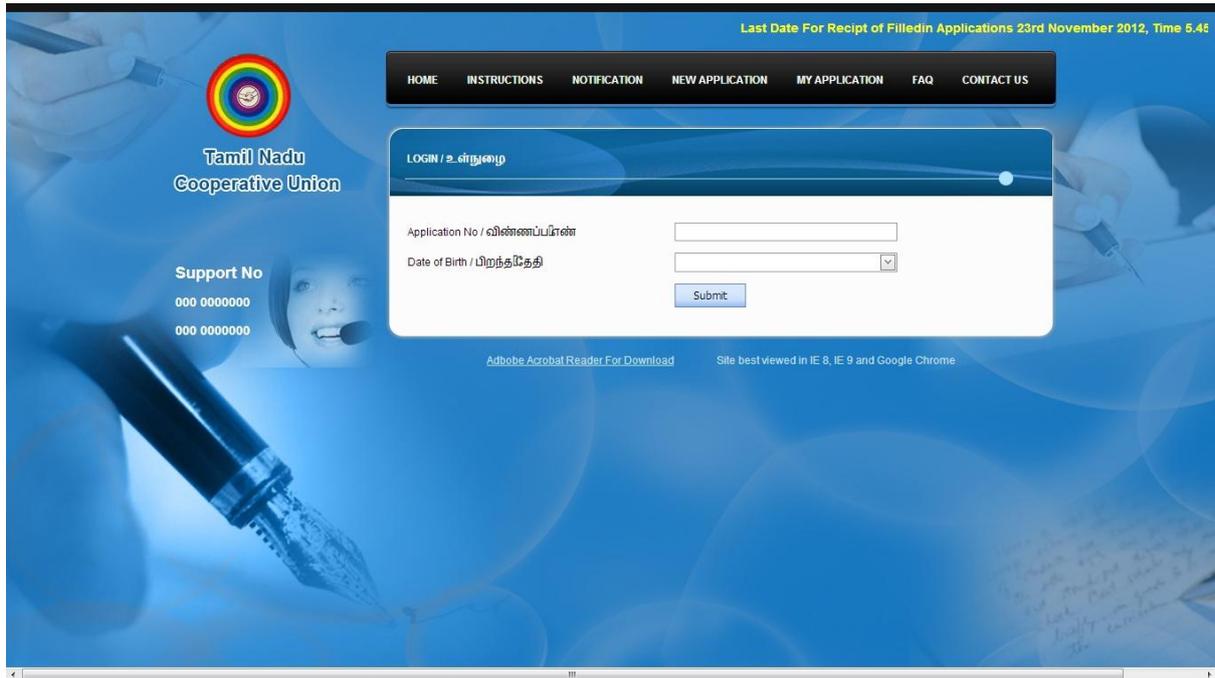
Know Your Status

In this Page, you can print your Online Application by clicking "Print Application" button.

This page displays the status of the details you have completed or updated. Refer above screen shot.

After clicking "Print Application" button, your Online Application Form will be generated in a PDF Format with all the details you have provided. Check all the details carefully whether all your details are displayed in the Application Form or not.

You online application will be generated with your Photo and Signature images. Take a Print out of your Application.

My Application

You can generate your Application Later by using this Login Page. To do this, click "My Application" Menu. Enter your Application No and your Date of Birth and click "Submit" button. Refer above Screen shot.

After clicking "Submit" button, you will be redirected to "Know Your Status" page to generate your Online Application.

For Further Clarifications and Queries, you can contact our Support Number mentioned in the Online Application Website.

Thank You & All the Best