HOW TO APPLY THROUGH ONLINE

1. Candidates should apply only through online in the Commission's Website (www.tnpsc.gov.in / www.tnpscexams.net / www.tnpscexams.in).
2. One Time Registration is mandatory before applying for any post.
3. For registering in One Time Registration, the candidates should have scanned image of their photograph and signature in CD/DVD/Pen drive as per their convenience.
4. Candidates who have already registered in One Time Registration may use their existing user ID and Password.
5. All candidates have to furnish their correct SSLC Register Number, Month and Year of Passing and Name of the Board, which issued the certificate. Any details found to be wrong, the One Time Registration and Online Application are liable for rejection at any stage.
6. Candidate who have more than one SSLC marks sheets, should enter the details available in the Marks sheets issued after final attempt in which he had passed the SSLC Examination.
7. A valid e-mail ID or Mobile Number is mandatory for registration. Email ID and Mobile Number, should be kept active till the declaration of results. TNPSC will send all communications and messages through the registered email ID and Mobile Numbers.
8. One Time Registration is not an application for any post. It is just collection of information from the candidates and giving a separate dashboard to each candidate to facilitate them to maintain their own profile.
9. Though the candidates furnish details / information in the One Time Registration, the details furnished in the recruitment specific application will alone be taken in to account.
10. Please note that all the particulars mentioned in the online application including Name of the Candidate, Post Applied for, Communal Category, Date of birth, Address, Email ID, Centre of Examination etc. will be considered as final and no modification will be allowed after the last date specified for applying online. Certain fields are fixed and cannot be edited. Candidates are hence requested to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained.
11. The details regarding One time Registration is given in the website www.tnpscexams.net / www.tnpscexams.in.
12. The candidate who wishes to apply for any recruitment notified by the Commission from time to time shall click the "Apply Online" to open up the On-Line Application Form for submission.
13. If they already have user ID and Password, they can key in with them. The available particulars will be displayed on the screen. They have to fill up additional details required for One Time Registration and recruitment specific application.
14. After submitting details in the application they can chose the mode of payment.
    a. Net Banking
    b. Debit Card / Credit Card
    c. Bank Challan
    d. Post Office

15. If the candidates wish to have immediate fee reconciliation shall make payment through net banking or Debit Card / Credit Card.
16. Payment made through challan would take atleast two working days for reconciliation.
17. In case of candidate's wish to pay fees through the online payment gateway an additional page of the application form will be displayed wherein candidates may follow the instructions and fill in the requisite details to make payment.
18. After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge.
19. If the online transaction has been successfully completed an Application Number will be generated. Candidates should note their Application Number for future reference in respect of the post applied for.
20. For offline mode of payment candidates have to select either Post Office or State Bank of India.
21. On Submission, system will generate the payment challan which the candidate need to take print out and go to the nearest branch of **State Bank of India** to make the payment.
22. Commission reserves the right to change the mode of payment at any time without any intimation.
23. Collect the candidate's copy of the Fee Payment Challan from the Branch. Please check that the challan is properly signed and the details of Transaction Number, Branch Name and DP Code Number, Deposit Date have been noted in the challan by the Branch authorities.
24. Online Application Registration will be taken as successful one, only if the payment is made either in post office or in State Bank of India within two days from the date of registration.
25. Candidates need not send the printout of the online application or any other supporting documents to the Commission. The certificates will be verified only when the candidates come up for next stage of selection.

Note:

I. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee/ intimation charges to avoid the possibility of disconnection/inability/failure to log on to the TNPSC's website on account of heavy load on internet/website.

II. TNPSC does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the TNPSC.

III. Under no circumstances, a candidate should share/mention e-mail ID and Password or Mobile Number of any other person. In case a candidate does not have a valid personal e-mail ID, they should create a new e-mail ID before applying on-line and must maintain that email account.

IV. There is a provision to modify the submitted Online Application. Candidates are requested to make use of this facility to correct their details in the Online Application, if any. This modification

facility will be available up to the last date for applying online for the particular post. After this date, no modification will be permitted. Candidates should take utmost care while filling in the Online Application. Please note that no modification in fee payment details will be permitted for candidates who pay fees/ intimation charges through the online mode. Certain fields are fixed and cannot be edited. Candidates are hence requested to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained.

V.   Candidates should carefully fill in the details in the On-Line Application at the appropriate places and click on the "SUBMIT" button at the end of the On-Line Application format. Before pressing the "SUBMIT" button, candidates are advised to verify every particular filled in the application. The name of the candidate or name of his /her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.

VI.   Request for change/correction in any particulars in the Application Form shall not be entertained under any circumstances AFTER THE LAST DATE FOR Editing/ Updating application details specified. TNPSC will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

VII.   Commission is not responsible for online payment failure.

VIII.   Any clarification may be obtained from the **Help Desks No 8754000961. You can also send us your queries at [technicalhelp@tnpscexams.in.](mailto:technicalhelp@tnpscexams.in)**

Secretary