

Online Application for the post of Block Education Officer-2023

Instructions to the candidates "How to Apply" through online

The Applicants 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 and keep them safe as messages will be sent to the registered mail Id / Mobil number only.

Important Note 1: Applicants should fill all the mandatory fields which are with star mark (★)

Important Note 2: Applicants can download the instructions in Tamil given below by clicking the given link below

"Click Here to download Instructions in Tamil".

NEW APPLICANTS/ USER :

- i.
 1. Applicant needs to provide basic personal information during new user signup process.
 2. Applicant must enter his/her E-Mail ID twice to confirm that Applicant is entering the correct e-mail ID.
 3. Applicant also needs to validate his/her Mobile No. via OTP process.
- ii. After providing the mandatory details, Applicant needs to click the "SUBMIT" button in the 'new user signs 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 Applicant 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, applicant must change his/her Password.
- iv. After changing Password, an instruction page will appear. After reading the instructions thoroughly, the Applicant needs to give "DECLARATION" by selecting the checkbox shown in the screen. Then the Applicant should click the "CONTINUE" button to proceed further.

APPLICATION FORM CONSISTS OF THE FOLLOWING SECTIONS:

1. Personal Details
2. Educational Qualifications
3. Upload Photo
4. Upload Signature
5. Upload Documents
6. Preview
7. Payment Section
8. Downloading of application forms
9. Examination
10. Centre Details
11. Representations
12. General
13. Cancellation of Examination

1. PERSONAL DETAILS:

- i. In the personal details page, Applicant should enter his/her Nativity and Gender. Upon selecting the Gender, a confirmation box will pop up. Then Click OK to confirm the Applicant's gender. The Applicant should fill his/her Permanent Address and Communication Address in the respective fields.
- ii. If the Applicant clicks "Yes" against the question "Do you possess community certificate issued by Tamil Nadu Govt.?", then list of communities will appear in the Community drop down box. Here the Applicant has to select his /her community.
- iii. 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 Applicant should fill his/her Religion and Community details and also upload the community certificate.
- v. Once all the mandatory fields are entered in the 'Personal Details page' the Applicant should, click the "Save & Continue" button to proceed further and to fill the "Educational Qualification".

2. EDUCATIONAL QUALIFICATIONS:

- i. Here the Applicant should fill details of his/her educational qualifications in the table provided.
- ii. After Clicking "Save & Continue" button, "Upload Photo" and then Upload Signature tab will appear on the screen.
- iii. All the relevant documents of the educational qualifications to be uploaded.

3. UPLOADING OF PHOTO:

- i. Here, Applicant's User ID, Name, Gender and Date of Birth will appear automatically on the screen.
- ii. The Applicant should scan his / her image of recently taken passport size photograph for uploading (allowed size 20 kb to 60 kb; allowed format JPG, JPEG, PNG).
- iii. Then, the Applicant should click the "Choose File" button and upload his/her scanned photograph.
- iv. After uploading the photo, the Applicant should click the "Continue" button. Then the "Upload Signature" section will appear.

4. UPLOADING OF SIGNATURE:

- i. Here, Applicant's User ID, Name, Gender and Date of Birth will appear automatically on the screen.
- ii. The Applicant should scan his / her signature for uploading image (allowed size 10 kb to 30 kb; allowed format JPG, JPEG, PNG).
- iii. Then, the candidate should click the "Choose File" button and upload his / her scanned signature.
- iv. After uploading the signature, the Applicant should click the "Continue" button. After completing all the process, "Preview" section will appear.

5. Uploading of Documents:

- i) All documents relating to personal details, date of birth, community, qualifications, etc. to be uploaded in the space provided. Later no candidate will be given opportunity to upload document. Unclear documents shall not be scrutinised and they will be rejected..
- ii) While uploading all relevant documents care should be taken to see the clarity of the document. Unreadable documents will not be considered, and are liable for rejection.
- iii) Same way relevant documents to be uploaded in relevant page only. The documents which are uploaded in the wrong places will not be considered as relevant documents.
- iv) The cut-off date of all documents should be as per Notification only. Teachers Recruitment Board will not be responsible for administrative delays of the Educational Institutions / other Offices in issuing Certificates / Documents.
- v) Failure to upload the documents as per the claim made in the Online application will result in rejection of candidature.

6) PREVIEW:

- i. In this section, all the details filled in the application form will be displayed in a single page with **“Edit”** option for the respective sections. If the Applicant 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 Applicant will not be able to **change** any of the details in the submitted application.
- v. Finally, the page moves to the payment section.

7. PAYMENT SECTION (VIA PAYMENT GATEWAY)

- i. A page mentioning the test applied and the amount of Fee Rs. 600/300 for Applicant 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, Applicant has to select the mode of payment 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 Applicant 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.

iv. **Refund and Cancellation policy**

Any request for cancellation or refund for fee 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 (Turn Around Time) as specified by banks.

8) DOWNLOADING OF FILLED IN APPLICATION FORM:

The candidate needs to click the “**APPLICATION FORM**” link in the Applicant’s dashboard to download the filled-in application form. The candidates are advised to keep a copy of filled in application form with them for their use in future.

Note: Any query regarding online applications as well as representations with respect to examination, key, etc. to be sent only through Applicant’s mail to the following mail address (trbgrievances@tn.gov.in). Other modes of representation like registered post, Normal Post, Letter in person will not be considered.

9. Examination:

- i) Applicants to be ready to write examination at any place / centre. Differently abled Applicants (PwD) only will be considered nearby to their residence, for which they need to provide necessary documents / proof.
- ii) 7 days before the examination the District allotment shall be hosted in the website. Admit card with centre details will be sent to candidate’s e-mail id only 3 days prior to examination.

10. Centre Details:

- i) Admit card with centre details will be sent to Applicant’s email ID only.
- ii) Any representations for change of examination centre will not be entertained.

11. Representations:

- i) Any representation, any query with respect to key and other issues shall be sent through the Applicant’s 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 the examination, does not claim any right for selection.

13. Cancellation of Examination:

- i) Teachers Recruitment Board has the right to cancel, postpone the examination 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.