

Direct Recruitment to the posts of Assistant Professors in Tamil Nadu Collegiate Educational Service for Government Arts & Science Colleges and Government Colleges of Education

Instructions to the candidates“ How to Apply ”through Online

The Applicants who are applying for this Post are requested to 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 active as messages will be sent to the registered mail Id/ Mobile number only.

Important Note: Applicants should fill all the mandatory fields which are with star mark

(*)NEW APPLICANT/USER:

1. Applicant needs to provide basic personal information during New User Sign up process.
2. Applicant must enter his/her active E-Mail ID and Validate via OTP process.
3. Applicant also needs to validate his/her Mobile No. via OTP process.
4. After providing the mandatory details ,Applicant needs to click the “SUBMIT” button in the ‘New User Sign up’ form.
5. On successful submission, User ID & Password will be created and displayed on screen and 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.

APPLICATION FORM CONSISTS OF THE FOLLOWING SECTIONS:

1. Important dates
2. Details of the Applicant
3. Address
4. Special Category details
5. Employment details
6. Research Experience
7. Educational Qualification
8. Examination particulars
9. Uploading Document
10. Preview and Confirmation

Details of the Applicant:

- 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. Applicant has to select his/her Community listed in the drop down.
- III. The Applicant should fill his/her Religion and Community details and upload the Community certificate.
- IV. Once all the mandatory fields are entered in the 'Details of the Applicant' the Applicant should, click the "**Save & Continue**" button to proceed further and to fill the "**Educational Qualification**".
- V. Here the Applicant should fill the details of his/her educational qualifications in the input field provided.

Uploading of Documents:

- I. All documents relating to personal details, Photo, Signature, Date of Birth, Community, Qualifications, etc. to be uploaded in the space provided. Unclear documents shall not be scrutinized and will be summarily rejected.
- II. While uploading all relevant documents, care should be taken to ensure the clarity of the documents.
- III. Required documents to be uploaded in '**Uploading Document**' page and relevant documents are to be uploaded in appropriate places only.
- IV. Teachers Recruitment Board will not be responsible for delayed submission /incomplete submission.
- V. Failure to upload the documents as per the claim made in the Online application will result in rejection of candidature.

Preview:

- I. In this section, all the details filled in the application form will be displayed with "**Edit**" option for the respective sections. Using the "**Edit**" button, applicants can 'Modify' or 'Update' the details.
- II. Now the Application Form will be displayed with "**Proceed to Submit Form**" Button at the end.

- III. On clicking the **“Submit Application Form”** button, the **“Declaration”** popup 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.

DOWNLOADING OF FILLED IN APPLICATION FORM:

The candidate needs to click the **“APPLICATION FORM”** link in the Applicant’s Dash board 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 can be sent only through Applicant’s mail to trbgrievances@tn.gov.in. Other modes of representation through Post, Letter in person, etc. will not be entertained.

GENERAL:

1. Mere submission of application and appearing in the examination, does not claim any right for selection.
2. It is informed that candidate who have obtained a Post Graduate degree from a recognized University , under 10 + 2 + 3 + 2 pattern alone shall be considered for selection as per G.O.(Ms) No. 107 , P & AR Department , dated 18.08.2009.
3. Candidates who obtained a Degree (UG / PG) after undergoing a course of one year duration (Double degree / Dual Degree) are not eligible to apply for this recruitment.
4. Candidates who obtained any of the degree required qualification (SSLC , HSC , or its equivalent , UG degree , PG degree , B.Ed and M.Ed) simultaneously are not eligible to apply for this recruitment.

CANCELLATION OF EXAMINATION:

Teachers Recruitment Board has the right to cancel, postpone the examination at any point of time, on administrative and other grounds.