HOW TO APPLY

A. Candidates should apply only through Online in the **www.tnusrbexams.net**

B. Click on "**Click here for registration**".

C. There are **seven modules** in online application form. viz., **Subscription, Personal Details, Eligibility, Document Upload, Preview, Payment** and **Print**. All are self-explanatory.

1. **Subscription: -** This is the first module of online application. Candidate must decide on the mobile number and e-mail id to be registered. Once this module is completed, the candidate will receive a registration ID and password on the registered mobile number / e-mail ID. A valid e-mail ID or Mobile Number is mandatory for registration and e-mail ID should be kept active till the declaration of results. All alerts will be sent to the registered mobile number and e-mail ID. Candidates should note the Registration ID and Password for further reference and not share the same with others.

2. **Personal details:** In this module, candidate will be required to furnish personal details and select the Examination Centre of his/her choice.

3. **Eligibility:** In this module, candidate is required to furnish the details about basic eligibility criteria of age and educational qualification, community (if claiming age relaxation and/or community reservation), Sports or Wards/dependent quota details (if applying under the quota) and NOC from SPs and above (if applying under Departmental Quota).
Important: *Candidates should enter the Personal details asked in the form with utmost sincerity. Please note that all the particulars mentioned in the online application will be considered as final and no modifications will be allowed after final submission.*

4. **Document Upload:** Candidate will be required to upload the documents as per the selections made Eligibility module. Candidate must go through the '**Guidelines for Scanning and Upload of Photograph and Signature' (on the website) and prepare the scanned documents as per the specifications provided below. Candidate must keep these documents ready in hard drive or removable media for uploading.

- All candidates have to mandatorily scanned passport photograph and signature.
- All candidates have to mandatorily upload scanned image of 10th mark sheet as age proof, HSC Mark Sheet and Degree certificate for the (10+2+3) pattern and basic educational qualification. (In case of more than one attempt in Class X/ Class XII marksheets of all attempts would have to be uploaded as a single pdf file)

- If claiming age relaxation under Destitute Widow, they have to upload the scanned image of Destitute Widow certificate obtained from the Competent Authority.
- If claiming age relaxation under Ex-Servicemen Quota, they have to upload the scanned image of Discharge certificate issued within 3 years preceding the date of notification.
- If applying under Sports Quota, they have to upload the scanned image of Form-I, Form-II and Form-III
- If applying under 10% Wards Quota, they have to upload the scanned image of Ward Certificate in the prescribed format
- If claiming 20% Departmental Quota they have to upload the scanned image of NOC obtained from the Competent Authority

MANDATORY UPLOADS

	Format	Min File Size limit	Max File size limit	To be uploaded by
Photo	Only jpg	20 Kb	50 kb	**All applicants**
Signature	Only jpg	20 kb	50 kb	
Class X Marksheet	1. Only jpg (if one attempt)	20 kb	200 KB	
	2. Only pdf (if 2 or more attempts)	50KB	600 kb	
Class XII Marksheet or Diploma	1. Only jpg (if one attempt)	20 kb	200 KB	
	2. Only pdf (if 2 or more attempts)	50KB	600 kb	
Graduation degree or Provisional Certificate	Only jpg	20 kb	100 kb	

OPTIONAL UPLOADS

Community Certificate	Only jpg	20 kb	100 kb	**Only claimants to quota**
Form-I or Form-II or Form-III for Sports Quota	Only jpg	20 kb	100 kb	
Destitute widow certificate for claiming age relaxation	Only jpg	20 kb	100 kb	

Ex-Servicemen discharge certificate (only pages related to service particulars and date of discharge)	Only Pdf	50 kb	400 kb	
Ward Certificate	Only jpg	20 kb	100 kb	**Only ward quota applying candidates**
No Objection Certificate (NOC) for Departmental Quota	Only jpg	20 kb	100 kb	**Only candidates applying under departmental quota.**

5. **Preview:** In this module, candidates can preview the data entered by them and edit the fields before final submission and the documents uploaded by him/her. Candidate will be asked to finally submit the application at end of this module. Once submitted, the application cannot be changed.

6. **Payment:** After submission of application, candidate will move to payment module.

> **Examination fee**
> a. Rs.230/- for candidates applying under Open Quota only.
> b. Rs.230/- for candidates applying under Departmental Quota only.
> c. Rs.460/- for candidates applying both under Open Quota and Departmental Quota.

Modes of payment

Candidates can pay the examination fee through **On-line payment** mode (Net Banking, Credit Card / Debit Card) or **Offline payment** mode **(through Indian Bank or E-payment Post Office)**.

Online Payment

A. In case of online payment i.e., **Net Banking, Credit card and Debit card** payment, the candidates will be directed to the payment gateway.

B. Candidate must follow the instructions given on payment gateway site such as - Do not press "Back" or "Refresh" button in order to avoid expiry of session.

C. Online transaction is successfully completed, there will be a display on the screen and you will receive a SMS and mail alert confirming the receipt of payment.

D. In case of broken transactions, candidate is advised to wait for sometime in order to confirm whether the transaction went through. Otherwise, they can directly go back to the **www.tnusrbexams.net** and make payment again. In rare case of double payment, the candidate will be refunded the excess payment within 5 working days.

Offline Payment (Post Office or Indian Bank)

A. Candidates can select to make offline payment through either Indian Bank or E-payment Post Offices.

B. A challan will be generated based on the offline payment option selected by the candidate.

C. **The challan will be valid only for 3 working days**. The candidate must make the payment within 3 days. Otherwise, a fresh challan will have to be generated. Fresh challan cannot be generated after the last date of submission of online application.

D. Candidate has to go to the nearest E-payment Post Office or Indian Bank Branch to make the payment. Candidate must collect the candidate's copy of the Challan from the Post Office/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 Post Office/Branch staff receiving the payment.

E. In case of offline payment through Indian Bank, the payment is received by the TNUSRB immediately in the normal course. The candidate can check the payment status at **www.tnusrbexams.net**

F. In case of offline payment through E-payment Post Office, the reconciliation generally requires 24 hours. The candidate can check the payment status at **www.tnusrbexams.net.**

Note: No other mode of payment other than online/offline payment modes listed above will be accepted.

7. **Print:** After submitting the application, candidates can print / save their application in PDF format. Candidates are requested not to send the print out of the online application. However, only the current payment status will be reflected in the print out. Candidate must take another print out after payment process is completed.

 General points for candidates

1) Candidates are advised in their own interest to apply online much before the closing date to avoid the possibility traffic congestion.

2) TNUSRB does not assume any responsibility for the candidates not being able to submit their application within the last date on account of the aforesaid reasons or for any other reason beyond the control of the TNUSRB.

3) Candidates must take utmost care while filling the online application. Any correspondence regarding change of details will not be entertained.

4) Any clarification may be obtained from the Help Desks Phone numbers or helpline e-mail ID mentioned in the e-mail about registration details.

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