



**TANGEDCO - DIRECT RECRUITMENT  
TO THE POST OF  
JUNIOR ASSISTANT- ACCOUNTS**

**Guidelines for filling the application through online**



### 1. APPLICATION

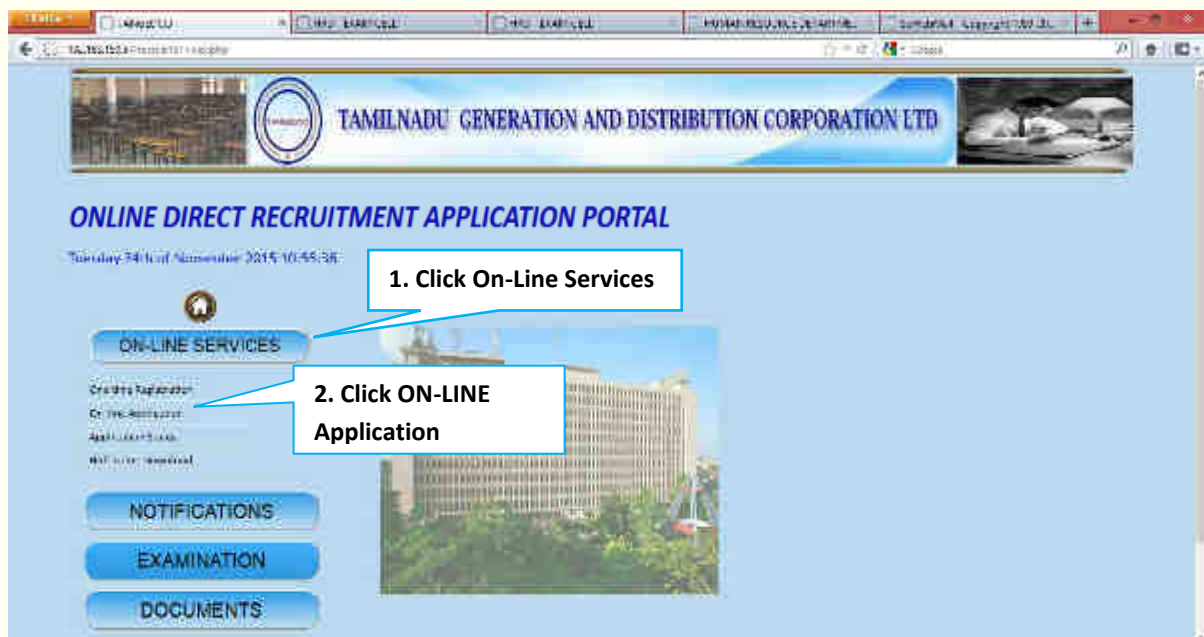
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## ON-LINE APPLICATION

The following home page will be opened.



**Step 2:** Click the 'ON-LINE SERVICES'. Then click the 'One-Time Registration' as shown below

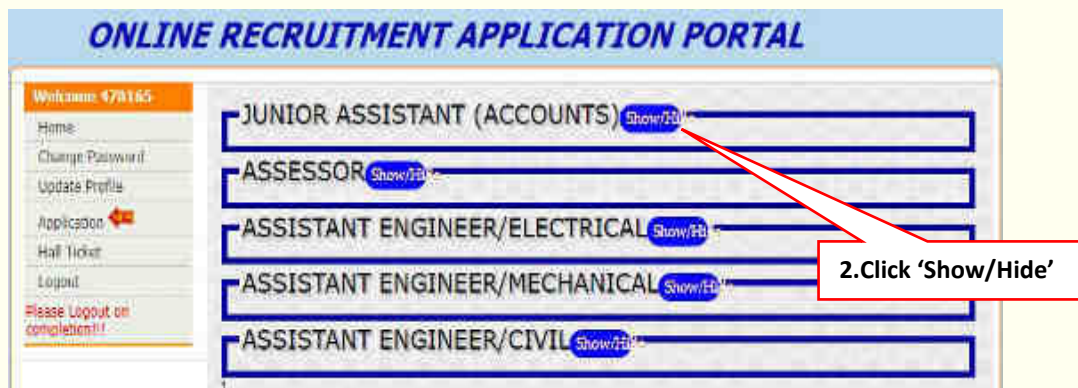


## 1. APPLICATION:

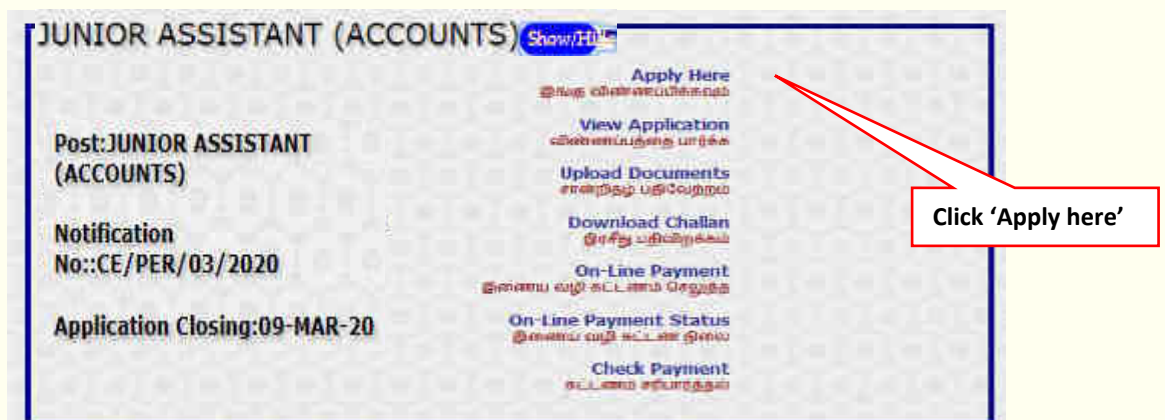
In this menu the candidate has to apply for the post they are willing to apply after checking the eligibility for that post.

### 1.1. APPLYING

**Step 1:** Click Application Menu and then Show/Hide in Junior Assistant Accounts post as shown below.



**Step 2:**





Step 3: The following screen is displayed.

**ONLINE RECRUITMENT APPLICATION PORTAL**

APPLICATION FOR THE POST OF JUNIOR ASSISTANT ACCOUNTS

**PERSONNEL INFORMATION**

Name: RANKUMAR.S  
 Father's Name: BENTHILNATHAN.M  
 Date of Birth: 01-07-1989  
 Gender: MALE  
 E-Mail ID: secchms2@tneinet.org  
 Residential Address: 55, 55 STREET, CHENNAI  
 Mobile No.: 9449998826  
 Photo I.D Proof: VOTER ID: TN9885522  
 Employment Exchange: Place: NO.

**ADDITIONAL INFORMATION**

Nationality: INDIAN  
 Belongs to: TN STATE  
 Religion: HINDU  
 Marital Status: MARRIED  
 Knowledge in Tamil: SSKC  
 Differently abled Person: NO-No  
 Priority (if any): Not Applicable  
 Community Category: SC-Schedule caste  
 Do you/Does your husband has/has more than one wife living: NO  
 Whether studied prescribed qualification in Tamil Medium: NO

**EDUCATIONAL QUALIFICATIONS**

Qualification	Branch	Board/University	Medium	Marks	Month/Year of Passing	Certificate No.
SSLC		STATE	ENGLISH	450/500	01/2007	6365
HSC		STATE	ENGLISH	1109/1200	04/2009	625623
B.Com	E-Commerce	MADRAS UNIV	ENGLISH	6/10	02/2013	36363

**SELECT TEST CENTRE CHOICES**

I Choice:  II Choice:  III Choice:

Are you Eligible for the Post:  Yes  No

**SAVE**

Now application form for the post that the candidate wishes to apply will be displayed. The form displayed is the “APPLICATION FORM FOR THE POST OF JUNIOR ASSISTANT ACCOUNTS”.

The application form will display all the details that the candidate has furnished in the previous forms as shown below.

The candidate has to select the Choices of the Examination/Test center. The candidate is allowed to select upto 3 choices I Choice, II Choice and III Choice.

**List of Examination centres**

1. Tiruvallur	7. Namakkal	13. Nagapattinam	19. Madurai	25. Tirunelveli	31. Tiruppur
2. Cuddalore	8. Dharmapuri	14. Tiruvarur	20. Theni	26. Thoothukudi	32. Chengalpattu
3. Viluppuram	9. Erode	15. Tiruchirappalli	21. Dindigul	27. Kanniyakumari	33. Kallakurichi
4. Vellore	10. Coimbatore	16. Karur	22. Ramanathapuram	28. Chennai	34. Kanchipuram
5. Tiruvannamalai	11. Nilgiris	17. Perambalur	23. Virudhunagar	29. Krishnagiri	35. Ranipet
6. Salem	12. Thanjavur	18. Pudukkottai	24. Sivaganga	30. Ariyalur	36. Tenkasi
					37. Tirupattur





- Step 4: a) Select the Choices of Examination Center. Maximum 3 Choices are allowed for selection. **I Choice, II Choice and III Choice.**
- b) If the candidate thinks that he/she is Eligible for the post they are applying, select **'Yes'**. Otherwise select **'No'**.
- c) After filling all the details finally click **SAVE** to save the data.

**EDUCATIONAL QUALIFICATIONS**  
கல்வி தகுதி விவரம்

Qualification தகுதி	Branch முகப்பு பிரிவு	Board/University வாரியம் மற்றும் பல்கலைக்கழகத்தின் பெயர்	Medium மொழி	Marks மதிப்பெண்	Month & Year of Passing தேர்ச்சி செய்த மாதம் & வருடம்	Certificate No. சான்றிதழின் எண்
SSLC		STATE	ENGLISH	450/500	03/2007	6565
HSC		STATE	ENGLISH	1100/1200	04/2009	625623
B.Com	E-Commerce	MADRAS UNIV	ENGLISH	8/10	03/2013	58565

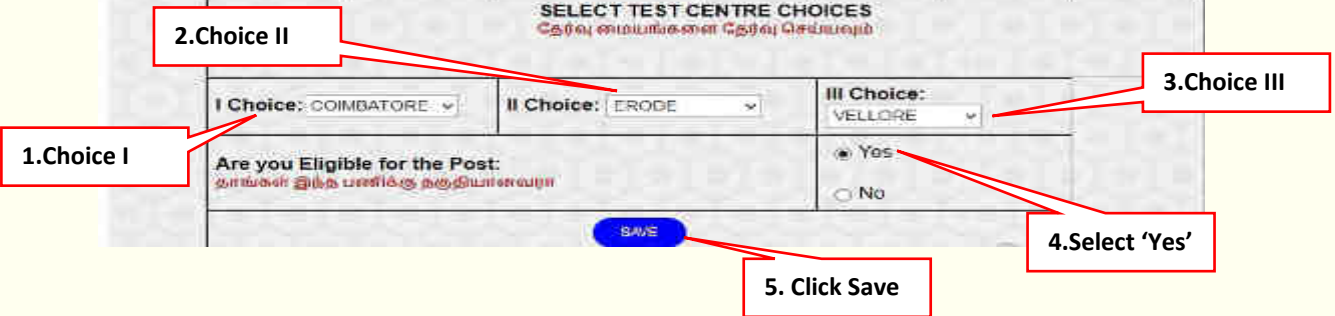
**SELECT TEST CENTRE CHOICES**  
தேர்வு மையங்களை தேர்வு செய்யவும்

I Choice: COIMBATORE    II Choice: ERODE    III Choice: VELLORE

Are you Eligible for the Post:  
தாயகம் இந்த பணிக்கு தகுதியானவர்

Yes     No

**SAVE**



Step 5: Read the instructions and finally click the Round Radio Button as shown below. Then click proceed.

**Instructions to Candidate**  
விண்ணப்பிப்பவர்களுக்கு அறிவுரை

You are about to Successfully Complete the Application  
Before proceeding ensure the following  
தயக்கம் விண்ணப்பத்தை செயற்குறிப்பாக முடித்தி செயல்படுவீர்கள் அதற்கு முன்பு கீழ்க்கண்டவற்றை சரிபார்க்கவும்

- Ensure that Eligibility criteria mentioned in the notification is met.  
தயக்கம் இடையீட்டாளர் அறிவிப்பின்மேல் அமைந்த தகுதியை பெற்றவர்
- Ensure that Test centre choices are selected properly.  
தேர்வு மையங்களை சரியாக தேர்வுசெய்துள்ளீர்கள்
- Ensure that all Educational Qualifications, Community category, Priority information, Tamil Medium in Qualifying examination, Differently abled information, age, etc., provided are correct.  
If any information given is found wrong later, the candidature is liable for rejection in addition to legal actions.  
தயக்கம் அமைந்த தகுதி தகுதி, சமூக வகை, முன்னுரிமை விவரம், தமிழ் வழி கல்வி தகுதி பெற்ற விவரம், மாற்றத்திற்கான பற்றி விவரம், வயது, இதர தரப்பட்ட விவரங்கள் சரியானவை என்று சரிபார்க்கவும்.  
இதில் ஏதேனும் விவரங்கள் தவறாக இருந்தால் விண்ணப்பத்தை தகுதி தகுதி செயல்படுத்தி சட்ட நடவடிக்கை எடுக்கப்படும் என்று அறிவிக்கப்படும்.
- After submitting the application, the data can't be modified. To change any of the profile data, Go to menu 'Update Profile' and get the profile updated before clicking the 'PROCEED' button.  
விண்ணப்பம் சமர்ப்படுத்திய பிறகு அந்த விவரங்களை மாற்றும் செயல் இயலாது.  
விண்ணப்பத்தை மாற்றும் முன்பு மாற்றும் செயல் செயற்குறிப்பாக அமைந்த செயல்படுத்தி என்று அறிவிக்கப்படும்.
- After submitting the application, the application can be viewed in View Application menu till last date.  
விண்ணப்பம் சமர்ப்படுத்திய பிறகு, விண்ணப்பத்தை பார்க்க செயற்குறிப்பாக விண்ணப்பத்தை பார்க்க என்ற செயற்குறிப்பாக கட்டி திறக்கப்படும்.
- I have understood that mere appearing / passing the examination does not ensure eligibility for Appointment.  
இந்த தேர்வு எழுதும்போது அல்லது தேர்ச்சி பெற்றபோது வேலை இயலாமை தகுதி தகுதி பெற்று விட்டதால் பற்றி கேள்வி யாருடையது.

I have understood that mere appearing / passing the examination does not ensure eligibility for Appointment.

**Proceed**



**Step 6:** Now the Application Saved message is displayed.

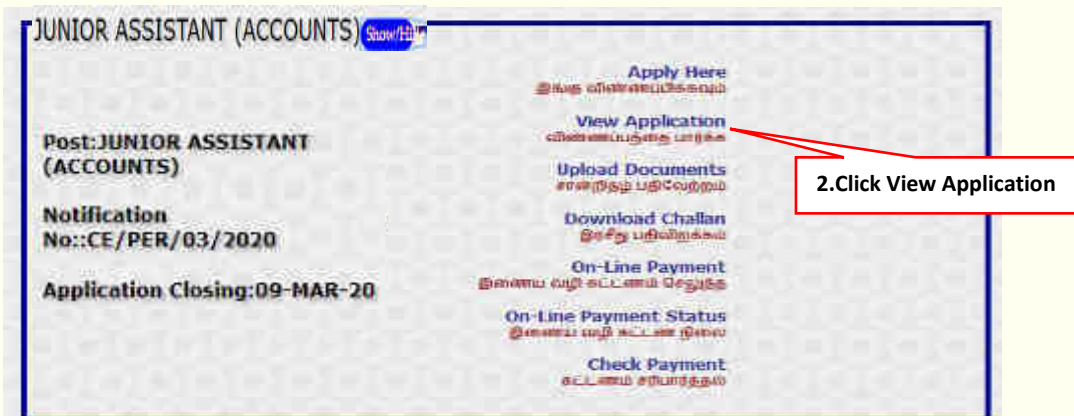


## **1.2. VIEW APPLICATION**

**Step 1:** Now click “Show/Hide” button to View Application.



**Step 2:** Now click “View Application” button to View Application



**Step 3:** Now click “View Application Form”.



**Step 4:** Now the application can be viewed as shown below and print out can be taken.

**APPLICATION FORM FOR THE POST OF  
JUNIOR ASSISTANT ACCOUNTS**

<b>Application No: H0341504</b> <b>Registration No:478185</b>					
<b>Personnel Information</b>					
Name:	RAMKUMAR.S	Father's Name:	SENTHILNATHAN.M		
Date of Birth:	01-07-1990	Gender:	MALE		
Communication Address:	55 56 STREET CHENNAI,PIN:600063	Permanent Address:	55 56 STREET CHENNAI,PIN:600063		
Photo I.D.Proof:	Voter ID	I.D.No:	TN6585522		
Employment Exchange No:	Place: No:				
E-Mail ID:	aeoctms2@tnebnnet.org	Belongs to:	TN STATE		
<b>Additional Information</b>					
Nationality:	INDIAN	Religion:	HINDU		
Marital Status:	MARRIED	Knowledge in Tamil:	SSLC		
Differently abled Person:	NO--No	Priority if any:	Not Applicable		
Community Category:	SC	Do you/Does your husband have/has more than one wife living:	NO		
Whether Completed TANGEDCO Apprentice	NO	Mobile No.:	9999999999		
Whether put in 5 years service in State/ Central Government	NO	Whether studied prescribed qualification in Tamil Medium	NO		
<b>Educational Qualifications</b>					
Qualification	Branch	Board/University	Marks	Month&Year of Passing	Certificate No.
SSLC	-	STATE	450/500	03/2007 ENGLISH	6565
HSC	-	STATE	1100/1200	04/2009 ENGLISH	625623
B.Com	-	MADRAS UNIV	8/10	03/2013 ENGLISH	56565
<b>Selected Test Centre Choices</b>					
I Choice: CHENNAI	II Choice: VELLORE		III Choice: VILLUPURAM		
<b>Declaration</b>					
<p>1. I have understood that mere appearing / passing the examination does not ensure eligibility for Appointment.</p> <p>2. I further declare that I fulfill all the eligibility conditions prescribed for admission to the examination.</p> <p>3. I have informed my employer in writing that I am applying for this examination.</p> <p>4. I have gone through the instructions to candidates and notification for this recruitment before filling up the application form.</p> <p>5. I hereby declare that all the statements given in the application are true and correct to the best of my knowledge and belief. In the event of any information being found false / incorrect or ineligibility deducted before or after the written test / interview / certificate verification or even after appointment, my candidature will stand automatically cancelled.</p>					
<b>Images Uploaded by Applicant</b>					

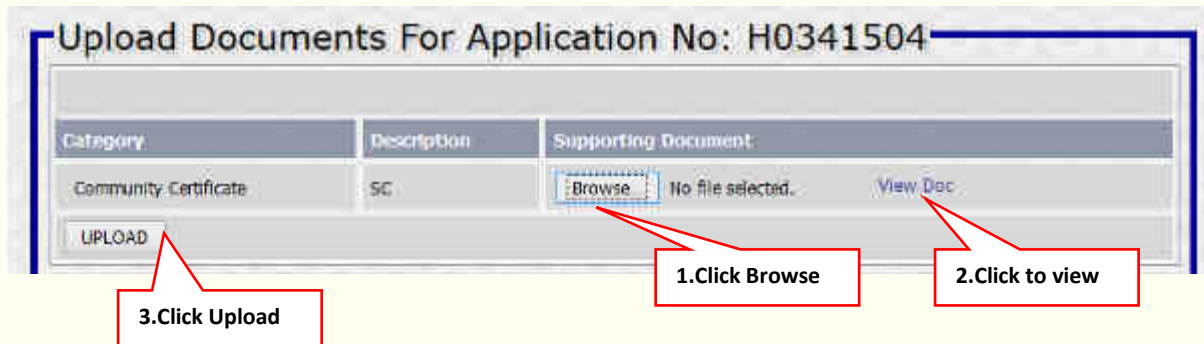


## 1.3. UPLOAD DOCUMENTS

**Step 1:** Now click “Show/Hide” button and then click “Upload Documents “to upload the scanned copies of (i) Degree Certificate, (ii) Priority Certificates (like Intercaste Marriage, Destitute Widow etc.),(iii) Community Certificate, (iv) PSTM certificate [Refer point (f) Studied Prescribed Qualification in Tamil Medium in page 9], (v) Certificate for Differently abled, whichever is applicable for the candidate.



**Step 2:** Now click “Browse” button and select the scanned copies of Degree Certificate, Priority Certificates one by one.



**NOTE:** The scanned copies should be in pdf format and the file size should be between 100Kb and 150Kb.

**Step 3:** After Uploading the following message will be displayed. Like this all the required documents like SSLC, HSC, DEGREE etc may be uploaded one by one.

Category	Description	Supporting Document
S.S.L.C Certificate	S.S.L.C	<a href="#">Choose file</a> No file chosen <a href="#">View Doc</a>
B.Sc Certificate	B.Sc/Computer science/IT	<a href="#">Choose file</a> No file chosen <a href="#">View Doc</a>
Community Certificate	SC	<a href="#">Choose file</a> No file chosen <a href="#">View Doc</a>
Differently abled Person	YES	<a href="#">Choose file</a> No file chosen <a href="#">View Doc</a>
PSTM Certificate		<a href="#">Choose file</a> No file chosen <a href="#">View Doc</a>

UPLOAD



Step 4: After uploading the documents, the following message will be displayed.

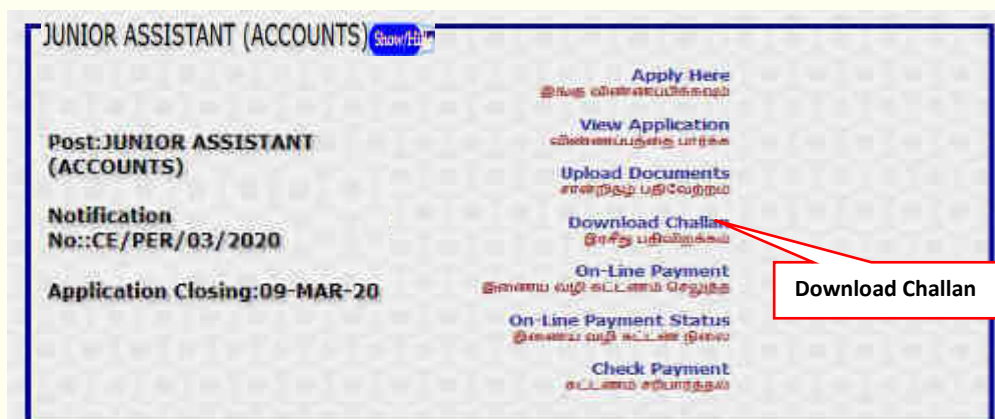


## 1.4. EXAMINATION FEES:

### a) Bank Counter Challan Method:

For paying the examination fee, the candidate has to download the Bank Challan given the prescribed format. The candidate has to pay the fee in the bank after filling details in the Challan. The candidate can pay the fee in the branches of either in **1. CANARA BANK or 2. INDIAN BANK or 3. INDIAN OVERSEAS BANK only**, which is available nearer to your native town or the place of residing.

**Step 1:** Now click "Show/Hide" button and then click "Download Challan" to pay the Examination fees.

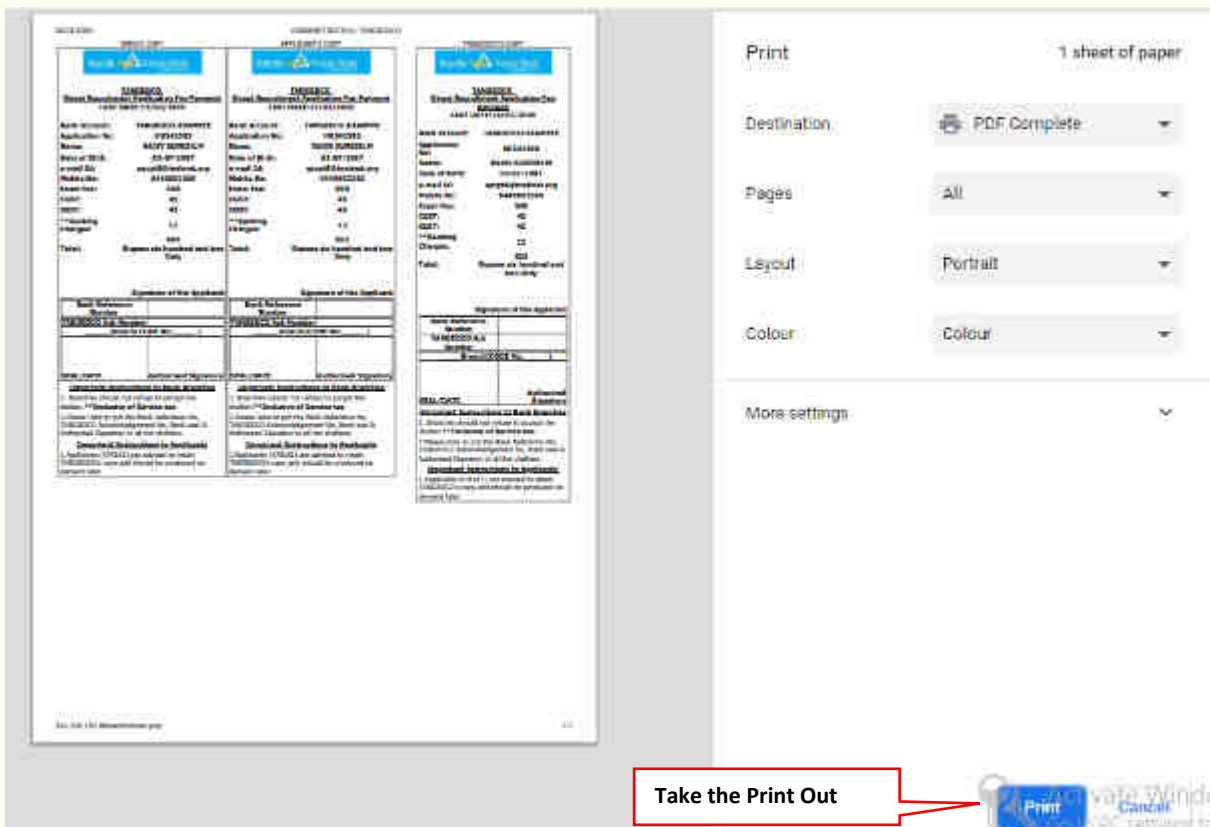


**Step 2:** The candidate can download either CANARA BANK CHALLAN or INIDAN BANK or INDIAN OVERSEAS BANK CHALLAN.



**Step 3:** The Bank challan selected by the candidate will be opened as shown below.

**a) CANARA BANK CHALLAN.**

Similarly other bank challans may be taken.

**Step 4:** The print option will automatically popped up as shown above and the candidate can directly take the print out of the challan.

**Step 5:** The Challan consists of 3 copies, BANK COPY, APPLICANT COPY and TANGEDCO



COPY.

The challan will contain the details like Application No, Candidate No, Date of Birth, e-mail Id, Mobile No, Application Fees etc.,

The Candidate has to fill the other required fields if any and pay the examination fees in the nearest branch of the bank.

## b) ONLINE PAYMENT METHOD:

**JUNIOR ASSISTANT (ACCOUNTS)** [Show/Hide](#)

**Post: JUNIOR ASSISTANT (ACCOUNTS)**

**Notification No.: CE/PER/03/2020**

**Application Closing: 09-MAR-20**

- Apply Here**  
இங்கே விண்ணப்பிக்கவும்
- View Application**  
விண்ணப்பத்தை பார்க்க
- Upload Documents**  
சான்றிதழ் பதிவேற்றம்
- Download Challan**  
சேர்த்து பதிவேறுகவும்
- On-Line Payment**  
இலவசம் வழி கட்டணம் செய்தல்
- On-Line Payment Status**  
இலவசம் வழி கட்டணம் முறை
- Check Payment**  
கட்டணம் சரிபார்த்தல்

**Click On-Line Payment**

**ON Line Payment**

**NET BANKING**

Axis Bank, Canara Bank, Central Bank of India, State Bank of India, Federal Bank, HDFC BANK, ICICI Bank, IDBI BANK, Indian Bank, Karnataka State Bank, Lakshmi Vilas Bank, Punjab National Bank, Tamil Nadu State Bank, TMB, TNBC BANK, Union Bank

**CREDIT/DEBIT CARD (ALL BANKS)**

AXIS BANK

NET BANKING: For net banking the following screen will be displayed and click proceed for payment .

**BANK: BOI NET BANKING**

**FEE : 500**

**CGST : 45**

**SGST : 45**

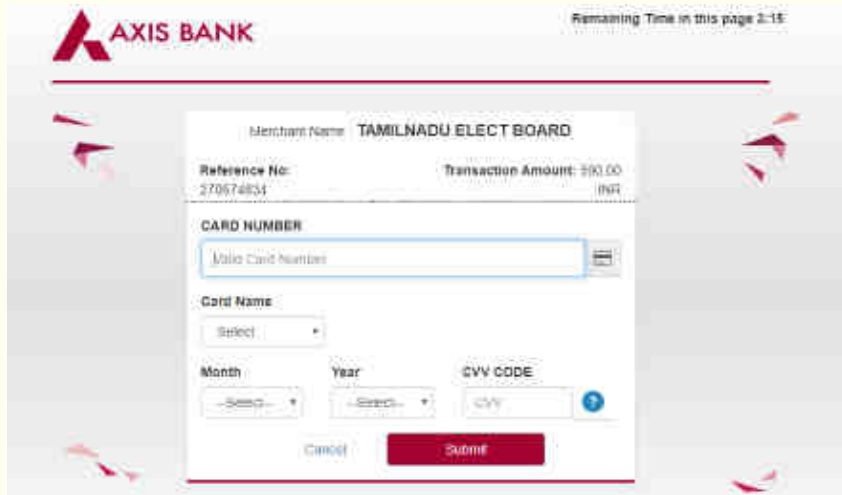
**TOTAL FEE : Rs.590/-**

- Successful payments, Payment status will be updated.
- In case, broken transaction i.e., unsuccessful transactions, the amount will be refunded.
- Make the payment through Online again or Counter payment by downloading Challan.
- TANGEDCO is not responsible for any unsuccessful payments and the payment of the application fees within the deadline lies wholly on the responsibility of the Individual.
- I Agree the terms and conditions of TANGEDCO towards the payments

**PROCEED**



CREDIT/DEBIT CARD PAYMENT: For card payment the payment gateway will be opened and the payment may be done.



ONLINE PAYMENT STATUS:

The status will be displayed as below.

Received Status.



Not Received Status:



## 1.5. CHECK PAYMENT:

The candidate can check the status of the payment, i.e whether the payment has been received by TANGEDCO from the bank.

**Step 1:** Now click as shown below.



If the payment has been received from the bank, the candidate can get the confirmation as "PAYMENT RECEIVED".



If the payment has not received from the bank, the candidate can get the confirmation as "PAYMENT NOT YET RECEIVED".

