

## HOW TO APPLY

Candidates can apply online from 15.10.2018 10am to 05.11.2018 5pm only and no other mode of application will be accepted.

### Pre-Requisites for Applying Online

Before applying online, candidates should—

(i) Scan their :

- photograph [4.5cm x 3.5cm, JPG/JPEG format of size 20 – 50 KB]
- signature [JPG/JPEG format of size 10 – 20 KB]
- a hand written declaration (text given below). (Size should be between 50 – 200 KB)

#### உறுதிமொழி/ Declaration

இந்தவிண்ணப்பத்தில் குறிப்பிட்டுள்ள விவரங்கள் அனைத்தும் என் அறிவுக்கு எட்டியவரை உண்மை. இவ்விண்ணப்பத்தை பொறுத்தவரை எதுவும் மறைக்கப்படவில்லை. தேர்வுக்கு முன்போ அல்லது பிறகோ இவ்விவரங்கள்தவறு அல்லது உண்மைக்கு புறம்பானது அல்லது தகுதியின்மை என அறியும்பட்சத்தில் என்மீது தமிழ்நாடு வனசீருடைப்பணியாளர் தேர்வுக்குழுமத்தால் எடுக்கப்படும் எவ்வித நடவடிக்கைக்கும் உட்படுகிறேன்.

I hereby declare that all the particulars furnished in this application are true, correct and complete to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the examination, action can be taken against me by the Tamil Nadu Forest Uniformed Services Recruitment Committee (TNFUSRC).

கையொப்பம் / Signature

(ii) Signature in CAPITAL LETTERS will NOT be accepted.

(iii) Community certificate (Size should be between 50 – 500 KB).

(iv) Keep PSTM document scanned if applicable (Size should be between 50 – 500 KB).

(v) Keep Transgender ID and self declaration Certificate scanned if applicable (Size should be between 50 – 500 KB).

(vi) Keep Sports quota certificate scanned if applicable. (Size should be between 50 – 500 KB).

(vii) Keep Destitute Widow certificate if applicable. (Size should be between 50 – 500 KB).

(viii) If you are Ex-Servicemen, keep “Undertaking to be given by the applicant” as given in Annexure – V of Information Brochure ( Size should be between 50 – 500KB)

(ix) If you are applying for the post of Forest Guard with Driving Licence, the candidates are required to keep the following certificates ready and produce them as and when required.

1. Driving licence issued by Competent Authority
2. Experience certificate not less than three years after getting driving licence
3. First-Aid Certificate issued by Recognized Organization
4. Visual Standard Certificate obtained from District Head Quarter Hospital

**Ensure that all the above scanned documents adhere to the required specifications.**

(x) Keep the necessary details/documents ready to make **Online Payment** of the requisite application fee/ applicable service charges.

(xi) Please have a valid personal email ID, which should be kept active till the completion of Recruitment Process. TNFUSRC may send call letters for the Examination etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, the candidate should create a new e-mail ID before applying on-line and must maintain that email account.

**Application Fees/ applicable service charges Payable from 15.10.2018 10am to 05.11.2018 5pm (Online payment), both dates inclusive, shall be as follows**

- No fee for BC /BCM / MBC/ SC / SCA / ST /Destitute widow candidates / ex - servicemen.

- Rs. 150 /- for all others

Applicable service charges for Online Payment of application fees will have to be borne by the candidate.

**Procedure for applying online**

**(1) Candidates should apply only through Online Mode in the Tamil Nadu Forest Department's Website [www.forests.tn.gov.in](http://www.forests.tn.gov.in)**

(2) Candidates will have to click on "CLICK HERE FOR NEW REGISTRATION" to register their application by entering their basic information in the online application form. After that a provisional registration number and password will be generated by the system and a message that "you are successfully registered and please check your e-mail and SMS" will be displayed on the screen. Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed.

(3) Candidates are required to upload their

- Photograph
- Signature
- A hand written declaration
- PSTM (If required)
- Transgender ID and self declaration Certificate (If required)
- Sports quota certificate (If required)

as per the specifications given in the Guidelines for Scanning and Upload of documents.

**(4) Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on FINALSUBMIT Button.**

Candidates have the option of making the payment of requisite fees/ applicable service charges through the ONLINE as well as OFFLINE mode:

**Offline mode of payment in any form such as Demand Draft / Postal order etc., will not be accepted.**

(Details regarding Exemption for Examination Fee are given in "Information Brochure" published in the Website: [www.forests.tn.gov.in](http://www.forests.tn.gov.in)).

## **Payment of fees/ applicable service charges via the ONLINE MODE**

(i) Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully and click on the "FINAL SUBMIT" button at the end of the On-Line Application format. Before pressing the "FINAL SUBMIT" button, candidates are advised to verify every field filled in the application. The name of the candidate or candidate's Father/Mother etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature. In case the candidate is unable to fill in the application form in one go, candidate can save the data already entered. When the data is saved, a provisional registration number and password will be generated by the system and displayed on the screen.

Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. Once the application is filled in completely, candidate should submit the data.

(ii) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

(iii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.

(iv) After Final Submit, an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.

(v) If the online transaction has not been successfully completed then candidates are advised to login again with their provisional registration number and password and pay the Application Fees/ applicable service charges online.

(vi) On successful completion of the transaction, an e-receipt will be generated.

(vii) Candidates are required to take a printout of the e-receipt and online application form. Please note that if the same cannot be generated then online transaction may not have been successful.

### **Note:**

o 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.

o For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.

o To ensure the security of your data, please close the browser window once your transaction is completed.

o After completing the procedure of applying on-line including payment of fees / applicable service charges, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the TNFUSRC/ Banks.

**Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained.**

**TNFUSRC 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.**

**An online application which is incomplete in any respect such as without proper passport size photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.**

**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 / applicable service charges to avoid the possibility of disconnection/ inability/failure to log on to the TNFUSRC website on account of heavy load on internet/website jam.**

**TNFUSRC 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 TNFUSRC.**

**Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.**

**Any information submitted by the applicant in the application shall be binding on the candidate personally and the candidate shall be liable for prosecution/ civil consequences in case the information/ details furnished by the candidate are found to be false at a later stage.**