

**GUIDELINES TO APPLY ONLINE FOR THE POST OF SENIOR FACTORY ASSISTANT**

Fill all the fields with relevant data. Fields marked with\* should be filled without Fail. Fill all the fields in Block Letters.

- Name\* : Enter Name of the Candidate with Initial at the end. Give space between Name and Initial.
- Gender\* : Select **Male** or **Female** from the dropdown menu available.
- Date of Birth\* : Select the date from the date picker that appears on the side.
- Age as on 01/01/2018 : Age is calculated automatically and appears on the field.
- Father Name\* : Enter Father Name with Initial at the end. Give space between Name and Initial.
- Mother Name\* : Enter Mother Name with Initial at the end. Give space between Name and Initial.
- Marital Status\* : Select Married or Unmarried from the dropdown menu available. If Married select **Yes** otherwise select **No**.
- Spouse Name : If Married, Enter Husband Name or wife Name in the text box.
- Place of Birth\* : Enter place of birth in the text box.
- Native District\* : Enter the name of Native District.
- Native State\* : Select **TamilNadu** if the candidate belongs to TamilNadu. Otherwise select **others**.

If Other than

TamilNadu Specify the State : If the candidate belongs to other state, Enter the name of the State.

Mother Tongue\* : Enter the Mother Tongue (Language Name) in the text box.

Other Language Known\* : Enter the language name known to candidate other than the Mother Tongue.

Option : Make a tick mark straight to languages known depending upon able to Read, Write and Speak.

Nationality\* : Select **Indian** in the dropdown menu available.

Religion\* : Select any one of the religions to which the candidate belongs from the dropdown menu available.

Enter Other Religion : If the candidate belongs to a religion which is not given in the dropdown menu, Enter the name of religion.

Address for Communication\* : Enter relevant data in the text box given.

If Address for Communication and Permanent Address Is Same : If the two address are same select **Yes**. The permanent address will be automatically filled.

Permanent Address\* : If permanent address is different from Address for communication, Enter permanent Address in the text boxes.

Mobile Number\* : Enter candidate Mobile Number (10 digits) in the text box.

Alternate Mobile Number : Enter alternate mobile number if available in the text box.

Aadhar Number : Enter the Candidate Aadhar Number (12digits) in the text box if available.

E-Mail Id : Enter the candidate valid E-Mail id in the text box if available.

Have you Registered In Employment Office : Select **Yes** or **No** from the dropdown menu available.

Registration Number : If the candidate has registered in employment office, enter the Employment Registration Number in the text box.

Registration Date : Enter the Date of Registration.

Community\* : Select any one of the community to which the candidate belongs to from the dropdown menu available.

Sub caste\* : Enter the name of the sub caste in the text box.

Community Certificate Number\* : Enter the Community Certificate Number in the text box.

Date of Issue\* : Select the date from the date picker available for the date of issue of community certificate.

Issuing Authority\* : Enter the designation of the issuing authority in the text box.

Taluk\* : Enter the Taluk name in the text box.

District\* : Enter the District name in the text box.

Do you belong to Differently Abled Category\* : Select **Yes** or **No** from the dropdown menu available.

- Type of Disability : If the candidate belongs to **Differently Abled** category select any one of the disability category from the dropdown menu available.
- Do you belong to Destitute Widow Category\* : If the Candidate belongs to **Destitute Widow** category select **Yes**. Otherwise select **No**.
- Do you belong to Ex-Serviceman Category\* : If the Candidate belongs to **Ex-servicemen** category select **Yes**. Otherwise select **No**.
- Priority\* : If the Candidate belongs to any **Priority** category select **Yes**. Otherwise **No**.
- Type of Priority\* : If the candidate belongs to any of the priority category, select the priority type.
- Certificate Number\* / Letter number : Enter the priority certificate number or priority Letter Number in the text box.
- Date of Issue\* : Select the date from the date picker available for the date of issue of the priority certificate.
- Issuing Authority\* : Enter the designation of the issuing authority in the text box.
- Taluk/Place/Division\* : Enter the Taluk/Place/Division name in the text box.
- District/Station\* : Enter the District Name or Station name in the text box.
- Educational Qualification\* : Enter the relevant educational qualification of the candidate in the table. If the candidate qualification is not given, enter in the **others** text box.
- Federation Unit for Which the candidate Is Applying\* : Select any one of the federation unit from the dropdown menu available.

Educational

Qualification applicable : Select **HSC** or **ITI with SSLC** or **ITI without SSLC**  
For this post\* from the dropdown menu available.

Educational Details : Enter relevant data in the text box.  
for **HSC\***

No. Of Attempts\* : Select the attempt in which the candidate has passed

Mark sheet Certificate : Enter the mark sheet certificate number in the text  
Number\* box. If the candidate has more attempts, enter the  
final attempt mark sheet certificate number.

Total Marks\* : Enter the Total Marks for the Examination.  
Example: 500, 1100, 1200 etc in the text box.

Marks Secured\* : Enter the total marks obtained by the candidate.

Percentage : Percentage will be automatically calculated and it will  
appear in the text box.

Weightage Marks : The weightage marks will be automatically calculated  
and it will appear in the text box.

Trade\* : If the candidate has completed ITI, Enter the Trade  
Name in the text box.

Educational Details : Enter relevant data in the text box.  
for **ITI with SSLC\***

No. Of Attempts\* : Select the attempt in which the candidate has passed

Mark sheet Certificate : Enter the **Mark Sheet Certificate Number** in the  
Number\* text box. If the candidate has more attempts, enter  
the final attempt mark sheet certificate number. For  
ITI candidate if mark sheet certificate number is not  
available enter **Roll Number**.

- Total Marks\* : Enter the Total Marks for the Examination.  
Example: 500, 1100, 1200 etc in the text box.
- Marks Secured\* : Enter the total marks obtained by the candidate.
- Percentage : Percentage will be automatically calculated and it will appear in the text box.
- Weightage Marks : The weightage marks will be automatically calculated and it will appear in the text box.
- Educational Details for **ITI without SSLC** : Enter relevant data in the text box.
- No. Of Attempts\* : Select the attempt in which the candidate has passed
- Mark sheet Certificate Number\* : Enter the **Mark Sheet Certificate Number** in the text box. If the candidate has more attempts, enter the final attempt mark sheet certificate number. For ITI candidate if mark sheet certificate number is not available enter **Roll Number**.
- Total Marks\* : Enter the Total Marks for the Examination.  
Example: 500, 1100, 1200 etc in the text box.
- Marks Secured\* : Enter the total marks obtained by the candidate.
- Percentage : Percentage will be automatically calculated and it will appear in the text box.
- Weightage Marks : The weightage marks will be automatically calculated and it will appear in the text box.
- Total Weightage Marks : Total weightage marks will be automatically calculated and it will appear in the text box.
- Details of previous Employment if any : Select **Yes** or **No** from the dropdown menu available.

- Employment Details : If the candidate was already working, enter the employment details in the text box of the table.
- Details of Conviction/  
Punishment/  
Disqualification/  
Criminal Case/  
Disciplinary proceeding  
Etc if any\* : Select **Yes** or **No** from the dropdown menu available.  
If **Yes** is selected, enter the details.
- Declaration : Read the declaration and make a tick mark in the text box.
- Upload Documents\* : Upload your scanned copy of your **Photo**. (Size less than **50kb**)  
Upload your scanned copy of your Signature. (Size less than **20kb**)
- Terms and conditions : Read the terms and conditions and make a tick mark in the text box.
- Submit : Select the submit button.
- Verify : After submitting the application, the preview page will appear. Candidate can **view** and **verify** entered details.
- Make Payment : The candidate can make their payment towards the application fee through **credit card/debit card/net banking**.
- Acknowledgement : After making successful payment the acknowledgement for successful registration will appear on the screen. Also candidate will receive SMS of acknowledgement for successful registration to their registered mobile number.

Print of Application  
Form

: Candidate can download or take printout of the application form in PDF format. Also if the candidate forgets to take printout of application form after applying online, he can take the printout of the application form using the **candidate Login** given in the home page. The user ID will be candidate **Application Registration Number** and Password will be candidate **Mobile Number**.