INSTRUCTIONS TO CANDIDATES

Following are the procedures to apply for Departmental Tests:

- I. Registration procedure
- II. Applying procedure
- III. Payment procedure
- IV. Payment/Application status
- V. Downloading Hall ticket
- VI. Viewing of Results
- VII. Forgot password

I. Registration Procedure:

(a) Before Registration:

1. A valid e-mail ID is mandatory for registration. Email ID should be kept active till the declaration of results. Hall Tickets (Memorandum of Admission) will be sent only online to the registered e-mail ID and examination web portal.

(b) For Registration:

1. Log on to http://exam.tnebnet.org/examcell
2. Click on the 'One time Registration' link.
3. Candidates who have already registered through this website need not register again. The candidate can login the website and proceed further.
4. The online registration includes Name of the candidate, Date of birth, Email ID, Residential & Office address, Designation and Circle.
5. All the fields are mandatory.
6. The above details once entered and registered will be considered as final and no modifications will be allowed. Hence, Candidates are requested to fill in the online registration form with utmost care since no correspondence regarding change of details will be entertained.
7. On successful registration, confirmation/activation link along with User Name/Registration No. and password will be sent to the Email ID specified by the individual.
8. On clicking the activation link in the mail, the Registration process completes and the candidate is allowed to enter into the Examination

web portal with Registration number and Password specified in the E-mail.

9. It is recommended that the candidates may change the password upon logging in.

10. In case of wrong entry in Name, Email id, Date of Birth, Designation & Office Address the candidates have to register once again with an alternate email id.

II. Applying Procedure:

(a) Before Applying:

1. Candidates should have registered in this website and should posses a valid Registration number and password.

2. Keep ready a soft copy of your passport size photograph in JPEG/GIF/JPG/TIF format of file size between 20 KB to 30 KB.

3. Keep ready a scanned copy of your signature in black ink with white background box of dimension (4 cm x 2 cm) in JPEG/GIF/JPG/TIF format of file size between 10 KB to 20 KB.

4. Keep ready the scanned copy of the individual's Departmental ID card (both sides) with the current office address. Those who do not have a permanent ID card can produce a temporary ID card in the format given in the "**Guidelines for taking Photo, Digital Signature and ID Card**" duly signed by the competent authority (ie. in the rank of Executive Engineer and above).

5. The file size of the scanned ID card should be between 50 KB to 100 KB.

6. **The scanned signature and the signature in the ID card (Permanent / Temporary) should be the same.**

(b) Filling in the Application Form:

1. Login in the web portal after entering the Registration No. and password.

2. If the candidate is registering for the first time follow the above steps "For Registration".

3. The candidates have to fill up the application page with utmost care as the data once entered cannot be changed.

4. Click the 'Application' (Apply link) in the left menu to open up the On-line application form.

5. Select the test for which the candidate is appearing from the drop-down

menu.

6. Select the examination region/centres of choices.

7. Upload the photo, digital signature and the ID card in the specified format and size.

8. Before submitting the application please confirm that all the details entered are correct and then click "Save".

9. In case of any changes in the information while applying, like choice of center, etc the candidates can apply again (Follow from II a).

III. Payment Procedure:

After submitting the application form, the candidate can pay the fees in any of the nearby branches of Canara Bank or Indian Bank only by using the "System generated payment challan".

a. For downloading and paying the fees, follow the steps given below.

1. Click "Download Challan".

2. Then choose either Canara Bank challan or Indian Bank Challan.

3. The print option will automatically pop up and the candidate can directly take the print out of the challan.

4. The Challan consists of 3 copies, BANK COPY, APPLICANT COPY and TANGEDCO COPY. The candidate has to pay the examination fees in the nearest branch of the bank. The candidate has to pay the banking charges also.

IV. Payment/Application status

1. The submitted application can be viewed by clicking the 'Application Print/Status'.

2. To download the printed version of the online application, click 'Download'. The downloaded application form can be taken printout for future reference.

3. Before taking printout check the legibility of photo & signature within the given space. The application will be rejected if photo & signature is not legible.

4. The application has to be retained by the individual for reference. **Hard copy need not be sent.**

5. Payment status as well as the validation status can be viewed by clicking the "Status" link.

6. Only if the payment authentication is received, the application will be validated and the hall ticket will be generated (ie. The candidate will be able to write the exam).

7. It is highly recommended to follow the status of the payment and validation of their application whether validated or not.

V. Downloading Hall ticket:

1. Hall tickets can be downloaded by logging in the Examination web portal.

2. Hall tickets can be downloaded as per the time schedule on clicking the 'Hall ticket'.

3. Hall tickets will be available only for the applications that have been validated.

VI. Viewing of results:

1. The results can be viewed by logging in the Examination web portal and clicking 'Result' after the results are published.

VIII. Forgot password:

1. Click "Forgot Password".

2. Enter the Registration No. or the e-mail id and then click Submit button.

3. The password will be sent to your registered e-mail id.

Note:

1. Candidates are advised to apply on-line in their own interest as well as pay the fees much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability/failure to log on the website on account of heavy load on internet/website jam.

2. TANGEDCO does not assume any responsibility for the candidates not being able to submit their applications and pay the fees within the last date on account of the aforesaid reasons or for any other reason beyond the control of the TANGEDCO.

3. It is the responsibility of the individuals to follow the status of application after the completion of registration process.

4. Under no circumstances, a candidate should share/mention e-mail ID to any other person. It is the responsibility of the candidate to maintain their username and password till the result is published.

5. In case a candidate does not have a valid personal e-mail ID, they should create a new e-mail ID before applying on-line and must maintain that email account.

6. No queries / Enquires regarding the answer papers will be entertained beyond 6 months from the date of publishing of the result of that examination.

7. Under any circumstances, the payment made will not be refunded.

WISH YOU ALL THE BEST !!!

For clarification call 044-28521943

For queries mail to examcellhrd@tnebnet.org.