

**TANGEDCO- Examination Cell**

**Instructions to Candidates for applying for the Departmental Tests-**  
**November-2021**

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**I. Registration Procedure:**

**(a) Before Registration:**

1. Qualified candidates satisfying the pre-requisite terms and conditions i.e., candidates who are compulsory/mandatory to get promotion, shall only apply.

**The list of qualified employees for applying the Departmental Tests:**

Sl.No	Name of the Test	Eligible Candidates to write the online Departmental Tests
1	TO	<ul style="list-style-type: none"><li>➤ Assistant Engineer/Junior Engineer</li><li>➤ Supervisor(Thermal)</li><li>➤ Stores Supervisor</li><li>➤ Stock Verifier</li></ul>
2	AO	<ul style="list-style-type: none"><li>➤ Direct Recruitment AAO &amp; AO</li></ul>

3	SO	<ul style="list-style-type: none"> <li>➤ Junior Assistant (Adm, Accounts, Circle Adm, Secretariat)</li> <li>➤ Junior Auditor</li> <li>➤ Personal Clerk</li> <li>➤ Typist of all Branch</li> <li>➤ Steno Typist of all Branches</li> <li>➤ Directly recruited Assistants of Adm /Technical/Secretariat)</li> <li>➤ Stores custodian Grade-II</li> </ul>
4	IAO	<ul style="list-style-type: none"> <li>➤ Assistant Audit Officer</li> </ul>

2. 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 through online to the registered e-mail ID and examination web portal.

**i. 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.
4. The candidate can login the website and register their Name, Date of birth, Email ID, Mobile Number, Residential & Office address, Designation and Circle which are mandatory.
5. 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 change of details will not be entertained.
6. On successful registration, confirmation/activation link alongwith Registration No. and Password will be sent to the Email ID specified by the individual.
7. On clicking the activation link in the mail, 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.

➤ **Applying Procedure:**

**(a) Before Applying:**

1. Candidates should have registered in the Examination Cell website and should possess the 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 or dark blue 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 present designation and office address. Those who do not have a permanent ID card can produce a temporary ID card in the format given below:

<b><u>TEMPORARY ID CARD</u></b> <b><u>TANGEDCO / TANTRANSCO</u></b>	
Photo	
Name	
Date of Birth	
Circle/Division	
Designation & Office Address	
Contact Number	
Employee Signature	

Issuing Authority Signature with Seal	
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duly signed by any Class I Officer (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 “Signature in the departmental ID card (Permanent / Temporary)” should be the same.**

**(b) Filling in the Application Form:**

1. Login in the Examination cell web portal after entering the Registration Number and password.
2. If the candidate is registering for the first time, follow the above “Registration Procedure” steps.
3. The candidates have to fill up the application with utmost care as the data once entered cannot be changed.
4. Click the ‘Application’ link to open the On-line application form.
5. Select the name of the exam for which the candidate is appearing from the drop-down menu.
6. Select the test region
  - a) Choose the test centre (ONLINE FROM HOME- OWN GADGETS or centres).
  - b) Select the Gadgets available at home if you have chosen to write a exam at your residence with your gadgets.
7. Upload the scanned photo, signature and the ID card in the specified format and size.
8. Before submitting the application, 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 centre, etc the candidates can apply again (Follow from II a).

➤ **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 as 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 to be sent.**
5. The validation status can be viewed by clicking the "Status" link. Also, SMS will be sent to the individuals' registered mobile number after validation.
6. The candidates should not pay the exam fees before confirming the Validation status and will not be refunded in any case.
7. If the application is accepted, the candidate can pay the departmental test fees only through online (net banking & Debit Card / Credit Card)
8. If the application is rejected, apply once again till the application is accepted and then pay the fees.

➤ **Payment Procedure:**

1. The candidates shall pay the departmental test fees only through online (net banking & Debit Card / Credit Card).
2. The payment status can be viewed online by clicking "Payment Status". Also, SMS will be sent to the individuals' registered mobile number.
3. Only if the payment authentication is received, the application process is complete and the hall ticket will be generated on the date as per notification. Only then, the candidate will be able to write the exam.
4. It is highly recommended to follow the payment status without fail till the payment is success.

➤ **Rejection Clause:**

**The applications will be rejected for the following reasons.**

1. If the uploaded scanned photo and sign are not clearly visible.
2. If valid Departmental ID card (Permanent/Temporary) is not uploaded and Xerox copy of ID is uploaded.
3. Mismatch of application details with departmental ID card [viz. Name, Designation, Office, Photo, Signature].
4. Candidate Signature and Competent Authority Sign/Seal missing in the ID card.
5. Applications received from non-departmental candidates.

➤ **Exam Results Debarred:**

If any data given by the candidates is found to be wrong, the exam results of such candidates will be debarred.

**II. Downloading Hall ticket:**

1. SMS will be sent to the individuals' registered mobile on generation of hall ticket.
2. Hall tickets can be downloaded by logging in the Examination web portal.
3. Hall tickets will be available only for the applicants whose application are accepted and who paid the fees.

**III ONLINE EXAM PROCEDURE :**

Before starting the test, make sure that you have:

1. An internet connectivity of atleast 512 kbps.
2. An updated version of Supported Browser should be installed on the system.
3. Please make sure that the pop-up blocker should be disabled.
4. Uninstall any third party software (block Antivirus, Remote Desktop applications like any desk etc.)
5. Install " webcam" in the system.

6. Before starting the exam check the webcam and ensure that it should be in a working condition. Turn off chat applications (Google talk, yahoo messenger etc), antivirus, auto updates, and other notifications.

### **On screen Instructions**

1. Please contact your Test Administrator in case of power failure as the test may be recovered. If test recovery is not possible then test will have to be rescheduled.
2. In case of complete Internet failure, submission will not be possible & the test will have to be rescheduled. In case of temporary internet outage please wait for some time and try to re-submit the test.
3. If internet speed is unreasonably slow, images and tables in the question may take little longer to appear.
4. This is a Multiple Choice Question (MCQ) type Test. You can go back to the previous questions.
5. There is no negative marking.
6. Please attempt all questions.
7. Candidates are required to produce printed copy of admit letter along with any other valid photo ID card at the examination venue.
8. Mobile phones and other electronic/smart gadgets are not allowed in the examination hall.
9. Violation of any of the Rules / Instructions written in Admit card, misuse of the Admit Letter will be considered to be an act of serious misconduct and the Institute will take action as per the Rules of the examination.
10. The test should be submitted only when it is completed in all respect.
11. Before examination, provision for mock test will be given in the website for trial.

#### **IV. DISQUALIFICATION**

1. Any transgression (abuse/violation) during examination or after examination will be treated as Disqualified and such candidates will not be allowed to appear for 3 consecutive exams. Also, departmental disciplinary action will be taken.

#### **V. Forgot password:**

2. Click "Forgot Password".
3. Enter the Registration No. or the e-mail id and then click Submit button.
4. The password will be sent to the registered e-mail id.

#### **VI. Viewing of results:**

1. SMS will be sent to the individuals' registered mobile number on publishing of result in the website.
2. The results can be viewed by logging in the Examination web portal and clicking 'Result'. Also, it can be viewed in TANGEDCO, TANTRANSCO, TNEB websites and Intranet website.

#### **Note:**

1. In case a candidate does not have a valid personal e-mail ID, he/she should create a new e-mail ID before applying on-line and must maintain that email account.
2. 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 Registration No. and Password till the result is published.
3. Candidates are advised to apply on-line in their own interest and to pay the fees much before the closing date without waiting 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.
4. 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.

5. It is the responsibility of the individuals to follow the application status and the payment status.
6. Under any circumstances, the payment made will not be refunded.
7. Request from unsuccessful candidates for revaluation and re totaling will not be entertained.
8. No queries / Enquires regarding the Result will be entertained

***WISH YOU ALL THE BEST !!!***

***For clarification call: 044-28521943***

***For queries mail to: [examcellhrd@tnebnet.org](mailto:examcellhrd@tnebnet.org)***