# TNPDCL- Examination Cell

## Instructions to Candidates for applying for the Departmental Tests-August-2025

## I. REGISTRATION PROCEDURE:

### (a) Note before Registration:

1. Qualified candidates satisfying the pre-requisite terms and conditions i.e., candidates who are compulsory/mandatory to get promotion/completion of probation, 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 | ➢ Assistant Engineer/ Junior Engineer Gr.-II<br>➢ Supervisor(Thermal)<br>➢ Stores Supervisor<br>➢ Stock Verifier |
| 2 | AO | ➢ Direct Recruitment AAO & AO<br>➢ Internally selected AAO |
| 3 | IAO | ➢ Assistant Audit Officer |

| 4 | SO | ➢ Junior Assistant (Adm, Accounts, Circle Adm, Secretariat)<br>➢ Junior Auditor<br>➢ Personal Clerk<br>➢ Typist of all Branch<br>➢ Steno Typist of all Branches<br>➢ Directly recruited Assistants of Adm /Technical/Secretariat)<br>➢ Stores custodian Grade-II |
|---|---|---|

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.

**(b)     Registration Process:**

1. Log in 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 modifications will not 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.

## II. APPLYING PROCEDURE:

### (a)    Note before Applying:

1. Candidates should have registered in the Examination Cell web portal and should posses the Registration number and password.

2. Candidates should
   (i)  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.
   (ii)  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.
   (iii)  Keep ready the scanned copy of the individual's Departmental ID card (both sides) with the present designation and office address.

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

Those who do not have a permanent ID card can produce a temporary ID card in the format given below:

| TEMPORARY ID CARD<br>TNPDCL, TNPGCL, TNGECL & TANTRANSCO | |
|---|---|
| Photo | |
| Name | |
| Date of Birth | |
| Circle/Division | |
| Designation & Office Address | |
| Contact Number | |
| Employee Signature | |
| Issuing Authority Signature with Seal with Seal | Duly signed by any Class I Officer (ie. in the rank of Executive Engineer and above). |

**3. 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. 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. Upload the scanned photo, signature and the ID card in the specified format and size.

7. Select the test Centre.

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 b).**

**(c ).  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.

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.

**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.

## III. 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".

3. On receipt of the bank transaction number, **candidates have to wait for 3-4 Working days** to obtain Bank Confirmation status as "SUCCESS". Until then don't go for making another payment. It is the responsibility of individual to get refund for the another / excess payment if made.

4. Payment of Exam fees before the last date is the responsibility of the individual only

5. 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.

6. It is highly recommended to follow the payment status without fail till the payment is success.

## IV. DOWNLOADING HALL TICKET:

1. Hall tickets can be downloaded by logging in the Examination web portal.
2. Hall tickets will be available only for the applicants whose applications are accepted and who paid the fees.

## V. ONLINE EXAM PROCEDURE :

1) Please reach at examination centre before half an hour of the scheduled time.

2) Keep your ID card and admit card ready at the time of attendance verification.

3) As the exam is ONLINE test with book, kindly follow the instructions announced by the invigilators.

4) The examination will comprise of Objective type Multiple Choice Questions (MCQs). Each question has four options, and the candidate has to click the appropriate option.

5) The total number of questions will be **100**, duration of examination will be **2 hours** for FN & AN session each.

6) All questions are compulsory and each carries One mark.

7) There will be NO NEGATIVE MARK for the wrong answers.

8) The examination does not require any paper, pen, pencil and calculator because exam is online mode (computer).

9) The students just need to click on the Right Choice / Correct option from the multiple choices /options given with each question.

10) Mobile phone, mp3 players, Smart watches and other electronic devices must be turned off and put away and can't be kept in your pockets.

11) If support material other than which is specifically permitted is found at the time or by the desk it may be treated as an attempt to cheat and relevant disciplinary action will be followed.

12) If the candidates experience technical problems during a digital examination, they must immediately inform to invigilators.

13) Extra timings will not be provided if, Candidate fails to appear for exam within specified timings.

14) No candidate will be allowed to leave the Examination Hall before 1 hour from the commencement of the Examination.

15) Don't click the "End Test "button before completing the exam.

16) Before examination, provision for mock test link will be sent to your registered Email ID for trial.

## VI. VIEWING OF RESULTS:

The results can be viewed by logging in the Examination web portal and clicking 'Result'. Also, it can be viewed in TNPDCL (Erstwhile TANGEDCO) & TANTRANSCO, TNEB websites and Intranet website.

## VII. 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 the registered E-mail ID.

## VIII. DISQUALIFICATION & EXAM RESULTS DEBARRED:

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

*For clarification call: 044-28521943*

*For queries mail to: examcellhrd@tnebnet.org*

**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. TNPDCL 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 TNPDCL.

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

Sd/- 27.05.2025
**General Manager / HRD**