

TAMIL NADU ADI DRAVIDAR HOUSING AND DEVELOPMENT CORPORATION
LIMITED

Recruitment of Assistant Engineer (CIVIL) -2020

The candidates are instructed to thoroughly go through the Notifications and Instructions before applying and proceeding further.

Instructions to the candidates “How to Apply” through online

The candidates who are applying for this recruitment can use their current & active E-Mail ID & Mobile Number. Those who are not having e-mail ID and Mobile No. should create an e-mail ID and to have a Mobile Number.

Important Note 1:

Candidates should fill all the mandatory fields which are marked with red star mark (★).

Important Note 2:

Candidates can download the instructions given below in Tamil by clicking the link "**Click Here to download Instructions in Tamil**".

NEW USER :

- (i) Candidate needs to select the Post of Assistant Engineer (CIVIL) drop down and provide basic personal information during new user signup process. Candidate also needs to validate his/her Mobile No. via OTP process. Candidate must enter his E-Mail ID twice to confirm that candidate is entering a correct e-mail id.
 - (ii) After providing the mandatory field details, candidate needs to click the “**SUBMIT**” button in the ‘new user sign up’ form.
 - (iii) On successful submission, User ID & Password will be created and displayed to the user on screen, the User ID along with password will be sent to the candidate’s E-Mail ID and Mobile No. The candidate should enter his/her User ID and password in the login page and click the login button to complete the login process. On first successful login, Candidate must change their password.
 - (iv) After that, an instruction page will appear. After reading the instructions thoroughly, the candidate needs to give “**DECLARATION**” by selecting the

check box shown in the screen. Then click the “**CONTINUE**” button to proceed further.

(v) Now, the Application form for the Post of Assistant Engineer (CIVIL) as selected will appear on the screen.

APPLICATION FORM CONSISTS OF THE FOLLOWING SECTIONS:

1. Personal Details
2. Educational Qualification
3. Upload Photo
4. Upload Signature
5. Upload Documents
6. Preview
7. Declaration
8. Payment section
9. Downloading of application forms

1. PERSONAL DETAILS :

(i) In the personal details page, candidate should enter his/her Nativity and Gender. Upon selecting the Gender, a confirmation box will pop up. Click OK to confirm the candidate’s gender. The candidate should fill his/her Permanent Address and Communication Address in the respective fields.

(ii) If the candidate clicks “**Yes**” against the question “Do you possess community certificate issued by Government of Tamil Nadu?”, then the community list will appear in the Community drop down box. Here the candidate has to select his /her community.

(iii) If he/she clicks “**No**” against the question “Do you possess community certificate issued by Government of Tamil Nadu?” then OC will appear in the Community field by default.

(iv) The candidate should fill his/her Nationality and Religion details.

(v) Once all the mandatory fields of the ‘Personal Details page’ are entered, click the “**Save & Continue**” button to proceed further and to fill the “**EDUCATIONAL QULIFICATION**”.

2. Educational Qualification :

(i) Here the candidate should fill his/her educational qualification details in the table provided and also provide the details with reference to the PSTM eligibility and Qualification Category under which candidate is applying.

(ii) Then click **“SAVE & CONTINUE”** button and then **“UPLOAD PHOTO”** tab will appear on the screen.

4. Upload Photo :

(i) Here, his/her User ID, Name, Gender and DOB will appear automatically on the screen.

(ii) The candidate should upload his / her scanned image of recently taken passport size photograph (allowed size 20 kb to 60 kb; allowed format JPG, JPEG).

(iii) Then the candidate should click the **“CHOOSE FILE”** button and upload the photograph.

(iv) After uploading the photo, the candidate should click the **“CONTINUE”** button. Then the **“UPLOAD SIGNATURE”** section will appear.

5. Upload Signature :

5. Upload Signature:

(i) Here, his/her User ID, Name, Gender and DOB will appear automatically on the screen.

(ii) The candidate should upload his / her scanned signature image (allowed size 10 kb to 30 kb; allowed format JPG, JPEG, or PNG).

(iii) Then the candidate should click the **“CHOOSE FILE”** button and upload the signature.

(iv) After uploading the signature, the candidate should click the “CONTINUE” button. After completing all the process, “Preview” section will appear.

6. Uploading Documents :

(i) Here, his/her User ID, Name, Gender and DOB will appear automatically on the screen.

(ii) The candidate should upload his / her scanned documents / certificates in PDF).

(iii) Then the candidate should click the “CHOOSE FILE” button and upload the documents/ certificates.(allowed size 60KB to 1MB; allowed format PDF)

(iv) After uploading the certificates, the candidate should click the “CONTINUE” button. After completing all the process, “Preview” section will appear.

7. Preview :

(i) In this section, all the details filled in the application form will be displayed in a single page with “Edit” options for the respective sections. If the candidate wants to edit his/her application, he / she can click the “Edit” link against the particular section and ‘modify or update’ the details.

(ii) Now the Application Form will be displayed in a single page with “PROCEED TO SUBMIT FORM” button at the end.

(iii) On clicking the “SUBMIT APPLICATION FORM” button, the “Declaration” pop up box will open. After enabling the checkbox, click “SUBMIT” button to complete the application process.

(iv) Once the “SUBMIT” button was clicked, the candidate will not be able to **change** any of the details in the submitted application.

(v) Finally, the page moves to the payment section.

8. Payment Section (via Payment Gateway) :

(i) A page mentioning the test applied and the amount of Fee Rs. 400 for candidates will appear on the screen. On clicking the “**Proceed to Pay**” button, system will be redirected to the Payment Gateway page. In the redirected page, Candidate has to select the payment mode to initiate the payment.

(ii) In the Payment Gateway page, the following payment mode options are available

a) Net banking b) Credit Card c) Debit card

The candidate is allowed to Pay the Fee through Online (Net banking /Debit card/Credit Card) mode only.

(iii) If the transaction gets failed after initiating the payment process for unknown reasons, the candidate can initiate payment transaction again.

(iv) After successfully paid the payment through internet, candidate can check the details of the payment in the home page. Then they can download the application form and payment receipt.

(v) Refund and Cancellation policy

Any request for cancellations or refund for fees paid on the website shall not be entertained under any circumstances. However, if the amount is debited more than once due to any of the technical issues, excess amount will be refunded within the TAT as specified by Banks.

9. Downloading of Application Form :

(i) The candidate needs to click the “**APPLICATION FORM**” link in the candidate’s dashboard to download the filled-in application form.

10. Declaration :

(i) I have fully read and understood the notification / advertisement and instructions for online application for the Post of Assistant Engineer (CIVIL) before filling the application form and I hereby accept all the rules and norms prescribed for the same.

(ii) After thoroughly reading and understanding the above instructions, candidate has to click on the Check box **and click on Continue button to move to detailed Application Form.**