



The Tamilnadu Industrial Investment Corporation Ltd
A Government of Tamilnadu Undertaking

தமிழ்நாடு தொழில் முதலீட்டுக் கழகம்
இது ஒரு தமிழக அரசு நிறுவனம்

Instructions for filling the Online Application Form (OAF)

Candidates are advised to go through the instructions carefully

Kindly read the Employment notification /Advertisement dated 11 May 2018 available on <http://tiic.org>.

The candidate should check carefully for any errors in the data entered in the Application Form before clicking the “**SUBMIT**” Button. Once the candidate clicks the same button, no further changes to the application can be made.

Incomplete / incorrect applications are liable to be rejected without prior intimation to the candidate.

Multiple application forms from the same candidate for the same post will lead to disqualification of the candidate.

TIIC is not responsible for any error that the candidate commits while filling the OAF. Strictly follow the guidelines provided for scanning and uploading the photograph and signature.

IMPORTANT: After completing the application, take the printout and check whether all the information that you had provided in the online application has got printed. In the rare case of some details being missed out in the printout, contact us and get it rectified.



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- **Employment Notification**
- **Instructions to Apply Online**
- **Register to Apply Online**
- **Help Line**
- **Registered Candidate Login**
- **Forget Password**

Steps to be followed while filling Online Application Form:-

A candidate must first register by providing basic information such as Full Name (as per the SSLC certificate), a valid E-Mail address, Mobile Number etc.

- a) Click on the link “Register to Apply Online” appearing on the home page



Registration Form

Personal Details

Fields Marked with an asterisk * are mandatory

Name of the Applicant *
Name as recorded in the Matriculation/Secondary Examination Certificate. Do not add any prefix (Eg. Mr. Ms.)

Father/Spouse Name *

Post *

Differently Abled Person ?* Yes No
If yes, specify Visually Impaired Hearing impaired Orhtopedically Autism

Community * SC SCA ST BC BCM MBC & DC OC
CERTIFICATE NO. Date of Issue ISSUING AUTHORITY PLACE OF ISSUING
A copy along with original should be produced at the time of certificate verification.

Date of Birth *

Age of Applicant Years Months Days (*As on 01/07/2018*)

Mobile Number * +91

Email ID *

Gender * Male Female Transgender

State whether the candidate belongs to Tamil Nadu* Yes No

Mother Tongue*

Above information is true to the best of my knowledge.

Submit

Clear

- b) Enter Name as recorded in the school certificate.
- c) Enter Father / spouse Name
- d) Select post from the drop--down list
- e) Select differently abled Person
- f) Select community belongs to, other than UR, you must attach the certificate . (A copy along with original should be produced at the time of certificate verification)
- g) Enter Date of Birth
- h) Provide your correct MOBILE number and E-MAIL ID, because all communication from TIIC will be through the registered mobile and E-mail ID only. No Oral communication or postal correspondence will be made under any circumstances

- i) Select the Gender
- j) Please mentioned state belongs to Tamilnadu –Yes / No
- k) Mother Tongue
- l) Please confirm (submit) that the ‘Above information is true to the best of my knowledge’
 - a. If any field is not entered, a pop-up will appear at the appropriate place.
 - b. If all the fields are filled, ‘Request for Application form’ will pop-up ; please verify the details that has been filled and if they are right, click “confirm” else click “edit”, to go back.

Request for Application Form	
Name of the Applicant : SWATI CHOUDHARY Date of Birth : 16/09/1994 Mobile Number : +919980097694 Mother Tongue : Tamil Post : Senior Officer - Finance Gender : Female Differently Abled Person : No	Father's Name : ramesh c Age : 23 Years 9 Month 16 Days Email ID : sanjibkumar20@gmail.com Belongs to Tamil Nadu State : Yes Category : OC
Kindly click on CONFIRM button only once and wait!	
<div style="display: flex; justify-content: center; gap: 20px;"> Edit Confirm </div>	

2. Once you click the confirm button, you will be directly taken to the application form. Simultaneously your ‘username’ and ‘password’ to login in future will be sent to your E-Mail and Mobile number.
3. Application Form:
 - a) ‘Particulars as furnished by the Candidate at the time of Registration’ appears in the application form. You need to fill rest of the details:
 - b) Select Test Location.
 - c) Select Marital Status and Religion from the respective drop down menu and enter your Nationality and place of birth.
 - d) Kindly provide the complete permanent address and correspondence address.
 - e) If your correspondence address is same as permanent address, select the following check box
 - a. **”Tick If Permanent & Correspondence Address is Same .**
 - f) Select the qualifying examination passed / appearing and fill the required details with subjects, from the drop down menu; please refer to notification.

Required Qualification *

Qualification	1st Class or 60% and above	University / Institution	Month & Year of Pass (MM/YYYY format)	Max Marks	Obtained Marks	Percentage	Certificate No.	Medium of Studied
SSLC *	<input type="radio"/> Yes <input type="radio"/> No							-- Selected ▼
HSC(+2)/Diploma *	<input type="radio"/> Yes <input type="radio"/> No							-- Selected ▼
-- Select -- ▼	<input type="radio"/> Yes <input type="radio"/> No							-- Selected ▼

Second Language In SSLC Second Language In PUC / HSC (+2)

Know Language

Tamil Read Write Speak
 English Read Write Speak

Additional Qualification

No Records...!

Examination Passed	University/Institute	Year of Passing	Grade Obtained	Percentage Obtained	Subjects Offered	Delete
						Delete
<input type="button" value="Add New Row"/>						

Details of Employment (Beginning with the Present Post) *

No Records...!

Institute Name	Joined Date (in DD/MM/YYYY format)	End Date (in DD/MM/YYYY format)	Designation	Delete
				Delete
<input type="button" value="Add New Row"/>				

NOTE: Experience will be considered only after the Month and Year of Passing of the Required Qualification.

g) Kindly choose the know Language

h) Additional qualification, if any, needs to be entered though it is not mandatory.

i) Relevant experience is mandatory for Senior Official (Finance , Technical)– refer notification and enter the details as sought for.

j) Then proceed to fill all the " Other Details" as mentioned in the application form.

GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE:

PHOTO IMAGE:

a) Before applying online a candidate will be required to have a scanned or digital image of his/her photograph and signature as per the specifications given below:

b) Photograph must be a recent passport style colour picture.

c) The picture should be in colour, against a light-coloured, preferably white, background. - Look straight at the camera with a relaxed face

d) If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. - Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.

e) PHOTOGRAPH IMAGE should be of PASSPORT SIZE, Should be between 10Kb - 50 Kb. The image should be of .jpg or .jpeg format

Upload Photo & Signature
Note: (The all files should be of .jpg or .jpeg format)

Upload Photo * No file chosen

Passport Size Photo should be between 10Kb - 50Kb

Upload Signature * No file chosen

Signature Size should be between 10Kb - 50Kb

Upload Marks Card * No file chosen

SIGNATURE IMAGE:

- a) The applicant has to sign on white paper with Black Ink pen.
- b) Scan the image and crop the same to the dimension required.
- c) Maximum file size should be 10Kb -50 Kb. The image should be of .jpg or .jpeg format
- d) Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MsOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB(photograph) & 50KB(signature) by using crop and then resize option.
- e) If the file size and format are not as prescribed, an error message will be displayed.
- f) Procedure for Uploading the Photograph and Signature (i) There will be two separate links for uploading Photograph and Signature (ii) Click on the respective link "Upload Photograph / Signature" (i) Browse & Select the location where the Scanned Photo / Signature file has been saved. (iv) Select the file by clicking on it (v) Click the 'Upload' button
- g) Your Online Application will not be registered unless you upload your photo and signature as specified.

Now submit.....'Registration confirmation' will popup; please click 'proceed for payment'.

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Fee Payment Confirmation

Your Application for the post of Senior Officer - Finance Successfully Submitted with Registration ID TIIC00000009

Mode of Payment*	<input checked="" type="radio"/> Online Payment
Registration ID	: TIIC00000009
Application No.	: 100009
Applicant Name	: SACHIN
Post Applied	: Senior Officer - Finance
Mobile No	: 9632170066
Email ID	: test@gmail.com
Category	: SC
Fee Amount	: Rs. 250/-

1. Once you proceed for payment, it will take you to Payment Gateway, Online Payment.

Fees can be paid through credit card or debit card.

The candidates need not send the printout of Online application in case of payment made by credit or Debit card.

The original certificates in support of the claim made in the online application should be produced at the time of certificate verification / interview and called for by TIIC Board along with the photo copies of the above certificates.

For any queries regarding filling up of application form, please send a mail to tiichelpline@gmail.com