



**CMWSSB**  
CHENNAI METROPOLITAN  
WATER SUPPLY & SEWERAGE BOARD

## Instructions for filling the Online Application Form (OAF)

Kindly read the Employment notification (Direct Recruitment dated: 04.02.2017) fully.

No change of request of the application data, once furnished, will be accepted; hence the candidates are cautioned to be careful while filling the OAF.

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

Multiple application forms from the same candidate for the same post will result in confusion leading to disqualification of the candidate.

CMWSSB is not responsible for any error that the candidate commits while filling the OAF. Follow the guidelines strictly for scanning and uploading of the photograph and the 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.

### Steps to be followed while filling online application Form:-

#### ‘Register to apply Online:

- a) Click on the link “Register to apply Online” appearing on the home page
- b) If you have registered with Employment Exchange, then select Yes, else No.

**Registration Form**

Candidate Sponsored by Employment Exchange \*  Yes  No  Do Not Know

**Employment Exchange Details**

Employment Registration No.  [Get Details](#)

- i. If yes, enter your employment number /ID and click “Get details”
- ii. Registration form, seeking personal details will be displayed (with your name)
- iii. If No, Registration form seeking details will be displayed:
  - a. Enter your name, as recorded in your school certificate, your father’s name and select category
  - b. Select the post from the drop down menu.

- c. Enter the Date of Birth.
- d. Please give your correct **MOBILE** number and **E-MAIL ID**, because all the correspondence will be sent to the registered mobile and Email only. No oral communication or postal correspondence will be made under any circumstances.
- e. Select Gender and indicate whether you belong to Tamilnadu
- f. If you belong to a community, other than OC, details of the certificate number, Date of issue, issuing Authority and place of issue to be entered. (*A copy along with original should be produced at the time of certificate verification*)
- g. Buttons of the differently abled persons will be enabled based on the eligibility criteria of the specific post applied.
- h. Appropriate Selection has to be made on 'Destitute Widow', "Ex-Serviceman/Army personnel's dependents" and "Do you come under priority'.
- i. 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: SANJIB KUMAR	Father's Name: asdfasfd
Date of Birth: 06/05/1994	Age: 22 Years 1 Month 26 Days
Mobile Number: +919980097694	Email ID: sanjibkumar20@gmail.com
Belongs to Tamil Nadu State: Yes	
Post: Junior Assistant	TamilMedium: Yes
Gender: Male	Category: OC
Differently Abled Person: No	Destitute Widow: No
Ex-Servicemen: No	
Priority: No	
Disabled Ex servicemen:	Dependents of Ex-Servicemen
Destitute Widow:	Ex-Serviceman:
Intercaste Marriage:	Freedom Fighter:
Ceylon:	Acquired Land:
Discharged Govt. Employees	Persons freed from Bonded labour system
Inmates / Ex inmates of approved Schools & Vigilance institutions	Physically Handi-capped, exclusively Ortho
Orphans:	Hindi pundits, etc:
Territorial army, personnel, etc	Retreched employees of census organisation
Youth Services crops, volunteers	Others:

Kindly click on CONFIRM button only once and wait!

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 Preferred Test Location.
  - c) Enter your Mother's Name,

- d) Select Marital Status and Religion from the respective drop down menu and enter your nationality and place of birth.
- e) Kindly provide the complete permanent address and correspondence address.
- f) If your correspondence address is same as permanent address, select the following check box
  - a. **"Tick If Permanent & Correspondence Address is Same"**
- g) 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	University / Institution	Mode of Study	Month & Year of Pass (MM/YYYY format)	Max Marks	Obtained Marks	Percentage	Certificate No.
SSLC *		Regular ▼					
HSC(+2)/Diploma *		Regular ▼					
-- Select -- ▼		Regular ▼					
Others		Regular ▼					
Second Language in SSLC				Second Language in PUC / HSC (+2)			

Additional Qualification						
Examination Passed	University/Institute	Year of Passing	Grade Obtained	Percentage Obtained	Subjects Offered	Delete
						Delete
						Add New Row

Other Details							
Details of employment (beginning with the present post)							
Company Name	Joined Date (in DD/MM/YYYY format)	End Date (in DD/MM/YYYY format)	Post Held	Pay Scale	Basic Pay	Total Salary	Delete
							Delete
							Add New Row

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

- h) Additional qualification, if any, needs to be entered though it is not mandatory.
- i) Relevant experience is mandatory for DCOF, SAO– 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

**Other Details**

Whether change of name made ? \*  Yes  No

Are you employed in any other Govt. Dept. / Statutory Bodies / Public Sector Undertakings ? \*  
(If yes, a copy of NOC of the organization should be furnished at the time of certificate verification along with original)  Yes  No

Is any Police cases pending ? \*  Yes  No

Give details:

Correct and true information regarding arrest, convictions / debarment / disqualifications by any recruiting agency, criminal or any disciplinary proceedings initiated or finalized, participation in agitation or any Political Organisation, candidature in election for Parliament/State Legislature / Local Bodies etc. ? \*  Yes  No

If yes, give details:

**Upload Photo & Signature**

Note: (The all files should be of .jpg or .jpeg format)

Upload Photo \*  No file chosen

PASSPORT SIZE should be between 10Kb – 50Kb

Upload Signature \*  No file chosen

Signature Size should be between 10Kb – 50Kb

Signature Preview

**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

**Mode of Payment\***  Online Payment  DD Payment

**Bank Name**  **DD Amount**

**DD Number**  **DD Date**

Registration ID : **CMWSSB000012**

Application No. : **100012**

Applicant Name : **SANJIB KUMAR**

Post Applied : **Junior Assistant**

Mobile No : **9980097694**

Email ID : **sanjibkumar20@gmail.com**

Category : **OC**

Fee Amount : **Rs. 500/-**

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

Fees can be paid through credit card or debit card or by demand draft. In case of Demand Draft payment, the DD should be drawn in favour of "CMWSSB" from any nationalized bank payable at Chennai. The date of DD should be from 06.02.2017 to 06.03.2017. If applying for more than one post, separate DD Should be drawn for each post. The DD along with the print out of online application should be sent to "The General Manager, No.1, Pumping Station Road, Chinthadripet, Chennai - 600 002" on or before 13.03.2017, failing which the application will not be considered for the next stage of recruitment. 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 CMWSS Board along with the photo copies of the above certificates.

**For any queries regarding filling up of application form, please send a mail to [cmwssbhelpline@gmail.com](mailto:cmwssbhelpline@gmail.com)**

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