Government of Tamil Nadu

Department of Employment and Training

(Training Wing)

GUIDELINES TO APPLY ONLINE

FOR THE POST OF

JUNIOR TRAINING OFFICER

www.skilltraining.tn.gov.in

Directorate of Employment and Training
Thiru. Vi. Ka. Industrial Estate,
Alanthur Road, Guindy,
Chennai – 600032

GUIDELINES TO APPLY ONLINE FOR THE POST OF JUNIOR TRAINING OFFICER

The process of Applying involves the following steps
1. On-line Application.
2. Submitting the printout of On-line Application along with original DD and self-attested photo copies of certificates to concerned Nodal ITI specified in the Application form.

Browser Specifications
The site is best viewed in Mozilla Fire Fox, Internet Explorer and Google Chrome.
Popups for this site should be enabled.

Photograph Requirements
1. Kindly upload good quality photograph.
2. Avoid using Photographs taken using a mobile phone.
3. The photograph must be taken in a white or a very light background.
4. The photograph must have been taken after 1st Jan 2015.
5. In the photograph, the face should occupy about 50% of the area, and with a full-face view looking into the camera directly.
6. The main features of the face must not be covered by hair of the head, hat, cap etc. Forehead, eyes, nose and chin should be clearly visible.
7. You must not wear spectacles with dark or tinted glasses, only clear glasses are permitted.
8. The digital image should be in JPG / JPEG format on a standard 3.5 cm × 4.5 cm print.
9. The file size should be of between 30KB and 50KB.

Signature Specifications
1. Put your signature with black or dark blue ink pen within a box of size 6 cm × 2.5 cm on an A4 white paper.
2. Get the signature digitally scanned using a scanner, and get the image cropped to the box. Only JPG / JPEG image formats will be accepted.
3. The file size should be of between 10KB and 20KB
4. Do not upload Photographs of the signatures taken using mobile phone.

Scanning the Photograph & Signature:
1. Set the scanner resolution to a minimum of 200 dpi (dots per inch)
2. Set Colour to True Colour
3. Set File Size as specified above
4. Crop the image in the scanner to the edge of the photograph/signature, then use the editor to crop the image to the final size (as specified above).
5. The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg
6. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
7. 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.
8. 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) & 20KB (signature) by using crop and then resize option.
9. If the file size and format are not as prescribed, an error message will be displayed.

On-line Application

1. Open any browser either Mozilla Firefox or Internet explorer or Google Chrome and type the URL **www.skilltraining.tn.gov.in** *(This website is best viewed in Google Chrome and Firefox 3+ at 1024 x 768 resolutions).* The home page will appear as below

2. Click on "**To apply online click here**"
3. The following General Instructions page will appear

4. Read the instructions carefully and Tick on the check boxes after ensuring that you have all the details and documents ready.

5. Enter the CAPTCHA image in the box as it appears. If you are unable to read the CAPTCHA click on Refresh to create a new image.

Applicant hereby agrees to abide by all the Terms and Conditions laid by The Director of Employment and Training, Guindy, Chennai -32.

☑ Check Demand Draft in Hand
☑ Check SSLC/HSC Mark Statement in Hand
☑ Check ITI/Diploma Mark Statement in Hand
☑ If You have registered in Employment Exchange then keep the Employment Id Card ready.
☑ Ensure the scanned passport size photo and scanned signature is ready(As per Image size mentioned above)
☑ If You have any experience then keep the experience certificate ready.

☑ **I agree the terms and condition.**

Enter the captcha

13415   **13415**   Refresh

submit

6. Click on SUBMIT
7. The following Application Form appears. The Application form consists of Six tabs as shown below

8. Fill all the fields with relevant data as shown below. Fields marked with ***** should be filled without fail.

*Name: Name of the candidate with initial.

*Gender: Select i) Male or ii) Female or iii) Transgender from the drop down menu available.

*Date of birth: Select the date from the Date Picker that appears as shown below

Or Type on the field without entering slashes. Eg. For entering Date of Birth (08/01/1974) enter it as 08011974 continuously without slashes.

Age as on 01/Jan/2016: Age is calculated automatically and appears on the Field.

*Father / Guardian Name, Mother's Name: Enter Name

*Religion, Community: Select from drop down box.

Aadhar Card: Enter card number if available.

*Address: Communication Address with street, area etc.
The following special characters @ - . ( ) / are only allowed.

*District, Taluk: Select from drop down menu.

E-mail id: Correct and valid email ID.

*Pin code: correct 6 digit PIN code.

*Mobile No: Enter only 10 digit mobile number.

Alternate Mobile No: Enter only 10 digit mobile number other than already entered.

Have you registered in Employment: If you have registered your technical qualification in the Employment Exchange, click on Yes and enter the details of Employment registration in the fields that follows.
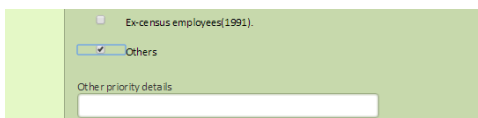
*SSLC: Select year of passing from the drop down menu.

HSC: Select year of passing from the drop down menu.

9. Click on **NEXT** Button to proceed to next Tab. The Priorities Tab appears as shown below
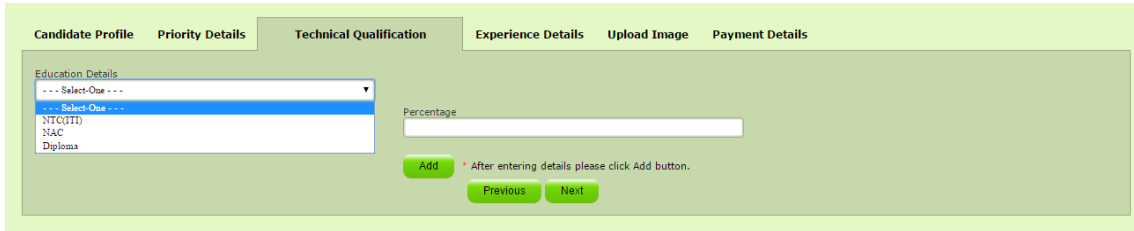

Select the Priority you claim. If **Ex-Serviceman** or **Disabled Ex-Serviceman** priority is chosen then Enter the years of service put in should be entered in the field that appears. If a priority other than that in the list is to be claimed, the select **Others** and enter the priority category in the field that appears.
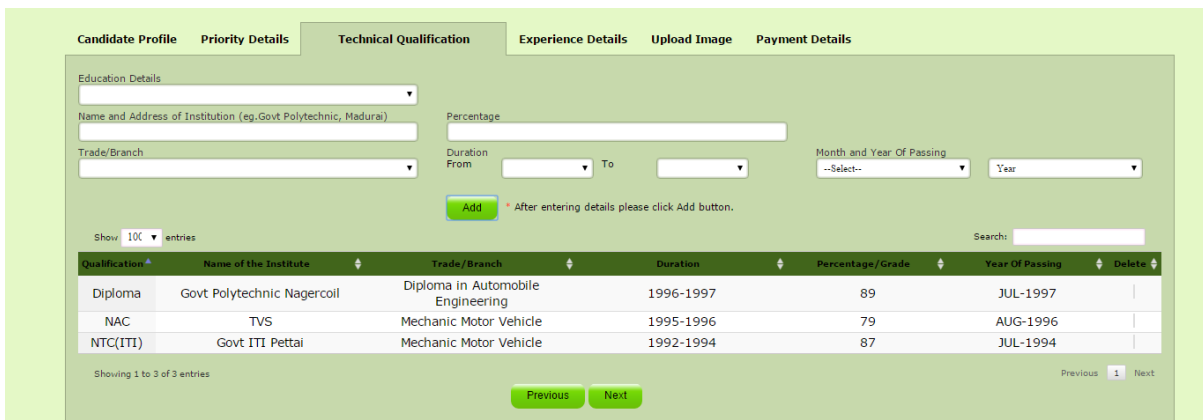
10. Click on [NEXT] button to proceed to next Tab. To review the details entered in the previous Tab click on [PREVIOUS] button.

11. In the **Technical Qualification** Tab, Select the Educational Details you possess (NTC / NAC / Diploma) from the drop down menu.
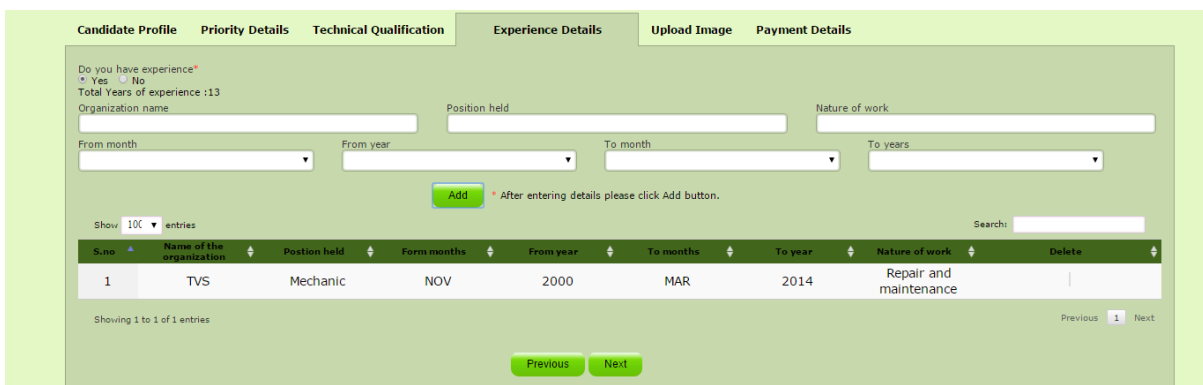

12. Enter the Name and Address of the Institution, Percentage of Marks obtained.
13. Select the related Trade / Branch from the Drop down menu.
14. Select the duration of the course from the drop down menu and the month, year of passing.
15. After completing the details for a particular qualification selected, click on the [ADD] button.
16. Complete the above process for all other Qualifications.

17. Click on [NEXT] button to proceed to the **Experience Details** Tab.
18. The Tab appears as below. Select **yes** if you have experience and fill all the relevant fields that appear.

19. Click on the [ADD] button to add the experience.

20. Click on **NEXT** button to proceed to the **Upload Image** Tab.

21. Select the photo already scanned and stored in JPEG format. The selected image appears beside. Likewise select the scanned signature. The Tab appears as below.

22. Click on **NEXT** button to proceed to the **Payment Details** Tab.

23. Preview the filled up application form by clicking on the **PREVIEW** button. The Preview appears only if all the mandatory fields are filled up.

If any mandatory field is left out an error message appears as shown in the sample image.

24. If all the mandatory fields are entered then the Preview appears as below. Scroll the preview window down to verify and submit the application. If there are any changes click on back to go back to the application.

25. Click on **SUBMIT** to submit the application form.
26. A confirmation message with Application Number appears on the Screen.
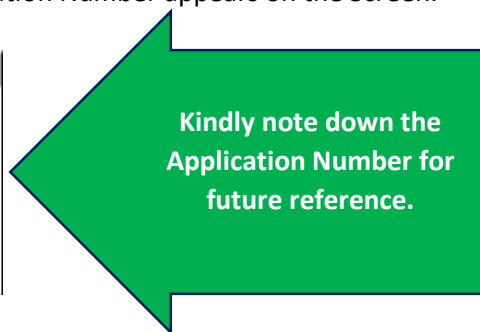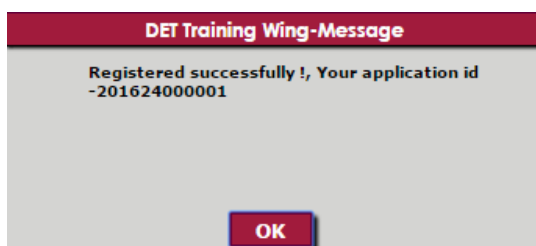
27. A filled up application form appears in the pop-up window (kindly enable popup in browser, if popup is not enable you won't be able to view/print the application form) with all the details filled by you. Take a printout and save a copy for future reference. Please see below.

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DEPARTMENT OF EMPLOYMENT AND TRANING
APPLICATION FOR THE POST OF JUNIOR TRAINING OFFICER(JTO)

Candidate Personal Details

Application Number

201612000004

Name of the	: HERMAN J	**Date of Birth**	:	08/01/1979
Father name	: JACOB	**Community**	:	BC - Backward Class
Mother Name	: CHELLAM	**Adhar card**	:	445678904
Gender	: M	**District**	:	KANYAKUMARI
Age	: 36	**Taluk**	:	KALKULAM
Religion	: Christian	**Pincode**	:	629802
Address		**Mobile No**	:	9442507934
Xavier Street		**Email ID**	:	jacob@gmail.com
Monday Market		**Landline No**	:	04651224544
		CITS Completion Status	: No	
Registration No.	: MEP5555568	**Registration**	:	

PRIORITY DETAILS :

Payment Details :   Bank name : SBI   Branch name : Palayamkottai
DD number : 76856   DD date : 10/01/2016   Amount : 150.00

CERTIFICATE

Certified that the information furnished above are true and correct to the best of my knowledge and belief. I also aware that my application will be summarily rejected at any time, if any of the information furnished by me is found to

Signature of Candidate

Note: Take a print out of this application form and directly hand over the signed copy of the application form and applicable demand draft to The Principal,Government ITI, Konam, Nagercoil

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ACKNOWLEDGEMENT

Received Application with Application No:201612000004 and orginal DD

Nodal ITI Officer Signature
With Seal

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Qualification Details

Qualification	Name of the Institute	Trade/Branch	Duration	Percentage	Year Of Passing
Diploma	Govt Polytechnic nagercoil	Diploma in Electrical and Electronics Engineering	1996 - 1999	89	1999
SSLC or Equivalent	N/A	N/A	N/A - N/A		1995

Experience Details

28. Sign the Application copy and submit the application to the Nodal ITI mentioned in the Application Form along with self-attested copies of certificates and Original DD.

29. **Hall Ticket Download:** Hall Tickets will be available download online. Hall Tickets can be downloaded after the scrutiny of Applications and Approval. Candidates should check the web site www.skilltraining.tn.gov.in for knowing the date of download of Hall Ticket.

30. **Click on Candidate Hall Ticket in Home Page**

31. The screen appears as follows

32. **Enter Application Number and date of birth in DD/MM/YYYY format and click in Generate button to download. The Hall tick contains date and venue of Examination.**