

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**](http://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



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Department of Employment and Training

தமிழ்நாடு அரசு
வேலைவாய்ப்பு மற்றும் பயிற்சித்துறை

Home Candidate Hall Ticket Admin Login

**Online Application Portal
for the post of Junior Training Officer(JTO)**

Notification

Guidelines to apply online

Click Here To apply online click here

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



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Home Candidate Hall Ticket Admin Login

General Instructions

Please read the following Instructions carefully before filling up the Application. All Fields in the Application marked with “**” are mandatory.

Please keep the following details and documents ready before filling the Application

1. Date of Birth, Aadhar ID(if available), Employment Registration Details, Academic and Technical Qualification Details, personal and experience details.
2. Scanned recent Passport size photo of the candidate in JPG or JPEG format. Size of photo not less than 30 kb and not exceeding 50 Kb.
3. Scanned signature of the candidate in white paper, size not exceeding 20 kb.
4. Applicable Demand Draft drawn from any nationalized bank in favour of **Assistant Accounts Officer, Directorate of Employment and Training, Guindy, Chennai-32.**

Applicant can review the Application for any correction before submitting the Application.
Kindly note that the allowed time to fill online Application is 30 minutes. If the application is not completed and submitted within the time limit, the process have to be restarted.

After submitting the Application, a copy of filled in application form appears in screen. Take a print out of the application and submit the signed copy of the Application, Demand Draft and copies of Qualification and experience certificates to the Nodal ITI specified at the bottom of the application.

Candidate is solely responsible for the genuineness of information provided in the application from.
All documents related to the submitted information should be produced in original at the time of verification. Failing which the candidature will be summarily rejected.

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 Refresh submit

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


- 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
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- 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 Refresh

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



The application form consists of six tabs: Candidate Profile, Priority Details, Technical Qualification, Experience Details, Upload Image, and Payment Details.

- Candidate Profile:** Includes fields for Name of the Candidate, Date of Birth, Sex, Religion, Caste, and various educational and professional details.
- Priority Details:** Includes fields for the candidate's address and contact information.
- Technical Qualification:** Includes fields for the candidate's educational background and technical skills.
- Experience Details:** Includes fields for the candidate's work experience and dates.
- Upload Image:** Includes a field for the candidate's photograph and a button to upload the image.
- Payment Details:** Includes fields for the candidate's bank account information and payment details.

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

The screenshot shows a 'Candidate Profile' form with the following fields and values:

- Name of the Candidate*:** RAJAN
- Gender*:** Male
- Date of Birth*:** 08/01/1974
- Age (as on 01/Jan/2016):** 41
- Father/ Guardian Name*:** RAMANUJAM
- Mother's Name*:** RANI
- Religion*:** Hindu
- Community*:** BC - Backward Class
- Adhar card Number(if available):** 887844386041
- Address*:** NSD B COLONY, PFRIBAL PIRAM
- District*:** THIRUNELVELI
- Taluk*:** THIRUNELVELI-TLK
- Pincode*:** 627007
- Valid email ID:** rajang@gmail.com
- Landline Number:** 04622551251
- Mobile Number*:** 9245172300
- Alternate Mobile Number:** 9442507934
- Have You Completed Craftsmen Instructor Training Scheme*:** Yes (selected)
- Registration Number:** MEP78567
- Registration Date:** 15/01/1998
- Have you registered in Employment:** Yes (selected)
- Basic Qualification:**
 - SSLC*:** Year of passing: 1989
 - HSC*:** Year of passing: 1991

A 'Next' button is located at the bottom right of the form.

***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

The screenshot shows a date picker for January 2016. The date 10th is highlighted in yellow. The calendar grid shows days from 1 to 31.

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.

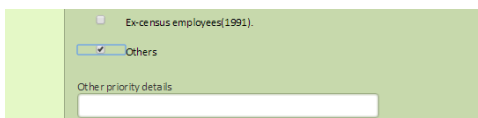
*SSLC: Select year of passing from the drop down menu.



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

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

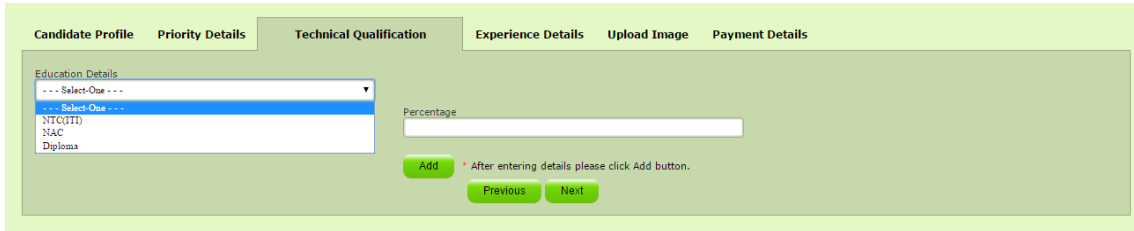



Select the Priority you claim. If **Ex-Serviceman** or **Disabled Ex-Serviceman** priority is chosen then Enter the years of service put in should be entered in the field that appears. If a priority other than that in the list is to be claimed, the select **Others** and enter the priority category in the field that appears.

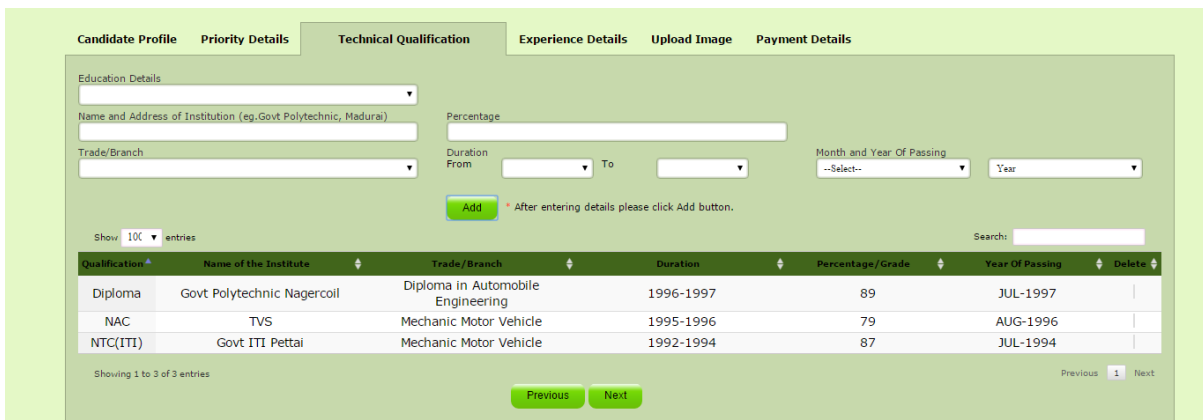


10. Click on  button to proceed to next Tab. To review the details entered in the previous Tab click on  button.


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

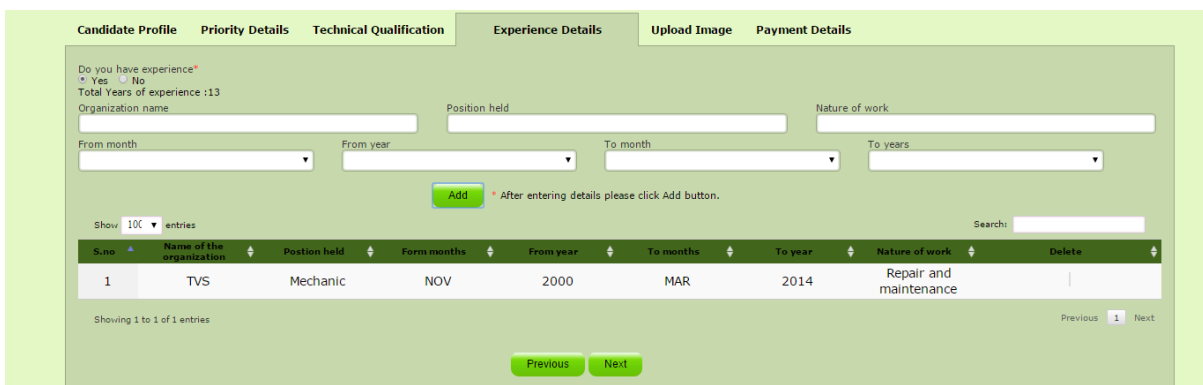


12. Enter the Name and Address of the Institution, Percentage of Marks obtained.
 13. Select the related Trade / Branch from the Drop down menu.
 14. Select the duration of the course from the drop down menu and the month, year of passing.
 15. After completing the details for a particular qualification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



Qualification	Name of the Institute	Trade/Branch	Duration	Percentage/Grade	Year Of Passing	Delete
Diploma	Govt Polytechnic Nagercoil	Diploma in Automobile Engineering	1996-1997	89	JUL-1997	
NAC	TVS	Mechanic Motor Vehicle	1995-1996	79	AUG-1996	
NTC(ITI)	Govt ITI Pettai	Mechanic Motor Vehicle	1992-1994	87	JUL-1994	

17. Click on  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.



S.no	Name of the organization	Position held	Form months	From year	To months	To year	Nature of work	Delete
1	TVS	Mechanic	NOV	2000	MAR	2014	Repair and maintenance	

19. Click on the  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.

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PERSONAL DETAIL

Name of the Candidate: RAJAN
 Gender: Male
 DOB: 08/01/1974
 Age: 41
 Father's Name: RAMANUJAM
 Mother's Name: RANI
 Religion: Hindu
 Community: BC - Backward Class
 Aadhar Card No(If applicable): 887844386041
 Address: 16-4 KUMARI HOUSE NGO B COLONY PERUMALPURAM
 Taluk: TIRUNELVELI-TLK
 District: THERUNELVELI
 Pincode: 627007
 Valid Email ID: rajang@gmail.com
 Mobile Number: 9245172300
 Alternate Mobile Number: 9442507934
 Land line: 04622551251
 Registration Date: 15/01/1998
 Registration Number: MEP78567
 Have you completed Craftsman Instructor Training Scheme(CITS): Y

Is Claim Priority: Y
 Disable Ex servicemen: No
 Upto two members of the family of the Armed forces personnel killed in action, or disabled in action and or totally unfit for re-employment: No
 Destitute Widow: No
 intercaste Married Couple: No
 Ex-Servicemen: Yes
 Dependent of Ex-Servicemen/Dependent of Service personnel: Yes
 Legal heirs of Freedom fighters/Tamil Savants: No
 Burma Repatriates/Srilanka Repatriates: No
 Persons displaced by Land Acquisition: No
 Differently abled: No
 Discharged Govt.Employees(State): No
 Released Bonded Labours: No
 Inmates and Ex-inmates of Approved Schools and Vigilance Institutions and So on: No
 Persons served under Territorial Army for more 6 months: No
 Territorial Army personnel and Ex-servicemen of the Auxiliary Air Force: No
 Persons who have worked ad Youth Service Corps volunteers for 1 year upto 31.12.1984: No
 Ex-census employees(1991): No
 Others: No

Education Details :

Qualification	Name of the Institute	Trade/Branch	Duration	Percentage/Grade	Year Of Passing
Diploma	Govt Polytechnic Nagercoil	Diploma in Automobile Engineering	1996-1997	89	JUL-1997
NAC	TVS	Mechanic Motor Vehicle	1995-1996	79	AUG-1996
NTC(ITI)	Govt ITI Pettai	Mechanic Motor Vehicle	1992-1994	87	JUL-1994


Showing 1 to 3 of 3 entries

Experience Details :

S.no	Name of the organization	Position held	Form months	From year	To months	To year	Nature of work
1	TVS	Mechanic	NOV	2000	MAR	2014	Repair and maintenance

Showing 1 to 1 of 1 entries

Your Image is:


Your Signature Image is:


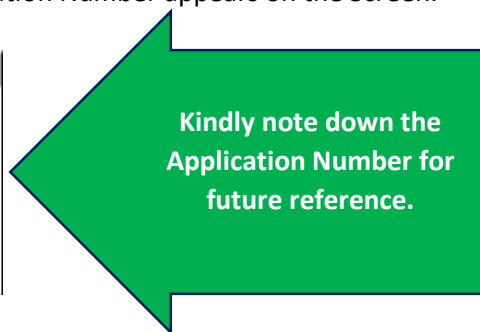
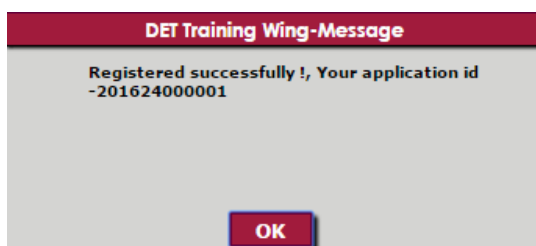
Payment DETAIL

DD number: 74835
 DD date: 10/01/2016
 Amount: 150
 Bank name: SBI
 Branch name: Palayamkottai

Go back Submit

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.

2016-01-10 23:31:46 1/2

DEPARTMENT OF EMPLOYMENT AND TRAINING

APPLICATION FOR THE POST OF JUNIOR TRAINING OFFICER(JTO)

Candidate Personal Details				Application Number	
Name of the : HERMAN J	Date of Birth : 08/01/1979			201612000004	
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 Xavier Street Monday Market	Mobile No : 9442507934				
	Email ID : jacob@gmail.com				
	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

ACKNOWLEDGEMENT

Received Application with Application No:201612000004 and original DD


**Nodal ITI Officer Signature
With Seal**

2016-01-10 23:31:46 2/2

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.**