

**Application Procedure for filling online application for the post of Canteen Attendant
2024 as per the recruitment notification in File No: C.No. 60/Estt/CANTEEN/2024 dated
07.09.2024**

- The candidates are requested to go through the said detailed recruitment notification, available in the department website viz - <https://tnincometax.gov.in/> for eligibility, selection procedure and other conditions before filling the application.
- Please ensure that all the relevant documents are readily available in softcopy in the prescribed format before filling application.
- In the online Application Form, candidates are required to upload the scanned passport size photograph with full name and date on which photograph was taken in JPEG/png/jpg format. The photograph should not be more than three months old from the date of publication of the Notice of Examination. The photograph should be without cap, spectacles and both ears should be visible. Applications with poor quality, miniature and blurred photographs/ side facing photographs will be rejected. **Please see the sample photographs before you upload the same.**
- Scanned signature in JPEG/JPG/PNG format. Candidate has to sign in a white page with black pen and the scan the same, crop it to the extent of the signature and then upload the same. Applications with blurred signature will be rejected. For PwD or PwBD candidate with blindness and low vision, thumb impression is also allowed in the place of signature. **Please see the sample signatures before you upload the same.**

Registration

You have to register by entering your First Name, Last Name, Mobile Number, email-id and password. Upon successfully entering the details, you have to submit for registration. An activation link will be sent to your email id. Once you click the link the registration process will be completed.

Login

Login to online system through your registered Email id and password for filing the application form.

Filling of application form

- Sl. No. 1** Fill your name as recorded in Matriculation or equivalent certificate
- Sl.No. 2 – 5** Fill your Father Name/Mother Name and Address particulars
- Sl.No.6** Registered mobile number will be auto populated. If not, fill your 10 digit Mobile number and alternate mobile number.
- Sl.No.7** Select the photo id proof you are going to upload along with the application. Please note that this selected original photo ID card should be brought to the examination hall if the candidate is shortlisted.

You can choose:

- a) Aadhar Card
- b) Passport
- c) Driving License
- d) Voter Id
- e) PAN card
- f) Any other Proof

Furnish Name as per card and ID card number, if you select "Any other proof" then Name of card and Issuing Authority also are to be filled.

Sl.No.8 Registered e-mail id will be auto populated. If not, please enter only the registered email id.

Sl.No.9 Date of Birth as recorded in the matriculation or equivalent examination certificate should be entered.

Sl.No.10 Please select the appropriate gender

Sl.No.11 Please note that only Indian nationals are eligible to apply

Sl.No.12 Please enter the details of educational qualification of **Matriculation or equivalent exam**. The candidate has to enter the number of subjects against which marks are printed in the matriculation or equivalent certificate. And then, marks obtained subject wise, total marks subject wise for which the exam was conducted should be carefully entered. Percentage will be calculated automatically. If the percentage is correct you can mark 'Yes' else, mark 'no' and upload your calculation of percentage accordingly. You prepare a detailed working of the percentage in a white paper sign it and along with supporting documents upload as a single pdf file.

Candidates are requested to note that they have to mandatorily enter marks of all the subjects obtained by them and printed in their mark sheet. Percentage will be determined based on all the subjects' marks printed on the matriculation or equivalent certificate. Not entering marks for all the subjects printed in the Matriculation or Equivalent Certificate/Mark Sheet will lead to rejection of your application or may hamper your chances of shortlisting for the written examination.

Also mark your highest educational qualification. This has to be mandatorily selected if your qualification is higher than matriculation. If your highest educational qualification is matriculation, then you can leave this unselected.

Sl.No.13 & 13a Fill Category/ Community

Scheduled Caste, Scheduled Tribe, Other Backward Class, Economically Weaker Sections, Unreserved Community

Upload community certificate by 'choose file' and then upload the document, please note that once uploaded, it will be shown as 'Uploaded'

Sl.No.14 & 14a Please specify if you are seeking age relaxation as an Ex-Servicemen or Central Government Civilian Employee by selecting appropriate option.

If you opt for yes in this column then Certificate supporting age relaxation by being a Central Government Civilian Employee or Ex-Servicemen has to be uploaded.

Upload supporting document by 'choose file' and then upload the document, please note that once uploaded, it will be shown as 'Uploaded'. The scanned document file should be PDF format only.

Please give the details of service particulars including years of service rendered.

Sl.No.15 Upload the scanned passport size photograph in JPEG/PNG/JPG format. The photograph should not be more than three months old from the date of

publication of the Notice of this Examination. The photograph should be without cap, spectacles and both ears should be visible. Applications with poor quality, miniature and blurred photographs/ side facing photographs will be rejected.

Upload photo by 'choose file' and then upload the document, please note that Once uploaded, it will be shown as 'Uploaded'. The photo file should be JPG, JPEG, or PNG format only

Sl.No.16 Matriculation or equivalent certificate to be uploaded

Upload scanned certificate by 'choose file' and then upload the document, please note that Once uploaded, it will be shown as 'Uploaded'. The scanned certificate file should be PDF format only

Sl.No.17 Upload valid photo id proof

Please upload the chosen photo id in **Sl.no.7** Aadhar Card, Passport, Driving License, Voter Id, PAN card, Any other Proof

Upload scanned certificate by 'choose file' and then upload the document, please note that Once uploaded, it will be shown as 'Uploaded'. The scanned certificate file should be in PDF format only

Sl.No.18 Are you a person with disability, if you mark yes, furnish further particulars. Please note that PwBD means Persons with Benchmark disability i.e. 40% or more disability. In case you need scribe, the same may also be filled. You have to specify if you will bring your own scribe or you wish the department provide you a scribe by selecting appropriate choice. You have to mandatorily upload the proof for the benchmark disability for claiming the benefits as PwBD candidate.

Upload scanned certificate by 'choose file' and then upload the document, please note that Once uploaded, it will be shown as 'Uploaded'. The scanned certificate file should be PDF format only

Finally, Upload your scanned signature image by 'choose file' and then upload the document, please note that once uploaded, it will be shown as 'Uploaded'. The scanned image file should be JPG, JPEG, or PNG format only.

Please ensure that all the files uploaded are clear and legible.

The maximum file size allowed is 1 MB per file. Ensure that the document is clear and legible.

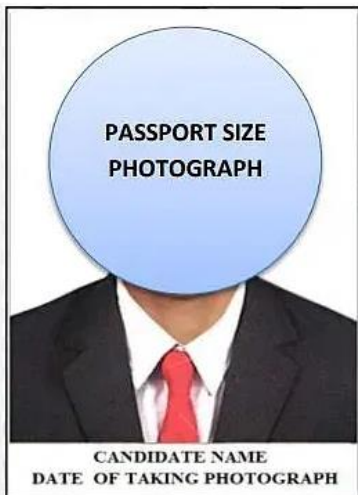
Applications will be rejected if the documents or images are not clear.

Once the application is filled you can save the application, preview the application

While seeing Preview, you may kindly check all the details entered are correct and instruction regarding photograph/signature as mentioned above at various places are duly followed and verify information provided by you and "Finally Submit" the Application.

You can go to the "profile" section from your login page and can download the copy of the submitted application.

Sample Acceptable Format for Passport photograph to be uploaded

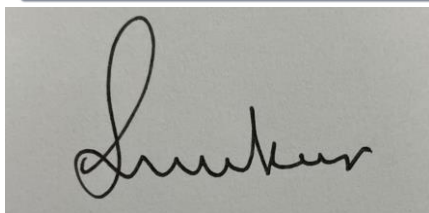
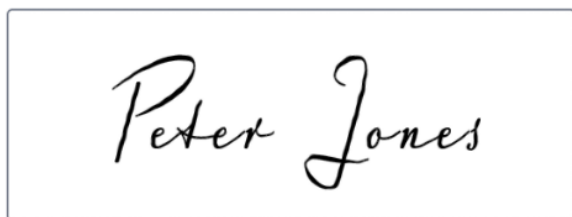


Passport photograph of the candidate along with full name and the date of taking the photograph has to be like above while uploading in the online application.

Please see the below styles of photographs which are acceptable and which are not acceptable.

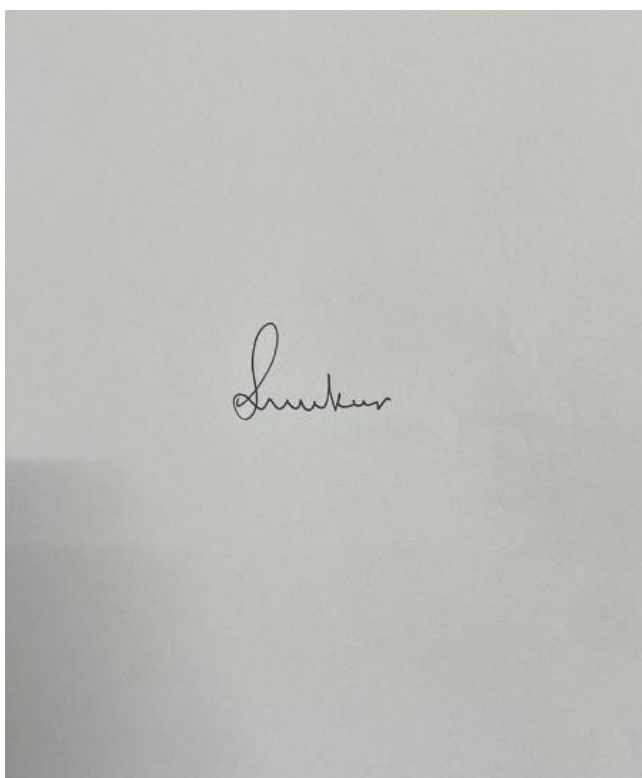


Sample Acceptable Format signature to be uploaded



Once the candidate signs on a white paper with black pen, the same shall be scanned and cropped to the extent of signature before uploading.

The below form of uploading signature is not acceptable:



This is not acceptable as the scanned signature is not cropped to the extent of signature.