



Government of Tamil Nadu
MEDICAL SERVICES RECRUITMENT BOARD (MRB)
மருத்துவப் பணியாளர் தேர்வு வாரியம்



HOW TO APPLY

Candidates should apply only through online in the Board's Website (www.mrb.tn.gov.in) or other website specified by the MRB.

Before applying, the candidates should have scanned image of their photograph and signature in CD/DVD/Pen drive as per their convenience.

A valid e-mail ID or Mobile Number is mandatory for registration. Email ID, should be kept active till the declaration of results. MRB will send Hall Tickets (Memorandum of Admission) for Written Examination, other Memos etc. through the registered email ID.

Please note that all the particulars mentioned in the online application including Name of the Candidate, Qualification, Post Applied, Communal Category, Date of birth, Address, Email ID, Centre of Examination etc. will be considered as final and no modifications will be allowed after the last date specified for applying online. Certain fields fixed and cannot be edited. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained.

The candidates who wish to receive SMS should register their mobile number in the application.

A. Candidates are first required to go to the MRB's website www.mrb.tn.gov.in.

B. Click **Online** Registration.

C. Select the name of the post or service for which you wish to apply.

D. Please enter all the required particulars without skipping any field.

E. Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature. An online application is incomplete without the photograph and signature upload.

F. Post uploading photographs, signatures and documents, application will display a preview screen to check/verify their data entered during previous steps before moving to next step. In case any data to be edited (*only allowed fields*) same is possible by clicking EDIT DETAILS button in same page.

G. Please select the mode of payment (Online Payment/Offline Payment).

H. In case of candidates wish to pay fees through the online payment gateway i.e. Net Banking , Credit Card & Debit Card Payment, candidates may follow the instructions mentioned on payment page before making payment.

- After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge.
- Once the online transaction completed successfully, candidates will receive SMS and Email with Payment Confirmation. Post receiving SMS/Email they must download Registration Slip for their future Reference.

I. In case of offline mode of payment candidates have to download the payment challan PDF which the candidate need to take print out and go the nearest branch of Indian bank to make the payment.

- Collect the candidate's copy of the Fee Payment Challan from the Branch. Please check that the challan is properly signed and the details of Transaction Number, Branch Name and DP Code Number, Deposit Date have been noted in the challan by the Branch authorities.
- Online Application Registration will be considered as successful one, only if the payment is made in any Indian Bank Branches within two working days from the date of registration/ submission of application. Failing which the application will be rejected.
- Once the offline transaction successfully completed candidates will receive SMS and Email with Payment Confirmation. Post receiving SMS/Email they must download Registration Slip for their future Reference.

J. Giving your Application Number and password, Candidates can download their application and print, if required for information purpose.

Note:

- I.** Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee/ intimation charges to avoid the possibility of disconnection/inability/failure to log on the MRB's website on account of heavy load on internet/website jam.
- II.** MRB does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the MRB.
- III.** Under no circumstances, a candidate should share/mention e-mail ID or Mobile Number to any other person. In case a candidate does not have a valid personal e-mail ID, they should create a new e-mail ID before applying on-line and must maintain that email account.
- IV.** There is a provision to modify the submitted Online Application. Candidates are requested to make use of this facility to correct their details in the Online Application if any. This modification facility will be available up to the last date for applying online for the particular post. After this date, no modification will be permitted. Candidates should take utmost care while filling in the Online Application. Please note that no modification in fee payment details will be permitted for candidates who pay fees/ intimation charges through the online mode. Certain fields fixed and cannot be edited. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained.
- V.** Candidates should carefully fill in the details in the On-Line Application at the appropriate places and click on the "SUBMIT" button at the end of the On-Line Application format. Before pressing the "SUBMIT" button, candidates are advised to verify every particular filled in the application. The name of the candidate or his /her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.
- VI.** Request for change/correction in any particulars in the Application Form shall not be entertained under any circumstances AFTER THE LAST DATE FOR Editing/ Updating application details specified. MRB will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.
- VII.** Board is not responsible for the online payment failure.
- VIII.** Any clarification may be obtained from the Help Desks No 91-7815936791 between 09:30 AM to 05:30 PM from Monday to Friday and 09:30 AM to 12:30 PM on Saturday.