Registration and Application Process

Instructions for filling Online Application Form

1. Candidates have to apply for TNSET 2024 "Online" ONLY by accessing the website: https://msuniv.ac.in/. The Application Form other than online mode would not be accepted in any case. Only one application is to be submitted by a candidate. More than one application i.e. multiple Application Forms submitted by a candidate will be rejected.

2. It is suggested that the candidate should keep the following documents ready before filling the Application Form:

   - Copy of Board/ University Certificate for Candidate's Name, Mother's Name, Father's Name and Date of Birth.
   - Type of Identification – Aadhaar Card Number/Voter ID Card Number/ Other Govt ID
   - Qualifying Degree Certificate or last semester mark sheet
   - Your Mailing Address as well as Permanent Address with Pin Code
   - Code of TNSET2024 Subject (Refer Appendix-I)
   - Nine zone for Centres of your choice (Refer Appendix-II)
   - Code of Post Graduation Programmes (Refer Appendix-III)
   - Category Certificate, if applicable
   - Person with Disability (PwD) Certificate, if applicable
   - E-mail address and Mobile Number of candidate.
   - Scanned images should be in JPG/JPEG format only

3. Information Bulletin should be downloaded and read carefully by the candidate to be sure about his/her eligibility and acquaint with requirements for submission of Online Application Form.

4. In order to avoid correction in the particulars in later stage, the candidate should exercise utmost caution while filling up correct details.

5. **Following Steps may be followed to Apply Online:**

   - **Step-1:** Apply for Online Registration using own Email Id and Mobile No.
   Step-2: Fill in the Online Application Form and note down the system generated Application Number. Upload scanned images of:

     o A recent passport size photo (file size 10Kb – 200Kb) in colour with 80% face (without mask) visible including ears against white background;
     o Candidate's signature (file size: 4kb - 30kb)

     Step-3: Pay the examination fee using Debit Card/Credit Card/Net Banking/UPI and keep proof of fee paid.

   - The Confirmation Page of the online Application Form will be generated only after successful payment by the Candidate.

   - Download, save and print a copy of Confirmation Page of the Application Form for future reference.

   Note :

   a) All the 3 Steps can be done together or at separate timings. The submission of Application of a candidate could be considered as successful and his/her candidature would be confirmed only on the successful transaction/receipt of the prescribed examination fee from him/her.

   b) If fee payment is not successful, the candidate should approach the Bank concerned to ensure the payment details or to obtain the refund of payments.

   c) The final submission of Online Application Form will remain incomplete if Step-2 and step-3 are not completed. Such forms will stand rejected and no correspondence on this account will be entertained.

   d) Request for refund of examination fee once remitted by the candidate will not be entertained.

   e) The entire application process for TNSET 2024 shall be made only through online, including uploading of scanned images, payment of fee, and printing of confirmation page, hall ticket, etc. Therefore, the candidates are not required to send/submit any document(s) including confirmation page to University through Post/ Fax/ WhatsApp/Email/In person.

   f) Usage of Data and Information: Manonmaniam Sundaranar University/Government of Tamil Nadu can use the data provided by the candidates for internal purpose(s) including training,

research and development, analysis and other permissible purpose(s). However, this information is not for use by any third party or private agency for any other use.

g) All the candidates who have submitted the online application and paid the Examination fee till last date will be allowed to appear in TNSET 2024 and their Hall Ticket will be uploaded on the website as per schedule.

h) Manonmaniam Sundaranar University verifies neither the information filled by the candidates in the Application Form nor any certificate of category/educational qualification for deciding the eligibility of candidates.

i) The certificates of educational qualification and category (if applied under reserved category) will be verified by the Institution concerned at the time of appointment. The candidates are, therefore, advised to ensure their eligibility and the category (if applying under reserved category).

j) The Manonmaniam Sundaranar University will, in no way, be responsible for any wrong/incorrect information furnished by the candidate(s) in his/her Online Application Form. The letter/emails/WhatsApp Message/Public Grievance in this regard will not be entertained by the Manonmaniam Sundaranar University.

6. Procedure for Filling Application Form

Part I: Registration Page

Fill in the basic information and note down the system generated Application No.

(i) Candidate's Name/ Mother's Name/ Father's Name as given in the Higher Secondary School Examination or equivalent Board/ University Certificate in capital letters

(ii) Date of Birth in DD/MM/YYYY format as recorded in Secondary School Examination or equivalent Board/ University certificate.

(iii) Mobile Number and E-mail Address - Candidates must provide own Mobile Number and E-mail address.

  Note: Only one registered E-mail address and one Mobile Number are valid for correspondence.

Part II: Fill in the complete Application Form

Fill in the complete Application.

Note:

(i) Provide a complete postal address with PIN Code (Contact Address as well as permanent Address) for further correspondence. PIN code of Contact Address should be given in the space provided for that purpose.

(ii) The Manonmaniam Sundaranar University shall not be responsible for an incorrect Contact address given by the Applicant in the Application form.

Choice of Zones for Examination Centres: The Zones of Examination Centres where the test shall be conducted are given in Appendix-II. It is mandatory for candidates to select two zones of their choice while filling Online Application Form of TNSET 2024. Effort will be made to allot Centre of Examination to the candidates in order of the Zone choice opted by them in their Application Form. However, due to administrative reasons, a different centre of nearby area may be allotted.

Uploading of Scanned Images

(i) Candidate's Photograph: to be uploaded
- A recent passport size photo (file size 10Kb – 200Kb) in colour with 80% face (without mask) visible including ears against white background.
- Spectacles are allowed if being used regularly.
- Polaroid and Computer generated photos are not acceptable.
- Applications not complying with these instructions or with unclear photographs are liable to be rejected.
- Candidates may please note that if it is found that photograph uploaded is fabricated i.e. de- shaped or seems to be hand-made or computer made, the application form of the candidate will be rejected and the same would be considered as using unfair means and the candidate would be dealt with accordingly.
- Application without photograph shall be rejected. The photograph need not be attested. Candidates are advised to bring same 6 passport size coloured photographs with white background.
- Note: Passport size photograph is to be used for uploading on Online Application Form and also for pasting on Hall ticket & Attendance Sheet at the Examination centre.

The candidate should scan his/her passport size photograph for uploading.

File size must be between 10 kb to 200 kb.

(ii) **Candidate's Signature: to be uploaded**
The candidates are required to upload the full signature in running hand writing in the appropriate box given in the Online Application Form. Writing full name in the Box in Capital letters would not be accepted as signature and the Application Form would be rejected. Further, unsigned Online Application Forms will also be rejected. The candidate should put his full signature on white paper with Blue/Black Ink pen and scan for uploading.
File size must be between 04 kb to 30 kb.
Note: Candidate must ensure that the uploaded images are clear and proper. For, the same image of the photograph will be printed on the certificate.

7. Check List for filling the Online Application Form:

The candidates are advised to ensure the following points before filling the Online Application Form:

(i)   Whether they fulfill the eligibility conditions for the Test as prescribed under the heading 'Eligibility Criteria'.

(ii)   That they have filled their category viz.,

> General
> BC
> BC(M)
> MBC/DNC
> SC/SC(A)
> ST
> and gender viz.,
> Male/ Female/ Third gender, in the relevant column correctly.

(iii)   That they have filled their Subject and Zone of Examination in the relevant column correctly.

(iv)   That the Person with Disability (PwD) candidate has filled the relevant column in the Online Application Form. Only PwD candidates have to fill this column and the others have to leave it blank.

(v)   Whether they have kept a Printout of Application Form (confirmation page) for their own record.

8. Important Points to Note:

The Candidates should fill their complete postal address with PIN Code for further correspondence.

(i)   The Candidate must ensure that E-mail address and Mobile Number provided in the Online Application Form are their own (which cannot be changed later) as communication may be sent by Manonmaniam Sundaranar University through E-mail or SMS.

(ii)   The Candidate should not give the postal address, Mobile Number or E-mail ID of Coaching Centre in the Online Application Form.

(iii)   In order to appear in TNSET 2024, the candidates are required to apply 'online'. The Application Form other than online mode shall not be accepted. No change will be accepted through offline mode i.e. through post, email etc.

(iv)   Online submission of application may be done by accessing the Manonmaniam Sundaranar University official website: https://msuniv.ac.in/.

(v)   Online Application Form cannot be withdrawn once it is submitted successfully.

(vi)   Application Form of candidates who do not fulfill the eligibility criteria shall be rejected.

(vii)   A candidate is allowed to submit only one Application Form. If a candidate submits more than one Application Form, the candidature is likely to be cancelled.

(viii) Request for change in any detail in the Application Form shall not be entertained after closing of the correction window.
Note: However, a chance will be given to the candidates to correct/modify/edit some of the particular(s) of the Application Form through online only, after submission of Application Form. Candidates are advised to keep visiting the Manonmaniam Sundaranar University website regularly for any updates.

(ix)   The Zone of Examination Centres where the test shall be conducted are given in the Appendix II. The Zones indicated for the test should be carefully chosen by the candidate, as no change will be allowed once application is submitted.

(x)   Selection of a candidate is provisional, subject to being found otherwise eligible for admission to the test.

(xi)   In case a candidate is found providing incorrect information or the identity is proved to be false at any time in the future, the candidate shall face penal action as per the law.

(xii)   The Candidates are not required to send/ submit the confirmation page of Online Application Form to Manonmaniam Sundaranar University. However, he/she is advised to retain the following documents with them as reference for future correspondence:

- At least four printouts of the Confirmation Page of Online Application Form.
- Proof of fee paid.
- Photographs (same as uploaded on the Online Application Form)- 6 passport size photographs need to be kept aside.
- The name on the photo identification must match with the name as shown in the Hall Ticket. If the name has been changed due to events such as marriage, candidate must show the relevant document at the time of exam. Marriage Certificate / Divorce / Decree / Legal Name Change Document.

List of Subjects and their Codes

Appendix – I

Note: Syllabi for all TNSET 2024 Subjects shall be downloaded from the Manonmaniam Sundaranar University website. Manonmaniam Sundaranar University will not send the syllabus to individual candidate.

S.No	Subjects	Subject Code
1	Anthropology	2401
2	Arabic	2402
3	Archaeology	2403
4	Chemical Sciences	2404
5	Commerce	2405
6	Computer Science and Applications	2406
7	Criminology	2407
8	Defence and Strategic Studies	2408
9	Earth Sciences	2409
10	Economics	2410
11	Education	2411
12	Electronic Science	2412
13	English	2413
14	Environmental Sciences	2414
15	Geography	2415
16	Hindi	2416
17	History	2417
18	Home Science	2418
19	Labour Welfare/ Personnel Management/ Industrial Relations/ Labour and Social Welfare/Human Resource Management	2419
20	Law	2420
21	Library and Information Science	2421
22	Life Sciences	2422
23	Malayalam	2423
24	Management	2424
25	Mass Communication and Journalism	2425
26	Mathematical Sciences	2426
27	Music	2427
28	Performing Art	2428
29	Philosophy	2429
30	Physical Education	2430
31	Physical Sciences	2431
32	Political Sciences	2432
33	Psychology	2433
34	Public Administration	2434
35	Sanskrit	2435
36	Social Work	2436
37	Sociology	2437
38	Tamil	2438
39	Telugu	2439
40	Tourism Administration and Management	2440
41	Urdu	2441
42	Visual Art	2442
43	Women Studies	2443

Note: General Paper on Teaching and Research Aptitude (Paper-I) is compulsory for all.

List of Exam Zones for Centres of TNSET 2024

Examination will be held at the following zones, provided there are sufficient numbers of candidates in the zone.

S. No	Exam Zone	Exam Zone Code
1	Chennai	01
2	Villupuram	02
3	Trichy	03
4	Thanjavur	04
5	Madurai	05
6	Tirunelveli	06
7	Coimbatore	07
8	Salem	08
9	Dharmapuri	09

List of Post-Graduation Degree and their Codes

S.No	Name of the PG Degree	PG Degree Code
1	Master of Law (LLM)	01
2	Master of Commerce (M.Com)	02
3	Master of Dance (M. Dance)	03
4	Master of Education (M.Ed.)	04
5	Master of Library Science (M. Lib. Sc.)	05
6	Master of Literature (M.Litt.)	06
7	Master of Music (M.Music)	07
8	Master of Business Administration (MBA)	08
9	Master of Computer Applications (MCA)	09
10	Master of Financial Management (M.F.M.)	10
11	Master of Human Resource Development (M.H.R.D.)	11
12	Master of International Business (M.I.B)	12
13	Master of Marketing Management (M. Mkt. M.)	13
14	Master of Hospital Administration (MHA)	14
15	Master of Journalism and Mass Communication (MJMC)	15
16	Master of Mass Communication (MMC)	16
17	Master of Public Health (MPH)	17
18	Master of Social Work (MSW)	18
19	Master of Science (M.Sc.)	19
20	Master of Statistics (M. Stat.)	20
21	Master of Arts (MA)	21
22	Master of Physical Education (M.P.Ed.)	22
23	Master of Tourism Management (MTM)	23
24	Master of Physical Education and Sports Sciences (MPES)	24
25	Others	25