FORM FILLING INSTRUCTION

"*****" marked fields are mandatory.

Post Applied for: This field is mandatory. You can select the desired post from the "Select Applied for" dropdown list.

1. ***Name***: Applicant Name is to be entered here. This field is Mandatory. You cannot enter numbers or special characters other than „full stop‟ as initial separator.

2. **Date of Birth:** This field is Mandatory. Please select birth date of the Applicant using the drop down calendar.

3. **Age:** Once you have selected "Date of Birth", the age will be calculated automatically and displayed in the next field.

4. **Gender:** You will be allowed to click on one of the radio buttons either Male or Female.

5.   **Present Residential Address:** Enter your present Residential Address.

6. **Address for Communication:** If the Address for Communication is same as in the "Present Residential Address", click on the check box which is to the left of "Same as Above". Then the address will be automatically copied in this field.

7. **Qualification:** You have to enter the relevant details such as Medium, Year of Passing and Name of the School & Location for X Std and XII Std followed by a table of grids to enter the maximum marks and the marks scored on each subject. If you have to enter more subjects for X STD as well XII Std, click on the "Add New Row" button. You will now be able to enter more rows.

8. **Higher Education:** You can enter the details in the table of grids provided. To fill in the columns "Education Type‟ and "Class of Pass" click on the arrow for a drop down box to appear and select the required option from the respective drop down boxes. If you want to add more rows to the table click on the "Add New Row" button. Please enter only Numbers followed in the "Percentage of Marks" filed.

9. **Doctorate:** Under this, you can enter Discipline, University and the Year in which Doctorate was awarded as applicable for you.

10. **Highest Qualification:** Enter the Highest of the qualifications. This is a mandatory field.

11. **Experience Details:** You have an option to fill more than 5 entries by clicking on the "Add New Row" button. You can click on the arrow in the column "Nature of Assignment" to select and fill in the column from the drop down list of options displayed.

12. **Total Years of Experience:** Enter the completed number of years of experience in this column

13. **Classes and Subjects Handled:** This field is applicable for experienced applicants. You can select and fill in class and subject from the drop down list of options from the respective columns by clicking on the arrows in the columns.

14. **Classes and Subjects Willing to Handle:** In this Table, Classes will be loaded based on the selection you have made against the field "Post Applied For". For Example, if you have selected Middle (VI-VIII), the following Classes will be loaded in the Drop Down list VI, VII, VIII. You can select and fill in the class and subjects from the respective drop down list of options.

15. **Present Employment Status:** You can click on either of the radio buttons to say if you are employed or not.

16. **If Employed:** If you have selected the option "Employed", you will be able to type in the following fields namely, Name of Institution/Organization, Present Gross Salary and Reason for Change.

17. **If Unemployed:** If you have selected the Option "Unemployed", you will be able to type in the "Last Drawn Salary" field only.

18. **Marital Status:** You can select either of the two options "married" or "Unmarried". If you have selected the Option "Married", you will be able to type in the following fields namely, Name of the Spouse, Occupation, Designation, Institution and Annual Income. Instead if you have selected the Option "Unmarried", you will not able to type in these fields.

19. **Details of Family Members including applicant's children:** If you need to add more number of rows, click on the "Add New Row" button.

20. **If the place of living is far away from the proximity zone of the School, will the candidate be willing to shift the residence within the proximity Zone, if selected for appointment:** You can select either "yes" or "no" by clicking in any one of the radio buttons provided for that.

21. **Mobile No:** You can only enter numbers and following special characters ("+" and "-").

    For Example +91-9841234567

22. **Phone No:** You can only enter numbers and following special characters ("+" and "-").

    For Example 044-98768580

23. **Email ID:** This field is Mandatory. This Email ID should be with standard format with @ sign and a dot (.). For Example., ramesh123t76@gmail.com

24. **Is the Candidate already a Parent of SSM School:** Select either "yes" or "no" as applicable, by clicking on the radio button provided for it. If you have selected the Option "Yes", you will be able to select the following option to say if the school is in Chromepet (Chennai-44) or in Perungalathur (Chennai-63). If you have selected the Option "No", you will not be able to select the option given.

25. **If Selected, Mode of Commutation to School:** You can select either one of the options given in the radio button provided for that.

26. **If Selected, probable duration of continuation in service:** Please fill in any one of the three options given, by clicking on the respective radio buttons.

27. **Any other Point the candidate wishes to mention:** You can type in any information you wish, in this field.

28. **Expected Salary:** Mention number followed by PM or PA to indicate, if the number mentioned is per month or per annum.

After entering all details click on "SUBMIT" button. Once your Registration is successful, please note down the "Ref.ID.", displayed at the center of the Form for any future reference.

Note:

Incase your application has been already registered in the past additional information in the application form, **S.Nos. 29 to 34** have to be compulsorily filled up and the factual details have to be mentioned for receipt of this application at our end.