

Certificate Upload Instructions for Sports Category

1. For the candidates who opted for Special Reservation under Sports Category must upload the sports certificates obtained over the period from June 2016 to till last date of submission of application.
2. The candidates are requested to login to www.tneaonline.org
3. Once Logged in the candidate can begin his certificate upload by clicking on the link “upload certificates” or “Click here to upload certificates”.
4. Candidates are requested to go through the instructions given in the upload page.
5. The candidates are requested to scan all available sports certificate in digital PDF format.
6. The candidates must arrange the certificates in chronological order for each academic year as follows:
 - a. For academic year 2016-17 the certificates are to be arranged in order from June 2016 to May 2017 and to be scanned and saved as a single PDF file.
 - b. For academic year 2017-18 the certificates are to be arranged in order from June 2017 to May 2018 and to be scanned and saved as a single PDF file.
 - c. For academic year 2018-19 the certificates are to be arranged in order from June 2018 to May 2019 and to be scanned and saved as a single PDF file.
 - d. For academic year 2019-20 the certificates are to be arranged in order from June 2019 to till last date of submission of application and to be scanned and saved as a single PDF file.
7. Candidates must download the sports certificate forms (Certificate – I and Certificate - II) from the website by clicking “Special Reservation” Link and then select “Sports certificate”.
8. Fill the downloaded Certificate - I and Certificate - II duly signed by parent and candidate and then scan the filled certificate and save as separate PDF files.
9. Candidate’s can upload the certificates one by one. Click the “upload” button under each certificate to upload the specific certificate. A window will popup to select the certificate from the specific folder in your Computer/Mobile.
10. You can check whether the uploaded certificate is valid and visible by clicking on the “download” icon. If you need to change you can delete the previously uploaded file clicking the “delete” icon and upload a new one.

Note: The PDF file size can be a maximum of 2MB.

*** Filled Sports Form - I (Downloaded from our website)**

Supported formats are PNG,JPEG,JPG,JPE & PDF, File size 150KB to 1MB

*** Filled Sports Form - II (Downloaded from our website)**

Supported formats are PNG,JPEG,JPG,JPE & PDF, File size 150KB to 1MB

Sports certificate for Academic year 2016-2017

Supported formats are PNG,JPEG,JPG,JPE & PDF, File size 150KB to 2MB

Sports certificate for Academic year 2017-2018

Supported formats are PNG,JPEG,JPG,JPE & PDF, File size 150KB to 2MB

Sports certificate for Academic year 2018-2019

Supported formats are PNG,JPEG,JPG,JPE & PDF, File size 150KB to 2MB

Sports certificate for Academic year 2019-2020

Supported formats are PNG,JPEG,JPG,JPE & PDF, File size 150KB to 2MB