



# **TELANGANA STATE PUBLIC SERVICE COMMISSION**

**TSPSC 02/2024, GROUP-I SERVICES**

**USER GUIDE**

**Telangana State Public Service Commission, Prathibha Bhavan, M.J.Road,  
Nampally, Hyderabad 500001, Telangana.**



**Centre for Good Governance  
Survey No. 91, Near Outer Ring Road Chowrasta,  
Gachibowli, Hyderabad 500 032,  
Telangana, India.**

**Website: <https://www.tspsc.gov.in>**

**Instructions to the candidates applying for Group I Services**  
**before submitting their online application**

- 1) Before applying for the posts, candidates shall register themselves on the **One Time Registration (OTR) module** through the Official Website of TSPSC (www.tspsc.gov.in). Those who have already registered in OTR shall apply by logging to their profile using their TSPSC ID and Date of Birth as provided in OTR. (In case the candidate has forgotten the TSPSC ID, the candidate has to visit the TSPSC website and click on the link “**Know Your TSPSC\_ID**” and enter the Aadhar Number and Date of Birth to get the TSPSC-ID)


**Note:**

i) **One Time Registration is not considered as an application for any post under any circumstances.**

ii) The applicants are advised to retain their Mobile Number and email id registered in OTR for receiving OTP/SMS for further communication.

- 2) The candidates are requested to refer to the detailed notification before submitting their online application.

The candidate must click on the link provided in the website to access the online application login page, after clicking the following screen would be displayed.

 **TELANGANA STATE PUBLIC SERVICE COMMISSION**

**GROUP I - SERVICES**

Notification No. : 02/2024 DATED.19/02/2024

**Note:** [Click here for user guide](#)

- Submission of Online Application is Mandatory for All Candidates appearing for Group 1 Examination vide Notification No: 02/2024 Dated: 19/02/2024
- Those Candidates who had applied earlier for Group 1 Services vide Notification No: 04/2022 dt . 26/04/2022 ALSO NEED TO LOGIN and APPLY AFRESH for this Notification.
- Those Candidates who had applied earlier for Group 1 services vide Notification No: 04/2022 dated 26/04/2022 NEED NOT PAY ANY FEE AGAIN.
- New CANDIDATES NEED TO PAY FEES AS PRESCRIBED SUBJECT TO EXEMPTIONS.

TSPSC ID :

Date of Birth :

- The candidate must read the Note points in the online application login page carefully before entering into the application.
- The candidate has to enter TSPSC ID and Date of Birth and then click on **Get OTP.**

OTP has been sent to mobile no

TSPSC ID :	<input type="text"/>
Date of Birth :	<input type="text"/>
Enter 6 digit OTP number :	<input type="text"/>
	<a href="#">RESEND OTP</a>
Enter the Verification Code as displayed in the image :	<input type="text" value="347296"/>
	347296
<a href="#">VERIFY OTP</a>	

- After successful validation of the login credentials, the above displayed screen will be shown and the candidate has to enter OTP Received on the Registered Mobile number and also enter the displayed captcha in prescribed text box then click on [VERIFY OTP](#) button.
- After a successful login, the candidate can view the application form as shown in the below screen.

## TELANGANA STATE PUBLIC SERVICE COMMISSION

**GROUP I - SERVICES**

Notification No. : 02/2024 DATED.19/02/2024

Notification Number	Name of the Recruitment	Start Date	End Date	User Guide
02/2024	GROUP-I SERVICES	<input type="text"/>	<input type="text"/>	<a href="#">Click Here</a>

[Click Here for Detailed Notification No. : 02/2024 DATED.19/02/2024](#)

- The candidate can click on the link “**Click Here for Detailed Notification No.: 02/2024 DATED. 19/02/2024**” for detailed Notification.
- After this the candidate has to mark “☒ ” in the check box “**I have read the detailed Notification No. 02/2024 DATED 2024**”. Then only the application form will go forward.

## TELANGANA STATE PUBLIC SERVICE COMMISSION

### GROUP I - SERVICES

Notification No. : 02/2024 DATED.19/02/2024

Notification Number	Name of the Recruitment	Start Date	End Date	User Guide
02/2024	GROUP-I SERVICES	18/02/2024	14/03/2024	<a href="#">Click Here</a>

[Click Here for Detailed Notification No. : 02/2024 DATED. 19/02/2024](#)

☒ I have read the Detailed Notification No. : 02/2024 DATED. 19/02/2024

## TELANGANA STATE PUBLIC SERVICE COMMISSION

### GROUP I - SERVICES

Notification No. : 02/2024 DATED.19/02/2024

Notification Number	Name of the Recruitment	Start Date	End Date	User Guide
02/2024	GROUP-I SERVICES	18/02/2024	14/03/2024	<a href="#">Click Here</a>



[Click Here for Detailed Notification No. : 02/2024 DATED. 19/02/2024](#)

☒ I have read the Detailed Notification No. : 02/2024 DATED. 19/02/2024

Are You Citizen of India ☒ Yes ☐ No

- The candidate has to provide answer for question “**Are You Citizen of India**” question by clicking the radio button as shown in the above screen.

- Then the details fetched from the OTR would be displayed.
- Such as TSPSC ID, Name as in SSC or Equivalent Certificate, Photograph of the Candidate, Signature of the Candidate and OTR Frozen Time will appear as mentioned in the below screen.

TSPSC ID	Name as in SSC or Equivalent Certificate	Photograph of the Candidate	Signature of the Candidate	OTR Frozen Time
<input type="text"/>	<input type="text"/>			19/02/2024 11:02:24

Basic Details

Father's Name	<input type="text"/>	Mother's Name	<input type="text"/>
Date of Birth	<input type="text"/>	Place of Birth	<input type="text"/>
Gender	<input type="text"/>	Religion	<input type="text"/>
Mobile No.	<input type="text"/>	e-Mail ID	<input type="text"/>
Community	<input type="text"/>	You come under	<input type="text"/>
Address for Correspondence		<input type="text"/>	

### 📌 School Study Details

S.No.	Study Class/ Residence	Academic Year/ Resided Year	Type of study	District/ State	Mandal	Village/ Ward Number/ Town	School Name
1	1st Class	2004-2005	REGULAR	Nizamabad	Armoor	ARMOR	pragna high school
2	2nd Class	2005-2006	REGULAR	Nizamabad	Armoor	ARMOOR	pragna high school
3	3rd Class	2006-2007	REGULAR	Nizamabad	Armoor	ARMOOR	pragna high school
4	4th Class	2007-2008	REGULAR	Nizamabad	Armoor	ARMOOR	pragna high school
5	5th Class	2008-2009	REGULAR	Nizamabad	Armoor	ARMOOR	pragna high school
6	6th Class	2009-2010	REGULAR	Nizamabad	Armoor	ARMOOR	pragna high school
7	7th Class	2010-2011	REGULAR	Nizamabad	Armoor	ARMOOR	pragna high school

### 📌 Differently Abled Person

Are you a Differently Abled Person?

NO

### 📌 Employee

Are you an Employee?

NO

### 📌 Ex-Service Person

Are you an Ex-Service Person?

NO

### 📌 Sports Reservation

Are you claiming Sports reservation?

NO

### 📌 NCC Instructor

Have you worked as instructor in NCC ?

NO

- The above mentioned details of the candidate such as Basic Details, School Study Details, Differently Abled Person Details, Employee status, Ex-Service Person status , Sports Reservation and NCC Instructor details are auto populated from OTR.

Communication Address			
Flat/HouseNo, Floor, Building	<input type="text"/>	Colony/Society, Street, Locality/ Area,Village	<input type="text"/>
District	<input type="text"/>	Mandal	<input type="text"/>
State	<input type="text"/>	Pincode	<input type="text"/>

- The Candidate has to provide Communication Address details as shown in the above screen.

Preferred Language For Examination	
Preferred language for Preliminary Examination	<input type="text" value="English/Telugu"/>
Choose Language to Write the Main Examination	<input type="text" value="English"/>

- The Candidate must select the Language for Preliminary and Main Examination in the above screen.

Qualification	
Have you studied from	<input type="text" value="Regular Education"/>
Qualification	<input type="text" value="Bachelors Degree (Any)"/>

- The candidate has to select the Qualification details as shown in the above screen.

- The candidate has to provide Educational Qualification details as shown in the below screen.

Educational Qualification Details - Bachelors Degree (Any)			
Hall Ticket Number/Roll No.	<input type="text"/>	Date of Pass	<input type="text"/>
Name of the Educational Institute	<input type="text"/>	Percentage of Marks Secured(%)	<input type="text"/> <small>Note: Round off the percentage of marks to the nearest number or digit</small>
Group Subject Percentage of Marks Secured (%)	<input type="text"/> <small>Note: Round off the percentage of marks to the nearest number or digit</small>		
University Name	<input type="text"/>		
District/State	<input type="text"/>		

The candidate has to select either YES or NO for “**Do you have Higher Qualification?**” question as shown in the above screen.

Highest Qualification	
Do you have Higher Qualification?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text" value="Post Graduation"/>

- If the candidate selects Yes for higher qualification, they must provide selected higher qualifications details.



PG Qualification Details			
PG Qualification Details		Master Degree(Any) <span>▼</span>	
Hall Ticket Number/Roll No.	<input type="text"/>	Date of Pass	<input type="text"/>
Percentage of Marks Secured(%)	<input type="text"/> <span>▼</span> <small>Note: Round off the percentage of marks to the nearest number or digit</small>	Name of the Educational Institute	<input type="text"/>
University Name	<input type="text"/> <span>▼</span>		
District/State	<input type="text"/> <span>▼</span>		

- The candidate has to provide PG Qualification details as shown in the above screen.

Post Related Details		
Do you posses Required Qualification for Post Code no:4	<input checked="" type="radio"/> Yes <input type="radio"/> No	Degree in Mechanical Engineering <span>▼</span>
Do you posses Preferential Qualification for Post Code no:8 (in addition to required qualification)	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Do you posses Required Qualification for Post Code no:16	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Do you possess the Physical Requirements as specified in Notification No: 02/2024 for the Post Code No. 02, 07, 09?	<input checked="" type="radio"/> Yes <input type="radio"/> No	

- The candidate has to provide answers for “Post Related Details” questions as shown in the above screen for the Post Codes 2, 4, 7, 8, 9 and 16

Other Details

**Note :** Advised to upload documents in JPG or JPEG or PNG or PDF format with size between 40KB to 500KB.  
(Documents upload is optional now. Mandatory to produce Original certificate at the time of verification)

Do you have Community Certificate issued by competent authority of Telangana State	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="button" value="Browse..."/> No file selected.	
Do you have Non-Creamy Certificate issued by competent authority of Telangana State	<input type="radio"/> Yes <input checked="" type="radio"/> No		

- The candidate has to select “Yes” or “No” for the questions in “Other Details” section as shown in the above screen and can upload the relevant certificates
- If a candidate selects YES the file upload option will be displayed.

Differently Abled Person

Are you a Differently Abled Person?	YES	SADAREM(PH) certificate number	234234234234
Visually impaired?	YES	Percentage of Disability	<40
Hearing impaired?	YES	Percentage of Disability	<40
Orthopedically challenged?	YES	Percentage of Disability	<40
Autism, Mental illness & Intellectual disability?	YES	Percentage of Disability	<40
Multiple Disability?	YES	Percentage of Disability	<40
Have you studied any class between 1 to 7 in the Special Schools meant for VH/HH?	Yes	Special School Name	TEST

Do you want Scribe

Do you want Scribe	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Do you claim for Compensatory time?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
certificate for less than 40% disability & having difficulty in writing(from Government multi member medical authority)	<input type="button" value="Browse..."/> certificate 1 pdf.pdf	No Preview Available	

Note: If you are PH with less than 40% disability & have Writing difficulty please upload relevant certificate.

- If the candidate selects Percentage of Disability less than <40 in OTR the system will display the questions as mentioned in the above screen.
- The candidate must provide answers for displayed questions and upload relevant document.

Differently Abled Person			
Are you a Differently Abled Person?	YES	SADAREM(PH) certificate number	234234234234
Visually impaired?	YES	Percentage of Disability	>70
Hearing impaired?	YES	Percentage of Disability	40-45
Orthopedically challenged?	YES	Percentage of Disability	51-55
Autism, Mental illness & Intellectual disability?	YES	Percentage of Disability	61-65
Multiple Disability?	YES	Percentage of Disability	56-60
Have you studied any class between 1 to 7 in the Special Schools meant for VH/HH?	Yes	Special School Name	TEST

Do you want Scribe	
Do you want Scribe	<input checked="" type="radio"/> Yes <input type="radio"/> No
Do you claim for Compensatory time?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Sadaram Certificate	<input type="button" value="Browse..."/> certificate 1 pdf.pdf <div>No Preview Available</div>

- If the candidate selects Percentage of Disability greater than >40 in OTR the system will display the questions as mentioned in the above screen.
- The candidate must provide answers for displayed questions.

Differently Abled Person			
Are you a Differently Abled Person?	YES	SADAREM(PH) certificate number	234234234234
Hearing impaired?	YES	Percentage of Disability	<40
Have you studied any class between 1 to 7 in the Special Schools meant for VH/HH?	Yes	Special School Name	TEST

Scribe & Compensatory time Details	
Will you use a hearing aid while writing the examination?	<input checked="" type="radio"/> Yes <input type="radio"/> No

- If the candidate selects Percentage of Disability for Hearing Impaired in OTR, the system will display the question as shown in the above screen.
- The candidate must provide answer for displayed question.

Criminal/Disciplinary Cases	
Are you involved in any Criminal Cases?	<input type="radio"/> Yes <input checked="" type="radio"/> No

- The candidate has to mark **YES** or **NO** for the Criminal/Disciplinary Cases as shown in the above screen.

Examination Center

Note: Select Ten District centers based on your preference for the preliminary exam type, whether it's CBRT Mode (From erstwhile 10 Districts) or OMR based. Once chosen, the order of District Centers preference is Final.

Center Preference	CBRT Center (erstwhile 10 Districts)	OMR Center
Center Preference: 1:	Adilabad	Adilabad
Center Preference: 2:	Hyderabad	Bhadradi-Kothagudem
Center Preference: 3:	Karimnagar	Hanamkonda
Center Preference: 4:	Khammam	Hyderabad
Center Preference: 5:	Mahabubnagar	Jagtial
Center Preference: 6:	Medak	Jangaon
Center Preference: 7:	Nalgonda	Jaya Shankar Bhupalapally
Center Preference: 8:	Nizamabad	Jogulamba-Gadwal
Center Preference: 9:	Ranga Reddy	Kamareddy
Center Preference: 10:	Warangal	Khammam

- The candidate has to select the Examination Center Preferences for both CBRT and OMR based examination.

Declaration

I hereby declare that all the entries/statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the examination, the Commission can take action against me as per rules. Incase it is detected that I have misled Telangana State Public Service Commission on any issue then I will be solely responsible for all penal consequences thereof. The particulars furnished by me in the application form will be considered as final.

☒ I accept the above declaration

PREVIEW

- After filling all the details, the candidate has to click on check box and then click on **Preview** button.

- For EXISTING / A FRESH Applied Candidates Fee Details:

The screenshot shows a web form titled "Fee Details" with a pink header bar. Below the header is a table with two columns: "Fee Details" and "NA". At the bottom of the form, there are two buttons: a red "EDIT" button and a green "SUBMIT" button.

- After clicking the **Preview** button the entire application will be displayed from the beginning.
- The candidate have the options of **Edit** and **Submit**.
- If a candidate clicks on the **Edit** button, the candidate can edit entered details.
- If a candidate clicks on the **Submit** button, the application form will be submitted.

The screenshot shows a web form titled "Fee Details" with a pink header bar. Below the header is a table with two columns: "Fee Details" and "200". At the bottom of the form, there are two buttons: a red "EDIT" button and a green "SUBMIT & PROCEED FOR PAYMENT" button.

- After clicking the **Preview** button, the entire application will be displayed from the beginning.
- The candidates have the options of “**Edit**” and “**Submit & Proceed For Payment**”
- If a candidate clicks on the edit button, the candidate can edit entered details.
- If a candidate clicks on the **Submit & Proceed for Payment**, the applicant will be directed to the Payment Gateway screen.

Payment Methods	Internet Banking	Merchant name Centre for Good Governance
Net Banking > Credit / Debit Cards > QR > UPI >	Popular Banks <div> </div> <div> </div>	Order Id <input type="text"/> Payment Amount <input type="text"/>
	Select Bank <div>  == Select your Bank == </div> <input type="text"/>	



**BillDesk**  
Privacy policy | Terms & conditions

- Candidate can choose the payment mode like Net Banking, credit card, debit card or UPI payment etc...
- **For EXISTING Candidates (Who have already for Notification 04/2022):**

TELANGANA STATE PUBLIC SERVICE COMMISSION			
Application Submitted Successfully for the Notification Number <input type="text"/>			
TSPSC ID	<input type="text"/>	Name as in SSC or Equivalent Certificate	<input type="text"/>
Candidate Id	<input type="text"/>	Mobile No.	<input type="text"/>
Date of Birth	<input type="text"/>	Gender	<input type="text"/>
Father's Name	<input type="text"/>	Mother's Name	<input type="text"/>
Photograph of the Candidate		Signature of the Candidate	
Amount(Rs)	NA	Journal Number	NA
Paid Date	NA		
<input type="button" value="CLICK HERE TO DOWNLOAD PDF"/>		<input type="button" value="LOGOUT"/>	

- After successful submission, the above-mentioned page will be displayed and from here the applicant can Download the submitted PDF by clicking the **CLICK HERE TO DOWNLOAD PDF** button and then click on **LOGOUT** button to exit from the Application.
- The final PDF downloaded can be saved for future use by the candidate.
- **For FRESH Candidates (Candidates applying for first time):**

**Payment is Successful and Application Submitted Successfully for the Notification Number**

TSPSC ID	<input type="text"/>	Name as in SSC or Equivalent Certificate	<input type="text"/>
Candidate Id	<input type="text"/>	Mobile No.	<input type="text"/>
Date of Birth	<input type="text"/>	Gender	<input type="text"/>
Father's Name	<input type="text"/>	Mother's Name	<input type="text"/>
Photograph of the Candidate		Signature of the Candidate	
Amount(Rs)	<input type="text"/>	Journal Number	<input type="text"/>
Paid Date	<input type="text"/>		
<b>CLICK HERE TO DOWNLOAD PDF</b>		<b>LOGOUT</b>	

- After successful payment, the above-mentioned page will be displayed and from here the applicant can download the submitted application PDF by clicking the **CLICK HERE TO DOWNLOAD PDF** and then click on **LOGOUT** button to exit from the Application.
- The final PDF downloaded can be saved for future use by the candidate.