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.

- 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**.

- 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.

- 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	Click Here

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			

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02/2024	GROUP-I SERVICES	18/02/2024	14/03/2024	Click Here

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
▭	▭			19/02/2024 11:02:24

◔ Basic Details

Father's Name	▭	Mother's Name	▭
Date of Birth	▭	Place of Birth	▭ ▭
Gender	▭	Religion	▭
Mobile No.	▭	e-Mail ID	▭
Community	▭	You come under	▭
Address for Correspondence	▭		

⊙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		Colony/Society, Street, Locality/Area,Village	
District		Mandal	
State		Pincode	

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

Preferred Language For Examination

Preferred language for Preliminary Examination	English/Telugu
Choose Language to Write the Main Examination	English

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

Qualification

Have you studied from	Regular Education
Qualification	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.

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

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

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

> 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

> 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.

- ➢ 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	◉ Yes ○ No
Do you claim for Compensatory time?	◉ Yes ○ No
Sadaram Certificate	Browse... certificate 1 pdf.pdf No Preview Available

- ➢ 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?	● Yes ○ 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?	○Yes ● 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	Bhadradri-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:

Fee Details

Fee Details	NA

EDIT   SUBMIT

➢ 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.

Fee Details

Fee Details	200

EDIT   SUBMIT & PROCEED FOR PAYMENT

➢ 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.

➢ 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):**

➢ 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):**

➢ 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.