



TELANGANA STATE PUBLIC SERVICE COMMISSION

TSPSC 28/2022, GROUP-II SERVICES

Application User Manual

Secretary,

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



CENTRE FOR GOOD GOVERNANCE
Knowledge • Technology • People

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

The screenshot shows the TSPSC website home page with a grid of application tabs. The tab for 'Application for the Post of GROUP-II SERVICES (GENERAL RECRUITMENT)' is highlighted with a red border. Other tabs include 'HALL TICKET FOR THE POST OF ASSISTANT EXECUTIVE ENGINEERS (12/2022)', 'Application for the Post of ASSISTANT MOTOR VEHICLES INSPECTOR', 'Application for the Post of PHYSICAL DIRECTOR UNDER THE CONTROL', 'Application for the Post of AGRICULTURE OFFICER IN AGRICULTURE A', 'APPLICATION FOR THE GROUP-IV SERVICES (GENERAL RECRUITMENT)(19/2022)', 'Website', 'New Registration (OTR)', 'Raise a Grievance', 'GROUP-1 SERVICES (04/2022) PRELIMINARY EXAMINATION RESULT', 'Application for the Post of HOSTEL WELFARE OFFICER GR-I IN TRIBAL', 'Application for the Post of HORTICULTURE OFFICER UNDER CONTROL DIRECTOR OF HORTICULTURE (24/2022)', 'VETERINARY ASSISTANT SURGEON (CLASS-A & B) IN VETERINARY AND ANIMAL HUSBANDRY DEPARTMENT(23/2022)', 'Local Candidate as per G.O. MS. No 124, Para 7', 'Edit OTR (Candidate Login)', and 'Update Mobile Number in OTR'.

NOTE: After submission of Details in OTR, Candidate has to select the “Application for the Post of GROUP-II SERVICES (GENERAL RECRUITMENT) (28/2022)” tab.

The screenshot shows the 'GROUP-II SERVICES' application page. At the top, it says 'Notification No. : 28/2022 DATED.29/12/2022'. Below this is a form with two input fields: 'TSPSC ID :' and 'Date of Birth :'. A red box highlights the 'GET OTP' button at the bottom of the form.

- After clicking the “Application for the Post of GROUP-II SERVICES (GENERAL RECRUITMENT) (28/2022)” tab a page will open like shown in above screen. The candidate has to enter TSPSC ID and Date of Birth and then click on Get OTP.

GROUP-II SERVICES

Notification No. : 28/2022 DATED.29/12/2022

OTP has been sent to mobile no

TSPSC ID :

Date of Birth :

Enter 6 digit OTP number :

RESEND OTP

Enter the Verification Code as displayed in the image :

59243

VERIFY OTP

- After display above page Applicant has to enter OTP Received to Registered Mobile number and also enter the displayed captcha in prescribed text box then click on VERIFY OTP button.

GROUP-II SERVICES

Notification No. : 28/2022 DATED.29/12/2022



Notification Number	Name of the Post	Start Date	End Date	User Guide
28/2022	GROUP-II SERVICES	<input type="text"/>	<input type="text"/>	Click Here

☒ I have read the Detailed Notification No. : 28/2022 DATED.29/12/2022 [Click Here for Notification](#)

Are You Citizen of India
☒ Yes ☐ No

- After successful login the candidate can able to view the application form like shown in the above screen.

- The candidate has to click on the check box and select the answer for Are You Citizen of India question like shown in the above screen. After this only the remaining application form will open.

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"/>			04/09/2022 13:16:49

- The details like TSPSC ID, Name as in SSC or Equivalent Certificate, Photograph of the Candidate, Signature of the Candidate and OTR Frozen Time will display like mentioned in the above screen.

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"/>	eMail ID	<input type="text"/>
Community	OC	Do you claim EWS?	Yes
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	1998-1999	REGULAR	Hyderabad	Golconda	LANGERHOUSE	VIKAS BHARATHI HIGH SCHOOL
2	2nd Class	1999-2000	REGULAR	Hyderabad	Golconda	LANGERHOUSE	VIKAS BHARATHI HIGH SCHOOL
3	3rd Class	2000-2001	REGULAR	Hyderabad	Golconda	LANGERHOUSE	VIKAS BHARATHI HIGH SCHOOL
4	4th Class	2001-2002	REGULAR	Hyderabad	Golconda	LANGERHOUSE	VIKAS BHARATHI HIGH SCHOOL
5	5th Class	2002-2003	REGULAR	Hyderabad	Golconda	LANGERHOUSE	VIKAS BHARATHI HIGH SCHOOL
6	6th Class	2003-2004	REGULAR	Hyderabad	Golconda	LANGERHOUSE	Vidhyaranya High School
7	7th Class	2004-2005	REGULAR	Hyderabad	Golconda	LANGERHOUSE	Vidhyaranya 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	
Length of Service Years in NCC	NO

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

- The Candidate has to select the District, Mandal and enter the Communication Address like mentioned in the above screenshot.

- The Candidate has to select the Choose Language to Write the Examination.

- The candidate has to select the Qualification from Qualification list.

Post Related Details	
Do you possess Physical Requirements as specified in the Notification for Prohibition and Excise Sub Inspector Post code 08?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Do you possess Diploma in Textile Technology or Diploma in Handloom Technology as specified in the Notification 28/2022 post code No.09?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you possess Bachelor's Degree in Mathematics or Economics or Commerce as specified in the Notification 28/2022 post code No.12?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Do you possess Bachelor's Degree in Law as specified in the Notification 28/2022 post code No.13?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you possess Bachelor's Degree in Social Work or Psychology or any graduation with M.A., in Social Work or Psychology or M.A with Specialization in Criminology or Correctional Administration as specified in Notification No.28/2022 post code No.15?	<input type="radio"/> Yes <input checked="" type="radio"/> No

- The candidate has to select the answers for different questions related to the different Post Codes like mentioned in the above screenshot.

Eligible Posts

Eligible post codes	
Post code - 01,05,06,07,10,14,16,18	
Post code - 02	
Post code - 03	
Post code - 04	
Post code - 08	
Post code - 09	
Post code - 11	
Post code - 12	
Post Code - 17	

- Based on the answers for different Post Code questions the system will display the Eligible Posts.

Educational Qualification Details - Any Bachelors Degree

Hall Ticket Number/Roll No.	<input type="text"/>	Date of Pass	<input type="text"/>
Name of the Educational Institute	<input type="text"/>		
University Name	Jawaharlal Nehru Technologic		
District/State	Hyderabad		

- The candidate has to provide the required details regarding to selected qualification.

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 EWS 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.
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- The candidate has to select the Yes or No for the questions in Other Details section if applicable like mentioned in the above screen. If a candidate selects yes the file upload option will display.

Criminal/Disciplinary Cases

Are you involved in any Criminal Cases?
☐ Yes ☒ No

- The candidate has to select the Criminal/Disciplinary Cases with Yes or No button.

Examination Center

Center Preference: 1:	Hyderabad
Center Preference: 2:	Hanamkonda
Center Preference: 3:	Karimnagar
Center Preference: 4:	Jogulamba-Gadwal
Center Preference: 5:	Khammam
Center Preference: 6:	Bhadradi-Kothagudem
Center Preference: 7:	Mahabubabad
Center Preference: 8:	Mahabubnagar
Center Preference: 9:	Mancherial
Center Preference: 10:	Vikarabad
Center Preference: 11:	Siddipet
Center Preference: 12:	Warangal

- The candidate has to select the Examination Center Preferences.

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.

Fee Amount to be Paid	
Fee Amount to be Paid	200

[EDIT](#)
[SAVE AND PAY NOW](#)

- After clicking the preview button the entire application will display from the starting. In this at the bottom the fee amount pay by the candidate is displayed.
- The candidates have the options of Edit and save and Pay Now.
- If a candidate clicks on the edit button the candidate can edit entered details.
- If a candidate clicks on the save and pay now button the candidate will be directed to payment page.

Credit Card
Debit Card
Other Debit Cards
Internet Banking

Pay by Credit Card

VISA
MasterCard
RuPay

Card Number

Enter card number

Expiration Date

Month

Year

CVV/CVC

Card Holder Name

Enter card holder name

Make Payment

Cancel



Merchant Name

Centre for Good Governance

Payment Amount

- The candidate can select the different payment method like mentioned in the above screen for the payment.

Payment is Successful and Application Submitted Successfully for the Notification Number

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

- After successful payment the above mentioned page will display in this the candidate can download submitted application pdf by clicking the **CLICK HERE TO DOWNLOAD PDF** and then click on **LOGOUT** button to exit from the Application.