

TELANGANA STATE PUBLIC SERVICE COMMISSION

TSPSC 28/2022, GROUP-II SERVICES

Application User Manual

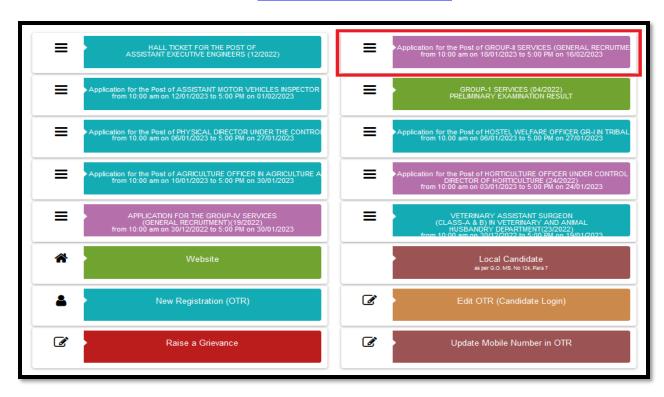
Secretary,

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



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

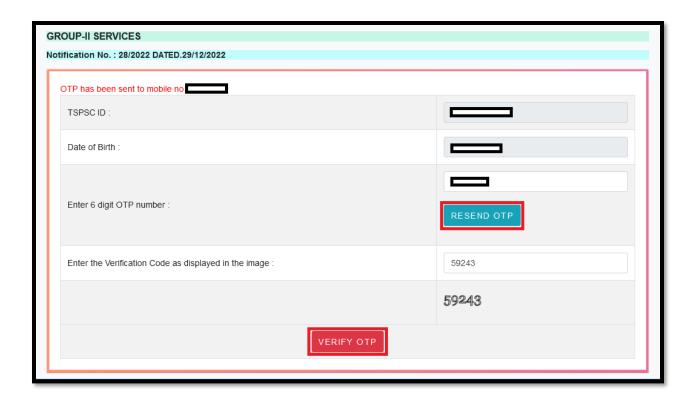
Website: https://www.tspsc.gov.in



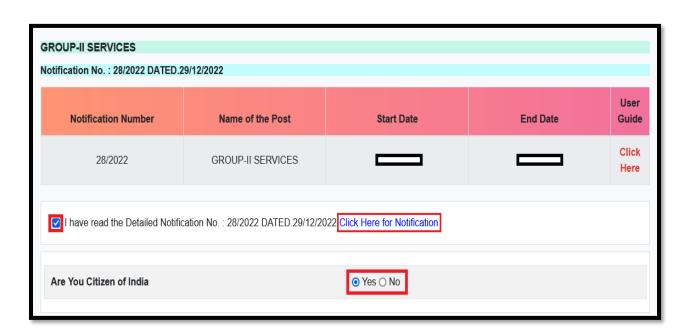
NOTE: After submission of Details in OTR, Candidate has to select the "Application for the Post of GROUP-II SERVICES (GENERAL RECRUITMENT) (28/2022)" tab.



➤ 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.



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.

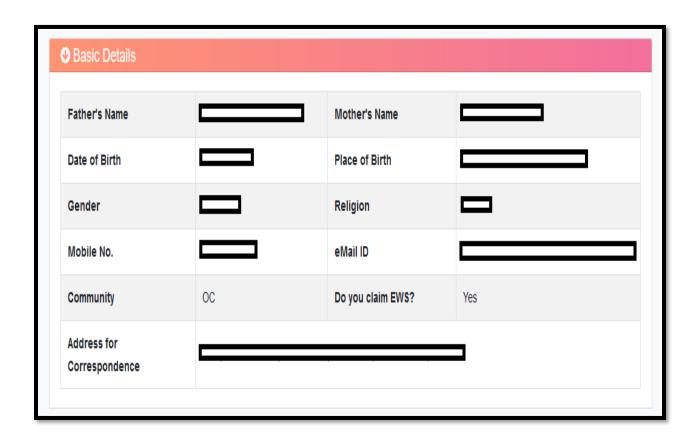


➤ After successful login the candidate can able to view the application form like shown in the above screen.

➤ 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.



➤ 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.



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



➤ 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.



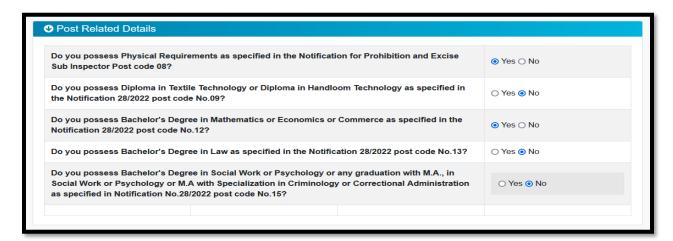
➤ The Candidate has to select the District, Mandal and enter the Communication Address like mentioned in the above screenshot.



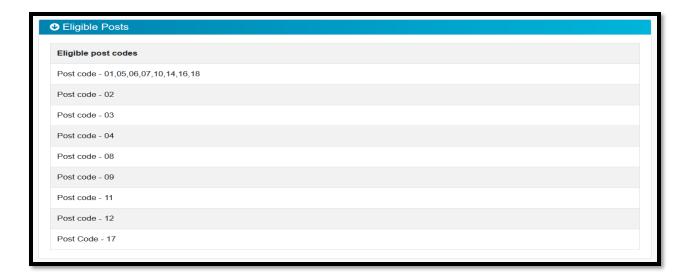
➤ The Candidate has to select the Choose Language to Write the Examination.



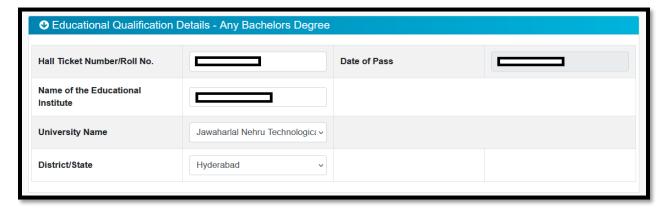
> The candidate has to select the Qualification from Qualification list.



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



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



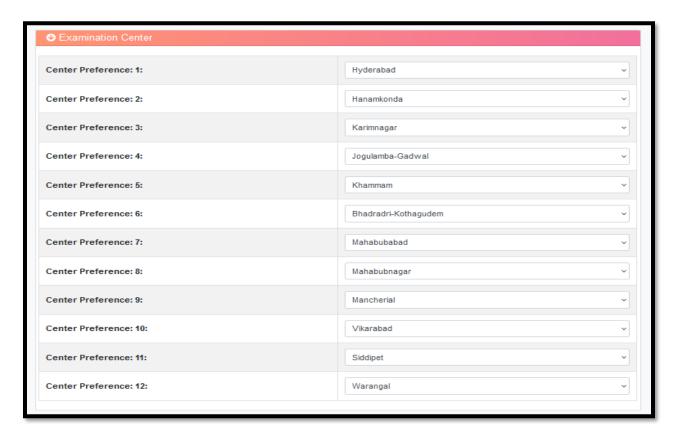
> The candidate has to provide the required details regarding to selected qualification.



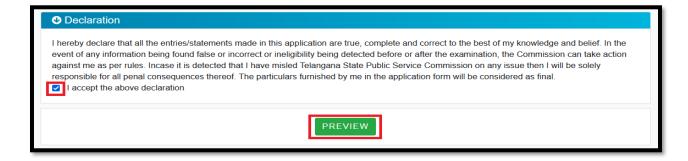
> The candidate has to select the Yes or No for the questions in Other Details section if applicable like mentioned in the above screen. If a candidate selects yes the file upload option will display.



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



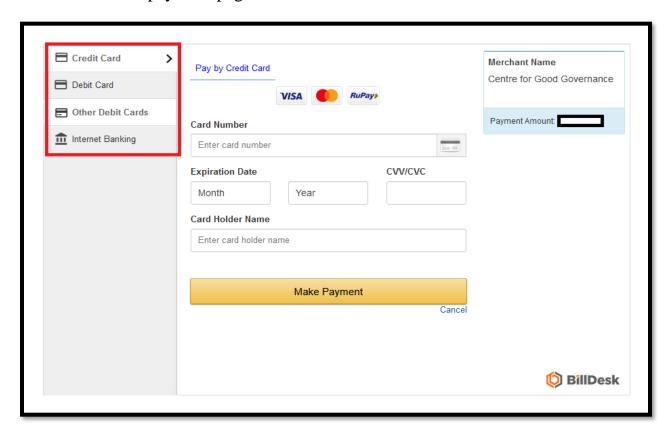
> The candidate has to select the Examination Center Preferences.



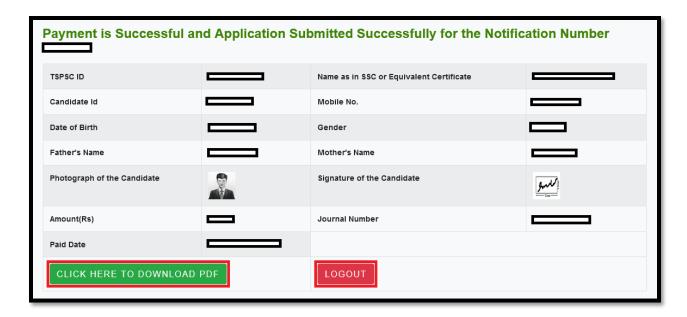
➤ After filling all the details the candidate has to click on check box and then click on preview button.



- 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.



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



➤ 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.