TGPOLYCET-2025

TGPOLYCET-2025 PROCESSING FEE PAYMENT AND SLOT BOOKING

The Candidate has to perform the following two activities before attending Certificate Verification:

1. Payment of Processing Fee and
2. Slot Booking at the desired HLC

PAYMENT OF PROCESSING FEE

1. Login to the student's website (https://tgpolycet.nic.in)

i. Please enter the website: https://tgpolycet.nic.in in any Browser
ii. Click on Pay Processing Fee which is available on the top of the website as shown above.
iii. Please enter the following to Pay Processing fee payment
   a. TGPOLYCET Hall Ticket Number
   b. TGPOLYCET Registration Number (which is available in TGPOLYCET Hall Ticket)
   c. Date of Birth in dd/mm/yyyy format
   d. Enter Captcha as displayed on the screen

   After entry of the above details, Click on the button **Pay Fee Online**

I. BASIC INFORMATION FORM :

The Basic Information Form as given in the TGPOLYCET Application form will be displayed as follows:

The Special Category details like NCC/SPORTS/CAP/PH will be shown as **N** for all the candidates before Certificate Verification.

The candidates eligible for NCC/SPORTS/CAP/PH/Anglo-Indian Categories have to attend at Government Polytechnic, Masab Tank as per the schedule given in List of HLCs Annexure-I placed in the website: **https://tgpolycet.nic.in**

Entry of Caste Category and Income Certificate details

1. The Candidates Caste Category is to be entered with the Caste Certificate Number issued by MeeSeva Certificate Number
2. The candidate claim under fee reimbursement is to be given by the parent Income Certificate number issued by MeeSeva Certificate Number
3. The Mobile Number is important during Certificate Verification and Allotment process. The OTPs will be sent to the Mobile number as given above. The candidate is required to give his/her parent mobile number.

4. The seats in Quli Qutub Shah Govt. Polytechnic, Old City, Hyderabad shall be first filled by candidates who have resided within the jurisdiction of Quli Qutub Shah Urban Development Authority for a period of not less than four consecutive years immediately preceding the date of commencement of the SSC or equivalent examination (or) candidates who are local candidates of Osmania University Area whose parents have resided within the jurisdiction of

Quli Qutub Shah Urban Development Authority for a total period of seven consecutive years immediately before the commencement of theSSC or equivalent examination of the candidate.

These above mentioned candidates should select as YES for Do You reside in Quli Qutub Shah Urban Development Area as given in the screen below.

5. All the candidates should read the Undertaking and tick as given below and click Submit.

6. The next screen appears for payment of Processing Fee as shown below either through T-Wallet or Bill Desk. Click on check box with tick as shown below under Payment Options.

II. PAYMENT OF PROCESSING FEE :

The following dialog box appears after clicking either T-Wallet or Bill Desk payment gateways.
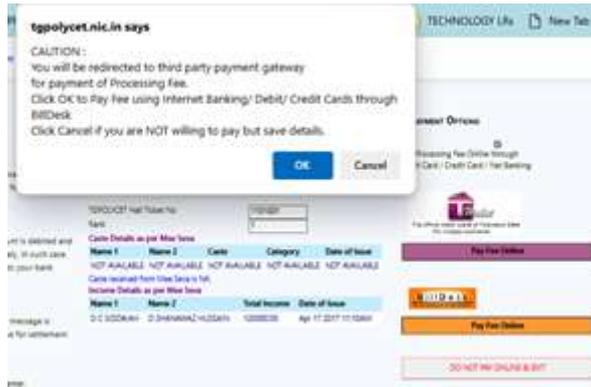
The following screen appears after clicking " Pay Fee Online" for T-Wallet

The following screen appears after clicking " Pay Fee Online" for Bill Desk option.

There are two options for payment of Processing Fee either through Net Banking or Credit/Debit Cards duly selecting the Bank name

Proceed for payment of processing Fee giving appropriate details for the amount displayed on the screen and click on **Make Payment for..**

III. VERIFY PAYMENT STATUS:
   1. Click on Verify Payment Status on Homepage of https://tgpolycet.nic.in/ as shown in the following screen to verify payment status

2. Enter the following candidate details for verification of payment status in the above screen

    a) TG POLYCET Hall Ticket Number
    b) TG POLYCET Registration Number
    c) Date of Birth
    d) Enter image value

3. Click on Verify Payment Transaction if already done through T-Wallet/Bill Desk as shown above

4. The following screen is displayed indicating the status of the transaction(s) done already.

Print

Payment Request Date:	13 Jun 2023 07:36:44:000	Request Id:	4005015910163	Status:	PENDING
		Verify the payment details for the above transaction			
Transaction Reference No :		XUR31203744156	Amount:	2.00	
Transaction Date :		13-06-2023 07:50:04	Description :	Success	
Auth Status:		0300	Bank Id:	UR3	
	Transaction SUCCESS for Request Id 4005015910163				
Payment Request Date:	13 Jun 2023 07:33:03:653	Request Id:	4005015798514	Status:	PENDING
		Verify the payment details for the above transaction			
Transaction Reference No :		NA	Amount:	NA	
Transaction Date :		NA	Description :	Transaction not found	
Auth Status:		NA	Bank Id:	NA	

5. If the transaction is successful, the status will be shown as Transaction Success in green.
6. If not successful, try once again for payment of processing fee or contact Help Desk on phone / email.

IV. SLOT BOOKING:

1. Enter website address: https://tgpolycet.nic .in
2. Check the Browser settings to disable Popup blocker
3. Click on Slot Booking on the Homepage as shown in the following screen:
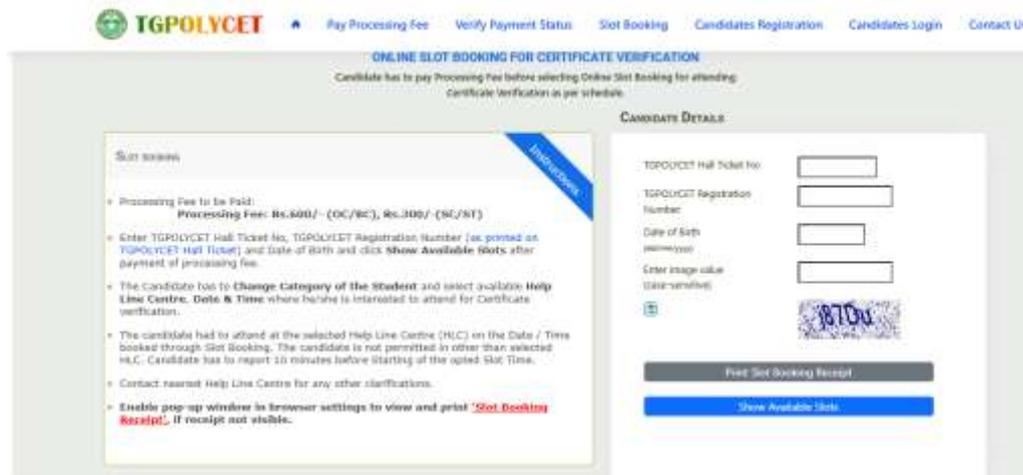
4. The following screen appears.
    i. Select ALL for OC/BC/SC/ST candidates who are not under Special Categories viz PH/NCC/CAP/SPORTS The candidates belonging to Special Categories PH/NCC/CAP/SPORTS can choose PH/NCC/CAP/SPORTS in Category of the Student as per their eligibility

    ii. Select the desired Help Line Center(HLC) as shown below
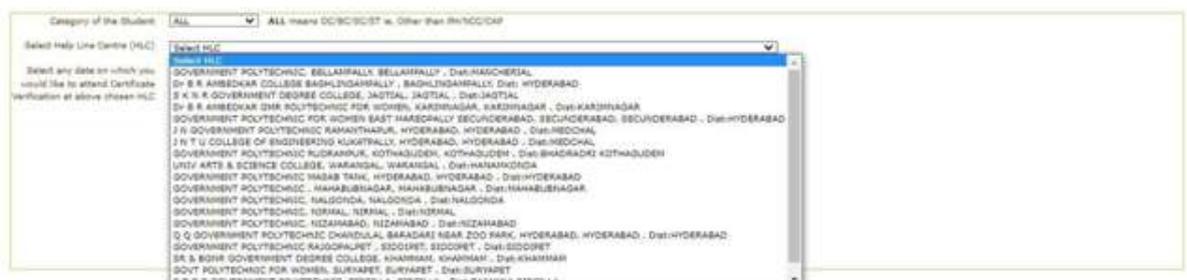
iii.   Select the date as shown in the screen below:

iv.   The Green indicates the available slots. Select the desired Date in Green

v. The available time slots from 9:00 AM to 6:00 PM are displayed as below and choose the convenient time slot at desired HLC for Certificate Verification.

vi. The following screen appears if there are available slots at the chosen date and time for that HLC. Click Yes as given in the screen to confirm the Slot for Certificate Verification.

vii. On confirmation of the slot, the following screen appears with slot booking receipt. The candidate may take print of the slot booking receipt.

viii. On confirmation of the slot, the following screen may occur in some of the Systems, wherein the **popup blocker in the Browser should be disabled**.
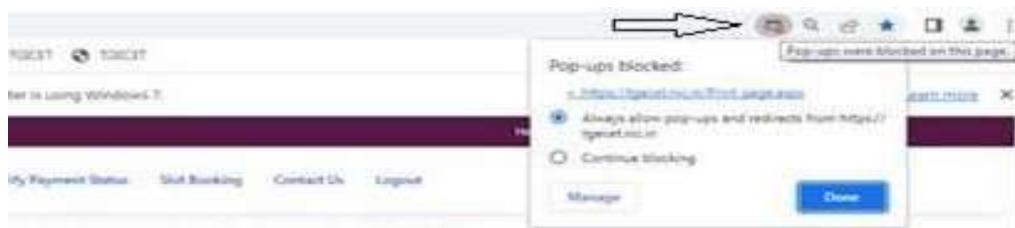
ix. The candidate will receive the confirmation of the slot booking date and time and slot through SMS.

All the Special Category candidates can choose NCC/ SPORTS/ CAP/ PH instead of ALL as per their eligibility and the Candidates are required to refer Detailed Notification as per the schedule given in List of HLCs Annexure-I placed in the website: https://tgpolycet.nic .in

V. CERTIFICATE VERIFICATION:

1. The Candidate is required to attend Certificate Verification on the slot booked HLC on the Date & Time without fail.

2. After Certificate Verification, the Candidate will be given Receipt of Certificate(ROC)

3. During Certificate Verification, the Candidate is required to check with Registration/Verification Officers at HLC whether his/her Mobile Number is correctly entered.

4. The candidate will receive Login ID through SMS to the Registered Mobile as soon as the Certificate Verification is completed. This Login id SMS is confidential and should not be shared with anyone and has to be saved throughout the counselling process is completed.

VI. OPTION ENTRY :

1. The Candidate is required to generate Password after Certificate Verification
2. The Password generation can be done as follows:
    i. The Candidate is required to keep his ROC Form, Hall Ticket and Rank Card ready before generating Candidate Password.

ii.   Enter the website https://tgpolycet.nic.in in the Browser.

iii.   Click on Candidate Registration as given below on the home page of the website

3.   The Candidate has to generate Password through Candidate Registration available on the homepage as shown above. The following screen appears

i.   Enter Registration Number (as given in TGPOLYCET Hall Ticket), TGPOLYCET Hall Ticket Number, Rank and Date of Birth as shown in the above screen.

ii.   Click on Generate Password as shown above

iii.   The following screen is displayed to create new password.

iv.   Enter the Password in the text box as shown in the above screen.

v.   Re enter the same Password as given above.

vi.   Enter the Registered Mobile Number as given in Certificate Verification and Email id.

vii.   The Candidate receives confirmation of new password created through SMS to the registered Mobile Number.

viii.   The Candidate is required to

a.   Take a printout of Manual Option form available from the website.

       b.   Prepare College and Branch in priority wise in the Manual Option form for clarity in choosing College and Branches.

       c.   Keep the Mobile having registered Mobile Number handy

4. Enter the website of https://tgpolycet.nic.in/ for Option Entry
5. Select **Candidates Login** in the website.
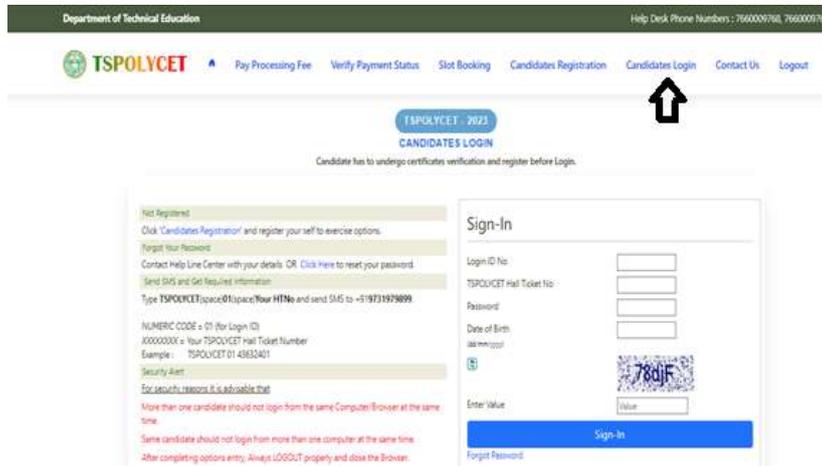
6. Enter the following details :
   i. Login ID Number (as received through SMS to Registered Mobile Number after Certificate Verification)
   ii. TGPOLYCET Hall Ticket Number
   iii. Password
   iv. Date of Birth as given in ROC
   v. Enter Captcha correctly in Enter Value
   vi. Click on Sign-in

7. After Sign-In button, One Time Password (OTP) will be sent to the Candidate Registered Mobile.
   i. Please Enter OTP received as per screen given below
   ii. Click on check box under Declaration as shown below
   iii. Click on **Click here for Option Entry**

8. The following Screen appears with list of Districts and list of Branches available

9. Click on the checkboxes of the desired districts or all districts as per your choice

10. Click on Display Option Entry Form Button which is available on the bottom of the screen.

11. Click on Show Option Entry Form.
12. Enter TGPOLYCET Hall Ticket Number in the Text Box as given in the following screen
13. Refer for already prepared Options in Manual Option form, if done.

14. The Options are to be given in numbers starting from 1 indicating highest priority for that college and branch. The Candidate can exercise as many options as possible.

15. The duplicate Option numbers are not allowed i.e. the same option number cannot be given for two Options.

16. The colors indicate type of institutions as given in the above screen
    i.   BLUE for GOVT
    ii.   GREY for Self Finance
    iii. PINK for Girls
    iv.   GREEN for Minority
    v.   YELLOW for Private

17. Candidates are advised to click on Save Options button for every 2 minutes and continue giving Options. Click on OK and continue as given in the following Screen.

18. The following screen appears after saving Options

Total 8 Option(s) have been saved.

19. If the candidate wants to choose the Districts once again, Click **Last Saved Options** Button and the screen as discussed at point 8 will be displayed and the candidate can select other districts – to view the institutions available in that district.

20. If the candidate wishes to add or insert new option at a specific Option number then
    i.   Click on **Enter Between Options** Button
    ii.   Enter that specific Option *number value* in the Text box where it was to be inserted.
    iii. Click on **Include Button** and all Options will be increased by one. For example, to add new option at Option number 8 which was already exercised, then all Options will be shifted to next number automatically i.e. Option 8 will be shifted to 9 and the next option will be shifted to next number. The new option can be entered with value 8.

21. If there is a duplicate Options given by the candidate unknowingly, the following error message will be displayed.

22. The candidate can view and take printout of the saved Options by
    i. Click on **View & Print Option** as given in the above screen
    ii. The following screen appears. Click on Print as shown in the following screen.
    iii. The candidate is advised to take printout at the end of the Option entry.

23. To change Password, click on **Change Password** as given in the following screen. The candidate is required to enter Old Password and New Password and Re-Enter New Password then click on **Save Password** Button.

24. After completion of Option entry

    i.   Click on Logout
    ii. Click on **Save & Logout**

    The following screen appears

    iii. Click on OK button

The following screen appears after logout and the candidate is required to check the list of options given and can take the printout of the given options by clicking Print.

Total 8 Option(s) have been saved.

TSPOLYCET - 2023
Department of Technical Education

| Name: | VAKITI VAISHALI | Hall Ticket No: | 4005026 | Father's Name: | VAKITI PARASHU RAMULU |

Total (8) options saved. You have been successfully Logged out.

LIST OF SAVED OPTIONS   Print

S.No	Option No.	Institute Code	Institute Name, Place	Branch Code	Branch Name
1	1	ADBF	E.G GOVT POLYTECHNIC, ADILABAD	CE	DIPLOMA IN CIVIL ENGINEERING
2	2	ADBF	E.G GOVT POLYTECHNIC, ADILABAD	CE	DIPLOMA IN COMPUTER ENGINEERING
3	3	GPWS	GOVT POLYTECHNIC FOR WOMEN, SECUNDERABAD	CE	DIPLOMA IN CIVIL ENGINEERING
4	4	GPWS	GOVT POLYTECHNIC FOR WOMEN, SECUNDERABAD	CS	DIPLOMA IN COMPUTER ENGINEERING
5	6	HASB	GOVT POLYTECHNIC, HASAB TANK	CS	DIPLOMA IN COMPUTER ENGINEERING
6	7	HASB	GOVT POLYTECHNIC, HASAB TANK	EC	DIPLOMA IN ELECTRONICS & COMMUNICATION ENGINEERING
7	8	QQHO	QQ GOVT POLYTECHNIC, CHENDULALBARADARI	EC	DIPLOMA IN ELECTRONICS & COMMUNICATION ENGINEERING
8	10	BRII	BRILLIANT GRAMMER SCHOOL EDNL SOC GRP OF INSTNS, HAYATHNAGAR	CE	DIPLOMA IN CIVIL ENGINEERING

---------------------- End of Options. Printed as on Dt: Jun 9 2023 3:01:00.000PM ----------------------

* !, Session Logged Out !

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