

# 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>)

Department of Technical Education  
TGPOLYCET  
Pay Processing Fee | Verify Payment Status | Slot Booking | Contact Us | Logout

Department of Technical Education  
TGPOLYCET - 2025  
Online Payment of Processing Fee for Web Counseling  
Candidate should pay Processing Fee & Book the Slot before attending for Certificate Verification.

**Steps to Pay Processing Fee**

- 1. Processing Fee to be Paid**  
Processing Fee Rs.800/- (OCBEL Rs.800/-OC/ST) can be paid by the candidate using credit card or debit card or through net banking (till 24.06.2024 only).
- 2. How to Pay Processed Fee**  
Enter TGPOLYCET Hall Ticket No. and TGPOLYCET Registration Number (as printed on TGPOLYCET Hall Ticket) and Date of Birth and Image Value and Click on Pay Fee Online. The candidate will be directed to payment gateway.
- 3. Important Instructions**  
Click on Verify Payment Status to check the response & received after payment of fee through online payment.  
In the event of transaction failure amount will be credited back into your account after two working days.  
Contact nearest Help Line Centre for any other clarifications.
- 4. Transaction Charges**  
Click to view normal charges levied by respective banks/gateways which will be borne by customer.

**Login**

TGPOLYCET Hall Ticket No.   
TGPOLYCET Registration Number   
Date of Birth (dd/mm/yyyy)   
Enter Image Value (Case sensitive)   


Online Payment Status  Print Receipt (if already paid)

Enter TGPOLYCET Hall Ticket No. TGPOLYCET Registration Number (as printed on TGPOLYCET Hall Ticket), Date of Birth and Image Value click on "Print Receipt" to view payment details and click on "Online Payment Status" if you have already paid the fee.  
Department of Technical Education, Government of Andhra Pradesh

- 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:

TGPOLYCET - 2024 Admissions

**BASIC INFORMATION AS FURNISHED BY THE CANDIDATE WHILE FILLING TGPOLYCET APPLICATION FORM**

10 Hall Ticket No	1234567893	Registration Number	200003
TGPOLYCET Hall Ticket No	8005002	Rank	1
Candidate Name	DUMMY CANDI		
Father's Name	DUMMY FATHS		
Male/Female	FEMALE	Caste Category	OC
Date of Birth	01/01/1967	Year of Passing	2020
Local Area	SVU	Minority	N
Fee Reimbursement Eligibility	NO	Minority Type	NA
Marks	3.50	Marks in TGPOLYCET	112
Nationality	INDIAN	OO Eligibility	YES
Caste	OC	Mobile Number	

**Special Category Status**

NCC	Sports&Games	CAP	PH
Eligibility: N	Eligibility: N	Eligibility: N	Eligibility: N

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

**Special Category Status**

NCC	Sports&Games	CAP	PH
Eligibility: N	Eligibility: N	Eligibility: N	Eligibility: N
Priority: D	Priority: D	Priority: D	Priority: NA

**Enter MeeSeva details for the following**

Caste Certificate Application No.	0100-004	Income Certificate Application No.	ICD-1004529
Completed Address No.		State Certificate Application No.	SAV02L-1201
Mobile Number		UPIN ID	

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 the SSC 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.

Enter Merit details, for the following

Candidate Application No.	CH020219010284	Institute Application No.	CS2170024528
Candidate Name		Institute Address No.	EW022190146481
Institute Address No.		Roll No.	
Mobile Number			

Do you reside in Quli Qutub Shah Urban Development Area? [HC]

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

**UNDERTAKING**

I, NAGILLA ASHRITHA will submit all the required certificates in original as per above list to the Chief Verification Officer at the time of Certificate Verification process and to the Principal of the Institution where I have been provisionally allotted after seat allotment, failing which I will forego my admission and I will not enter into any legal correspondence in this regard.

I declare that the details mentioned above are true to the best of my knowledge. The Income Certificate and Caste Certificate produced by me are genuine, and if it is found false at later date, I am aware that I am liable for Criminal prosecution besides foregoing the provisional allotment and I am aware that the eligibility for Tuition Fee Reimbursement now granted is subject to fulfillment of conditions stipulated in future, if any, by the Government and I undertake to abide by the rules issued by the Government from time to time, I will not enter any legal correspondence with the Government or authorities concerned.

I am fully aware of COVID-19 situation and will not claim on the department in case of any unforeseen incident.

I declare that I read the above instructions and understood the process.

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 :

**TGPOLYCET - 2024**  
Pay Processing Fee Online

Processing Fee can be paid online using through BillDesk or TWallet

**INSTRUCTIONS TO PAY PROCESSING FEE ONLINE**  
through Debit Card / Credit Card / Net Banking:

- TIME SLOT**  
Upon completion of successful transaction, Candidates has to choose time slot for Certificate Verification at H.C.S.
- TRANSACTION BROKEN**  
There is a possibility that your account is debited and the transaction is broken immediately, in such case your money will be refunded back to your bank account.
- TRANSACTION FAILURE**  
If the transaction is failed and error message is displayed, take print out of the same for settlement of the transaction.

For any other problems, contact nearest Help Line Center:

TGPOLYCET Hall Ticket No:   
Rank:

**Caste Details as per Mee Seva**  
No Date Found  
Caste received from Mee Seva is NA  
Income Details as per Mee Seva  
No Date Found

**PAYMENT OPTIONS**

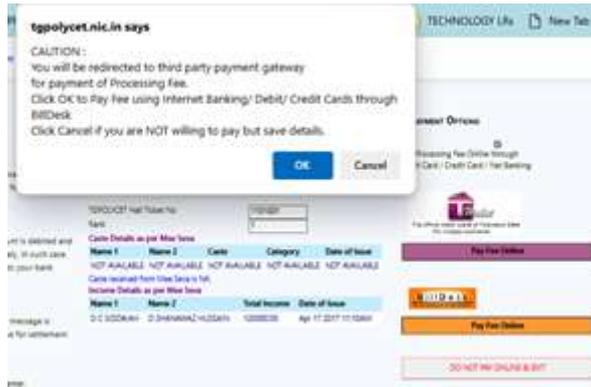
Pay Processing Fee Online through Debit Card / Credit Card / Net Banking

**Pay Fee Online**

**BillDesk**  
Pay Fee Online

**DO NOT PAY ONLINE & EXIT**

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.

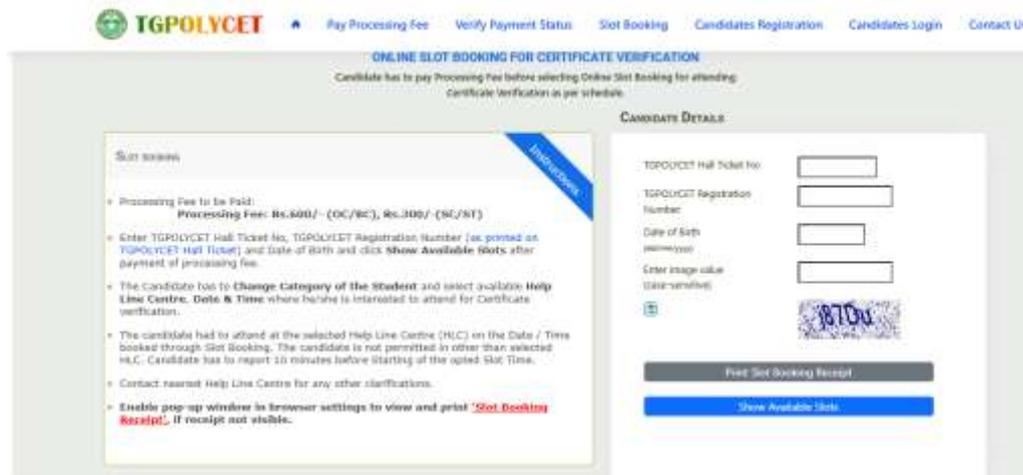
Print

Payment Request Date:	13 Jun 2023 07:36:44:000	Request Id:	4005015910163	Status:	PENDING
<a href="#">Verify the payment details for the above transaction</a>					
Transaction Reference No :	XUR31203744156	Amount:	2.00	Description :	Success
Transaction Date :	13-06-2023 07:50:04	Bank Id:	UR3		
Auth Status:	0300				
<b>Transaction SUCCESS for Request Id 4005015910163</b>					
Payment Request Date:	13 Jun 2023 07:33:03:653	Request Id:	4005015798514	Status:	PENDING
<a href="#">Verify the payment details for the above transaction</a>					
Transaction Reference No :	NA	Amount:	NA	Description :	Transaction not found
Transaction Date :	NA	Bank Id:	NA		
Auth Status:	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 Pop-up blocker
3. Click on Slot Booking on the Homepage as shown in the following screen:

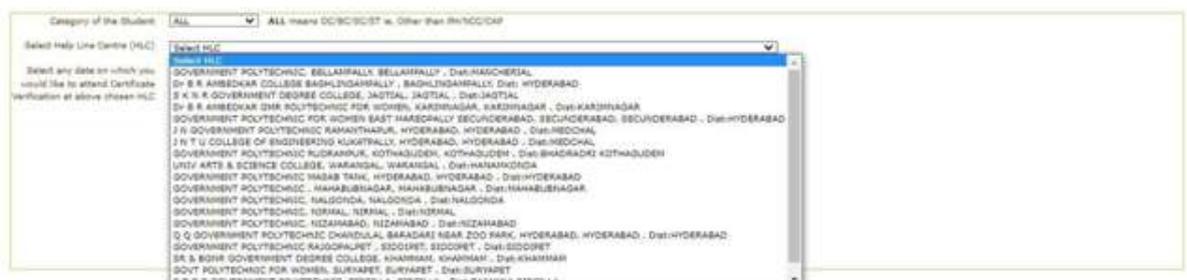


4. The following screen appears.

- 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:

Category of the Student: ALL (ALL means OCBC/SCET & Other than Polytechnic)

Select Help Line Centre (HLC): GOVERNMENT POLYTECHNIC MASAR TANK, HYDERABAD, HYDERABAD - Dist:HYDERABAD

Select any date on which you would like to attend Certificate Verification at above chosen HLC

Available Slots for the Selected Category - HLC - Date for Certificate Verification

09:00 To 09:30 09:30 To 10:00 09:30 To 06:00

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

Category of the Student: ALL (ALL means OCBC/SCET & Other than Polytechnic)

Select Help Line Centre (HLC): GOVERNMENT POLYTECHNIC MASAR TANK, HYDERABAD, HYDERABAD - Dist:HYDERABAD

Select any date on which you would like to attend Certificate Verification at above chosen HLC

Available Slots for the Selected Category - HLC - Date for Certificate Verification

09:00 To 09:30 09:30 To 10:00 09:30 To 06:00

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.

Category of the Student: ALL (ALL means OCBC/SCET & Other than Polytechnic)

Select Help Line Centre (HLC): GOVERNMENT POLYTECHNIC MASAR TANK, HYDERABAD, HYDERABAD - Dist:HYDERABAD

Select any date on which you would like to attend Certificate Verification at above chosen HLC

Available Slots for the Selected Category - HLC - Date for Certificate Verification

09:00 To 09:30 09:30 To 10:00 09:30 To 06:00

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.

Category of the Student: ALL (ALL means OCBC/SCET & Other than Polytechnic)

Select Help Line Centre (HLC): GOVERNMENT POLYTECHNIC MASAR TANK, HYDERABAD, HYDERABAD - Dist:HYDERABAD

Select any date on which you would like to attend Certificate Verification at above chosen HLC

Available Slots for the Selected Category - HLC - Date for Certificate Verification

09:00 To 09:30 09:30 To 10:00 09:30 To 06:00

Selected HLC: GOVERNMENT POLYTECHNIC MASAR TANK, HYDERABAD, HYDERABAD - Dist:HYDERABAD

Selected Category: ALL

Selected Date: 11/06/2024

Selected Slot: 09:00 To 09:30 AM

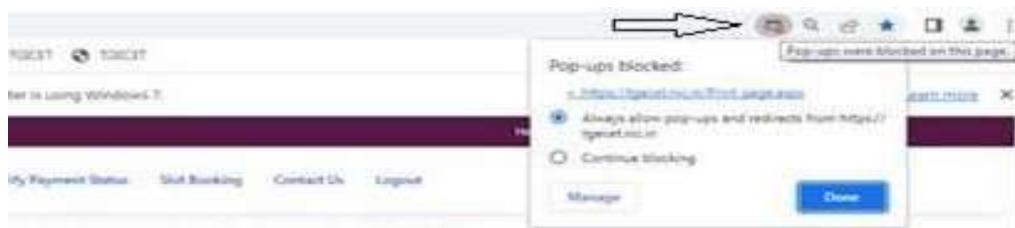
Do you wish to continue in ALL \* Category slot?

Yes No

- 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

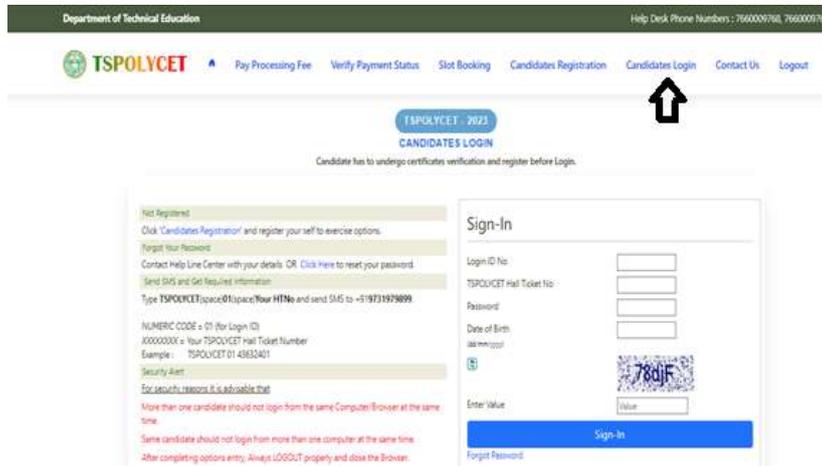


- i. Enter Registration Number (as given in TGPOLYCET Hall Ticket), TGPOLYCET Hall Ticket Number, Rank and Date of Birth as shown in the above screen.
- ii. Click on Generate Password as shown above
- iii. The following screen is displayed to create new password.

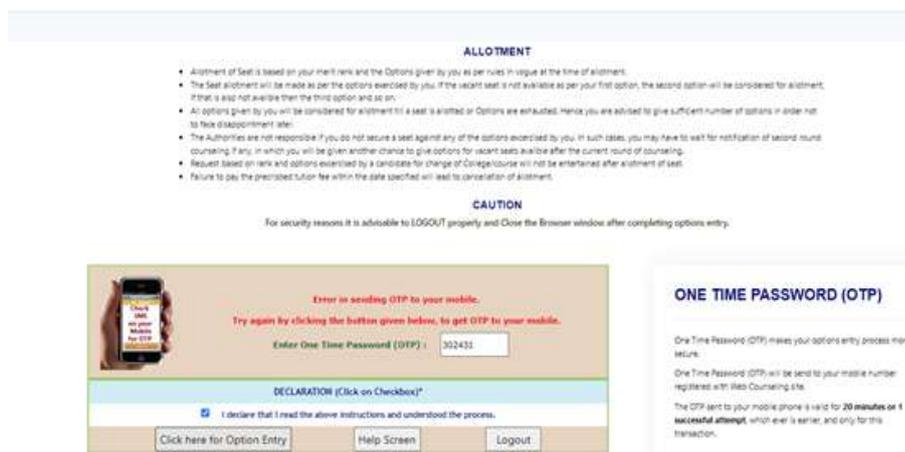


- iv. Enter the Password in the text box as shown in the above screen.
- v. Re enter the same Password as given above.
- vi. Enter the Registered Mobile Number as given in Certificate Verification and Email id.
- vii. The Candidate receives confirmation of new password created through SMS to the registered 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**





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.

Name:	YAKITI VAISHALI		Father's Name:	YAKITI PARASHU RAMULU
Sex:	Female (F)		Rank:	54757
Caste:	BC_D		PH:	N

Last Saved Options		Enter Between Options		Save Options		View & Print		Change Password		Logout				
TSPOLYCET Hall Ticket No : 4005028														
Color Codes for Colleges: GOVT (Blue), Self Finance (Grey), Girls (Pink), Minority (Green), Private (Yellow)														
#	College	District	AI	BM	CCB	CC	CPS	CS	EC	EE	EI	ES	ME	MN
1	ADRP	ADB				1		2		3				
2	SPWS	WYS				4		5						
3	ANPW	WYS												
4	KMPWP	WYS												
5	MAWB	WYS						6						
6	MWV	WYS												
7	NAMB	WYS												
8	GGED	WYS				7								
9	ATN	RR												
10	ANLN	RR												
11	ASDA	RR												
12	BRG	RR				8								
13	BRL	RR												
14	CHET	RR												
15	ANND	RR												

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.

Name:	YAKITI VAISHALI	10:18:04:14 58/5 Process may take some time Click 'OK' to continue ...	Father's Name:	YAKITI PARASHU RAMULU
Sex:	Female (F)		Rank:	54757
Caste:	BC_D		PH:	N

Last Saved Options		Enter Between Options		Save Options		View & Print		Change Password		Logout				
TSPOLYCET Hall Ticket No : 4005028														
Color Codes for Colleges: GOVT (Blue), Self Finance (Grey), Girls (Pink), Minority (Green), Private (Yellow)														
#	College	District	AI	BM	CCB	CC	CPS	CS	EC	EE	EI	ES	ME	MN
1	ADRP	ADB				1		2		3				
2	SPWS	WYS				4		5						
3	ANPW	WYS												
4	KMPWP	WYS												
5	MAWB	WYS						6						
6	MWV	WYS												
7	NAMB	WYS												
8	GGED	WYS				7								
9	ATN	RR												
10	ANLN	RR												
11	ASDA	RR												
12	BRG	RR				8								
13	BRL	RR												
14	CHET	RR												
15	ANND	RR												

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 and 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
- Click on **Enter Between Options** Button
  - Enter that specific Option *number value* in the Text box where it was to be inserted.
  - 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.

**Change Your Password**

Old Password:     New Password:     Re-enter New Password:

Logout properly and Close the Browser window after completing option entry    Save option periodically

TSP/CHET Hall Ticket No:     Name: YADITI YADHALLI

Color Codes for Colleges:    UAN:     SF:     SRS:     MNCRT:     PVT:

Study Courses

#	College	District	AI	IM	OCB	CE	CPS	CS	EC	EE	EI	ES	ME	MI
1	ADSP	ADP												
2	SPVS	HYD												
3	KMPH	HYD												
4	KMPSP	HYD												
5	MAIE	HYD												
6	MVVE	HYD												
7	MVSD	HYD												
8	GGHD	HYD												
9	ALN	BR												
10	ALN	BR												
11	A SA	BR												
12	BRD	BR												
13	SRL	BR												
14	CHET	BR												
15	KVSR	BR												

Study Courses

#	College	District	AA	AMU	AU	CH	EV	LF	LG	LOG	MT	PK	PI	TI
1	MAIE	HYD												
2	GGHD	HYD												
3	GGH	BR												

24. After completion of Option entry
- i. Click on Logout
  - ii. Click on **Save & Logout**

The following screen appears

300 appinet internet...    NYC Service Desk    Import records from...    10:16:02.214 says

Process may take some time  
Click 'OK' to continue ...

Logout properly and Close the Browser window after completing option entry    Save option periodically

TSP/CHET Hall Ticket No:     Name: YADITI YADHALLI

Color Codes for Colleges:    UAN:     SF:     SRS:     MNCRT:     PVT:

Study Courses

#	College	District	AI	IM	OCB	CE	CPS	CS	EC	EE	EI	ES	ME	MI
1	ADSP	ADP												
2	SPVS	HYD												
3	KMPH	HYD												
4	KMPSP	HYD												
5	MAIE	HYD												
6	MVVE	HYD												
7	MVSD	HYD												
8	GGHD	HYD												
9	ALN	BR												
10	ALN	BR												
11	A SA	BR												
12	BRD	BR												
13	SRL	BR												
14	CHET	BR												
15	KVSR	BR												

Study Courses

#	College	District	AA	AMU	AU	CH	EV	LF	LG	LOG	MT	PK	PI	TI
1	MAIE	HYD												
2	GGHD	HYD												
3	GGH	BR												

- 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.

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**TSPDCV CET - 2023**  
Department of Technical Education

Name:	VAKTI VAISHALI	Roll Ticket No.:	4005026	Father's Name:	VAKTI PARASHJI RAMELJI
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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	ADBP	S/O GOVT POLYTECHNIC, ADILABAD	CE	DIPLOMA IN CIVIL ENGINEERING
2	2	ADBP	S/O GOVT POLYTECHNIC, ADILABAD	CE	DIPLOMA IN COMPUTER ENGINEERING
3	3	SPHS	GOVT POLYTECHNIC FOR WOMEN, SECUNDERABAD	CE	DIPLOMA IN CIVIL ENGINEERING
4	4	SPHS	GOVT POLYTECHNIC FOR WOMEN, SECUNDERABAD	CE	DIPLOMA IN COMPUTER ENGINEERING
5	4	HASB	GOVT POLYTECHNIC, HASAN TANK	CE	DIPLOMA IN COMPUTER ENGINEERING
6	7	HASB	GOVT POLYTECHNIC, HASAN TANK	EC	DIPLOMA IN ELECTRONICS & COMMUNICATION ENGINEERING
7	8	QQHO	GO GOVT POLYTECHNIC, CHENNAI/KAMBARAJI	EC	DIPLOMA IN ELECTRONICS & COMMUNICATION ENGINEERING
8	10	BRIS	BRIGHT BRAMBER SCHOOL EDN, SOC GRP OF INSTNS, HANATHANUR	CE	DIPLOMA IN CIVIL ENGINEERING

End of Options. Printed as on 06: Jun 9 2023 3:01:00:000999

\* 1. Screen Logged Out!