# **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)

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- i. Please enter the website: <u>https://tgpolycet.nic.in</u> 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 - 2	2124 Admissions	
	BASIC INFORMATION AS FURNISHED BY THE CANDID	ATE WHILE FILLING TOPOLYCET APPLICATION FORM	
10 Hal Ticket No	1234557993	Registration Number	200083
TGPOLYCET (tal Tcket No	8005002	Resk	1
Candidate Name	DUMMY CANDI		
Father's Name	DUMMY FATHS		
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Local Ana	SVU	Minority	N
Fee Reimburgement Eligibility	NC	Minutity Type	NA.
Marks	3.50	Wate in TGPOLYCET	112
Nationality	NEIAN	00 Elgibility	YES
Cester	00	Mobile Number	

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 Categ	pery Status	
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- 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 Hentlavia del	als for the following	
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	to you wake in gall state shares	dan Development anne ( 115, 💌 )	

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

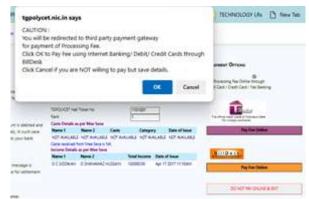
I, NAGILLA ASHRITHA will submit all the required certificates in original as per above list to the Chief Verification Officer at the time of Certificate Verification process and to the Principal of the Institution where I have been provisionally alloted after seat allotment, failing which I will forego 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 fulfilment of conditions atipulated 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.
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.
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 :

		E ONLINE	
	Processing Fee can be paid ordine user	g through Billslesk or TWallat	
 e to Pay Processing Fax Onume Nr Cardy Credit Card/ Net Stanking			PAYMENT OPTIONS
Time supr Upon completion of successful transaction, Candidates has to choose time slot for Certificate			Ray Processing Fae Online through Debit Card / Cedit Card / Net Banking
Verficiation at HLCs. Transpaction broken There is a possibility that your account is debited and the transaction is broken immediately, in such case	TUPOLIFET Hail Ticket No Rank Caste Details as per Mee Seve	8005002 1	Tes office data where exists of Tensors Exist The office restriction
your money will be refunded back to your bank account.	An Date Found Caste received from Mee Seva is NA, Income Details as per Mee Seva No Date Found		BillDesk
TRANSACTION FAILURE If the transaction is failed and error message is displayed, take print out of the same for settlement of the transaction.	L die Cast Leffend		Pay Fee United

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

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

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		2 00	al.	<i>a</i>	

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

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Online Verification of Processing/ To	ation Fee for Web Counseling
0	CANDIDATE DETAILS
INSTRUCTIONS	TSPOURCET mult Toket No
1. Enter TIPCOCET null fourt his and TIPCOCET Regulation Number (as printed on TIPCOCET null	TSPOJJCET Repetrative Ruelber Ender of Birth Sphinetreed
Tablet) and Date of Sixth and image Value and Dick the better butters. If you have already paid the law theraph Colline Payment and house based transaction failed.	Onter integer value
2. The candidate will be directed to payment gateway for verifying the status of previous	(case seculted)
transactions, Scrutt down to view the transaction details, 3. In the event of transaction falsers annexet will be contribut back into your account after two	12 MLLGV
working days,	Scoll down for the details after cloking the "neify Reyment Transaction" button.
<ol> <li>Contract nearest help law Centre for any other clashipations.</li> <li>Consistence can early the payment status, if anne any transaction as the same any of vertilization.</li> </ol>	

- 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.

I.

		Print 🍏			
Payment Request Date:	13 Jun 2023 07:36:44:000	Request Id:	4005015910163	Status:	PENDING
	Verify the pa	ayment details for the above tra	ansaction		
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 Re	quest Id 4005015910163			
Payment Request Date:	13 Jun 2023 07:33:03:653	Request Id:	4005015798514	Status:	PENDING
	Verify the pa	ayment details for the above tra	ansaction		
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: <u>https://tgpolycet.nic.in</u>
- 2. Check the Browser settings to disable Popup blocker
- 3. Click on Slot Booking on the Homepage as shown in the following screen:

ONLINE SLOT BOOKING FOR CERTIFIC	
Candidate has to pay Processing Fee before selecting Or Cantificate Verification as per set	
	CANONDATE DETAILS
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Proceeding Feet to In Fail     Proceeding Feet: 8x,800/- (OC/8c), 8x,300/-(8C/8T)	TGPCUCGIT Registration
<ul> <li>Enter TGPOLYCET Hall Ticket No. TGPOLYLET Registration Number (as provide an TGPOLYCET Hall Ticket) and take of Birth and click Show Available Stats after parenter it increasing fee.</li> </ul>	Care of Safa
<ul> <li>The Candidate has to Change Category of the Student and inject available Help</li> </ul>	Enter image calue (Date-servitive)
Line Centre: Dote & Time where behave is interested to attend for Certificate verification.	0078
<ul> <li>The camintals had to attand at the selected Help Line Centre (H)(C) on the Data / Time booked through Shot Booking. The candidate is not permitted in other than welected ed.C. Candidate has to negarit its ministers ladve Bitarting of the optical Shot Time.</li> </ul>	927027021
Contact nearest Help Lite Centre for any other significations.	Fret Set Sockey Recept.
<ul> <li>Loable pag-up window is browser settings to view and print <u>Set Dealing</u> Receipt, if receipt not violate.</li> </ul>	Shine Analash Shine

- 4. The following screen appears.
  - 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

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	24	-28	- 24	- 27	- 11	-28	
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ii. Select the desired Help Line Center(HLC) as shown below

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	Select Hit	
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iii. Select the date as shown in the screen below:



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

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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.

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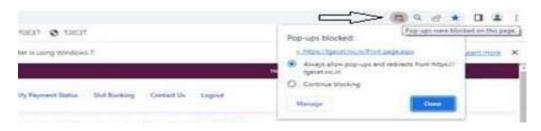
vi. The following screen appears if there are available slots at the chosen date and time for that HLC. Click Yes as given in the screen to confirm the Slot for Certificate Verification.

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	Available State for the Selected Category - HLC - Date for Certificate VerPlantion
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	Do you with to continue it MLL <sup>1</sup> category and?
	Yes The State Stat

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: <u>https://tgpolycet.nic.in</u>

## 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 <u>https://tgpolycet.nic.in</u> 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

Department of Technical Education	<i>8</i>					Help Desk Phone N	mbers : 7660009	768, 7060009769
TSPOLYCET	1	Pay Processing Fee	Verify Payment Status	Slot Booking	Candidates Registration	Candidates Login	Contact Us	Logout
			Candidate has to register after o	LYCET - 2023	n et Help Line Center.			
			18 <sup>-8</sup>	Candidates R				
				Number 225034 Ticket No 4005143				
			Data	Rarie 12978	3			
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- 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.

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		Cendelate Details	
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Factur's Name	THE ARE DESIGNATION.	Eanegory	95.5
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- 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 <a href="https://tgpolycet.nic.in/">https://tgpolycet.nic.in/</a> for Option Entry
- 5. Select **Candidates Login** in the website.

Department of Technical Education	Help Desk Phone Numbers : 7660001748, 76
TSPOLYCET A Pay Proceeding Fee Verity Payment Status St	ot Booking Candidates Registration Candidates Login Contact Us Log
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More than one candidate should not login from the same Computer/Brokser at the same	Enter Water
time. Same candidate should not login from more than one computer at the came time.	Sign-In

- 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

		ALLOTMENT	
<ul> <li>The Sat all others that is a mode as if that is also not availed there that A region guest to you will be lars to the disappointment attail</li> <li>The Automities are not reporcible countering, it must reporcible</li> </ul>	per the options exercised by you. If the hird option and so on, sidered for all thread this is set if a start if you do not secure a set against any be given another channes to give only exercised by a canodise for thronge of	ed or Options are exhausted, Hence you en of the options expended by you, in such o o for vacant seas available effer the current of Opregel/social will not be entertained af	t policity, the associal patient will be considered the addresent, existing the give sufficient number of patients in ander not bles, you may neve to wait for notification of associal nound mound of counseling.
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Try again by clocks	ng the button given below, to g time Pesaward (DTP) : 302	pet OTP to your evolute.	One Time Pease of OTP) means your options entry process no escare. One Time Pease of OTP, will be seed to your mobile human

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

00			Group of Branches	
One of the second secon	-		List of Courses	
	1.84	Erence Color	Branch Name	
ADILABAD			DIGH	
KOMARAH BHEEM ASTFABAD	5	- AL	OR IN ARTIFICIAL INTELLIGENCE & MACHINE LEARNING	
SOCULAMEA CADWAL	-	81	STRUOMA IN BROMEDICAL ENGINEERING	
HANAHEDINDA	5	008	DIRIONA IN CLOUD COMPUTING AND EDS DATA	
HYDERABAD	6	CI	DEPLOYA IN CIVIL ENGINEERING	
DAYASHANKAR BHUPALDALLY	0	05	DIFLOMA IN CHER INVISION, SISTEMS AND SECURITY	
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KAMAREDOY		10	DEFLOWA IN FLECTRONDES & EVERTRUMENTATION ENDS.	
KARIMNAGAR	22	85	DIPLONA IN ENBEDOED SYSTEMS ENGINEERING	
HAHABURNAGAR	11	HE	DOPLOWA TV HECKANDCAL ENGINEERING	
MEDCHAL	12	301	DEPLOWA IN MINING ENDINEERING	
HEDAK			D64	
MAHABURADAD	11	- A4. 1	DIPLOWA TX ARCHITECTURAL ASS2ET WITHOR	
MANCHERIAL	34	and.	DEPLOYA IN D-D ANDWATTON & URAPHICS	
MULUGU	13	42	DIFLOKA DV AUTOMOBILE ENGINEERING	
MACARKURNOOL		2	DIR, DHA IN CHEMICH, ENGINEERING	
MALGONDA	36			
NARAVAMPET NIRMAL	17	B.	DOUGHA IN ELECTRONICS AND VIDEO ENGINEERING	
NIZAHABAD	18	LE	DIRLOWA TA LEATHER AND PASHOON TECHNOLOGY	
PEDGAPALLI	19	10	DEPLOYA IN LEATHER DOODS & FOOTWEAR TECHNOLOOX	
RANGAREDOY	25	100	DIPLOWA IN LODIFICS TECHNOLOGY	
SIDCOPET	21	BIT .	OCPLOWA IN METHLIURGICAL ENGINEERING	
RAJANNA SURCILLA	22	24	DIRLOWA IN RACKAEING TECHNOLOGY	
KANCAREDOV	23	<b>ब</b> र्ग	DERLOWA IN PROVIDING TECHNOLOGY	
SURVAPUT	24	TT	DRILOWA IN TEXTUE TECHNOLOGY	
VIKARARAD			NEG -	

- 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.

Our Draw Drawn Tectors and			Group of Branches	
Citia en "Dialha fatine finte franc"			List of Courses	
Televise and the second s	2.60	Branch Code	Branch Name	
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NOMARAM BREEN ASTRABAD	1	44	CON DV ARTIFICIAL INTELLIGENCE & MACHINE LEARNING	
JOCULAHBA GADWAL	2	84	GEN,OWA IN BEOMROICHL ENGENBEREND	
HANAHEDROA	(3.1	CCR	ODPLOINA 3N CLOUD CONPUTING AND \$55 DATE.	
DIVDERABAD	4	CI	CEPLORA IN CIVIL ENGINEERING	
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KANAREDOV		80	OBLOKA TA BLECTRONICS & DISTRUMENTATION BYOD.	
KARIHNACAR	1.1			
MAHABUBNACAR	8	15	CEPLONA IN EMBEDORE EVENTEME ENCOMERADE	
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NACABURNON	10	45	DEPLOYA IN AUTOHOBILE EVOLUTIERING	
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BARAYABPET	17	24	DISLOWA IN ELECTRONICS AND VIDEO ENCONDERINE	
NUMAL	1.6		DERLOKA IN LEATHER AND FASHOON TECHNOLODY	
NIZAMARAD	13	1.5	DELONA TV LEATHER DODOS & ROOTWEAK TECHNOLOGY	
PEDGAPALLI	20	100	DRAMA IN LOGISTICS TRONOLOGY	
RANCAREDOV	21	NT.		
SIDOGPRT			DIPLOWA IN METALLURGICAL ENGINEERING	
RASANNA SERCILLA	22	PK.	DIPLOMA 31 RECKASING TECHNOLOGY	
SANCAREDOV	23	्रंग	DBLOWA IN PROYTONG TECHNOLOGY	
SURVAPET	24	TT .	ODUDINA IN TEXTILE TECHNOLOGY	
VIKABABAD			HED	
WARANGAL	25	COF	DEPLOMA IN COMMERCIAL & COMPUTER PRACTICE	
WANAPARTHY	28	10	ODILOWA IN HOME SCIENCE	
WROADRE BHRIVANAGERE				

- 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.

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- 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.

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18. The following screen appears after saving Options

#### Total il Option(s) have been saved.

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- 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.

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

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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.

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Name: .	MAKITI N	alfinia)	Hall Ticket No.	4005006	Fathers	Name:	VARITE BURASHU RAMULU	
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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.

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- 24. After completion of Option entry
  - i. Click on Logout

ii. Click on Save & Logout

The following screen appears

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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.

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