

| USERGUIDE for filling up of online application for the post of Assistant Engineer/Electrical in TSSPDCL | | |
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| Sl. No. | Particulars | Description |
| ONLINE PAYMENT FORM | | |
| 1 | Candidate Name | Name as per SSC certificate or equivalent |
| 2 | Do you belong to Telangana State | Choose the appropriate YES/NO |
| 3 | Are you a PH Candidate | Choose the appropriate YES/NO (Disability of a minimum 40% and above) |
| 4 | Community | Choose Community from the drop down list. Indicate YES/NO regarding your status of Economically Weaker Section (EWS) if you belong to OC. |
| 5 | Date of Birth | DOB as per SSC Certificate or equivalent |
| 6 | Mobile Number | Enter valid Mobile Number. Please maintain the same number for further communication until finalization of selections |
| 7 | Gender | Choose the appropriate YES/NO |
| <p>After furnishing the above particulars enter the correct CAPTCHA and Declaration and click on the Submit button which will direct you to the payment gateway for making payment of the prescribed Online Application processing Fee and Written Examination Fee, as the case may be. After successful payment please note the Journal Number generated.</p> | | |
| <p>NOTE:</p> <p>i. Provide valid Mobile Number and correct particulars of Name, Date of Birth, Community, EWS Status, Physically Handicapped Status etc., Candidate alone is responsible for wrong entries made in the payment form.</p> <p>ii. The above particulars given in the online payment form will be carried over to the online application form and these particulars cannot be changed while submitting the online application form.</p> | | |
| ONLINE APPLICATION FORM | | |
| <p>Click on SUBMIT APPLICATION in the website and provide the correct details of Journal Number, Date of Payment and Date of Birth.</p> | | |
| APPLICANT DETAILS | | |
| 1 | Journal Number | Auto populated |
| 2 | Candidate Name | Auto populated |
| 3 | Name of the Father | Name as per SSC certificate or equivalent |
| 4 | Date of Birth | Auto populated |
| 5 | Gender | Auto populated |
| 6 | Do you belong to Telangana State | Auto populated |
| 7 | Marital Status | Must select either Married/Unmarried |
| 8 | Permanent Address | Permanent residential Address of the applicant giving the H.No., Building Name, Street Name etc. Name of the State is to be selected. If selected 'Other than Telangana' provide other State name and Pincode |

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| | District Name | If selected 'Telangana', Choose name of the District from the drop down list |
| | Mandal Name | Choose name of the Mandal from the drop down list |
| | Village Name | Provide Name of the Village/Town |
| | Pincode | Pincode |
| 9 | Whether mailing Address and Permanent Address are same | Select YES/NO. If selected NO, provide the Mailing Address details. |
| 10 | Mailing Address | Present address in which applicant is residing (Communication Address) giving the H.No., Building Name, Street No., Area/Village, Town./City with Pin code. Name of the State is to be selected. If selected 'Other than Telangana' provide other State name and Pincode. If selected 'Telangana', Choose the name of the District, Mandal from the drop down list and provide the Name of the Village/Town and Pincode. |
| 11 & 12 | Caste | Auto populated |
| | Sub-Caste | Sub-Caste of the Applicant (select from drop down list). For OC candidates the EWS status is auto populated as per the details given in online payment form. |
| | Creamy Layer | Applicable for BC candidates. Must select YES or NO. (In terms of G.O.Ms.No.8, Backward Classes Welfare (OP) Department,dt.13.11.2014, Govt. of Telangana, as adopted by TSTRANSCO vide T.O.O.(CGM-HRD-Per) Ms.No.188,dt.22.09.2015 and subsequently adopted by TSSPDCL, the candidates claiming reservation belonging to Backward classes have to produce a certificate regarding their exclusion from the Creamy Layer from the Competent Authority (Tahsildar)). |
| 13 | E-mail Address | Provide valid email address |
| 14 | Mobile Number | Auto populated |
| 15 | Alternate Mobile Number | Provide Alternate mobile number |
| 16 | Identification Marks | Identification marks as per SSC memo |
| 17 | Mother Tongue | Mother Tongue (select from drop down list) |
| 18 | Employment Exchange Regd. No. | Employment Exchange Regd. No. (non mandatory) |
| 19 | Employment Status | Select from the drop down list |
| 20 | Are you a Physically Handicapped (PH) Person | YES/NO. Auto populates as per the details given in the online payment form |
| | Type of PH | If above is YES, Select type of Disability i.e. VH/HH/OH/AMD and Select percentage of Disability from the drop down list |

Browse the Scanned Photograph and Signature (*.jpg format) and click on Save & Next. For instructions see PARA (IV) (7) of Notification.

| POST AND QUALIFICATION DETAILS | | |
|---|--|---|
| 1 | Journal Number | Auto populated |
| 2 | Post applying for | Auto populated |
| 3&4 | Qualification | Select from the drop down list. If selected 'Other Equivalent Qualification' furnish the qualification |
| 5 | Mode of Qualification | To be selected from the given options. |
| 6 | University/Institute | Name of the University/Institute to be selected. If mode of qualification is Regular/Distance from other than TS, furnish the State in which the University/Institute is located |
| 7 | Date of Acquiring Qualification | Select the Date from the Date picker |
| EDUCATION DETAILS | | |
| | Type of Study | Select Regular/Private study |
| | | <p>If Regular, select the district in which applicant studied Class I to Class VII from drop down list.</p> <p>If Private, choose option "Place of appearing 7 th Class or it's equivalent" first by selecting the district in which the applicant resided by taking into the applicant's age (age at the time of Class VII if studied i.e. at the age of 12 years). Then choose option "1 st Preceding Year" next by selecting the district in which the applicant resided (age at the time of Class VI if studied i.e. at the age of 11 years). And so on for remaining years i.e., 2nd, 3rd, 4th, 5th & 6th Preceding Years.</p> |
| <u>IMPORTANT NOTE:</u> | | |
| <p>Candidate should acquaint himself the present District in which jurisdiction, the School he studied from 1st class to 7th class / the place where the candidate resided from the age of 5 years to 12 years (if not studied in regular mode) is falling i.e after re-organization & formation of new Districts, irrespective of the District mentioned in the School Bonafide issued prior to re-organization of Districts.</p> | | |
| | Do you possess Qualification & Eligibility as per Notification | YES/NO |
| <p>➤ Details furnished in the online application are final. Subsequent requests for corrections will not be entertained for wrong filling of application.</p> <p>➤ After filling the form, Click on Preview Button to preview the information filled in the form. Please check thoroughly, EDIT the form details if needed and then only submit the same.</p> | | |
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