

USERGUIDE for filling up of online application for the post of Junior Lineman in TSSPDCL		
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	Community	Choose Community from the drop down list. Indicate YES/NO regarding your status of Economically Weaker Section (EWS) if you belong to OC.
4	Are you working with TSTRANSCO/TSSPDCL/TSNPDCL as on the date of Notification	YES/NO. Choose YES if you are working as Artisan/ Outsourced Personnel as detailed in the Notification. If YES, Initial Date of Entry in Power Utilities may be furnished
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	Select MALE/FEMALE
<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>		
NOTE:		
<p>i. Provide valid Mobile Number and correct particulars of Name, Date of Birth, Community, EWS Status, Working with TS Power Utility 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		
Click on SUBMIT APPLICATION in the website and provide the correct details of Journal Number, Date of Payment and Date of Birth.		
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

	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	Are you working with TSTRANSCO/TSSPDCL/TSNPDCCL as on the date of Notification	Auto populated
20	Working As	Must select Artisan/Outsourced Personnel
21	Name of TS Power Utility	Select from drop down list

22	Present Place of Working	Place at which applicant is working i.e. Sub-Station name/Op. Section, name etc.,
23	Name of the Post	Applicant's post name i.e. Artisan Grade-I/ Artisan Grade-II/ Artisan Grade-III/Artisan Grade-IV SS Operator/FOC Operator etc., if selected "Outsourced Personnel" at 20 above.
24	Nature of Work	Applicant's nature of work i.e. SS Operator, Pole to Pole Worker, Fuse off Call Operator etc.
25	OPIS No.	Unique ID stated in the appointment order at the time of absorption as Artisan. Name of the Society under which working should be furnished if selected "Outsourced Personnel" at 20 above
26	Employee ID	Employee ID as per PAY SLIP. (not required if selected 'Outsourced Personnel' at 20 above)
27	EPF No.	EPF Number
28	Break in service if any i.e., for 6 months & above period	Provide No. of days of Break in service if any, if it is for 6 months. Otherwise furnish NIL
29	Initial Date of Entry in Power Utilities	Autopopulated from the details given at the time of making payment.
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	Academic Qualification	Select from drop down list.
4	Date of Acquiring Academic Qualification	Select Month and Year from drop down list
5	Technical Qualification	Select from drop down list
6	Date of Acquiring Technical Qualification	Select Month and Year from drop down list
EDUCATION STUDIED DETAILS AND CIRCLE SELECTION		
	Type of Study	Select Regular/Private study
		If Regular, select the district in which applicant studied Class I to Class VII from drop down list. 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.

IMPORTANT NOTE:

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.

	District you belong	Autopopulated as per the study details given above.
	Select Circle/District	Select/ Circle District from the drop down list
	Select TSSPDCL Circle	Select TSSPDCL Circle from the drop down list. Refer to Note under PARA-VII in Notification (for the candidates belonging to Hyderabad/ Rangareddy/Medchal-Malkajgiri Districts)]

NOTE:

If the candidate chooses the District/Circle of TSSPDCL to which he belong, he will be considered against the 95% Vacancies District/Circle. If chooses other than the District/Circle to which he belong, then he will be considered in the 5% Vacancies of the District/Circle chosen and will not be considered against the 95% Vacancies to the District/Circle he belong. The candidates application to the Junior Lineman post will be considered to any one Circle/District either in 5% vacancies or against 95% vacancies, as the case may be.

	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>	