

**TELANGANA STATE COUNCIL OF HIGHER EDUCATION :: HYDERABAD**

**TSPGEC / TSPGECET-2021 [ADMISSIONS]**

**INSTRUCTIONS TO CANDIDATES**

1. Candidates are required to pay the registration cum processing fee and upload all the scanned copies of relevant original certificates during the notified dates.
2. The step-by-step procedure to apply online and upload the certificates is given in the user guide available at <http://pgecetadm.tsche.ac.in>.
3. The Candidates belonging to SC / ST category have to pay Rs. 600/- and all others have to pay Rs.1200/- towards processing fee which is non-refundable.
4. The candidates belonging to BC/SC/ST Categories are required to upload Integrated Community Certificate duly signed by Mandal Revenue Officer [MRO].
5. Candidates claiming EWS (Economically Weaker Section) should produce EWS Certificate issued by MRO/ Tahsildar valid for the year 2021-22 (i.e issued after 01.01.2021).
6. The candidates are required to carry all the original educational certificates (SSC/10th, 10+2/Intermediate/equivalent and BE/B.Tech/ Equivalent) for support of special category certificate verification.
7. Tuition fee reimbursement will be as per the rules of Telangana State government. Income certificate issued by MRO after 01-01-2021 will only be considered.
8. The candidates shall be notified through SMS the status of **preliminary online certificate verification**. In case of any objection raised by the verification officer regarding **wrong/improper/irrelevant certificate** the candidates will be given a chance to rectify the mistake and reupload the correct certificate. The application is liable to be rejected in case the candidate repeatedly uploads **wrong/improper/irrelevant certificates**.
9. The candidates must respond to the calls of verification officer from social welfare department to verify the cast certificate submitted by the candidates. Hence, the candidates are required to provide their **own mobile number** at the time of registration which can be readily accessible. **Further, all updates will be communicated to the candidates through SMS.**  
**Note: Don't provide the mobile number of operators at Internet centers/relatives/ mobile numbers which are not quickly accessible.**
10. **Candidates qualified in more than one TSPGECET / GATE qualified & registered examination are required to use credentials (hall ticket and rank) of anyone test and mention about the Hall Ticket Numbers of other examinations in the application.**
11. **List of Candidates after successful verification of certificates will be displayed on the website on the notified date. The candidates need to verify the mobile number, caste category, local area, gender, minority, parental income, special category, date of birth, eligible degree, specialization and details of other TSPGECET examinations displayed in the list. Any discrepancy should be brought to the notice of Camp Officer**

**/ Co-ordinator by calling the help center immediately for corrections. Seat allotment process depends on the accuracy of the above data. Candidates are responsible for ensuring the correctness of the data.**

12. To exercise web-options candidates have to login with login credentials.
13. **While exercising options all the eligible colleges and courses are displayed for selection based on the GATE/GPAT/TSPGECET examinations written, qualifying degree and specialization. The candidates who have written more than one examination need to exercise options on the registered Hall Ticket Numbers only.**
14. **Candidates are instructed to be careful while exercising options on the web and take the print out of the Saved options.**
15. On the notified date, the web options are processed and allotment is communicated to the candidate through SMS.
16. The candidates must download the Tuition fee payment challan and have to pay the tuition fee at the designated banks.
17. Candidates must report to the concerned allotted college within the stipulated time and produce all original certificates along with the fee paid challan failing which the candidate will lose the seat and his / her admission stands cancelled.
18. Final allotment of seat for admission is subject to satisfactory verification of all **original certificates at Allotted college** and producing of **fee paid receipt**.
19. Allotment order and joining report will be issued only at the allotted college. The joining report must be submitted at the allotted college along with original T.C.
20. Candidates must submit two sets of attested copies of all certificates at the respective colleges, one set is meant for submission to the office of the Convener.
21. If the candidate cancels his/her admission tuition fee will be forfeited as mentioned below:
  - a. After first phase, full tuition fee will be refunded.
  - b. 50% of the amount after final phase and before cutoff date notified for cancellation in allotment order and 100% thereafter.
22. For latest updates, visit the website <https://pgecetadm.tsche.ac.in>
23. Next round of counselling for left over seats in phase-I, seats of not reported cases and new seats sanctioned, if any, will be conducted. The date of phase-II counselling shall be notified for the left-over seats and new seats, if any, sanctioned.
24. Who should participate in Phase-II?
  - a. Who secure a seat in earlier phase of web based counselling and wish to move to some other college.
  - b. Candidates who participated in earlier phase of web based counselling and could not secure a seat.
  - c. Candidates who did not participate in earlier phase even though he / she has been called for counselling.
  - d. Candidates who were allotted a seat but didn't report.

- e. A candidate allotted a seat in earlier phase but cancelled his / her admission.
25. The candidates may note that
- a. Options Exercised for one phase will not be considered for other phase of counselling.
  - b. Candidates have to exercise options afresh for each phase of web based counselling.
  - c. In case if they are satisfied with the previous allotment, options need not be exercised again.
  - d. Options may be exercised for those colleges even if the vacancies are not available, as vacancies may arise due to sliding, cancellation and conversions.
26. **If the candidate secures a seat in phase-II, he / she will lose the claim on the earlier allotted college, and has to report to the new college on or before the specified date. Failing to report within the last date in the allotted college, the candidate will forfeit the claim on the new college as well as on the old college.**
27. After the Second Phase of admission, in case the candidates wish to cancel their admission, they are required to approach the principal of the college concerned only.
28. The left-over seats after allotment for GATE / GPAT Candidates are alone available for TSPGECET-2021 candidates.

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