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 TS PGEC / TS PGECET-2022 Admissions website 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] obtained after 02.06.2014

5. Candidates claiming EWS (Economically Weaker Section) should produce EWS Certificate issued by MRO/ Tahsildar valid for the year 2022-23 (i.e. issued for financial year 2021-2022).

6. Further, Candidate seeking admission under special categories (NCC/CAP/PH/Sports) **must appear in person** on the notified dates by slot booking for verification of Special category original certificates before the relevant competent authority.

7. The candidates are required to carry all the original educational certificates (SSC/10th,10+2/Intermediate/equivalent, Degree or BE/B.Tech./Equivalent) for support of special category certificate verification.

8. Tuition fee reimbursement will be as per the rules of Telangana State government. Income certificate issued by MRO after 01-01-2022 will only be considered.

9. The candidates are required to visit the http://pgecetadm. tsche.ac.in. website to know the status of **preliminary online certificate verification**. In case of any objection queries raised by the verification officer regarding **wrong/improper/irrelevant certificate** the candidates are required to respond promptly by reupload the correct certificate. The application is liable to be **rejected** in case the candidate fails to respond with in the due date or repeatedly uploads **wrong/improper/irrelevant certificates**.

10. 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 the operators at Internet centres/relatives/mobile numbers by which you may not be readily accessible and may miss important communication.

11. Candidates registered and qualified in both GATE/GPAT and TS PGECET-2022 are required to use credentials (Registration ID and Score) of GATE/GPAT only and mentioned about the Hall ticket number of TS PGECET in the application.

12. **Candidates qualified in more than one TSPGECET 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.**

13. 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 Convener/ Camp Officer / Co-ordinator by calling the help centre or send mail using email-service available in the website immediately for corrections. Seat allotment process depends on the accuracy of the above data. Candidates are responsible for ensuring the correctness of the data.**

14. To exercise web-options candidates have to login with login credentials (For GATE/GPAT use Registration ID and Score / For TS PGECET use Hall Ticket and Rank)

15. 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.

16. **Candidates are instructed to be careful while exercising web-options and take the print out of the Saved options.**

17. On the notified date, the web options are processed and allotment is communicated to the candidate through SMS.

18. The candidate has to pay tuition fee through online (**credit card/debit card/internet banking**).

19. Candidates must report to the concerned allotted college within the stipulated date & time and produce all original certificates along with the fee paid receipt which the candidate will lose the seat and his / her admission stands cancelled.

20. Final allotment of seat for admission is subject to satisfactory verification of all **original certificates at Allotted college** and producing of **fee paid receipt (if any)**.

21. On successful verification of original certificates, the printed and Allotment order and joining report will be issued at the allotted college. The joining report must be submitted at the allotted college along with original T.C.

22. Candidates must submit one sets of attested copies of all certificates at the respective colleges.

23. 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 cut-off date notified for cancellation in allotment order and 100% thereafter.

24. For latest updates, visit the website http://pgecetadm.tsche.ac.in.

25. 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.

26. 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.

27. 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.

28. *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.*

29. 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.

30. The left-over seats after allotment for GATE / GPAT Candidates are alone available for TSPGECET-2022 candidates.