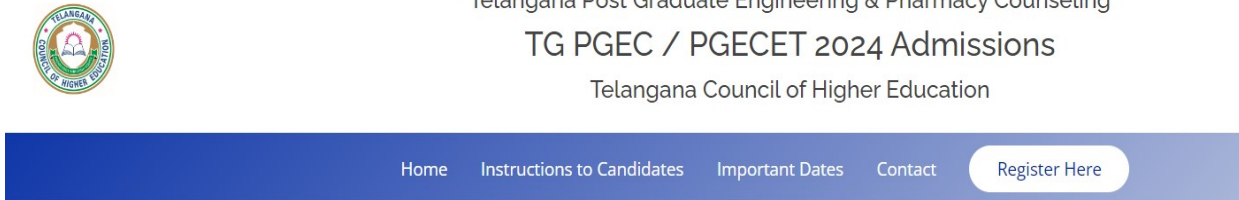


# TG PGEC / PGCET 2024 Admissions

## User Guide for Online Submission of Certificate

**NOTE :** This Web application runs effectively on desktops and laptops and work only in Google chrome or mozilla firefox browsers

**STEP1:** Open the website [pgcetadm.tsche.ac.in](http://pgcetadm.tsche.ac.in). The following Homepage is displayed:



Online Registration is available from 30.0

### — IMPORTANT LINKS —

- ✔ Paper Notification
- ✔ Detailed Notification
- ✔ Instructions to Candidates
- ✔ Important Dates
- ✔ Definition of Local area and Non Local area
- ✔ G.O.Ms No 244 for EWS

### — APPLICATION —

- ✔ Apply for online certificate verification-New Registration

### — STEPS TO BE FOLL



**Step 2:** Click on the tab **Apply Online** or click the link **Register** link. The following login screen will be displayed



Online Registration is available from 30.07.2024

### — IMPORTANT LINKS —

- ✔ Paper Notification
- ✔ Detailed Notification
- ✔ Instructions to Candidates
- ✔ Important Dates
- ✔ Definition of Local area and Non Local area
- ✔ G.O.Ms No 244 for EWS
- ✔ CAP Priorities
- ✔ CAP Letter
- ✔ NCC Priorities
- ✔ NCC G.O

### — APPLICATION —

- ✔ Apply for online certificate verification-New Registration

### — STEPS TO BE FOLLOWED —



### — HELPLINE —

**Step 3:** The following registration screen will be displayed. Read the Instructions carefully. Also, go through the important certificates to be uploaded. Keep all the scanned copies of the original certificates required ready for uploading. The scanned copies are to be saved either in JPEG/JPG format only. The file size of each scanned copy should be greater than 100kB and not exceeding 500kB. Click the **Accept** button to proceed.

### Instructions to upload documents

1. Your eligibility is verified based on the documents/Certificates uploaded.
2. Take utmost care while uploading the documents/Certificates
3. Make sure every document/Certificate image uploaded is clear and visible
4. Preview the document/Certificate image before uploading to the website.
5. Document/Certificate image size must be greater than 100kb and less than 500kb
6. Document/Certificate image resolution must be within 1500 pixels width and 1000 pixels height.
7. Remove any unwanted space or things around the document/Certificate image

### Important Certificates to Upload

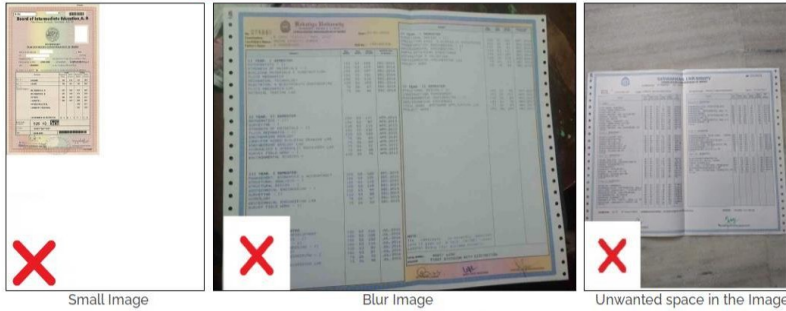
1. GATE/GPAT Score Card/PGECET Rank Card
2. SSC/10th/ or its equivalent marks memo
3. Intermediate/ 10+2 Memo-cum pass certificate/ or its equivalent
4. Qualifying degree consolidated marks memo
5. Provisional/Original Qualifying Degree certificate
6. Study certificates from 10th class to Qualifying degree
7. Residence certificate for preceding 7 years of the qualifying examination in respect of candidates who have private study without any institutionalized education (Open/Distance Mode).
8. In respect of Non-Local candidates in order to consider them for allotment seats the following certificates need to be submitted.  
**Residence Certificate:** Candidate who has resided in the State of Telangana/AP for 7 years excluding periods of study outside the State; or either of whose parents have resided in the State of Telangana/AP for a total period of 10 years excluding periods of employment outside the State.  
or  
**Employer Certificate:** Candidates who are children of parents who are in the employment of the Government of Telangana/AP State or Central Government, Public Sector Corporations, Local bodies or other similar Quasi Public Institutions within the State of Telangana/AP at the time of applying for GATE/GPAT/TG PGECET-2024.  
or  
Candidate who are spouses of those in the employment in the State of Telangana/AP or Central Government, Public Sector Corporations, Local bodies or Educational Institutions recognized by the Govt. or University or Other Government and similar Quasi Govt. Institutions within the State of Telangana/Andhra Pradesh at the time of applying for GATE/GPAT/TG PGECET2024) examination.
9. Community certificate (Caste Certificate) issued by the competent authority for BC/SC/ST candidates after 02.06.2014, if applicable

**Step 4:** A screen showing the images of sample correct and incorrect scanned copies. The certificates should be scanned as shown in Correct Scanned Copy Image. Incorrect scanned certificates will be rejected. Click **Accept** button to proceed.

(A) Correct Scanned Copy Images (Accepted)



(B) Incorrect Scanned Copy Images (Rejected)



[I Understand](#)

**Step 5:** The following **Choose Registration type of the exam** screen will display

## Choose Registration Type


- Qualified only in GATE
- Qualified only in GPAT
- Qualified only in PGECET
- Qualified in both PGECET and GATE
- Qualified in both PGECET and GPAT

**Step 6:** If the exam is **GATE / GPAT**. The following screen will display

Register Here

Register   Pay Fee   Qualification details   Local Area   Category   Minority   Other Details

Candidate Name	<input type="text" value="Candidate Name"/>	Father Name	<input type="text" value="Father Name"/>
Mother Name	<input type="text" value="Mother Name"/>	Gender	<input type="text" value="Select Gender"/>
GATE Hallticket Number	<input type="text" value="GATE / GPAT HTNO"/>	GATE Score	<input type="text" value="GATE / GPAT Score"/>
GATE Marks	<input type="text" value="GATE / GPAT Marks"/>	GATE Year of Pass	<input type="text" value="Select Year of Pass"/>
GATE Test Code	<input type="text" value="Select Test Code"/>	Minority	<input type="text" value="Select Minority"/>
Mobile Number	<input type="text" value="Mobile Number"/>	Alternate Mobile Number	<input type="text" value="Alternate Mobile Number"/>
DOB	<input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="Year"/>	Aadhar Number	<input type="text" value="Aadhar Number"/>
Local Area Region <small>What is Local Area ?</small>	<input type="text" value="Select Local Area"/>	Create Login Password	<input type="text" value="Password"/>
Category	<input type="text" value="Select Category"/>	Confirm Password	<input type="text" value="Confirm Password"/>
Email ID	<input type="text" value="Email ID"/>	Parental Income for fee reimbursement	<input type="text" value="Parental Income"/>



Enter Text in the above image

**Step 7:** Fill all the information required in the Registration Form. Be careful while entering the information and make sure it is correct as per the directions given. Click submit button. Take a note of the registrationid

Register Here

Register   Pay Fee   Qualification details   Local Area   Category   Minority   Other Details

Take a Note of the Registration id for further communication

Your Registration id is XXXXXXXXXX

Name	<span style="background-color: black; color: black;">XXXXXXXXXX</span>	Father Name	<span style="background-color: black; color: black;">XXXXXXXXXX</span>
Mother Name	<span style="background-color: black; color: black;">XXXXXXXXXX</span>	Gender	M
GATE Hallticket Number	<span style="background-color: black; color: black;">XXXXXXXXXX</span>	GATE Score	300
GATE Marks	29	GATE Year of Pass	2023
GATE Test Code	CS	Minority	Non Minority
Mobile Number	<span style="background-color: black; color: black;">XXXXXXXXXX</span>	Parental Income	NA
Alt. Mobile Number	<span style="background-color: black; color: black;">XXXXXXXXXX</span>	Email ID	<span style="background-color: black; color: black;">XXXXXXXXXX</span>
DOB	<span style="background-color: black; color: black;">XXXXXXXXXX</span>	Aadhar Number	<span style="background-color: black; color: black;">XXXXXXXXXX</span>
Local Area	OU	Category	OC
Do you belong to EWS (Economically Weaker Section)	YES		

**Step 8:** If the exam is PGECET. The following screen will display

Login Here

TS PGECET Hallticket Number

TS PGECET Rank

**Step 9:** Enter your TS PGECET Hall ticket Number and TS PGECET Rank and click “LOGIN”

button to proceed. After successful login you get a registration form.

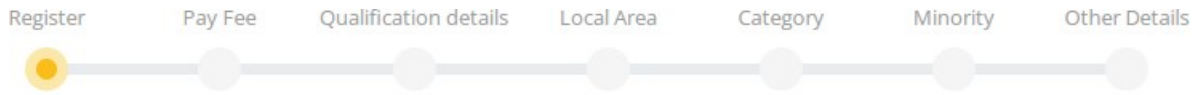
### Register Here

Candidate Name	<input type="text" value="SARAVAT MENKAT DAG"/>	Father Name	<input type="text" value="SARAVAT MENKAT DAG"/>
Mother Name	<input type="text" value="SARAVAT MENKAT DAG"/>	Gender	<input type="text" value="F"/>
Parental Income for fee reimbursement	<input type="text" value="Parental Income"/>	Minority	<input type="text" value="Non-Minority"/>
Mobile Number	<input type="text" value="XXXXXXXXXX"/>	Email ID	<input type="text" value="XXXXXXXXXX@XXXXXX"/>
DOB	<input type="text" value="DD MM YYYY"/>	Aadhar Number	<input type="text" value="XXXXXXXXXX"/>
Local Area Region <a href="#">What is Local Area ?</a>	<input type="text" value="OU"/>	Create Login Password	<input type="text" value="Password"/>
Category	<input type="text" value="ST"/>	Confirm Password	<input type="text" value="Confirm Password"/>

**Step 10:** Verify and confirm all the data shown in the Registered Details. To make corrections click the Back Button. Click Confirm button to confirm the information. You will receive OTP on your registered mobile number and EmailID. Enter the OTP sent to your registered mobile number and EmailID.

### Register Here

Name	<input type="text" value="XXXXXXXXXX"/>	Father Name	<input type="text" value="XXXXXXXXXX"/>
Mother Name	<input type="text" value="XXXXXXXXXX"/>	Gender	<input type="text" value="F"/>
Parental Income	<input type="text" value="Below one Lac"/>	Minority	<input type="text" value="Non-Minority"/>
Mobile Number	<input type="text" value="XXXXXXXXXX"/>	Email ID	<input type="text" value="XXXXXXXXXX"/>
DOB	<input type="text" value="DD MM YYYY"/>	Aadhar Number	<input type="text" value="XXXXXXXXXX"/>
Local Area	<input type="text" value="OU"/>	Category	<input type="text" value="SC"/>



Enter OTP sent to your mobile phone [REDACTED] and your Email ID [REDACTED]

If OTP Email is not available in Inbox then check spam/junk folders

Mobile OTP  [Edit](#)

Email OTP  [Edit](#)

[ResendOTP](#)

[Verify](#)

**Step 11:** After Successful verification of OTP. You are redirected to the payment page where the registration cum certificate verification fee has to be paid.

Click on **Pay Now** button. You are redirected to payment gateway page to complete the payment process.

**Note:** Please note down the payment transaction ID for further reference (In case of payment issues)..

## Certificate Verification Fee Details



Please note down the payment transaction ID for further reference

Hall ticket Number [REDACTED]  
Candidate Name [REDACTED]  
Category SC  
Payment Transaction ID **TCV134857**  
Fee To be Paid [REDACTED]

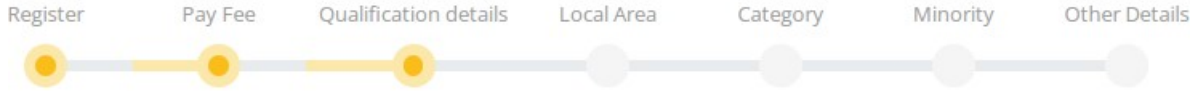
[Pay Now](#)

**Step 12:** Complete the payment process by selecting the various options provided. After Completion of payment online certificate verification application is displayed.

**Step 13:** Click [on Click here to continue](#) link to continue.

**Step 14:** If you have applied /appeared for multiple tests in GATE / GPAT/TS PGECET then select YES else NO. If you select **Yes** then enter hall ticket number (PGECET) or registration number (GATE / GAPT) and Rank (PGECET) /score (GATE)/marks (GPAT) and Click **Search** button.

### Multiple subject details



Have you appeared for multiple subjects in PGECET/GATE/GPAT  YES  NO

Other subject GATE/GPAT Registration Number or PGECET Hallticket Number	<input type="text" value="Enter Number."/>
GATE/GPAT Score or TS PGECET Rank	<input type="text" value="Enter Number."/>
	<input type="button" value="Search"/>

**Step 15:** Details of the multiple Test hall ticket number will appear. Verify the details. After confirming your particulars press **Add to Below List** button. Repeat this to add all the multiple tests appeared.

Register

#### Other Exam Details

Registration Number or Hallticket Number	2300001
Score / Rank	300
Candidate Name	Suresh Kondapall
Subject Code	CS

GATE/GPAT Score or TG PGECET Rank



**Step 16:** After adding all hall ticket numbers pertaining to you, click **submit** button for uploading of score cards of all hall tickets belonging to you.

### Multiple subject details

Register   Pay Fee   Qualification details   Local Area   Category   Minority   Other Details

Have you appeared for multiple subjects in PGECET/GATE/GPAT  YES  NO

Other subject GATE/GPAT Registration Number or PGECET Hallticket Number

GATE/GPAT Score or TS PGECET Rank

HTNO	Rank/Score	TestCode	Candidate Name	Delete
XXXXXXXXXX	XXXXXX	XXXXXX	XXXXXXXXXX	Delete

Row Inserted

**Step 17:** Click the **upload** button to upload the certificates and click Confirm Button if the image is properly uploaded and seen in the preview.

### Entrance Test details

Register   Pay Fee   Qualification details   Local Area   Category   Minority   Other Details

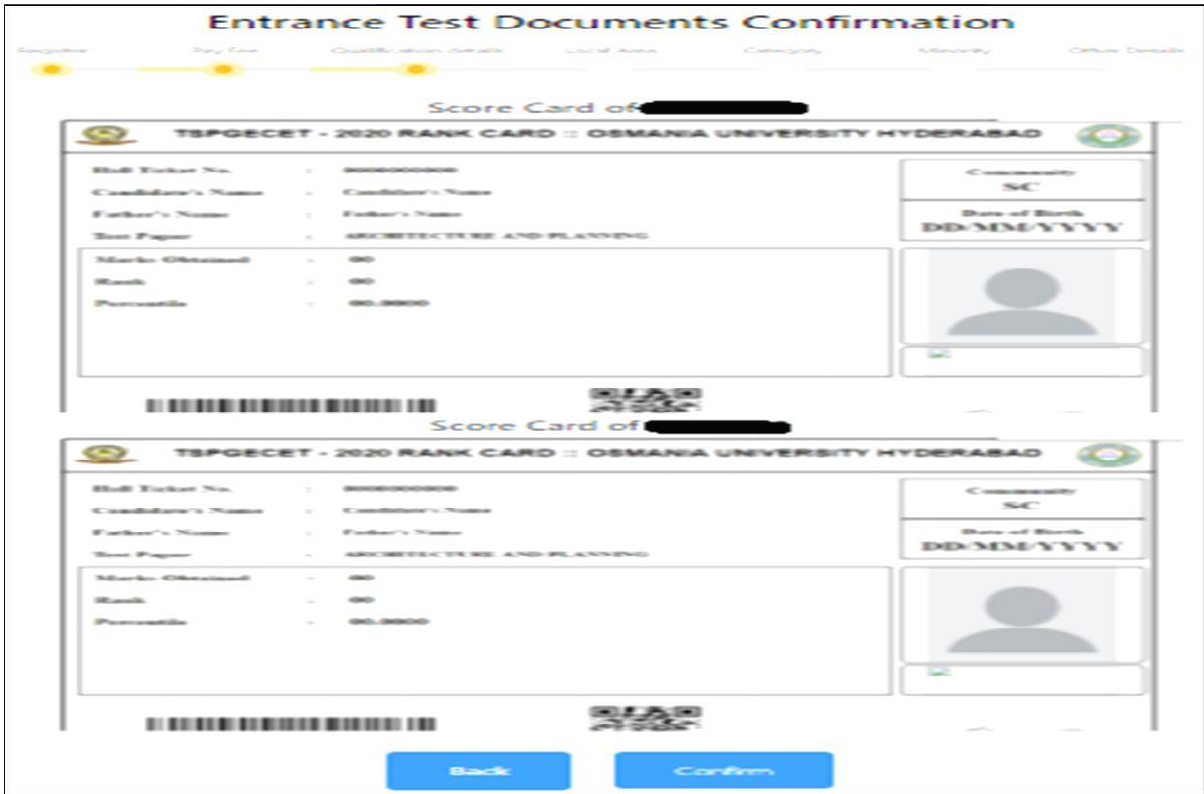
Registration Number or Hallticket Number XXXXXXXXXX

Upload Score Card  No file chosen Sample Image  
JPEG/JPG format and size must be less than 500KB

Registration Number or Hallticket Number XXXXXXXXXX

Upload Score Card  No file chosen Sample Image  
JPEG/JPG format and size must be less than 500KB

**Step 18:** After **confirmation** you need to enter details of SSC or equivalent and upload the SSC/equivalent certificate.



**Step 19: Confirm the uploading of SSC/equivalent certificate.** Enter the particulars related to your Inter or 10+2 or equivalent .

**SSC or Equivalent Details**

Register    Pay Fee    **Qualification details**    Local Area    Category    Minority    Other Details

SSC Hallticket Num.

SSC Year of Pass

Place of Study

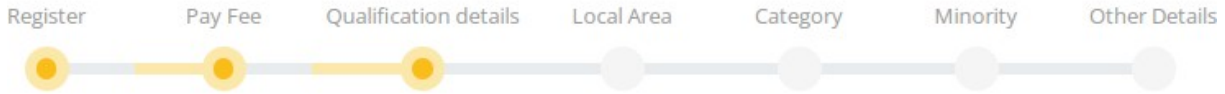
Type of study

Upload Study / Bonafide Certificate  No file chosen  
[Sample Image](#)

Upload SSC Certificate  No file chosen  
JPEG/JPG format and size must be less than 500KB [Sample Image](#)

**Step 20: Confirm the uploading of Inter/equivalent certificate.** Enter the particulars related to qualifying degree.

### Intermediate or Equivalent Details



**Intermediate Hallticket Num.**

**Intermediate Year of Pass**

**Place of Study**

**Type of study**

**How many colleges did you study Intermediate**

**Upload Study / Bonafide Certificate for College 1**

 No file chosen

[Sample Image](#)

**Upload Intermediate Certificate**

 No file chosen

JPEG/JPG format and size must be less than 500KB [Sample Image](#)

**Step 21:** In case of non-availability of consolidate memo (**Option NO**) then you are required to upload all semester wise marks memos.

### Qualifying degree details

Register Pay Fee Qualification details Local Area Category Minority Other Details

<b>Qualifying Degree Hallticket Num.</b>	<input type="text" value="Enter Degree Hallticket Num"/>
<b>Secured marks</b>	<input type="text" value="Enter Secured marks."/>
<b>Maximum marks</b>	<input type="text" value="Enter Max marks."/>
<b>Board or University Name</b>	<input type="text" value="Enter University"/>
<b>Qualifying Degree Year of Pass</b>	<input type="text" value="Enter Year of Pass"/>
<b>Qualifying Degree</b>	<input type="text" value="BE / BTech (REGULAR)"/>
<b>Qualifying Specialization</b>	<input type="text" value="AERONAUTICAL ENGINEER"/>
<b>Place of Study</b>	<input type="text" value="Select"/>
<b>Type of study</b>	<input type="text" value="Select"/>
<b>How many colleges did you study Degree</b>	<input type="text" value="Select"/>
<b>Upload Study / Bonafide Certificate for college 1</b>	<input type="button" value="Choose File"/> No file chosen <span style="float: right;"><a href="#">Sample Image</a></span>
<b>Upload Provisional Certificate</b>	<input type="button" value="Choose File"/> No file chosen <small>JPEG/JPG format and size must be less than 500KB</small> <span style="float: right;"><a href="#">Sample Image</a></span>
<b>Upload Transfer certificate</b>	<input type="button" value="Choose File"/> No file chosen <small>JPEG/JPG format and size must be less than 500KB</small> <span style="float: right;"><a href="#">Sample Image</a></span>
<b>Do you have consolidated memo ?</b>	<input type="radio"/> YES <input type="radio"/> NO
<b>Upload Consolidated Memo</b>	<input type="button" value="Choose File"/> No file chosen <small>JPEG/JPG format and size must be less than 500KB</small> <span style="float: right;"><a href="#">Sample Image</a></span>

**Step 22:** Enter the certificate name like 1<sup>st</sup> year I Semester and select semester memo and press **add to list**. That certificate is added to the list of memos. After uploading all semester marks memos to the list press the **submit** button

### Upload Individual Memo (Semester memo) Certificates

**Add Individual Memo (Semester memo) Certificates to the below list**

Year

Semester

Type

Upload Certificate  No file chosen

[Add to List](#)

### List of Individual Memo (Semester memo) certificates

There is no certificates uploaded yet

[Submit](#)

### Step 23: Upload Social category (Cast) certificate in case of BC, SC, ST candidates

#### Social category details



Social Category  [Edit](#)

Upload Caste Certificate  No file chosen [Sample Image](#)

[Upload](#)

### Step 24: Upload EWS certificate in case of OC candidates who belong to EWS (Economically Weaker Sections) category

#### EWS(Economically Weaker Section) details



EWS (for OC candidates)  [Edit](#)

Upload EWS Certificate  No file chosen

[Upload](#)

**Step 25: Upload Minority Certificate in case you belong to minority Category.**

Register Pay Fee Qualification details Local Area Category Minority Other Details

Select Minority  [Edit](#)

Upload Minority Certificate  No file chosen [Sample Image](#)

**Step 26: Special category Confirmation Yes/No.**

Special Category details

Register Pay Fee Qualification details Local Area Category Minority Other Details

Claim special category (CAP/NCC/PH/Sports)

YES  NO

**Step 27: Upload the relevant Special category certificate.**

Special Category details

Register Pay Fee Qualification details Local Area Category Minority Other Details

Claim special category (CAP/NCC/PH/Sports)

YES  NO

CAP  NCC  PH  Sport

Upload CAP Certificates

Upload Appendix A  No file chosen

Upload Appendix B  No file chosen

Upload NCC Certificates

Upload Pdf file with All Certificate Scanned Copies  No file chosen

**Step 28:** Upload Latest Parental income certificate from MRO (for candidate eligible for fee reimbursement), Aadhar card and custodian (Optional) in case candidate is not having original certificates.

**Note:** Provisional admission letter and joining report will be issued only after successful verification of the original certificates at the time of reporting at the allotted college).

### Other details

Register    Pay Fee    Qualification details    Local Area    Category    Minority    Other Details

Parental Income for fee reimbursement	One Lac to 2 Lac	<a href="#">Edit</a>
Upload Parental Income Certificate from MRO	<input type="button" value="Choose File"/> No file chosen	<a href="#">Sample Image</a>
Upload Aadhar Card	<input type="button" value="Choose File"/> No file chosen	

### Self Declaration

I hereby declare that I have furnished correct information to the best of my knowledge while filling the online application form and uploading the scanned copies of original certificates.

I understand that furnishing incorrect information would render my admission null and void

**Step 29:** Successfully completed the application process of online certificate verification.

