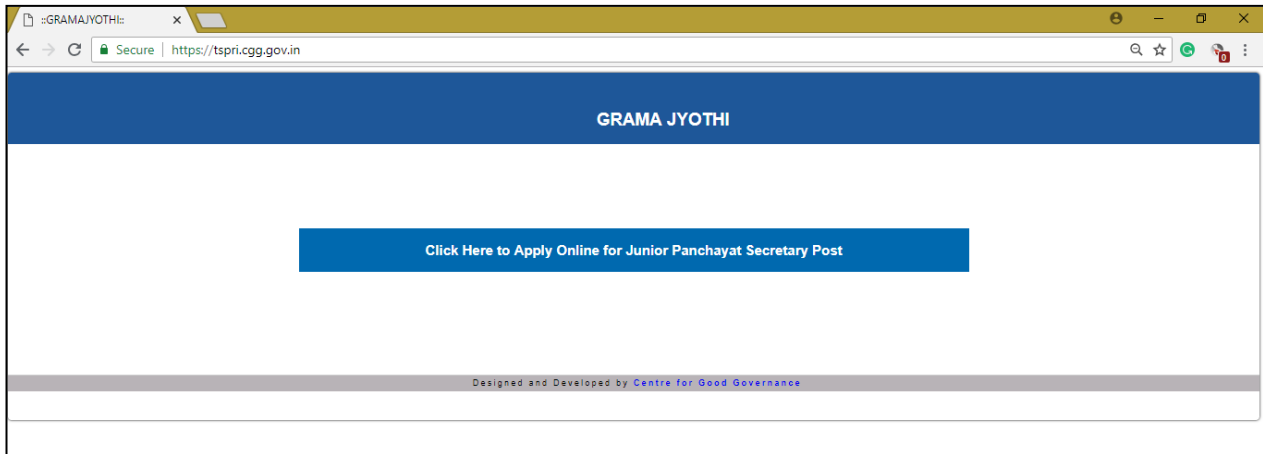


# USER GUIDE



## TELANGANA STATE JUNIOR PANCHAYAT SECRETARIES RECRUITMENT

1. Candidates are required to visit the website <https://tspri.cgg.gov.in/> and Click on Apply Online for Junior panchayat Secretary Post for directing to Online Application Page.

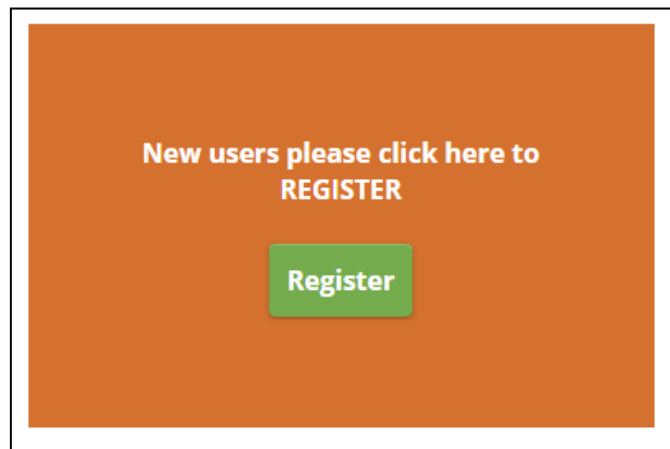


2. After Clicking on Apply Online for Junior Panchayat Secretary Post, the following page will appear.

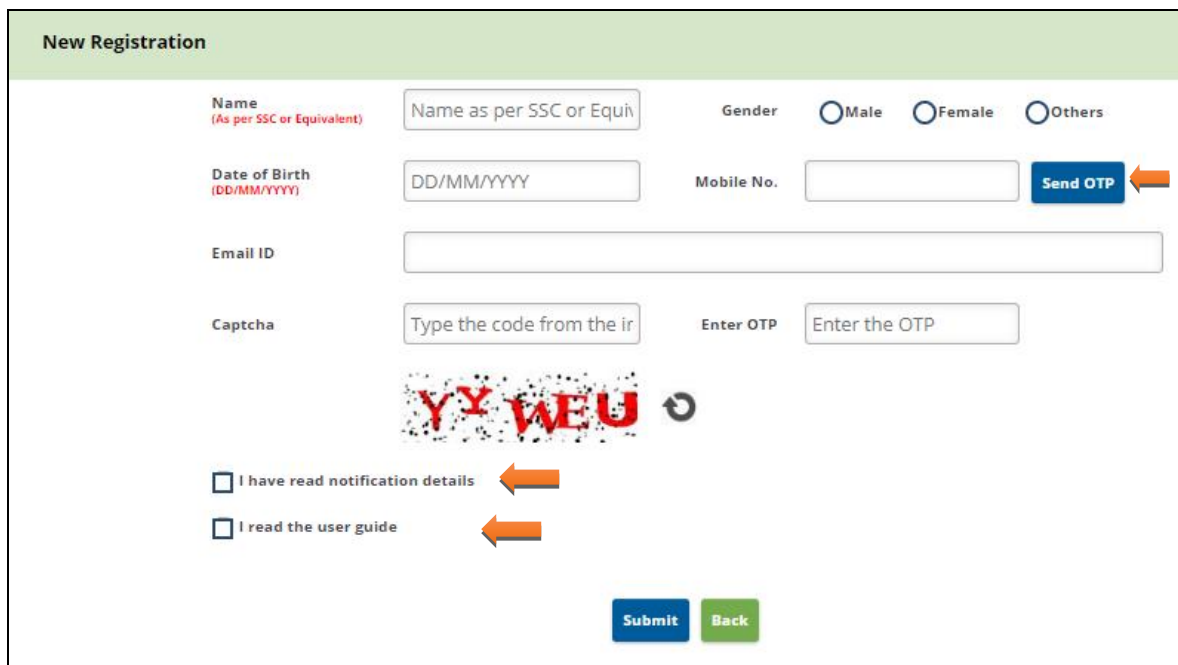
**Note:** Candidates are advised to read 'Notification' and 'User Guide' thoroughly before filling the application form

A screenshot of the "Candidate Login" page on the website. The page is divided into two main sections. On the left, there is a login form with fields for "Mobile Number" (with a placeholder "Enter Mobile Number"), "Password" (with a placeholder "Enter Password"), and "Captcha" (with a placeholder "Type the code from the in"). Below the captcha field is a captcha image showing the characters "1 6 K M E" and a refresh button. There are two buttons: "Login" and "Forgot Password". On the right, there is a registration section with the text "New users please click here to REGISTER" and a green "Register" button. Below the login and registration sections, there is a "Note" section with the following text: "Submission of Application starts from 3rd September 10:00 AM and closes on 12th September 11:59 PM (midnight)". Below the note, there are four steps to fill the online application form: "1. One time Registration with mobile and email", "2. Change Password From Date of birth to your choice", "3. Fee Payment", and "4. Fill and submit Application Form". At the bottom of the page, there are four buttons: "Notification", "User Guide", "Examinations to be written", and "Press Note".

3. The Candidate is required to register by clicking on Register button for the first time registration.



4. Following New Registration page will appear, enter your details in the fields. Click on "Send OTP" button. OTP will be sent to your Registered mobile number. Enter the OTP received on your Registered Mobile Number in the "Enter OTP text box". Tick the check boxes and click on Submit after submitting the get captcha code displayed.

A screenshot of a web form titled "New Registration". The form has a light green header. It contains several input fields: "Name (As per SSC or Equivalent)" with a text box containing "Name as per SSC or Equiv"; "Date of Birth (DD/MM/YYYY)" with a text box containing "DD/MM/YYYY"; "Email ID" with an empty text box; "Mobile No." with a text box and a blue "Send OTP" button to its right, which has an orange arrow pointing to it; "Captcha" with a text box containing "Type the code from the ir" and a refresh icon; "Enter OTP" with a text box containing "Enter the OTP". Below the captcha is a red captcha image showing "YY WEU" with a refresh icon. At the bottom, there are two checkboxes: "I have read notification details" and "I read the user guide", both with orange arrows pointing to them. At the very bottom are two buttons: a blue "Submit" button and a green "Back" button.

5. After successful Submission, you will be redirected to Change Password Screen. Enter your New Password and confirm Password. You will get a message “**Password Changed Successfully**”, Click on ok. Your current password is your date of birth( eg: 26021991 in ddmmyyyy)

6. You will be redirected to the following page, enter your Mobile Number and Password in the **Candidate Login**.

Note: If a candidate is eligible for the post, he/she should register with ONE MOBILE NUMBER only. This mobile number should be used for all correspondence.

7. Candidate is required to select the details shown in the image such as “Local status claimed by the candidate”, “community”, “Are you claiming reservation under differently abled person “and “Are you claiming reservation under ex-service person”. Click on **save & proceed to payment** after selecting check box.

**Note:** Please note these Fields cannot be modified throughout the application submission process.

**Note:** Fee relaxation of Rs 400 for specific category is for the Telangana Candidates only. Non local candidates should select OC and pay 800. All Fields are mandatory.

**Payment of Fee**

Local status claimed by the candidate

Community

Are you claiming reservation under Differently Abled Person ?  Yes  No

Are you claiming reservation under Ex Service Person ?  Yes  No


I have gone through the detailed notification(s), and I agree that I am eligible for the post(s) I am applying for. Further, I agree that once fee is paid, it is neither refundable nor transferable. I hereby declare that I possess all the academic, professional and other qualifications as mentioned in the notifications.


**Total Amount : Rs. 400**


**All Fields are mandatory.**


**Note : Fee relaxation of Rs 400 for specific category is for the Telangana Candidates only. Non local candidates should select OC and pay 800.**

8. Click on **Pay** after noting the details shown and satisfaction

 తెలంగాణ రాష్ట్ర ప్రభుత్వం  
విద్యావేతన విభాగం  
ప్రముఖ కార్యదర్శి కార్యాలయం

 Mr. K. Chandrababu Naidu  
Minister, Higher Education & Research

 Mr. Jagadeesh Khanna  
Secretary, Higher Education & Research



**Payments**

Name :


Mobile No. :

Email-ID :

Amount :

9. After completing the procedure of payment in the different options provided such as credit card/ debit card / net banking and once the transaction Successful, Click on Proceed

### Payments Status

 **Transaction Successful**

Name :

Mobile No. :

Email-ID :

Post Selected :

Amount :

TransactionID : 100156

10. After Successful payment, Click on **Proceed** and fill Personal Details. After filling the personal details click on **Save** button, once the details are saved successfully click on **Next** to proceed forward

### Personal Details

Unique Identification Number (UID) / Aadhaar number / Enrolment ID	<input type="text"/>	EPIC No. (Voter ID)	<input type="text"/>
PAN No.	<input type="text"/>	Driving License No.	<input type="text"/>
Other Photo ID Issued By Government	Photo Id Name <input type="text"/>		Photo Id No. <input type="text"/>
Name as per SSC or Equivalent Certificate	Test		
Gender	Male	Date of Birth	12/01/1994
Place of Birth	-- Select District -- <input type="text"/>	-- Select Mandal -- <input type="text"/>	Enter Village Name <input type="text"/>
Community <small>(This field cannot be edited)</small>	OC <input type="text"/>		
Father's Name / Husband's Name	<input type="text"/>		Mother's Name <input type="text"/>

Note : In Aadhaar number / EPIC No. / PAN No. / Driving License No./ Other Photo ID Issued By Government any one is mandatory.

11. The page will be directed to Special Categories Details, enter the details according to your preference and click on “Save” to save the details, after details are successfully saved, click on “Next” to proceed forward

### Special Categories Details

Are you claiming reservation under Differently Abled Person ?  
(This field cannot be edited)  Yes  No

Are you claiming reservation under meritorious sports person ?  Yes  No

Are you claiming reservation under Ex Service Person ?  
(This field cannot be edited)  Yes  No

Are you Telangana State Government Employee ?  Yes  No

**Note : All Fields are mandatory**

12. The page will be directed to **Address Details**, enter the address details and click on “Same” if the address details are same as Address Correspondence. If not, enter the details in permanent address, and click on “Save” to save the details, and click on “Next” to proceed forward.

### Address Details

Same as Address for Correspondence (Tick if applicable)

Address for Correspondence	<input type="text" value="Flat/House No, Floor, Building"/>	Permanent Address if different from above	<input type="text" value="Flat/House No, Floor, Building"/>
City	<input type="text" value="Town/City/District"/>	Permanent Address	<input type="text" value="Town/City/District"/>
State	<input type="text" value="State"/>	City	<input type="text" value="Town/City/District"/>
Pincode	<input type="text" value="Pincode"/>	State	<input type="text" value="State"/>
		Pincode	<input type="text" value="Pincode"/>

**Note : All Fields are**

13. The page will be directed to Educational Qualifications, enter the education qualifications, year of passing in case of school/college study (residence details for those candidates with no school study) and click on **Next**

1st Class	-- Year -- ▼	-- Select Study Type -- ▼	School / Board / College / University	-- Select District -- ▼	-- Select Mandal -- ▼
2nd Class	-- Year -- ▼	-- Select Study Type -- ▼	School / Board / College / University	-- Select District -- ▼	-- Select Mandal -- ▼
3rd Class	-- Year -- ▼	-- Select Study Type -- ▼	School / Board / College / University	-- Select District -- ▼	-- Select Mandal -- ▼
4th Class	-- Year -- ▼	-- Select Study Type -- ▼	School / Board / College / University	-- Select District -- ▼	-- Select Mandal -- ▼
5th Class	-- Year -- ▼	-- Select Study Type -- ▼	School / Board / College / University	-- Select District -- ▼	-- Select Mandal -- ▼
6th Class	-- Year -- ▼	-- Select Study Type -- ▼	School / Board / College / University	-- Select District -- ▼	-- Select Mandal -- ▼
7th Class	-- Year -- ▼	-- Select Study Type -- ▼	School / Board / College / University	-- Select District -- ▼	-- Select Mandal -- ▼
8th Class	-- Year -- ▼	-- Select Study Type -- ▼	School / Board / College / University	-- Select District -- ▼	-- Select Mandal -- ▼
9th Class	-- Year -- ▼	-- Select Study Type -- ▼	School / Board / College / University	-- Select District -- ▼	-- Select Mandal -- ▼
10th Class	-- Year -- ▼	-- Select Study Type -- ▼	School / Board / College / University	-- Select District -- ▼	-- Select Mandal -- ▼
Inter / Diploma	-- Year -- ▼	-- Select Study Type -- ▼	School / Board / College / University	-- Select District -- ▼	-- Select Mandal -- ▼
Degree	-- Year -- ▼	-- Select Study Type -- ▼	School / Board / College / University	-- Select District -- ▼	-- Select Mandal -- ▼

Local status claimed by the candidate  Do you want to be considered as non local candidate for other districts for selection  Yes  No

I Am a graduate as on 31.08.2018

Candidates who are claiming local status as per rule 7 of G.O Ms. no. 124, GAD dt 30.08.18, if found to have given false information during verification, their candidature will be cancelled.

**If you have any other qualification, provide at the time of certificate verification**  
**Note : All Fields are mandatory**



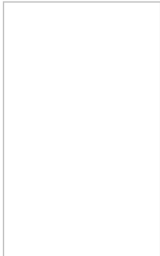
14. Page will be directed Photograph & Signature, Upload the photo and signature according to the instructions. After successful submission of the Photo and signature, click on **Next** to proceed further

### Photograph & Signature

**Photograph of the Candidate**

No file chosen

File Size sholud be 10 - 50 KB for Photograph in JPEG or JPG format only.




Size= 3.5cmXH= 4.5cm

**Signature of the Candidate**

No file chosen

Upload File Size sholud be 10 - 20 KB for Signature in JPEG or JPG format only.



Size= 3.5cmXH= 1.5cm

15. Provide the Order of priority of districts for selection

Note: While giving the preference under non local category, native district also should be submitted.

Note: Keep a NOTE of YOUR district priority ready before filling online as reference for your convenience.

Note : While giving preference for districts, preference for local district also should be submitted.

1st Priority -- Select District --	2nd Priority -- Select District --	3rd Priority -- Select District --	4th Priority -- Select District --
5th Priority -- Select District --	6th Priority -- Select District --	7th Priority -- Select District --	8th Priority -- Select District --
9th Priority -- Select District --	10th Priority -- Select District --	11th Priority -- Select District --	12th Priority -- Select District --
13th Priority -- Select District --	14th Priority -- Select District --	15th Priority -- Select District --	16th Priority -- Select District --
17th Priority -- Select District --	18th Priority -- Select District --	19th Priority -- Select District --	20th Priority -- Select District --
21th Priority -- Select District --	22nd Priority -- Select District --	23rd Priority -- Select District --	24th Priority -- Select District --
25th Priority -- Select District --	26th Priority -- Select District --	27th Priority -- Select District --	28th Priority -- Select District --
29th Priority -- Select District --	30th Priority -- Select District --	31th Priority -- Select District --	

[Previous](#) [Save](#) [Next](#)

16. In the **Submit Application Form**, select the district to write exam, Medium of examination and tick the check button of **declaration**. Before submitting the Application Form click on **Print Preview** to view the details entered, and click on **submit** for submitting the Application Form.

**Submit Application Form**

Select the district to write exam

Medium of Examination  English  Urdu  Telugu

I have read the notification and I am conversant with the conditions therein

I hereby declare that all the particulars finished in this application are true, correct and complete to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the examination, action can be initiated against me by the Government of Telangana including debaring my candidature.

[Previous](#) [Preview](#) [Submit](#) [Print](#)

17. To print the Application Form, click on the button shown with arrow mark


**Submit Application Form**

Select the district to write exam

Medium of Examination  English  Urdu  Telugu

I have read the notification and I am conversant with the conditions therein

I hereby declare that all the particulars finished in this application are true, correct and complete to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the examination, action can be initiated against me by the Government of Telangana including debarring my candidature.

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