

# TG ICET-2025

GOVERNMENT OF TELANGANA  
TELANGANA COUNCIL OF HIGHER  
EDUCATION

## USER GUIDE *for* TGICET-2025 ADMISSIONS

User Guide—Hand holding approach to the TGICET Candidates

## **TGICET-2025: PROCESSING FEE PAYMENT. SLOT BOOKING**

The Candidate has to perform the following two activities before attending Certificate Verification:

1. Payment of Processing Fee
2. Slot Booking(Selection of HLC, Date & Time)

After attending Certificate Verification, the Candidate has to exercise Options.

### **PAYMENT OF PROCESSING FEE:**

1. Login to the student's website(<https://tgicet.nic.in>)

The screenshot displays the TGICET website's online payment portal. At the top, a dark blue header contains the 'TELANGANA COUNCIL OF HIGHER EDUCATION' logo and name, along with 'Help Desk Phone Numbers : 7660009768, 7660009769'. Below the header, a navigation bar includes links for 'Pay Processing Fee', 'Verify Payment Status', 'Slot Booking', 'Contact Us', and 'Logout'. The main content area is titled 'TGICET - ONLINE PAYMENT OF PROCESSING FEE FOR WEB COUNSELING' and includes a sub-header: 'Candidate should pay Processing Fee & Book the Slot before attending for Certificate Verification'. On the left, a 'STEPS TO PAY PROCESSING FEE' section lists: 1. 'PROCESSING FEE TO BE PAID' (Rs.1200/- for OC/BC, Rs.600/- for SC/ST), 2. 'HOW TO PAY PROCESSING FEE' (instructions on entering ticket and birth details), 3. 'IMPORTANT INSTRUCTIONS' (advising to verify status and mentioning transaction failure protocols), and 4. 'TRANSACTION CHARGES' (link to view nominal charges). On the right, a 'LOGIN' form requires 'TGICET Hall Ticket No.', 'TGICET Registration No.', 'Date of Birth (dd/mm/yyyy)', and a captcha image. A 'Pay Fee Online' button is prominently displayed. Below the button, there are links for 'Online Payment Status' and 'Print Receipt (if already paid)', accompanied by instructions on how to view payment details and what to do in case of a failed transaction.

- i. Please enter the website :<https://tgicet.nic.in> in any Browser
- ii. Click on Pay Processing Fee which is available on the top of the website as shown above.
- iii. Please enter the following to Pay Processing fee payment
  - a) TGICET Hall Ticket Number
  - b) TGICET Registration Number(which is available on TGICET Hall Ticket)
  - c) Date of Birth in dd/mm/yyyy format
  - d) Enter Captcha as displayed on the screen

After entry of the above details, Click on the button **Pay Fee Online**

### **I. BASIC INFORMATION FORM :**

The Basic Information Form as furnished in the TGICET Application form will be displayed as follows :

TGICET - Admissions			
BASIC INFORMATION AS FURNISHED BY THE CANDIDATE WHILE FILLING TGEAPCET APPLICATION FORM			
Qualification Hall Ticket No	1234567890	Registration Form No	4561235456FD
TGICET Hall Ticket No	2124812345	Rank	1.00
Candidate Name	DUMMY THREE		
Father's Name	DUMMY THREE		
Male/Female	MALE	Caste Category	BC_E
Date of Birth	01/01/2000	Year of Passing	2017
Local Area	SVU	Minority	Y
Fee Reimbursement Eligibility	NO	Minority Type	MUS
Marks	80.00	Marks in TGICET	95
Nationality	INDIAN	Mobile Number	
Caste	BC_E		
Special Category Status			
NCC	Sports&Games	CAP	PH
Eligibility : N	Eligibility : N	Eligibility : N	Eligibility : N
Priority : 0	Priority : 0	Priority : 0	Priority : NA
Remarks			
Enter MeeSeva details for the following			
Caste Certificate Application No.	455454	Income Certificate Application No.	
Candidate Aadhaar No.		EWS Certificate Application No.	
Mobile Number		eMail Id	
UNDERTAKING			

I, DUMMY THREE, will submit all the required certificates in original as per above list to the Chief Verification Officer at the time of Certificate Verification process and to the Principal of the Institution where I have been provisionally allotted after seat allotment, failing which I will forego my admission and I will not enter into any legal correspondence in this regard.

The Candidate details as entered in TGICET Application form are displayed (which cannot be edited/modified by the candidate). For any modifications, the same may please be brought to the notice of Officials at the time of Certificate Verification.

The Special Category details like NCC/SPORTS/CAP/PH will be shown as **N** for all the candidates before Certificate Verification.

The candidates eligible for NCC/SPORTS/CAP/PH/Anglo-Indian Categories have to attend at Government Polytechnic, Masab Tank as per the schedule given in List of HLCs Annexure-I placed in the website: <https://tgicet.nic.in>

### Entry of Caste, Income Certificate and EWS Certificate details, if applicable

Local Area	SVU	Minority	Y
Fee Reimbursement Eligibility	NO	Minority Type	MUS
Marks	80.00	Marks in TGICET	95
Nationality	INDIAN	QQ Eligibility	
Caste	BC_E	Mobile Number	
Special Category Status			
NCC	Sports&Games	CAP	PH
Eligibility : N	Eligibility : N	Eligibility : N	Eligibility : N
Priority : 0	Priority : 0	Priority : 0	Priority : NA
Remarks			
Enter MeeSeva details for the following			
Caste Certificate Application No.		Income Certificate Application No.	
Candidate Aadhaar No.		EWS Certificate Application No.	
Mobile Number	XXXXXXXXXX	eMail Id	
UNDERTAKING			
I, DUMMY THREE, will submit all the required certificates in original as per above list to the Chief Verification Officer at the time of Certificate Verification process and to the Principal of the Institution where I have been provisionally allotted after seat allotment, failing which I will forego my admission and I will not enter into any legal correspondence in this regard.			
I declare that the details mentioned above are true to the best of my knowledge. The Income Certificate and Caste Certificate produced by me are genuine, and if it is found false at later date, I am aware that I am liable for Criminal prosecution besides foregoing the provisional allotment and I am aware that the eligibility for Tuition Fee Reimbursement now granted is subject to fulfillment of conditions stipulated in future, if any, by the Government and I undertake to abide by the rules issued by the Government from time to time, I will not enter any legal correspondence with the Government or authorities concerned.			
I am fully aware of COVID-19 situation and will not claim on the department in case of any unforeseen incident.			
<input type="checkbox"/> I declare that I read the above instructions and understood the process.			
<input type="button" value="Submit"/>			

- Enter Caste Certificate Application Number issued by Mee Seva.
- The candidate can claim for fee reimbursement by entering the parent Income Certificate Application number which is available on the Income Certificate issued by Mee Seva.
- The candidate can claim for EWS by entering the parent EWS Certificate Application number which is available on the EWS Certificate issued by Mee Seva.

d. The Mobile Number is important during Certificate Verification and Allotment process. The OTPs will be sent to the Mobile number as given above. The candidate is required to give his/her parent mobile number.

e. **Click on check box** as shown in the screen

The following screen appears for payment of Processing Fee.

## II. PAYMENT OF PROCESSING FEE :

**TGICET - Pay Processing Fee Online**  
Processing Fee can be paid online using through BillDesk or T-Wallet

**Instructions to Pay Processing Fee Online through Debit Card/ Credit Card/ Net Banking**

- TIME SLOT**  
Upon completion of successful transaction, Candidates has to choose time slot for Certificate Verification at HLCs.
- TRANSACTION BROKEN**  
There is a possibility that your account is debited and the transaction is broken immediately. In such case your money will be refunded back to your bank account.
- TRANSACTION FAILURE**  
If the transaction is failed and error message is displayed, take print out of the same for settlement of the transaction.

TGICET Hall Ticket No: 2806011100  
Rank: 1.00

**Caste Details as per Mee Seva**

Name 1	Name 2	Caste	Category	Date of Issue
NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE

Caste received from Mee Seva is NA.  
Income Details as per Mee Seva  
No Data Found

**PAYMENT OPTIONS**

☐ Pay Processing Fee Online through Debit Card / Credit Card / Net Banking

**DO NOT PAY ONLINE & EXIT**

**BillDesk**  
Pay Fee Online

**T-Wallet**  
Pay Fee Online

For any other problems, contact nearest Help Line Center.

5. **Click on check box** as shown in the screen

6. Click on **Pay Fee Online** in one of the two payment modes

- T-Wallet
- Bill Desk

tgicet.nic.in says

**CAUTION :**  
You will be redirected to third party payment gateway for payment of Processing Fee.  
Click OK to Pay Fee using Internet Banking/ Debit/ Credit Cards through BillDesk  
Click Cancel if you are NOT willing to pay but save details.

**OK** **Cancel**

**Telangana Council of Higher Education**

**TGICET**

**Instructions to Pay Processing Fee Online through Debit Card/ Credit Card/ Net Banking**

- TIME SLOT**  
Upon completion of successful transaction, Candidates has to choose time slot for Certificate Verification at HLCs.
- TRANSACTION BROKEN**  
There is a possibility that your account is debited and the transaction is broken immediately. In such case your money will be refunded back to your bank account.
- TRANSACTION FAILURE**  
If the transaction is failed and error message is displayed, take print out of the same for settlement of the transaction.

TGICET Hall Ticket No: 2806011100  
Rank: 1.00

**Caste Details as per Mee Seva**

No Data Found  
Caste received from Mee Seva is NA.  
Income Details as per Mee Seva  
No Data Found

**PAYMENT OPTIONS**

☒ Pay Processing Fee Online through Debit Card / Credit Card / Net Banking

**DO NOT PAY ONLINE & EXIT**

**T-Wallet**  
The official digital wallet of Telangana State (No charges associated)  
Pay Fee Online

**BillDesk**  
Pay Fee Online

For any other problems, contact nearest Help Line Center.

7. Choose either payment through
  - iii. Debit Card/Credit Card or
  - iv. Net Banking
8. Proceed for payment of processing Fee giving appropriate details for the amount displayed on the screen and click on **Make Payment for..**

The screenshot shows a payment gateway interface. On the left, under 'Payment Methods', there are options for 'Net Banking' and 'Credit / Debit Cards'. The 'Cards' section is active, showing fields for 'Card Number', 'Expiration Date' (MM/YY), 'CVV/CVC', and 'Card Holder Name'. There are logos for VISA, Mastercard, and RuPay. A prominent orange button says 'Make Payment for ₹1200'. On the right, a summary box shows 'Merchant name: Telangana Council of Higher Education', 'Order Id: 2806011100269536', and 'Payment Amount: ₹1200'. The BillDesk logo is at the bottom right.

### III. VERIFY PAYMENT STATUS:

- a. Click on Verify Payment Status on Homepage of <https://tgicet.nic.in> as shown in the following screen to verify payment status

The screenshot shows the TGICET website homepage. The header includes 'Telangana Council of Higher Education' and 'Help Desk Phone Numbers: 7660009768, 7660009769'. The navigation bar has links for 'Pay Processing Fee', 'Verify Payment Status', 'Slot Booking', 'Contact Us', and 'Logout'. The 'Verify Payment Status' link is highlighted with a red box and an upward arrow. Below the navigation bar, the main content area is titled 'TGICET - Online Verification of Processing/ Tuition Fee for Web Counseling'. It contains two sections: 'INSTRUCTIONS' on the left and 'CANDIDATE DETAILS' on the right. The 'CANDIDATE DETAILS' section has input fields for 'TGICET Hall Ticket No', 'TGICET Registration form No', 'Date of Birth (dd/mm/yyyy)', and 'Enter image value (case-sensitive)'. Below these fields is a 'Verify Payment Transaction' button. The BillDesk logo is also visible.

- b. Enter the following candidate details for verification of payment status in the above screen

- a) TGICET Hall Ticket Number
- b) TGICET Registration Number

- c) Date of Birth
- d) Enter image value

- c. Click on Verify Payment Transaction if already done through T-Wallet/Bill Desk as shown above
- d. The following screen is displayed indicating the status of the transaction(s) done already.

4. Contact nearest Help Line Centre for any other clarifications.

5. After successful payment of fee, if the candidate is unable to generate Joining Report, after two hours please click on Verify Payment Status on the same day and enter Candidate Details (HT No., Registration No, Date of Birth and Image Value) and click on Verify Payment Transaction then Self-Report and download Joining Report.

TELANGANA COUNCIL OF HIGHER EDUCATION				
TGICET -				
Print				
Payment Request Date:	08 Jun 2024 08:50:34:887	Request Id:	1301011227767004	Status: PENDING
Transaction found Successful and Saved				
Transaction Reference No :	23C2063429486	Amount:	1200.00	
Transaction Date :	08-06-2024 08:52:10	Description :	NA	
Auth Status:	300	Bank Id:	ICI	

- e. If the transaction is successful, the status will be shown as **Transaction found successful and saved** in green.
- f. If not successful, try once again for payment of processing fee or contact Help Desk on phone / email.

#### IV. SLOT BOOKING:

- a. Enter website address: <https://tgicet.nic.in>
- b. Check the Browser settings to disable Popup blocker
- c. Click on Slot Booking on the Homepage as shown in the following screen:

TELANGANA Council of Higher Education

Help Desk Phone Numbers : 7660009768, 7660009769

Pay Processing Fee Verify Payment Status Slot Booking Contact Us Logout

**ONLINE SLOT BOOKING FOR CERTIFICATE VERIFICATION**

Candidate has to pay Processing Fee before selecting Online Slot Booking for attending Certificate Verification as per schedule.

**SLOT BOOKING**

- Processing Fee to be Paid:  
**Processing Fee: Rs.1200/- (OC/BC), Rs.600/- (SC/ST)**
- Enter TGICET Hall Ticket No, TGICET Registration Form No (as printed on TGICET Hall Ticket) and Date of Birth and click **Show Available Slots** after payment of processing fee.
- The Candidate has to **Change Category of the Student** and select available **Help Line Centre, Date & Time** where he/she is interested to attend for Certificate verification.
- The candidate had to attend at the selected Help Line Centre (HLC) on the Date / Time booked through Slot Booking. The candidate is not permitted in other than selected HLC. Candidate has to report 10 minutes before Starting of the opted Slot Time.
- Contact nearest Help Line Centre for any other clarifications.
- Enable pop-up window in browser settings to view and print **'Slot Booking Receipt'**, if receipt not visible.

**CANDIDATE DETAILS**

TGICET Hall Ticket No

TGICET Registration Form No

Date of Birth

Enter image value (scan sensitive)

**DS 6 B 4 X**

**Print Slot Booking Receipt** **Show Available Slots**

- d. The following screen appears.
  - a) Select ALL for OC/BC/SC/ST candidates who are not under Special Categories viz PH/NCC/CAP/SPORTS/ANGLO-INDIAN

- b) The candidates belonging to Special Categories PH/NCC/CAP/SPORTS/ANGLO-INDIAN can choose PH/NCC/CAP/SPORTS/ANGLO-INDIAN in Category of the Student as per their eligibility

Category of the Student:  ALL means OC/BC/SC/ST ie. Other than PH/NCC/CAP

Select Help Line Centre (HLC):

Select any date on which you would like to attend Certificate Verification at above chosen HLC

AUGUST						
Mo	Tu	We	Th	Fr	Sa	Su
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

- c) Select the desired Help Line Center(HLC) as shown above

Category of the Student:  ALL means OC/BC/SC/ST ie. Other than PH/NCC/CAP

Select Help Line Centre (HLC):

Select any date on which you would like to attend Certificate Verification at above chosen HLC

Select HLC

- A B V GOVERNMENT DEGREE COLLEGE, JANGAON, Dist: JANGAON
- S.G.GOVERNMENT POLYTECHNIC, ADILABAD, Dist:ADILABAD
- GOVERNMENT POLYTECHNIC, BELLAMPALLY, Dist:MANCHERIAL
- Dr B R AMBEDKAR COLLEGE BAGHLINGAMPALLY, BAGHLINGAMPALLY, Dist: HYDERABAD
- GOVERNMENT DEGREE COLLEGE, BHOOPALPALLI, Dist:BHOOPALPALLI
- S K N R GOVERNMENT DEGREE COLLEGE, JAGTAL, Dist:JAGTAL
- GOVERNMENT ARTS AND SCIENCE COLLEGE, KAMAREDDY, Dist:KAMAREDDY
- GOVERNMENT DEGREE COLLEGE, MAHABUBABAD, Dist:MAHABUBABAD
- S V GOVERNMENT DEGREE COLLEGE, PALEM, Dist:NAGARKURNOOL
- GOVERNMENT POLYTECHNIC, GADIAL, Dist:GADIAL
- Dr B R AMBEDKAR GMR POLYTECHNIC FOR WOMEN, KARIMNAGAR, Dist:KARIMNAGAR
- GOVERNMENT POLYTECHNIC FOR WOMEN EAST MAREDPALLY, SECUNDERABAD, Dist:HYDERABAD
- J N GOVERNMENT POLYTECHNIC RAMANTHAPUR, HYDERABAD, Dist:MEDCHAL
- J N T U COLLEGE OF ENGINEERING KUNATPALLY, HYDERABAD, Dist:MEDCHAL
- KAKATYA GOVERNMENT COLLEGE, HANAMKONDA, Dist: HANAMKONDA
- GOVERNMENT POLYTECHNIC RUDRAMPUR, KOTHAGUDEM, Dist:BHADRADRI KOTHAGUDEM
- UNIV ARTS & SCIENCE COLLEGE, WARANGAL, Dist:HANAMKONDA
- DIRECTORATE OF ADMISSIONS, KAKATYA UNIVERSITY CAMPUS, WARANGAL, Dist:HANAMKONDA
- GOVERNMENT POLYTECHNIC MASAB TANK, HYDERABAD, Dist:HYDERABAD

- d) Select the date as shown in the screen below:





**TGICET**



[Pay Processing Fee](#)

[Verify Payment Status](#)

[Slot Booking](#)

[Contact Us](#)

[Logout](#)

Category of the Student:  ALL means OC/BC/SC/ST ie. Other than PH/NTCC/CAP

Select Help Line Centre (HLC):

Select any date on which you would like to attend Certificate Verification at above chosen HLC

JULY						
Mo	Tu	We	Th	Fr	Sa	Su
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

- e) The Green indicates the available slots. Select the desired Date in Green
- f) The available time slots from 9:00 AM to 6:00 PM are displayed as below and choose the convenient time slot at desired HLC for Certificate Verification.



**TGICET**



[Pay Processing Fee](#)

[Verify Payment Status](#)

[Slot Booking](#)

[Contact Us](#)

[Logout](#)

Category of the Student:  ALL means OC/BC/SC/ST ie. Other than PH/NTCC/CAP

Select Help Line Centre (HLC):

Select any date on which you would like to attend Certificate Verification at above chosen HLC

AUGUST						
Mo	Tu	We	Th	Fr	Sa	Su
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Available Slots for the Selected Category - HLC - Date for Certificate Verification

09:30 To 10:00	10:00 To 10:30	10:30 To 11:00	11:00 To 11:30	11:30 To 12:00	12:00 To 12:30	12:30 To 01:00	02:00 To 02:30	02:30 To 03:00	03:00 To 03:30	03:30 To 04:00	04:00 To 04:30	04:30 To 05:00	05:00 To 05:30	05:30 To 06:00
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- g) The following screen appears if there are available slots at the chosen date and time for that HLC. Click Yes as given in the screen to confirm the Slot for Certificate Verification.



**TGICET**[Pay Processing Fee](#)[Verify Payment Status](#)[Slot Booking](#)[Contact Us](#)[Logout](#)

Category of the Student: **ALL** ALL means OC/BC/SC/ST is. Other than PH/NOG/CAP

Select Help Line Centre (HLC): **GOVERNMENT ARTS AND SCIENCE COLLEGE, KAMAREDDY, Dist:KAMAREDDY**

Select any date on which you would like to attend Certificate Verification at above chosen HLC

**AUGUST**

Mo	Tu	We	Th	Fr	Sa	Su
24	25	26	27	28	29	30
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3


**Available Slots for the Selected Category - HLC - Date for Certificate Verification**

09:30 To 10:00	10:00 To 10:30	10:30 To 11:00	11:00 To 11:30	11:30 To 12:00	12:00 To 12:30	12:30 To 01:00	02:00 To 02:30	02:30 To 03:00	03:00 To 03:30	03:30 To 04:00	04:00 To 04:30	04:30 To 05:00	05:00 To 05:30	05:30 To 06:00
----------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------

Selected HLC: GOVERNMENT ARTS AND SCIENCE COLLEGE, KAMAREDDY, Dist:KAMAREDDY  
 Selected Category: ALL  
 Selected date: 06/07/2024  
 Selected Slot: 09:30 To 10:00 A.M

Do you wish to continue in 'ALL' category slot?

h) On confirmation of the slot, the following screen appears

  
**TGICET - Admissions**

RECEIPT OF SLOT BOOKING Date: 06/06/2024

Candidate Name: **DUMMY NAME**  
 Father Name: **DUMMY NAME**  
 Hall Ticket No.: **25121335564**  
 Rank: **1.0**

**Help Line Centre Details**

HLC Name	HLC Address	Slot Date	Slot Time	Serial No	Slot Category
GOVERNMENT POLYTECHNIC	NALGONDA	11/06/2024	10:30 To 11:00 A.M	3	ALL

*Note: Candidate has to report 10 minutes before starting of the opted Slot Time.*

i) On confirmation of the slot, the following screen may occur in some of the Systems, wherein the popup blocker in the Browser should be disabled.

← → ↻ 🔒 [https://tgicet.nic.in/Slot\\_Bookings.aspx](https://tgicet.nic.in/Slot_Booking.aspx)

To get future Google Chrome updates, you'll need Windows 10 or later. This computer is using Windows 7.

Tatungana Council of Higher Education

**TGICET** [Pay Processing Fee](#) [Verify Payment Status](#) [Slot Booking](#) [Contact Us](#) [Logout](#)

Slot is booked for Certificates Verification. SMS to Mobile No :

Category of the Student: **Select Category** ALL means OC/BC/SC/ST is. Other than PH/NOG/CAP

Select Help Line Centre (HLC): **Select HLC**

Select any date on which you would like to attend Certificate Verification at above chosen HLC

**AUGUST**

Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

j) The candidate will receive the confirmation of the slot booking date and time and slot

through SMS.

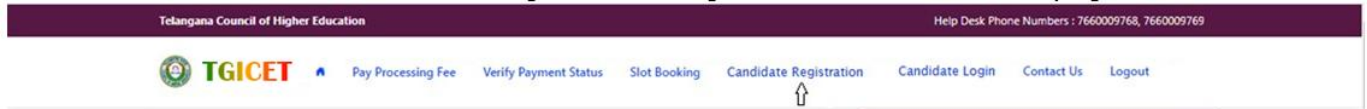
- k) All the Special Category candidates can choose NCC/ SPORTS/ CAP/ PH/ ANGLO-INDIAN instead of ALL as per their eligibility and the Candidates are required to refer Detailed Notification as per the schedule given in List of HLCs Annexure-I placed in the website: <https://tgicet.nic.in>

#### **V. CERTIFICATE VERIFICATION:**

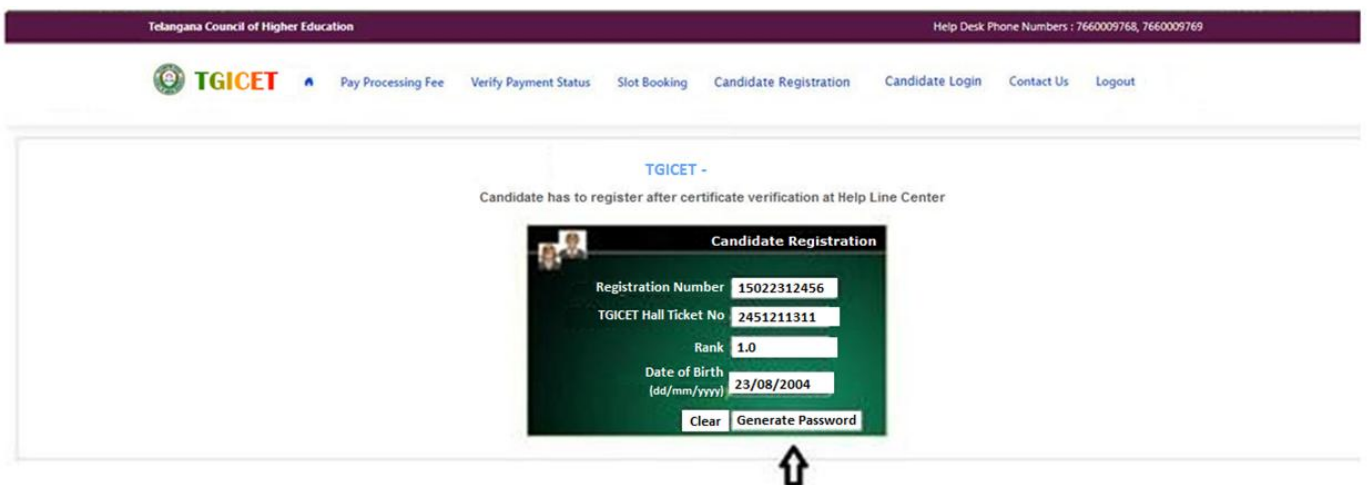
- a. The Candidate is required to attend Certificate Verification on the slot booked HLC on the Date & Time without fail.
- b. After Certificate Verification, the Candidate will be given Receipt of Certificate(ROC)
- c. During Certificate Verification, the Candidate is required to check with Registration/Verification Officers at HLC whether his/her Mobile Number is correctly entered.
- d. The candidate will receive Login ID through SMS to the Registered Mobile as soon as the Certificate Verification is completed. This Login id SMS is confidential and should not be shared with anyone and has to be saved throughout the counseling process is completed.

## VI. OPTION ENTRY

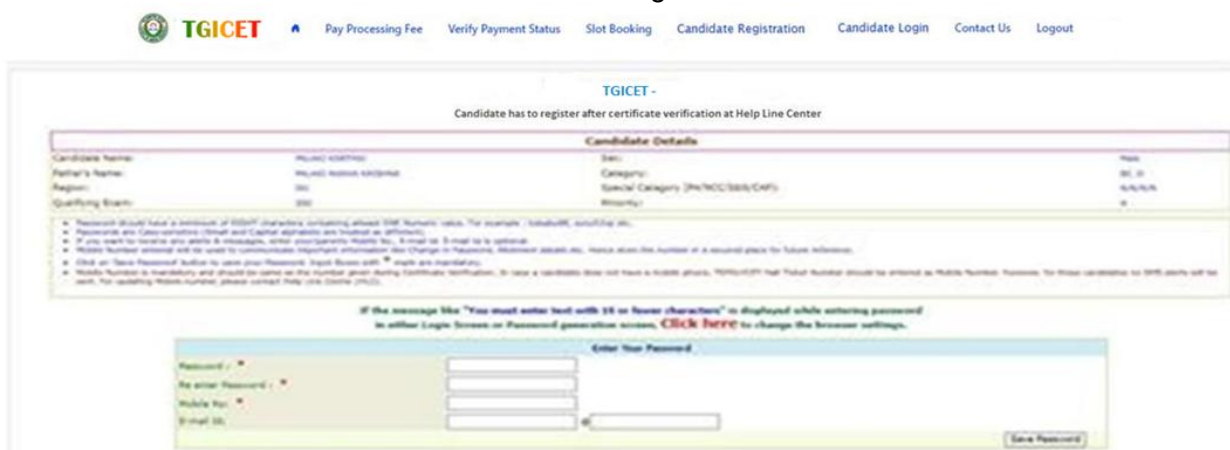
- a. The Candidate is required to generate Password after Certificate Verification
- b. The Password generation can be done as follows:
  - i. The Candidate is required to keep his ROC Form, Hall Ticket and Rank Card ready before generating Candidate Password.
  - ii. Enter the website: <https://tgicet.nic.in> in the Browser.
  - iii. Click on Candidate Registration as given below on the homepage of the website



- c. The Candidate has to generate Password through Candidate Registration available on the homepage as shown above. The following screen appears.



- i. Enter Registration Number (as given in TGICET Hall Ticket), TGICET Hall Ticket Number, Rank and Date of Birth as shown in the above screen.
- ii. Click on Generate Password as shown above
- iii. The following screen is displayed to create new password.
- iv. Enter the Password in the text box as shown in the below screen.
- v. Re enter the same Password as given below.



- vi. Enter the Registered Mobile Number as given in Certificate Verification and Email ID.
- vii. The Candidate receives confirmation of new password created through SMS to the Registered Mobile Number.
- viii. The Candidate is required to
  - a) Take a printout of Manual Option form available from the website.
  - b) Prepare College and Branch in priority wise in the Manual Option form for clarity in choosing College and Branches.
  - c) Keep the Mobile having registered Mobile Number handy
- d. Enter the website of <https://tgicet.nic.in/> for Option Entry
- e. Select **Candidates Login** in the website.

- f. Enter the following details:
  - i. Login ID Number(as received through SMS to Registered Mobile Number after Certificate Verification)
  - ii. TGICET Hall Ticket Number
  - iii. Password
  - iv. Date of Birth as given in ROC
  - v. Enter Captcha correctly in Enter Value
  - vi. Click on Sign-in
- g. After Sign-In button, One Time Password (OTP) will be sent to the Candidate Registered Mobile Number.
  - i. Please Enter OTP received as per screen given below
  - ii. Click on check box under Declaration
  - iii. Click on **Click here for Option Entry**

**ALLOTMENT**

- Allotment of Seat is based on your merit rank and the Options given by you as per rules in vogue at the time of allotment.
- The Seat allotment will be made as per the options exercised by you. If the vacant seat is not available as per your first option, the second option will be considered for allotment. If that is also not available then the third option and so on.
- All options given by you will be considered for allotment till a seat is allotted or Options are exhausted. Hence you are advised to give sufficient number of options in order not to face disappointment later.
- The Authorities are not responsible if you do not secure a seat against any of the options exercised by you. In such cases, you may have to wait for notification of second round counselling if any, in which you will be given another chance to give options for vacant seats available after the current round of counselling.
- Request based on rank and options exercised by a candidate for change of College/course will not be entertained after allotment of seat.
- Failure to pay the prescribed tuition fee within the date specified will lead to cancellation of allotment.

**CAUTION**

For security reasons it is advisable to LOGOUT properly and Close the Browser window after completing options entry.



**ONE TIME PASSWORD (OTP)**

One Time Password (OTP) makes your options entry process more secure.

One Time Password (OTP) will be sent to your mobile number registered with Web Counselling site.

The OTP sent to your mobile phone is valid for **20 minutes** or **1 successful attempt**, whichever is earlier, and only for this transaction.

h. The following Screen appears with list of Districts and list of Courses is displayed

**Select desired Districts**  
(Atleast ONE District should be selected)

**OU**

Choose One or more Districts and Click on "Display Option Entry Form"

- ☐ ADILABAD
- ☐ BHADRADRI KOTHAGUDEM
- ☐ HANAMKONDA
- ☐ HYDERABAD
- ☐ JAGTAL
- ☐ JANGAM
- ☐ JAYASHANKAR BHUPALPALLY
- ☐ JOGULAMBA GADWAL
- ☐ KAMAREDDY
- ☐ KARNIMNAGAR
- ☐ KHAMMAM
- ☐ KOMARAH EHEEN ASIFABAD
- ☐ MAHASUBABAD
- ☐ MAHASUBABAD
- ☐ MANCHERIAL
- ☐ MEDAK
- ☐ MEDCHAL
- ☐ MULUGU
- ☐ NAGARKURNOOL
- ☐ NALGONDA
- ☐ NARAYANPET
- ☐ NIRMAL
- ☐ NIZAMABAD
- ☐ PEDDAPALLI
- ☒ RAJANNA SIRCILLA
- ☒ RANGAREDDY
- ☐ SANGAREDDY
- ☐ SIDDIPET
- ☐ SURYAPET
- ☐ VIKARABAD
- ☐ WANAPARTHY
- ☐ WARANGAL
- ☐ YADADRI BHUVANAGIRI

**Group of Branches**

List of Courses		
S.No	Branch Code	Branch Name
<b>GROUP MBA</b>		
1	MBA	MASTER OF BUSINESS ADMINISTRATION
2	MET	MBA - TRAVEL AND TOURISM MANAGEMENT TOURISM AND TRAVEL MANAGEMENT
3	MTN	MBA - TECHNOLOGY MANAGEMENT
<b>GROUP MCA</b>		
4	MCA	MASTER OF COMPUTER APPLICATIONS

- i. Click on the check boxes of the desired districts as per your choice for the display of branches offered by the institutions of the selected districts.
- j. Click on **Display Option Entry Form** Button which is available on the bottom of the screen.

- ☐ MULUGU
- ☐ NAGARKURNOOL
- ☐ NALGONDA
- ☐ NARAYANPET
- ☐ NIRMAL
- ☐ NIZAMABAD
- ☐ PEDDAPALLI
- ☐ RAJANNA SIRCILLA
- ☐ RANGAREDDY
- ☐ SANGAREDDY
- ☐ SIDDIPET
- ☐ SURYAPET
- ☐ VIKARABAD
- ☐ WANAPARTHY
- ☐ WARANGAL
- ☐ YADADRI BHUVANAGIRI

- k. Click on Show Option Entry Form.
- l. Enter TGICET Hall Ticket Number in the Text Box as given in the following screen
- m. Refer to already prepared Options in Manual Option form, if done.
- n. The Options are to be given in numbers starting from 1 indicating highest priority for that college and branch. The Candidate can exercise as many options as possible.

Name:	DUMMY ONE	 <b>TGICET - 2025</b> <b>OPTION ENTRY FORM</b>	Father's Name:	DUMMY ONE
Sex:	Male (M)		Rank:	75001
Category:	SC III		DI:	V

Logout properly and Close the Browser window after completing options entry. Save options periodically.					
Last Saved Options	Enter Between Options	Save Options	View & Print	Change Password	Logout

TGICET Hall Ticket No : 2317101000 Name : DUMMY ONE

Color Codes for Colleges : UNIV UNIV SF SF GRLS GRLS MINORITY MINORITY PVT PVT

MBA Courses

#	College	District	MBA	MBT	MTM
50	OUCB	HYD	1		

- o. The duplicate Option numbers are not allowed i.e. the same option number cannot be given for two Options.
- p. The colors indicate type of institutions as given in the above screen
  - i. BLUE for UNIV,
  - ii. GREY for Self Finance
  - iii. PINK for Girls
  - iv. GREEN for Minority
  - v. YELLOW for Private

Logout properly and Close the Browser window after completing options entry. Save options periodically.					
Last Saved Options	Enter Between Options	Save Options	View & Print	Change Password	Logout

TGICET Hall Ticket No : 2317101000 Name : DUMMY ONE

Color Codes for Colleges : UNIV UNIV SF SF GRLS GRLS MINORITY MINORITY PVT PVT

MBA Courses

#	College	District	MBA	MBT	MTM
50	OUCB	HYD	1		

- q. Candidates are advised to click on Save Options button as shown in the following screen which is available on the top of the screen for every 2 minutes and continue giving Options.
- r. The following screen appears after saving options and Click on OK and continue giving Options.

Enter Between Options	Save Options	View & Print	Change Password	Logout
-----------------------	--------------	--------------	-----------------	--------

tgicet.in

Process may take some time  
Click 'OK' to continue ...

OK

Name : DUMMY ONE

Color Codes for Colleges : UNIV UNIV SF SF GRLS GRLS MINORITY MINORITY PVT PVT

MBA Courses

#	College	District	MBA	MBT	MTM
50	OUCB	HYD	1		

- s. The following screen appears after saving Options

Total 3 Option(s) have been saved.

Logout properly and Close the Browser window after completing options entry. Save options periodically.					
Last Saved Options	Enter Between Options	Save Options	View & Print	Change Password	Logout

TGICET Hall Ticket No :  Name : DUMMY ONE

Color Codes for Colleges : UNIV UNIV SF SF GRLS GRLS MINORITY MINORITY PVT PVT

MBA Courses

#	College	District	MBA	MBT	MTM
50	OUCB	HYD	1		

- t. If the candidate wants to choose the Districts once again, Click **Last Saved Options** Button and the screen as discussed at point 8 will be displayed and the candidate can select other districts – to view the institutions available in that district.
- u. If the candidate wishes to add or insert new option at a specific Option number then
- Click on **Enter Between Options** Button as given in the following screen

Enter the Option No. before which you want to insert a new Option :

After inserting, last saved options will be displayed.  
If you want to save newly entered Options Click on 'Save Options' button before inserting a new Option.

Logout properly and Close the Browser window after completing options entry. Save options periodically.

Last Saved Options Enter Between Options Save Options View & Print Change Password Logout

TGICET Hall Ticket No : 2317101000 Name : DUMMY ONE

Color Codes for Colleges : UNIV MINORITY GIRLS PVT

MBA Courses

#	College	District	MBA	MBT	MTM
1	KUCV	HNK	3		
2	OUCB	HYD	1		

- Enter that specific Option *number value* in the Text box where it was to be inserted as given in the following screen

Enter the Option No. before which you want to insert a new Option :

After inserting, last saved options will be displayed.  
If you want to save newly entered Options Click on 'Save Options' button before inserting a new Option.

Case History Computerization an... STATE BOARD

tgicet.nic.in says  
Options successfully rearranged !

Enter the Option No. before which you want to insert a new Option :

Options are successfully rearranged.

Logout properly and Close the Browser window after completing options entry. Save options periodically.

Last Saved Options Enter Between Options Save Options View & Print Change Password Logout

- Click on **Include Button** and all Options will be increased by one. For example, to add new option at Option number 3 which was already exercised, then all Options will be shifted to next number automatically i.e. Option at number 3 will be shifted to 4 and the next option will be shifted to next number. The new option can be entered with value 3. The screen with re arranged options will be displayed as following

Enter the Option No. before which you want to insert a new Option :

Options are successfully rearranged.

Logout properly and Close the Browser window after completing options entry. Save options periodically.

Last Saved Options Enter Between Options Save Options View & Print Change Password Logout

TGICET Hall Ticket No : Name : DUMMY ONE

Color Codes for Colleges : UNIV MINORITY GIRLS PVT

MBA Courses

#	College	District	MBA	MBT	MTM
1	KUCV	HNK	4		
2	OUCB	HYD	1		



- iv. If there are duplicate Option numbers given by the candidate unknowingly, the following error message will be displayed at the time of Saving options and give Option numbers without duplicates carefully.

The screenshot shows a web browser window with the URL [https://tgicet.nic.in/new/option\\_entry\\_form.aspx?dCode=RR.&iCode=](https://tgicet.nic.in/new/option_entry_form.aspx?dCode=RR.&iCode=). A modal dialog box is displayed with the title "tgicet.nic.in says" and the message "Duplicate Options found at College + Course = OUCB+MBA". The background form shows a candidate's details: Name: DUMMY ONE, Sex: Male (M), Caste: SC\_III. Below the details, there are buttons for "Last Saved Options", "Enter Between Options", "Save Options", "View & Print", "Change Password", and "Logout". A table shows the candidate's selected options:

#	College	District	MEBA	MBT	MTM
1	KUCV	HNK	1		
2	OUCB	HYD	1		

- v. The candidate can view list of Saved Options by  
a) Click on **View & Print** button as given in the following screen

The screenshot shows the same TGICET option entry form. The "View & Print" button is highlighted with a red circle. The candidate's details and the table of selected options are the same as in the previous screenshot.

- b) Then the following screen appears. Click on **View Saved Options** as shown in the following screen.

The screenshot shows a navigation bar with the following options: "Results & Reports", "Bio-Data & Certificates Verification", "View Saved Options", and "Display Candidate Data". The "View Saved Options" button is highlighted with a red circle.

- c) The following screen appears with the list of last saved Options.

The screenshot shows the "LIST OF SAVED OPTIONS" screen for TGICET - 2025, Telangana Council of Higher Education. The candidate's details are: Name: DUMMY ONE, Hall Ticket No: 2317101000, Father's Name: DUMMY ONE. The table below lists the saved options:

S.No	Option No.	Institute Code	Institute Name, Place	Branch Code	Branch Name
1	1	OUCB	OU COLL OF COMMERCE BUST MGMT, OU CAMPUS HYDERABAD	MBA	MASTER OF BUSINESS ADMINISTRATION
2	2	KUCV	UNIVERSITY COLLEGE OF COMMERCE & BUSINESS MGMT KU CAMPUS, WARANGAL	MBA	MASTER OF BUSINESS ADMINISTRATION

End of Options. Printed as on Dt: Aug 25 2025 12:34:00:000PM

- vi. To change Password, click on **Change Password** as given in the following screen.  
a) The candidate is required to enter Old Password and  
b) Please give New Password and Re-Enter again the same given New Password  
c) Then click on **Save Password** Button.

- vii. The candidates after giving all Options and to Logout, the candidate is required
- Click on Logout

Logout properly and Close the Browser window after completing options entry. Save options periodically.

Last Saved Options Enter Between Options Save Options View & Print Change Password **Logout**

TGICET Hall Ticket No : 2317101000 Name : DUMMY ONE

Color Codes for Colleges : UNIV MINORITY GIRLS PVT

MBA Courses

- Click on **Save & Logout** as given below
- The following screen appears and click OK.

All saved options will be available when you LOGIN again. Unsaved options will be discarded.

**Save & Logout** Confirm to Logout Cancel Logout

computerization an... STATE BOARD

tgicet.nic.in says

Process may take some time  
Click 'OK to' continue ....

OK

Save & Logout Cancel Logout

Government of Indi...

Logout properly and Close the Browser window after completing options entry. Save options periodically.

Last Saved Options Enter Between Options Save Options View & Print Change Password Logout

TGICET Hall Ticket No : 2317101000 Name : DUMMY ONE

Color Codes for Colleges : UNIV MINORITY GIRLS PVT

MBA Courses

#	College	District	MBA	MBT	MTM
1	KUCV	HNK	2		
2	OUCB	HYD	1		

- The **Options given are saved and the candidate is successfully logged out of Option entry** with the list of all saved Options is displayed and click on Print icon for taking printout of saved Options as given in the following screen.

Total 2 Option(s) have been saved.

TGICET - 2025  
Telangana Council of Higher Education

Name: DUMMY ONE Hall Ticket No: 2317101000 Father's Name: DUMMY ONE

Total (2) options saved. You have been successfully Logged out.

LIST OF SAVED OPTIONS Print

S.No	Option No.	Institute Code	Institute Name, Place	Branch Code	Branch Name
1	1	OUCB	OU COLL OF COMMERCE BUSI MGMT, OU CAMPUS HYDERABAD	MBA	MASTER OF BUSINESS ADMINISTRATION
2	2	KUCV	UNIVERSITY COLLEGE OF COMMERCE & BUSINESS MGMT KU CAMPUS, WARANGAL	MBA	MASTER OF BUSINESS ADMINISTRATION

----- End of Options. Printed as on Dt: Aug 25 2025 1:35:00:000PM -----

# 1. Session Logged Out !

- The candidate is required to check the list of options given in the printout of the

given options.

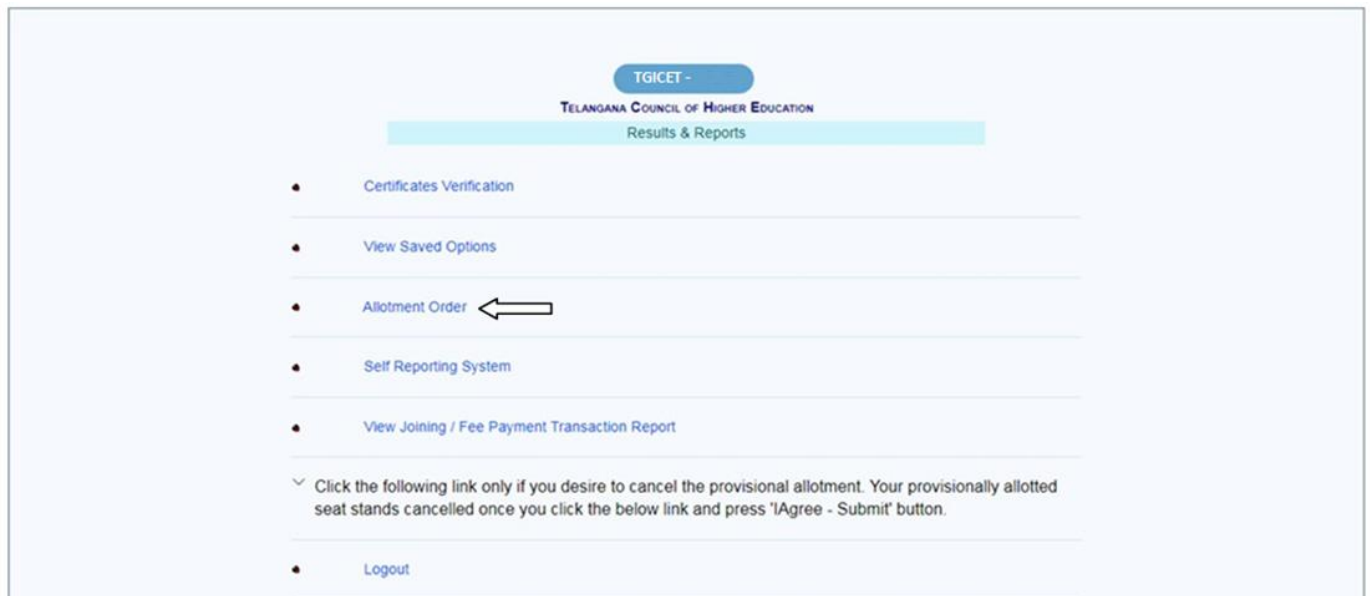
- h) For any modifications in the Options given, please login again through Candidates Login in the website.

## VII. AFTER ALLOTMENTS OF SEATS:

- a. After TGICET Seat allotments are announced, the Candidate can verify the Allotment Status in Candidate Login. The following screen appears in Candidate Login.



- b. In Candidate Login, Click on Allotment Order as given in the following screen



- c. On clicking of Allotment Order as given in the above Screen, If allotted, the following screen appears with the details of allotment and Tuition fee amount to be paid by the Candidate.

**TELANGANA STATE COUNCIL OF HIGHER EDUCATION**  
TGACET

Hall Ticket No.: 22C 80 Name: SA 10-142 Sex: Male (M)	Type: KBC 0 Father's Name: S. M. Nani Category/Report: A 10
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**PROVISIONAL ALLOTMENT ORDER (First Phase)**

This is to inform that the options exercised by the candidate have been processed based on merit, caste, local area, sex, category, Special Reservation Category (SC/ST/PwD) etc. and the candidate has been allotted a seat in

**JNTUH UNIVERSITY COLLEGE OF ENGINEERING AND TECHNOLOGY HYDERABAD (JNTUH), HYDERABAD, INDIA**  
MURTHI ENGINEERING ACADEMY (MEM) under SC/ST/PwD categories.

**Tuition Fee fixed for the college/course is Rs. 50000 /-.**  
**Tuition Fee to be paid by the candidate is Rs. 0 /-.**  
**Telangana Green Fund contribution is Rs. 100 /-.**  
**Total Fee to be paid is Rs. 5100 /-.**  
**(Including other fee wherever applicable)**

The students belonging to SC/ST/BC/EBG/Disability/ Priority categories will be considered for reimbursement of Tuition Fee (RTF) which is subject to verification and eligibility criteria prescribed by Government of Telangana from time to time. In the event of the candidate found not eligible for fee reimbursement, the candidate shall have to pay the total fee.

**Instructions to Candidates:**

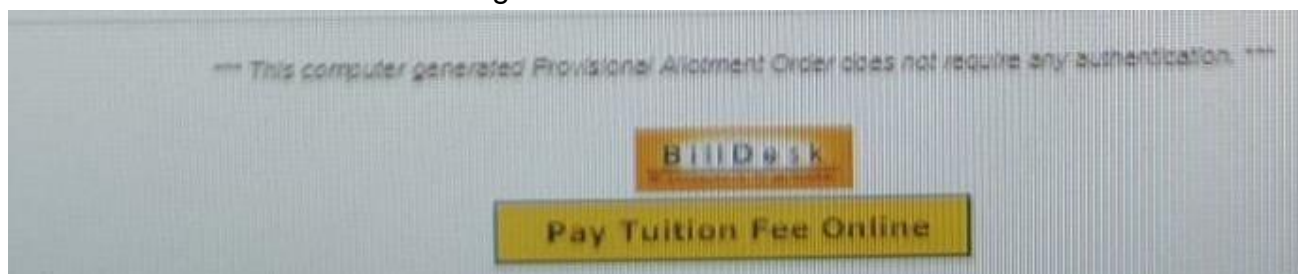
- Download the allotment order, pay Tuition Fee through online payment (Credit Card/Debit Card/Net Banking).
- Candidates / Parents are advised to make Tuition Fee Payment from their own Bank Accounts, in case of refund, if any, the amount will be credited back through online into the same Bank Account from which the payment was made.
- Candidates / Parents are advised to verify the amount (Title of Credit Card / Debit Card / Net Banking before making Tuition Fee payment).
- Payment through online (Net Banking/Credit Card/Debit Card).**  
On admission order click on **Pay Fee Button** you will be directed to Payment Gateway, Make the payment accordingly, only entering the details as per the payment mode selected. Take the print out after payment as which Online Order ID Number will appear.
- Self Reporting System:** Login to website <https://tsacet.nic.in> = Click on **Self Reporting System** = Details of the Candidate along with Order ID will appear = verify Order ID Number = Click on **Submit** button **Joining Report** will appear/Make the printout, on which Hall Ticket Number, Name, Name, Father Name, Allotted College, Branch and **Admission Number** are available. This activity is **mandatory** so as to confirm your admission.
- Make the Payment on or before **22-07-2023**, in case of failure to pay the amount on or before **22-07-2023** and not reporting through self reporting system, this provisional allotment order automatically stands cancelled and candidate has no claim on the provisional allotment now made.
- The candidate has to report at the allotted college after First Phase UG from **09-08-2023** to **11-08-2023** and handover a set of Xerox copies of certificates and original Transfer Certificate (TC), Not reporting at the allotted college from **09-08-2023** to **11-08-2023**, this provisional allotment order automatically stands cancelled, for details and updations see the website <https://tsacet.nic.in> periodically.
- After payment of Tuition Fee, if the candidate cancels the provisionally allotted seat through online on or before **22-07-2023**, full Tuition Fee paid will be refunded, if cancels thereafter please see details on forfeiture of Tuition Fee placed in the website <https://tsacet.nic.in> in detailed notification.
- Candidates who are satisfied with the present allotment and paid the Tuition Fee through online and self-reported through website need not exercise options in further phase of counselling.
- At the **self-reporting** candidates can participate in next round of counselling, if any, for change of college / branch, if desired.
- The candidate can participate in subsequent phases of counselling without paying Tuition Fee in first phase, but the provisional allotment made in first phase automatically stands cancelled and candidate has no claim on the provisional allotment now made.
- The Sports and NCC extra seats earmarked are not considered for allotment in first phase of counselling. All the candidates joining reservation under MCC / Sports shall exercise options in subsequent phases of counselling so as to consider their candidature for allotment under MCC / Sports quota as per the priorities awarded by the Department concerned.
- Cancellation of Provisionally Allotted Seat:** Login to <https://tsacet.nic.in> website = Click on **online cancellation of allotted seat** = verify the details of college and course = click on **I Agree = Submit Button**. Your provisionally allotted seat stands cancelled and will not be permitted to participate in next round of counselling, if any.
- The candidate at the time of self reporting shall give an undertaking through online that he / she will accept the admission through Degree Online Services Telangana (DOSST), if any.

**Note:** Candidates are informed to verify the transaction limit and validity of Credit / Debit Card before processing for payment. Candidates are informed to pay Tuition Fee from their own account or parents account. In case of refund, if any, will be credited to the same account.



### VIII. TUITION FEE:

- At the bottom of the allotment order, there is Pay Tuition Fee Online as shown in the following screen



- Click on the button Pay Tuition Fee Online
- The following screen appears with the specified Tuition Fee as shown in the screen

- d. Choose either of the Payment Methods
  - i) Credit Card or Debit Card
  - ii) Net Banking
- e. Proceed for payment of Tuition Fee by clicking Make Payment for...
- f. After payment click on Self Reporting System.

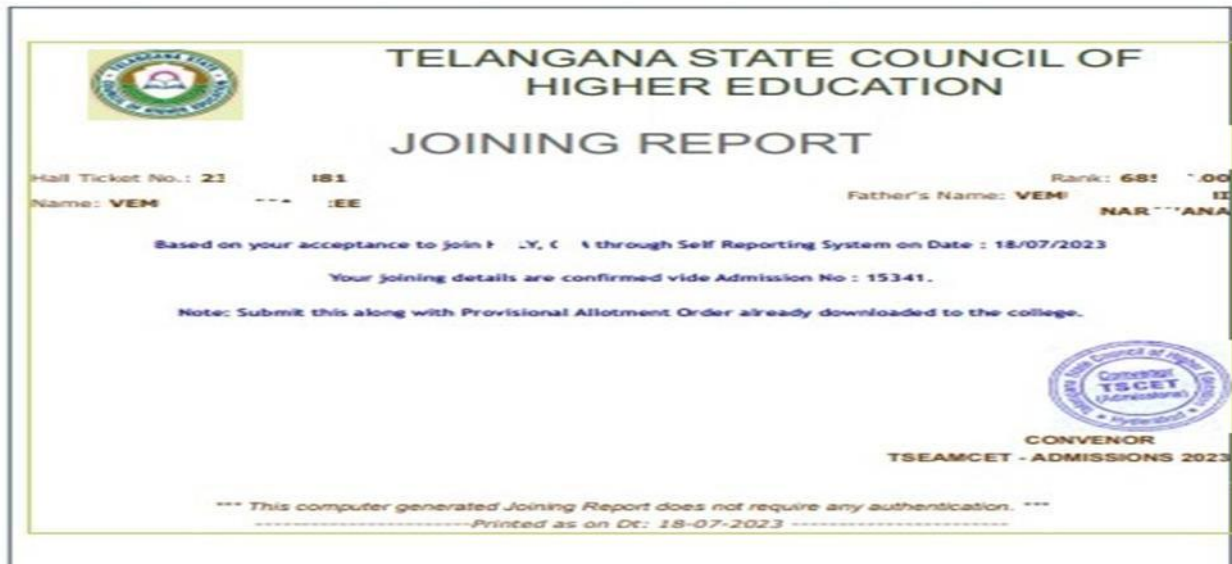
- g. Click on Self Reporting System and then details of the Candidate along with Order ID will appear. Verify Order ID Number and Click on Submit button.
- h. The Joining Report will be displayed. Take the Printout
- i. The Candidate details—Candidate Hall Ticket Number, Rank, Candidate Name and Candidate Father's Name along with the Allotted College & Branch with Admission

Number is displayed.

- j. Take the printout of the Joining Report which is also called as Self Reporting.

7/18/23, 11:52 AM

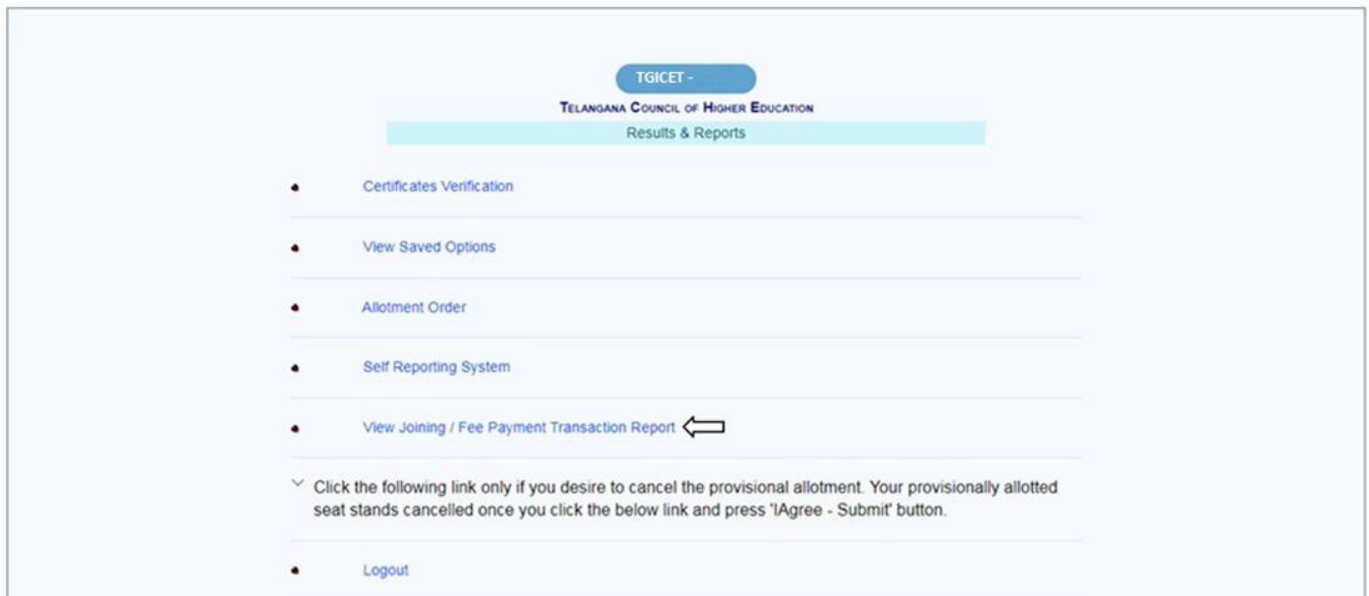
tseamcet.nic.in/new/cand\_joining.aspx



The image shows a 'JOINING REPORT' from the Telangana State Council of Higher Education. It includes the council's logo, the title 'TELANGANA STATE COUNCIL OF HIGHER EDUCATION JOINING REPORT', and candidate details: Hall Ticket No.: 21, Name: VEM, Rank: 68, and Father's Name: VEM. It states the joining date as 18/07/2023 and provides an admission number 15341. A note instructs to submit the report with a provisional allotment order. A circular stamp of the council is on the right, and the text 'CONVENOR TSEAMCET - ADMISSIONS 2023' is at the bottom right. A disclaimer at the bottom states the report is computer-generated and does not require authentication, printed on 18-07-2023.

#### IX. For viewing the Payment Transaction status

- a. Click on View joining report/Fee Payment Transaction Report to view payment details as given in the following screen.



The image shows a web interface for TGICET (Telangana Council of Higher Education). The header includes 'TGICET -' and 'TELANGANA COUNCIL OF HIGHER EDUCATION Results & Reports'. A list of links is provided: Certificates Verification, View Saved Options, Allotment Order, Self Reporting System, View Joining / Fee Payment Transaction Report (highlighted with a mouse cursor), and Logout. A note below the links states: 'Click the following link only if you desire to cancel the provisional allotment. Your provisionally allotted seat stands cancelled once you click the below link and press 'Agree - Submit' button.'

The following screen appears

  
**ADMISSIONS INTO MBA AND MCA**  
**TGICET**

[View Joining Report](#)  
[View Fee Payment Transaction Details](#)

- b. Click on View Fee Payment Transaction Details as given above
- c. The following report will be displayed. The details of all transactions with payment of Processing Fee and Tuition Fee will be displayed as given in the following screen.



**TELANGANA COUNCIL OF HIGHER EDUCATION**  
**TGICET**

**FEE PAYMENT TRANSACTION DETAILS**

Mail Ticket No.: XXXXXXXXXX  
Name: DUMMY NAME

[Print](#)

Rank: XXXXXX  
Father's Name: DUMMY NAME

TRANSACTION STATUS/ RESULT	
ORDER/REQUEST ID	1304014209748015
BANKTRANSACTION ID	0300
BANK TRANSACTION STATUS	0300
AMOUNT	800.00
ROLL NUMBER	1304014209
RANK	1982
FEE TYPE	1982
BANK TXN MESSAGE	PGS10001-Success
TRANSACTION DATE	08/06/2024