DETAILED NOTIFICATION

PAYMENT OF PROCESSING FEE, SLOT BOOKING, CERTIFICATE VERIFICATION AND OPTION EXERCISE FOR WEB BASED COUNSELLING

The eligible and qualified candidates of TSECET-2023 (Diploma holders of all branches including Pharmacy & B.Sc. Mathematics Degree holders) desirous of seeking admission into B.E /B.Tech / Pharmacy Courses (Lateral Entry into second year) in University and Private Engineering and Pharmacy Colleges are informed that the payment of Processing Fee,Slot Booking, Certificate Verification and Option Exercise will commence as per the schedule given below. For details of procedure to be followed and other relevant information please read instructions to the candidate placed in the website **https://tsecet.nic.in**

WHO CAN APPLY:

> ➢ Candidates qualified in TSECET-2023 and secured 45% (for OC) and 40% (for Others) in aggregate marks in Diploma or B.Sc. (Mathematics) Degree Examination.

COUNSELLING SCHEDULE:

S. NO	DETAILS	DATES
	FIRST PHASE	
1	Online filing of Basic Information, Payment of Processing Fee & Slot Booking for selection of Help Line Centre, Date & Time to attend for Certificate Verification	29-07-2023 to 01-08-2023
2	Certificate Verification for already Slot Booked candidates	31-07-2023 to 02-08-2023
3	Exercising Options after Certificate Verification	31-07-2023 to 04-08-2023
4	Freezing of options	04-08-2023
5	Provisional Allotment of Seats on or before	08-08-2023
6	Payment of Tuition Fee & Self Reporting through website	08-08-2023 to 12-08-2023

	FINAL PHASE	
7	Online filing of Basic Information, Payment of Processing Fee & Slot Booking for selection of Help Line Centre, Date & Time to attend for Certificate Verification for not attended candidates in First Phase	20-08-2023 to 21-08-2023
8	Certificate Verification for already Slot Booked candidates	22-08-2023
9	Exercising Options	20-08-2023 to 23-08-2023
10	Freezing of options	23-08-2023
11	Provisional Allotment of Seats on or before	26-08-2023
12	Payment of Tuition Fee & Self Reporting through website	26-08-2023 to 29-08-2023
13	Reporting at the allotted College	26-08-2023 to 30-08-2023
	SPOT ADMISSIONS **[for Admission into B.E. /B.Tech / B Pharmacy Courses (Lateral Entry into second year) in Private Unaided Engineering and B Pharmacy Colleges]**	
14	The Spot Admission guidelines for Private Unaided Engineering andB Pharmacy Colleges will be placed in the website https://tsecet.nic.in	28-08-2023

Candidates / Parents are advised to exercise as many number of options as possible to avoid disappointment of not getting a seat. Therefore while exercising the options every care need to be taken in selecting the college and Branch as per the choice of the candidates.

ELIGIBILITY FOR ADMISSION:

➢ Candidate shall be an Indian National.

➢ Candidate should belong to the State of Telangana /Andhra Pradesh as defined in G.O.(P).No. 646, Education (w) Dept., dated 10-07-1979 and its subsequent amendments.

➢ Howevermaximum eligible age for obtaining a scholarship is 25 years for OC candidates and 29 years for other candidates as on 01-07-2023 as per the guidelines prescribed in Memo No. 10537/SW(Edn.2)/2011,dated: 20-10-2012 and further guidelines issued from time to time by Social Welfare (Edn.) Department shall apply.

- Candidate should have obtained a Diploma in Engineering and Technology /Pharmacy from the State Board of Technical Education of Telangana State / Andhra Pradesh or any other Diploma recognized by the Government of Telangana / Andhra Pradesh as equivalent there to for admission into relevant B.E / B.Tech. /B Pharmacy courses.

(or)

Candidates should have passed three years B.Sc Degree Examination with Mathematics as one of the subjects in the group combination from a recognized University in the Telangana/Andhra Pradesh State or its equivalent. However B.Sc (Mathematics) Degree Holders are not eligible for admission into B.Pharmacy Course.

- Mere appearing for TSECET-2023 and obtaining a rank does not entitle a candidate to be considered for admission automatically unless the candidate fulfills the requirements laid down for admissions.

ATTENTION TO NOT QUALIFIED NOT APPEARED TSECET-2023 MINORITY CANDIDATES:

- Minority candidates (Muslim / Christian) who have not qualified or not appeared in TSECET -2023 and secured 45% (for OC) and 40% (for others) in aggregate marks in Diploma or B.Sc. (Mathematics) Degree Examination toconsider them for the leftover seats in respective minority colleges, if any, after exhausting all the qualified Minority candidates of TSECET-2023. **However, these candidates are not eligible for Fee Reimbursement Scheme**. For procedure to apply to this category please visit the website htttps://tsecet.nic.in

PAYMENT OF PROCESSING FEE:

- Visit website **https://tsecet.nic.in** and click on the link "**PAYMENT OF PROCESSING FEE"**

- Register by entering
    - Registration Number given on TSECET-2023 Hall Ticket.
    - TSECET-2023 Examination Hall Ticket Number.
    - Date of Birth as mentioned in the SSC Marks Memo.

- The Basic Information Form is displayed. Enter the details ofAadhar Number, Mobile Number and Email ID and also enter the details of Caste Certificate, Income Certificate and EWS Certificate application Number issued by MeeSeva, if applicable. **Change of mobile number is not permitted.**

- Update the information and pay the Processing Fee of Rs. 600/- (for SC/ST) and Rs. 1200/- (for others) through online payment (Credit Card / Debit Card / NetBanking).

SLOT BOOKING FOR CERTIFICATE VERIFICATION:

- All categories (OC/EWS/BC/SC/ST/MINORITY) candidates, Book your Slot (Selection of Help Line Center, Date & Time) to attend certificate verification at your nearest or convenient Help Line Center (HLC) mentioned in Annexure-I within the scheduled dates and attend for the Certificate Verification accordingly. Without payment of Processing Fee and Slot Booking, the candidate is not permitted to attend for Certificate Verification. The candidate shall be permitted to attend for Certificate Verificationonlyat the Help Line Center (HLC) on the date and time as per the slot booked by the candidate.

- Special category candidates i.e., National Cadet Corps (NCC) / Physically Challenged (PHC)/ Children of Armed Forces Personnel (CAP)/ Sports (SG)need to book Slot duly selecting the Help Line Center of **GOVERNMENT POLYTECHNIC, MASAB TANK, HYDERABAD** to attend for Certificate Verification for given date and time slots as mentioned in Annexure-I, other certificates of these candidate will also be verified on the dates mentioned along with Special Reservation category Certificates.

ECONOMICALLY WEAKER SECTIONS (EWS) RESERVATION:

➢ As per the guidelines issued in G.O.Ms.No. 244 General Administration (SER.D) Department, dated: 24-08-2021, 10% reservation to the Economically Weaker Sections (EWS) in respect of Admissions into Educational Institutions shall apply. The benefit of reservation under EWS can be availed upon production of an Economically Weaker Sections (EWS) Income Certificate issued by a Tahsildar valid for the year 2023-24.

STRESERVATIONS:

➢ As per the guidelines issued in G.O.Ms.No.33 Tribal Welfare Department dated:30-09-2022,10% reservations for Scheduled Tribes in Educational Institutions shall apply.

CERTIFICATE VERIFICATION:

➢ **Candidate Physical presence is mandatory for Certificate Verification strictly as per the scheduled slot booking date and time at Help Line Centre.**

Certificates to be produced by the candidates at the time of Certificate Verification:

All original certificates and 2 sets of Xerox copies of the following

- ➢ TSECET -2023 Rank Card.
- ➢ TSECET -2023 Hall Ticket.
- ➢ Aadhar Card.
- ➢ S.S.C or its equivalent Marks memo.
- ➢ Diploma / Degree Memorandum of marks.
- ➢ Diploma / Degree Provisional Pass Certificate.
- ➢ Intermediate or its equivalent Memo-Cum-Pass Certificate in case ofB.Sc (Mathematics) candidates.
- ➢ Study Certificate from VI to Diploma [9th Class to Degree in case ofB.Sc (Mathematics), IV to Diploma in case of candidates studied in Statewide Institutions].
- ➢ Transfer Certificate (T.C).
- ➢ Income Certificate issued on or after 01-01-2023 by competent authority, if applicable.
- ➢ EWS Certificate issued by Tahsildar valid for the year 2023-24, if applicable.
- ➢ Caste Certificate issued by competent authority, if applicable.
- ➢ Residence Certificate of candidate for a period of 7 years preceding to qualifying examination in case where the candidate has no institutionalized education.
- ➢ In respect of Non-Local candidates in order to consider them for allotment under unreserved seats the following certificates needs to be submitted.

  - • **Residence Certificate:** Candidates who has resided in the State for a total period of 10 years excluding periods of study outside the State; or either of whose parents have resided in the State 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 this State or Central Government, Public Sector Corporations, Local bodies, Universities and other similar Quasi Public Institutions within the State at the time of applying for TSECET -2023 Examination.

- ➢ **Minorities:** SSC TC containing Minority Status or Certificate from the Head Master.

Certificates to be produced by PHC/CAP/NCC /Sports (SG) Candidates:

All original certificates and 3 sets of Xerox copies of the following.

- ➢ **PHC** (Visually Handicapped, Hearing Impaired Handicapped & Orthopedically Handicapped) -Certificate issued by District Medical Board. Candidates with 40% and above disability are only eligible.

- ➢ **CAP** (Children of Armed Forces Personnel):

  a) Children of Armed Forces (CAP)-2% (two percent) for the children of armed persons i.e., Ex-Servicemen, Defence Personnel including the Children of Border Security Force and Central Reserve Police Force who are Domiciled in Telangana State based on the permanent address / Home town declared by them while joining the service and as recorded in their Service Register.

  b) The Ex-Servicemen have to produce the Children of Armed Forces Personnel (CAP) certificate issued by respective Regional Sainik Welfare Officer as per Appendix-"A" attachedwith supporting documents to establish the Permanent address / Home town declared by Ex-Servicemen while joining the service and as recorded in their Service Register in accordance with G.O, such as Certificate from Records Office, Education Certificates of Ex-Servicemen, etc.

  c) Serving Defence Personnel including CRPF and BSF Personnel should submit a Children of Armed Forces Personnel (CAP) certificate issued by Unit Commanding Officer (not less than the rank of a Colonel/ equivalent in Navy and Air Force Commandant in CRPF/BSF) as per Appendix-"B" attached along with original and attested copy of Service Register where the Permanent address / Home town declared by them while joining the service is mentioned along with the education certificates of the Serving Defence personnel.

  d) The retired CRPF and BSF Personnel have to produce the Children of Armed Forces Personnel (CAP) certificate issued by their respective competent authority as per Appendix-A along with supporting documents to establish the Permanent address / Home Town declared by them while joining the service and as recorded in their Service Register in accordance with G.O, such as Certificate from Records Office, Education Certificates of CRPF/ BSF personnel, etc.

- ➢ **NCC** (National Cadet Corps) –NCC Certificates issued by competent authorities.

- ➢ **Sports** (SG)**:** Sports Achievements / Testimonials along with the Form- I, II, III& IV duly certified / attested by the concerned State Sports Associations recognized by the Sports Authority of Telangana State (SATS) which are categorized according to

level of the Championships as laid down in G.O.Ms.No. 02, Youth Advancement, Tourism & Culture (Sports) Department, dated: 22-09-2020, which are essential during Scrutiny.

The candidates are advised to see the information related to all special categories [PHC/CAP/NCC/Sports (SG)] are available under Hyperlink special categories in websitehttps://tsecet.nic.inbefore booking slot for Certificate verification.

SCHEDULE FOR SPECIAL CATEGORIES PHC / CAP / NCC / SPORTS (SG):

The special category candidates PHC/ CAP / NCC / Sports (SG) need to book slot only selecting the Help Line Center of **GOVERNMENT POLYTECHNIC, MASAB TANK, HYDERABAD** to attend for certificate verification as per below schedule. The other certificates of these candidates will also be verified along with Special Reservation category certificates.

CAP (CHILDREN OF ARMED FORCES PERSONNEL) 31-07-2023	10:30 to 11:00 A.M	11:30 to 12:00 Noon
	12:30 to 01:00 P.M	
NCC (NATIONAL CADET CORPS) 31-07-2023 to 01-08-2023	10:00 to 10:30 A.M	11:00 to 11:30 A.M
	12:00 to 12:30 P.M	02:00 to 02:30 P.M
	03:00 to 03:30 P.M	04:00 to 04:30 P.M
	05:00 to 05:30 P.M	
NCC (NATIONAL CADET CORPS) 02-08-2023	02:00 to 02:30 P.M	03:00 to 03:30 P.M
	04:00 to 04:30 P.M	05:00 to 05:30 P.M
SPORTS (SG) 01-08-2023	10:30 to 11:00 A.M	11:30 to 12:00 Noon
	12:30 to 01:00 P.M	02:30 to 03:00 P.M
	03:30 to 04:00 P.M	04:30 to 05:00 P.M
PHC (PHYSICALLY CHALLENGED) 02-08-2023	09:30 to 10:00 A.M	10:00 to 10:30 A.M
	10:30 to 11:00 A.M	11:30 to 12:00 Noon
	12:00 to 12:30 P.M	

NOTE:

➢ Special categories i.e., PHC/CAP/NCC/Sports (SG) certificates shall be verified during First Phase of counselling only on scheduled date and time. No further Certificate Verification for Special Categories after schedule date. **No Certificate Verification**

for Special Categories in final phase. Allotments for NCC / Sports categories will be made in final phaseonly after due verification from the concerned authorities.

➢ After verification of original certificates, Receipt of Certificates (ROC) will be issued to the candidate duly signed by Chief Verification Officer. Candidate / Parents should check the details printed on ROC, if correction required, immediately contact Chief Verification Officer for rectification.

➢ Immediately after Certificate Verification the login ID will be sent to the candidate to the registered mobile number, if not received collect login ID at Help Line Center before leaving Certificate Verification Hall.**Note down the login ID received and do not disclose to anyone.**

TUITION FEE TO BE PAID:

• The Tuition Fee particulars and seats available under Convenor Quota College wise will be made available on the website https://tsecet.nic.in well before the commencement of option entry.

• The Fee reimbursement for eligible candidates is subject to the guidelines issued by the Government from time to time.

PROCEDURE FOR EXERCISING OPTIONS:

➢ Immediately after Certificate Verification, the Login Id will be sent to the candidates registered Mobile Number. All the messages / OTPs / Allotment details etc., will be sent to the Registered Mobile number, hence advised to **keep the mobile with you till the end of admission process.**

➢ Download the list of colleges / branches / districts from the website **https://tsecet.nic.in**

➢ Take the printout of Manual Option Entry Form from the website.

➢ Consult Parents / Friends and prepare Manual Option Entry Form as per your preference duly writing institution code, branch code and district code. This is for your convenience and to avoid mistakes and save time while entering web options.

➢ The candidates can exercise options from Home / Internet Centre.

➢ If the candidate is exercising options from Internet Centre, make sure that proper logout is done after saving the options to avoid manipulation of the password by the Internet Centre person.

➢ Generate the Password by clicking on **Candidates Registration** link in the website.

➢ Do not share the password with others.

➢ After successful password generation, Login with the details under the link **Candidates Login** and enter OTP as received in registered Mobile Number.

- Refer the Manual Option Entry Form prepared by you and enter the options in the website.
- Candidates are advised to exercise options carefully in the order of priority. The order of priority of options is the important criteria in securing the seat.
- **Candidate has to exercise as many options as possible to avoid disappointment of not getting a seat.**
- Candidate can exercise and modify the options any number of times within the scheduled dates.
- **Take a printout of final options saved for reference**.

ALLOTMENT OF SEATS:

- The Provisional First Phase allotment of seats will be made on or before **08-08-2023** and will be placed in the website **https://tsecet.nic.in**
- For downloading the candidate's **ProvisionalAllotment Order, enter the ROC Form Number, TSECET Hall Ticket Number, Password and Date of Birth in Candidate login in https://tsecet.nic.in**
- Pay the Tuition Fee mentioned in the Provisional allotment order through online (Credit Card / Debit Card/ Net Banking) within the prescribed time and self report through online system in candidates login and take admission number to confirm the provisionally allotted seat. Take the printout.
- The candidates with zero Tuition Fee mentioned on provisional allotment order, shall perform the self reporting within the prescribed date through online system in candidates login and take admission number to confirm the provisionally allotted seat. Take the printout.
- All the candidates have to pay a minimum of Rs. 5000/- (SC/ST) and Rs. 10000/- (Others) along with Tuition Fee where the Tuition Fee to be paid by the candidate is less than Rs. 5000/-(SC/ST) and Rs. 10000/- (Others).The same will be returned back to the candidates who report at the allotted college after final phase. If the candidate did not report at the allotted college the same will be forfeited.
- Candidates/Parents are advised to make Tuition Fee payment from their own Bank Accounts. In case of refunds, if any, the amount will be remitted back through online in to the same Bank Account from which the payment was made.
- The candidate has to report at the allotted college after Final Phase of counselling and handover a set of Xerox copies of the certificates and Original Transfer Certificate (T.C).

- If the candidate does not pay the prescribed Tuition Fee within the schedule mentioned, the provisional allotted seat automatically stands cancelled and he / she shall not have any claim on the provisionally allotted seat.

- Follow the further instructions printed on the provisional allotment order.

- After first phase, if the candidate cancels admission through Online after payment of Tuition Fee and exercise options in subsequent phases if any, Tuition Fee paid earlier shall be considered for subsequent allotment of seat and forfeiture of amount will be applicable as mentioned below.

- **If the candidate cancels his / her admission will forfeit the Tuition Fee paid as mentioned below.**
    - After first phase, if the candidate cancels admission through Online after payment of Tuition Fee and exercise options in subsequent phases if any, Tuition Fee paid earlier shall be considered for subsequent allotment of seat and forfeiture of amount will be applicable as mentioned below.

    - **If the candidate cancels his / her admission will forfeit the Tuition Fee paid as mentioned below.**
        - After first phase, after payment of Tuition Fee, if the candidate cancels the provisionally allotted seat through online on or before the cut off date notified for cancellation in first phase as mentioned in allotment order, full Tuition Fee paid will be refunded.
        - 50% after final phase and before cut off date notified for cancellation as mentioned in allotment order and 100% thereafter in respect of Private Unaided and University colleges.

FINAL PHASE:

The eligible candidates can attend for Certificate Verification and exercise options in Final Phase, if they have not attended earlier and can exercise options.

The candidates who have participated in First Phase Counselling can exercise options using their old password, Login ID, for the leftover seats now available and consequential vacancies that may arise in the process of allotment as per the schedule mentioned above, and it is advised to exercise options for interested colleges only assuming that vacancies are available in the course of their choice.

WHO CAN EXERCISE OPTIONS IN FINAL PHASE?

- Candidates who have secured seat but not interested to join.
- Who have not secured seat so far but got their certificates verified.
- Who have not exercised the options so far but got their certificates verified.
- Who have secured a seat, self reported and aspiring for a better option.
- NCC and Sports category candidates whose certificates were submitted and got verified during First Phase of counselling have to exercise options in Final Phase to consider their candidature for NCC and Sports category seats.
- And any other eligible candidates.

NOTE:

1. Options given in the First Phase will not be considered for allotment and candidates have to exercise option afresh.
2. Candidates who are satisfied with their previous allotment and paid the Tuition Fee through online and self reported through website need not exercise options once again. However they have to report at the allotted college between **26-08-2023** to **30-08-2023** otherwise your allotted seat stands cancelled.
3. Candidates shall note that if they exercise options now and a seat is allotted as per the options, the vacated seat will be allotted to next meritorious candidate and hence they will have no claim on previous allotment.

PROCEDURE FOR EXERCISING OPTIONS AS MENTIONED ABOVE.

> **Candidate has to exercise as many options as possible to avoid disappointment of not getting a seat.**

FINAL PHASE ALLOTMENT OF SEATS:

The provisional Final Phase allotment of seats will be placed in the website **https://tsecet.nic.in** on or before **26-08-2023**.

- For downloading the candidate's **Provisionalallotment order, enter the ROC Form Number, Hall Ticket Number, Password and Date of Birth in candidate login in https://tsecet.nic.in**
- Pay the Tuition Fee mentioned in the Provisional allotment order through online (Net Banking / Credit Card / Debit Card) within the prescribed time. Self Report through website, report at the allotted college, otherwise your allotted seat stands cancelled.

- Candidates/Parents are advised to make Tuition Fee payment from their own Bank Accounts. In case of refunds, if any, the amount will be remitted back through online in to the same Bank Account from which the payment was made.

- In candidate's login, the candidate after Self Report through online system, the Admission Number will be generated. Take the printout and report at the finally allotted college between **26-08-2023** to **30-08-2023** otherwise your allotted seat stands cancelled.

- If the candidate does not pay the prescribed Tuition Fee within the schedule mentioned, the provisional allotted seat automatically stands cancelled and he / she shall not have any claim on the provisionally allotted seat.

- **Follow the further instructions printed on the provisional allotment order.**

- **If the candidate cancels his/her admission will forfeit the Tuition Fee paid as mentioned above.**

- **See the website https://tsecet.nic.in periodically for updated information.**

SPOT ADMISSIONS:

The Spot Admission guidelines to B.E./B.Tech/B Pharmacy courses (Lateral Entry into second year) in Private Unaided Engineering and B Pharmacy Colleges will be placed in the website **https://tsecet.nic.in** on **28-08-2023.**

Sd/-COMMISSIONER, TECHNICAL EDUCATION &
CONVENOR, TSECET-2023 ADMISSIONS