



TELANGANA STATE PUBLIC SERVICE COMMISSION

TSPSC New Registration (OTR) User Manual

Secretary,

Telangana State Public Service Commission, Prathibha Bhavan, M.J.Road,
Nampally, Hyderabad 500001, Telangana



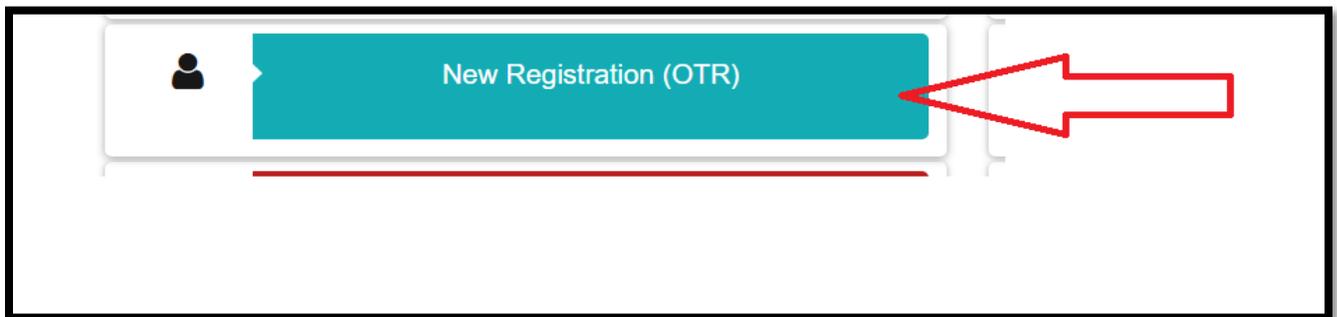
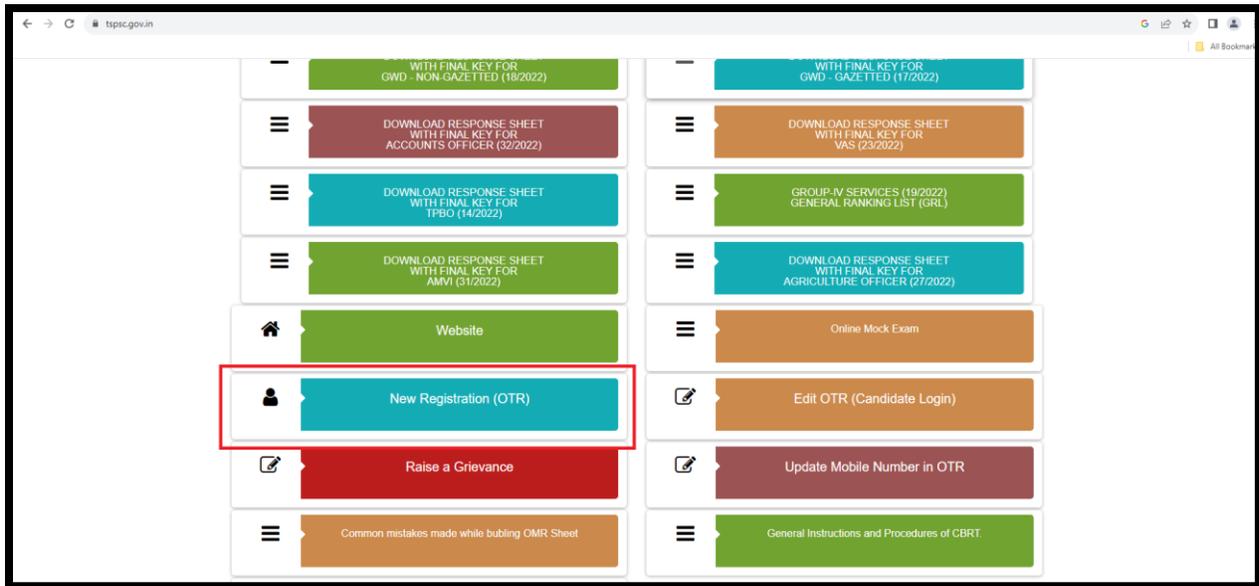
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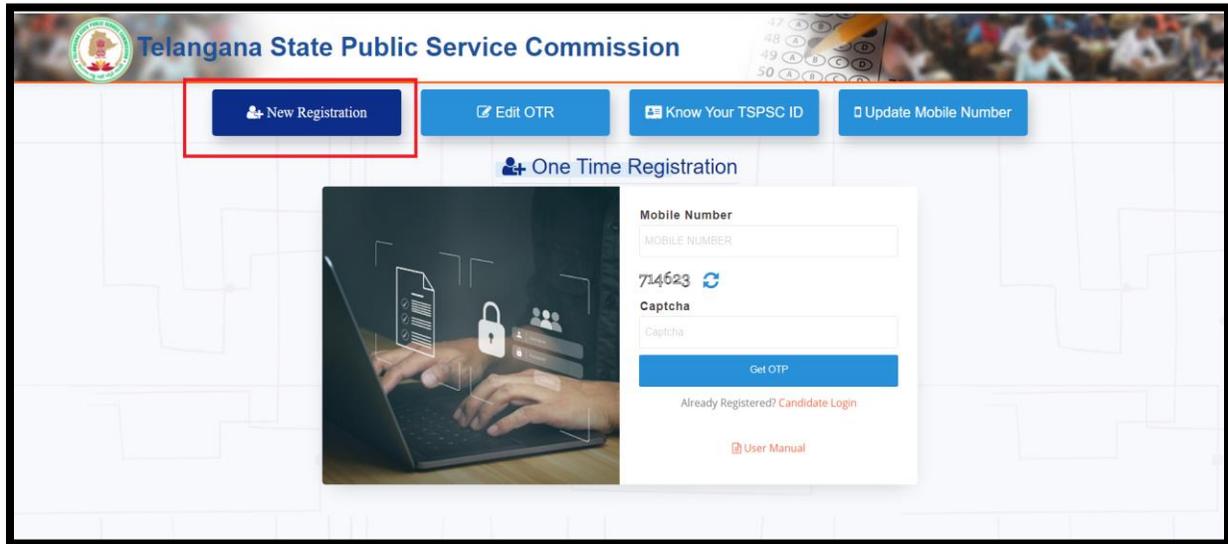
Survey No. 91, Near Outer Ring Road Chowrasta,
Gachibowli, Hyderabad 500 032,

Telangana, India.

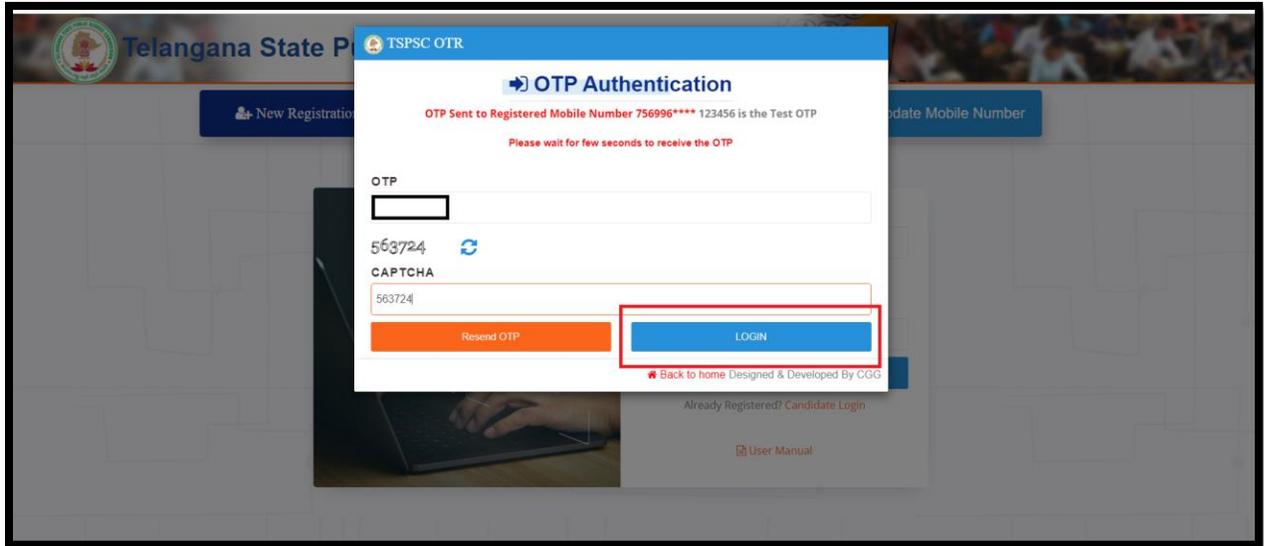
Website: <https://www.tspsc.gov.in/>



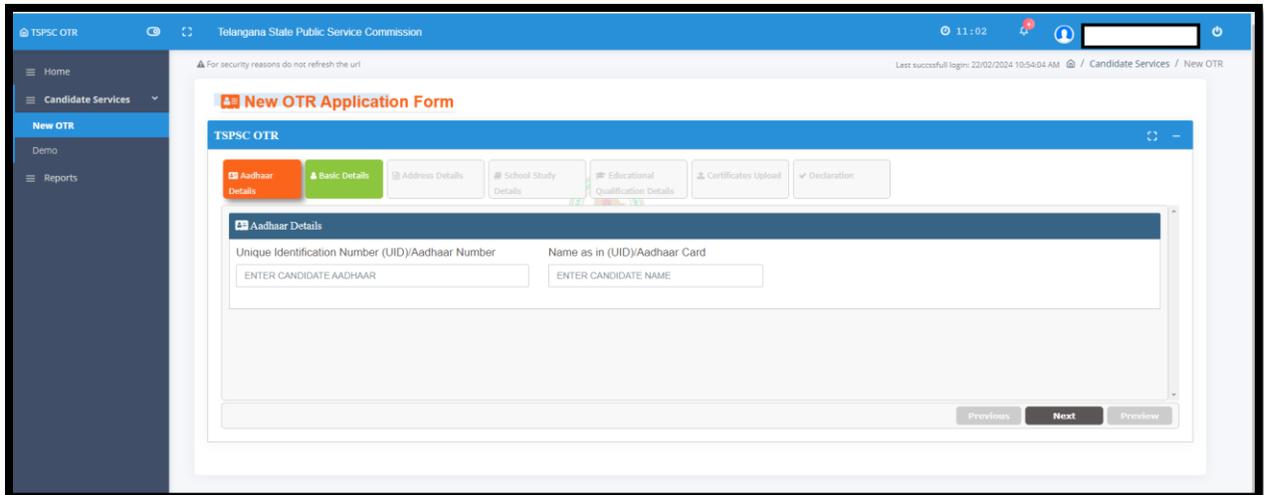
- After login to the main website the user has to select the New Registration (OTR) services to register OTR.



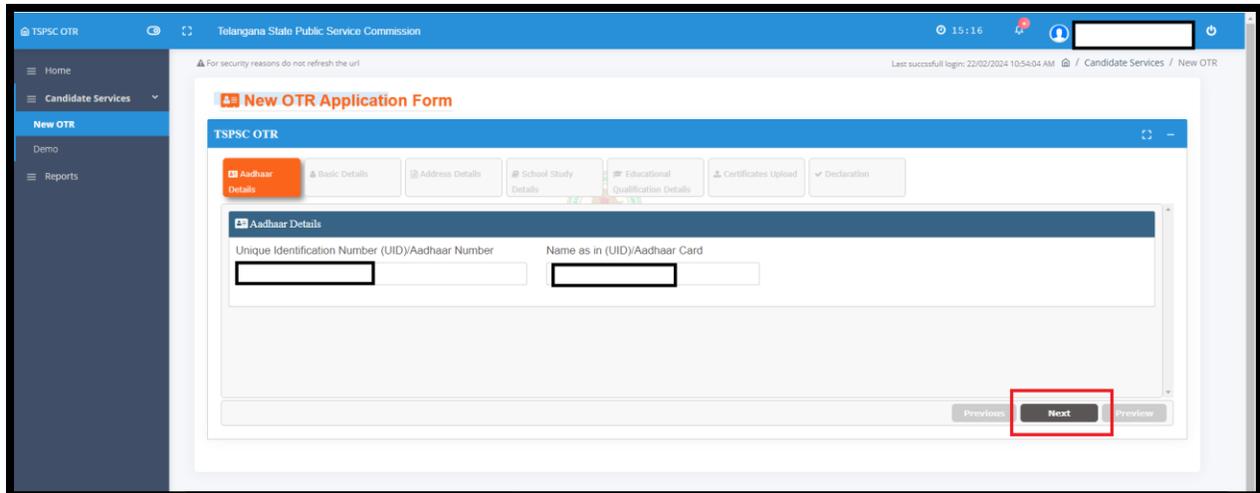
- After clicking the New Registration (OTR) service the above mentioned screen will appear. In this the user need to provide the Mobile Number and need to enter the Captcha click on the Get OTP button.



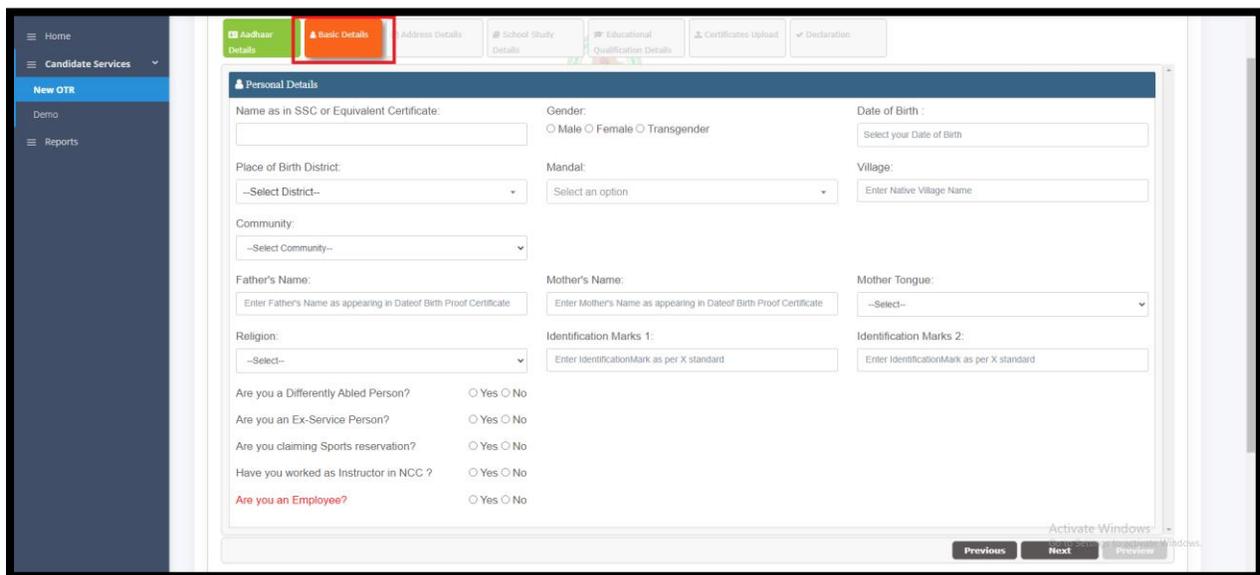
- After clicking the Get OTP the above mentioned screen will appear in this the user need to enter the OTP and Captcha then click on the Submit button.



- After successful login the above mentioned screen will appear with Aadhaar Details tab in this the user need to provide the Aadhaar Details like Aadhaar Number and Name.



- After submitting the Aadhaar Details the user need to click on the Next button.



- After completion of the Aadhaar Details tab the Basic Details tab will appear like mentioned in the above screen in this the user need to fill all the Basic details related to He/she.

Personal Details

Name as in SSC or Equivalent Certificate:

Gender: Male Female Transgender

Date of Birth :

Place of Birth District:

Mandal:

Village:

Community:

If BC (Do you come under)
 Creamy Layer Non-Creamy Layer

Note: You have to produce Non-Creamy Layer Certificate at the appropriate time issued by the Competent Authority(Tahsilidar) when ever asked by the Commission.

Father's Name:

Mother's Name:

Mother Tongue:

Religion:

Identification Marks 1:

Identification Marks 2:

Are you a Differently Abled Person? Yes No

Are you an Ex-Service Person? Yes No

Are you claiming Sports reservation? Yes No

Have you worked as Instructor in NCC ? Yes No

Previous **Next** Preview

- After filling the Basic Details the user need to click on the Next button to move further.

Address Details

Address for Correspondence

Flat/House No, Floor, Building:

Colony/Society, Street, Locality/Area, Village:

Town/City/District:

State:

Pincode:

Permanent Address if different from above

Same as Address for Correspondence(Tick if applicable)

Flat/House No, Floor, Building:

Colony/Society, Street, Locality/Area, Village:

Town/City/District:

State:

Pincode:

e-Mail ID:

Mobile No:

(Please maintain the same number for further communication)

Previous **Next** Preview

- After completion of the Basic details the Address Details tab will appear like mentioned in the above screen.

Address Details

Address for Correspondence

Flat/House No, Floor, Building: Colony/Society, Street, Locality/Area,Village: Town/City/District:

State: Pincode:

Permanent Address if different from above

Same as Address for Correspondence(Tick if applicable)

Flat/House No, Floor, Building: Colony/Society, Street, Locality/Area,Village: Town/City/District:

State: Pincode:

e-Mail ID: Mobile No: (Please maintain the same number for further communication)

Previous **Next** Preview

➤ After filling the Address Details in this tab then user need to click on the Next button.

School Study Details

LOCAL CANDIDATURE: (AS PER THE PRESIDENTIAL ORDER 2018) (G.O.MS.NO.124, G.A. (SPF-MC) DEPT., DATED:30.08.2018, G.O.MS.NO.128, GA(SPF-I) DEPT., DATED: 30.06.2021 and G.O.RT.No.272, REVENUE(DA) DEPT., DATED: 12.07.2021)

Study Class/Residence	Academic / Resided Year	Type of study	District	Mandal	Village/Ward Number/Town	School Name
1st Class	--Academic Year--	--Type--	--Select District--	--Select--	Enter Village/Ward Number/Town	Enter school name
2nd Class	--Academic Year--	--Type--	--Select District--	--Select--	Enter Village/Ward Number/Town	Enter school name
3rd Class	--Academic Year--	--Type--	--Select District--	--Select--	Enter Village/Ward Number/Town	Enter school name
4th Class	--Academic Year--	--Type--	--Select District--	--Select--	Enter Village/Ward Number/Town	Enter school name
5th Class	--Academic Year--	--Type--	--Select District--	--Select--	Enter Village/Ward Number/Town	Enter school name
6th Class	--Academic Year--	--Type--	--Select District--	--Select--	Enter Village/Ward Number/Town	Enter school name
7th Class	--Academic Year--	--Type--	--Select District--	--Select--	Enter Village/Ward Number/Town	Enter school name

The following are the zones in the Telangana State:

Zone-I - Kaleshwaram : Jaya Shankar Bhupalapally,Kumram Bheem Asifabad,Mancherla,Mulugu,Peddapally

Zone-II - Basara : Adilabad,Jagtai,Nirmal,Nizamabad

Zone-III - Rajanna : Kamareddy,Karimnagar,Medak,Rajanna Siricilla,Siddipet

Zone-IV - Bhadradi : Bhadradi-Kothagudem,Hanamkonda,Khammam,Mahabubabad,Warangal

Zone-V - Yadadri : Jangaon,Nalgonda,Suryapet,Yadadri-Bhuvanagiri

Zone-VI - Charminar : Hyderabad,Medchal-Malkajgiri,Ranga Reddy,Sangareddy,Vikarabad

Zone-VII - Jogulamba : Jogulamba-Gadwal,Mahabubnagar,Nagarkurnool,Narayanapet,Wanaparthy

Note:

Multi Zone I : Zone-I , Zone - II , Zone - III, Zone - IV

Multi Zone II : Zone - V , Zone - VI, Zone - VII

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➤ After completion of the Address Details the Basic Educational Details tab will appear like mentioned in the above screen.

Aadhaar Details
Basic Details
Address Details
School Study Details
Educational Qualification Details
Certificates Upload
Declaration

School Study Details

LOCAL CANDIDATURE: (AS PER THE PRESIDENTIAL ORDER 2018) (G.O.MS.NO.124, G.A. (SPF-MC) DEPT., DATED:30.08.2018, G.O.MS.NO.128, GA(SPF-I) DEPT., DATED: 30.06.2021 and G.O.RT.No.272, REVENUE(DA) DEPT., DATED: 12.07.2021)

Study Class/ Residence	Academic / Resided Year	Type of study	District	Mandal	Village/Ward Number/Town	School Name
1st Class	1997-1998	Regula	Adilabad	Adilabad (Rural)	<input type="text"/>	<input type="text"/>
2nd Class	1998-1999	Regula	Adilabad	Adilabad (Rural)	<input type="text"/>	<input type="text"/>
3rd Class	1999-2000	Regula	Adilabad	Adilabad (Rural)	<input type="text"/>	<input type="text"/>
4th Class	2000-2001	Regula	Adilabad	Adilabad (Rural)	<input type="text"/>	<input type="text"/>
5th Class	2002-2003	Regula	Adilabad	Adilabad (Rural)	<input type="text"/>	<input type="text"/>
6th Class	2003-2004	Regula	Adilabad	Adilabad (Rural)	<input type="text"/>	<input type="text"/>
7th Class	2004-2005	Regula	Adilabad	Adilabad (Rural)	<input type="text"/>	<input type="text"/>

The following are the zones in the Telangana State:

- Zone-I - Kaleshwaram : Jaya Shankar Bhupalapally,Kumram Bheem Asifabad,Mancherial,Mulugu,Peddapally
- Zone-II - Basara : Adilabad,Jagtlal,Nirmal,Nizamabad
- Zone-III - Rajanna : Kamareddy,Karimnagar,Medak,Rajanna Siricilla,Siddipet
- Zone-IV - Bhadradi : Bhadradi-Kothagudem,Hanamkonda,Khammam,Mahabubabad,Warangal
- Zone-V - Yadadri : Jangaon,Nalgonda,Suryapet,Yadadri-Bhuvanagiri
- Zone-VI - Charminar : Hyderabad,Medchal,Malkajgiri,Ranga Reddy,Sangareddy,Vikarabad
- Zone-VII - Jogulamba : Jogulamba-Gadwal,Mahabubnagar,Nagarkurnool,Narayanapet,Wanaparthy

Note:
 Multi Zone I : Zone-I , Zone - II , Zone - III, Zone - IV
 Multi Zone II : Zone - V , Zone - VI, Zone - VII

Previous
Next
Preview

➤ After filling the Basic Educational details in this tab then user need to click on the Next button.

TSPSC OTR

Aadhaar Details
Basic Details
Address Details
School Study Details
Educational Qualification
Certificates Upload
Declaration

SSC Details

District/State:
 Board:
 SSC Hall Ticket Number:
 Month of Pass:
 Year of Pass:

Place of Study:
 School Name:
 Percentage of Marks/Grade (in all subjects including Optional subjects and languages):

10+2 Details

District:
 Board:
 Group:
 Month of Pass:
 Year of Pass:

Inter Hall Ticket Number:
 College Name:
 Place of Study:
 Percentage of Marks/Grade (in all subjects including Optional subjects and languages):

Polytechnic Details

District:
 Board:
 Branch:
 Month of Pass:
 Year of Pass:

Diploma Hall Ticket Number:
 College Name:
 Place of Study:
 Percentage of Marks/Grade (in all subjects including Optional subjects and languages):

Graduation Details				
District	Name of the Educational Institute /University	Group/Branch	Month of Pass	Year of Pass
--Select District--	--Select University--	--Select Group/Branch--	Select	--Year--
Hall Ticket/Roll Number	College Name	Place of Study	Percentage of Marks/Grade (in all subjects including Optional subjects and languages)	
Enter Hall ticket No	Enter College name	Enter Place of Study	Enter percentage of Marks/Grade	

Integrated Details			
District	Name of the Educational Institute /University	Group/Branch	Subject
--Select District--	--Select University--	--Select Group/Branch--	--Select Subject--
Specialisation	Hall Ticket Number	Month of Pass	Year of Pass
Enter Specialisation	Enter Hall ticket No	Select	Select
College Name	Place of Study	Percentage of Marks/Grade in Degree (in all subjects including Optional subjects and languages)	Percentage of Marks/Grade in PG (in all subjects including Optional subjects and languages)
Enter College name	Enter Place of Study	Enter percentage of Marks/Grade	Enter percentage of Marks/Grade

Post Graduation Details				
District	Name of the Educational Institute /University	Subject	Month of Pass	Year of Pass
--Select District--	--Select University--	--Select Subject--	Select	Select
Hall Ticket/Roll Number	College Name	Specialisation	Place of Study	Percentage of Marks/Grade (in all subjects including Optional subjects and languages)
Enter Hall ticket No	Enter College name	Enter Specialisation	Enter Place of Study	Enter percentage of Marks/Grade

M.PHIL Details		
District	College Name	Place of Study
--Select District--	Enter College Name	Enter University Name
Name of the Educational Institute /University	Month of Pass	Year of Pass
--Select University--	Select	Select
Specialisation	Hall Ticket/Roll Number	
Enter Specialisation	Enter Hall ticket No	

PH.D Details		
Name of the Educational Institute /University	Subject	Place of Study
--Select University--	Enter Subject	Enter Place of Study
Topic	Month of Acquiring PhD	Year of Acquiring PhD
Enter topic	Select	Select

Additional Qualifications (if any)
Add Qualification

[Previous](#) [Next](#) [Preview](#)

- After completion of the Basic Educational Details the Educational Qualification Details tab will appear like mentioned in the above screens.

TSPSC OTR

SSC Details

District/State:
 Board:
 SSC Hall Ticket Number:
 Month of Pass:
 Year of Pass:
 Place of Study:
 School Name:
 Percentage of Marks/Grade (in all subjects including Optional subjects and languages):

10+2 Details

District:
 Board:
 Group:
 Month of Pass:
 Year of Pass:
 Inter Hall Ticket Number:
 College Name:
 Place of Study:
 Percentage of Marks/Grade (in all subjects including Optional subjects and languages):

Polytechnic Details

District:
 Board:
 Branch:
 Month of Pass:
 Year of Pass:
 Diploma Hall Ticket Number:
 College Name:
 Place of Study:
 Percentage of Marks/Grade (in all subjects including Optional subjects and languages):

Graduation Details

District:
 Name of the Educational Institute /University:
 Group/Branch:
 Month of Pass:
 Year of Pass:
 Hall Ticket/Roll Number:
 College Name:
 Place of Study:
 Percentage of Marks/Grade (in all subjects including Optional subjects and languages):

Integrated Details

District:
 Name of the Educational Institute /University:
 Group/Branch:
 Subject:
 Specialisation:
 Hall Ticket Number:
 Month of Pass:
 Year of Pass:
 College Name:
 Place of Study:
 Percentage of Marks/Grade in Degree (in all subjects including Optional subjects and languages):
 Percentage of Marks/Grade in PG (in all subjects including Optional subjects and languages):

Post Graduation Details

District:
 Name of the Educational Institute /University:
 Subject:
 Month of Pass:
 Year of Pass:
 Hall Ticket/Roll Number:
 College Name:
 Specialisation:
 Place of Study:
 Percentage of Marks/Grade (in all subjects including Optional subjects and languages):

The screenshot shows a web form titled "PH.D Details". It contains several input fields: "Name of the Educational Institute /University" (a dropdown menu with "--Select University--"), "Subject" (a text input field with "Enter Subject"), "Place of Study" (a text input field with "Enter Place of Study"), "Topic" (a text input field with "Enter topic"), "Month of Acquiring PhD" (a dropdown menu with "Select"), and "Year of Acquiring PhD" (a dropdown menu with "--Year--"). Below these fields is a section titled "Additional Qualifications (if any)" with a green "Add Qualification" button. At the bottom right of the form, there are three buttons: "Previous", "Next", and "Preview". The "Next" button is highlighted with a red rectangular box.

➤ After filling the Educational Qualifications in this tab then user need to click on the Next button.

The screenshot shows the "TSPSC OTR" interface. At the top, there is a navigation bar with several tabs: "Aadhaar Details", "Basic Details", "Address Details", "School Study Details", "Educational Qualification", "Certificates Upload", and "Declaration". The "Certificates Upload" tab is highlighted with a red rectangular box. Below the navigation bar, there is a section titled "Certificate Uploads" with a "Note" containing three instructions: "1. This tab details will not be auto saved until you submit the form.", "2. Uploading of Certificates is Optional/Non-Mandatory. However, Original Certificates shall have to be produced at the time of certificate verification.", and "3. Upload files in JPG or JPEG or PNG format with size between 40KB to 500KB." Below the note, there are two sections for uploading certificates: "Uploads of Basic details" and "Community Certificate" (with a "Browse" button highlighted in a red box) and "Non-Creamy Layer Certificate" (with a "Browse" button highlighted in a red box).

Bonafide Certificate/Residence Certificate

Note:
 1. Please upload the Bonafied Certificate if the study type is Regular.
 2. Please upload the Residential Certificate if the study type is Not Studied in any Educational Institute.

1st Class Bonafide Certificate/Residence Certificate

2nd Class Bonafide Certificate/Residence Certificate

3rd Class Bonafide Certificate/Residence Certificate

4th Class Bonafide Certificate/Residence Certificate

5th Class Bonafide Certificate/Residence Certificate

6th Class Bonafide Certificate/Residence Certificate

7th Class Bonafide Certificate/Residence Certificate

Upload of Educational Qualifications Certificates

X Standard Certificate

Intermediate Certificate

Graduation Certificate

Photograph and Signature

Instructions for Photograph:

- Before filling up the application form the candidate should have a scanned image of his/her photograph and signature. These scanned images are to be uploaded during the submission of application form. The photograph should be in colour or b/w (but clear contrast) with name of the candidate and date of taking the photograph printed on it as shown below. It should be without cap or goggles. Spectacles are allowed. Polaroid photos are not acceptable.
- To be uploaded during the submission of online application form.
- Photograph [3.5^{cm}x4.5^{cm}] should have the name of the candidate and the date on which the photograph is taken printed as shown in the sample image.
- Signature of the candidate shall be scanned [3.5^{cm}x1.5^{cm}] separately and uploaded here.

File Format	File Size	Dimension	Sample
Photograph of Candidate in JPG or JPEG or PNG format	4KB - 50 KB	3.5cm x 4.5cm	
Signature of Candidate in JPG or JPEG or PNG format	1KB - 30 KB	3.5cm x 1.5cm	

Photograph of the Candidate

Signature of the Candidate

Previous Next Preview

➤ After completion of the Educational Qualification Details the Certificates Upload tab will appear like mentioned in the above screens.

Uploads of Basic details

Community Certificate
Browse

Non-Creamy Layer Certificate
Browse

Bonafide Certificate/Residence Certificate

Note
 1. Please upload the Bonafied Certificate if the study type is Regular.
 2. Please upload the Residential Certificate if the study type is Not Studied in any Educational Institute.

1st Class Bonafide Certificate/Residence Certificate
Browse

2nd Class Bonafide Certificate/Residence Certificate
Browse

3rd Class Bonafide Certificate/Residence Certificate
Browse

4th Class Bonafide Certificate/Residence Certificate
Browse

5th Class Bonafide Certificate/Residence Certificate
Browse

6th Class Bonafide Certificate/Residence Certificate
Browse

7th Class Bonafide Certificate/Residence Certificate
Browse

Upload of Educational Qualifications Certificates

X Standard Certificate
Browse

Intermediate Certificate
Browse

Graduation Certificate
Browse

Photograph and Signature

Instructions for Photograph:

- Before filling up the application form the candidate should have a scanned image of his/her photograph and signature. These scanned images are to be uploaded during the submission of application form. The photograph should be in colour or b/w (but clear contrast) with name of the candidate and date of taking the photograph printed on it as shown below. It should be without cap or goggles. Spectacles are allowed. Polaroid photos are not acceptable.
- To be uploaded during the submission of online application form.
- Photograph [3.5^{cm}x4.5^{cm}] should have the name of the candidate and the date on which the photograph is taken printed as shown in the sample image.
- Signature of the candidate shall be scanned [3.5^{cm}x1.5^{cm}] separately and uploaded here.

File Format	File Size	Dimension	Sample
Photograph of Candidate in JPG or JPEG or PNG format	4KB - 50 KB	3.5cm x 4.5cm	
Signature of Candidate in JPG or JPEG or PNG format	1KB - 30 KB	3.5cm x 1.5cm	

Previous Next Preview

2. To be uploaded during the submission of online application form.

3. Photograph [3.5^{cm}x4.5^{cm}] should have the name of the candidate and the date on which the photograph is taken printed as shown in the sample image.

4. Signature of the candidate shall be scanned [3.5^{cm}x1.5^{cm}] separately and uploaded here.

File Format	File Size	Dimension	Sample
Photograph of Candidate in JPG or JPEG or PNG format	4KB - 50 KB	3.5cm x 4.5cm	
Signature of Candidate in JPG or JPEG or PNG format	1KB - 30 KB	3.5cm x 1.5cm	

Photograph of the Candidate

Signature of the Candidate

➤ After completion of the Certificates Upload in this tab then user need to click on the Next button.

New OTR Application Form

TSPSC OTR

Declaration

I hereby declare that all the particulars furnished 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, suitable action can be initiated against me by the Telangana State Public Service Commission or Government of Telangana.

I accept the above declaration

➤ After completion of the Certificates Upload the Declaration tab will appear like mentioned in the above screen.

New OTR Application Form

TSPSC OTR

Aadhaar Details | Basic Details | Address Details | School Study Details | Educational Qualification | Certificates Upload | **Declaration**

Declaration

I hereby declare that all the particulars furnished 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, suitable action can be initiated against me by the Telangana State Public Service Commission or Government of Telangana.

I accept the above declaration

Previous Next **Preview**

- After click on the Declaration check Box the user need to click on the Preview button to see the complete preview of the OTR.

Photograph and Signature

Photograph & Signature

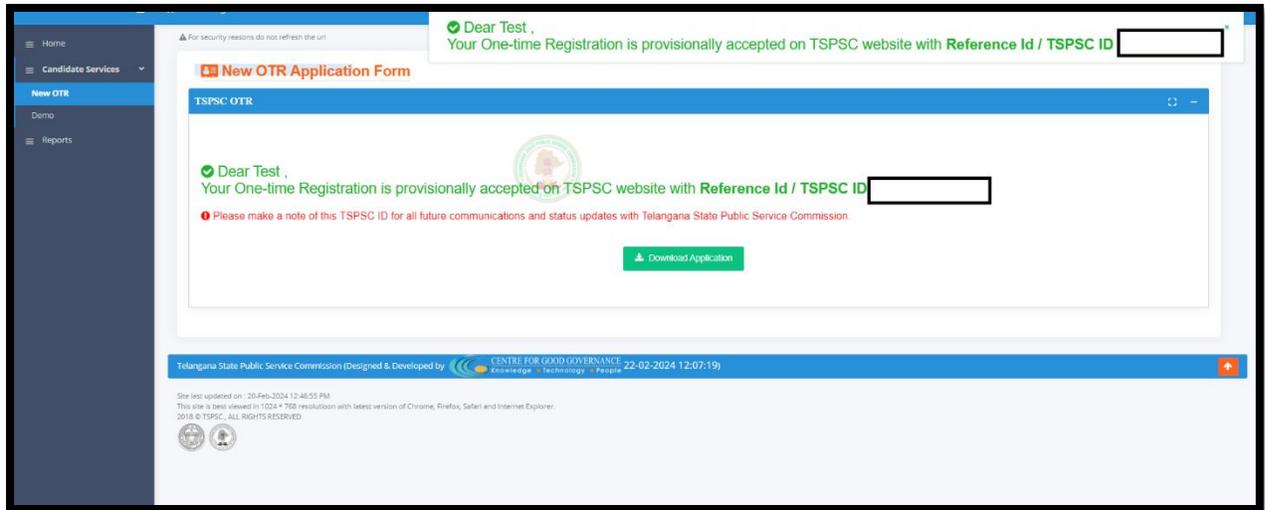
20KB JPEG

Note: Please check the correctness of entries, If any changes require, Please click on edit Button.

523476
VERIFICATION CODE

Edit Application Submit Application

- After clicking the Preview button will get the complete details filled by user in last user can able to Edit Application otherwise the user need to enter captcha and then click on Submit button.



- After clicking the Submit button the screen will show Application Details with TSPSC ID. This means the candidate registration in New OTR is completed successfully.