TELANGANA STATE PUBLIC SERVICE COMMISSION

TSPSC New Registration (OTR) User Manual

Secretary,

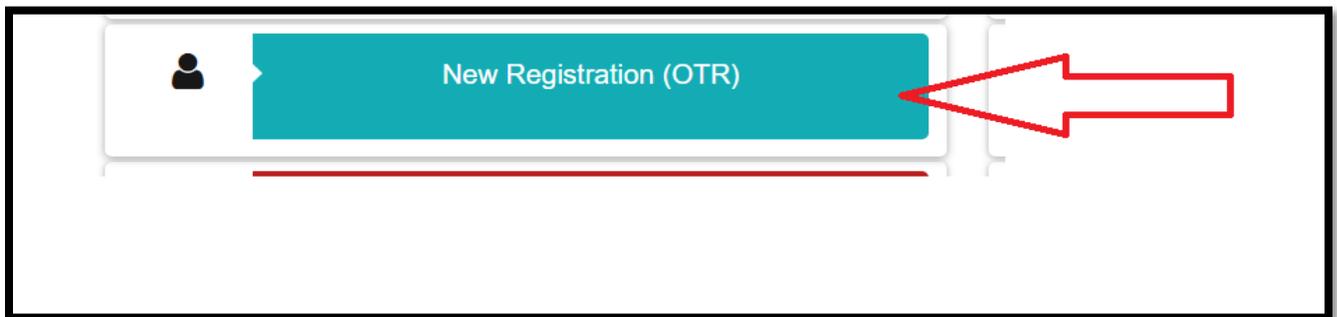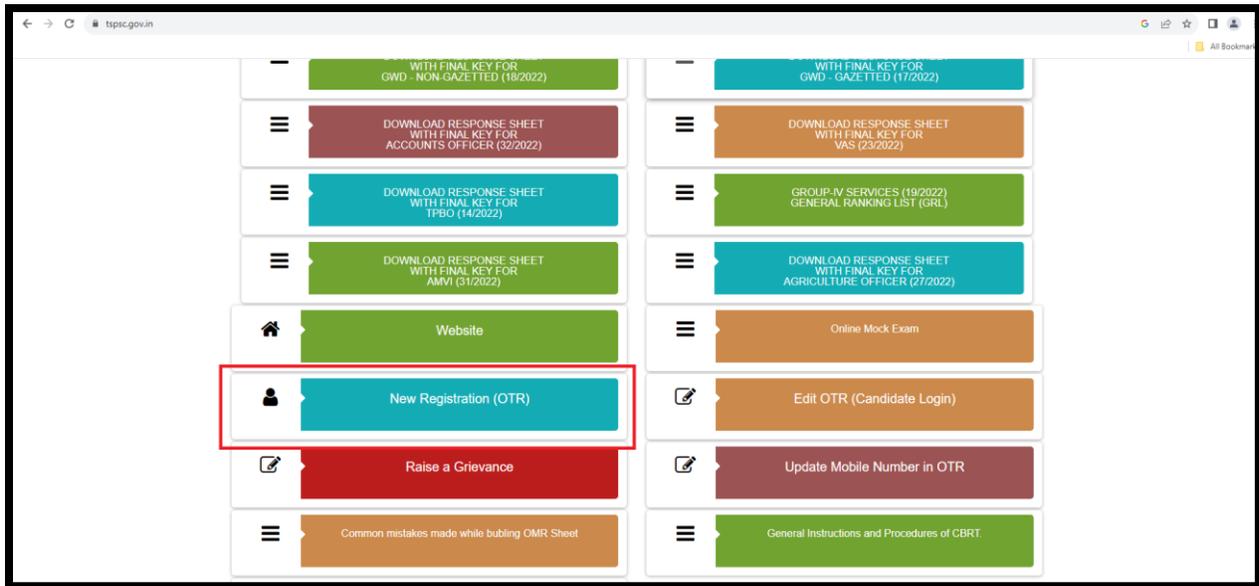**Telangana State Public Service Commission, Prathibha Bhavan, M.J.Road, Nampally, Hyderabad 500001, Telangana**

Centre for Good Governance

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

Telangana, India.

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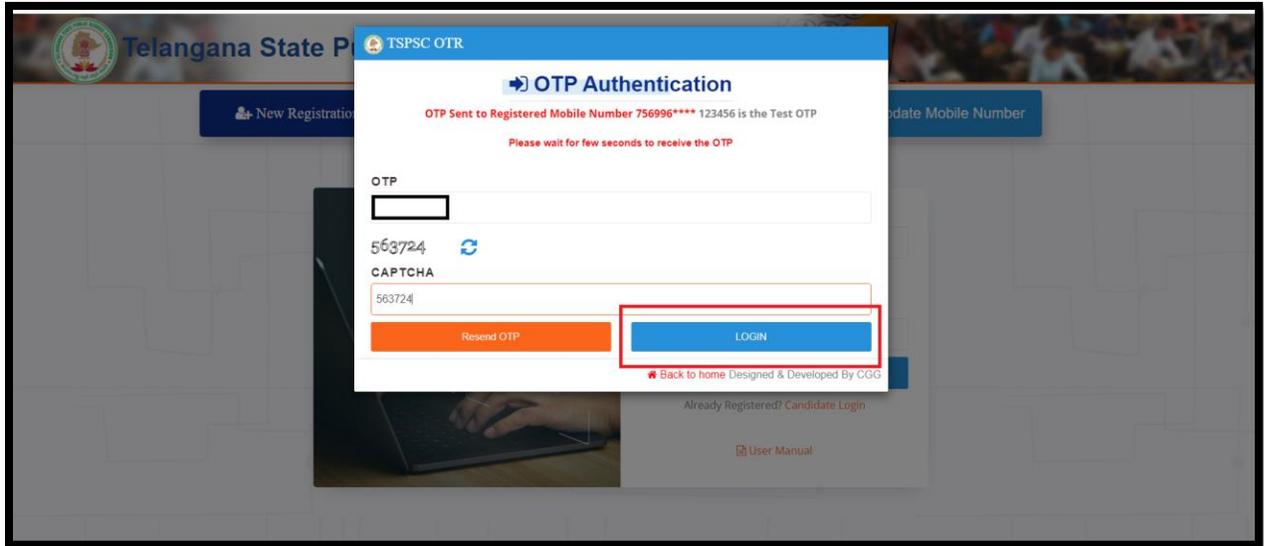

➢ After login to the main website the user has to select the New Registration (OTR) services to register OTR.
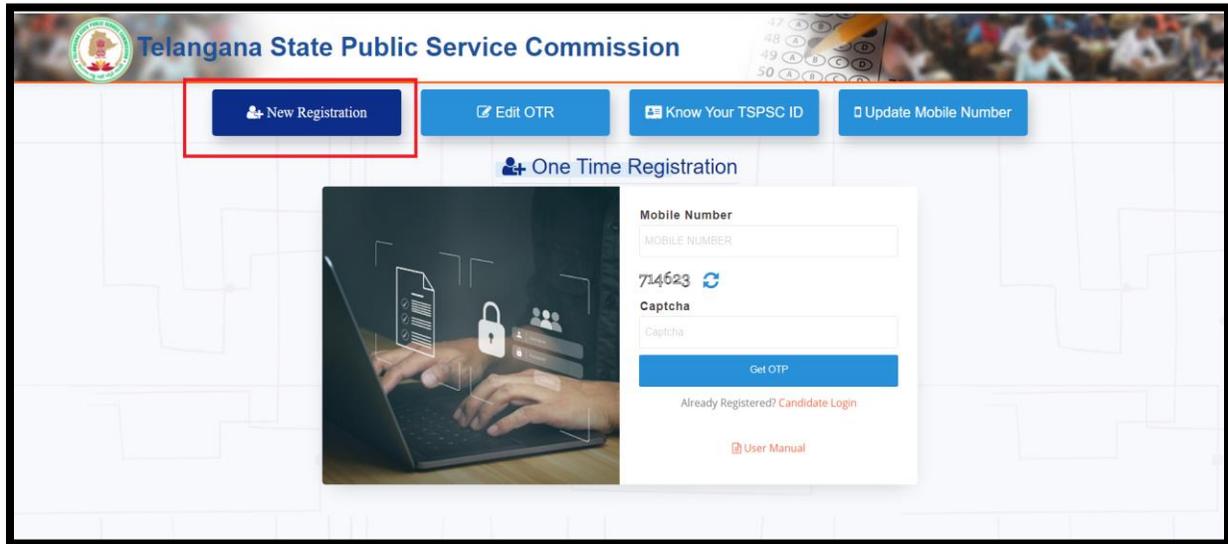
> After clicking the New Registration (OTR) service the above mentioned screen will appear. In this the user need to provide the Mobile Number and need to enter the Captcha click on the Get OTP button.

> 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.
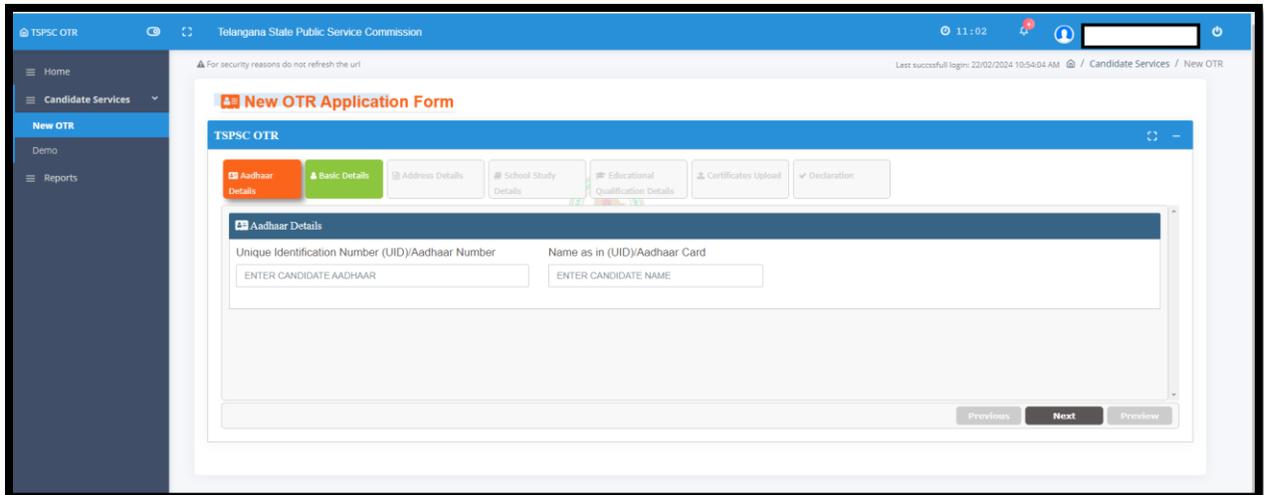
> After successful login the above mentioned screen will appear with Aadhaar Details tab in this the user need to provide the Aadhaar Details like Aadhaar Number and Name.
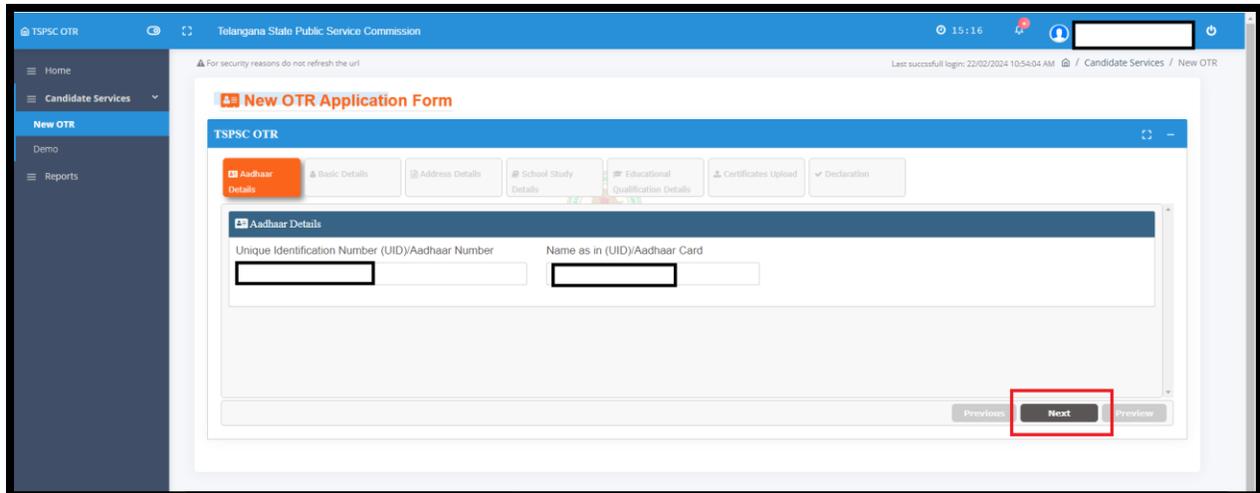
➢ After submitting the Aadhaar Details the user need to click on the Next button.
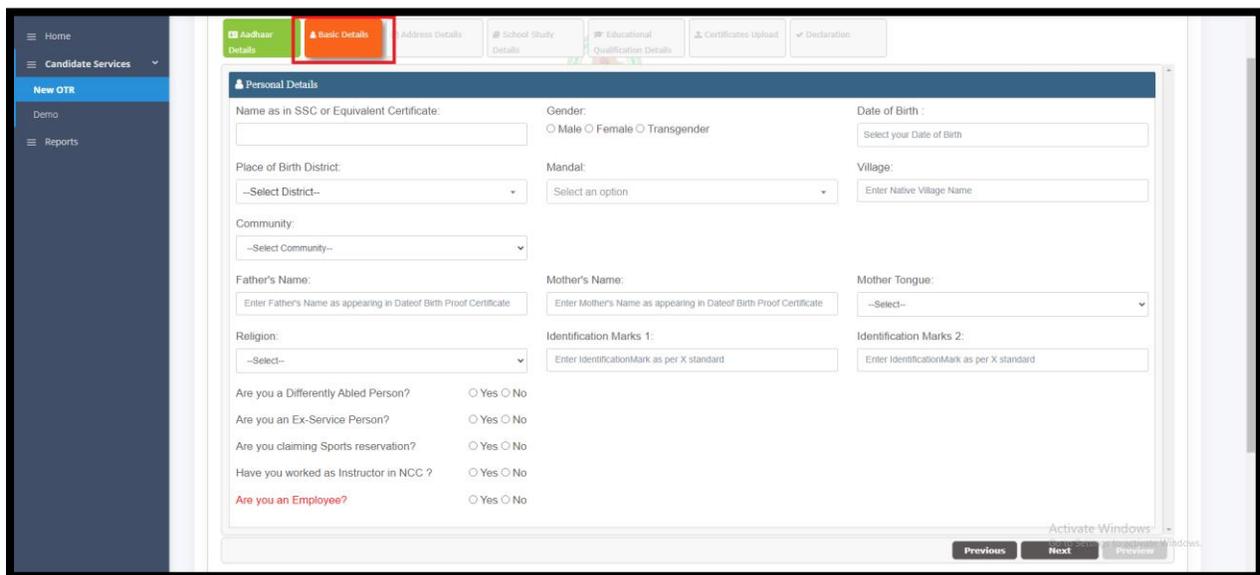
➢ After completion of the Aadhaar Details tab the Basic Details tab will appear like mentioned in the above screen in this the user need to fill all the Basic details related to He/she.

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

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

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

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

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

🎓 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.

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

➢ 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

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:
1. 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.

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	

[Previous] [Next] [Preview]

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
Browse

Signature of the Candidate
Browse

Previous   Next   Preview

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

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

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

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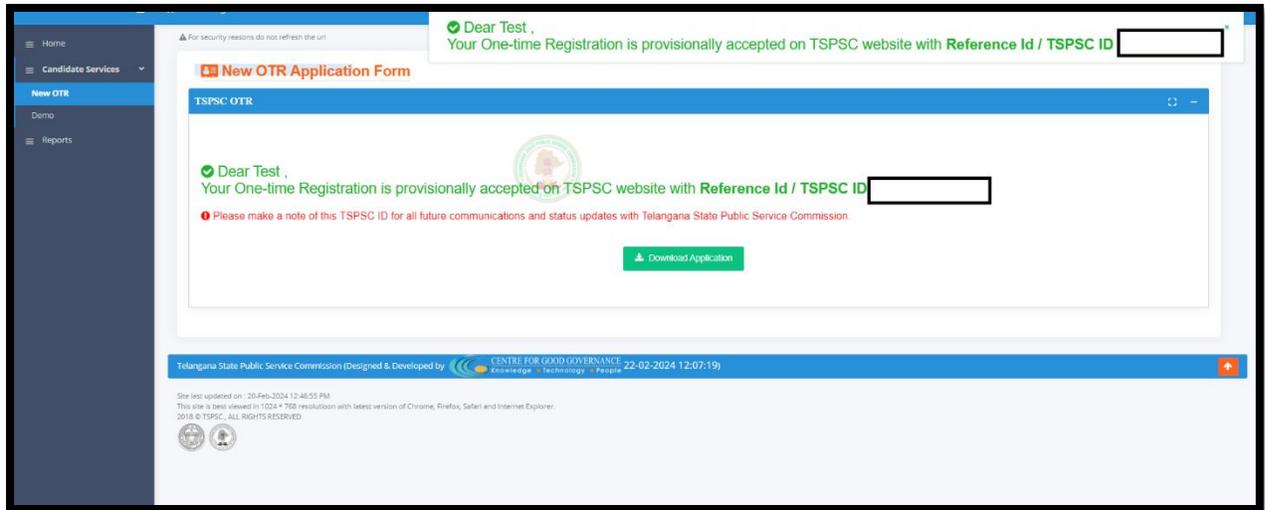
- ➤ After clicking the Submit button the screen will show Application Details with TSPSC ID. This means the candidate registration in New OTR is completed successfully.