

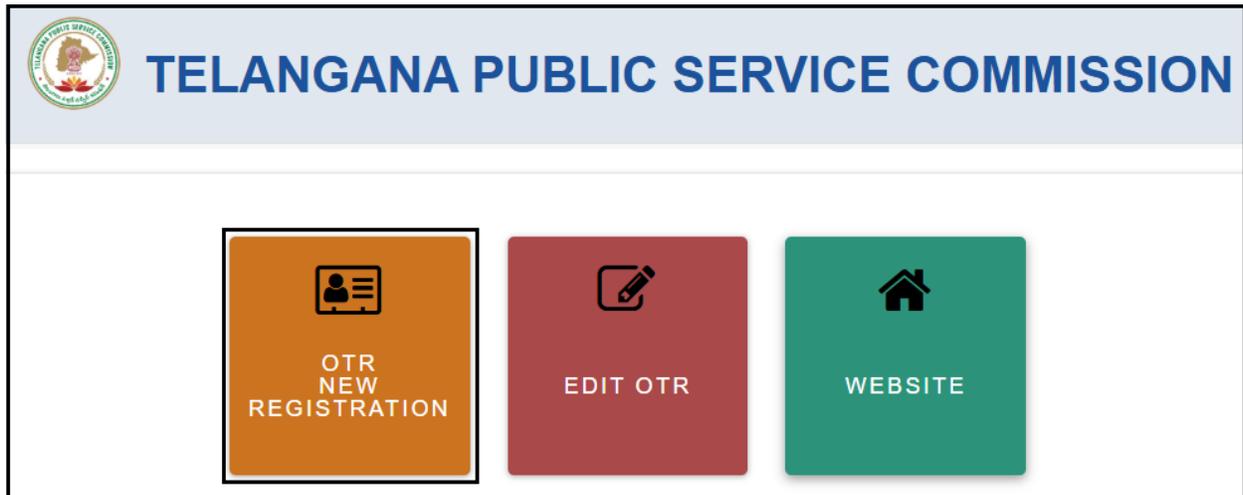


TELANGANA PUBLIC SERVICE COMMISSION

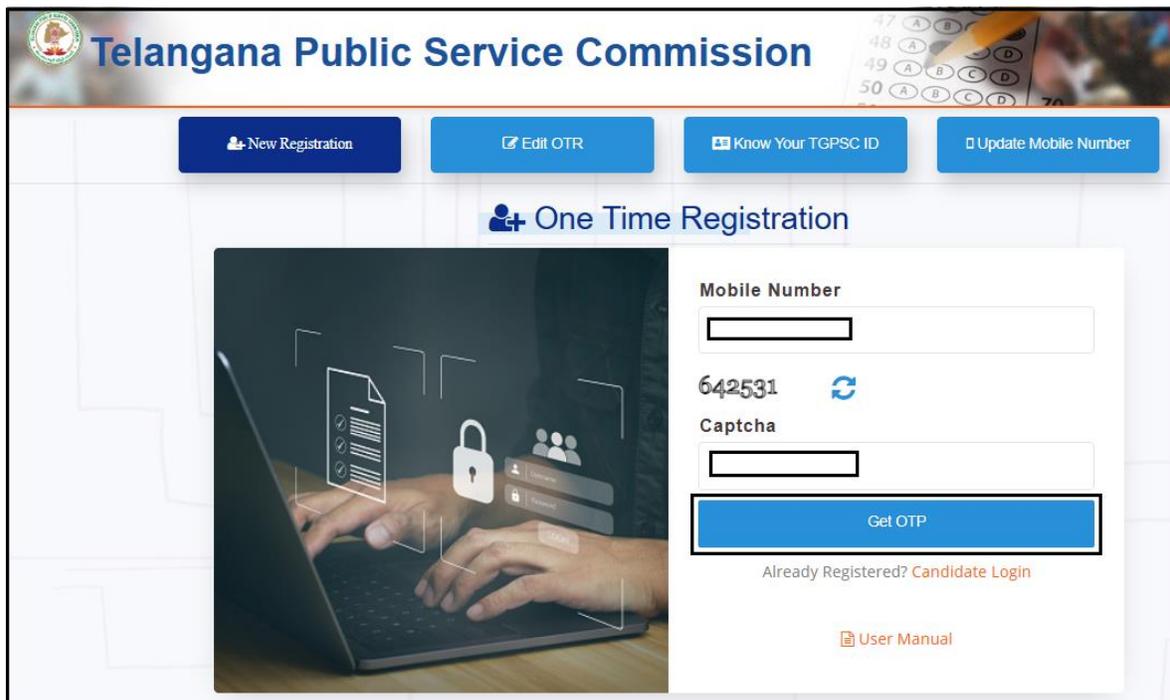
TGPSC New Registration (OTR)

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

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



- After login into the website user must click on “**OTR NEW REGISTRATION**” as shown in the above screen.



- User must enter their mobile number and the captcha provided.
- Then click on **Get OTP** button.
- User can view the **user manual** document before filling in the OTR.

TGPSO OTR

OTP Authentication

OTP Sent to Registered Mobile Number XXXXXXXXXX

Please wait for few seconds to receive the OTP

OTP

547261

CAPTCHA

Resend OTP will be enabled in 58

LOGIN

[Back to home](#) Designed & Developed By CGG

- User must enter the OTP which has sent to their registered mobile number and enter the captcha provided. Then click on “**Login**” Button.

OTR Application Form

TGPSO OTR

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

Aadhaar Details

Instructions for editable and non-editable fields after OTR submission and for later updates

Note:

- Candidates are advised to carefully read and note the editable and non-editable field details displayed on each webpage/tab.
- Ensure that all details entered are correct and complete. Once the One Time Registration (OTR) is submitted first time, corrections to OTR details shall be permitted only within 24 hours from the date and time of submission.
- If no correction or edit is made within the stipulated period, the details submitted shall be treated as final.
- The Unique Identification (UID)/Aadhaar Number and the Name as per the UID/Aadhaar Card are non-editable once they are updated in the One Time Registration (OTR).
- Modification of non-editable fields is not permitted after stipulated time.

Unique Identification Number (UID)/Aadhaar Number:

Name as in (UID)/Aadhaar Card:

Previous **Next** Preview

- After successful login user can view the **New OTR application form**.
- User must read the instructions provided under-**Instructions for editable and non-editable fields after OTR submission and for later updates** and the **note** points mentioned in each tab before filling in the OTR.
- User needs to enter their Aadhaar number and their name as in (UID)/Aadhar card and then click on “**Next button**” as shown in the above screen.

Personal Details

Instructions for editable and non-editable fields after OTR submission and for later updates

Note : All fields are non-editable. Only the NCL Certificate and EWS Certificate are editable for candidates after submission of the One Time Registration (OTR).

| | | |
|---|---|--|
| Candidate Name (As in SSC or Equivalent Certificate): <input type="text"/> | Gender: <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender | Date of Birth : <input type="text"/> |
| Place of Birth District: <input type="text"/> | Mandal: <input type="text"/> | Town / City / Village: <input type="text"/> |
| Father's Name: <input type="text"/> | Mother's Name: <input type="text"/> | Mother Tongue: <input type="text"/> |
| Do You Belong to Telangana <input checked="" type="radio"/> Yes <input type="radio"/> No | Religion: <input type="text"/> | Identification Marks 1: <input type="text"/> |
| Community: <input type="text"/> | Identification Marks 2: <input type="text"/> | |
| Do you have Community Certificate issued by competent authority(Tahsildar/RDO) of Telangana State <input checked="" type="radio"/> Yes <input type="radio"/> No | Do you claim EWS? <input checked="" type="radio"/> Yes <input type="radio"/> No | Community Certificate Number: <input type="text"/> |

- On clicking next, user can view the **basic details** tab.
- User must enter their personal details as mentioned in the above screen.
- User must select either ‘Yes’ or ‘No’ for the question: Do you belong to Telangana.
- If yes upload certificates are mandatory.

Community:

1.If the User’s Community is OC, they must select either ‘Yes’ or ‘No’ for the question: Do you claim EWS? If yes, user must enter the **community certificate number** as shown in the above screen.

| | | |
|--|---|---|
| Candidate Name (As in SSC or Equivalent Certificate): <input type="text"/> | Gender: <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender | Date of Birth : <input type="text"/> |
| Place of Birth District: <input type="text"/> | Mandal: <input type="text"/> | Town / City / Village: <input type="text"/> |
| Father's Name: <input type="text"/> | Mother's Name: <input type="text"/> | Mother Tongue: <input type="text"/> |
| Do You Belong to Telangana <input checked="" type="radio"/> Yes <input type="radio"/> No | Religion: <input type="text"/> | Identification Marks 1: <input type="text"/> |
| Community: <input type="text"/> | Identification Marks 2: <input type="text"/> | |
| Do you have Community Certificate issued by competent authority(Tahsildar/RDO) of Telangana State <input checked="" type="radio"/> Yes <input type="radio"/> No | If BC (Do you come under) <input type="radio"/> Creamy Layer <input checked="" type="radio"/> Non-Creamy Layer | Community Certificate Number: <input type="text"/> |

Note: Candidates are required to produce the Non-Creamy Layer Certificate, issued by the Competent Authority (Tahsildar) / RDO , at the appropriate stage whenever demanded by the Commission.

2.If the user’s Community is BC, they must select either ‘Creamy layer’ or ‘non-creamy layer’ for the question: **If BC (Do you come under)** and enter the **community certificate number**.

- If the user selects non-creamy layer, they must select either ‘Yes’ or ‘No’ for the question: **Do you have a community certificate issued by the competent authority (Tahsildar/RDO) of Telangana State?**
- If creamy layer user need not upload the certificate and will be considered under OC category.

| | | |
|--|---|---|
| Candidate Name (As in SSC or Equivalent Certificate): <input type="text"/> | Gender: <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender | Date of Birth : <input type="text"/> |
| Place of Birth District: <input type="text"/> | Mandal: <input type="text"/> | Town / City / Village: <input type="text"/> |
| Father's Name: <input type="text"/> | Mother's Name: <input type="text"/> | Mother Tongue: <input type="text"/> |
| Do You Belong to Telangana <input checked="" type="radio"/> Yes <input type="radio"/> No | Religion: <input type="text"/> | Identification Marks 1: <input type="text"/> |
| Community: <input type="text"/> | Identification Marks 2: <input type="text"/> | |
| Do you have Community Certificate issued by competent authority(Tahsildar/RDO) of Telangana State <input checked="" type="radio"/> Yes <input type="radio"/> No | Community Certificate Number: <input type="text"/> | |

3.If user community is SC they must select **SC-GR-1/SC-GR-2/SC-GR-3** and enter the **community certificate number**.

Community:

Do you have Community Certificate issued by competent authority (Tahsildar/RDO) of Telangana State? Yes No

Do you belong to agency area? Yes No

Community Certificate Number:

4.If user community is ST they must select Yes or No for following -Do you belong to agency area? and enter the community certificate number as shown in the above screen.

Are you a Differently Abled Person? Yes No

Differently Abled Details

SADAREM(PH) certificate number.

| | |
|---|--------------------------|
| <input type="checkbox"/> a) Visually impaired | Percentage of Disability |
| <input type="checkbox"/> b) Hearing impaired | Percentage of Disability |
| <input type="checkbox"/> c) Orthopedically challenged | Percentage of Disability |
| <input type="checkbox"/> d) Autism, Mental illness & Intellectual disability | Percentage of Disability |
| <input type="checkbox"/> e) Multiple Disability (Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.) | Percentage of Disability |

(Candidates who selected Multiple Disabilities (I.e. 'e') are instructed that they must select the above disabilities (I.e., 'a' to 'c') also, if having 40% or above disability in any of that category.)

- If the user is a differently abled person, then they must fill in the following details - **SADAREM number**, type of disability by clicking on the checkbox and the percentage of disability as a mandatory option.
- If user opted for VH/HH and studied at special school, they must enter the special school name.

Are you an Ex-Service Person? Yes No

Ex-service Person Details

Length of Service : PPO No. Service No. Date of Discharge / Probable Discharge

Have you availed Ex-Service Man reservation for any Government job earlier? Yes No

Department Post

- If the user is an Ex-service person, then they must fill out the following details like length of service, PPO No, Service No, Date of discharge as mentioned in the above screen.

Have you worked as Instructor in NCC ? Yes No

Length of service as an instructor in NCC(Years) :

Length of service as an instructor in NCC(Months):

Period of Service From Date:

Period of Service To Date:

NCC Certificate Category:

Are you an Employee? Yes No

Employment Details

Type :

Department Name :

Date of Joining:

Joined As (Post Name)

Length of Service Years

Length of Service Months

- If the user is an NCC instructor, they must enter the following details as shown in the above screen.
- If the user is an Employee, they must enter the following details as shown in the above screen.

Are you claiming Sports reservation? Yes No

Sport

Sports Category

Note: If you have multiple certificates, please scan and merge them into a single PDF file and upload it. The file size must not exceed 2 MB.

- If the user is claiming sports reservation, then they must enter the name of the sport and sports category.

Address Details

Instructions for editable and non-editable fields after OTR submission and for later updates

Note : Permanent address details are non-editable once submitted. However, the Email ID, Mobile Number, and Correspondence Address can be edited. Any change to the Mobile Number shall be allowed only through OTP verification.

Address for Correspondence

Flat/House No, Floor, Building:

Colony/Society, Street, Locality/Area, Village

Town/Mandal/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/Mandal/City/District

State

Pincode

e-Mail ID

Mobile No:

(Please maintain the same mobile number for further communication. However, there is a provision to change or update the mobile number in OTR, if required)

- On clicking next user must enter **Address Details** as shown in the above screen.
- If permanent address is same as address for correspondence user can tick the checkbox.
- If permanent address is different from address for correspondence, then they must enter the details as shown in the above screen.
- User must enter their email address.

Note : All fields are non-editable once the study details are submitted.

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 Numbe | Enter school name |
| 2nd Class | --Academic Year-- | --Type-- | --Select District-- | --Select-- | Enter Village/Ward Numbe | Enter school name |
| 3rd Class | --Academic Year-- | --Type-- | --Select District-- | --Select-- | Enter Village/Ward Numbe | Enter school name |
| 4th Class | --Academic Year-- | --Type-- | --Select District-- | --Select-- | Enter Village/Ward Numbe | Enter school name |
| 5th Class | --Academic Year-- | --Type-- | --Select District-- | --Select-- | Enter Village/Ward Numbe | Enter school name |
| 6th Class | --Academic Year-- | --Type-- | --Select District-- | --Select-- | Enter Village/Ward Numbe | Enter school name |
| 7th Class | --Academic Year-- | --Type-- | --Select District-- | --Select-- | Enter Village/Ward Numbe | Enter school name |

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,Jagtial,Nirmal,Nizamabad

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

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

Zone-V - Yadadi : Jangaon,Nalgonda,Suryapet,Yadadi-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

- On clicking next user can view the study details tab. User must enter the **school study details** like Academic/Resided year, Type of study, District, Mandal, Village/ward number/town, School name as shown in the above screen.

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

SSC/10th Details

Instructions for editable and non-editable fields after OTR submission and for later updates

Note : Educational qualification details are non-editable once submitted, including SSC, 10+2, Graduation, and other qualifications.

| | | | | |
|--|---|---|---|--|
| Hall Ticket/Roll Number <input type="text" value="Enter Hall ticket No"/> | District <input type="text" value="--Select District--"/> | Board <input type="text" value="Select"/> | Month of Passing <input type="text" value="Select"/> | Year of Passing <input type="text" value="Select"/> |
| Place of Study <input type="text" value="Enter Place of Study"/> | School Name <input type="text" value="Enter School name"/> | Percentage of Marks/Grade (in all subjects including Optional subjects and languages) <input type="text" value="Enter percentage of Marks/Grade"/> | | |

10+2/Intermediate Details

| | | | | |
|--|---|---|---|---|
| Hall Ticket/Roll Number <input type="text" value="Enter Hall ticket No"/> | District <input type="text" value="--Select District--"/> | Board <input type="text" value="Select"/> | Group <input type="text" value="--Select Group--"/> | Month of Passing <input type="text" value="Select"/> |
| Year of Passing <input type="text" value="--Year--"/> | College Name <input type="text" value="Enter College name"/> | Place of Study <input type="text" value="Enter Place of Study"/> | Percentage of Marks/Grade (in all subjects including Optional subjects and languages) <input type="text" value="Enter percentage of Marks/Grade"/> | |

Polytechnic Details

| | | | | |
|--|---|---|---|---|
| Hall Ticket/Roll Number <input type="text" value="Enter Hall ticket No"/> | District <input type="text" value="--Select District--"/> | Board <input type="text" value="Enter University Name"/> | Branch <input type="text" value="--Select Group--"/> | Month of Passing <input type="text" value="Select"/> |
| Year of Passing <input type="text" value="--Year--"/> | College Name <input type="text" value="Enter College name"/> | Place of Study <input type="text" value="Enter Place of Study"/> | Percentage of Marks/Grade (in all subjects including Optional subjects and languages) <input type="text" value="Enter percentage of Marks/Grade"/> | |

Graduation Details

| | | | | |
|--|---|---|---|---|
| Hall Ticket/Roll Number <input type="text" value="Enter Hall ticket No"/> | District <input type="text" value="--Select District--"/> | Name of the Educational Institute /University <input type="text" value="--Select University--"/> | Group/Branch <input type="text" value="--Select Group//"/> | Month of Passing <input type="text" value="Select"/> |
| Year of Passing <input type="text" value="--Year--"/> | College Name <input type="text" value="Enter College name"/> | Place of Study <input type="text" value="Enter Place of Study"/> | Percentage of Marks/Grade (in all subjects including Optional subjects and languages) <input type="text" value="Enter percentage of Marks/Grade"/> | |

Integrated Program/Course Details

| | | | |
|--|---|---|---|
| Hall Ticket/Roll Number <input type="text" value="Enter Hall ticket No"/> | District <input type="text" value="--Select District--"/> | Name of the Educational Institute /University <input type="text" value="--Select University--"/> | Degree Group/Branch <input type="text" value="--Select Group/Branch--"/> |
| PG Subject <input type="text" value="--Select Subject--"/> | Specialisation <input type="text" value="Enter Specialisation"/> | Month of Passing <input type="text" value="Select"/> | Year of Passing <input type="text" value="Select"/> |
| College Name <input type="text" value="Enter College name"/> | Place of Study <input type="text" value="Enter Place of Study"/> | Percentage of Marks/Grade in Degree (in all subjects including Optional subjects and languages) <input type="text" value="Enter percentage of Marks/Grade"/> | Percentage of Marks/Grade in PG (in all subjects including Optional subjects and languages) <input type="text" value="Enter percentage of Marks/Grade"/> |

Post Graduation Details

| | | | | |
|--|---|---|---|--|
| Hall Ticket/Roll Number <input type="text" value="Enter Hall ticket No"/> | District <input type="text" value="--Select District--"/> | Name of the Educational Institute /University <input type="text" value="--Select University--"/> | Subject <input type="text" value="--Select Subject--"/> | Month of Passing <input type="text" value="Select"/> |
| Year of Passing <input type="text" value="--Year--"/> | College Name <input type="text" value="Enter College name"/> | Specialisation <input type="text" value="Enter Specialisation"/> | Place of Study <input type="text" value="Enter Place of Study"/> | Percentage of Marks/Grade (in all subjects including Optional subjects and languages) <input type="text" value="Enter percentage of Ma"/> |

M.PHIL Details

| | | |
|--|---|---|
| Hall Ticket/Roll Number <input type="text" value="Enter Hall ticket No"/> | District <input type="text" value="--Select District--"/> | College Name <input type="text" value="Enter College Name"/> |
| Place of Study <input type="text" value="Enter University Name"/> | Name of the Educational Institute /University <input type="text" value="--Select University--"/> | Month of Passing <input type="text" value="Select"/> |
| Year of Passing <input type="text" value="--Year--"/> | Specialisation <input type="text" value="Enter Specialisation"/> | |

PH.D Details

| | | | |
|--|---|--|---|
| Registration Number/Hall ticket/Roll Number <input type="text" value="Enter Hall ticket No"/> | Name of the Educational Institute /University <input type="text" value="--Select University--"/> | Subject/Department <input type="text" value="Enter Subject"/> | Place of Study <input type="text" value="Enter Place of Study"/> |
| Major Topic / Specialization <input type="text" value="Enter thesis"/> | Month of Acquiring PhD <input type="text" value="Select"/> | Year of Acquiring PhD <input type="text" value="--Year--"/> | |
| Title of Thesis <input type="text" value="Enter title"/> | | | |

Additional Qualifications (if any)

- User can enter their educational details like SSC/10th details, 10+2 /Intermediate details, Polytechnic details, Graduation details, Integrated details, Post graduation details, M. PHIL details, PH. D details, additional qualifications if any and then click on **Next** button as shown in the above screen.

TCPSO OTR

Certificate Uploads

Instructions for editable and non-editable fields after OTR submission and for later updates

Note:

1. This tab details will not be auto saved until you submit the form.
2. Uploading of Certificates is Mandatory. However, Original Certificates shall have to be produced at the time of certificate verification.
3. Upload files in JPG or JPEG or PNG format with size between 40KB to 500KB.
4. Once a certificate is uploaded, it is non-editable. Only the EWS Certificate and Non-Creamy Layer (NCL) Certificate can be re-uploaded by candidates belonging to the EWS or NCL categories. Candidates are permitted to re-upload their latest colour passport photograph and signature anytime.

Upload of Basic Certificates

| | | | |
|---|---|--|---|
| Community Certificate <input type="button" value="Browse"/> | Differently Abled Person Certificate <input type="button" value="Browse"/> | Ex-service Person Certificate <input type="button" value="Browse"/> | NCC Instructor Certificate <input type="button" value="Browse"/> |
| Employee Service Certificate <input type="button" value="Browse"/> | Sports Certificate <input type="button" value="Browse"/> | Non-Creamy Layer Certificate <input type="button" value="Browse"/> | |

Upload of Bonafide/Residence Certificates

Note:

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

| | | | |
|---|---|---|---|
| 1st Class Bonafide Certificate/Residence Certificate <input type="button" value="Browse"/> | 2nd Class Bonafide Certificate/Residence Certificate <input type="button" value="Browse"/> | 3rd Class Bonafide Certificate/Residence Certificate <input type="button" value="Browse"/> | 4th Class Bonafide Certificate/Residence Certificate <input type="button" value="Browse"/> |
| 5th Class Bonafide Certificate/Residence Certificate <input type="button" value="Browse"/> | 6th Class Bonafide Certificate/Residence Certificate <input type="button" value="Browse"/> | 7th Class Bonafide Certificate/Residence Certificate <input type="button" value="Browse"/> | |

Upload of Educational Qualification Certificates

| | | |
|---|--|---|
| SSC/10th Certificate <input type="button" value="Browse"/> | 10+2/Intermediate Certificate <input type="button" value="Browse"/> | Graduation Certificate <input type="button" value="Browse"/> |
|---|--|---|

- On clicking Next, user will be redirected to the certificates upload tab. Here, user must upload the required certificates for the details mentioned as shown in the above screen.

Photograph and Signature

Instructions for Photograph:

1. Before filling up the application form the candidate should have a Digital image of his/her photograph and signature. The latest colour photograph should be uploaded. 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. Signature of the candidate shall be a digital Image [3.5cmx1.5cm] 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

- User must read the instructions and upload their photograph and signature as shown in the above screen and click on next button.

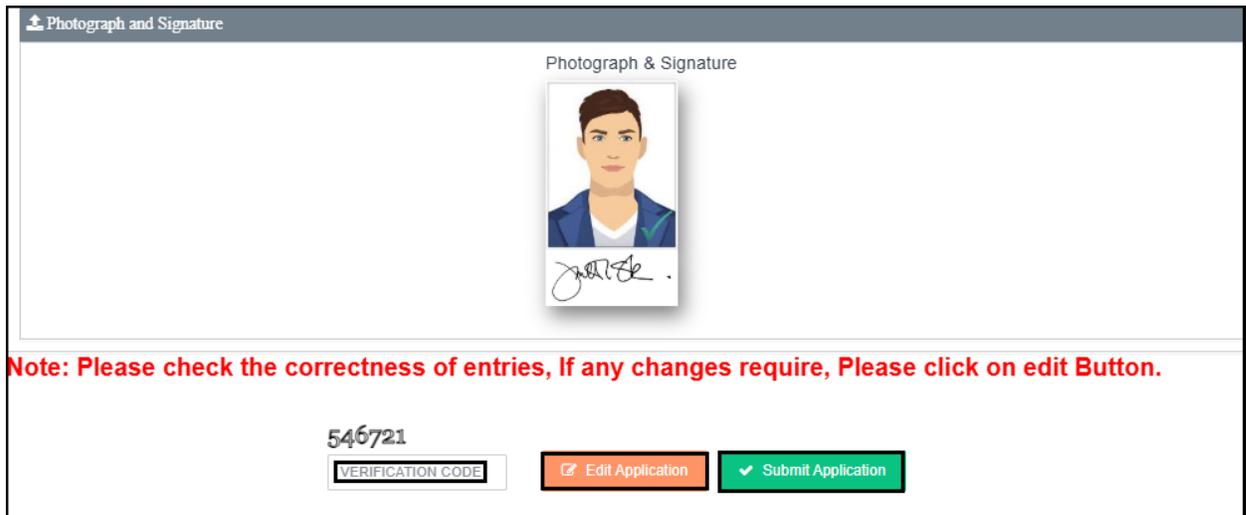
Declaration

Instructions for editable and non-editable fields after OTR submission and for later updates

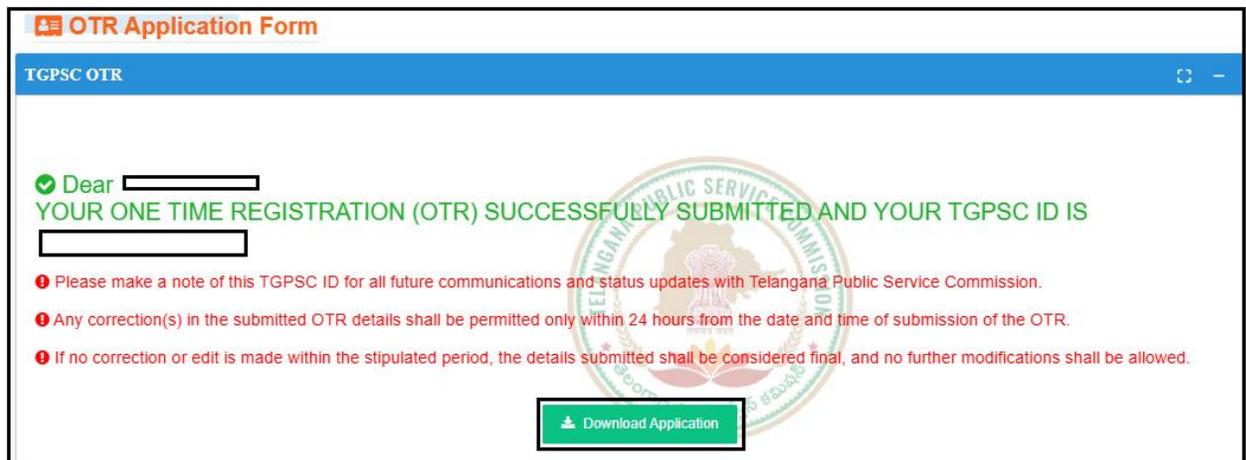
1. I hereby declare that all the particulars furnished in this application are true, correct and complete to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the examination, action shall be initiated against me by the Telangana Public Service Commission as per the Rule 3-xii (iv & v) of TGPSC Rules of Procedure, or Government of Telangana.
2. I am aware that the One Time Registration is not an application to any examination or recruitment and it is just collection and registration of information in advance.
3. I am also aware that even though I have registered in One time Registration, I have to apply separate application for each recruitment / examination.
4. I certify that I do not have more than one registration in One Time Registration.
5. I declare that I will abide by the Commission's decision in this regard.

accept the above declaration

- The user will be redirected to the **Declaration** tab, where they must select the checkbox to confirm the declaration and then click the **Preview** button.



- User can view the preview of their OTR details.
- After all the details are verified, user must enter the verification code as displayed in the above screen. If the user wants to edit, then click on edit application or if the user wants to submit then click on submit button.



- After clicking the Submit button, one time registration (OTR) details are successfully submitted, the user can view their **TGpsc ID** and download the application.