The Application is best viewed in Google Chrome Browser.

On your Browser type the website address “www.deptltest.tspsc.gov.in”, press ENTER button and you will see the following screen on your computer screen.

**Step 1:** **Registration:** Applicant can do Registration into portal through this option

**Step 2:** **Fill Application Form:** Applicant should fill in the Application through this option.

**Step 3:** **Know Your Application Payment Status:** Applicant can check Application Fee Payment Status through this option.

**Step 4:** **Print Application Form (Only After Fee Payment):** After Successful payment against the Application Form Submitted, Applicant can print the submitted Application form through this option.
Step 1: Registration

New Registration:

Click on Registration link for Registering into portal as shown below.

After clicking on Registration link, the following screen will be displayed. Click on New Registration link as shown below.

After clicking on New Registration link, the following Registration screen will be displayed.
New Registration (Telangana State Government Employees)

Personal Details

Employee Id (ID assigned by the treasury)

Name as per SSC or Birth Certificate

Gender

- Male
- Female

Father/Husband Name

Date of Birth

Email ID

Mobile No.

Office Details

Applicant Type

- Select...

Applicant Present Working Address

Flat/House/Door No.

Colony/Society, Street, Locality/Area

Town/City

District

- Select...

State

Pincode

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. 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 (440x440 in size and 3.5cm x 3.5cm in dimension should have the name of the candidate and the date on which the photograph is taken printed on it. Signature of the candidate shall be scanned 20KB in size and 3.5cm x 3.5cm in dimension separately and uploaded here.

Photograph of the Candidate

Signature of the Candidate

Debarment Details

Have you been debarred earlier?

- Yes
- No

DEARATION

I hereby declare that I have not been debarred from appearing for any examination, in the event of any information being found false or incorrect, or ineligibility being detected at any time before or after the Examination/Viva Voce, action can be taken against me and I shall be bound by the decision of the Commission and/or Employer.

I also declare that I am appearing the examination in the district where I am working.

- I accept the above declaration
Enter all the mandatory details and click on **Preview** button as shown below.

After clicking on **Preview** button, the following screen will be displayed. Enter Captcha then click on **Submit** button as shown below.
After clicking on **Submit** button, the following screen will be displayed. Click on **OK** button as shown below.

![Submit Screen](image1.png)

After clicking on **OK** button, the Receipt will be displayed. By Clicking on **Print** button the printout of the Receipt can be generated.

**Modify Registration:**

Click on **Modify Registration** link, for modifying the details if they want as shown below.

![Modify Registration Screen](image2.png)

After clicking on **Modify Registration** link, the following screen will be displayed. Enter all the details and click on **Continue** button as shown below.

![Continue Screen](image3.png)

After clicking on **Continue** button, the following screen will be displayed. Check all the details and click on **Modify** button as shown below.

![Modify Screen](image4.png)
After clicking on **Modify** button, the following screen will be displayed. Click on **OK** button as shown below.

After clicking on **OK** button, the Receipt will be displayed. Click on **Print** button for taking the printout of the Receipt.

**Print Registration Details:**

Click on **Print Registration Details** link, for taking the printout of the Receipt as shown below.

After clicking on **Print Registration Details** link, the following screen will be displayed. Enter all the details and click on **Continue** button as shown below.
After clicking on **Continue** button, the following Receipt will be displayed. Click on **Print** button for taking the printout of the Receipt as shown below.
<table>
<thead>
<tr>
<th><strong>Personal Details</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Id:</td>
<td>12345672</td>
</tr>
<tr>
<td>Candidate Name:</td>
<td>Sunshna Arunalla</td>
</tr>
<tr>
<td>Gender:</td>
<td>Female</td>
</tr>
<tr>
<td>Date of Birth:</td>
<td>21/08/1992</td>
</tr>
<tr>
<td>Father/Husband name:</td>
<td>test</td>
</tr>
<tr>
<td>E-mail id:</td>
<td><a href="mailto:sunshna.arunalla@aptonline.in">sunshna.arunalla@aptonline.in</a></td>
</tr>
<tr>
<td>Mobile:</td>
<td>990654075</td>
</tr>
<tr>
<td><strong>Office Address where the applicant is currently working</strong></td>
<td></td>
</tr>
<tr>
<td>Flat No./Door No.:</td>
<td>test</td>
</tr>
<tr>
<td>City:</td>
<td>Hyderabad</td>
</tr>
<tr>
<td>State:</td>
<td>Telangana</td>
</tr>
<tr>
<td>District:</td>
<td>Kothagudem</td>
</tr>
<tr>
<td>Pincode:</td>
<td>500006</td>
</tr>
<tr>
<td><strong>Office Details</strong></td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td>test</td>
</tr>
<tr>
<td>Office Name:</td>
<td>test</td>
</tr>
<tr>
<td>Post held/Designation:</td>
<td>test</td>
</tr>
</tbody>
</table>

**Declaration:**
I abide by the rules concerning the test and applied for the test as stated in the relevant G.O.s.

I also declare that I have not been debarred from appearing for any examination. In the event of any information being found false or incorrect, or insubligibility being detected at any time before or after the Examination Viva-Voce, action can be taken against me and I shall be bound by the decision of the Commission and/or Employer.

I also declare that I am appearing the examination in the district where I am working.
Step 2: Fill Application Form

Click on Fill Application Form link, for filling the application as shown below.

After clicking on Fill Application Form link, the following screen will be displayed. Enter all the details and click on Continue button as shown below.

After clicking on Continue button, the following screen will be displayed. Enter all the mandatory details and select the posts from drop down list then click on Continue button as shown below.
After clicking on **Continue** button, the following screen will be displayed. Check all the details once and click on **Initiate Payment** button as shown below.
After clicking on **Initiate Payment** button, the following Pop Up will be displayed. Click on **Confirm** button as shown below.
After clicking on **Confirm** button, the following Pop Up will be displayed. Click on **Ok** button as shown below.

![Pop Up Image](image1)

After clicking on **Ok** button, the following screen will be displayed. Select Payment Gate Way Option then click on **Pay Now** button as shown below.

![Payment Gateway Image](image2)

After clicking on **Pay Now** button, the following screen will be displayed. Enter Card Details and click on **Make Payment** button as shown below.

![Make Payment Image](image3)

After clicking on **Make Payment** button, the following screen will be displayed.

**Note:** By any chance if the amount gets debited from your account and Fee Payment Status is being shown as ‘**Failed**’, refund request will be raised and the amount for the failed transaction will be processed at the earliest.

On successful payment the application receipt is generated. Click on **Print** button for taking the printout of the Application Form as shown below.
TELANGANA STATE PUBLIC SERVICE COMMISSION

Notification No. 15/2018 May, 2018

Examination Fee ID: TAPP1511000010

Name: Sushmaa Arumalla

Father’s Husband’s Name: test

Date of Birth: 21-03-1992

Gender: Female

E-mail: saurusmalla@gmail.com

Working District: KOTHAGUDEM

Mobile: 09944299999

Scribe Required: No

Present Designation: test

Address: abcd, test, hyderabad, 500009

Fee for No. of Tests (1): 200.00

Fee for No. of Papers (1): 100.00

Fee Amount (Excluding Service Charge): 300.00

Service Charge: 4.43

Total Amount (Including Service Charge): 304.43

Photo

QR Code

S.No | Tests | Papers Applied For | Paper Code |
--- | --- | --- | --- |
1 | Accounts Test for Subordinate Officers Part - I | The Accounts Test for Subordinate Officers Part-I | 8 |

Primary Exam Center

HYDERABAD

Secondary Exam Center

KARIMNAGAR

Tertiary Exam Center

ADILABAD

Declaration:

I do/did by the rules concerning the Test and applied for the Test as stated in the relevant G.O.s.

I declare that the details furnished in the application are final. Subsequent requests for corrections will not be entertained for wrong filling of application.

I also declare that I have not been debarred from appearing for any examination. In the event of any information being found false or incorrect, or ineligible being detected at any time before or after the examination, action can be taken against me and I shall be bound by the decision of the commission and/or Employer.

I also declare that I am appearing the examination in the District where I am working.

Sushmaa Arumalla
(25/06/2018)

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