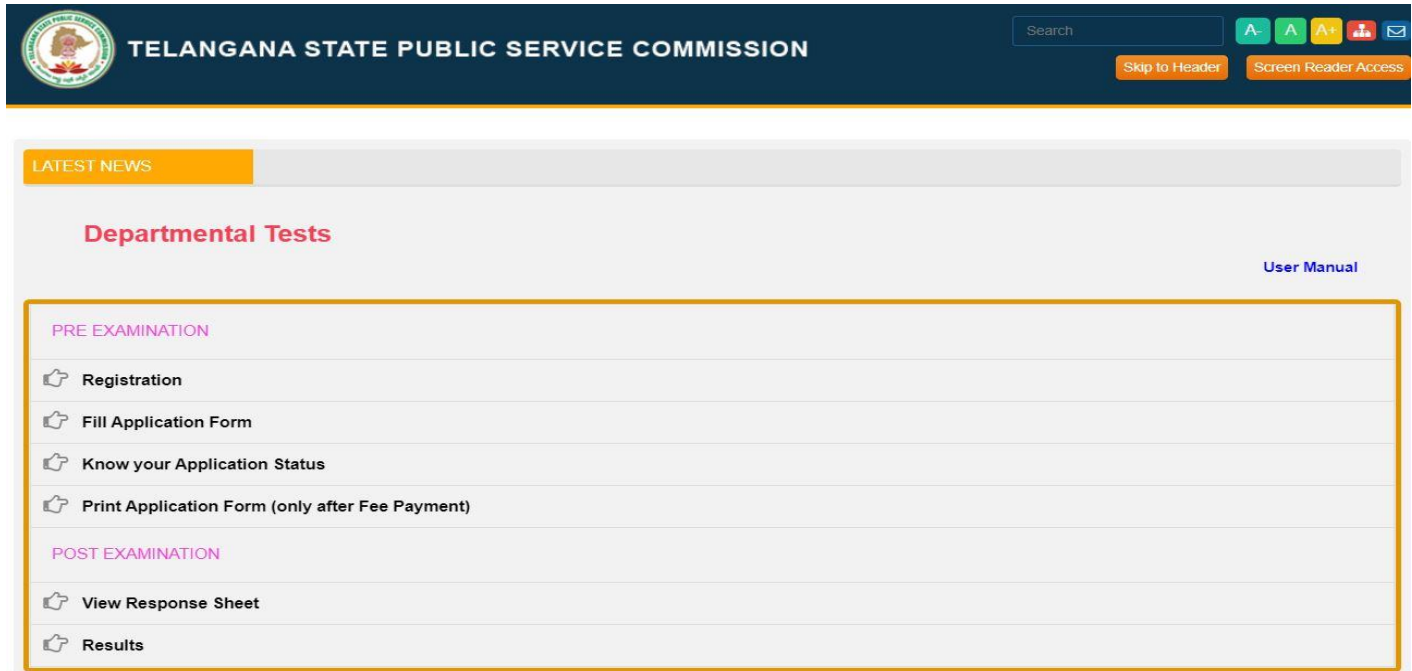


[Telangana Departmental Test - Online Application - User Manual](#)

The Application is best viewed in Google Chrome Browser.

On your Browser type the website address “<https://tspscdeptltest.telangana.gov.in/>”, press ENTER button and you will see the following screen on your computer screen.



The screenshot displays the website header for the Telangana State Public Service Commission. The header includes the organization's logo, name, a search bar, and utility icons for accessibility (A, A+, A-), user profile, and email. Below the header, there is a 'LATEST NEWS' section and a main content area titled 'Departmental Tests'. A 'User Manual' link is visible in the top right of this section. The 'Departmental Tests' section is divided into two categories: 'PRE EXAMINATION' and 'POST EXAMINATION'. Under 'PRE EXAMINATION', there are four options: 'Registration', 'Fill Application Form', 'Know your Application Status', and 'Print Application Form (only after Fee Payment)'. Under 'POST EXAMINATION', there are two options: 'View Response Sheet' and 'Results'.

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.



(Back)

Note : Applicant is requested to note the TDE Registration ID generated after successful registration for future proceedings.

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 *

E-mail 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 50KB in size and [3.5cmx4.5cm] 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 30KB in size and [3.5cmx1.5cm] in dimension separately and uploaded here.

Photograph of the Candidate *

Choose File No file chosen

Submit

Signature of the Candidate *

Choose File No file chosen

Submit

Note *: Please Upload JPG,JPEG files only.

Note *: Please Upload JPG,JPEG files only.

Debarment Details

Have you been debarred earlier ? *

Yes No

DECLARATION

I abide by the rules concerning the test and applied for the test as stated in the relevant G.Os.

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 ineligibility being detected at any time before or after the Examination/Viva-Voice, 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 *

Preview

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.

**TELANGANA STATE PUBLIC SERVICE COMMISSION**

A A ASkip to HeaderScreen Reader Access

[\(Back \)](#)

Note : Applicant is requested to note the TDE Registration ID generated after successful registration for future proceedings.

New Registration (Telangana State Government Employees)



Personal Details

Employee Id (ID assigned by the treasury) 12345	Name as per SSC or Birth Certificate * Test Name	Date of Birth * 12/XX/XXXX
Gender * Male	Father/Husband Name * Father Name	
E-mail ID * ataxxxxxxxx@gmail.com	Mobile No. * 9XXXXXXXXXX	

Office Details

Applicant Type * : State Govt. Employee	Post held (Present Designation) * Test Post	Working Office Name * Test Office
Department * Test Department		
Applicant Present Working Address	Flat/House/Door No * TestFlat Colony/Society,Street,Locality/Area * Test Street Town/City * Test City District * HYDERABAD State * Telangana Pincode * 520001	


Photograph and Signature

Photograph of the Candidate * 	Signature of the Candidate * 
--	---

Debarment Details

Have you been debarred earlier ? *	No
------------------------------------	----

Enter Captcha

SNTY6A

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After clicking on **Submit** button, the following screen will be displayed. Click on **OK** button as shown below.



Personal Details

Employee Id (ID assigned by the treasury)
12345

Gender *
Male

E-mail ID *
ataxxxxxxx@gmail.com

Name as per SSC or Birth Certificate *
9XXXXXXXXX

Date of Birth *
12/XX/XXXX

TDE Registration done successfully with the Reference ID : TDE1000091552. Please note this reference id for future reference.

OK

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.

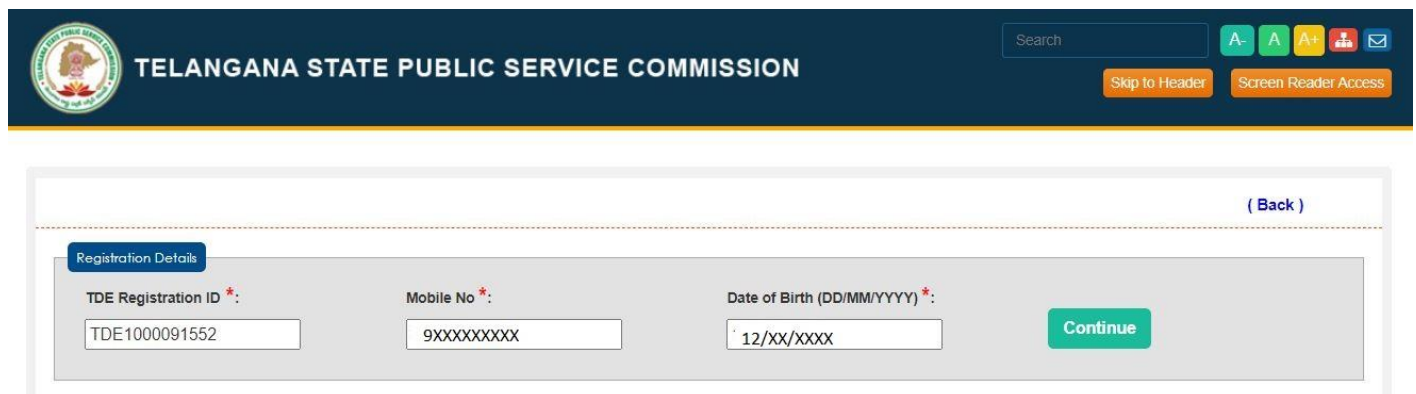


TELANGANA STATE PUBLIC SERVICE COMMISSION

(Back)

- New Registration
- Modify Registration**
- Print Registration Details

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



TELANGANA STATE PUBLIC SERVICE COMMISSION

(Back)

Registration Details

TDE Registration ID * : TDE1000091552

Mobile No * : 9XXXXXXXXX

Date of Birth (DD/MM/YYYY) * : 12/xx/xxxx

Continue

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



[\(Back \)](#)

Modify Registration (Telangana State Government Employees)

Personal Details

Employee Id (ID assigned by the treasury) 12345	Name as per SSC or Birth Certificate * Test	
Gender * <input checked="" type="radio"/> Male <input type="radio"/> Female	Father/Husband Name * Father	Date of Birth * 12/XX/XXXX
E-mail ID * ataxxxxxxxx@gmail.com	Mobile No. * 9XXXXXXXXX	

Office Details

Applicant Type * : State Govt. Employee	Department * Test Department	Post held (Present Designation) * Test Post	Working Office Name * Test Office
Applicant Present Working Address	Flat/House/Door No * TestFlat	Colony/Society,Street,Locality/Area * Test Street	Town/City * Test City
	District * HYDERABAD	State * Telangana	Pincode * 520001

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

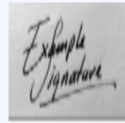
Photograph 50KB in size and [3.5cmx4.5cm] in dimension should have the name of the candidate and the date on which the photograph is taken on it.
Signature of the candidate shall be scanned 30KB in size and [3.5cmx1.5cm] in dimension separately and uploaded here.

Photograph of the Candidate *



[Change](#)

Signature of the Candidate *



[Change](#)

Debarment Details

Have you been debarred earlier ? Yes No

DECLARATION

I abide by the rules concerning the test and applied for the test as stated in the relevant G.Os.

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 ineligibility being detected at any time before or after the Examination/Viva-Voice, 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

[Modify](#)

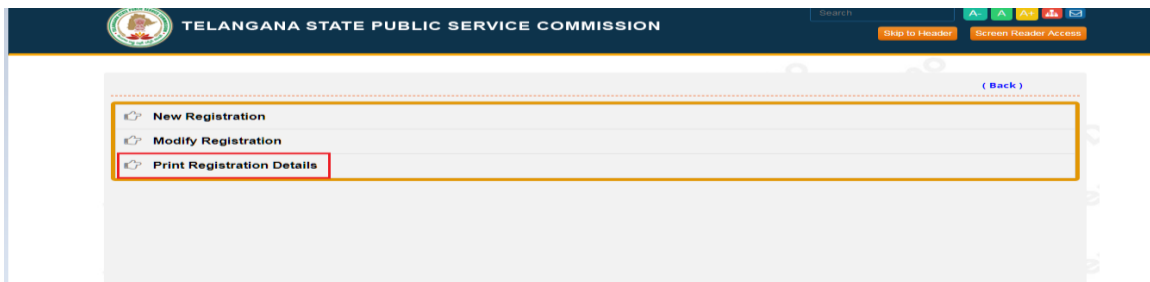
After clicking on **Modify** button, the following screen will be displayed. Click on **OK** button as shown below.



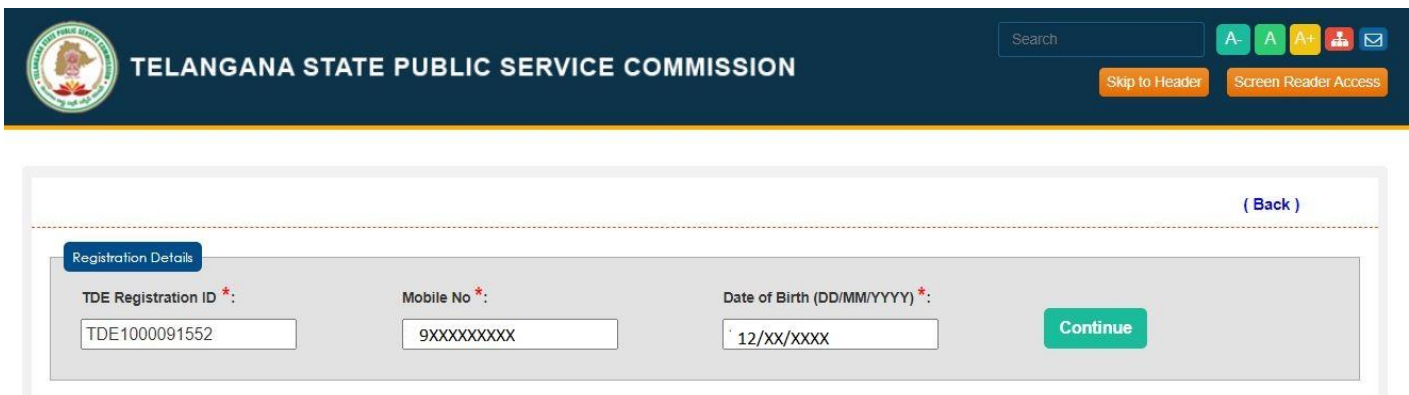
After clicking on **OK** button, the Receipt will be displayed. Click on **Print** button for taking the printout of the Receipt.

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.

		TELANGANA STATE PUBLIC SERVICE COMMISSION	
<u>Applicant Registration Details</u>			
<u>Reference Number :</u>		TDE1000091552	
<u>Personal Details</u>			
Employee Id :	12345	Photo:	
Candidate Name:	Test		
Gender :	Male		
Date of Birth :	12/12/1994		
Father/Husband name :	Father	Signature :	
E-mail id :	ATAXXXXXXXL.COM		
Mobile:	90XXXXXX000		
<u>Office Details</u>			
Department:	Test Department	Post held/Designation:	Test Post
Office Name:	Test Office		
<u>Office Address where the applicant is currently working</u>			
Flat No./Door No. :	TestFlat	Place:	Test Street
City:	Test City	District :	HYDERABAD
State :	Telangana	Pincode :	520001
<u>Debarment Details</u>			
Have you been debarred earlier :	No		
<u>Declaration :</u>			
I abide by the rules concerning the test and applied for the test as stated in the relevant G.Os.			
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 ineligibility being detected at any time before or after the Examination/Viva-Voice, 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.			
Generated by TSPSC'S Website		Powered by TSONline	

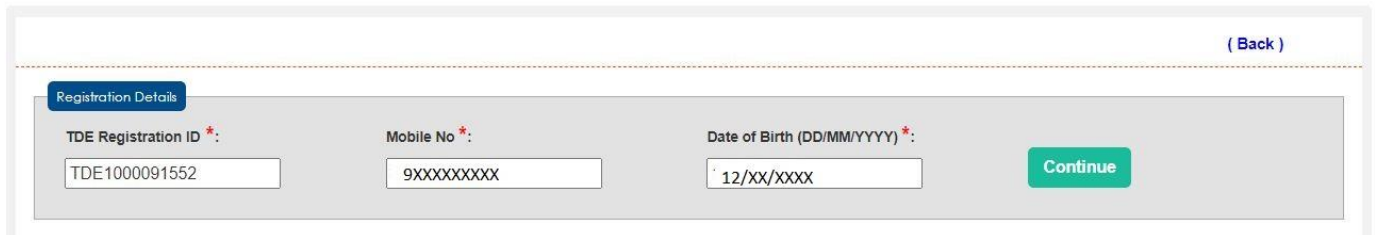
Print

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.



A screenshot of a web form titled "Registration Details". The form has a light gray background and a white border. At the top right of the form area, there is a "(Back)" link. The form contains three input fields and a "Continue" button. The first field is labeled "TDE Registration ID *:" and contains the text "TDE1000091552". The second field is labeled "Mobile No *:" and contains "9XXXXXXXX". The third field is labeled "Date of Birth (DD/MM/YYYY) *:" and contains "12/XX/XXXX". The "Continue" button is a green rounded rectangle located to the right of the date field.

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.



TELANGANA STATE PUBLIC SERVICE COMMISSION
DEPARTMENTAL TESTS :: NOVEMBER, 2020 SESSION
NOTIFICATION NO : 11/2020

Note :

(Back)

- Applicant can appear for one or more of the Tests to the extent the Time-table allows
- Fields marked with * are Mandatory.
- Details furnished in the application are final. Subsequent Requests for corrections will not be entertained by TSPSC for wrong filling of Application
- All the uploaded attachments should be in PDF format and size less than 50 KB
- Applicants are requested to read the Notification carefully and ensure that they are eligible before filling the Application form.
- Fields marked with * are Mandatory.
- After successful Payment of fee, Application Receipt will be generated. Applicants are requested to note the Application Reference Id mentioned in the receipt for future reference/correspondence.
- By any change if the amount gets debited from your account and Application Receipt has not been generated, please check the status of your application using "Know Your Application Status" link. If you are unable to find the application receipt, request you to go for a fresh submission and the amount for the failed transaction will be refunded at the earliest.

Reference Details

TDE ReferenceID * : Mobile No * : Date of Birth (dd/MM/yyyy) * :

Department Details

Applicant Type * :

Personal Details

Employee ID(7 digit id assigned by the Treasury) :

Name * : Father/Husband Name * : e-Mail * : Mobile No * :

Gender * : Male Female Date of Birth (dd/MM/yyyy) * :

Working Office Details

Department * : Post held (Present Designation) * : Office Name * :

Place * : City/Mandal/Post * : Working District * : PIN Code * :

Debarment Details

Have you been debarred earlier ? * : Yes No

Do you need a scribe ? * : Yes No

Photograph and Signature

Applicant Photograph  Applicant Signature 



After clicking on **Continue** button, the following screen will be displayed. Select the paper codes in drop down and check the paper code check boxes and click add button as shown below

Papers Appearing for

Test Names:

Subordinate Accounts Service Examination (1,9,23,34,53) ▾

1-Subordinate Accounts Service Examination, Paper-I (WITH BOOKS) 27/01/2020 2.30 PM TO 4.30 PM

9-Subordinate Accounts Service Examination, Paper-II (WITH BOOKS) 28/01/2021 10.00 AM TO 12.00 NOON

23-Subordinate Accounts Service Examination, Paper-III (WITH BOOKS) 28/01/2021 2.30 PM TO 4.30 PM

34-Subordinate Accounts Service Examination, Paper-IV (WITH BOOKS) 29/01/2021 10.00 AM TO 12.00 NOON

53-Subordinate Accounts Service Examination, Paper-V (WITH OUT BOOKS) 02/02/2021 10.00 AM TO 12.00 NOON

Divisional Test

Are you Applying for Divisional Test (Papers---->30,63,81,113,138)


Yes No


Criminal Judicial Test

Are you Applying for Criminal Judicial Test (Papers--->98,108,127,136)

Yes No

NOTE : After selecting the papers in a test, you need to click on 'ADD' button mentioned below. So that the papers in test will be added to the table. Only papers displayed in the below table will be considered.

 **ADD**

S.No.	Test Name	Paper Code	Paper Name	Session Date	Delete
1	Subordinate Accounts Service Examination	9	Subordinate Accounts Service Examination, Paper-II	28/01/2021 (10.00 AM TO 12.00 NOON)	

Check all the details once and click on **Initiate Payment** button as shown below.

Divisional Test

Are you Applying for Divisional Test (Papers---->30,63,81,113,138)

Yes No


Criminal Judicial Test

Are you Applying for Criminal Judicial Test (Papers--->98,108,127,136)

Yes No

NOTE : After selecting the papers in a test, you need to click on 'ADD' button mentioned below. So that the papers in test will be added to the table. Only papers displayed in the below table will be considered.

ADD

S.No.	Test Name	Paper Code	Paper Name	Session Date	Delete
1	Subordinate Accounts Service Examination	9	Subordinate Accounts Service Examination, Paper-II	28/01/2021 (10.00 AM TO 12.00 NOON)	

Examination Center Details

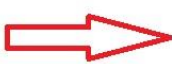
Note * : It is to inform that the Departmental Tests will be conducted in OFFLINE OMR based method and Examination centre will be allotted in working district. Paper Codes 44,78,99,128,30,63,81,113,138,149 Conducted in Hyderabad only.

Declaration

I abide by the Rules concerning the Test and applied for the Test as stated in the relevant G.Os

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 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.

 **Initiate Payment**

After clicking on **Initiate Payment** button, the following Pop Up will be displayed. Click on **Confirm** button as shown below.

After selecting the papers in a test, you need to pay the fees in test will be added to the table below. The fees in the below table will be considered.

Test Name	Application Fee	Examination Fee	Final Amount	Session Date
Subordinate Accounts Service Examination	200	100	300	28/01/2021 (10.00 AM TO 12.00 PM)

Application Fee for No of Tests (1) (Rs.) : 200
Examination Fee for No of papers (1) (Rs.) : 100
Final Amount (Rs.) : 300

Please check the data thoroughly and then submit the form. If you seem any data to be corrected then click on "Cancel" and modify the data else click on "Confirm" and complete the payment process

Do you want to continue the Payment for DEPARTMENTAL TESTS - NOVEMBER, 2020 SESSION - Notification No. 11/2020

Confirm **Cancel**

After clicking on **Confirm** button, the following Pop Up will be displayed. Click on **Ok** button as shown below.

You need to click on 'ADD' button mentioned below. So that the papers in the table below will be added.

Please Pay the fee by clicking on below Ok button. Otherwise your application will be rejected.

OK

Tests will be conducted in OFFLINE OMR based method and Examination centre for Codes 44,78,99,128,30,63,81,113,138,149 Conducted in Hyderabad only.

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

- TSONline Payment Gateway 
- T-Wallet
(NO TRANSACTION CHARGES)

Payment Gateway

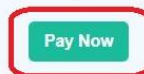
TSONline Payment Gateway

- Net Banking(SBI)
- Net Banking(HDFC)
- Net Banking(ICICI)
- Net Banking(Other Banks)
- Credit Card
- Debit Card

TSONline PG Terms & Conditions

- The Convenience charges are Rs.8/- + GST per Transaction for Direct Debit (NetBanking(Other Banks) and Debit Card), Rs.10/- + GST per Transaction for NetBanking(SBI, ICICI), Rs.15/- + GST per Transaction for NetBanking(HDFC) and 1.25% + GST for Credit Card
- In case the Fee Amount is debited from the Account and Transaction is not Successful at TSPSC's end, the Amount will be refunded to the Applicant within 10-15 working days.

I abide to the Terms and Conditions of the TSONline Payment Gateway mentioned above.



- T-Wallet
(NO TRANSACTION CHARGES)

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

Order No. : **EBS16122923A5EA7** Total Amount : **INR 309.44**

Credit/Debit Card






Card Number

MM / YY Expiry Date CVV

Name on card

Make Payment

Pay Using Credit & Debit Card


CUSTOMER CONTACT DETAILS

Email Id

Mobile No.



PAYMENT SUMMARY INR 309.44

Total INR 309.44



ingenico
GROUP

This is a secure payment gateway using 256-bit SSL encryption.
Powered by EBS.in - Payment Service Provider
Part of Ingenico Payment Services.

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

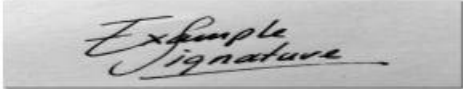
Note: By any chance if the amount gets debited from your account and Fee Payment Status is being shown as **‘Failed’**, refund request will be raised and the amount for the failed transaction will be processed at the earliest.

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 :: HYDERABAD**

Notification No.	Departmental Tests (Notification No. 11/2020) November, 2020		
TDE Reference No.	TDE1000055621		
ExamFee ID	TAPP1120100003	Name	TEST
Father's/Husband's Name	Father	Date of Birth	12/XX/XXXX
Gender	Male	e-Mail	ATAXXXXXXL.COM
Working District	HYDERABAD	Mobile	82XXXXX499
Scribe Required	No	Present Designation	Test Post
Address	Test Street, Test Office, Test City, 556756		
Application Fee for No of Tests (1)	200.00	Exam Fee for No of Papers (1)	100.00
Fee Amount(Excluding Service Charge)	300.00/-	Service Charge	9.44/-
Total Amount(Including Service Charge)	309.44/-		

Photo	Signature	QRCode
		

S.No	Tests	Papers Applied For	Paper Code
1	Subordinate Accounts Service Examination	Subordinate Accounts Service Examination, Paper-II	9

Declaration :

I abide by the rules concerning the Test and applied for the Test as stated in the relevant G.Os

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 ineligibility being detected at any time before or after the examination/viva-voice, 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.

sd/-
Ataullah
(16/12/2020)

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Print