

**TELANGANA STATE COUNCIL OF HIGHER EDUCATION :: HYDERABAD**  
**TSPGEC / TSPGECET - 2017 [A D M I S S I O N S]**

**I N S T R U C T I O N S T O C A N D I D A T E S**

1. Candidates are required to be present on the notified date and time at the helpline center as per the schedule with all the relevant certificates and fee.
2. Candidates are called for registration rank-wise. The candidates are required to sign in the register and pay the processing fee and proceed for verification of certificates. Candidates belonging to SC / ST category have to pay Rs. 500/- and all others have to pay Rs.1000/- towards processing fee which is non-refundable.
3. The candidates belong to BC/SC/ST Categories are required to submit integrated Community certificate duly signed by Mandal Revenue Officer [MRO].
4. Tuition fee reimbursement will be as per the rules of Telangana State government. Income certificate issued by MRO after 01-01-2017 will only be considered.
5. The candidates shall produce Original certificates as notified at the time of certificate verification and bring Xerox copies of certificates for submission.
6. **Every candidate shall furnish a mobile number at the time of Verification. Password (five digit PIN) will be sent to this mobile number.**
7. The verification officer will verify the genuinity of the certificates produced and collect the Xerox copies of certificates.
8. **Candidates qualified in more than one TSPGECET / GATE qualified & registered examination are required to attend for verification only once and inform the verification officer about the Hall Ticket Numbers of other examinations.**
9. After verification, the candidate shall collect the **Receipt of Certificates** from the counter.
10. **Candidates need to verify the mobile number, caste category, local area, gender, minority, parental income, special category, date of birth, eligible degree, specialization and details of other TSPGECET examinations printed on receipt of certificates. Any discrepancy should be brought to the notice of Camp Officer / Co-ordinator immediately for corrections. Seat allotment process depends on the accuracy of the above data. You are also jointly responsible for ensuring the correctness of the data.**
11. Candidate can give options on the web either from helpline centre / home / any other place having internet facility. After Final submission of options the list of saved options will be sent to the candidates registered e-mail ID.
12. The detailed instructions for entering options on web are available at <http://pgecetadm.tsche.ac.in>.
13. On the notified date, the web options are processed and allotment is communicated to the candidate through SMS.
14. Candidate can download the provisional allotment order, and report at the concerned college. The candidate have to submit their original certificates in the college allotted.
15. **While exercising options all the eligible colleges and courses are displayed for selection based on the GATE/GPAT/TSPGECET examinations written, qualifying degree and specialization. The candidates who have written more than one examination need to exercise options on the registered Hall Ticket Numbers only.**
16. **Candidates are instructed to be careful while exercising options on the web and take the print out of the**

**Final Saved options.**

17. For latest updates, visit the website <http://pgecetadm.tsche.ac.in>
18. Refer Procedure to Exercise options for instructions to the candidates for exercising options on web.
19. Candidates are informed to check their final allotment, take printout of allotment letter from the web, and report to the respective colleges on or before the date furnished on the allotment letter, failing which the candidate will lose the seat and his / her admission stands cancelled.
20. Next round of counselling for left over seats in phase-I and not reported cases and new seats sanctioned, if any, will be conducted. A separate notification will be issued for the left over seats and new seats, if any, sanctioned
21. Who should participate in Phase-II ?
  - a. Who secure a seat in earlier phase of web based counselling and wish to move to some other college.
  - b. Candidates who participated in earlier phase of web based counselling and could not secure a seat.
  - c. Candidates who did not participate in earlier phase even though he / she has been called for counselling.
  - d. Candidates who were allotted a seat but didn't report.
  - e. A candidate allotted a seat in earlier phase but cancelled his / her admission.
22. The candidates may note that
  - a. Options Exercised for one phase will not be considered for other phase of counselling.
  - b. Candidates have to exercise options afresh for each phase of web based counselling.
  - c. In case if they are satisfied with the previous allotment, options need not be exercised again.
  - d. Options may be exercised for those colleges even if the vacancies are not available, as vacancies may arise due to sliding, cancellation and conversions.
- 23. If the candidate secures a seat in phase – II, he / she will lose the claim on the earlier college allotted in phase-I, and has to report to the new college by downloading the allotment letter on or before the date furnished in the allotment letter. Failing to report within the date furnished in the allotted college, the candidate will forfeit the claim on the new college.**
24. After the Second Phase of admission, in case the candidates wish to cancel their admission, they are required to approach the principal of the college concerned only.
25. The left over seats after allotment for GATE / GPAT Candidates are alone available for TSPGECET-2017 candidates.