# TG EAPCET-2025

GOVERNMENT OF TELANGANA
TELANGANA COUNCIL OF HIGHER
EDUCATION

# USER GUIDE for TGEAPCET-2025 ADMISSIONS

# TGEAPCET-2025: PROCESSING FEE PAYMENT, SLOT BOOKING AND OPTION ENTRY

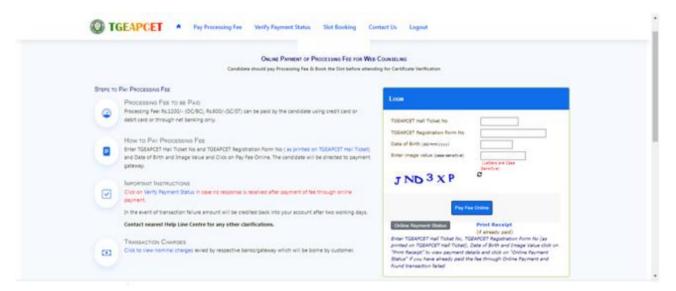
The Candidate has to perform the following two activities before attending Certificate Verification:

- 1. Payment of Processing Fee
- 2. Slot Booking(Selection of HLC, Date & Time)

After attending Certificate Verification, the Candidate has to exercise Options.

# **PAYMENT OF PROCESSING FEE:**

Login to the student's website(<a href="https://tgeapcet.nic.in">https://tgeapcet.nic.in</a>)

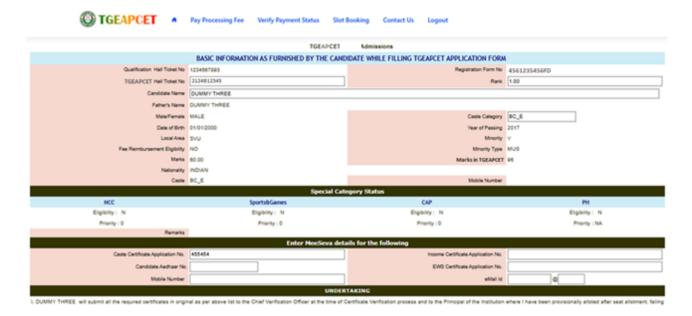


- i. Please enter the website :https://tgeapcet.nic.in in any Browser
- ii. Click on Pay Processing Fee which is available on the top of the website as shown above.
- iii. Please enter the following to Pay Processing fee payment
  - a) TGEAPCET Hall Ticket Number
  - b) TGEAPCET Registration Number(which is available on TGEAPCET Hall Ticket)
  - c) Date of Birth in dd/mm/yyyy format
  - d) Enter Captcha as displayed on the screen

After entry of the above details, Click on the button Pay Fee Online

## I. BASIC INFORMATION FORM:

The Basic Information Form as furnished in the TGEAPCET Application form will be displayed as follows:



The Candidate details as entered in TGEAPCET Application form are displayed (which cannot be edited/modified by the candidate). For any modifications, the same may please be brought to the notice of Officials at the time of Certificate Verification.

The Special Category details like NCC/SPORTS/CAP/PH will be shown as **N** for all the candidates before Certificate Verification.

The candidates eligible for NCC/SPORTS/CAP/PH/Anglo-Indian Categories have to attend at Government Polytechnic, Masab Tank as per the schedule given in List of HLCs Annexure-I placed in the website: https://tgeapcet.nic.in

# Entry of Caste, Income Certificate and EWS Certificate details, if applicable

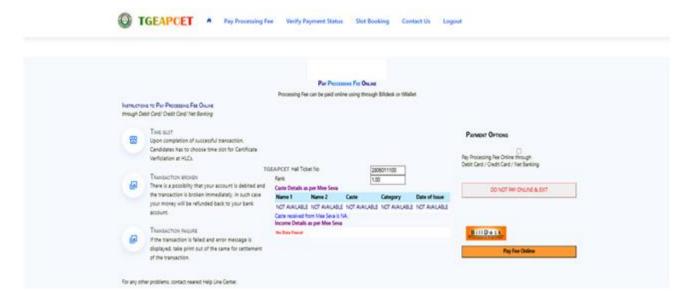


- a. Enter Caste Certificate Application Number issued by Mee Seva.
- b. The candidate can claim for fee reimbursement by entering the parent Income Certificate Application number which is available on the Income Certificate issued by Mee Seva.
- c. The candidate can claim for EWS by entering the parent EWS Certificate Application number which is available on the EWS Certificate issued by Mee Seva.

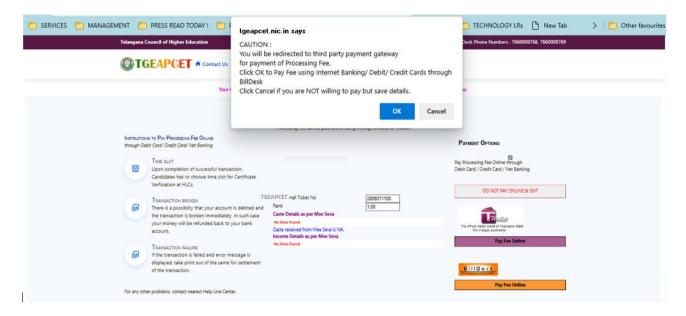
- d. The Mobile Number is important during Certificate Verification and Allotment process. The OTPs will be sent to the Mobile number as given above. The candidate is required to give his/her parent mobile number.
- e. Click on check box as shown in the screen

The following screen appears for payment of Processing Fee.

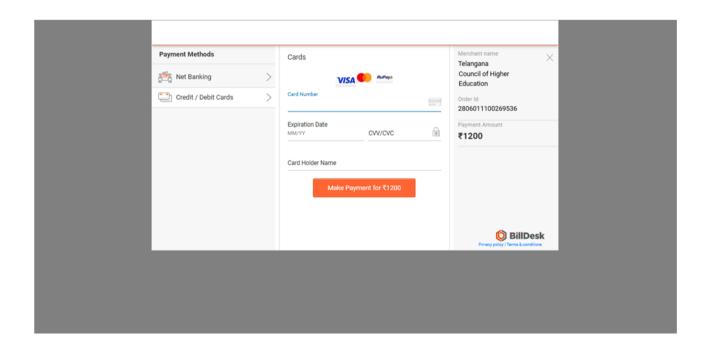
## II. PAYMENT OF PROCESSING FEE:



- 5. Click on check box as shown in the screen
- 6. Click on Pay Fee Online in one of the two payment modes
  - i. T-Wallet
  - ii. Bill Desk



- 7. Choose either payment through
  - iii. Debit Card/Credit Card or
  - iv. Net Banking
- 8. Proceed for payment of processing Fee giving appropriate details for the amount displayed on the screen and click on **Make Payment for..**



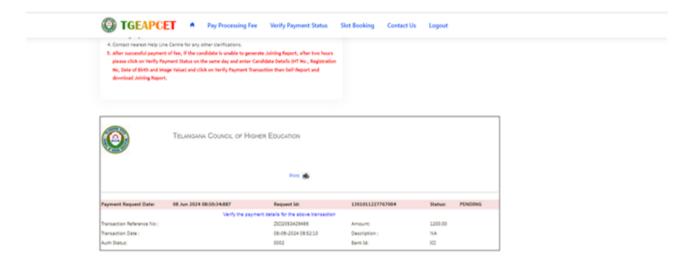
# **III. VERIFY PAYMENT STATUS:**

**a.** Click on Verify Payment Status on Homepage of <a href="https://tgeapcet.nic.in">https://tgeapcet.nic.in</a> as shown in the following screen to verify payment status



- b. Enter the following candidate details for verification of payment status in the above screen
  - a) TGEAPCET Hall Ticket Number
  - b) TGEAPCET Registration Number

- c) Date of Birth
- d) Enter image value
- c. Click on Verify Payment Transaction if already done through T-Wallet/Bill Desk as shown above
- **d.** The following screen is displayed indicating the status of the transaction(s) done already.



- e. If the transaction is successful, the status will be shown as Transaction found successful and saved in green.
- f. If not successful, try once again for payment of processing fee or contact Help Desk on phone / email.

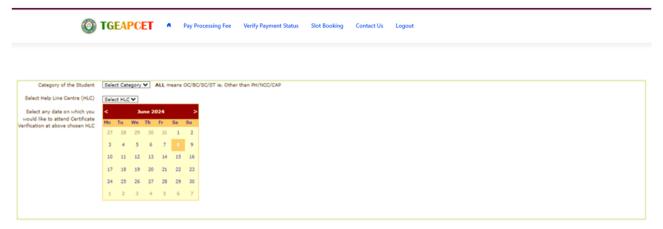
#### IV. SLOT BOOKING:

- a. Enter website address: https://tgeapcet.nic.in
- b. Check the Browser settings to disable Popup blocker
- c. Click on Slot Booking on the Homepage as shown in the following screen:

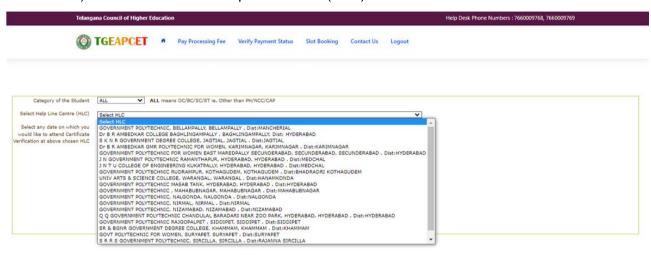


- d. The following screen appears.
  - a) Select ALL for OC/BC/SC/ST candidates who are not under Special Categories viz PH/NCC/CAP/SPORTS/ANGLO-INDIAN

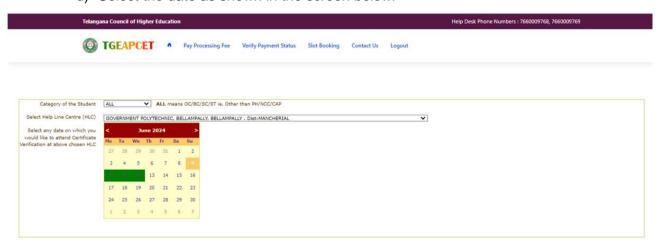
b) The candidates belonging to Special Categories PH/NCC/CAP/SPORTS/ANGLO-INDIAN can choose PH/NCC/CAP/SPORTS/ANGLO-INDIAN in Category of the Student as per their eligibility



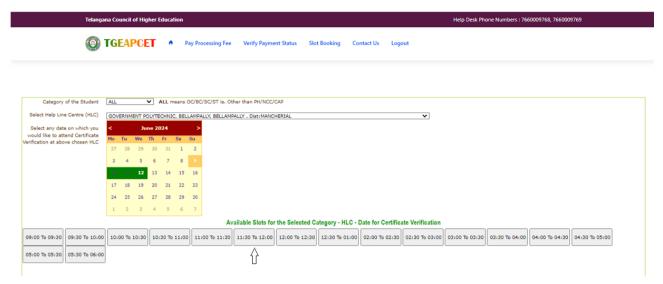
c) Select the desired Help Line Center(HLC) as shown above



d) Select the date as shown in the screen below:



- e)The Green indicates the available slots. Select the desired Date in Green
- f) The available time slots from 9:00 AM to 6:00 PM are displayed as below and choose the convenient time slot at desired HLC for Certificate Verification.



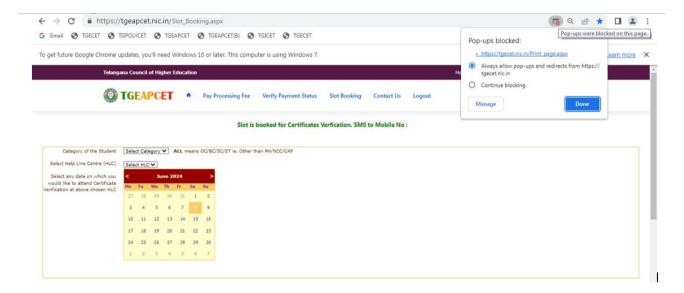
g) The following screen appears if there are available slots at the chosen date and time for that HLC. Click Yes as given in the screen to confirm the Slot for Certificate Verification.



h) On confirmation of the slot, the following screen appears



i) On confirmation of the slot, the following screen may occur in some of the Systems, wherein the popup blocker in the Browser should be disabled.



- j) The candidate will receive the confirmation of the slot booking date and time and slot through SMS.
- k) All the Special Category candidates can choose NCC/ SPORTS/ CAP/ PH/ ANGLO-INDIAN instead of ALL as per their eligibility and the Candidates are required to refer Detailed Notification as per the schedule given in List of HLCs Annexure-I placed in the website: <a href="https://tgeapcet.nic.in">https://tgeapcet.nic.in</a>

#### V. CERTIFICATE VERIFICATION:

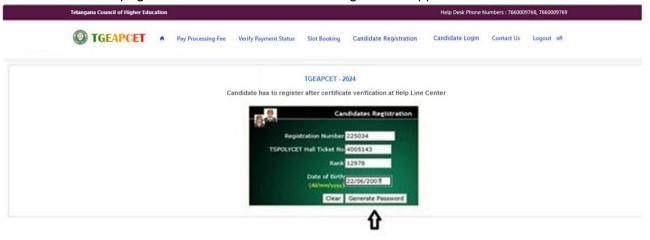
- The Candidate is required to attend Certificate Verification on the slot booked HLC on the Date & Time without fail.
- b. After Certificate Verification, the Candidate will be given Receipt of Certificate(ROC)
- During Certificate Verification, the Candidate is required to check with Registration/Verification Officers at HLC whether his/her Mobile Number is correctly entered.
- d. The candidate will receive Login ID through SMS to the Registered Mobile as soon as the Certificate Verification is completed. This Login id SMS is confidential and should not be shared with anyone and has to be saved throughout the counseling process is completed.

## **VI. OPTION ENTRY**

- a. The Candidate is required to generate Password after Certificate Verification
- b. The Password generation can be done as follows:
  - The Candidate is required to keep his ROC Form, Hall Ticket and Rank Card ready before generating Candidate Password.
  - ii. Enter the website: <a href="https://tgeapcet.nic.in">https://tgeapcet.nic.in</a> in the Browser.
  - iii. Click on Candidate Registration as given below on the homepage of the website



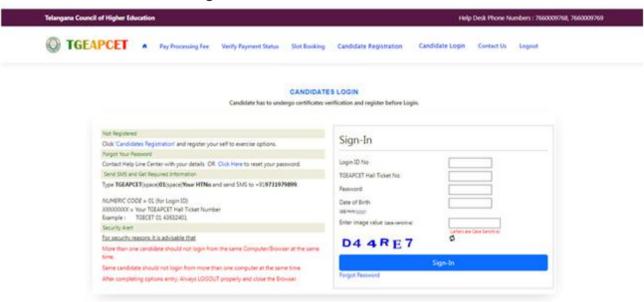
c. The Candidate has to generate Password through Candidate Registration available on the homepage as shown above. The following screen appears.



- i. Enter Registration Number (as given in TGEAPCET Hall Ticket), TGEAPCET Hall Ticket Number, Rank and Date of Birth as shown in the above screen.
- ii. Click on Generate Password as shown above
- iii. The following screen is displayed to create new password.
- iv. Enter the Password in the text box as shown in the below screen.
- v. Re enter the same Password as given below.



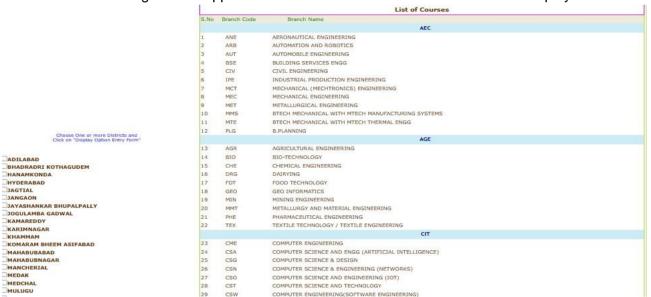
- vi. Enter the Registered Mobile Number as given in Certificate Verification and Email ID.
- vii. The Candidate receives confirmation of new password created through SMS to the Registered Mobile Number.
- viii. The Candidate is required to
  - a) Take a printout of Manual Option form available from the website.
  - b) Prepare College and Branch in priority wise in the Manual Option form for clarity in choosing College and Branches.
  - c) Keep the Mobile having registered Mobile Number handy
- d. Enter the website of https://tgeapcet.nic.in/ for Option Entry
- e. Please refer schedule for Rank wise Option entry dates placed on the homepage of https://tgeapcet.nic.in
- Select Candidates Login in the website.



- g. Enter the following details:
  - Login ID Number(as received through SMS to Registered Mobile Number after Certificate Verification)
  - ii. TGEAPCET Hall Ticket Number
  - iii. Password
  - iv. Date of Birth as given in ROC
  - v. Enter Captcha correctly in Enter Value
  - vi. Click on Sign-in
- h. After Sign-In button, One Time Password (OTP) will be sent to the Candidate Registered Mobile Number.
  - i. Please Enter OTP received as per screen given below
  - ii. Click on check box under Declaration
  - iii. Click on Click here for Option Entry



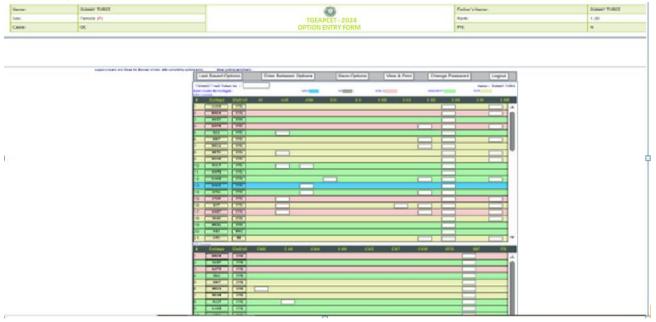
i. The following Screen appears with list of Districts and list of Courses is displayed



- Click on the check boxes of the desired districts as per your choice for the display of branches offered by the institutions of the selected districts.
- k. Click on **Display Option Entry Form** Button which is available on the bottom of the screen.



- I. Click on Show Option Entry Form.
- m. Enter TGEAPCET Hall Ticket Number in the Text Box as given in the following screen
- n. Refer to already prepared Options in Manual Option form, if done.
- o. The Options are to be given in numbers starting from1indicating highest priority for that college and branch. The Candidate can exercise as many options as possible.
- p. The duplicate Option numbers are not allowed i.e. the same option number cannot be given for two Options.



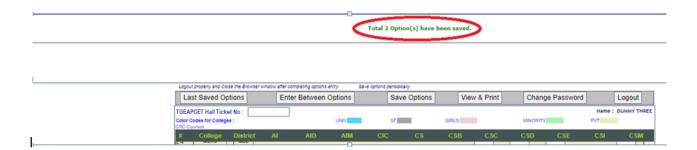
- q. The colors indicate type of institutions as given in the above screen
  - i. BLUE for GOV.
  - ii. GREY for Self Finance
  - iii. PINK for Girls
  - iv. GREEN for Minority
  - v. YELLOW for Private
- r. Candidates are advised to click on Save Options button as shown in the following screen which is available on the top of the screen for every 2 minutes and continue giving Options.



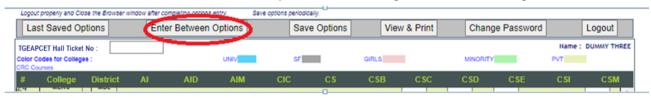
 The following screen appears after saving options and Click on OK and continue giving Options.



t. The following screen appears after saving Options



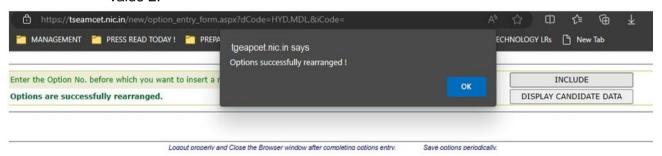
- u. If the candidate wants to choose the Districts once again, Click **Last Saved Options**Button and the screen as discussed at point 8 will be displayed and the candidate can select other districts to view the institutions available in that district.
- v. If the candidate wishes to add or insert new option at a specific Option number then
  - i. Click on Enter Between Options Button as given in the following screen



ii. Enter that specific Option *number value* in the Text box where it was to be inserted as given in the following screen



iii. Click on **Include Button** and all Options will be increased by one. For example, to add new option at Option number 2 which was already exercised, then all Options will be shifted to next number automatically i.e. Option 2 will be shifted to 3 and the next option will be shifted to next number. The new option can be entered with value 2.



iv. The screen with re arranged options will be displayed as following



v. If there are duplicate Option numbers given by the candidate unknowingly, the following error message will be displayed at the time of Saving options and give Option numbers without duplicates carefully.



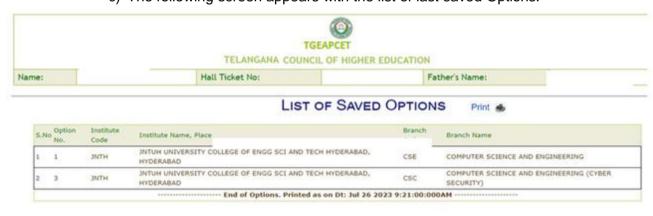
- vi. The candidate can view list of Saved Options by
  - a) Click on View & Print Option as given in the following screen



b) The following screen appears. Click on **View Saved Options** as shown in the following screen.



c) The following screen appears with the list of last saved Options.



- vii. To change Password, click on **Change Password** as given in the following screen.
  - a) The candidate is required to enter Old Password and
  - b) Please give New Password and Re-Enter again the same given New Password
  - c) Then click on Save Password Button.



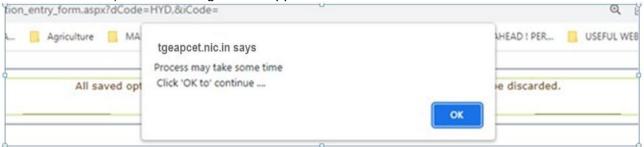
viii. The candidates after giving all Options and to Logout, the candidate is required a) Click on Logout



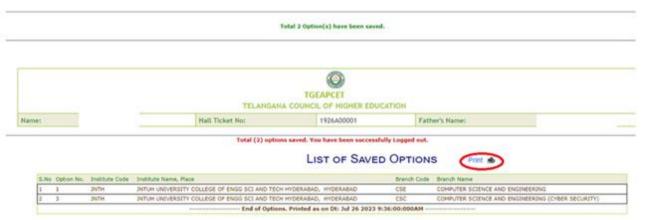
d) Click on Save & Logout as given below



e) The following screen appears and click OK.



- f) Click on OK button
- g) The Options given are saved and the candidate is successfully logged out of Option entry with the list of all saved Options is displayed and click on Print icon for taking printout of saved Options as given in the following screen.



- h) The candidate is required to check the list of options given in the printout of the given options.
- For any modifications in the Options given, please login again through Candidates Login in the website.

# **VII. AFTER ALLOTMENTS OF SEATS:**

a. After TGEAPCET Seat allotments are announced, the Candidate can verify the Allotment Status in Candidate Login. The following screen appears in Candidate Login.



b. In Candidate Login, Click on Allotment Order as given in the following screen

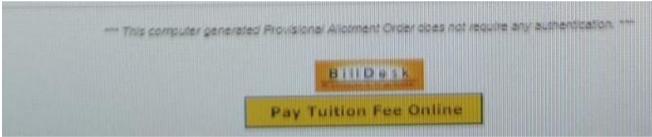


c. On clicking of Allotment Order as given in the above Screen, If allotted, the following screen appears with the details of allotment and Tuition fee amount to be paid by the Candidate.

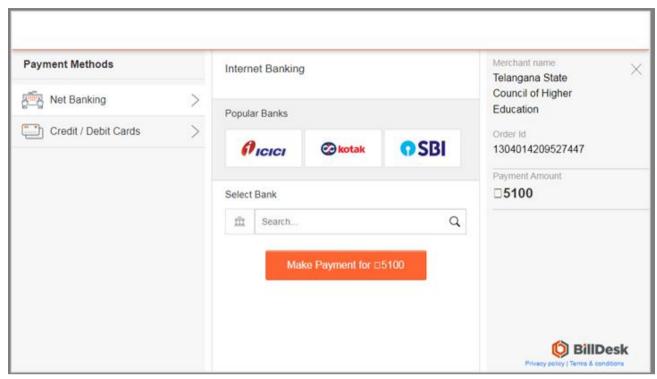


# VIII. TUTION FEE:

a. At the bottom of the allotment order, there is Pay Tuition Fee Online as shown in the following screen



- b. Click on the button Pay Tuition Fee Online
- c. The following screen appears with the specified Tuition Fee as shown in the screen



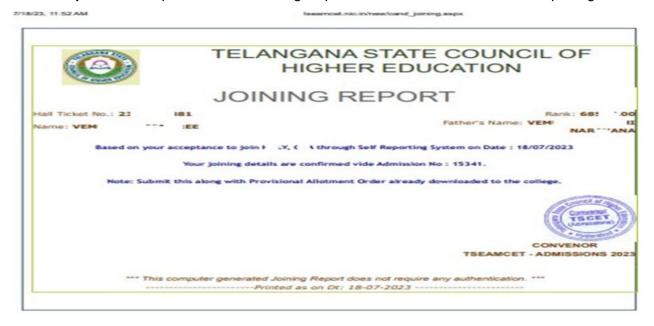
- d. Choose either of the Payment Methods
  - a) Credit Card or Debit Card
  - b) Net Banking
- e. Proceed for payment of Tuition Fee by clicking Make Payment for...
- f. After payment click on Self Reporting System.



- g. Click on Self Reporting System and then details of the Candidate along with Order ID will appear. Verify Order ID Number and Click on Submit button.
- h. The Joining Report will be displayed. Take the Printout
- i. The Candidate details—Candidate Hall Ticket Number, Rank, Candidate Name and Candidate Father's Name along with the Allotted College & Branch with Admission

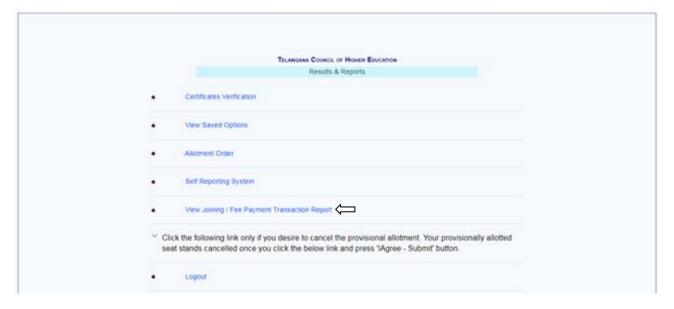
Number is displayed.

j. Take the printout of the Joining Report which is also called as Self Reporting.



# IX. For viewing the Payment Transaction status

a. Click on View joining report/Fee Payment Transaction Report to view payment details as given in the following screen.



The following screen appears



# ADMISSIONS INTO ENGINEERING AND PHARMACY TGEAPCET

**View Joining Report** 

View Fee Payment Transaction Details

- b. Click on View Fee Payment Transaction Details as given above
- c. The following report will be displayed. The details of all transactions with payment of Processing Fee and Tuition Fee will be displayed as given in the following screen.

