TG EAPCET−2025

GOVERNMENT OF TELANGANA
TELANGANA COUNCIL OF HIGHER EDUCATION

USER GUIDE
for
TGEAPCET–2025 ADMISSIONS

User Guide–Hand holding approach to the TGEAPCET Candidates

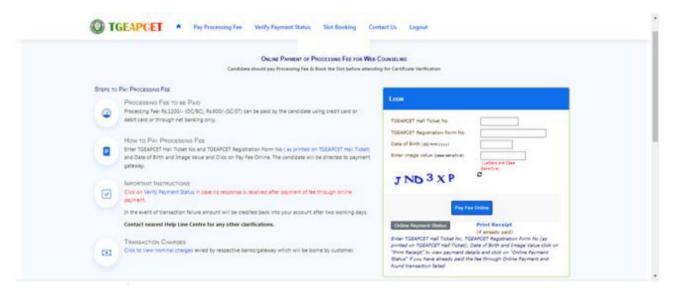# TGEAPCET–2025: PROCESSING FEE PAYMENT, SLOT BOOKING & CERTIFICATE VERIFICATION

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:

1. Login to the student's website(https:// tgeapcet.nic.in)

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

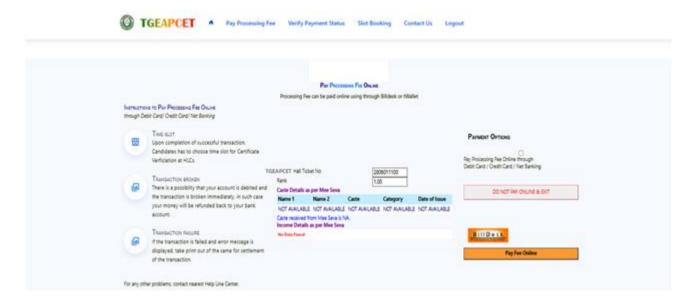**Entry of Caste, Income Certificate and EWS Certificate details, if applicable**

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.
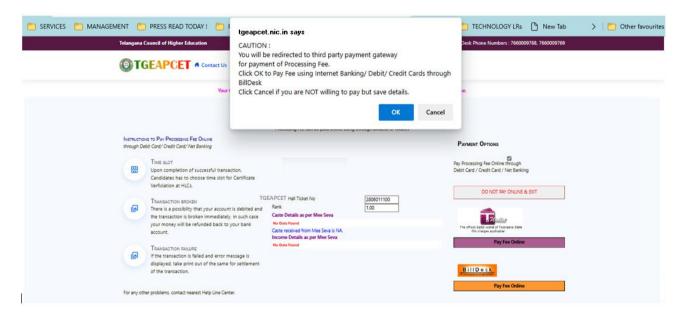
d. The Mobile Number is important during Certificate Verification and Allotment process. The OTPs will be sent to the Mobile number as given above. The candidate is required to give his/her parent mobile number.

e. **Click on check box** as shown in the screen

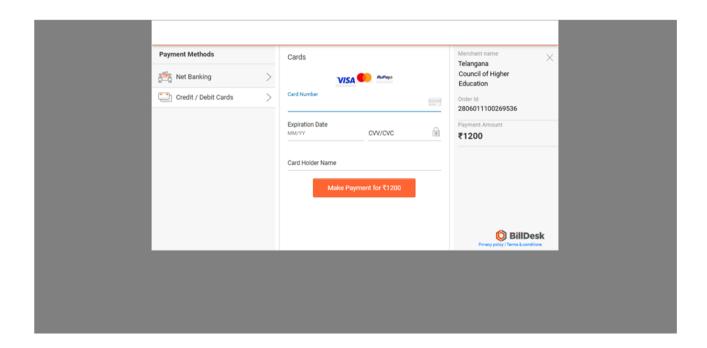The following screen appears for payment of Processing Fee.

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 https://tgeapcet.nic.in 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

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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.

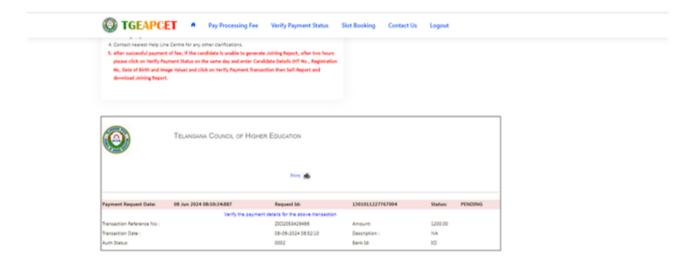e. If the transaction is successful, the status will be shown as Transaction found successful and saved in green.

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.

TGEAPCET   Pay Processing Fee   Verify Payment Status   Slot Booking   Contact Us   Logout

Category of the Student	ALL ∨	ALL means OC/BC/SC/ST ie. Other than PH/NCC/CAP
Select Help Line Centre (HLC)	GOVERNMENT POLYTECHNIC, BELLAMPALLY, BELLAMPALLY . Dist:MANCHERIAL ∨	

Select any date on which you would like to attend Certificate Verification at above chosen HLC

June 2024

Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	31	1	2
3	4	5	6	7	8	9
		12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Available Slots for the Selected Category - HLC - Date for Certificate Verification

09:00 To 09:30	09:30 To 10:00	10:00 To 10:30	10:30 To 11:00	11:00 To 11:30	11:30 To 12:00	12:00 To 12:30	12:30 To 01:00	02:00 To 02:30	02:30 To 03:00	03:00 To 03:30	03:30 To 04:00	04:00 To 04:30	04:30 To 05:00

05:00 To 05:30	05:30 To 06:00

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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.
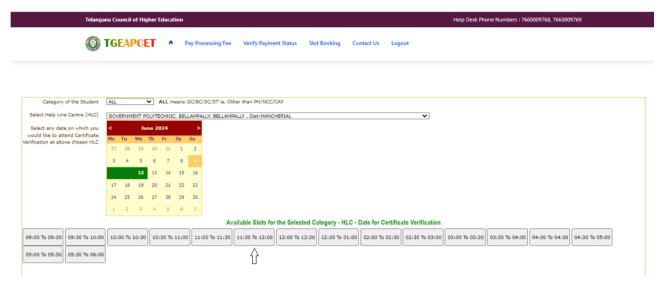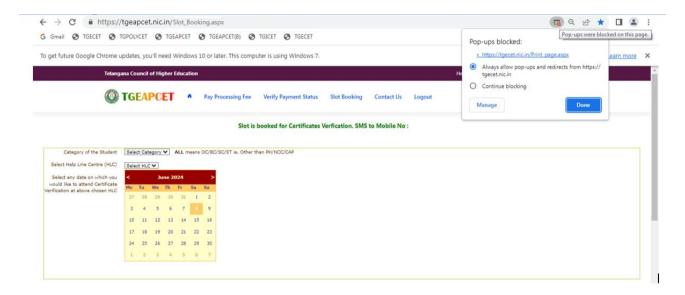
TGEAPCET   Pay Processing Fee   Verify Payment Status   Slot Booking   Contact Us   Logout

Category of the Student	ALL ∨	ALL means OC/BC/SC/ST ie. Other than PH/NCC/CAP
Select Help Line Centre (HLC)	GOVERNMENT POLYTECHNIC, BELLAMPALLY, BELLAMPALLY . Dist:MANCHERIAL ∨	

Select any date on which you would like to attend Certificate Verification at above chosen HLC

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Available Slots for the Selected Category - HLC - Date for Certificate Verification

09:00 To 09:30	09:30 To 10:00	10:00 To 10:30	10:30 To 11:00	11:00 To 11:30	11:30 To 12:00	12:00 To 12:30	12:30 To 01:00	02:00 To 02:30	02:30 To 03:00	03:00 To 03:30	03:30 To 04:00	04:00 To 04:30	04:30 To 05:00

05:00 To 05:30	05:30 To 06:00

Selectd HLC: GOVERNMENT POLYTECHNIC, BELLAMPALLY, BELLAMPALLY . Dist:MANCHERIAL
Selected Category: ALL
Selected date: 29-06-2025
Selected Slot: 10:00 To 10:30 A.M

Do you wish to continue in 'ALL ' category slot?

Yes   No

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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: https://tgeapcet.nic .in

V. CERTIFICATE VERIFICATION:

a. 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)

c. 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.

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