

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 :

TGEAPCET Admissions			
BASIC INFORMATION AS FURNISHED BY THE CANDIDATE WHILE FILLING TGEAPCET APPLICATION FORM			
Qualification Hall Ticket No	123456789	Registration Form No	4561235456FD
TGEAPCET Hall Ticket No	2124812345	Rank	1.00
Candidate Name	DUMMY THREE		
Father's Name	DUMMY THREE		
Male/Female	MALE	Caste Category	BC_E
Date of Birth	01/01/2000	Year of Passing	2017
Local Area	SVU	Minority	Y
Fee Reimbursement Eligibility	NO	Minority Type	MUS
Marks	80.00	Marks in TGEAPCET	98
Nationality	INDIAN	Mobile Number	
Caste	BC_E		
Special Category Status			
NCC	Sports/Games	CAP	PH
Eligibility : N	Eligibility : N	Eligibility : N	Eligibility : N
Priority : 0	Priority : 0	Priority : 0	Priority : NA
Remarks			
Enter MeeSeva details for the following			
Caste Certificate Application No.	455454	Income Certificate Application No.	
Candidate Aadhaar No.		EWS Certificate Application No.	
Mobile Number		eMail Id	
UNDERTAKING			

I, DUMMY THREE will submit all the required certificates in original as per above list to the Chief Verification Officer at the time of Certificate Verification process and to the Principal of the Institution where I have been provisionally allotted after seat allotment, failing

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

Local Area	SVU	Minority	Y
Fee Reimbursement Eligibility	NO	Minority Type	MUS
Marks	80.00	Marks in TGEAPCET	98
Nationality	INDIAN	OQ Eligibility	
Caste	BC_E	Mobile Number	
Special Category Status			
NCC	Sports/Games	CAP	PH
Eligibility : N	Eligibility : N	Eligibility : N	Eligibility : N
Priority : 0	Priority : 0	Priority : 0	Priority : NA
Remarks			
Enter MeeSeva details for the following			
Caste Certificate Application No.		Income Certificate Application No.	
Candidate Aadhaar No.		EWS Certificate Application No.	
Mobile Number	XXXXXXXXXX	eMail Id	
UNDERTAKING			

I, DUMMY THREE will submit all the required certificates in original as per above list to the Chief Verification Officer at the time of Certificate Verification process and to the Principal of the Institution where I have been provisionally allotted after seat allotment, failing which I will forego my admission and I will not enter into any legal correspondence in this regard.

I declare that the details mentioned above are true to the best of my knowledge. The Income Certificate and Caste Certificate produced by me are genuine, and if it is found false at later date, I am aware that I am liable for Criminal prosecution besides foregoing the provisional allotment and I am aware that the eligibility for Tuition Fee Reimbursement now granted is subject to fulfillment of conditions stipulated in future, if any, by the Government and I undertake to abide by the rules issued by the Government from time to time, I will not enter any legal correspondence with the Government or authorities concerned.

I am fully aware of COVID-19 situation and will not claim on the department in case of any unforeseen incident.

☐ I declare that I read the above instructions and understood the process.

Submit

- Enter Caste Certificate Application Number issued by Mee Seva.
- 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.
- 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 :

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

Pay Processing Fee Online
Processing Fee can be paid online using through BillDesk or tiffallet.

Instructions to Pay Processing Fee Online through Debit Card/ Credit Card/ Net Banking

- TIME SLOT**
Upon completion of successful transaction, Candidates has to choose time slot for Certificate Verification at HLCs.
- TRANSACTION BROKEN**
There is a possibility that your account is debited and the transaction is broken immediately. In such case your money will be refunded back to your bank account.
- TRANSACTION FAILURE**
If the transaction is failed and error message is displayed, take print out of the same for settlement of the transaction.

TGEAPCET Hall Ticket No: 2805011100
Rank: 1.00

Name 1	Name 2	Caste	Category	Date of Issue
NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE

Caste received from Mee Seva is NA.
Income Details as per Mee Seva: No Data Found

PAYMENT OPTIONS

☐ Pay Processing Fee Online through Debit Card / Credit Card / Net Banking

DO NOT PAY ONLINE & EXIT

BillDesk

Pay Fee Online

For any other problems, contact nearest Help Line Center.

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

6. Click on **Pay Fee Online** in one of the two payment modes

- T-Wallet
- Bill Desk

tgeapcet.nic.in says

CAUTION :
You will be redirected to third party payment gateway for payment of Processing Fee.
Click OK to Pay Fee using Internet Banking/ Debit/ Credit Cards through BillDesk
Click Cancel if you are NOT willing to pay but save details.

OK **Cancel**

Telangan Council of Higher Education

TGEAPCET Contact Us

Instructions to Pay Processing Fee Online through Debit Card/ Credit Card/ Net Banking

- TIME SLOT**
Upon completion of successful transaction, Candidates has to choose time slot for Certificate Verification at HLCs.
- TRANSACTION BROKEN**
There is a possibility that your account is debited and the transaction is broken immediately. In such case your money will be refunded back to your bank account.
- TRANSACTION FAILURE**
If the transaction is failed and error message is displayed, take print out of the same for settlement of the transaction.

TGEAPCET Hall Ticket No: 2805011100
Rank: 1.00

Caste Details as per Mee Seva: No Data Found
Caste received from Mee Seva is NA.
Income Details as per Mee Seva: No Data Found

PAYMENT OPTIONS

☒ Pay Processing Fee Online through Debit Card / Credit Card / Net Banking

DO NOT PAY ONLINE & EXIT

T-Wallet
The official digital wallet of Telangana State (No charges applicable)

Pay Fee Online

BillDesk

Pay Fee Online

For any other problems, contact nearest Help Line Center.

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

- 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.

4. Contact nearest Help Line Centre for any other clarifications.

5. After successful payment of fee, if the candidate is unable to generate Joining Report, after two hours please click on Verify Payment Status on the same day and enter Candidate Details (HT No., Registration No, Date of Birth and Image Value) and click on Verify Payment Transaction then Self Report and download Joining Report.

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Print

Payment Request Date:	08 Jun 2024 08:50:34:887	Request Id:	1305011227767004	Status:	PENDING
Verify the payment details for the above transaction					
Transaction Reference No.:	ZIC2053429486	Amount:	1200.00		
Transaction Date:	08-06-2024 08:52:10	Description:	N/A		
Auth Status:	0002	Bank Id:	IC		

- 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:

TELANGANA COUNCIL OF HIGHER EDUCATION

Help Desk Phone Numbers : 7660009768, 7660009769

Pay Processing Fee Verify Payment Status Slot Booking Contact Us Logout

ONLINE SLOT BOOKING FOR CERTIFICATE VERIFICATION

Candidate has to pay Processing fee before selecting Online Slot Booking for attending Certificate Verification as per schedule.

CANDIDATE DETAILS:

TGEAPCET Hall Ticket No.

TGEAPCET Registration Form No.

Date of Birth

Enter Image Value (see window)

DS 6 B 4 X

SLOT BOOKING

- Processing fee to be paid:
Processing Fee: Rs.1200/- (OC/BC), Rs.800/- (SC/ST)
- Enter TGEAPCET Hall Ticket No., TGEAPCET Registration Form No. (as printed on TGEAPCET Hall Ticket) and Date of Birth and click **Show Available Slots** after payment of processing fee.
- The Candidate has to **Change Category of the Student** and select available **Help Line Centre, Date & Time** where he/she is interested to attend for Certificate verification.
- The candidate had to attend at the selected Help Line Centre (HLC) on the Date / Time booked through Slot Booking. The candidate is not permitted to other than selected HLC. Candidate has to report 10 minutes before Starting of the opted Slot Time.
- Contact nearest Help Line Centre for any other clarifications.
- Enable pop-up window in browser settings to view and print **Slot Booking Receipt**, if receipt not visible.

- 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

Category of the Student: **Select Category** **ALL** means OC/BC/SC/ST ie. Other than PH/NCC/CAP

Select Help Line Centre (HLC): **Select HLC**

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
10	11	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

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

Category of the Student: **ALL** **ALL** means OC/BC/SC/ST ie. Other than PH/NCC/CAP

Select Help Line Centre (HLC): **Select HLC**

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

GOVERNMENT POLYTECHNIC, BELLAMPALLY, BELLAMPALLY, Dist:MANCHERIAL
 Dr B R AMBEDKAR COLLEGE BAGHLINGAMPALLY, BAGHLINGAMPALLY, Dist: HYDERABAD
 S K N R GOVERNMENT DEGREE COLLEGE, JAGTIAL, JAGTIAL, Dist:JAGTIAL
 Dr B R AMBEDKAR GIR POLYTECHNIC FOR WOMEN, KARIMNAGAR, KARIMNAGAR, Dist:KARIMNAGAR
 GOVERNMENT POLYTECHNIC FOR WOMEN EAST MAREDPALLY SECUNDERABAD, SECUNDERABAD, Dist:HYDERABAD
 J N GOVERNMENT POLYTECHNIC RAMANTHAPUR, HYDERABAD, HYDERABAD, Dist:MEDCHAL
 J N T U COLLEGE OF ENGINEERING KUKATPALLY, HYDERABAD, HYDERABAD, Dist:MEDCHAL
 GOVERNMENT POLYTECHNIC RUDRAPUR, KOTHAGUDEM, KOTHAGUDEM, Dist:KOTHAGUDEM
 UNIV ARTS & SCIENCE COLLEGE, WARANGAL, WARANGAL, Dist:MAHAMKONDA
 GOVERNMENT POLYTECHNIC MASAB TANK, HYDERABAD, HYDERABAD, Dist:HYDERABAD
 GOVERNMENT POLYTECHNIC, MAHABUBNAGAR, MAHABUBNAGAR, Dist:MAHABUBNAGAR
 GOVERNMENT POLYTECHNIC, NALGONDA, NALGONDA, Dist:NALGONDA
 GOVERNMENT POLYTECHNIC, NIRMAL, NIRMAL, Dist:NIRMAL
 GOVERNMENT POLYTECHNIC, NIZAMABAD, NIZAMABAD, Dist:NIZAMABAD
 Q Q GOVERNMENT POLYTECHNIC CHANDULAL BARADARI NEAR ZOO PARK, HYDERABAD, HYDERABAD, Dist:HYDERABAD
 GOVERNMENT POLYTECHNIC RAJGOPALPET, SIDDIPET, SIDDIPET, Dist:SIDDIPET
 SR & BGIR GOVERNMENT DEGREE COLLEGE, KHAMMAM, KHAMMAM, Dist:KHAMMAM
 GOVT POLYTECHNIC FOR WOMEN, SURYAPET, SURYAPET, Dist:SURYAPET
 S R R S GOVERNMENT POLYTECHNIC, SIRCILLA, SIRCILLA, Dist:RAJANNA SIRCILLA

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

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
10	11	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

- 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.



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
10	11	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												

↑

- 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.



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
10	11	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												

Select HLC: GOVERNMENT POLYTECHNIC, BELLAMPALLY, BELLAMPALLY - Dist:MANCHERIAL
 Selected Category: ALL
 Selected date: 29-06-2024
 Selected Slot: 10:00 To 10:30 A.M

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

Yes No

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



TGEAPCET Admissions

RECEIPT OF SLOT BOOKING

Date: 09/06/2024

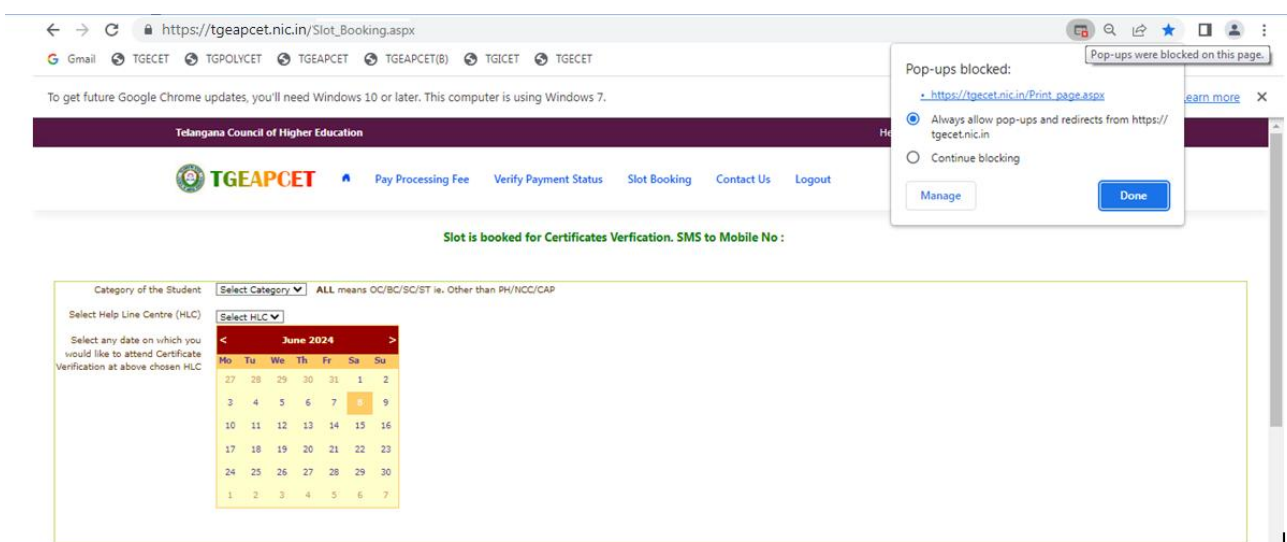
Candidate Name: KONDA AVINASH
 Father Name: VENKANNA
 Hall Ticket No.: 1305014592
 Rank: 5244.00

Help Line Centre Details

HLC Name	HLC Address	Slot Date	Slot Time	Serial No	Slot Category
GOVERNMENT POLYTECHNIC NALGONDA		11/06/2024	10:30 To 11:00 A.M.		ALL

Note: Candidate has to report 10 minutes before starting of the opted Slot Time.

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.



← → ↻ 🔒 https://tgeapcet.nic.in/Slot_Booking.aspx

Gmail TGEAPCET TGPOLYCET TGEAPCET TGEAPCET(B) TGICET TGEAPCET

To get future Google Chrome updates, you'll need Windows 10 or later. This computer is using Windows 7.

Tetangana Council of Higher Education

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

Slot is booked for Certificates Verification. SMS to Mobile No :

Category of the Student: Select Category ALL means OC/BC/SC/ST ie. Other than PH/NCC/CAP

Select Help Line Centre (HLC) Select HLC

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
10	11	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

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:

- The Candidate is required to attend Certificate Verification on the slot booked HLC on the Date & Time without fail.
- 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.
- 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.