USERGUIDE for filling up of online application for the post of Assistant Engineer/Electrical in TSSPDCL (Notification No.01/2023, Dt.02.02.2023)		
Sl. No.	**Particulars**	**Description**
	ONLINE PAYMENT FORM	
	Click on MAKE PAYMENT in the website www.tssouthernpower.cgg.gov.in and provide the correct details and make payment and obtain the Journal Number	
1	Candidate Name	Name as per SSC certificate or equivalent
2	Do you belong to Telangana State	Choose the appropriate YES/NO
3	Are you a PH Candidate	Choose the appropriate YES/NO (Disability of a minimum 40% and above)
4	Community	Choose Community from the drop down list. Indicate YES/NO regarding your status of Economically Weaker Section (EWS) if you belong to OC.
5	Date of Birth	DOB as per SSC Certificate or equivalent
6	Mobile Number	Enter valid Mobile Number. Click on Get OTP and furnish the **One Time Password (OTP)** received to your mobile phone for authentication. Please maintain the same number for further communication until finalization of selections.
7	Aadhar Number	Enter your Aadhar (UID) Number
8	Gender	Choose the appropriate YES/NO
After furnishing the above particulars enter the correct CAPTCHA, click on the Declaration and click on the Submit button which will direct you to the payment gateway for making payment of the prescribed Online Application processing Fee and Written Examination Fee, as the case may be. After successful payment please note the Journal Number generated.		
IMPORTANT NOTE: **i. Provide valid Mobile Number and correct particulars of Name, Date of Birth, Community, EWS Status, Physically Handicapped Status etc., Candidate alone is responsible for wrong entries made in the payment form.** **ii. The above particulars given in the online payment form will be carried over to the online application form and these particulars cannot be changed while submitting the online application form.**		
	ONLINE APPLICATION FORM	
	Click on SUBMIT APPLICATION in the website and provide the correct details of Journal Number, Date of Payment and Date of Birth.	
	APPLICANT DETAILS	
1	Journal Number	Auto populated
2	Candidate Name	Auto populated
3	Name of the Father	Name as per SSC certificate or equivalent
4	Date of Birth	Auto populated
5	Gender	Auto populated

6	Aadhar(UID) No.	Auto populated
7	Do you belong to Telangana State	Auto populated
8	Marital Status	Must select either Married/Unmarried
9	Permanent Address	Permanent residential Address of the applicant giving the H.No., Building Name, Street Name etc.
	Name of the State	Name of the State is to be selected. If selected 'Other than Telangana' provide other State name and Pincode
	District Name	If selected 'Telangana', Choose name of the District from the drop down list
	Mandal Name	Choose name of the Mandal from the drop down list
	Village Name	Provide Name of the Village/Town
	Pincode	Pincode
10	Whether mailing Address and Permanent Address are same	Select YES/NO. If selected NO, provide the Mailing Address details.
11	Mailing Address	Present address in which applicant is residing (Communication Address) giving the H.No., Building Name, Street No., Area/Village, Town./City with Pin code. Name of the State is to be selected. If selected 'Other than Telangana' provide other State name and Pincode. If selected 'Telangana', Choose the name of the District, Mandal from the drop down list and provide the Name of the Village/Town and Pincode.
12 & 13	Caste	Auto populated
	Sub-Caste	Sub-Caste of the Applicant (select from drop down list). For OC candidates the EWS status is auto populated as per the details given in online payment form.
	Creamy Layer	Applicable for BC candidates. Must select YES or NO. (In terms of G.O.Ms.No.8, Backward Classes Welfare (OP) Department,dt.13.11.2014, Govt. of Telangana, as adopted by TSTRANSCO vide T.O.O.(CGM-HRD-Per) Ms.No.188,dt.22.09.2015 and adopted by TSSPDCL, the candidates claiming reservation belonging to Backward classes have to produce a certificate regarding their exclusion from the Creamy Layer from the Competent Authority (Tahsildar)).
14	E-mail	Provide valid email-id
15	Mobile Number	Auto populated
16	Alternate Mobile Number	Provide Alternate mobile number
17	Identification Marks	Identification marks as per SSC memo
18	Mother Tongue	Mother Tongue (select from drop down list)

19	Employment Exchange Regd. No.	Employment Exchange Regd. No. (non mandatory)
20	Employment Status	Select from the drop down list
21	Are you a Physically Handicapped (PH) Person	YES/NO. Auto populates as per the details given in the online payment form
	Type of PH	If above is YES, Select type of Disability i.e. VH/HH/OH/AMD and Select percentage of Disability from the drop down list

Browse the Scanned Photograph and Signature (*.jpg format) and click on Save & Next. For detailed instructions in this regard see PARA (IV) (7) of Notification.

	POST AND QUALIFICATION DETAILS	
1	Journal Number	Auto populated
2	Post applying for	Auto populated
3&4	Qualification	Select from the drop down list. If selected 'Other Equivalent Qualification' furnish the qualification and the same shall be in brief as per the Provisional/Original Degree Certificate.
5	Mode of Qualification	To be selected from the given options.
6	University/Institute	Name of the University/Institute to be selected. If mode of qualification is Regular/Distance from other than TS, furnish the State in which the University/Institute is located
7	Date of Acquiring Qualification	Select the Date from the Date picker
	EDUCATION DETAILS	
	Study Particulars	Select Type of Study for Regular/Private
		If Regular, select the district and Mandal in which applicant studied Class I to Class VII from drop down lists. Also furnish the name of the school in which studied in each Class from 1st to 7th. If Private, select the district and Mandal from the Drop down lists, in which applicant resided by taking into the applicant's age (age at the time of relevant Class if studied).

IMPORTANT NOTE:
Candidate should acquaint himself the present District in which jurisdiction, the School he studied from 1st class to 7th class / the place where the candidate resided from the age of 5 years to 12 years (if not studied in regular mode) is falling i.e after re-organization & formation of new Districts, irrespective of the District mentioned in the School Bonafide issued prior to re-organization of Districts.

	Do you possess Qualification & Eligibility as per Notification	YES/NO

After filling the form, Click on Preview Button to preview the information filled in the form. Please check thoroughly, EDIT the form details if needed and then only submit the same.