

USER GUIDE

TO FILL ONLINE APPLICATION FORM AND FEE PAYMENT

The candidates are advised to be ready with the **following mandatory / optional details** to fill in the appropriate fields before filling the Online Application Form.

The Mandatory Details are as follows:

S.No	DETAILS REQUIRED	DOCUMENT TO BE REFERRED
1	Credit Card or Debit Card or Net Banking Details (If payment is being made through Credit Card / Debit Card/Net Banking)	Credit Card / Debit Card/Net Banking Details
2.	Qualifying Examination Hall ticket Number as per TS DEECET Criteria	Marks Memo / Hall Ticket Number of Qualifying Examination
3.	Date of Birth	Birth Certificate / SSC or Equivalent Certificate
4.	Course Applied for Diploma in Elementary Education or Diploma in Pre-school Education	Eligibility Criteria in the TS DEECET-2023 Website
5.	Local Status (OU/ Non-local)	The local candidate certificate issued by MRO or Competent Authority

The following system requirements need to be available to comfortably browse TS DEECET-2023 official website www.deecet.cdse.telangana.gov.in

SYSTEM REQUIREMENTS:

For better viewing of TS DEECET-2023 website www.deecet.cdse.telangana.gov.in and smooth Application submission through ONLINE mode, the candidates are hereby informed that the following computer system Requirements are most

Requirements & Desirable:

Internet browser: Internet Explorer 6.0 and above/ Google Chrome

Screen resolution: 600 * 800

PDF reader: Adobe Acrobat reader 8.0 and above

Browser settings: Disable the pop up blocks and uninstall all the Script blockers

TS DEECET 2023 - FEE PAYMENT AND ONLINE APPLICATION FORM FILLINGFLOWCHART

VISIT www.deecet.cdse.telangana.gov.in & Click “APPLY ONLINE”

Payment of Registration Fee

Mode of Payment

Debit Card / Credit Card/Net Banking

1. If you choose the payment using Debit Card / Credit Card/Net Banking mode, go through the Instruction booklet carefully and be ready with ALL the required details for ONLINE SUBMISSION.
2. Click on “**MAKE PAYMENT**” button and proceed by filling the required details

You will be redirected to the Payment Gateway site. Note down the “**Payment Reference Id.**” for future correspondence.

Note: During the Payment process, do not click on Back / Refresh buttons. Also do not close the Browserpage abruptly.

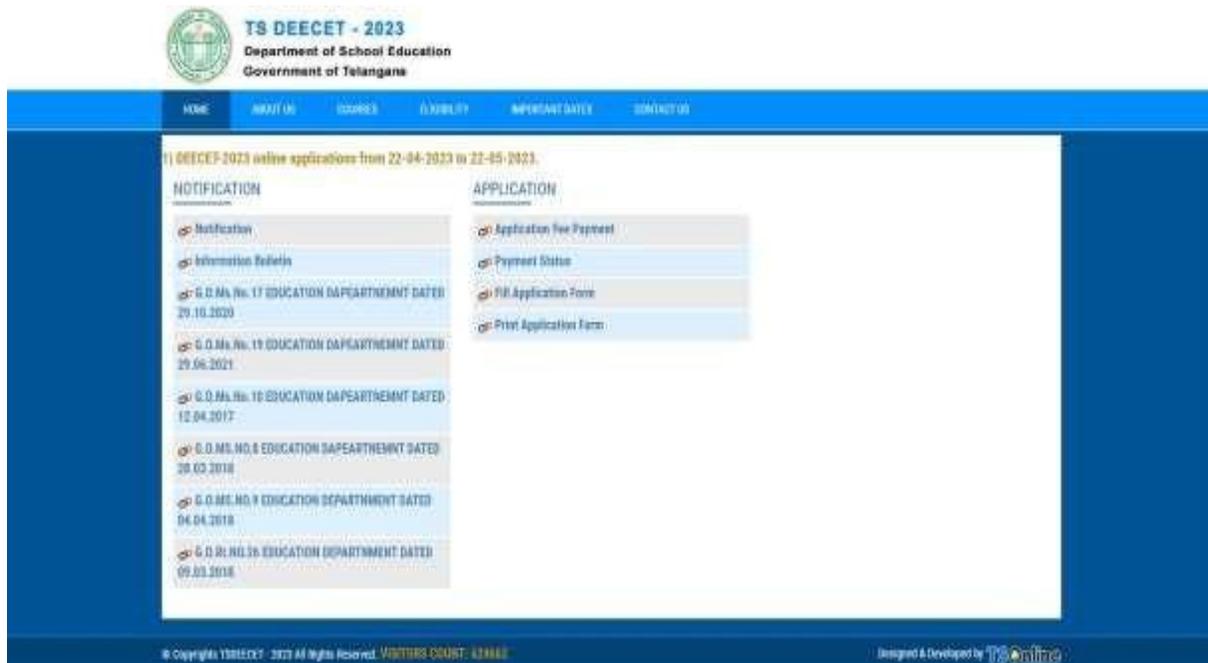
After your Payment is successful, (A “**Payment Reference Id.**” Will appear on the screen. Note down the “**Payment Reference Id.**” Then proceed with the “**Application Form**” filling process.

TS DEECET 2023- FEE PAYMENT AND ONLINE APPLICATION FORM FILLING FLOWCHART

VISIT

www.deecet.cdse.telangana.gov.in

On your Internet Browser (prefer ably Internet Explorer version 6.0 and above / Google Chrome) type the website address www.deecet.cdse.telangana.gov.in, press ENTER button and you will see the following screen displayed on the computer screen.



Step-1: Application Fee Payment: Candidate can make Online Fee Payment through this option.

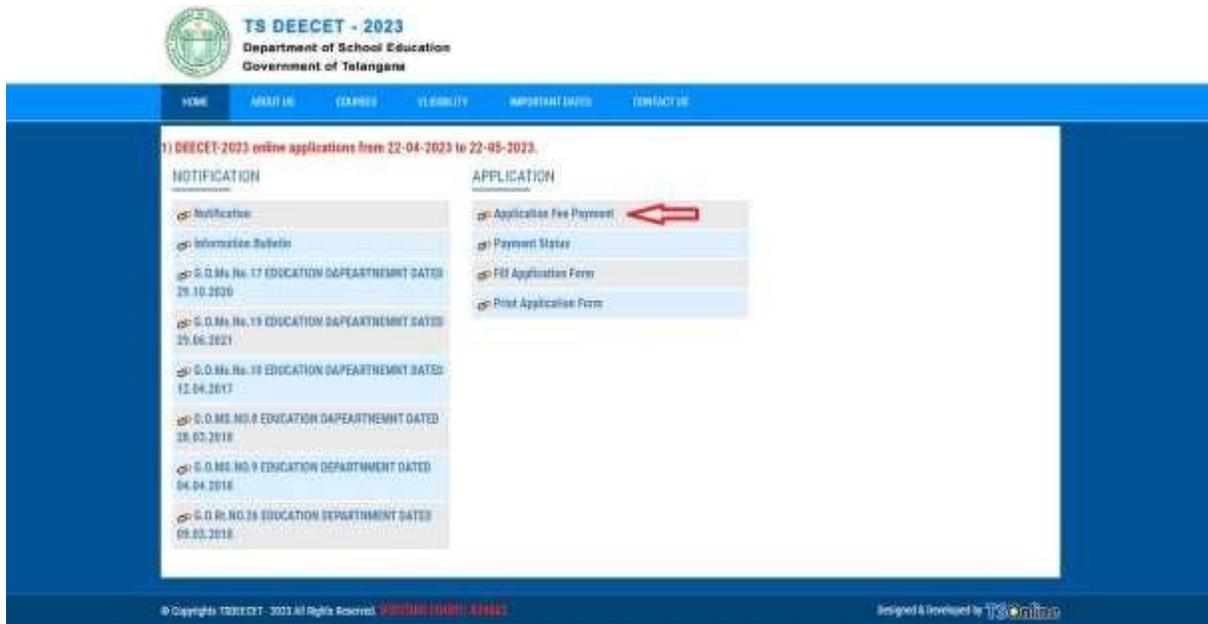
Step-2: Payment Status: Candidate can check Success/Failure status of Fee Payment

Step-3: Fill Application Form: After fee payment by Debit/Credit/Net Banking modes, Candidate should fill in the Application through this option.

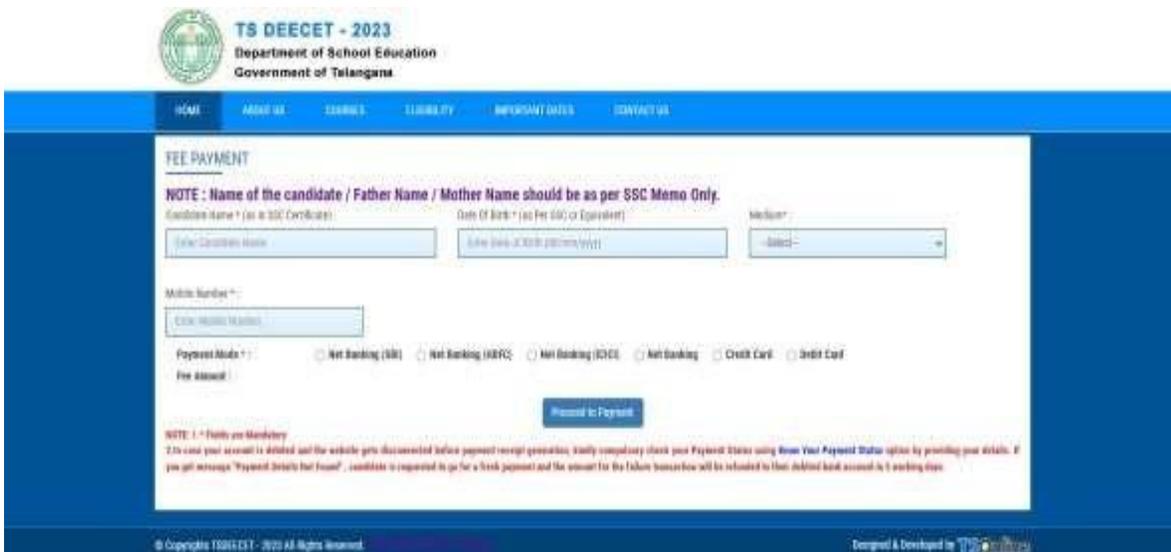
Step-4: Print Application Form: After application form submission, candidate can print the submitted form.

Step-1: Application Fee Payment

Click on the “**Application Fee Payment**” field as shown encircled below. A new page will appear on the screen.



After clicking on **Application Fee Payment** button, the following “**Payment Verification**” web page will appear.



Fill in all the details in the respective fields and Click on the encircled button **“Proceed to Payment”**.

Below Screen showing Application form to be filled for Candidates applied through TS DEECET Web Site.

The screenshot shows the 'FEE PAYMENT' form on the TS DEECET 2023 website. The form includes the following fields and options:

- NOTE:** Name of the candidate / Father Name / Mother Name should be as per SSC Memo Only.
- Candidate Name *** (as in SSC Certificate): Text input field.
- Date of Birth *** (as per SSC Certificate): Date input field with value '13/05/1998'.
- Medium:** Dropdown menu with 'Telugu' selected.
- Note:** Your Question Paper medium will be Telugu. You are allowed for admission into DEECET only subject to fulfillment of eligibility criteria.
- Mobile Number *:** Text input field with value '9898989898'.
- Payment Mode *:** Radio button options: Net Banking (SBI), Net Banking (HDFC), Net Banking (ICICI), Net Banking, **Credit Card** (selected), Debit Card.
- Fee Amount:** Rs. 300.00/-
- Proceed to Payment:** A blue button with a red border, highlighted by a red circle.
- NOTE:** Fields are Mandatory. To track your account is enabled and the website gets disconnected before payment receipt generation, kindly compulsory check your Payment Status using **Know Your Payment Status** option by providing your details. If you get message "Payment Details Not Found", candidates is requested to go for a fresh payment and the amount for the future transaction will be credited to their debit/credit bank account in 3 working days.

At the bottom, it says '© Copyright TS DEECET - 2023 All Rights Reserved.' and 'Designed & Developed by TSOnline'.

Fill in **ALL** the mandatory details given in the above web page. The details are **Qualifying Exam Hall Ticket Number, Candidate Name, Date of Birth, Name of the Course, Mobile Number, Mobile Number Mentioned Above Is My** and select the **Payment Mode**.

After entering the correct and mandatory details the web page of **Payment through Credit Card / Debit Card/Net Banking** web page given below, select the card type (VISA or Master Card or Maestro) mentioned on the card and click the encircled button **Make Payment**. Be ready with the **Card Related Details (Card number, Expiry date / from date, Security Code / CVV number etc)**. Payment gateway page is shown below for ref.

After clicking the **Proceed to Payment** button, the following **“Payment”** web page will appear.

The screenshot shows the PayUbiz payment gateway page. It includes the following details:

- PayUbiz** logo at the top.
- Amount:** Rs. 300.00
- Transaction ID:** PAYU80768C1206226
- Choose a payment method:** Credit Card (selected), Net Banking, Debit Card.
- Card Type:** VISA (selected), MasterCard, Maestro.
- Card Number:** 1123456789010101
- Month/Year Card:** 12/18
- CVV Number:** 123 (with a note: *Refer to your statement*)
- Expiry Date:** Mar (2021) to Dec (2021)
- Pay Now:** A blue button with a red border, highlighted by a red circle.
- Footer:** Includes logos for Visa, MasterCard SecureCode, NetBanking, Debit Card, and RuPay.

(NOTE: During the Payment process, DO NOT double clicks on buttons or clicks on Back / Refresh button or DO NOT close the Browser web page abruptly.)

Note: The Candidate can use any Bank Card (Debit / Credit/ Net Banking) provided it is either VISA or MASTERCARD or MAESTRO type.

For example, the candidate may possess a State Bank of India Debit Card / Credit Card/Net Banking or Andhra Bank Debit Card / Credit Card/Net Banking or ANY Bank Debit Card / Credit Card/Net Banking and the candidate has to identify what is the **Card Type logo** on his / her card as given below:

After the relevant **Card Type** logo is selected by the candidate, click on the button **“Make Payment”** and the control will automatically take you to the **BANK PAYMENT GATEWAY** screen.

For example, after filling the mandatory details the control will lead you to the **BANK PAYMENT GATEWAY** web page and click on **“Make Payment”** button as shown above.

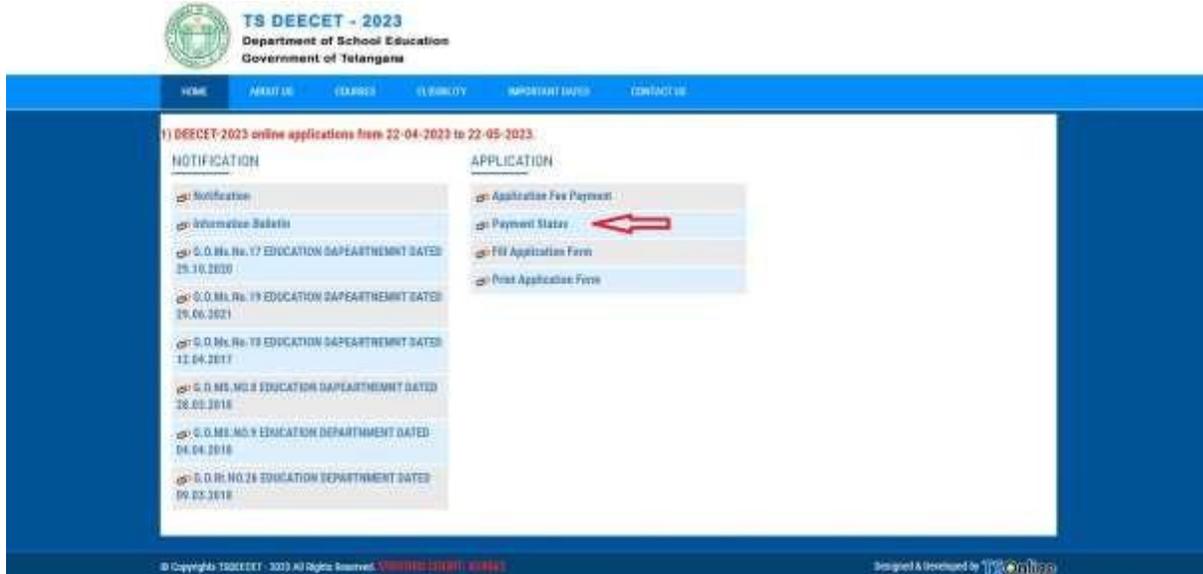
The confirmation of successful payment of Registration Fee is shown with the **“Transaction is successful”** item in the below web page **“Payment Status”** along with **Payment Id.**

To fill the Online Application Form, click on **“Proceed to Fill Application”** as shown below.



Step 2: Know Your Payment Status

After completion of Application Fee Payment, Candidate can check the Status of the Payment using below tab.



By clicking on **Know Your Payment Status** tab, the following screen will be displayed. Enter **Mobile Number** then click on **Check Payment Status** button for checking the status of the payment as shown.



By clicking on **Check Your Payment** button, the following Status of the Payment screen will be displayed.



Note: In case your amount is debited and the website gets disconnected before payment receipt generation, kindly compulsory check to your payment status using payment status option by providing in the website. If you get a message pop-up “Payment Details not found”, the candidate is requested to go for a fresh payment.

If payment status is “Payment Details not Found, repeat the procedure starts from the Application Fee Payment. The amount deducted from your account made in the first attempt will be refunded or rolled back into your account within 5 to 7 working days.

Candidate has two options either to proceed to fill in the application immediately or at a later date. Click on “**Proceed to Fill Application**” to fill the application immediately and you will be taken to the Application screen as described in **Step 3**. If you choose another day to fill the application, simply close the window and in such case, you need to start from **Step 3**.

In some rare case, if the amount is deducted from your account and message of “Transaction **is successful**” or the payment reference ID is not displayed then you can use know your payment status as described in **Step 2**.

Otherwise pay the registration fee again as in **Step 1**. The amount deducted from your account made in the first attempt will be refunded or rolled back into your account.

Step 3: Fill Application Form

Click on **Fill Application Form** tab in home page, the following screen will be displayed.



After clicking on **Fill Application Form** tab in home page, the following page will be displayed.

Enter Payment reference ID, Mobile Number, Date of Birth and click on **Proceed to Fill Application** button as shown in the screen below.



The screenshot shows the TS DEECET - 2023 application form page. At the top, there is a logo of the Government of Telangana and the text "TS DEECET - 2023 Department of School Education Government of Telangana". Below this is a navigation bar with links for HOME, ABOUT US, COURSES, ELIGIBILITY, IMPORTANT DATES, and CONTACT US. The main content area features a "NOTE" in red text: "In case you have not paid the fee yet, please visit this page (LINK HERE) and pay the fee first." Below the note are three input fields: "Payment Reference ID" with the value "TOP11223344", "Mobile Number" with the value "98989898", and "Date Of Birth" with the value "18/08/1998". A blue button labeled "Proceed To Fill Application" is highlighted with a red box.

After clicking on **Fill Application Form** tab, TS DEECET-2023 application form will be displayed as shown in the screen below.

Fill in all the mandatory details and click on Submit/Preview button.



NOTE: If you have not paid the fee yet, please visit this page (click here) and pay the fee first.

Payment Reference ID*:
 Mobile Number*:
 Date of Birth *(dd/mm/yyyy):

APPLICATION FORM

NOTE: Name of the candidate / Father Name / Mother Name should be as per SSC Memo Only.

BASIC DETAILS

Medium*:

NOTE: Your Question Paper Medium will be Telugu. You are allowed to admissions only in BULK only subject to fulfillment of eligibility criteria.

Class/Medium opted*: Question Paper Medium*: Qualification*: Mother Number:
 Name of the applicant (Only as in SSC): Mother's Name*: Father's Name*: Date of Birth *(dd/mm/yyyy):
 Mobile Number*: Community*: Gender*: Minority or Other: Minority*:
 If differently abled (Yes or No)*: Identification Marks 1 (in SSC Certificate)*: Identification Marks 2 (in SSC Certificate): Do you belong to Telangana state*:
 District*: Mandal*: Neeraj No. and ZIP*: Village/Town Locality*:
 Mandal/Town Code*: District*: State*: Do you belong to NDC Type*: Do you belong to Defense Personnel*:
 Email ID*: Nationality*: Do you belong to SC/ST and OBC*: Do you belong to OBC and OBC*:

EDUCATIONAL DETAILS (REGULAR)

IB (Class) Residues 1st Year*: IB (Class) Residues 1st Year District*: IB (Class) Residues 2nd Year*: IB (Class) Residues 2nd Year District*:
 IB (Class) Residues 3rd Year*: IB (Class) Residues 3rd Year District*: IB (Class) Residues 4th Year*: IB (Class) Residues 4th Year District*:
 IB (Class) Residues 5th Year*: IB (Class) Residues 5th Year District*: IB (Class) Residues 6th Year*: IB (Class) Residues 6th Year District*:
 Secondary School Certificate(SSC)*: Secondary School Certificate(SSC) District*: Local University you belong*:

EDUCATIONAL QUALIFICATIONS :

1. SSC OR IT'S EQUIVALENT QUALIFICATION PASSED :

Board*: Medium*: Date of Passing*: Roll Number*:

2. INTERMEDIATE OR ITS EQUIVALENT QUALIFICATION - PASSED :

Appering / Passed*: Board*: Medium*: Date of Passing*:
 Roll Number*: Maximum Marks*: Marks Obtained*: Percentage (%)*:

CENTER PREFERENCE :

Center Preference No. 1*: Center Preference No. 2*: Center Preference No. 3*:

PHOTO & SIGNATURE :



Photo (100x100, jpg): No file chosen

Signature (100x100, jpg): No file chosen

Declaration: I declare that, all the information furnished by me in this application is true and correct. I undertake to produce the original documents at any point of time, failing which my candidature may be cancelled. I am fully aware that furnishing false information will lead to a criminal case against me apart from cancelling my candidature as it amounts to cheating. I am alone responsible, if any wrong entries are made by me in the application form.

NOTE: We reserve the partially filled details in the database. The same can be retrieved at your convenience and you can continue to fill the rest and submit the form.

PREVIEW / SUBMIT: You will have a chance to preview your application and then finally confirm your application by clicking on Confirm below.

Save and Preview/Submit

After furnishing ALL the required data and correct particulars, read the declaration at the end of the page and select the check box if you are done with Online Application Form filling. Then, click on save to save the data as shown in the screen below.



This screenshot shows the 'PHOTO & SIGNATURE' section of the application form. It includes a photo upload field, a signature upload field, and a declaration checkbox. The 'SAVE' button is highlighted in green. A modal dialog box is visible in the background, indicating that the application is saved.

PHOTO (1000x1000 .jpg, .png)
Choose File No file chosen

SIGNATURE (1000x1000 .jpg, .png)
Choose File No file chosen

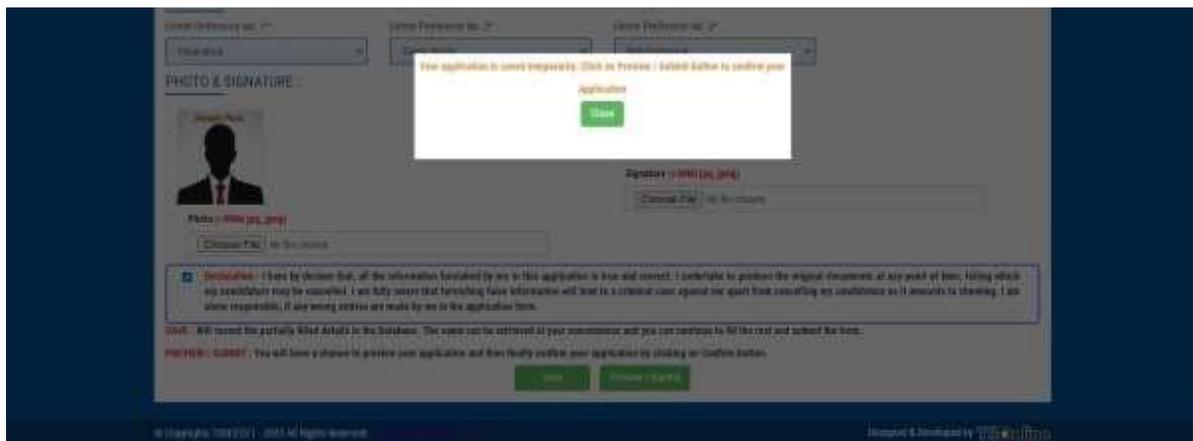
Declaration: I hereby declare that, all the information furnished by me in this application is true and correct. I undertake to produce the original documents at any point of time, failing which my candidature may be cancelled. I am fully aware that furnishing false information will lead to a criminal case against me apart from cancelling my candidature as it amounts to cheating. I am alone responsible, if any wrong entries are made by me in the application form.

SAVE: Will record the partially filled details in the Database. The same can be retrieved at your convenience and you can continue to fill the rest and submit the form.

PREVIEW / SUBMIT: You will have a chance to preview your application and then finally confirm your application by clicking on Confirm button.

Save Preview / Submit

© Copyright 1999-2021 All Rights Reserved. Designed & Developed by T2@online



This screenshot shows the same 'PHOTO & SIGNATURE' section as the previous one, but with a modal dialog box overlaid. The dialog box contains the text 'Your application is saved successfully. Click on Preview / Submit button to confirm your application.' and a green 'Save' button. The 'SAVE' button on the form is also highlighted.

PHOTO (1000x1000 .jpg, .png)
Choose File No file chosen

SIGNATURE (1000x1000 .jpg, .png)
Choose File No file chosen

Declaration: I hereby declare that, all the information furnished by me in this application is true and correct. I undertake to produce the original documents at any point of time, failing which my candidature may be cancelled. I am fully aware that furnishing false information will lead to a criminal case against me apart from cancelling my candidature as it amounts to cheating. I am alone responsible, if any wrong entries are made by me in the application form.

SAVE: Will record the partially filled details in the Database. The same can be retrieved at your convenience and you can continue to fill the rest and submit the form.

PREVIEW / SUBMIT: You will have a chance to preview your application and then finally confirm your application by clicking on Confirm button.

Save Preview / Submit

© Copyright 1999-2021 All Rights Reserved. Designed & Developed by T2@online

If you are sure of the data entered, you can Preview/submit the online application.



This screenshot shows the 'PHOTO & SIGNATURE' section of the application form. The 'PREVIEW / SUBMIT' button is highlighted with a red box. The 'SAVE' button is also visible.

PHOTO (1000x1000 .jpg, .png)
Choose File No file chosen

SIGNATURE (1000x1000 .jpg, .png)
Choose File No file chosen

Declaration: I hereby declare that, all the information furnished by me in this application is true and correct. I undertake to produce the original documents at any point of time, failing which my candidature may be cancelled. I am fully aware that furnishing false information will lead to a criminal case against me apart from cancelling my candidature as it amounts to cheating. I am alone responsible, if any wrong entries are made by me in the application form.

SAVE: Will record the partially filled details in the Database. The same can be retrieved at your convenience and you can continue to fill the rest and submit the form.

PREVIEW / SUBMIT: You will have a chance to preview your application and then finally confirm your application by clicking on Confirm button.

Save Preview / Submit

© Copyright 1999-2021 All Rights Reserved. Designed & Developed by T2@online

Further, the same will be displayed at the bottom of the page. If all the details are furnished, then the screen will change to the next page after the Submit button is clicked.

Modify and Confirm/Freeze

Once the online application is Submitted, two more buttons pop up **MODIFY** and **CONFIRM/FREEZE**.



By clicking on Confirm/**Freeze** button, candidate can view pop up alert as **“Your application confirmed successfully. Please note your Registration Number for further correspondence”**. Candidate can take print application by clicking on **Print Application** button which is useful for further correspondence.

