TELANGANA STATE COUNCIL OF HIGHER EDUCATION HYDERABAD
DEPARTMENT OF TECHNICAL EDUCATION
TSICET- 2020
DETAILED NOTIFICATION

PAYMENT OF PROCESSING FEE, SLOT BOOKING, CERTIFICATE VERIFICATION AND OPTION EXERCISE FOR WEB BASED COUNSELLING

The eligible and qualified candidates of TSICET-2020 desirous of seeking admission into MBA and MCA Courses are informed that the payment of Processing Fee, Slot Booking for Certificate Verification, Certificate Verification and Option Exercise will commence as per the schedule given below. For details of procedure to be followed and other relevant information please read instructions to the candidate placed in the website **https://tsicet.nic.in**

WHO CAN APPLY:

- Candidates who had qualified in TSICET-2020 and who secured 50% (for OC) and 45% (for others) aggregate marks in Degree or its equivalent examination.

ATTENTION TO NOT QUALIFIED NOT APPEARED TSICET-2020 MINORITY CANDIDATES:

- Minority candidates (Muslim / Christian) who have not qualified or not appeared in TSICET -2020 and who secured 50% (for OC) and 45% (for others) aggregate marks in Degree or its equivalent examination will be considered for the leftover seats in respective minority colleges, if any, after exhausting all the qualified Minority candidates of TSICET-2020. **However, these candidates are not eligible for Fee Reimbursement Scheme.** For procedure to apply to this category please visit the website https://tsicet.nic.in

COUNSELLING SCHEDULE:

S. NO	DETAILS	DATES
	FIRST PHASE	
1	Online filing of Basic Information, Payment of Processing Fee & Slot Booking for selection of Help Line Centre, Date & Time to attend for Certificate Verification	06-12-2020 to 11-12-2020
2	Certificate Verification for already Slot Booked candidates	08-12-2020 to 12-12-2020
3	Exercising Options after Certificate Verification	08-12-2020 to 13-12-2020
4	Freezing of options	13-12-2020
5	Provisional Allotment of Seats	15-12-2020
6	Payment of Tuition Fee & self reporting through website	15-12-2020 to 19-12-2020

FINAL PHASE		
7	Online filing of Basic Information, Payment of Processing Fee & Slot Booking for selection of Help Line Centre, Date & Time to attend for Certificate Verification for not attended candidates in First Phase	22-12-2020
8	Certificate Verification for already Slot Booked candidates in the Final Phase	23-12-2020
9	Exercising options	22-12-2020 to 24-12-2020
10	Freezing of options	24-12-2020
11	Provisional allotment of seats	26-12-2020
12	Payment of Tuition Fee, Self Reporting through website and Reporting at the allotted College	26-12-2020 to 29-12-2020
SPOT ADMISSIONS (MBA AND MCA Private Unaided Colleges)		
13	The Spot Admission guidelines for MBA and MCA Private Unaided Colleges will be placed in the website https://tsicet.nic.in	28-12-2020

ELIGIBILITY FOR ADMISSION:

- Candidate shall be an Indian National.
- Candidate should belong to the State of Telangana /Andhra Pradesh as defined in G.O.(P).No. 646, Education (w) Dept., dated 10-07-1979 and its subsequent amendments.
- However maximum eligible age for obtaining a scholarship is 30 years for OC candidates and 34 years for other candidates as on 01-07-2020 as per the guidelines prescribed in Memo No. 10537/SW(Edn.2)/2011,dated: 20-10-2012 and further guidelines issued from time to time by Social Welfare (Edn.) Department shall apply.
- The candidate seeking admission
  - **For MBA:** Should have passed Recognized Bachelors Degree Examination of minimum three years duration except Oriental Languages
  - **For MCA:** Should have passed BCA/B.Sc / B.Com/ B.A with mathematics at 10+2 level or at Graduation level.
- The qualifying Degree obtained by Distance Mode Program / Open Distance Learning (ODL) should have recognition by Joint Committee of UGC, AICTE and DEC/DEB as per UGC regulations of 2013.
- Mere appearing for TSICET-2020 and obtaining a rank does not entitle a candidate to be considered for admission automatically unless the candidate fulfils the requirements laid down for admissions.

PAYMENT OF PROCESSING FEE:

- Visit website **https://tsicet.nic.in** and click on the link "**PAYMENT OF PROCESSING FEE"**
- Register by entering
  - Registration Number given on TSICET-2020 Hall Ticket.
  - TSICET-2020 Examination Hall Ticket Number.
  - Date of Birth as mentioned in the SSC Marks Memo.
- The Basic Information Form is displayed. Fill in the details regarding, Mobile No and Email Address. Also fill the details of Caste Certificate and Income Certificate application Number issued by MeeSeva, if applicable. Change of mobile number is not permitted.
- Update the information and pay the Processing Fee of Rs. 600/- (for SC/ST) and Rs. 1200/- (for others) through online payment (Credit Card / Debit Card / Net Banking).

SLOT BOOKING FOR CERTIFICATE VERIFICATION:

- All categories (OC/BC/SC/ST/MINORITY) candidates, Book your Slot (Selection of Help Line Center, Date & Time) to attend Certificate Verification at your nearest or convenient Help Line Center (HLC) mentioned in Annexure-I within the scheduled dates and attend for the Certificate Verification accordingly. Without payment of Processing Fee and Slot Booking, the candidate is not permitted to attend for Certificate Verification. The candidate shall be permitted to attend for Certificate Verification only at the Help Line Center (HLC) booked as per the schedule.
- Special category candidates i.e., (NCC) National Cadet Corps / (PHC) Physically Challenged / (CAP) Children of Armed Forces Personnel / Sports (SG)/ Anglo-Indian need to book Slot duly selecting the Help Line Center of **GOVERNMENT POLYTECHNIC, MASAB TANK, HYDERABAD** to attend for certificate verification as mentioned in Annexure - I, other certificates of these candidates will also be verified on the dates mentioned along with Special Reservation category Certificates. **Certificate verification for special category will be done only during first phase of counselling as per schedule.**

CERTIFICATE VERIFICATION:

- **Candidate presence is mandatory for Certificate Verification Strictly as per the scheduled Slot Booking date and time at Help Line Center.**
- No entry for the candidates without mask.

- Candidates must maintain social distancing.
- The body temperature of candidate will be checked using Thermal Scanner before entering into the Help Line Center.
- Candidate alone is permitted to enter into the Certificate Verification Hall.
- Candidates are advised to bring their own water bottle.

Note: If any candidate is suffering with COVID-19 his/her parent may seek the permission from the Convenor, TSICET-2020 Admissions, Sankethika Vidya Bhavan, Masab Tank, Hyderabad duly filling the form placed in the website.

Certificates to be produced by the candidates at the time of certificate verification :

All original certificates and 2 sets of Xerox copies of the following.

- TSICET-2020 Rank Card.
- TSICET-2020 Hall Ticket.
- Aadhar Card.
- S.S.C or its equivalent Marks memo.
- Intermediate or its equivalent Memo-Cum-Pass Certificate
- Degree Memorandum of marks.
- Degree Provisional Pass Certificate.
- Study or Bonafide Certificate from IX class to Degree.
- Transfer Certificate (T.C).
- Income Certificate issued on or after 01-01-2020 by competent authority, if applicable.
- Caste Certificate issued by competent authority, if applicable.
- Residence Certificate of candidate for a period of 7 years preceding to qualifying examination in case where the candidate has no institutionalized education.
- In respect of Non-Local candidates in order to consider them for allotment under unreserved seats the following certificates needs to be submitted.
    - Residence Certificate: Candidates who has resided in the State for a total period of 10 years excluding periods of study outside the State; or either of whose parents have resided in the State for a total period of 10 years excluding periods of employment outside the State.

(OR)

    - Employer Certificate : Candidates who are children of parents who are in the employment of this State or Central Government, Public Sector Corporations, Local bodies , Universities and other similar Quasi Public

Institutions within the State at the time of applying for TSICET -2020 Examination.

Certificates to be produced by PH / CAP / NCC / Sports (SG) / Minority / Anglo–Indian Candidates:

All original certificates and 3 sets of Xerox copies.

- **PH**-Certificate issued by District Medical Board. Candidates with 40% and above disability are only eligible.
- **CAP**- (Children of Armed Forces Personnel): **Candidates whose parents are domiciled in the State of Telangana based on the permanent address/home town declared by them while joining the service and as recorded in their Service Register are alone eligible to be considered under "CAP" Category.**
  a) CAP Certificate (As per format attached at Appendix-A)
     (i) **Retd Personnel:** CAP Certificate Issued by Zilla Sainik Welfare Officer, Identity Card and Discharge Book.
     (ii) **Serving Personnel:** Issued by Unit Commanding Officer (not less than the rank of Colonel/Commandant).
  b) Certificate duly mentioning the permanent Home address declared at the time of Joining Armed Forces as recorded in the Service Register. As per format attached " Appendix-B"
     (i) **Retd Personnel:** Records Office/ Service Head Quarters.
     (ii) **Serving Personnel:** Original Service Register / Book along with an attested Xerox copy of the pages where permanent address at the time of Joining Armed Forces is mentioned
- **NCC** - Certificates issued by competent authorities.
- **Sports (SG)** – Sports Achievements / Testimonials along with the Form- I, II, III & IV duly certified / attested by the Concerned State Sports Associations recognized by the SATS which are categorized according to level of the Championships as laid down in G.O.Ms.No. 02, Youth Advancement, Tourism & Culture (Sports) Department, dated: 22-09-2020, which are essential during Scrutiny.
- **Minorities:** SSC TC containing Minority Status or Certificate from the Head Master.
- **Anglo-Indian:** A Certificate issued by Tahsildar of their place of Residence.

TUITION FEE TO BE PAID:

- The Tuition Fee particulars and seats available under Convenor Quota college wise will be made available on the website https://tsicet.nic.in well before the commencement of option entry.
- The Fee reimbursement for eligible candidates is subject to the guidelines issued by the Government from time to time.

PROCEDURE FOR EXERCISING OPTIONS:

- Immediately after Certificate Verification, the Login Id will be sent to the candidates registered Mobile Number. All the messages / OTPs / Allotment details etc., will be sent to the Registered Mobile number, hence advised to keep the mobile with you till the end of admission process.
- Download the list of colleges / branches / districts from the website **https://tsicet.nic.in**
- Take the printout of Manual Option Entry Form from the website.
- Consult Parents / Friends and prepare Manual Option Entry Form as per your preference duly writing institution code, branch code and district code. This is for your convenience and to avoid mistakes and save time while entering web options.
- The candidates can exercise options from Home / Internet Centre / Help Line Center (HLC).
- If the candidate is exercising options from Internet Centre, make sure that proper logout is done after saving the options to avoid manipulation of the password by the Internet Centre person.
- Generate the Password by clicking on **Candidates Registration** link in the website.
- Do not share the password with others.
- After successful password generation, Login with the details under the link **Candidates Login** and enter OTP as received in registered Mobile Number.
- Refer the Manual Option Entry Form prepared by you and enter the options in the website.
- Candidates are advised to exercise options carefully in the order of priority. The order of priority of options is the important criteria in securing the seat.
- **Candidate has to exercise as many options as possible to avoid disappointment of not getting a seat.**

- Candidate can exercise and modify the options any number of times within the scheduled dates.
- Take a printout of final options saved for reference.

ALLOTMENT OF SEATS:

- The provisional First Phase allotment of seats will be made on **15-12-2020** and will be placed in the website **https://tsicet.nic.in.**
- For downloading the candidate's **Provisional Allotment Order, enter the ROC Form Number, TSICET Hall Ticket Number, Password and Date of Birth in Candidate login in https://tsicet.nic.in** .

- Pay the Tuition Fee mentioned in the Provisional Allotment Order through online (Credit Card / Debit Card/ Net Banking) within the prescribed time and self report through online system in candidates login and take admission number to confirm the provisionally allotted seat. Take the printout.

- The candidates with zero Tuition Fee mentioned on provisional allotment order shall perform the self reporting within the prescribed time through online system in candidates login and take admission number to confirm the provisionally allotted seat. Take the printout.

- Candidates / Parents are advised to make Tuition Fee payment from their own Bank Accounts. In case of refunds, if any, the amount will be remitted back through online in to the same Bank Account from which the payment was made.

- If the candidate does not pay the prescribed Tuition Fee within the schedule mentioned, the provisional allotted seat automatically stands cancelled and he / she shall not have any claim on the provisionally allotted seat.

- Follow the further instructions printed on the provisional allotment order.

- After first phase, if the candidate cancels admission through Online after payment of Tuition Fee and exercise options in subsequent phases if any, Tuition Fee paid earlier shall be considered for subsequent allotment of seat and forfeiture of amount will be applicable as mentioned below.

- **If the candidate cancels his / her admission will forfeit the Tuition Fee paid as mentioned below.**

- After first phase, after payment of Tuition Fee, if the candidate cancels the provisionally allotted seat through online on or before the cut off date notified for cancellation in first phase as mentioned in allotment order, full Tuition Fee paid will be refunded.
- **100% after final phase in respect of University colleges.**
- **50% after final phase and before cut off date notified for cancellation as mentioned in allotment order and 100% there after in respect of Private Unaided colleges.**

FINAL PHASE:

The eligible candidates can attend for Certificate Verification in Final Phase, if they have not attended earlier and can exercise options.

The candidates who have participated in First Phase Counselling can also exercise options using their old password, Login ID, for the leftover seats now available and consequential vacancies that may arise in the process of allotment as per the schedule mentioned above, and it is advised to exercise options for interested colleges only assuming that vacancies are available in the course of their choice.

Who can exercise options?

- Candidates who have secured seat but not interested to join.
- Who have not secured seat so far but got their certificates verified.
- Who have not exercised the options so far but got their certificates verified.
- Who have secured a seat, self reported and aspiring for a better option.
- And any other eligible candidates.

NOTE:

1. Options given in the First Phase will not be considered for allotment and candidates have to exercise option afresh.
2. Candidates who are satisfied with their previous allotment and paid the Tuition Fee through online and self reported through website need not exercise options once again. However they have to report at the allotted college between **26-12-2020** and **29-12-2020.**
3. Candidates shall note that if they exercise options now and a seat is allotted as per the options, the vacated seat will be allotted to next meritorious candidate and hence they will have no claim on previous allotment.

PROCEDURE FOR EXERCISING OPTIONS AS MENTIONED ABOVE.

- **Candidate has to exercise as many options as possible to avoid disappointment of not getting a seat.**

FINAL PHASE ALLOTMENT OF SEATS:

The provisional Final Phase allotment of seats will be placed in the website https://tsicet.nic.in on **26-12-2020.**

- For downloading the candidate's **Provisional allotment order, enter the ROC Form Number, Hall Ticket Number, Password and Date of Birth in candidate login in https://tsicet.nic.in .**
- Pay the Tuition Fee mentioned in the Provisional allotment order through online (Net Banking / Credit Card / Debit Card) within the prescribed time. Self Report through website, report at the allotted college and register with Biometric for attendance in the college to confirm the provisionally allotted seat.
- Candidates / Parents are advised to make Tuition Fee payment from their own Bank Accounts. In case of refunds, if any, the amount will be remitted back through online into the same Bank Account from which the payment was made.
- In candidate's login, the candidate after Self Report through online system, the Admission Number will be generated. Take the printout and report at the finally allotted college on or before **29-12-2020** and register with Biometric for attendance at the college.
- If the candidate does not pay the prescribed Tuition Fee within the schedule mentioned, the provisional allotted seat automatically stands cancelled and he / she shall not have any claim on the provisionally allotted seat.
- Follow the further instructions printed on the provisional allotment order.
- **If the candidate cancels his/her admission will forfeit the Tuition Fee paid as mentioned above.**
- See the website https://tsicet.nic.in periodically for updated information.

SPOT ADMISSIONS:

The Spot Admission guidelines to MBA and MCA Courses in Private Unaided Colleges will be placed in the website https://tsicet.nic.in on 28-12-2020.

Signature Not Verified

Digitally signed by NAVIN MITTAL IAS
Date: 2020.12.02 14:21:15 IST
Reason: Approved

COMMISSIONER, TECHNICAL EDUCATION &
CONVENOR, TSICET-2020 ADMISSIONS