

TELANGANA STATE PUBLIC SERVICE COMMISSION : HYDERABAD
TRT – LANGUAGE PANDIT (TELUGU) vide NOTIFICATION NO. 54/2017
Procedure For Uploading Certificate Verification Documents Online Through
TSPSC Portal (4th Spell)

IMPORTANT NOTE :- The Candidates has to arrange all the respective original documents and scan the original documents and keep it ready before uploading the documents Online. All the scanned documents should be uploaded through System/Desktop only. The candidates are strictly advised not to upload the scanned documents through Mobile Phone.

- 1) Download the TRT-Language Pandit Certificate Verification material from TSPSC website (www.tspsc.gov.in)
- 2) Fill up the Checklist (1 Set) with Photograph and Attestation Form (1 Set) with Photographs and duly signed by the Gazetted Officer and scan the documents and keep it ready for uploading.
- 3) Scan all the below required Original documents which candidates has to upload and save it in the computer for uploading the documents online
 - (i) Attestation Forms (1 Set)
 - (ii) Checklist (1 Set)
 - (iii) Hall Ticket
 - (iv) Date Of Birth Certificate (SSC Memo)
 - (v) Declaration by Un-Employee
 - (vi) School Study Certificates 4th to 10th (or) Residence (or) Nativity Certificate
 - (vii) Provisional (or) Convocation Certificate and Marks Memo
(i.e. Graduation/PG/B.Ed/TET)
 - (viii) Community Certificate (i.e. BC/SC/ST)
 - (ix) Non-Creamy Layer Certificate (i.e. BC)
 - (x) Disability Certificate (i.e. Sadarem Certificate)
 - (xi) Proof of age relaxation in case of Telangana State Government Servant (Regular service certificates from the concerned department, Government of Telangana State / NCC Instructor Certificate / Retrenched Census service certificate / Ex-Servicemen Certificate if any.
 - (xii) NOC from employer for In-service candidates
 - (xiii) Agency Certificate (ST Candidates belongs to Agency Area)
 - (xiv) Web Option Document
 - (xv) Any other relevant document in pursuance of Notification.
- 4) Now visit the Commission Website (www.tspsc.gov.in) and in What's New, check for the TRT – Language Pandit (Telugu) Certificate Verification Uploading link and click on this link :- <http://tspscertverificationuploads.tspsc.gov.in/>

- 5) Once the link is accessed the candidate will get the below screen and candidate has to select the correct Notification Name and enter either TSPSC ID (or) Hall Ticket Number and Date Of Birth details and click on Get OTP button.

TELANGANA STATE PUBLIC SERVICE COMMISSION

Certificate Verification Upload


NOTIFICATION NAME :

TSPSC ID :

(or)

HALL TICKET NO. :

DATE OF BIRTH :

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- 6) OTP will be sent to the registered mobile number and the candidate has to enter the OTP and click on Login.

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Certificate Verification Upload


NOTIFICATION NAME :


TSPSC ID :

(or)

HALL TICKET NO. :


DATE OF BIRTH :

OTP : 

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7) After successful login the candidate will get below shown Certificate Verification Form with all below details.



TELANGANA STATE PUBLIC SERVICE COMMISSION

Certificate Verification Upload

Basic Details

TSPSC ID	TS1300146259	Hall Ticket No. :	1754108874
Candidate Name	B SUGUNAMMA	Father's Name :	B BALAIAH
Date of Birth	11/05/1977	Gender :	FEMALE
Community	SC	Creamy Layer :	NO
Calculated District	RANGA REDDY	Calculated Zone :	-
Mobile No. :	9502114055	Post Name :	54/2017-TRT-LANGUAGE PANDIT-Telugu

Special Category

PH :	YES	NCC :	NO
Census :	NO	Ex-Servicemen:	NO

Uploads (Note: Certificates format must be in "PDF", "JPEG" & "PNG" only (size: 40KB - 7000kB))

Select the above mentioned information in the Basic Details or Special Category is correct? Yes No

Declaration by the candidate	Click here to download declaration	<input type="text" value="Choose File"/> No file chosen
Attestation Form	Click here to download Attestation form	<input type="text" value="Choose File"/> No file chosen
Check List	Click here to download Check list form	<input type="text" value="Choose File"/> No file chosen
Hall ticket No.		<input type="text" value="Choose File"/> No file chosen
Date of Birth Certificate (SSC Memo).		<input type="text" value="Choose File"/> No file chosen
Declaration by the Un-Employee	Click here to download Declaration by the Un-Employee	<input type="text" value="Choose File"/> No file chosen

I am unable to produce School Study Certificates/Resident Certificate/Native Certificate, So consider me as Non Local

Note: If Candidate has multiple Bonafied Certificates for School Study Certificate, Please scan all the multiple certificates and generate a single PDF file of all the certificates and upload in the respective field

School Study Certificate from 4th to 10th class	4th Class	<input type="text" value="Choose File"/> No file chosen
	5th Class	<input type="text" value="Choose File"/> No file chosen
	6th Class	<input type="text" value="Choose File"/> No file chosen
	7th Class	<input type="text" value="Choose File"/> No file chosen
	8th Class	<input type="text" value="Choose File"/> No file chosen
	9th Class	<input type="text" value="Choose File"/> No file chosen
	10th Class	<input type="text" value="Choose File"/> No file chosen
Resident Certificate (or) Nativity Certificate		<input type="text" value="Choose File"/> No file chosen

Provisional or Convocation Certificate and Marks Memo	i) Graduation	<input type="text" value="Choose File"/> No file chosen
	ii) Post Graduation	<input type="text" value="Choose File"/> No file chosen
	iii) B.Ed	<input type="text" value="Choose File"/> No file chosen
	iv) TET	<input type="text" value="Choose File"/> No file chosen

I am unable to produce Community Certificate, So kindly consider me in OC category

Community Certificate (Caste Certificate)	<input type="text" value="Caste Certificate Number"/>	<input type="text" value="Choose File"/> No file chosen
Non- Creamy layer Certificate (BC candidates)	<input type="checkbox"/> I don't have Non- Creamy layer certificate, So kindly consider me in OC Category	<input type="text" value="Choose File"/> No file chosen

I am unable to produce Sadarem Certificate, So kindly consider me as Non PH Candidate

SADAREM certificate (PH Candidates)	<input type="text" value="SADARAM Certificate Number"/>	<input type="text" value="Choose File"/> No file chosen
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Proof of age relaxation in case of Telangana State Govt. Servent (if any)	i) Regular Service certificates from the concerned department, GoTS	<input type="text" value="Choose File"/> No file chosen
	ii) NCC instructor Certificate	<input type="text" value="Choose File"/> No file chosen
	iii) Retrenched Census service Certificate	<input type="text" value="Choose File"/> No file chosen
	iv) Ex-Servicemen Certificate	<input type="text" value="Choose File"/> No file chosen

NOC for Govt. Employees		<input type="text" value="Choose File"/> No file chosen
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Agency Certificate (ST Candidates belongs to Agency area)	<input type="checkbox"/>	Choose File No file chosen
	I am unable to produce Agency Certificate, So kindly consider me as ST General	
Web Options Document		Choose File No file chosen
Any other relevant documents in pursuance of Notification		Choose File No file chosen
<input type="button" value="Submit"/>		



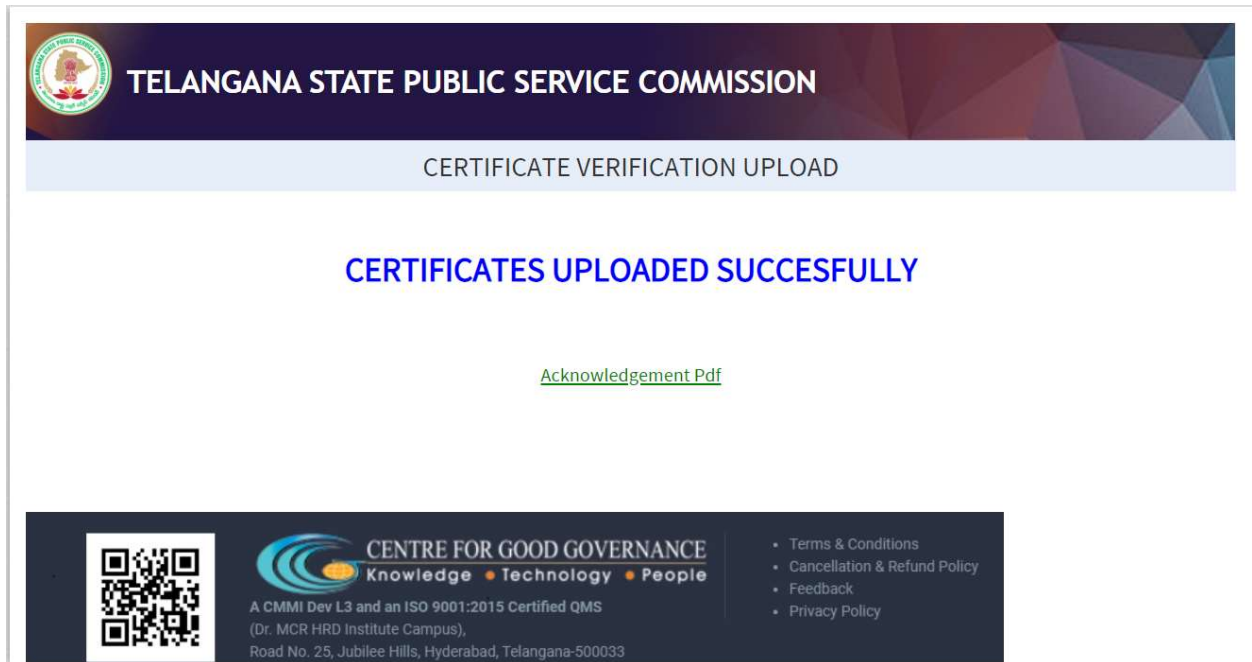


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- 8) The Candidate has to first verify the Basic details which are showing at the top of the form and if all the Basic details are correct then click on “Yes” button and if any of the details are wrong then click on “No” button.
- 9) If “No” button is clicked, a Declaration form will be enabled and the candidate has to download the declaration form and fill up the correct details which are wrong and scan the document and upload the document by clicking on the “**Choose File**” button.
- 10) After checking the Basic details, the candidate has to upload the respective original scanned documents by clicking on “**Choose File**” button. TSPSC has also given a provision to download the same Attestation Form, Checklist and Declaration by Un-Employee forms material here also after login in to the Certificate Verification Upload portal form.
- 11) For School Study Certificate (4th to 10th Class) - If Candidate has multiple Bonafied Certificates then candidate can scan all the multiple certificates and generate a single PDF file of all the certificates and upload the file in the respective field (**OR**) if the candidate has 3 Bonafides from 4th to 10th Class then the candidate can upload the 3 Bonafide scanned certificates in the first 3 individual field’s.
- 12) For any other Category also, If Candidate has multiple certificates, then the candidate has to scan all the multiple certificates and generate a single PDF file of all the certificates and upload file in the respective field.
- 13) For Community Certificate and Sadarem Certificates enter the Certificate Number in the respective boxes provided in the form.
- 14) If the Candidate doesn’t have Non-Creamy Layer certificate, then they have to check the box by confirming “I don’t have Non-Creamy Layer certificate, So kindly consider me in OC category”. This rule is also applicable for School Study Certificates/ Community Certificate/ Non-Creamy Layer/ Sadarem/ ST Agency Certificates.
- 15) After Uploading all the required documents, please click on Submit.
- 16) After clicking Submit button, don’t “REFRESH” the page and as shown below, please wait till you get “**CERTIFICATES UPLOADED SUCCESSFULLY**” message on the screen with a provision to download the Acknowledgement Copy.



The screenshot shows the official website of the Telangana State Public Service Commission. At the top left is the commission's logo. The header text reads "TELANGANA STATE PUBLIC SERVICE COMMISSION" and "CERTIFICATE VERIFICATION UPLOAD". The main message in the center is "CERTIFICATES UPLOADED SUCCESSFULLY" in blue. Below this is a green link for "Acknowledgement Pdf". The footer contains a QR code, the logo for the Centre for Good Governance (Knowledge • Technology • People), and contact information: "A CMMI Dev L3 and an ISO 9001:2015 Certified QMS (Dr. MCR HRD Institute Campus), Road No. 25, Jubilee Hills, Hyderabad, Telangana-500033". To the right of the logo are links for "Terms & Conditions", "Cancellation & Refund Policy", "Feedback", and "Privacy Policy".

17) All Candidates has to download the Acknowledgement Copy and keep it safe for future reference.

18) Once the Submit button is clicked, the candidates will not be allowed to Re-Login/Edit the form.

19) At the time of uploading certificates, if the candidates are facing any issue, the candidates can call the below mobile number for any queries.

Mobile Number :- 7799356661

Note :- After uploading all the Certificates Online, One Set of all Certificates Xerox Copies with Gazetted Officer Signature should be couriered to TSPSC Office in the below mentioned address.

Address : Telangana State Public Service Commission,
Prathibha Bhavan, M.J Road,
Nampally, Hyderabad - 500001.