



TELANGANA COUNCIL OF HIGHER EDUCATION HYDERABAD

DEPARTMENT OF TECHNICAL EDUCATION

TGICET- 2025

DETAILED NOTIFICATION

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

The eligible and qualified candidates of TGICET-2025 desirous of seeking admission into MBA and MCA Courses are informed that the payment of Processing Fee, Slot Booking, 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://tgicet.nic.in>

WHO CAN APPLY?

- Candidates qualified in TGICET-2025 and secured 50% (for OC) and 45% (for Others) in aggregate marks in Degree or its equivalent examination.

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	20-08-2025 to 28-08-2025
2	Certificate Verification for already Slot Booked candidates	22-08-2025 to 29-08-2025 (Except 27-08-2025)
3	Exercising Options after Certificate Verification	25-08-2025 to 30-08-2025
4	Freezing of options	30-08-2025
5	Provisional Allotment of Seats on or before	02-09-2025
6	Payment of Tuition Fee & Self Reporting through website	02-09-2025 to 05-09-2025

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	08-09-2025
8	Certificate Verification for already Slot Booked candidates	09-09-2025
9	Exercising Options	09-09-2025 to 10-09-2025
10	Freezing of options	10-09-2025
11	Provisional Allotment of Seats on or before	13-09-2025
12	Payment of Tuition Fee & Self Reporting through website	13-09-2025 to 15-09-2025
13	Reporting at the allotted College	15-09-2025 to 16-09-2025
SPOT ADMISSIONS (MBA and MCA Private Unaided Colleges)		
14	The Spot Admission guidelines for MBA and MCA University and Private Unaided Colleges will be placed in the website https://tgicet.nic.in	15-09-2025

Candidates / Parents are advised to exercise as many number of options as possible to avoid disappointment of not getting a seat. Therefore while exercising the options every care need to be taken in selecting the college and course as per the choice of the candidates.

ELIGIBILITY FOR ADMISSION:

- Candidate shall be an Indian National.
- Admission to 85% of the seats shall be reserved in each course in the Educational Institutional in the State for the local candidates of O.U. Area as specified in the Andhra Pradesh Educational Institutions (Regulations and Admissions) Order, 1974 as subsequently amended and the remaining 15% of the seats shall be un-reserved seats, as follows:
 - (i) All the candidates eligible to be declared as local candidates of O.U. Area.
 - (ii) Candidates who have resided in the State for a total period of ten years excluding periods of study outside the State or either of whose parents have resided in the State for a total period of ten years excluding periods of employment outside the State;

- (iii) Candidates who are children of parents who are in the employment of this State or Central Government, Public Sector Corporation, Local Bodies, Universities and other similar quasi Public Institution within the State; and
- (iv) Candidates who are spouses of those in the employment of the State or Central Government Public Sector Corporations, Local Bodies Universities and educational Institutions recognized by the Government or a university or Other competent authority and similar other quasi-Government institutions within the State.
- However, maximum eligible age for obtaining a scholarship is 30 years for OC candidates and 34 years for other candidates as on 01-07-2025 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 Bachelor's 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.
- In respect of Other State University Degrees candidates shall submit equivalency certificate issued from Osmania University.
- Mere appearing for TGICET-2025 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.

ATTENTION TO NOT QUALIFIED NOT APPEARED TGICET-2025 MINORITY CANDIDATES:

- Minority candidates (Muslim / Christian) who have not qualified or not appeared in TGICET -2025 and secured 50% (for OC) and 45% (for Others) in aggregate marks in Degree or its equivalent examination to consider them for the leftover seats in respective minority colleges, if any, after exhausting all the qualified Minority candidates of TGICET-2025. **However, these candidates are not eligible for Fee Reimbursement Scheme.** For procedure to apply to this category please visit the website <https://tgicet.nic.in>

PAYMENT OF PROCESSING FEE:

- Visit website <https://tgicet.nic.in> and click on the link "**PAYMENT OF PROCESSING FEE**"
- Register by entering
 - Registration Number given on TGICET-2025 Hall Ticket.
 - TGICET-2025 Examination Hall Ticket Number.
 - Date of Birth as mentioned in the SSC Marks Memo.
- The Basic Information Form is displayed. Enter the details of Aadhar Number, Mobile Number and Email ID and also enter the details of Caste Certificate, Income Certificate and EWS 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/EWS/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) on the date and time as per the slot booked by the candidate.
- Special category candidates i.e., National Cadet Corps (NCC) / Physically Challenged (PHC) / Children of Armed Forces Personnel (CAP) / 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 for given date and time slots as mentioned in Annexure - I, other certificates of these candidates will also be verified on the dates mentioned along with Special Reservation category Certificates.

ECONOMICALLY WEAKER SECTIONS (EWS) RESERVATION:

- As per the guidelines issued in G.O.Ms.No. 244 General Administration (SER.D) Department, dated: 24-08-2021, 10% reservation to the Economically Weaker Sections (EWS) in respect of Admissions into Educational Institutions shall apply. The benefit of reservation under EWS can be availed upon production of an Economically Weaker Sections (EWS) Income Certificate issued by a Tahsildar valid for the year 2025-26.

ST RESERVATIONS:

- As per the guidelines issued in G.O.Ms.No.33 Tribal Welfare Department dated: 30-09-2022, 10% reservations for Scheduled Tribes in Educational Institutions shall apply.

PH RESERVATIONS:

- As per the guidelines issued in G.O.Ms.No 2 Higher Education (TE) Department dated 28-01-2025, 5% reservations for PH Candidates.

LOCAL / UR:

- As per the guidelines issued in G.O.Ms.No 15 Higher Education (TE) Department dated 27-02-2025 Local /UR Reservations.

SC GROUPING RESERVATIONS:

- As per the guidelines issued in G.O.Ms.No. 10 Scheduled Castes Development (POA.A2) Department dated 14-04-2025, the Telangana Scheduled Castes (Rationalization and Reservation) Rules, 2025 in Educational Institutions shall apply.

CERTIFICATE VERIFICATION:

- **Candidate physical presence is mandatory for Certificate Verification strictly as per the scheduled slot booking date and time at Help Line Center.**

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

- TGICET-2025 Rank Card.
- TGICET-2025 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 01-01-2025 by competent authority, if applicable.
- EWS Certificate issued by Tahsildar valid for the year 2025-26, if applicable.
- Integrated Community 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 issued through Mee Seva:** 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 TGICET -2025 Examination.

(OR)

- **Employer Certificate:** Candidates who are spouses of those in the employment of the State or Central Government Public Sector Corporations, Local Bodies Universities and educational Institutions recognized by the Government or a university or Other competent authority and similar other quasi-Government institutions within the State.

- **Minorities:** SSC TC containing Minority Status or the Certificate issued from competent authority as per G.O.Rt.No. 323, Revenue (services. II) Department Dated: 16-09-2023.

Certificates to be produced by PHC/CAP/NCC/Sports (SG) /Anglo-Indian Candidates:

All original certificates and 3 sets of Xerox copies of the following:

- **PHC-** (Visually Handicapped, Hearing Impaired Handicapped & Orthopedically Handicapped) and Intellectual disability–Certificate issued by District Medical Board (SADAREM). Candidates with 40% and above disability are only eligible. Please refer G.O.Ms.No. 2 Higher Education (TE) Department dated 28-01-2025 placed in website.
- **CAP-** (Children of Armed Forces Personnel):
- a) Children of Armed Forces (CAP)-2% (two percent) for the children of armed persons i.e., Ex-Servicemen, Defence Personnel including the Children of Border Security Force and Central Reserve Police Force who are Domiciled in Telangana State based on the permanent address / Home town declared by

them while joining the service and as recorded in their Service Register.

- b) The Ex-Servicemen have to produce the Children of Armed Forces Personnel (CAP) certificate issued by respective Regional Sainik Welfare Officer as per Appendix-"A" attached with supporting documents to establish the Permanent address/Home town declared by Ex-Servicemen while joining the service and as recorded in their Service Register in accordance with G.O, such as Certificate from Records Office, Education Certificates of Ex-Servicemen,etc.
 - c) Serving Defence Personnel including CRPF and BSF Personnel should submit a Children of Armed Forces Personnel (CAP) certificate issued by Unit Commanding Officer (not less than the rank of a Colonel/ equivalent in Navy and Air Force Commandant in CRPF/BSF) as per Appendix-"B" attached along with original and attested copy of Service Register where the Permanent address / Home town declared by them while joining the service is mentioned along with the education certificates of the Serving Defence personnel.
 - d) The retired CRPF and BSF Personnel have to produce the Children of Armed Forces Personnel (CAP) certificate issued by their respective competent authority as per Appendix-A along with supporting documents to establish the Permanent address / Home Town declared by them while joining the service and as recorded in their Service Register in accordance with G.O, such as Certificate from Records Office, Education Certificates of CRPF/ BSF personnel, etc.
- **NCC** (National Cadet Corps)–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 Sports Authority of Telangana (SATG) 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. Please refer G.O. mentioned above is placed in website **<https://tgicet.nic.in>** before attending certificate verification under Sports Quota.
 - **Anglo-Indian:** A Certificate issued by Tahsildar of their place of Residence.
- The candidates are advised to see the information related to all special categories [PHC/CAP/NCC/Sports (SG)] are available under hyperlink Special categories in website <https://tgicet.nic.in> before booking slot for Certificate verification.**

SCHEDULE FOR SPECIAL CATEGORIES PHC/ CAP / NCC/ SPORTS (SG) / ANGLO INDIAN:

The special category candidates PHC/ CAP / NCC/ Sports (SG) / Anglo-Indian need to book slot only selecting the Help Line Center of **GOVERNMENT POLYTECHNIC, MASAB TANK, HYDERABAD** to attend for certificate verification as per below schedule. The other certificates of these candidates will also be verified along with Special Reservation category certificates.

22-08-2025 to 23-08-2025	SG (SPORTS)	10:30 to 11:00 A.M	11:30 to 12:00 Noon
		12:30 to 01:00 P.M	02:30 to 03:00 P.M
		03:30 to 04:00 P.M	04:30 to 05:00 P.M
		05:30 to 06:00 P.M	
23-08-2025	CAP (CHILDREN OF ARMED FORCES PERSONNEL)	10:00 to 10:30 A.M	11:00 to 11:30 A.M
		12:00 to 12:30 P.M	02:00 to 02:30 P.M
		03:00 to 03:30 P.M	04:00 to 04:30 P.M
24-08-2025 to 26-08-2025 & 28-08-2025	NCC (NATIONAL CADET CORPS)	10:00 to 10:30 A.M	11:00 to 11:30 A.M
		12:00 to 12:30 P.M	02:00 to 02:30 P.M
		03:00 to 03:30 P.M	04:00 to 04:30 P.M
		05:00 to 05:30 P.M	
29-08-2025	PHC (PHYSICALLY CHALLENGED)	09:30 to 10:00 A.M	10:00 to 10:30 A.M
		10:30 to 11:00 A.M	11:00 to 11:30 A.M
		11:30 to 12:00 Noon	12:00 to 12:30 P.M
29-08-2025	ANG (ANGLO INDIAN)	05:30 to 06:00 P.M	

NOTE:

- Special categories i.e., PHC/CAP/NCC/Sports (SG) certificates shall be verified during First Phase of counselling only on scheduled date and time. No further Certificate Verification for Special Categories after schedule date. **No Certificate Verification for Special Categories in Final Phase.** Allotments for NCC/ Sports categories will be made in Final Phase only after due verification from the concerned authorities.
- After verification of original certificates, Receipt of Certificates (ROC) will be issued to the candidate duly signed by Chief Verification Officer. Candidate / Parents should check the details printed on ROC, if correction required, immediately contact Chief Verification Officer for rectification.
- Immediately after certificate verification, the login ID will be sent to the candidate registered mobile number, if not received collect login ID at Help Line Center before leaving Certificate Verification Hall. **Note down the login ID received and do not disclose to anyone.**

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://tgicet.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 / courses / districts from the website <https://tgicet.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, course 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.
- 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 or before **02-09-2025** and will be placed in the website <https://tgicet.nic.in>
- For downloading the candidate's **Provisional Allotment Order, enter the ROC Form Number, TGICET Hall Ticket Number, Password and Date of Birth in Candidate login in <https://tgicet.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 date 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.
- The candidate has to report at the allotted college after Final Phase of counselling and handover a set of Xerox copies of the certificates and Original Transfer Certificate (T.C).
- 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 afterpayment of Tuition Fee and exercise options in final phase if any, Tuition Fee paid earlier shall be considered for final allotment of seat.

FINAL PHASE:

- The eligible candidates can attend for Certificate Verification and exercise options in Final Phase, if they have not attended earlier and can exercise options.
- The candidates who have participated in First Phase Counselling can 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 IN FINAL PHASE?

- 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.
- NCC and Sports category candidates whose certificates were submitted and got verified during First Phase of counselling have to exercise options in Final Phase to consider their candidature for NCC and Sports category seats.
- 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 **15-09-2025 to 16-09-2025** otherwise your allotted seat stands cancelled.
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://tgicet.nic.in> on or before **13-09-2025**.

- 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://tgicet.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, otherwise your allotted seat stands cancelled.
- 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 between **15-09-2025 to 16-09-2025** otherwise your allotted seat stands cancelled.
- 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.**
- **Physical reporting of the candidate at the allotted college after Final Phase allotment is mandatory.**
- **Handover a set of xerox copies of the Certificates and Original Transfer Certificate (T.C) at the allotted college.**
- **Dropouts/Cancellations are not permitted after Final Phase.**
- **See the website <https://tgicet.nic.in> periodically for updated information.**

SPOT ADMISSIONS:

The Spot Admission guidelines to MBA and MCA Courses in University and Private Unaided Colleges will be placed in the website <https://tgicet.nic.in> on **15-09-2025**.

Sd/-A.Sridevasena, IAS
Commissioner of Technical Education &
Convenor, TGICET-2025 Admissions