



## INSTRUCTIONS TO CANDIDATES

1. Candidates are required to be present on the notified date and time at the helpline centre with all the relevant certificates and fee.
2. Candidates are called for registration rank-wise. The candidates are required to sign in the register and pay the processing fee and proceed for verification of certificates. Candidates belonging to SC / ST category have to pay Rs.300 /- and all others have to pay Rs.500/- towards processing fee which is non-refundable.
3. The candidates belong to BC/SC/ST Categories are required to submit integrated Community certificate duly signed by Mandal Revenue Officer [MRO].
4. Tuition fee reimbursement will be as per the rules of Govt. of Telangana State. Income certificate issued by MRO after 01-01-2017 will only be considered. The students of Andhra Pradesh have to pay the full fees.
5. The candidates shall produce Original certificates as notified at the time of certificate verification and bring Xerox copies of certificates for submission.
6. The verification officer will verify the genuinity of the certificates produced and collect the Xerox copies of certificates.
7. After verification, the candidate shall collect the Receipt of Certificates from the counter.
8. **Candidates need to verify the mobile number, caste category, local area, gender, minority, parental income, special category, date of birth, eligible degree etc. Any discrepancy should be brought to the notice of Camp Officer / Co-ordinator immediately for corrections. Seat allotment process depends on the accuracy of the above data. You are also jointly responsible for ensuring the correctness of the data.**
9. Candidate can give options on the web either from home / any other place having internet facility. To exercise web-options candidates has to login with Hall-ticket number and Rank. A five digit PIN will be sent to the registered mobile number. Don't share the PIN with other. The detailed instructions for entering options on web are available at <http://pecetadm.tsche.ac.in>
10. On the notified date, the web options are processed and allotment is communicated to the candidate through SMS.
11. Candidate can download the provisional allotment order, and report at the concerned college.
12. **For exercising options, the list of all eligible colleges and courses offered by each college is displayed on the internet.**
13. **Candidates are instructed to be careful while exercising options on the web and take the print out of the Saved options.**
14. For latest updates, visit the website <http://pecetadm.tsche.ac.in>
15. Candidates are informed to check their final allotment, take printout of allotment letter from the web, and report to the respective colleges on or before the date furnished on the allotment letter, failing which the candidate will lose the admission.
16. If candidate desires to cancel his / her admission and again want to appear in next round of counselling, has to pay processing fee again as a fresh candidate.
17. If a candidate wishes to withdraw from counselling, he / she can do so by submitting an application to that effect to the co-ordinator, help line centre along with receipt of certificates.
18. Next round of counselling for left over seats in phase-I and not reported cases and new seats sanctioned, if any, will be conducted.
19. If a decision is taken to conduct second phase counselling, a separate notification **will be placed in the website for the left over seats** and new seats, if any, sanctioned.

20. Who should participate in Phase-II ?
- a. Who secure a seat in earlier phase of web based counselling and wish to move to some other college.
  - b. Candidates who participated in earlier phase of web based counselling and could not secure a seat.
  - c. Candidates who did not participate in earlier phase even though he / she has been called for counselling.
  - d. Candidates who were allotted a seat but didn't report.
  - e. A candidate allotted a seat in earlier phase but cancelled his / her admission.
- 24 The candidates may note that:
- a. Options Exercised for one phase will not be considered for other phase of counselling.
  - b. Candidates have to exercise options afresh for each phase of web based counselling.
  - c. In case if they are satisfied with the previous allotment, options need not be exercised again.
  - d. Options may be exercised for those colleges even if the vacancies are not available, as vacancies may arise due to sliding, cancellation and conversions.
- 25 **If the candidate secures a seat in phase – II, he / she will lose the claim on the earlier allotted college, and has to report to the new college by downloading the allotment letter on or before the date furnished in the allotment letter. Failing to report within the date furnished in the allotted college, the candidate will forfeit the claim on the new college as well as on the old college.**
- 26 Before a cut- off date, the candidate can cancel the allotted seat, by getting endorsement on request letter from the Principal of the college.
- 27 After the **cut-off** date for admission, in case the candidates wish to cancel their admission, they are required to approach the principal of the college concerned only.