



DOST USER MANUAL

Other Boards



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1. Pre – requisites:

1. The candidate applying in DOST must have his/her Aadhaar linked with mobile number. The candidates who's Aadhaar is not linked with mobile number shall visit the Aadhaar updation centre / Post Office / Mee-seeva Centre to link Aadhaar with mobile number. (OR)
2. The candidates who's Aadhaar is not linked with mobile number shall visit the nearest HLC and provide bio-metrics and mobile number (only one mobile number for each DOST ID) to get DOST ID generated and subsequently proceed to payment and submit application in DOST.

Note: The mobile number provided must be active throughout the completion of DOST admission process.

USER GUIDE FOR DOST – Other Boards

URL: <http://dost.cgq.gov.in>

2. DOST - Home page



3. Candidate Pre-Registration

Click on Candidate Pre-Registration



Select Qualifying Board (Intermediate/Equivalent) from the drop down.

Select Year of Pass.

Select the concerned board from the other board drop down.

Enter the Hall Ticket Number.

Select the Date of Birth in (DD/MM/YYYY) format.

Enter the Aadhaar number.

Enter Mobile number.

Enter Student Name.

Select Gender.

Enter Father Name.

Mark the check box against the declaration and click on “Click for Aadhaar Authentication”

The screenshot shows a web form titled "Candidate Pre Registration" with a blue header. A red notice at the top right states "All fields are mandatory". The form contains several input fields and dropdown menus: "Qualifying Board (Intermediate / Equivalent)" with a dropdown showing "Other Board"; "Year of Pass" with a dropdown showing "--Select Year--" and a red error message "Please select Year of Pass" below it; "Other Board" with a dropdown showing "--Select Board--"; "Hall Ticket Number" with a text input field; "Date of Birth (DD/MM/YYYY)" with a text input field and a calendar icon; "Aadhaar" with a text input field; "Mobile Number (Seeded with Aadhaar)" with a text input field; "Student Name" with a text input field; "Gender" with radio buttons for "Male" and "Female"; "Father Name" with a text input field; and "Declaration" with a checkbox labeled "I agree to use my aadhaar number for authentication". A green button labeled "Click for Aadhaar Authentication" is located at the bottom right of the form.

Enter the OTP received on the mobile.

DOST ID will be generated and success message will be displayed as shown below

The screenshot shows a web page with a dark blue header containing links for "Home", "About Us", and "Contact Us", and a green "Official Login" button. The main content area has a blue header labeled "OTP(One time password)". Below this is a form with a label "OTP" and a text input field. A "Validate OTP" button is positioned below the input field. A light gray box contains a "Note:" followed by the text "> Please enter OTP sent to registered mobileneno."

Click on “Proceed for Payment” to pay DOST registration fee

Note: If you choose “Payment Later”, you need to click on Application Fee Payment tab on the DOST home page.

After clicking on “Proceed for Payment” a fee payment webpage will be displayed as shown in the screen below and you will be charged a DOST registration fee of Rs 200/-.

On clicking Proceed for payment button the control will lead you to the PAYMENT GATEWAY along with Student Payment Details.

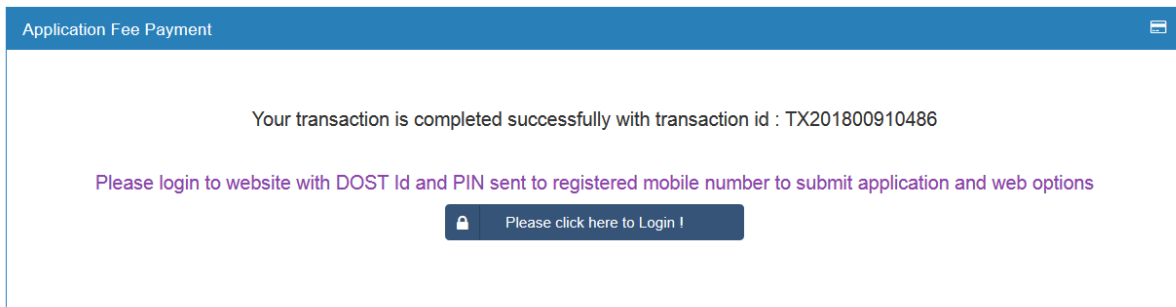
Note:- Please use your own Account/Card for Payment as REFUNDS if any, would be done to that same Account/Card.

Student Payment Details	Choose Payment Gateway
Dost ID: TI1859253305 Hall Ticket Number : 1859253305 Student Name: KATHA SHIVA SAI Date of Birth: 29/01/2000 Mobile Number: 9848632291 Application Fees(Rs): 200	<div> <input type="radio"/> No Transaction Charges. For more information CLICK HERE </div> <div> <input type="radio"/> For more information CLICK HERE </div> <div> <input checked="" type="radio"/> For more information CLICK HERE </div> <div> Proceed to Payment </div>

Registration fee can be paid through T-Wallet, Credit Card or Debit Card or Internet Banking etc. Select the relevant option and click in “Proceed to Payment.”

(NOTE: During the Payment process, DO NOT double clicks on buttons or click on Back / Refresh buttons or DO NOT close the browser abruptly, instead maintain patience as prompted on the screen & the transaction charges shall vary based on the payment method).

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 “Transaction Id”. (Note: Preserve both the ID’s for future correspondence).



Application Fee Payment

Your transaction is completed successfully with transaction id : TX201800910486

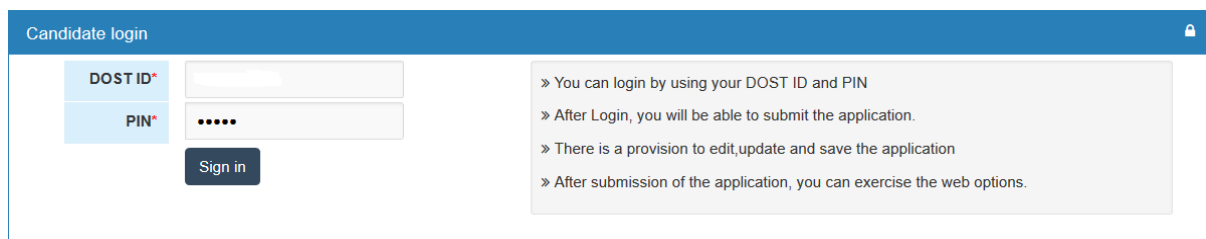
Please login to website with DOST Id and PIN sent to registered mobile number to submit application and web options

Please click here to Login !

A 6 digit alphanumeric PIN will be sent to the registered mobile number. DOST ID along with PIN can be used to log in to DOST.

Candidate has two options either to proceed to fill in the application immediately or at a later date. Click on “[Please Click here to Login](#)” to login to DOST, fill the application immediately and you will be taken to the Candidate login screen or If you choose later time to log in and fill the application, simply close the window and in such case you need to start from DOST home page by clicking on “Candidate login” tab.

Candidate must enter DOST ID, PIN & click on “Sign In”.



Candidate login

DOST ID*

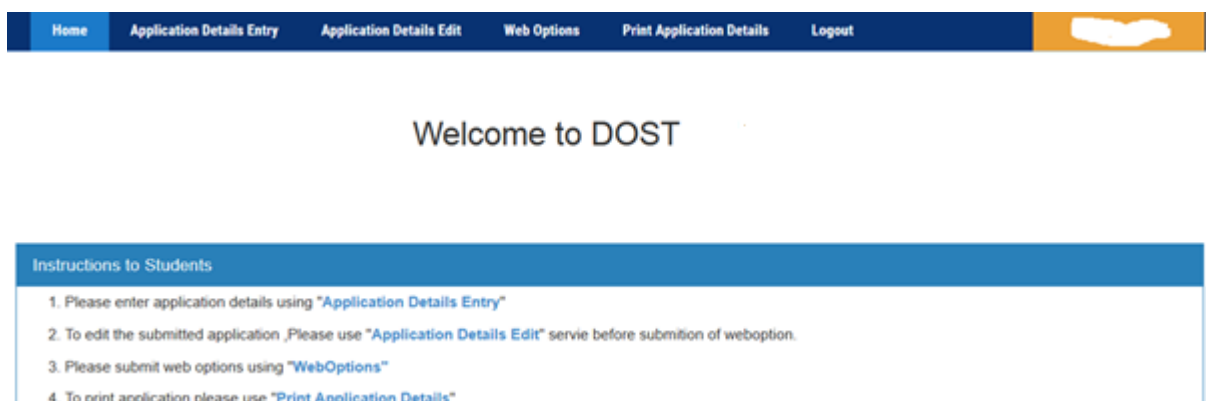
PIN*

Sign in

- » You can login by using your DOST ID and PIN
- » After Login, you will be able to submit the application.
- » There is a provision to edit,update and save the application
- » After submission of the application, you can exercise the web options.

4. DOST-Candidate Login

Landing will be displayed, after successful login



Home Application Details Entry Application Details Edit Web Options Print Application Details Logout

Welcome to DOST

Instructions to Students

1. Please enter application details using "Application Details Entry"
2. To edit the submitted application ,Please use "Application Details Edit" servie before submission of weboption.
3. Please submit web options using "WebOptions"
4. To print application please use "Print Application Details"

The candidate can start filling the application by selecting the tab “Application Details Entry”

Home	Application Entry	Application Edit	Web Options	Print Application	Logout
BAH18 1830210005					
UG ONLINE ADMISSION FORM FOR THE ACADEMIC YEAR (2018-19)					
Student Name *	<input type="text"/>	Gender *	Male <input checked="" type="radio"/> Female: <input type="radio"/>		
Student Photo *	<div>Choose File</div> <div>No file chosen</div> <div>Upload jpeg / jpg images</div> <div>Note:</div> <div>less than 100kb only</div>	Aadhaar Document *	<div>Choose File</div> <div>No file chosen</div> <div>Upload jpeg / jpg images less than</div> <div>Note:</div> <div>100kb only</div>		
Date of Birth *	<input type="text"/>	Mobile No *	<input type="text"/>		
Father's Name *	<input type="text"/>	Mother's Name *	<input type="text"/>		
Intermediate / 10+2 / Equivalent Details					
Hall Ticket Number *	<input type="text"/>				
Qualifying Board *	<input type="text"/>	Board Certificate*	<div>Choose File</div> <div>No file chosen</div> <div>View</div>		
Course Name *	<input type="text"/>				

In registration application only Student Name, Gender, Date of Birth, Mobile No, Father Name are auto populated .The remaining fields are to be entered by the candidate. The candidate must also upload the photo and relevant supporting documents needs to be uploaded.

At Intermediate/ 10+2/Equivalent Details section Hall Ticket Number, Qualifying Board, Course name, Marks secured, Maximum Marks, Studied at, Language Percentage, Group Percentage.

The candidate can select the entry of e-pass id is optional, Inter Medium of instruction, Inter Second language, SSC Hall Ticket Number, SSC/ Equivalent Medium of instruction, SSC/ Equivalent Second language, SSC/Equivalent Hall Ticket Number & Bridge course.

At Present Address section the candidate must enter House no, District, Street, Mandal, Pin code and village.

If the permanent address is same as present address the mark the check box. Otherwise permanent address section must also be filled by the appropriate details. As shown

Qualifying Board *	Board of Intermediate Education, Telangana ▼		
Course Name *	HCML(E)(15)-History, Civics, Modern Languages(English) ▼		
Marks Secured *	877	Maximum Marks *	1000
Studied at *	SHRADDHA JR COLLEGE FOR GIRLS(56207), MAHABUBNAGAR, MAHABUBNAGAR		
Languages Percentage *	88.0	Group Percentage *	88.833336
Percentage *	87.7	ePASS ID (If Any)	
Inter Medium of Instruction *	Arabic ▼	Inter Second Language *	Arabic ▼
SSC / Equivalent Medium of Instruction *	Arabic ▼	SSC / Equivalent Second Language *	Arabic ▼
SSC / Equivalent Hall Ticket Number *	1641100371	Bridge Course (if any)	Mathematics and Physical Science ▼
##### Intermediate marks as per the Board Of Intermediate Telangana Results #####			
Bridge Course Certificate Upload *	<input type="button" value="Choose File"/> No file chosen <small>Note: Upload jpeg / jpg images less than 100kb only</small>		

At other details section

Enter Father / Mother Contact No, Gaurdian Contact No, Select Religion from (drop down), Blood Group (drop down), Identification Mark 1, Identification Mark 2.

The candidate if eligible can apply under various categories of reservation such as Children of Railway employee, Sports and Games, Extracurricular activities, Children of Ex-service men/ Armed Personnel (CAP), NCC, Are you having any participating/ Achievement Certificate in NCC. Where ever applicable the candidate needs to mark the check box and select the relevant options and upload images of supporting documents in jpeg / jpg.

Father / Mother Contact No	9885531270	Guardian Contact No	9912345588
Religion *	Jain ▼	Caste Category *	OC / General ▼
Identification Marks 1	1	Identification Marks 2	2
Blood Group	A- ▼		
Do you wish to apply for Reservation under the following categories			
<input checked="" type="checkbox"/> Children of Railway Employee			
Employee Name * <input type="text"/> Designation * <input type="text"/> Presently working in * <input type="text"/>			
<input type="checkbox"/> NCC			
<input type="checkbox"/> Sports and Games			
<input type="checkbox"/> Extra curricular Activity			
<input type="checkbox"/> Children of Ex-Servicemen / Armed Personnel (CAP)			
<input checked="" type="checkbox"/> Are you having any participating / Achievement Certificate in NCC			
Certificate Upload * <input type="button" value="Choose File"/> No file chosen <small>Note: Upload jpeg / jpg images less than 100kb only</small>			

NCC			
Certification Level *	--Select--	Certificate Upload *	<input type="button" value="Choose File"/> No file chosen View Uploaded Doc Note: Upload jpeg / jpg images less than 100kb only
Sports and Games			
Participation Level *	--Select--	Game / Sport *	Basket Ball Certificate Upload * <input type="button" value="Choose File"/> No file chosen View uploaded Doc Note: Upload jpeg / jpg images less than 100kb only
Extra curricular Activity			
Activity Level *	--Select--	Activity Type *	--Select-- Certificate Upload * <input type="button" value="Choose File"/> No file chosen Note: Upload jpeg / jpg images less than 100kb only
<input type="checkbox"/> Children of Ex-Servicemen / Armed Personnel (CAP)			

Note: Physically challenged candidates can select the option Yes/No and the relevant section will be highlighted and the details needs to be filled.

The candidate shall select cast from Claiming Caste (Dropdown).

Note: If the candidate fails to upload caste and income certificate issued on or after 01.02.2019, such candidate seat allotment will be made in general quota only.

The candidate must also enter previous 7 year study details, select degree second language preference and check mark against the declaration.

Physically Challenged *		Yes <input checked="" type="radio"/> No <input type="radio"/>
Certificate Upload *	<input type="button" value="Choose File"/> No file chosen	SADAREM Number * <input type="text"/>
Classification *	--Select--	% of Disability * <input type="text"/>
Income Certificate Details		
Mee Seva No. of Income Certificate (Mandatory for scholarships)	<input type="text"/>	<input type="button" value="Get Income Details"/>
Previous 7 Years Study Details		
Class	Place of Study	
12th Class *	<input type="text" value="TELANGANA"/>	
11th Class *	<input type="text" value="TELANGANA"/>	

By clicking on preview the entered details are displayed. The application can be edited to make any changes. The application can be submitted by clicking on “Submit”.

Candidates can view pop up alert as “Your application is submitted successfully. Please note your Application Number for further reference”. Candidate can take print of the application by clicking on Print Application which will be useful for further correspondence.

TS UG Online Admission Registration Payments Status, Web Options and Allotments		
Sl NO	PAYMENT STATUS	STATUS/WEB OPTIONS
1	Paid & Payment Ref No: DT201901368157	CLICK FOR WEB OPTIONS

*Note: WebOptions will be enabled only after Clearing all MANDATORY Verifications

Click on “Click for Web Options”, the page is redirected to web options page.
Web options can be exercised course wise / college wise.

Applications Web options				
Web Options:* <input checked="" type="radio"/> By Course <input type="radio"/> By College				
University Name:*	OSMANIA UNIV	Course :*	B.A.(Computer Applications-Economics-Pt	Medium:
English				
Show Colleges				

- On selecting “By course”, select the University, Course and Medium. (or)
- On selecting “By College”, Select University Name, University District, College Type, College Name (Courses offered in that particular college are displayed) in below format.

University Name, Management Type, College Name, Course Name, Medium, Address, Regular / Restructured / Finance, Intake Seats, Fees, My Priority will be displayed. The candidate can input their choice under My Priority column.

5. CBCS Course

If the candidate selects CBCS course, after prioritizing, the candidate needs to provide additional inputs as shown below

									Non-Reimb:0	
7	OU	Government	Babu Jagjeevan Ram Govt. Degree College, Narayanaguda--Co-Ed	B.Com(General)	English	Vittalwadi, Narayanaguda, Hyderabad	Regular	60	Tution:500; Spl:1250 ; Exam:2100 ; Other:0 ; Non-Reimb:0	
8	OU	Government	Babu Jagjeevan Ram Govt. Degree College, Narayanaguda--Co-Ed	B.SC(Life Science (CBCS))	English	Vittalwadi, Narayanaguda, Hyderabad	Based On Subjects Selection	300	Click here for CBCS Fee Structure	1
9	OU	Government	Babu Jagjeevan Ram Govt. Degree College, Narayanaguda--Co-Ed	B.A.(Economics-Public Administration-Political Science)	English	Vittalwadi, Narayanaguda, Hyderabad	Regular	25	Tution:500; Spl:1150 ; Exam:1900 ; Other:0 ; Non-Reimb:0	

The candidate must select the subject combinations from each drop down, then Subject Combination Name and Subject Combination Type will be displayed (candidate will have to provide multiple Subject Combination Name for multiple CBCS priorities). Click on Save Web Options with CBCS

CBCS Course Combination Selection

Web Option Priority	Univ. Name	Mgmt Type	College Name	Course Name	Medium	Address
1	OU	Government	Babu Jagjeevan Ram Govt. Degree College, Narayanaguda	B.SC(Life Science (CBCS))	English	Vittalwadi, Narayanaguda, Hyderabad

Select Subject Combination:

Botany
Zoology
Chemistry
--Select--

Subject Combination Name:

Subject Combination Type:

Click on Save Web Options with CBCS

Note:- Fee Structure is subject to change

Your Submitted Web options Saved Successfully...!

Search:

Re-Order Draggable Sno	Univ. Name	Mgmt Type	College Name	Course Name	Medium	Address	Restructured/ Regular/ Self Finance	Intake Seats	Fees	My Priority (numbers)
1	OU	Government	Babu Jagjeevan Ram Govt. Degree College, Narayanaguda--Co-Ed	B.SC(Life Science (CBCS)) / (Botany-Chemistry-Zoology)	English	Vittalwadi, Narayanaguda, Hyderabad	Based On Subjects Selection	300	Click here for CBCS Fee Structure	1 <input type="button" value="x"/>

Are You interested in joining any Government Degree College in selected Course and District, if not allotted from the above preferences, : *
 Yes ☒ No ☐

Select District*

BHADRADRI

Courses*

B.A.(Economics-History-Political)

The candidate shall select the district and course, if he / she wishes to join any Government Degree College by selecting the radio button. (Allotment will be subjected to availability).

The candidate can “SAVE OPTIONS” and “CLEAR ALL OPTIONS”.

On clicking the logout button on menu bar, you can log out of DOST portal.