

**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 TO FILL THE ONLINE APPLICATION FORM FOR DOST

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

DOST Home page



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". At the top right, it says "All fields are mandatory". The form contains several input fields and dropdown menus:

- Qualifying Board (Intermediate / Equivalent): Other Board
- Year of Pass: --Select Year--
- Other Board: --Select Board--
- Hall Ticket Number: [Empty text box]
- Date of Birth (DD/MM/YYYY): [Empty text box]
- Aadhaar: [Empty text box]
- Mobile Number (Seeded with Aadhaar): [Empty text box]
- Student Name: [Empty text box]
- Gender: ☐ Male ☐ Female
- Father Name: [Empty text box]
- Declaration: ☐ I agree to use my aadhaar number for authentication

At the bottom right, there is a green button labeled "Click for Aadhaar Authentication".

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 form titled "OTP(One time password)". It has a navigation bar at the top with "Home", "About Us", "Contact Us", and "Official Login". The form contains an "OTP" input field and a "Validate OTP" button. Below the input field, there is a "Note" section that says: "Please enter OTP sent to registered mobilen0."

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

The screenshot shows a web page titled "Candidate pre Registration Status". It has a navigation bar at the top with "Home", "About Us", "Contact Us", and "Official Login". The page displays a "Success Alert" message: "Registration completed successfully. DOSTID: [Redacted]". Below the message, there are two buttons: "Proceed for Payment" and "Payment Later". At the bottom, there is a "Note" section that says: "SMS sent to registered mobilen0 along with DOST Id" and "Please pay the application fee to complete DOST 2018-19 registration".




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 page 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 as shown in the screen below

**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	<input type="radio"/>  The Official Digital Wallet of Telangana State	No Transaction Charges. For more information <a href="#">CLICK HERE</a>
Hall Ticket Number :	1859253305	<input type="radio"/>  All your payments. Single location	For more information <a href="#">CLICK HERE</a>
Student Name:	KATHA SHIVA SAI	<input checked="" type="radio"/>  payment solutions for every business	For more information <a href="#">CLICK HERE</a>
Date of Birth:	29/01/2000	<a href="#">Proceed to Payment</a>	
Mobile Number:	9848632291		
Application Fees(Rs):	200		

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 DONOT close the browser abruptly, instead maintain patience as prompted on the screen).

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 and 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, and you need to start from DOST home page by clicking on “Candidate login” tab.

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

DOST landing page will be displayed

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

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, Percentage, Languages Percentage, Group percentage ,Studied at must be entered by the candidate.

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

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 below

The screenshot displays a web-based registration form. At the top, a dropdown menu is set to 'A and T (206)-Accounts and Taxation'. Below this, several input fields are populated: 'Marks Secured' (99), 'Maximum Marks' (100), 'Percentage' (99), 'Languages Percentage' (88), 'Group Percentage' (38), 'Studied at' (college), 'Bridge Course (if any)' (--Select--), 'Medium of Instruction' (Telugu), 'Second Language' (Telugu), 'SSC Hall Ticket Number' (1234567), and 'ePASS ID (if Any)' (123456711112). The 'Present Address' section is highlighted in teal and includes fields for 'House Number' (empty), 'District' (NIRMAL), 'Street' (abids lane), 'Mandal' (TANOOR), 'Pin Code' (500032), and 'Village' (KHARBALA-19). A checkbox labeled 'Whether the present address is same as permanent address' is present. Below this, the 'Permanent Address' section is also highlighted in teal and contains identical fields: 'House Number' (102), 'District' (NIRMAL), 'Street' (abids lane), 'Mandal' (TANOOR), 'Pin Code' (500032), and 'Village' (KHARBALA-19). On the right side of the form, there is a vertical toolbar with buttons for font size adjustment (A+, A, A-), background color selection (A), and a accessibility icon.

The candidate needs to select the religion and caste category.

The candidate if eligible can apply under various categories of reservation such as Children of Railway employee, NCC, Sports and Games, Extra curricular activities, Children of Ex-service men/ Armed Personnel. 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 format and should be less than 100 kb.

Father / Mother Contact No	9866531270	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 <a href="#">View Uploaded Doc</a> <small>Note: Upload jpeg / jpg images less than 100kb only</small>
Sports and Games			
Participation Level *	--Select--	Game / Sport *	Basket Ball Certificate Upload * <input type="button" value="Choose File"/> No file chosen <a href="#">View uploaded Doc</a> <small>Note: Upload jpeg / jpg images less than 100kb only</small>
Extra curricular Activity			
Activity Level *	--Select--	Activity Type *	--Select-- Certificate Upload * <input type="button" value="Choose File"/> No file chosen <small>Note: Upload jpeg / jpg images less than 100kb only</small>
<input type="checkbox"/> Children of Ex-Servicemen / Armed Personnel (CAP)			

**Note:** Physically challenged candidates can select the option Yes and the relevant option will be highlighted.

Income and caste certificate numbers must be given in the input box for claiming the reservation under various categories.

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

The candidate must also enter previous 7 year study details.

Physically Challenged *		Yes <input checked="" type="radio"/> No <input type="radio"/>	
Certificate Upload *	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"/>		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"/>		

The candidate must mark the disclaimer. 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”.

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

Application can be edited and saved by clicking on Application Edit tab on the menu bar.

Home	Application Entry	Application Edit	Web Options	Print Application	Logout
<div> <div>TH1860221908</div> </div>					

On clicking Web Options , the page is redirected to web options page.  
Web options can be exercised course wise / college wise.

Dy. Chief Minister, Education					
Home	Application Entry	Application Edit	Web Options	Print Application	Logout
<div> <div>TH1860221908</div> </div>					
Applications Web options					
Web Options:* <input checked="" type="radio"/> By Course <input type="radio"/> By College					
University:*	--Select--	Course	--Select--	Medium:	--Select--
<div>Show Colleges</div>					

When By course is selected , select the University, Course and Medium .The list of courses will be displayed with various details. The candidate can input their choice under “My Priority” column. The option for joining Government Degree College in selected district provided by choosing the course in which the student is interested based on eligibility.

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



Applications Web options

Web Options:\*

☒ By Course
 ☐ By College

University:\*

KAKATIYA UN

Course

Bachelor of Business Management(BBM)

Medium:

English

Show Colleges

Search:

Sno	Univ. Name	Management Type	College Name	Course Name	Medium	Address	Restructured/ Regular/ Self Finance	Intake Seats	My Priority (numbers)
1	KU	Private Unaided (Autonomous)	Chaitanya Degree College, Kishanpura, Hanamakonda, Warangal--Co-Ed	Bachelor of Business Management(BBM)	English	Dist. Warangal	Self-Financed	60	
2	KU	Private Unaided	Kavitha Memorial Degree College, Nehru Nagar, Khammam--Co-Ed	Bachelor of Business Management(BBM)	English	Dist. Khammam	Self-Financed	80	
3	KU	Private Unaided	Sri Arunodaya Degree & PG College, Bheemaram, Hanamkonda--Co-Ed	Bachelor of Business Management(BBM)	English	Dist. Warangal	Self-Financed	60	
4	KU	Private Unaided	Vaagdevi Degree & PG College, Hanamkonda, Warangal--Co-Ed	Bachelor of Business Management(BBM)	English	Dist. Warangal	Self-Financed	80	
5	KU	Private Unaided	Masterji Degree & PG College, Hunter Road, Hanamkonda--Co-Ed	Bachelor of Business Management(BBM)	English	Dist. Warangal	Self-Financed	60	
6	KU	Private Unaided	New Science Degree & PG College, Hunter Road, Warangal--Co-Ed	Bachelor of Business Management(BBM)	English	Dist. Warangal	Self-Financed	60	
7	KU	Private Unaided	Sri Gaayathri Degree & PG College, Hanamkonda--Co-Ed	Bachelor of Business Management(BBM)	English	Dist. Warangal	Self-Financed	60	

Web options By college. The candidate must select University Name, College Type, list of colleges are displayed. Select the college and click “Show Courses” button. Then the list of courses offered by the college are displayed. . The candidate can input their choice under “My Priority” column. The option for joining Government Degree College in selected district provided by choosing the course in which the student is interested based on eligibility.

The candidate has the option to “Save Options” and “Clear all options”.

4	KU	Private Unaided	Vaagdevi Degree & PG College, Hanamkonda, Warangal--Co-Ed	Bachelor of Business Management(BBM)	English	Dist. Warangal	Self-Financed	80	
5	KU	Private Unaided	Masterji Degree & PG College, Hunter Road, Hanamkonda--Co-Ed	Bachelor of Business Management(BBM)	English	Dist. Warangal	Self-Financed	60	
6	KU	Private Unaided	New Science Degree & PG College, Hunter Road, Warangal--Co-Ed	Bachelor of Business Management(BBM)	English	Dist. Warangal	Self-Financed	60	
7	KU	Private Unaided	Sri Gaayathri Degree & PG College, Hanamkonda--Co-Ed	Bachelor of Business Management(BBM)	English	Dist. Warangal	Self-Financed	60	
8	KU	Private Unaided	Bharathi Degree College, Warangal--Co-Ed	Bachelor of Business Management(BBM)	English	Dist. Warangal	Self-Financed	70	
9	KU	Private Unaided	Bhadraka Degree College for Commerce & Business Management, HNK--Co-Ed	Bachelor of Business Management(BBM)	English	Dist. Warangal	Self-Financed	60	
10	KU	Private Unaided	Sangamitra Degree & PG College, Bhupalpalli, Warangal--Co-Ed	Bachelor of Business Management(BBM)	English	Dist. Warangal	Self-Financed	60	

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

Save Options

Clear All Options

At Web options tab on the menu bar Payment status, Web options and option to print the saved options is provided by clicking “Print saved options”.

Dy. Chief Minister, Education

Home

Application Entry

Application Edit

Web Options

Print Application

Logout

TH1860221908

TS UG Online Admission Registration Payments Status, Web Options and Allotments

SI NO	PAYMENT STATUS	WEB OPTIONS	PRINT SAVED OPTIONS
1	Paid & Payment Ref No: TX201800910546	<a href="#">CLICK FOR WEB OPTIONS</a>	<a href="#">PRINT SAVED OPTIONS</a>

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