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# DOST USER MANUAL

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TSBIE



## Table of Contents

1. Pre – requisites:.....	2
2. DOST - Home page.....	3
3. Candidate Pre-Registration .....	3
4. DOST-Candidate Login .....	6
5. CBCS Course .....	10

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

### 2. DOST - Home page



### 3. Candidate Pre-Registration

Click on Candidate Pre-Registration



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

Enter the Hall Ticket Number.

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

Home About Us Contact Us Official Login

**Candidate Pre Registration**

All fields are mandatory

Qualifying Board (Intermediate / Equivalent)

Hall Ticket Number

Date of Birth (DD/MM/YYYY)

Aadhaar

Mobile Number (Seeded with Aadhaar)

Student Name

Gender

Father Name

Declaration  I agree to use my aadhaar number for authentication

Click for Aadhaar Authentication

Student Name, Gender and Father Name will be displayed.

Enter Aadhaar number.

Enter Mobile number (seeded with Aadhaar)

Mark the check box against Declaration.

Click the button Click for Aadhaar Authentication.

Enter the OTP received on the mobile.

Home About Us Contact Us Official Login

**OTP(One time password)**

OTP

Validate OTP

Note:  
 > Please enter OTP sent to registered mobileno.

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

Home About Us Contact Us Official Login

**Candidate pre Registration Status**

Success Alert:Registration completed successfully. DOSTID: [redacted]

Proceed for Payment Payment Later

Note:  
 > SMS sent to registered mobileno along with DOST id  
 > 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 webpage will be displayed as shown in the screen below and you will be charged a DOST registration fee of Rs 200/- or 400/-.

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	<input type="radio"/>  No Transaction Charges. For more information <a href="#">CLICK HERE</a>	
Hall Ticket Number :	1859253305	<input type="radio"/>  For more information <a href="#">CLICK HERE</a>	
Student Name:	KATHA SHIVA SAI	<input checked="" type="radio"/>  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 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

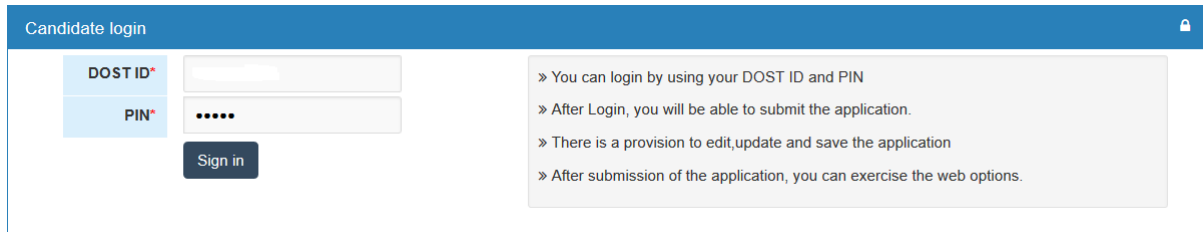
Please login to website with DOST Id and PIN sent to registered mobile number to submit application and web options

[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.

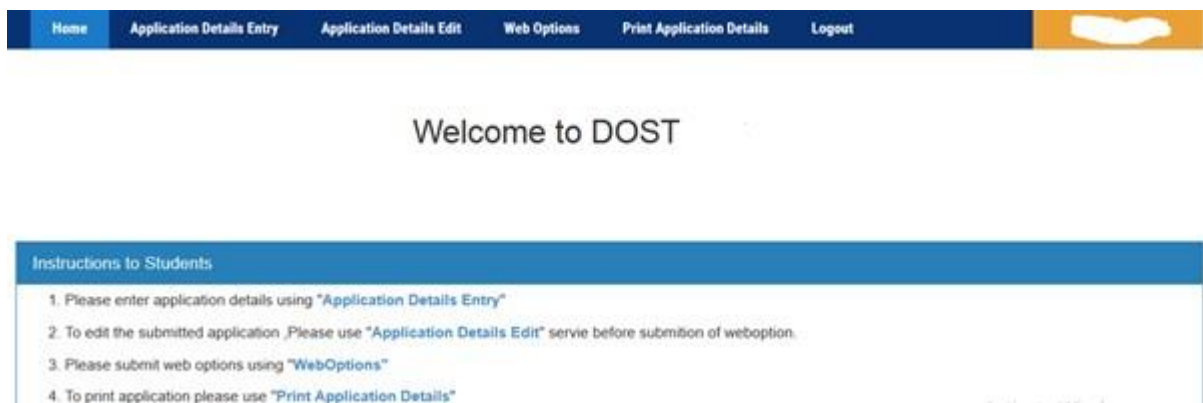
Candidate has two options either to proceed to fill in the application immediately or at a later date. Click on “[Please Click here to Login](#)” to login to DOST, fill the application immediately and you will be taken to the Candidate login screen or If you choose later time to log in and fill the application, 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”.

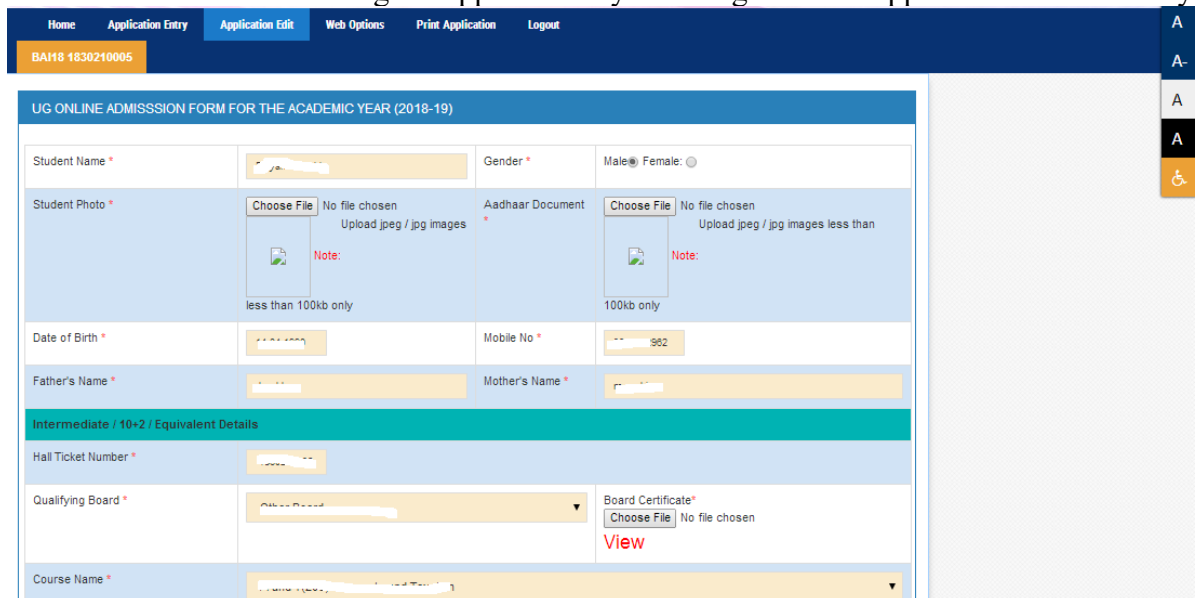


#### 4. DOST-Candidate Login

Landing will be displayed, after successful login



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



The application contains all the fields pertaining to the candidate. Certain fields will be auto populated with relevant data into them, such as Student Name, Gender, Date of Birth, Mobile No, Fathers Name and Mothers name. The candidate must also upload the photo and relevant supporting documents (if required).

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, Pi 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 *	86.0	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 Scienc
##### 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	9866531270	Guardian Contact No	9912345688
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 *		Designation *	Presently working in *
<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	Note:Upload jpeg / jpg images less than 100kb only	

<input checked="" type="checkbox"/> NCC		
Certification Level * --Select--	Certificate Upload * <input type="button" value="Choose File"/> No file chosen	
<a href="#">View Uploaded Doc</a> Note:Upload jpeg / jpg images less than 100kb only		
<input checked="" type="checkbox"/> 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> Note:Upload jpeg / jpg images less than 100kb only		
<input checked="" type="checkbox"/> 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)		

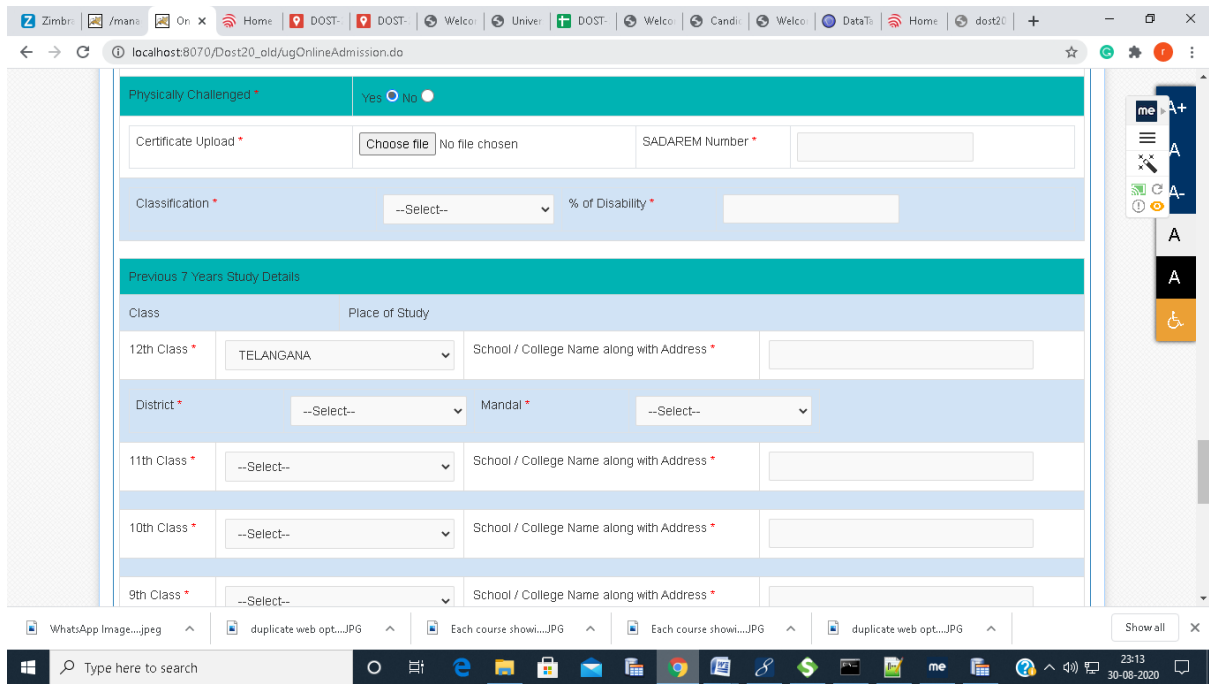
**Note:** Physically challenged candidates can select the option Yes/No and the relevant section will be highlighted and the details needs to be filled.

The candidate must select cast from Claiming Caste (Dropdown). If claiming the reservation Meeseeva Reservation Caste Category and caste certificate details and income certificated details needs to be entered.

(Income and caste certificate numbers must give in the input box for claiming the reservation under various categories.)

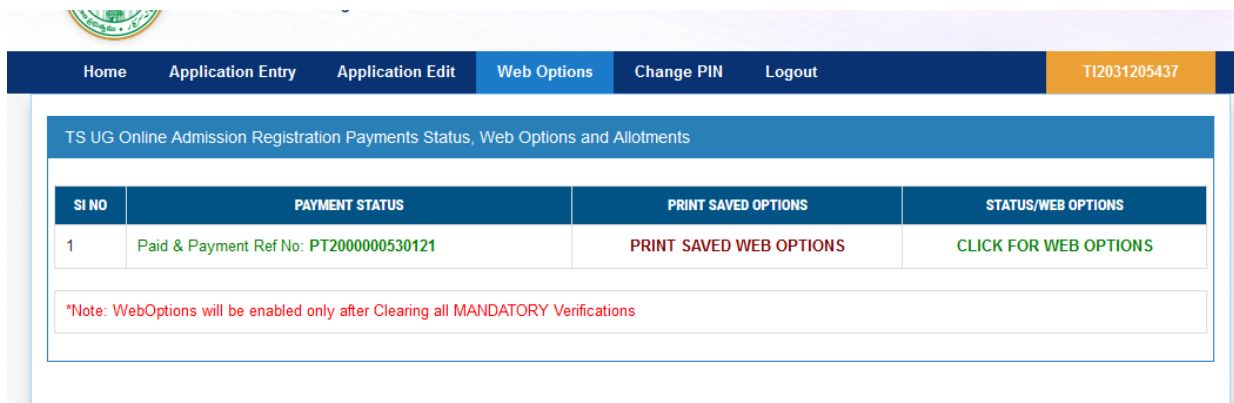
**Note: If the candidate fails to upload caste and income certificate issued on or after 01.04.2019, such candidate seat allotment will be made in general quota only.**

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



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.




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

**Note:** When ever the web options are exercised a message will be send to the applicant mobile number.

**\*Note:-**Courses in the below drop down are displayed based on the applicant's Intermediate Course

<b>Web Options:*</b>	<input type="radio"/> By Course <input checked="" type="radio"/> By College		
<b>University Name:*</b>	--Select---	<b>College type:*</b>	--Select---
<b>College Name:*</b>	--Select---	<b>Medium:*</b>	--Select---
<b>Course Type:*</b>	--Select--	<b>Course :*</b>	

**\*For Course Type:**Please select regular / restructured for govt. colleges & regular / self-financed for private colleges

7a747c 

Enter Captcha:\*

**\*Note:-**Fee Structure is subject to change

**\*Note:-**The existing B.Com (Computers) & B.Com (E-Commerce) courses are renamed as B.Com (Computer Applications) from the Academic Year 2019-20 in six conventional State Universities of Telangana. (vide Lr.No.TSCHE/UMS-695/CBCS/UG Syllabus/2019, Dt: 23.05.2019).

Search:

### WEB OPTION PRIORITIES

**\*Note:** In order to set the desired priorities, use drag and drop facility for each selected web option and compulsorily click on update button to freeze the priorities exercised.

- 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.

## 5. CBCS Course

If the candidate selects CBCS course, the candidate needs to provide subject combination also.

Course type:  Course:

**\*For Course Type: Please select regular / restructured for govt. colleges & regular / self-financed for private colleges**

**Note: Please select atleast one subject, from any three of four options**

Option A Subjects*	<input type="text" value="---select---"/>	Option B Subjects*	<input type="text" value="---select---"/>
Option C Subjects*	<input type="text" value="---select---"/>	Option D Subjects*	<input type="text" value="---select---"/>

d36e5f  
Enter Captcha:

**\*Note: Fee Structure is subject to change**  
**\*Note: The existing B.Com (Computers) & B.Com (E-Commerce) courses are renamed as B.Com (Computer Applications) from the Academic Year 2019-20 in six conventional State Universities of Telangana. (vide Lr.No.TSCHE/UMS-695/CBCS/UG Syllabus/2019, Dt: 23.05.2019).**

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).

Please use drag and drop as shown below to exercise web options.

Browser tabs: DOST-2020 Issues - Google Sl... | Zimbra: Sent | UG Student Web Options | (1) WhatsApp

Address bar: <https://dost.cgg.gov.in/UGApplicationOptions.do?mode=updateWeboptionsPriorities>

Getting Started | DOST-2020 Issues - Go...

**\*Note: Fee Structure is subject to change**  
**\*Note: The existing B.Com (Computers) & B.Com (E-Commerce) courses are renamed as B.Com (Computer Applications) from the Academic Year 2019-20 in six conventional State Universities of Telangana. (vide Lr.No.TSCHE/UMS-695/CBCS/UG Syllabus/2019, Dt: 23.05.2019).**

Search:

**WEB OPTION PRIORITIES**

**\*Note: In order to set the desired priorities, use drag and drop facility for each selected web option and compulsorily click on update button to freeze the priorities exercised.**

My Priority	University Name	Management Type	College Name	Course Name	Course Type (Restructured/Regular/Self Finance)	Medium	CBCS Name	Total Fees	Select All
1	KAKATIYA UNIVERSITY	Private Unaided	Vasavi Degree College, Kallur, Kuntala, Adilabad2385	B.Sc.(CBCS)	Self Financed	English	Mathematics- Physics- Chemistry	14180; Tuition Fee:3000 ; Special Fee:2890 ; Exam Fee:1200 ; Other Fee:1010 ; Non-	<input type="checkbox"/>
2	KAKATIYA UNIVERSITY	Private Unaided	Vasavi Degree College, Kallur, Kuntala, Adilabad2385	B.Com (General)	Self Financed	English	NA	17140; Tuition Fee:9000 ; Special Fee:1140 ; Exam Fee:1200 ; Other Fee:1010 ; Non- Reimbursable Fee:5000	<input type="checkbox"/>

Showing 1 to 2 of 2 entries

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

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								Reimbursable Fee:7500)	
8	OSMANIA UNIVERSITY	Private Unaided (Autonomous)	Hindi Mahavidyalaya College (Autonomous)11092	B.Voc. (Banking-Insurance)	Self Financed	English	NA	8605(Tuition Fee:4000 ; Special Fee:2000 ; Exam Fee:2605 ; Other Fee:0 ; Non-Reimbursable Fee:0)	<input type="checkbox"/>
10	KAKATIYA UNIVERSITY	Private Aided	CKM Arts & Science College, Warangal2009	B.Com. (General)	Self Financed	Telugu	NA	-	<input type="checkbox"/>

Showing 1 to 9 of 9 entries

Previous 1 Next

Update WebOptions Priorities

Delete WebOptions

Are You interested in joining any Government Degree College in selected Course and District, **if not allotted from the above preferences** : \*

Yes  No

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 “Update Web Option Priorities” and “Delete Web Options”.

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