

DOST USER MANUAL

TSBIE



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1. Pre – requisites:

1. The candidate applying in DOST must have his/her Aadhaar linked with mobile number. The candidates whose Aadhaar is not linked with mobile number shall visit the Aadhaar updating Centre / Post Office / Mee-seva 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. DOST ID: [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 CLICK HERE	
Hall Ticket Number :	1859253305	<input type="radio"/>  For more information CLICK HERE	
Student Name:	KATHA SHIVA SAI	<input checked="" type="radio"/>  For more information CLICK HERE	
Date of Birth:	29/01/2000	Proceed to Payment	
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

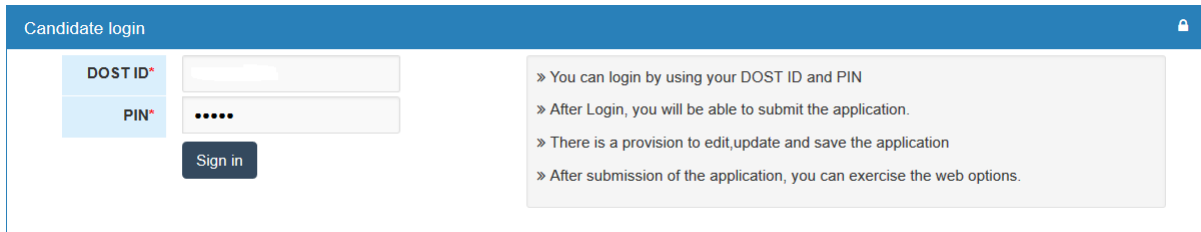
Please login to website with DOST Id and PIN sent to registered mobile number to submit application and web options

[Please click here to Login !](#)

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

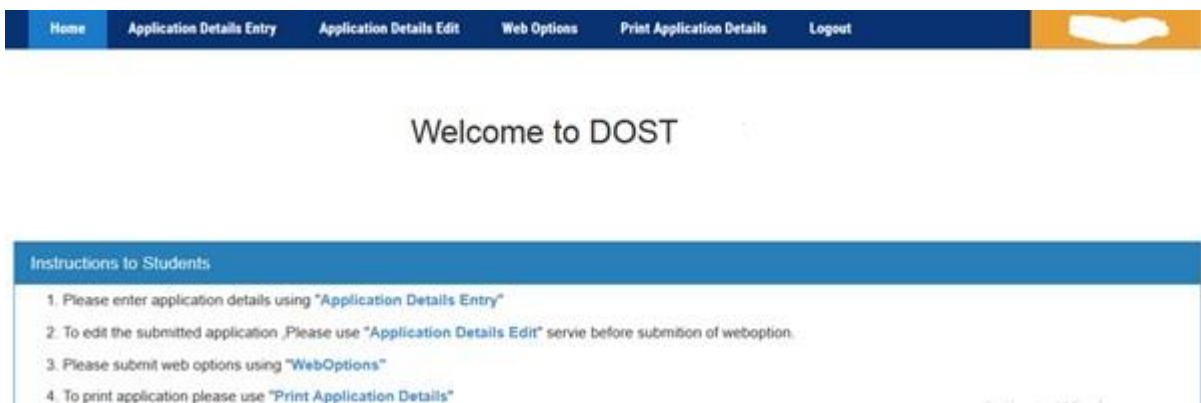
Candidate has two options either to proceed to fill in the application immediately or at a later date. Click on “[Please Click here to Login](#)” to login to DOST, fill the application immediately and you will be taken to the Candidate login screen or If you choose later time to log in and fill the application,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

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

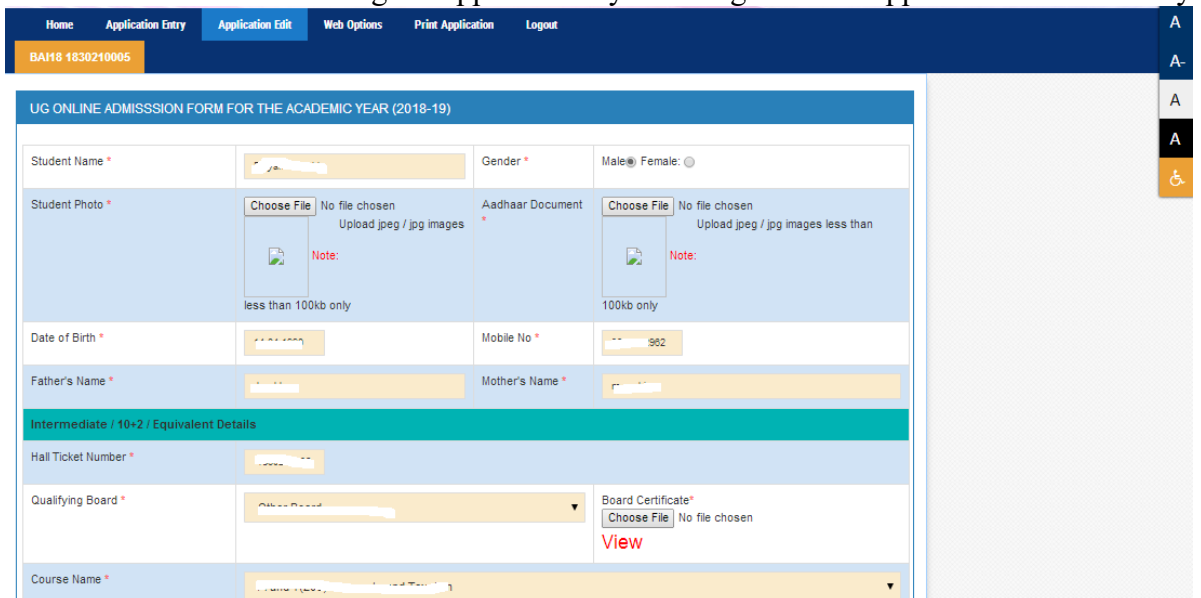


4. DOST-Candidate Login

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 *	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, Guardian 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	9886531270	Guardian Contact No	9812345688
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	<small>Note: Upload jpeg / jpg images less than 100kb only</small>	

<input checked="" type="checkbox"/> NCC		
Certification Level * --Select--	Certificate Upload * <input type="button" value="Choose File"/> No file chosen	
View Uploaded Doc <small>Note: Upload jpeg / jpg images less than 100kb only</small>		
<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
View uploaded Doc <small>Note: Upload jpeg / jpg images less than 100kb only</small>		
<input checked="" type="checkbox"/> 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/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 Mee-seva 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 the previous 7 years study details, select a degree second language preference and check mark against the declaration.

Physically Challenged *		Yes <input 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 schlorships)	<input type="text"/>	<input type="button" value="Get Income Details"/>	
Previous 7 Years Study Details			
Class	Place of Study		
12th Class *	TELANGANA		
11th Class *	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-Pc	Medium:	English
<input type="button" value="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

Priority	Univ. Name	Mgmt Type	College Name	Course Name	Medium	Address	Regular	Intake Seats	Fees	My Priority (numbers)
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	<input type="text" value=""/>
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	<input type="text" value="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	<input type="text" value=""/>

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:		
<input type="text" value="Botany-Chemistry-Zoology"/>				<input type="text" value="REGULAR"/>		
<input type="button" value="Save Web Options with CBCS"/>						

Click on Save Web Options with CBCS

Note:- Fee Structure is subject to change

Your Submitted Web options Saved Successfully...!

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	<input type="text" value="1"/>

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 “SAVE OPTIONS” and “CLEAR ALL OPTIONS”.

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