

DOST USER MANUAL

TGBIE



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

2. DOST - Home page



3. Candidate Pre-Registration Click on Candidate Pre-Registration

ವಿದ್ಯಾ ಮಂಡಿಕ	ತ್ವ ಕಾಖ, ತೆಲಂಗಾಣ	ఇ స్రభుత్వం Governme	nt of Telangan	a	U					04.05.2024	12:32 Telugu	Hindi	English	A- A A+
0	ತಿ(ಗೆ ಆನ್ನಿಲ್ಲ DEGREE ON	న్ సర్వీ సెస్, తె NLINE SERVICE	<mark>ေဝက</mark> ာဆ S, TELAN	<mark>(దోస్త్)</mark> IGANA	(DOS	бт)								
Home	About us	User manuals -	Gallery	Write	to Us	Contact Us	Admissi	on Schedule	Studer	nt Services -	Official Log	jin		
Flash Nev	vs 1. W	/elcome to DOST 2	024-25	2. DOST 2	2024-2	5 Notifications (Click here							< >
			DO	ST Help D	esk: Ph	- 040-23120416	.Call Time: 8:00	A.M to 7.00 P.M	on worki	ng days.				
Q ⁰	CANDID	ATE DISTRATION	01	⇒	₹	APPLICA PAYMEN	TION FEE T	02	>		ANDIDATE	LOGI /eb Opti	N ons)	03
	HELPLINE	CENTERS	ŝ	⇒	Î	COLLEGE	s		→	/ U	G COURSE	S & E	LIGIBILI	тү 🔶
						DOGTA								

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		A+
Candidate	Pre Registra	ition							A
							All fields are mandatory		A-
			Qualifying Board (Intermediate / Equivalent)	4	-	Y			A
			Hall Ticket Number						А
		1	Date of Birth (DD/MM/YYYY)						8
			Aadhaar	1 Contraction					_
			Mobile Number						
			(Seeded with Addhaar)						
			Student Name						
			Gender						
			Father Name						
			Declaration	I agree to use my aadhaa authentication	ar number for				
				Click for Aadhaar Authent	tication				

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.

OTP(One time p	(essword)	
	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 Confac	Ue (OfficialLogin	٨
			A
Candidate pre Registration Sta	15		1
Success Alart Regulation comp	ed accessible ContD		4
		1	
	Proceed for Payment Payment Later		
wote:			
 SMS sent to registered mobilities 	ino along with DUST Id.		

Click on "Proceed for Payment" to pay DOST registration fee

<u>Note:</u> 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.

Stud	ent Payment Details	Choose Payment Gateway
Dost ID.	TI1859253305	No Transaction Charges. For more information
Hall Ticket Number :	1859253305	No (Phila) Space Walks of Nonequine Store
Student Name:	KATHA SHIVA SAI	Bill Desk For more information CLICK HERE
Date of Birth:	29/01/2000	For more information
Mobile Number:	9848632291	paperet subtras for every basies
Mobile Number:	9848632291	percet skilters for every basiless

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 Payme	nt	
	Your transaction is completed successfully with transaction id : TX201800910486	
Please logir	to website with DOST Id and PIN sent to registered mobile number to submit application and web options	
	Please click here to Login I	

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".

Cano	lidate login			۵
	DOST ID*		» You can login by using your DOST ID and PIN	
	PIN*	•••••	» After Login, you will be able to submit the application.	
		Sign in	 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	
		Welc	ome to [DOST		

2. To edit the submitted application ,Please use "Application Details Edit" servie before submitton 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 App	olication Edit Web Options Print Applic	ation Logout	
BAI18 1830210005			
UG ONLINE ADMISSSION FORM F	OR THE ACADEMIC YEAR (2018-19)		
Student Name *	- Jan	Gender *	Male® Female: 🔘
Student Photo *	Choose File No file chosen Upload joeg / jpg images Note: less than 100kb only	Aadhaar Document *	Choose File No file chosen Upload jpeg / jpg images less than Note:
Date of Birth *	*****	Mobile No *	962
Father's Name *	· · · ·	Mother's Name *	e dia
Intermediate / 10+2 / Equivalent Det	tails		
Hall Ticket Number *			
Qualifying Board *	045 Pd	•	Board Certificate* Choose File No file chosen View
Course Name *	Louis (and free 1)		•

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 retails. As shown

Qualifying Board *	Board of Intermediate Education, Telanga	na 🔻	
Course Name *	HCML(E)(15)-History, Civics,Modern Lang	guages(English)	Ŧ
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 v
SSC / Equivalent Medium of Instruction *	Arabic v	SSC / Equivalent Second Language *	Arabic v
SSC / Equivalent Hall Ticket Number *	1641100371	Bridge Course (if any)	Mathematics and Physical Scien
##### Intermediate marks as per the Bo	oard Of Intermediate Telangana Results ##	###	
Bridge Course Certificate Choose Upload * Note:Up	File No file chosen pload jpeg / jpg images less than 100kb only		

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

	3000	1531270	Guardian Contact	9912345588		
Religion *			Caste Category *			
Martification Martin	Jai	n 🔻		OC / General 🔻		
identification marks	1		2	2		
Blood Group	A-	¥				
Do you wish to ap	oply for Reservation und	er the following categori	es			
Children of Ra	ilway Employee					
Employee Name	x	Designation *		Presently working in *		
NCC						
E Seats and C	2002					
Sports and G	ames					
Extra curricula	ar Activity					
Children of Fx	-Servicemen / Armed Perev	onnel (CAP)				
Children of Ex	And the first state	anner (oner)				
🗟 Are you havin	ng any participating / Achiev	vement Certificate in NCC				
Certificate Uploa	d * Choose File No file	chosen				
	Note:Upload jpeq / jpg	images less than 100kb only	4			
.C						
		Certificate Uplo				
ication Level *	Select	•	oad * Choo: View l	se File No file chosen Jploaded Doc Not	_{e:} Upload jpeg / jpg im	ages less than 100kb only
ication Level*	Select	•	oad * Choo: View U	se File No file chosen Jploaded Doc Not	_{e:} Upload jpeg / jpg im	ages less than 100kb only
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ication Level * orts and Games ipation Level *	Select	Game / Sport *	Backet Bell	Se File No file chosen Jploaded Doc Not Certificate Upload *	e:Upload jpeg / jpg im	ages less than 100kb only le chosen
ication Level * orts and Games ipation Level *	Select	Game / Sport *	Basket Ball T	se File No file chosen Jploaded Doc Not Certificate Upload *	e:Upload jpeg / jpg im Choose File No fi View uploaded D	ages less than 100kb only le chosen OC no images less than 100kb only
ication Level * orts and Games ipation Level *	Select	Game / Sport *	Basket Ball	se File No file chosen Jploaded Doc Not Certificate Upload *	e:Upload jpeg / jpg im Choose File No fi View uploaded D Note:Upload jpeg / j	ages less than 100kb only le chosen OC og images less than 100kb only
ication Level * orts and Games ipation Level *	Select T	Game / Sport *	Basket Ball T	se File No file chosen Jploaded Doc Not Certificate Upload *	e:Upload jpeg / jpg im Choose File No fi View uploaded D Note:Upload jpeg / j	ages less than 100kb only le chosen OC og images less than 100kb only
ication Level * orts and Games ipation Level * tra curricular Activ	Select	Game / Sport *	Basket Ball T	Se File No file chosen Jploaded Doc Not	e:Upload jpeg / jpg im Choose File No fi View uploaded D Note:Upload jpeg / j	ages less than 100kb only le chosen OC og images less than 100kb only
ication Level * orts and Games ipation Level * tra curricular Activ ty LevelSel	Select Y 'ity lect Y	Game / Sport * Activity Type *	Basket Ball T	Se File No file chosen Jploaded Doc Not Certificate Upload *	e:Upload jpeg / jpg im Choose File No fi View uploaded D Note:Upload jpeg / j Choose F Note:Upload	ages less than 100kb only le chosen OC og images less than 100kb only ile_ No file chosen d jpeg / jpg images less than
ication Level * orts and Games ipation Level * tra curricular Activ ty LevelSel	Select V	Game / Sport * Activity Type *	Basket Ball View I	Se File No file chosen Jploaded Doc Not Certificate Upload *	e:Upload jpeg / jpg im Choose File No fi View uploaded D Note:Upload jpeg / j Choose F Note:Uploa 100kb only	ages less than 100kb only le chosen OC og images less than 100kb only ile_ No file chosen id jpeg / jpg images less than r

select the relevant options and upload images of supporting documents in jpeg / jpg.

<u>Note:</u> 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.

hysically Challenged *	Yes :• No :•		
ertificate Upload *	Choose File No file chosen	SADAREM Number *	
Classification *	Select •	% of Disability *	
come Certificate Details			
lee Seva No. of Income Certificate Mandatory for schlorships)			Get Income Details
revious 7 Years Study Details			
lass	Place of Study		
2th Class *	TELANGANA		T
1th Class *	TELANGANA		Ŧ

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.

SI NO	PAYMENT STATUS	STATUS/WEB OPTIONS
	Paid & Payment Ref No: DT201901368157	CLICK FOR WEB OPTIONS
ote: WebO	ntions 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.

Web Options:*	● By Course ○ By Col	lege		
			B A (Computer Applications Economics Br	 English

- a) On selecting "By course", select the University, Course and Medium. (or)
- b) 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, NarayanagudaCo- Ed	B.Com(General)	English	Vittalwadi, Narayanaguda, Hyderabad	Regular	60	Tution:500; Spl:1250 ; Exam:2100 ; Other:0 ; Non- Reimb:0	8
8	OU	Government	Babu Jagjeevan Ram Govt. Degree College, NarayanagudaCo- 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, NarayanagudaCo- Ed	B.A. (Economics- Public Administration- Political Science)	English	Vittalwadi, Narayanaguda, Hyderabad	Regular	25	Tution:500; Spl:1150 ; Exam:1900 ; Other:0 ; Non-	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

Web Option Priority	Univ. Name	Mgmt Type	College Na	me	C	ourse Name		Medium		Address
1	ου	Government I	Babu Jagjeevan Ram Govt. D Narayanaguda	egree College,	B.SC(L (CBCS)	ife Science))	English			Vittalwadi, Narayanagu Hyderabad
Select Subje Combinatio	ct :	Botany 🗸	Zoology		Cher	nistry 🗸	-Sele	ect	~	
Subject Con	bination Nam	e:			Subjec	t Combination	Гуре:			
Botany-Che	n <mark>istry-Zoolog</mark> y				REGU	JLAR				
k on S	ave We	b Options w to change Your Su	ith CBCS	tions Save	ed Succ	essfully!				
k on S	ave We	b Options w ^{to change} Your Su	ith CBCS	tions Save	ed Succ	essfully!	Search	12		
Crader Iggable Name	ave We re is subject	b Options w to change Your Su	E Save W	tions Save	ed Succ	essfully! Restrutured/ Regular/ Setf Finance	Search Intake Seats	1: Fees		My Priority (numbers)
Order Igable 1 OU	ave We re is subject Mgmt Typ Governme	b Options w to change Your Su Your Su	Course Name B.SC(Life B.SC(Life Me, Science (CBCS)) / (Botansyr-, Zoology)	tions Save Medium English Vitt Nar Hyc	ed Succ Address talwadi, rayanaguda, derabad	Restrutured/ Regular/ Self Finance Based On Subjects Selection	Search Intake Scats 300	1: Fces Click here Structure	i for	My Priority (numbers)
Order Igable 1 OU You intereste	ave We re is subject	b Options w to change Your Su College Name Babu Jagievan Ra Govt. Degree Colle NarayanagudaCo	Course Name Course Name B.SC(Life Science (CBCS)) Chemistry- Zoology) ege in selected Course and	tions Save Medium English Vitt Hyc	ed Succ Address talwadi, rayanaguda, derabad	essfully! Restrutured/ Regular/ Self Finance Based On Subjects Selection e above prefere	Search Intake Seats 300	t: Fees Click here CBCS Fee Structure	a for a for a formation of the second se	My Priority (numbers)
Order Iggable 1 Vou intereste	ave We re is subject : Mgmt Typ : Governme d in joining any	b Options w to change Your Su College Name at Babu Jagjeevan Ra Govt. Degree Colle NarayanagudaCo	Course Name Market Mark	tions Save Medium English Vitt Nar Hyc District, if not all Select Distri	ed Succ Address talwadi, rayanaguda, derabad	Restrutured/ Regular/ Self Finance Based On Subjects Selection e above prefere	Search Intake Seats 300 BHADR	rces Click here CBCS Fice Structure	: for Yes	My Priority (numbers)

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.