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.

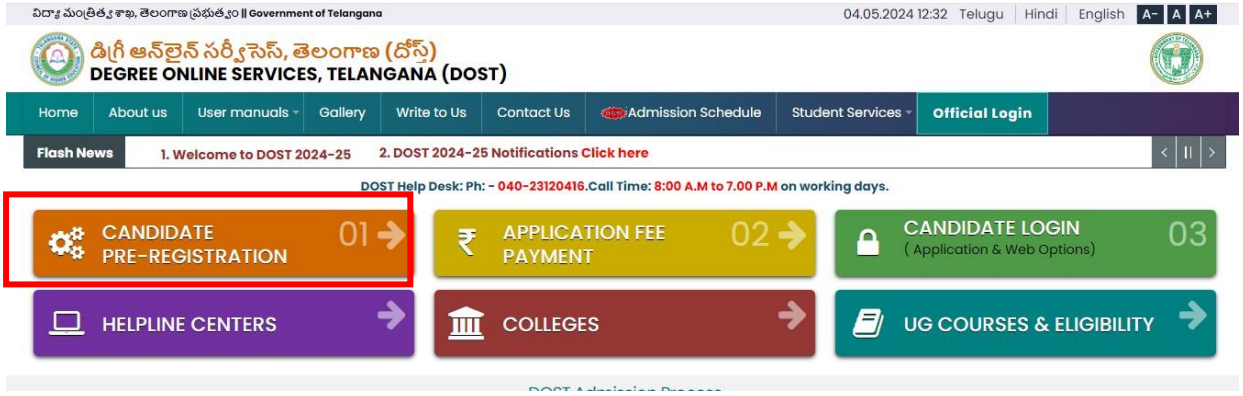
    Note: The mobile number provided must be active throughout the completion of DOST admission process.

USER GUIDE FOR DOST
URL: http://dost.cgg.gov.in

2. DOST - Home page

3. Candidate Pre-Registration

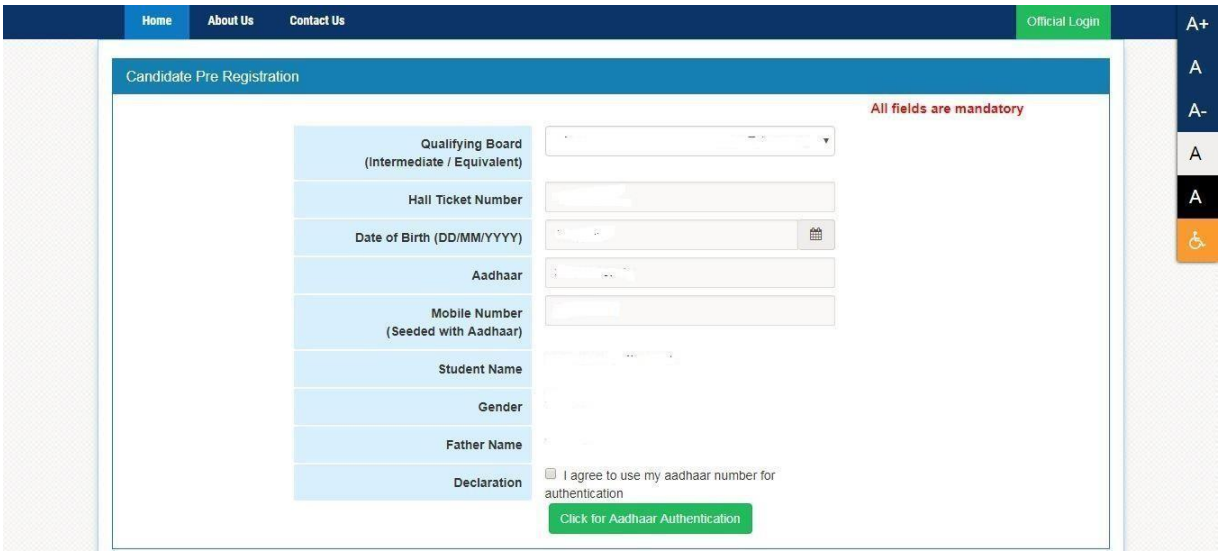
Click on Candidate Pre-Registration



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

Enter the Hall Ticket Number.

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



Student Name, Gender and Father Name will be displayed.

Enter Aadhaar number.

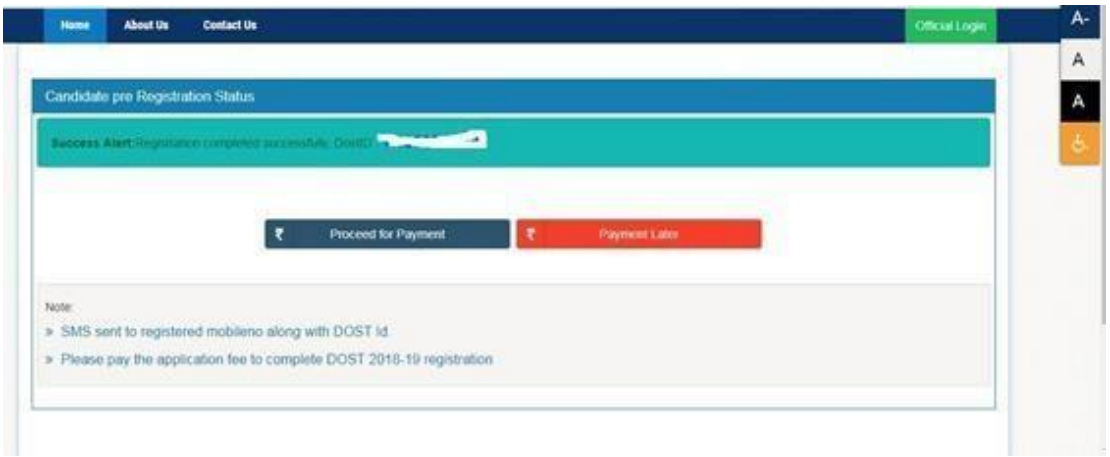
Enter Mobile number (seeded with Aadhaar)

Mark the check box against Declaration.

Click the button Click for Aadhaar Authentication.

Enter the OTP received on the mobile.

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

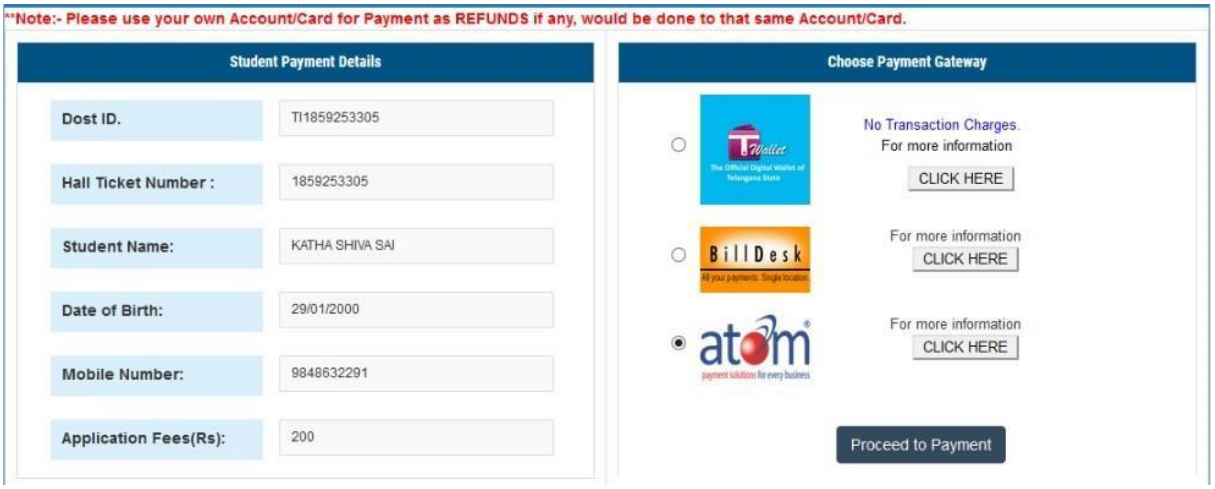


Click on “Proceed for Payment” to pay DOST registration fee

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/-.

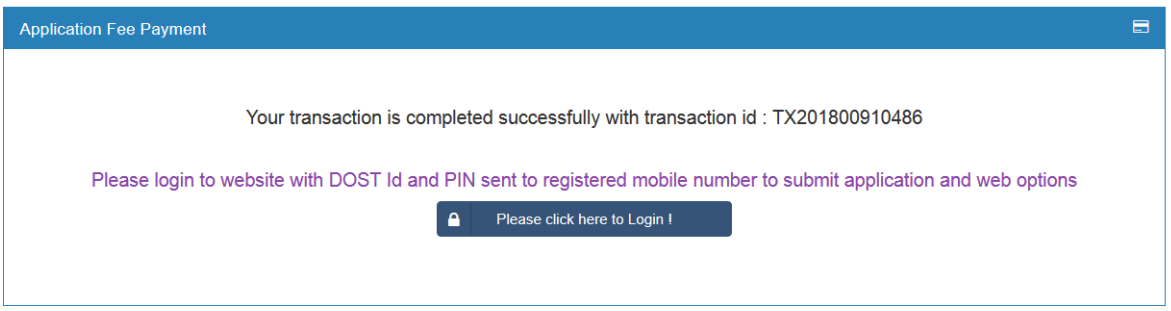
On clicking Proceed for payment button the control will lead you to the PAYMENT GATEWAY along with Student Payment Details.



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).

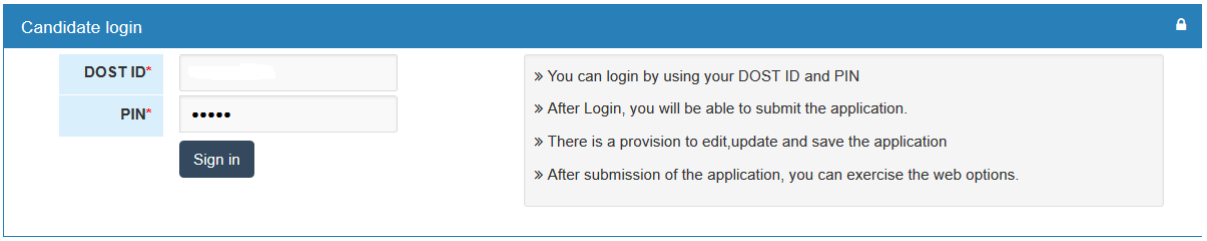
The confirmation of successful payment of Registration Fee is shown with the “Transaction is successful” item in the below web page Payment Status along with “Transaction Id”. (Note: Preserve both the ID’s for future correspondence).



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.

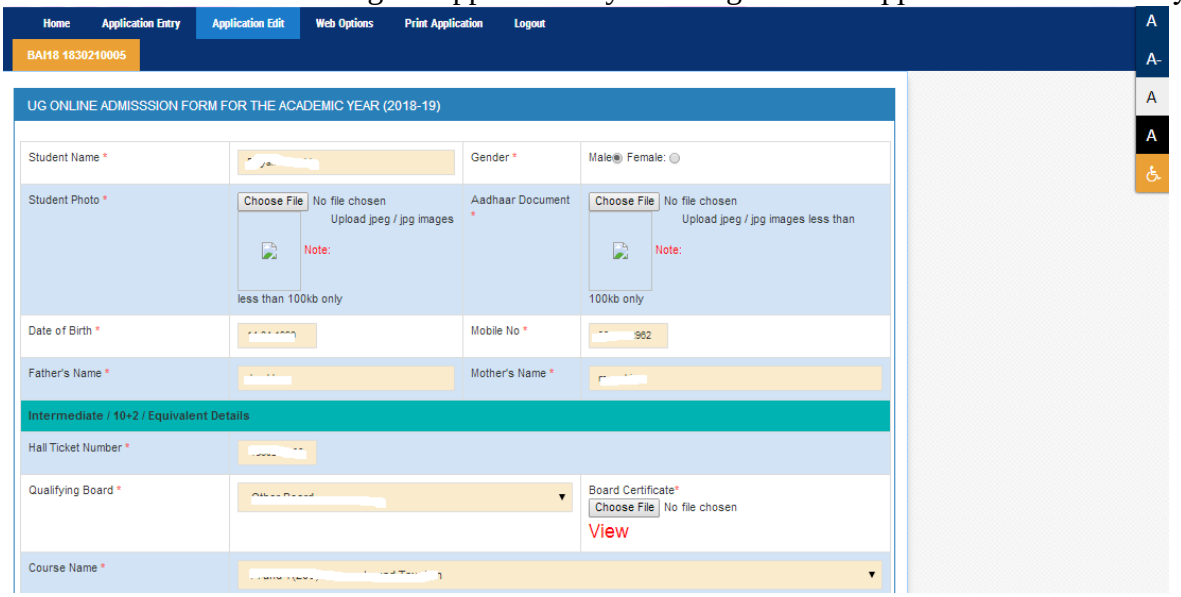
Candidates must enter DOST ID, PIN & click on "Sign In".



4. DOST-Candidate Login

Landing will be displayed, after successful login

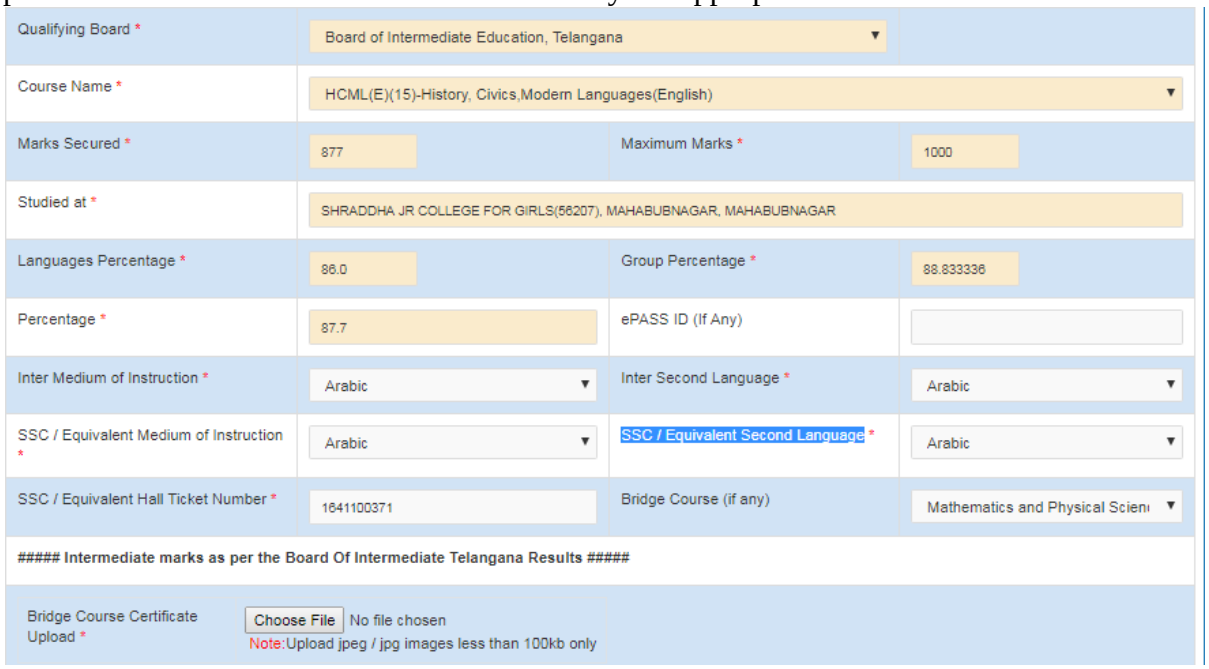
The candidate can start filling the application by selecting the tab "Application Details Entry"



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.

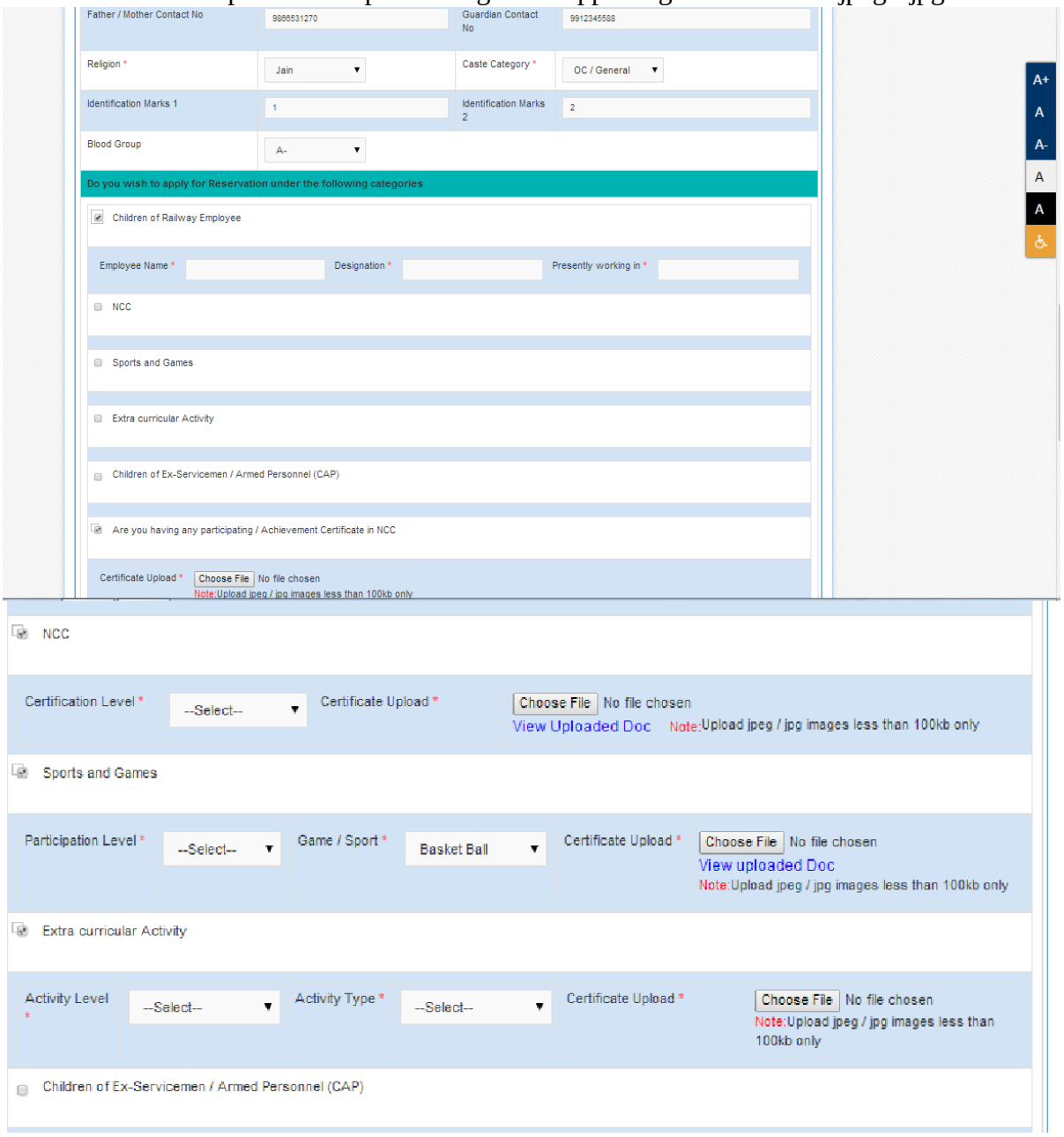
At Present Address section the candidate must enter House no, District, Street, Mandal, Pi code and village.
If the permanent address is same as present address the mark the check box. Otherwise permanent address section must also be filled by the appropriate retails. As shown



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

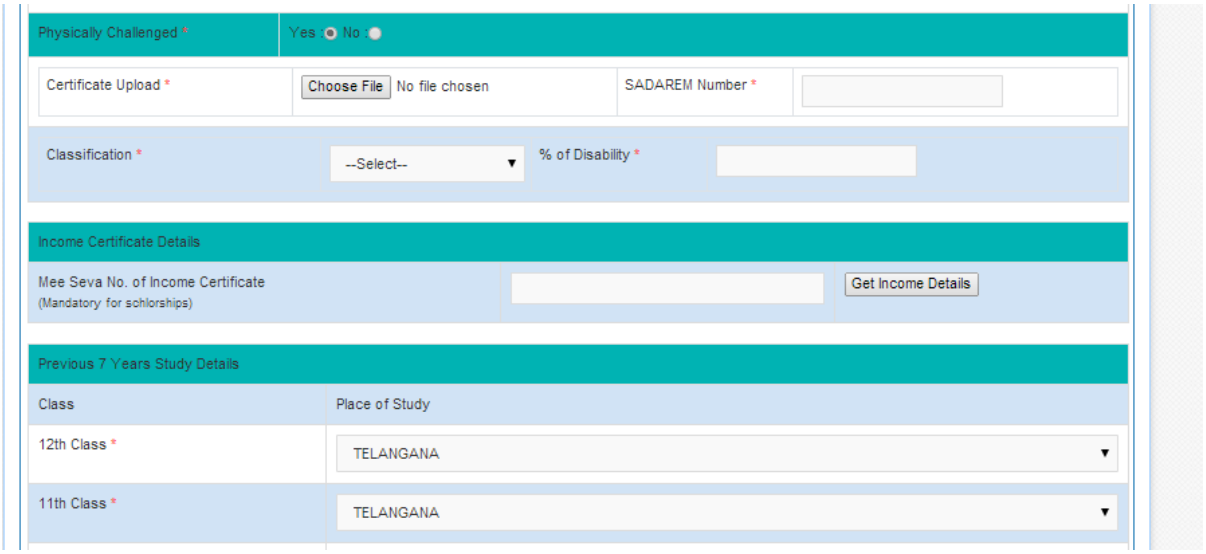
select the relevant options and upload images of supporting documents in jpeg / jpg.



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.



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.

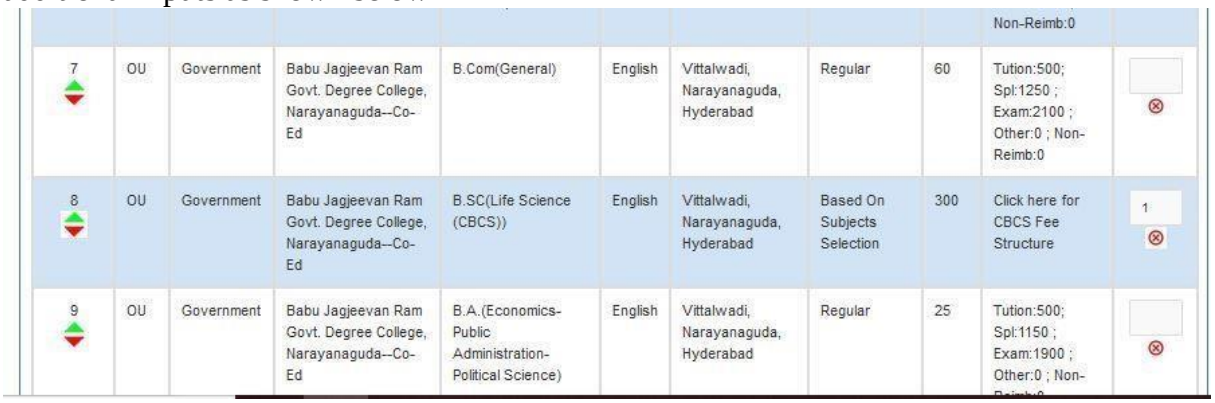
Click on "Click for Web Options", the page is redirected to web options page.
Web options can be exercised course wise / college wise.

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

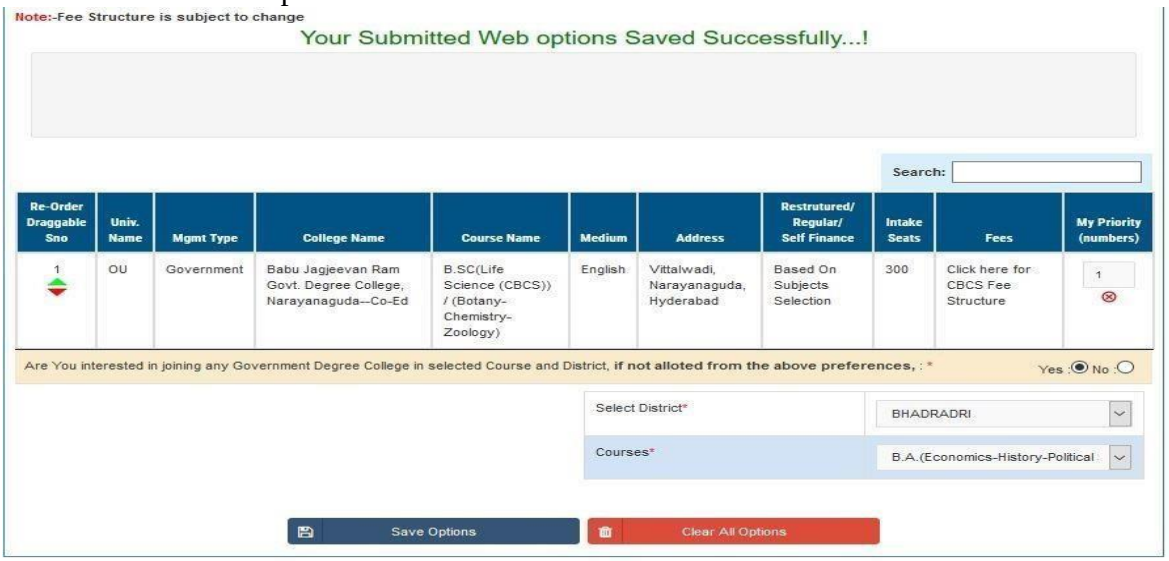
If the candidate selects CBCS course, after prioritizing, the candidate needs to provide additional inputs as shown below



									Non-Reimb:0	
7	OU	Government	Babu Jagjeevan Ram Govt. Degree College, 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

Click on Save Web Options with CBCS



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.