TELANGANA STATE PUBLIC SERVICE COMMISSION : HYDERABAD

FOREST BEAT OFFICER vide NOTIFICATION NO. 48/2017

Procedure For Uploading Certificate Verification Documents Online Through TSPSC Portal

IMPORTANT NOTE :- The Candidates has to arrange all the respective original documents and scan the original documents and keep it ready before uploading the documents Online. All the scanned documents should be uploaded through System/Desktop only. The candidates are strictly advised not to upload the scanned documents through Mobile Phone.

1) Download the Forest Beat Officer Certificate Verification material from TSPSC website (www.tspsc.gov.in)

2) Fill up the Checklist (1 Set) Original with Photograph and Attestation Form (1 Set) Original with Photographs and duly signed by the Gazetted Officer and scan the documents and keep it ready for uploading.

3) Scan all the below required Original documents which candidates has to upload and save it in the computer for uploading the documents online

   (i)   Attestation Forms (1 Set)

   (ii)   Checklist (1 Set)

   (iii)   Hall Ticket

   (iv)   Date Of Birth Certificate (SSC Memo)

   (v)   Declaration by Un-Employee

   (vi)   School Study Certificates 4th to 10th (or) Residence (or) Nativity Certificate in case of Private Study

   (vii)   Provisional (or) Convocation Certificate (i.e. Graduation)

   (viii) Community Certificate (i.e. BC/SC/ST)

   (ix)   Non-Creamy Layer Certificate (i.e. Only for BC)

   (x)   Eye Vision Certificate (To be certified by the Govt. Ophthalmologist not below the rank of Civil Assistant Surgeon)

   (xi)   Disability Certificate (i.e. Sadarem Certificate)

   (xii)   Proof of age relaxation in case of Telangana State Government Servant (Regular service certificates from the concerned department, Government of Telangana State / NCC Instructor Certificate / Retrenched Census service certificate / Ex-Servicemen Certificate if any.

   (xiii) NOC from employer for In-service candidates

   (xiv)   Agency Certificate (ST Candidates belongs to Agency Area)

   (xv)   Web Option Document

   (xvi)   Any other relevant document in pursuance of Notification.

4) Now visit the Commission Website (www.tspsc.gov.in) and in What's New, check for the Forest Beat Officer Certificate Verification Uploading link and click on this link :-

http://tspsccertiverificationuploads.tspsc.gov.in/certiUpload.tspsc

5) Once the link is accessed the candidate will get the below screen and candidate has to select the correct Notification Name and enter either TSPSC ID (or) Hall Ticket Number and Date Of Birth details and click on Get OTP button.

6) OTP will be sent to the registered mobile number and Email ID and the candidate has to enter the OTP and click on Login.

7) After successful login the candidate will get below shown Certificate Verification Form with all below details.

TELANGANA STATE PUBLIC SERVICE COMMISSION

CERTIFICATE VERIFICATION UPLOAD

Basic Details

TSPSC ID	TS1200347795	Hall Ticket No. :	1448035101
Candidate Name	SINDHU NELLUTLA	Father's Name :	RAJU NELLUTLA
Date of Birth	23/11/1994	Gender :	FEMALE
Community	BC-A	Creamy Layer :	N
Calculated District	LOCAL TO WARANGAL DISTRICT	Calculated Zone :	-
Mobile No. :	7893791113	Post Name :	48/2017-FOREST BEAT OFFICER-FOREST BEAT OFFICER IN FOREST DEPARTMENT

Special Category

PH :	NO	NCC :	NO
Census :	NO	Ex-Servicemen:	NO

Uploads *(Note: Certificates format must be in "PDF","JPEG" & "PNG" only (size: 40KB - 7000kB))*

Select the above mentioned information in the Basic Details or Special Category is correct ? ○Yes ○No

Attestation Form — Click here to download Attestation form — [Choose File] No file chosen

Check List — Click here to download Check list form — [Choose File] No file chosen

Hall ticket No. — [Choose File] No file chosen

Date of Birth Certificate (SSC Memo). — [Choose File] No file chosen

Declaration by the Un-Employee — Click here to download Declaration by the Un-Employee — [Choose File] No file chosen

Note: If you possess multiple Bonafied Certificates in School Study Certificate, Please click on **ADD** button.

School Study certificate required from IV to X. — [Add]

Study Class - 4 — [Choose File] No file chosen

Resident Certificate (or) Nativity Certificate — [Choose File] No file chosen

☐ I am unable to produce School Study Certificates/Resident Certificate/Native Certificate, So consider me as Non Local

Provisional or Convocation Certificate — i) Graduation — [Choose File] No file chosen

☐ I am unable to produce Community Certificate, So kindly consider me in OC category

Community Certificate (Caste Certificate) — [Caste Certificate Numb] — [Choose File] No file chosen

Non- Creamy layer Certificate (BC candidates) — ☐ I dont have Non- Creamy layer certificate, So kindly consider me in OC Category — [Choose File] No file chosen
Click here to download Form for Creamy-Layer

Eye Vision Certificate — [EYE VISION Certificate N] — [Choose File] No file chosen
Click here to download Eye Vision Certificate

☐ I am unable to produce Sadarem Certificate, So kindly consider me as Non PH Candidate
SADAREM certificate (PH Candidates) — [SADARAM Certificate Nu] — [Choose File] No file chosen

Proof of age relaxation in case of Telangana State Govt. Servent (if any) — i) Regular Service certificates from the concerned department, GoTS — [Choose File] No file chosen

ii) NCC instructor Certificate — [Choose File] No file chosen

iii) Retrenched Census service Certificate — [Choose File] No file chosen

iv) Ex-Servicemen Certificate — [Choose File] No file chosen

NOC for Govt. Employees — [Choose File] No file chosen

Agency Certificate (ST Candidates belongs to Agency area)

☐ I am unable to produce Agency Certificate, So kindly consider me as ST General

Choose File | No file chosen

Web Options Document

Choose File | No file chosen

Any other relevant documents in pursuance of Notification

Choose File | No file chosen

Submit

8) The Candidate has to first verify the Basic details which are showing at the top of the form and if all the Basic details are correct then click on "Yes" button and if any of the details are wrong then click on "No" button.

9) If "No" button is clicked, a Declaration form will be enabled and the candidate has to download the declaration form and fill up the correct details which are wrong and scan the document and upload the document by clicking on the **"Choose File"** button.

10) After checking the Basic details, the candidate has to upload the respective original scanned documents by clicking on **"Choose File"** button. TSPSC has also given a provision to download the same Attestation Form, Checklist and Declaration by Un-Employee forms material here also after login in to the Certificate Verification Upload portal form.

11) For School Study Certificate (4th to 10th Class) - If Candidate has multiple Bonafied Certificates then candidate can scan all the multiple certificates and generate a single PDF file of all the certificates and upload the file in the respective field **(OR)** if the candidate has 3 Bonafides from 4th to 10th Class then the candidate can click on Add Button for 2 times, so that additional fields will be appeared for uploading the certificate.

12) For any other Category also, If Candidate has multiple certificates, then the candidate has to scan all the multiple certificates and generate a single PDF file of all the certificates and upload file in the respective field.

13) For Community Certificate, Eye Vision Certificate and Sadarem Certificates enter the Certificate Number in the respective boxes provided in the form.

14) If the Candidate doesn't have Non-Creamy Layer certificate, then they have to check the box by confirming "I don't have Non-Creamy Layer certificate, So kindly consider me in OC category".   This rule is also applicable for School Study Certificates/ Community Certificate/ Non-Creamy Layer/ Sadarem/ ST Agency Certificates.

15) After Uploading all the required documents, please click on Submit.

16) After clicking Submit button, don't "REFRESH" the page and as shown below, please wait till you get **"CERTIFICATES UPLOADED SUCCESFULLY"** message on the screen with a provision to download the Acknowledgement Copy.

TELANGANA STATE PUBLIC SERVICE COMMISSION

CERTIFICATE VERIFICATION UPLOAD

CERTIFICATES UPLOADED SUCCESFULLY

Acknowledgement Pdf

CENTRE FOR GOOD GOVERNANCE
Knowledge • Technology • People

A CMMI Dev L3 and an ISO 9001:2015 Certified QMS
(Dr. MCR HRD Institute Campus),
Road No. 25, Jubilee Hills, Hyderabad, Telangana-500033

- Terms & Conditions
- Cancellation & Refund Policy
- Feedback
- Privacy Policy

17) All Candidates has to download the Acknowledgement Copy and keep it safe for future reference.

18) Once the Submit button is clicked, the candidates will not be allowed to Re-Login/Edit the form.

19) At the time of uploading certificates, if the candidates are facing any issue, the candidates can call the below mobile number for any queries.

   Mobile Number :- 7799356661

Note :- After uploading all the Certificates Online, One Set of all Certificates Xerox Copies with Gazetted Officer Signature should be couriered/speed post to TSPSC Office in the below mentioned address. Candidates should write Notification Name and Notification Number on the envelope while sending the postal mail.

Address : Telangana State Public Service Commission,
       Prathibha Bhavan, M.J Road,
       Nampally, Hyderabad - 500001.