



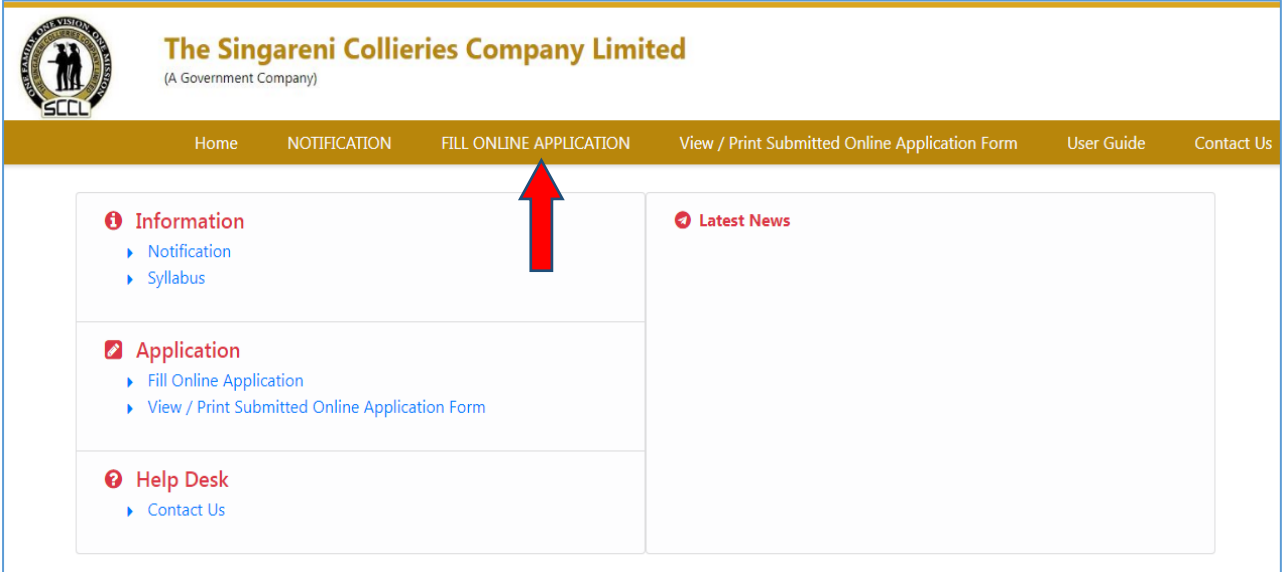
The Singareni Collieries Company Limited

(A Government Company)

USER GUIDE

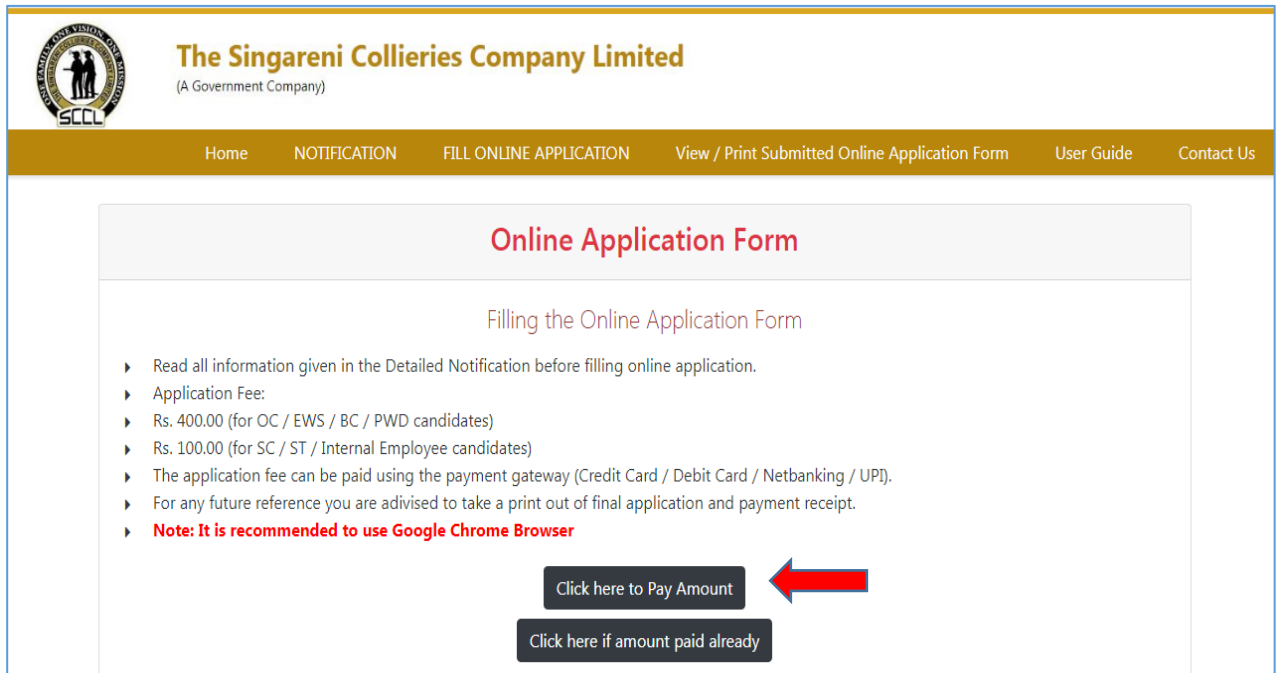
To fill the
Online Application Form for the post of
Junior Assistant Grade-II

- 1) The Candidates are required to visit the website <https://tsscl.onlineportal.org.in> and click on **Fill Online Application** for filling the Online Application Form. Read the Notification thoroughly before proceed to fill the Online Application Form.



The screenshot displays the website interface for The Singareni Collieries Company Limited (SCL). The header includes the SCL logo and the text "The Singareni Collieries Company Limited (A Government Company)". The navigation menu contains the following items: Home, NOTIFICATION, FILL ONLINE APPLICATION, View / Print Submitted Online Application Form, User Guide, and Contact Us. A red arrow points to the "FILL ONLINE APPLICATION" menu item. Below the navigation menu, there are three main sections: "Information" (with sub-items: Notification, Syllabus), "Application" (with sub-items: Fill Online Application, View / Print Submitted Online Application Form), and "Help Desk" (with sub-item: Contact Us). A "Latest News" section is also visible on the right side of the page.

- 2) The following screen will appear, go through the prerequisites and keep all the documents ready. Click on [Click here to pay Amount](#). If already paid amount Click on [Click here if amount paid already](#).



The Singareni Collieries Company Limited
(A Government Company)

Home NOTIFICATION FILL ONLINE APPLICATION View / Print Submitted Online Application Form User Guide Contact Us

Online Application Form


Filling the Online Application Form

- ▶ Read all information given in the Detailed Notification before filling online application.
- ▶ Application Fee:
 - ▶ Rs. 400.00 (for OC / EWS / BC / PWD candidates)
 - ▶ Rs. 100.00 (for SC / ST / Internal Employee candidates)
- ▶ The application fee can be paid using the payment gateway (Credit Card / Debit Card / Netbanking / UPI).
- ▶ For any future reference you are advised to take a print out of final application and payment receipt.
- ▶ **Note: It is recommended to use Google Chrome Browser**

[Click here to Pay Amount](#) ←

[Click here if amount paid already](#)

3) You will direct to the following page. Please fill the details and click on **Get OTP** button.

 **The Singareni Collieries Company Limited**
(A Government Company)

Home NOTIFICATION FILL ONLINE APPLICATION View / Print Submitted Online Application Form User Guide Contact Us

1. Do you belong to Telangana State ? * : Yes No

2. Name of candidate (as per SSC or Equivalent qualification) * :

3. Gender * :

4. Roll number of SSC or Equivalent qualification * :

5. Date of Birth (as per SSC or Equivalent) *
(Age limit as on 01.01.2022 - minimum 18 years and upper age limit 30 years)
(05 years age relaxation to SC, ST & BC candidates).
No Upper Age limit for the internal employees applying for the post) :


6. Whether working in SCCL? * :

7. Community * :

8 (a). Do you have Bachelor Degree in any discipline from a recognized University with Computer / Information Technology as one of the subjects, as on the Date of Notification.? * :

9. Candidate's Mobile Number * :

10. Candidate's E-mail Id * :



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4) The following alert message will be shown. Please verify all your details before proceeding. Click on **Cancel** button to modify details, Click on **OK** button to proceed further. **Once the details are confirmed, No modifications will be allowed under any circumstances.**

Dear Candidate, Please verify all your details before proceeding. Click on Cancel to modify details, Click on OK to proceed further. Once the Details are Confirmed, No modifications will be allowed under any circumstances.

OK

Cancel

- 5) Enter the OTP received on your registered Mobile No., Click on the Check Box by reading the Statement and Click on **Validate OTP**. After validating the OTP, Pay Amount button will be enabled. Click on **Pay Amount**

Enter OTP Received on Mobile: :

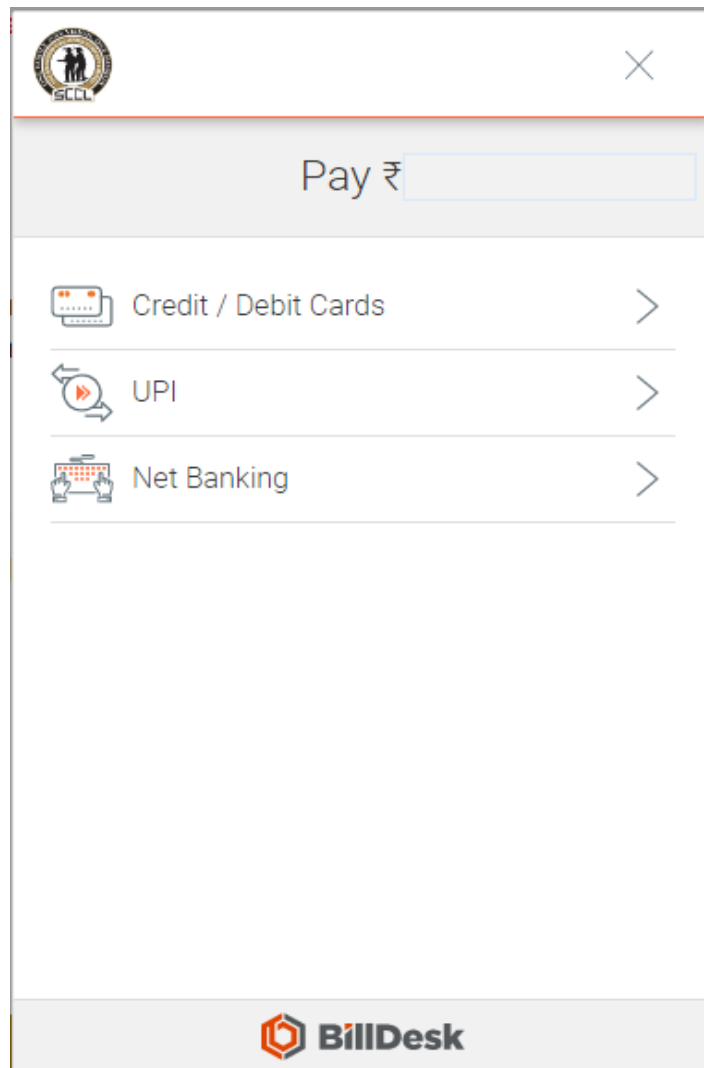
Net Amount to be Paid :

I have gone through the Notification and I agree that I am eligible for the post. Further, I agree that once fee paid is neither refundable nor transferable. I hereby declare that I possess all the qualifications as mentioned in the notification.


←


Pay Amount:


- 6) You will direct to the payment gateway page. Select the appropriate payment mode i.e. **Debit card / Credit card / Net banking / UPI** and pay the amount by clicking on **Make Payment** button.




Pay ₹

 Credit / Debit Cards >

 UPI >

 Net Banking >

 BillDesk


Once the payment is successful, you will direct to the following page and click on **Proceed to Online Application Form Filling.**

Payment Status

Payment Successful


Your Payment Reference ID:

Your Payment Transaction ID:



Proceed To Online Application Form Filling

- 7) You will direct to the Candidate Details page. Fill all the relevant details and click on **Save & Continue** Button.



The Singareni Collieries Company Limited
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Candidate Details

Logout

*** Mandatory**

Candidate Name		Upload Passport size photograph & Signature as JPG / JPEG Files *(The Photograph File size should be between 10 KB to 50KB & Signature File size should be between 10 KB to 30 KB) Photo <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <div style="text-align: center;">Choose File No file chosen</div> Signature <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="text-align: center;">Choose File No file chosen</div>
<input type="text"/>		
Are you a Local Candidate of Telangana?	Mobile Number	
<input type="text"/>	<input type="text"/>	
Date Of Birth	Age as on 01-01-2022	
<input type="text"/>	<input type="text"/>	
Community	Gender	
<input type="text"/>	<input type="text"/>	
e-mail Id	SSC or Equivalent Hall Ticket No	
<input type="text"/>	<input type="text"/>	
Father's Name*	Alternative Mobile Number*	
<input type="text"/>	<input type="text"/>	
Do you belong to Economically Weaker Section (EWS)*		
<input type="text" value="--Select--"/>		
Do you belong to PWD Category*		
<input type="text" value="--Select--"/>		
Identification Mark 1*	Identification Mark 2*	
<input type="text"/>	<input type="text"/>	
Exam Center Preference *	Aadhaar Number	
<input type="text" value="--Select Exam Pref--"/>	<input type="text"/>	

Address for Communication:

H.No & C/O: *	Village / Town / City:*
<input type="text"/>	<input type="text"/>
District: *	Mandal Name: *
<input type="text" value="--Select District--"/>	<input type="text"/>
State: *	Pin Code:*
<input type="text" value="Select State"/>	<input type="text"/>

Save & Continue

8) You will direct to the Study Details page. Fill all the relevant details and click on **Next** Button.

Study Details

Logout

*** Mandatory**

Class-1*	Mandal Name*	Place /Village*	Name of the School/Enter PRIVATE in case of Private Study*	Year of Pass*
<input type="text" value="- Select District -"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="--Select Year--"/>
Class-2*	Mandal Name*	Place /Village*	Name of the School/Enter PRIVATE in case of Private Study*	Year of Pass*
<input type="text" value="- Select District -"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="--Select Year--"/>
Class-3*	Mandal Name*	Place /Village*	Name of the School/Enter PRIVATE in case of Private Study*	Year of Pass*
<input type="text" value="- Select District -"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="--Select Year--"/>
Class-4*	Mandal Name*	Place /Village*	Name of the School/Enter PRIVATE in case of Private Study*	Year of Pass*
<input type="text" value="- Select District -"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="--Select Year--"/>
Class-5*	Mandal Name*	Place /Village*	Name of the School/Enter PRIVATE in case of Private Study*	Year of Pass*
<input type="text" value="- Select District -"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="--Select Year--"/>
Class-6*	Mandal Name*	Place /Village*	Name of the School/Enter PRIVATE in case of Private Study*	Year of Pass*
<input type="text" value="- Select District -"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="--Select Year--"/>
Class-7*	Mandal Name*	Place /Village*	Name of the School/Enter PRIVATE in case of Private Study*	Year of Pass*
<input type="text" value="- Select District -"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="--Select Year--"/>

Native State*	Local / Non-Local*
<input type="text" value="Telangana"/>	<input type="text"/>

Educational Details:

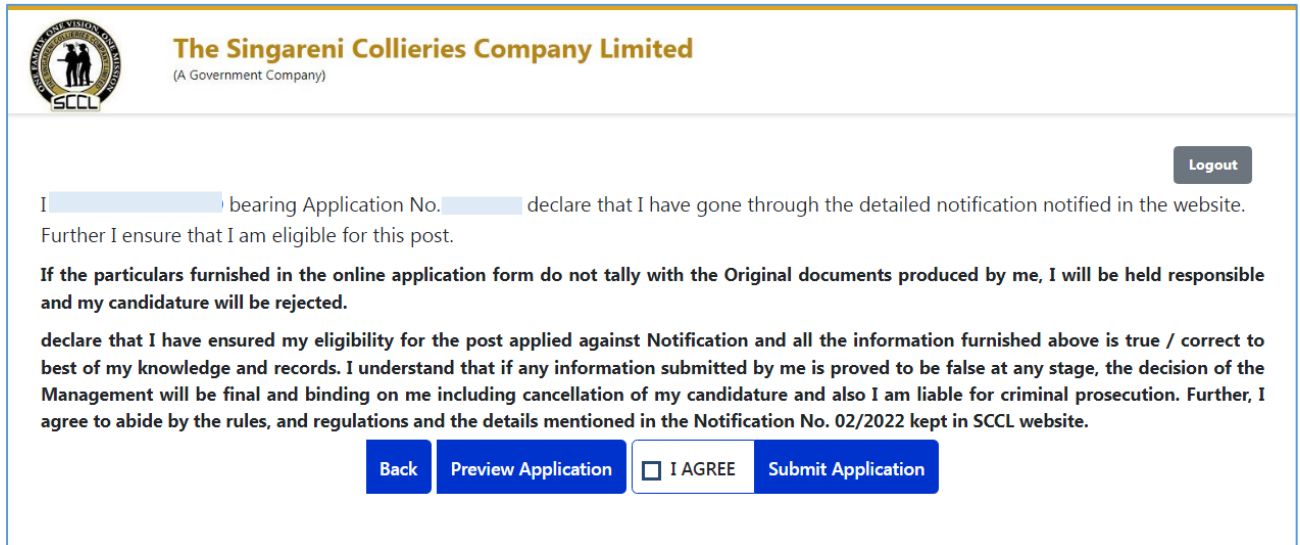
Qualification*

Bachelor Degree in any discipline from a recognized University with Computer / Information Technology as one of the subjects, as on the Date of Notification

Hall Ticket Number*	Name of the University / Board*	
<input type="text"/>	<input type="text"/>	
Month of Passing*	Year of Passing*	Name of the Degree*
<input type="text" value="--Select--"/>	<input type="text" value="--Select Year--"/>	<input type="text" value="--Select--"/>

PreviousNext

- 9) You will direct to the following page. Verify your details by clicking on **Preview Application** button. If any corrections required in the Application, Click on **Back** button and update the details. After verifying all the details in the Application Form, Click on **I AGREE** Check Box and Click on **Submit Application**.



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Logout

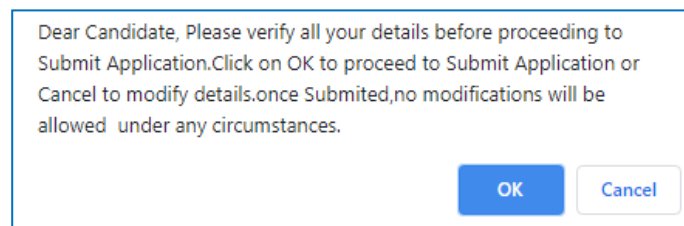
I [] bearing Application No. [] declare that I have gone through the detailed notification notified in the website. Further I ensure that I am eligible for this post.

If the particulars furnished in the online application form do not tally with the Original documents produced by me, I will be held responsible and my candidature will be rejected.

declare that I have ensured my eligibility for the post applied against Notification and all the information furnished above is true / correct to best of my knowledge and records. I understand that if any information submitted by me is proved to be false at any stage, the decision of the Management will be final and binding on me including cancellation of my candidature and also I am liable for criminal prosecution. Further, I agree to abide by the rules, and regulations and the details mentioned in the Notification No. 02/2022 kept in SCCL website.

Back **Preview Application** **I AGREE** **Submit Application**

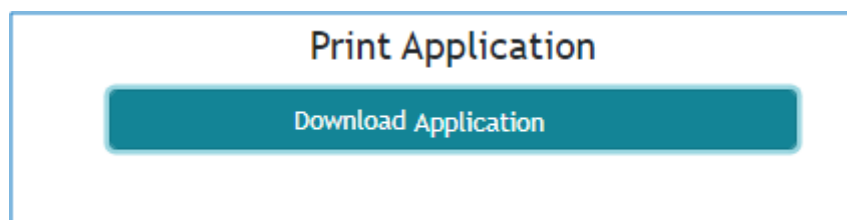
- 10) The following alert message will be shown. Please verify all your details before proceeding to Submit Application. **Once submitted Application, no modifications will be allowed under any circumstances.** Click on **OK** button to Submit Application or Click on **Cancel** button to modify details.



Dear Candidate, Please verify all your details before proceeding to Submit Application. Click on OK to proceed to Submit Application or Cancel to modify details. once Submitted, no modifications will be allowed under any circumstances.

OK **Cancel**

- 11) The Page will direct to the Print Application screen. Click on **Download Application**. A PDF file will be downloaded in to the System. Take the printout of the Filled in Online Application Form. Preserve this Filled in Online Application Form till the completion of Recruitment process.



Print Application

Download Application

END OF DOCUMENT