




## **INSTRUCTIONS TO VERIFICATION OFFICERS**

1. The Verification Officers should plan to install required number of computers, UPS, Internet facility and engage required number of staff for smooth conduct of verification process.
2. The Login ID and Passwords for verification purpose will be sent to the official Mobile number /Email of the Principals of ITI concerned.
3. After Visit the Website **<https://iti.telangana.gov.in>**, the Verification Officers shall ....
  - a) Click on **“EMPLOYEE LOGIN”**, then read the instructions carefully and act accordingly.
  - b) Enter the Verification Officer Login ID and Password to log in.
  - c) Then Click on **“Profile Verification”** button to open all allotted Applications list.
  - d) Applications list displayed with applicant details and also a drop down is provided to view the list verification status directly by selecting as Pending/Approved/Rejected.
  - e) Select one application and click on View icon  at verify for view the Application and take the printout for verification, and then click on **Back to Listing**.
  - f) Then click Document icon  to view the list of documents uploaded by the applicant, then click on to Down load and Print one by one, and then submit the documents check list of the document and then click on **Back to Listing**.
  - g) Verify the Application details with documents and if any corrections required, then click on Edit icon  to edit the application details accordingly as per the documents. After completion of edit, then click on **Save & Proceed** to save the correction accordingly, and then click on **Back to Listing**.
  - h) After completion of verification, select the dropdown as **Approved/Pending/Rejected** to submit the verification report at Verify area. If rejected applications, please write the reason for rejection and submit.
4. All particulars filled in the online applications with respect to the documents uploaded by the candidates as illustrated below:

<b>Sl. No.</b>	<b>Particulars filled by Candidate online</b>	<b>How to verify and edit in online application</b>
1	a) Applicant Name b) Father Name & Mother Name c) Date of Birth d) Qualification e) Name of the Board	1) Strictly verify with the uploaded SSC Memo (Long Memo) or its equivalent/ Qualifying exam Memo. 2) However, for the candidates appeared in 2022 Short memo may be allowed.

	f) Hall Ticket Number g) Month & Year of Passing h) Subject wise Marks/Grade i) Total Marks/GPA	3) If any information is found incorrect, edit accordingly in the online application <b><u>Carefully and Correctly</u></b>
2	Gender	Verify with the photo uploaded by the candidate. <b>Utmost care should be taken as it is one of the most important factors for allotment of seats.</b>
3	Caste	Verify with the uploaded Caste Certificate. This certificate should be issued by Tahsildar concerned. If caste certificate is not uploaded by the candidate, treat him/her as <b>OC</b> candidate and edit accordingly in the online application.
5	Local / Non-Local	1) Verify with the Uploaded Bonafide/Study Certificates. 2) Verify with the uploaded “Certificate of Residence” or “Local Candidates Certificate”, for the candidates who appeared for the qualifying examination privately.  <b>NOTE:</b> All the candidates who have studied minimum (04) years of education during the classes IV to X in any District of Telangana <b>OR</b> (07) Years immediately preceding the date of commencement of relevant qualifying exam he/she first appeared issued by an Officer of Revenue Department not below the rank of Tahasildar, <b>are treated as Local Candidates. All the other candidates are treated as “Non-Local”.</b>
6	Ex-Serviceman	Verify with the uploaded certificate. It should be issued by the appropriate authority.
7	Physically Handicapped	Verify with the uploaded certificate. It should be issued by the appropriate authority.
8	Orphan / Semi-Orphan	Verify with the uploaded Death Certificate of Parent/ Parents of the candidate. It should be issued by the appropriate authority.
9	EWS	Verify with the uploaded EWS Certificate issued by an Officer not below the rank of TAHSILDAR.

5. **“Approve” the application by selecting “APPROVED” and clicking on the submit button, if all the particulars are found correct.**
6. If any information submitted by the candidate found incorrect, or any relevant certificates are not uploaded, then
  - a) Click the “Edit” button
  - b) Correct the respective information
  - c) Finally “Approve” the application.
7. Click on “REJECTED” button, if the candidate fails to upload the SSC Original Marks Memo for verification and note the reasons for rejection in the remarks column.
8. Take a **Printout** and sign on the printouts, after “Approved” or “Rejected” of each application and file for Office purpose.

9. Ensure that, all the applications which are allotted for verification shall be either **Approved** or **Rejected** in the website within the stipulated time and not keep the applications as **Pending**.
10. The system maintains complete “Log” of all the operations done by Verification Officer.
11. The Login and Password should be operated by Verification Officer by himself only.  
**No proxy will be allowed.**
12. In case of any deviation noticed, suitable disciplinary action will be initiated.