

**USER MANUAL FOR  
VERIFICATION OF CONTRACT LECTURERS  
APPOINTED AS REGULAR JL- 2025**

**PREPARED BY**

**TGOnline**

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### Distribution List

| Name | Role |
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### Document Control Information

| Version | Revision Date | Author | Affected Sections | Brief Description of Change |
|---------|---------------|--------|-------------------|-----------------------------|
|         |               |        |                   |                             |

### Change Note History

| Ref. No | Release Date | Version No. | Section No. | Page No. & Line No. | Remarks |
|---------|--------------|-------------|-------------|---------------------|---------|
| 1       | 28.06.2025   | Version 1.0 |             |                     |         |

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## INTRODUCTION

This user manual provides step-by-step guidance for contract lecturers appointed as Regular Junior Lecturers (JL) to complete the verification process on the RCJL portal.

## OBJECTIVE

To ensure accurate and authenticated data collection for contract lecturers being regularized under government norms.

## SCOPE

This manual covers :

- The complete online verification procedure
- Document upload requirements
- Mandatory form fields
- Final submission process

## SOFTWARE AND TECHNOLOGIES

| S.No | Software               | Version |
|------|------------------------|---------|
| 1    | C# .Net 7.0 frame work |         |
| 2    | SQL SERVER             | 2022    |
| 3    | IIS                    | 10.0    |

# PROCESS – contract lecturers appointed as Regular Junior Lecturers

Login to the below mention link

<https://tgciercjivs.aptonline.in/>

Home Screen is displayed as shown below. click 'verification form' from the 'service' menu Tab as shown in Figure:1.

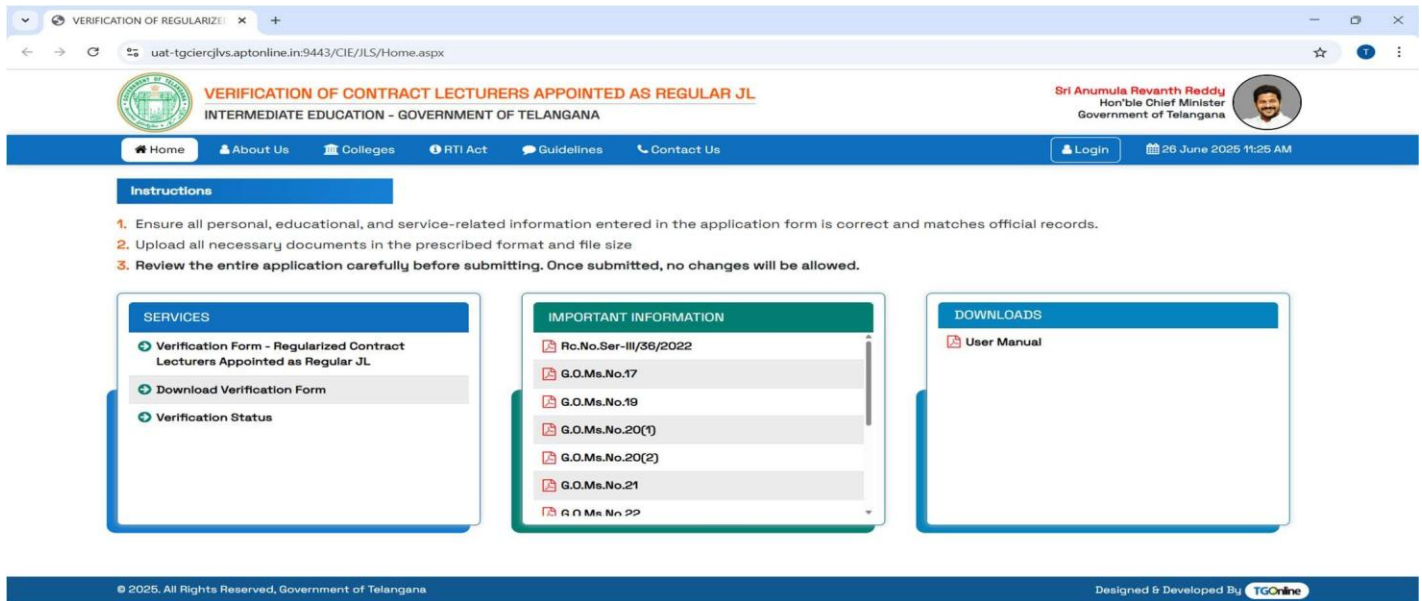


Figure 1: Home Page

Enter Employee ID and Mobile Number will be populated as shown below and Click Get OTP button

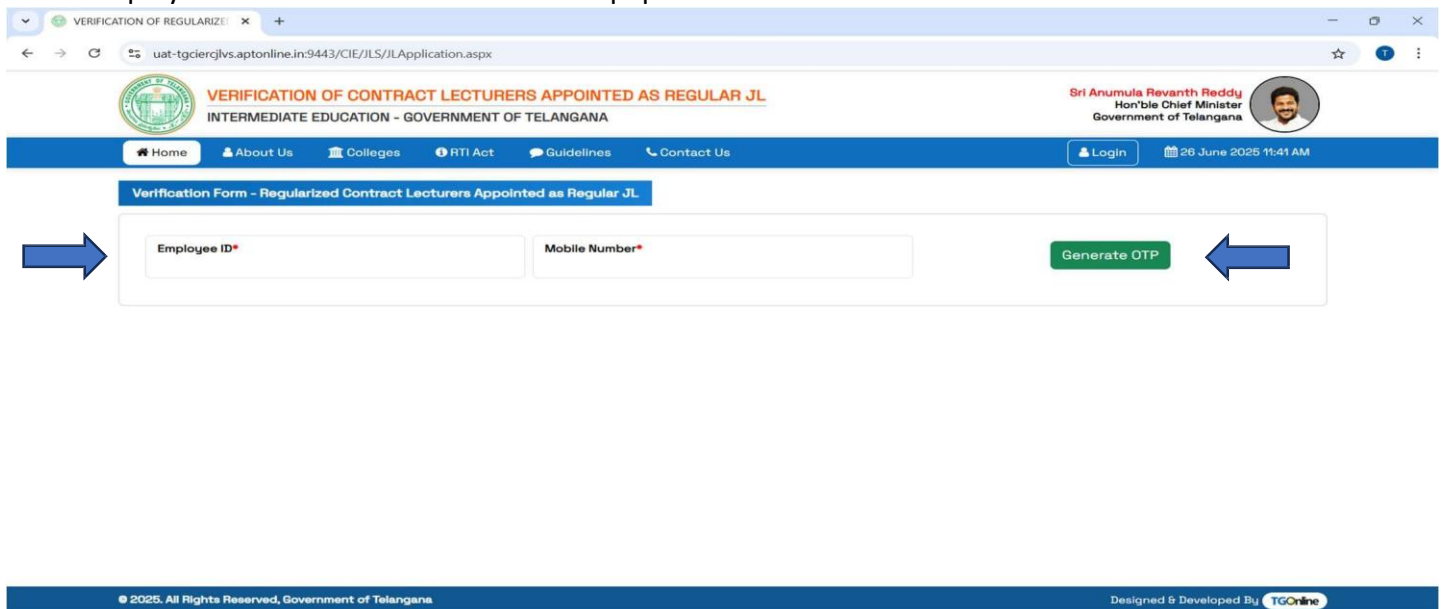
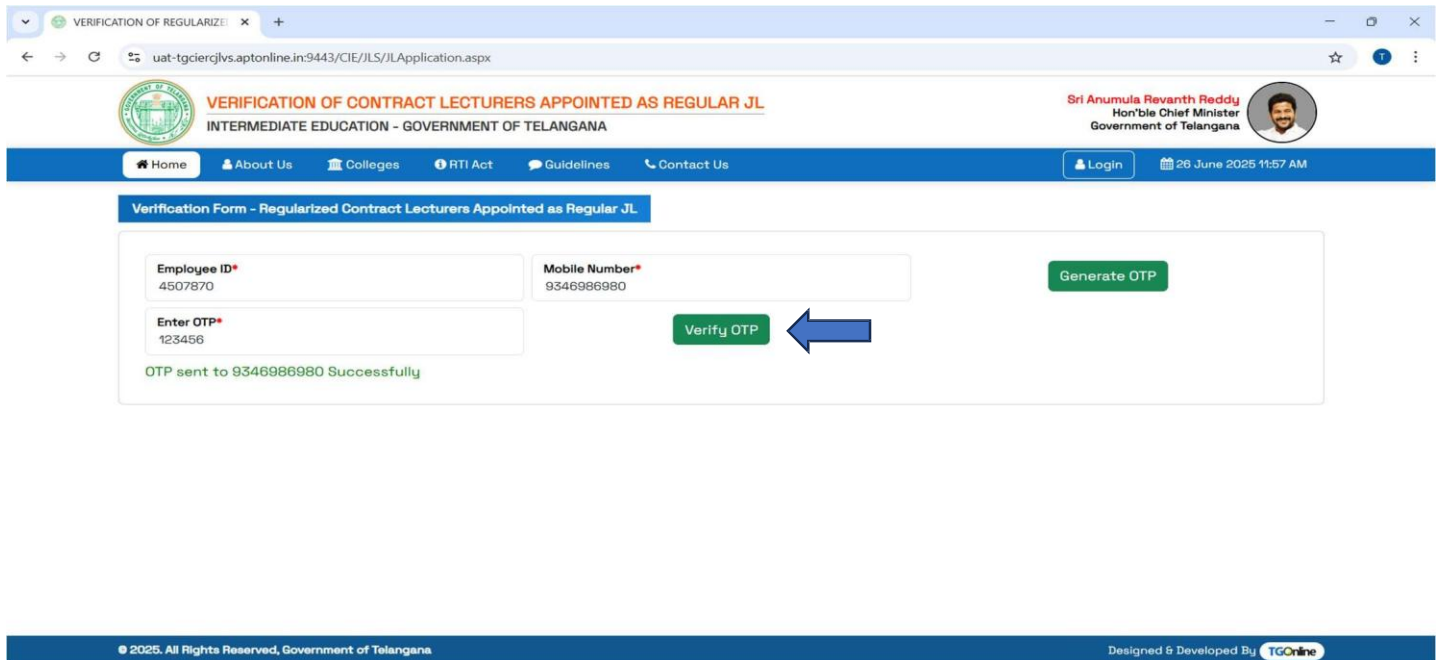


Figure 2: Get OTP Page

Enter the OTP received on your mobile number and click 'verify OTP'.



The screenshot displays the 'VERIFICATION OF CONTRACT LECTURERS APPOINTED AS REGULAR JL' portal for the Government of Telangana. The page includes a header with the TGOnline logo, a navigation bar with links like Home, About Us, Colleges, RTI Act, Guidelines, and Contact Us, and a user profile for Sri Anumula Revanth Reddy. The main content area is titled 'Verification Form - Regularized Contract Lecturers Appointed as Regular JL'. It contains two input fields: 'Employee ID\*' with the value '4507870' and 'Mobile Number\*' with the value '9346986980'. Below these is an 'Enter OTP\*' field with the value '123456'. A green 'Generate OTP' button is located to the right of the mobile number field. A green 'Verify OTP' button is positioned below the OTP field, with a blue arrow pointing to it. A green status message at the bottom of the form reads 'OTP sent to 9346986980 Successfully'. The footer of the page includes the copyright notice '© 2025, All Rights Reserved, Government of Telangana' and the text 'Designed & Developed By TGOnline'.

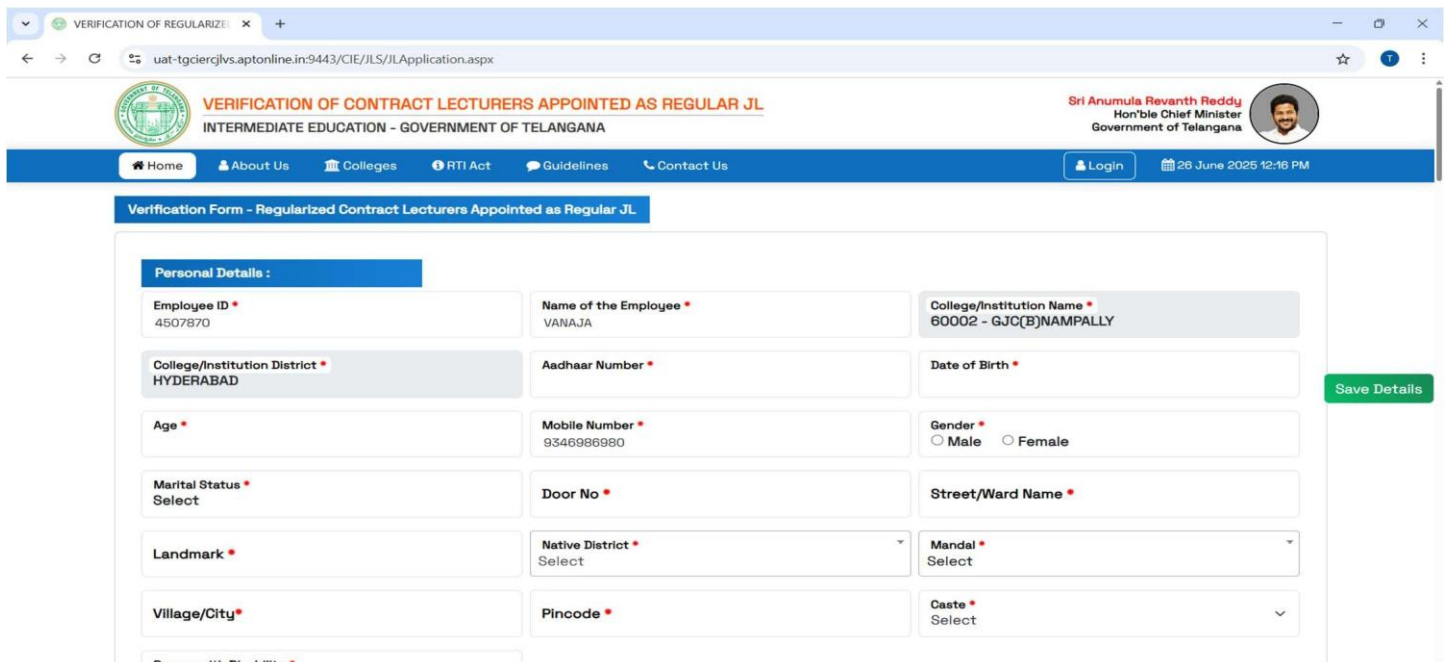
Figure 3: OTP Submission

Note:- In case employee details are not available for Employee ID/Mobile number then contact your respective Principal. Any issues to be reported through mail [Rcjl.helpdesk@gmail.com](mailto:Rcjl.helpdesk@gmail.com)

## Personal Details

personal details form. Fill all the required fields (marked with a red asterisk).

- Employee ID
- Name
- College Name
- College District
- Aadhar Number
- Mobile Number
- Date of Birth
- Gender
- Marital Status
- Door No
- Street Name
- Landmark
- Native District
- Mandal
- Village
- Pin code
- Caste
- Person with Disability



VERIFICATION OF REGULARIZED

uat-tgcierrjvs.aptonline.in:9443/CIE/JLApplication.aspx

**VERIFICATION OF CONTRACT LECTURERS APPOINTED AS REGULAR JL**  
INTERMEDIATE EDUCATION - GOVERNMENT OF TELANGANA

Sri Anumula Revanth Reddy  
Hon'ble Chief Minister  
Government of Telangana

Home About Us Colleges RTI Act Guidelines Contact Us Login 26 June 2025 12:16 PM

Verification Form - Regularized Contract Lecturers Appointed as Regular JL

**Personal Details :**

Employee ID \*  
4507870

Name of the Employee \*  
VANAJA

College/Institution Name \*  
60002 - GJC(B)NAMPALLY

College/Institution District \*  
HYDERABAD

Aadhaar Number \*

Date of Birth \*

Age \*

Mobile Number \*  
9346986980

Gender \*  
☐ Male ☐ Female

Marital Status \*  
Select

Door No \*

Street/Ward Name \*

Landmark \*

Native District \*  
Select

Mandal \*  
Select

Village/City \*

Pincode \*

Caste \*  
Select

Person with Disability \*

Save Details

Figure 4: Personal Details Page

## Education Details

Enter Educational Details From (class I to class IX) and Enter District, Mandal, Village, School Name, Academic year & please upload Study Bonafide.

If user Not Studied any class please select Not Studied option otherwise select Studied option and enter details.

| Education Details : |                |             |             |           |               |                 |   |                |      |
|---------------------|----------------|-------------|-------------|-----------|---------------|-----------------|---|----------------|------|
| Class *             | Studied Type * | District *  | Mandal *    | Village * | School Name * | Academic Year * | Study / Bonafide Certificate (.pdf <1MB only) |                |      |
| I Class             | Studied ▾      | HYDERABAD ▾ | ASIFNAGAR ▾ | HYDERABA  | TARA UPPEI    | 1990-91 ▾       | Choose File                                   | No file chosen | View |
| II Class            | Studied ▾      | HYDERABAD ▾ | ASIFNAGAR ▾ | HYDERABA  | TARA UPPEI    | 1991-92 ▾       | Choose File                                   | No file chosen | View |
| III Class           | Studied ▾      | HYDERABAD ▾ | ASIFNAGAR ▾ | HYDERABA  | TARA UPPEI    | 1992-93 ▾       | Choose File                                   | No file chosen | View |
| IV Class            | Studied ▾      | HYDERABAD ▾ | ASIFNAGAR ▾ | HYDERABA  | TARA UPPEI    | 1993-94 ▾       | Choose File                                   | No file chosen | View |
| V Class             | Studied ▾      | HYDERABAD ▾ | ASIFNAGAR ▾ | HYDERABA  | TARA UPPEI    | 1994-95 ▾       | Choose File                                   | No file chosen | View |
| VI Class            | Studied ▾      | HYDERABAD ▾ | ASIFNAGAR ▾ | HYDERABA  | TARA UPPEI    | 1995-96 ▾       | Choose File                                   | No file chosen | View |
| VII Class           | Studied ▾      | HYDERABAD ▾ | GOLCONDA ▾  | HYDERABA  | ENTRANCE *    | 1996-97 ▾       | Choose File                                   | No file chosen | View |
| VIII Class          | Studied ▾      | HYDERABAD ▾ | GOLCONDA ▾  | HYDERABA  | ENTRANCE *    | 1997-98 ▾       | Choose File                                   | No file chosen | View |
| IX Class            | Studied ▾      | HYDERABAD ▾ | GOLCONDA ▾  | HYDERABA  | ENTRANCE *    | 1998-99 ▾       | Choose File                                   | No file chosen | View |

Figure 5: Educational Details

## X Class Details

X Class Details. Fill all the required fields (marked with a red asterisk).

- District
- Mandal
- Village
- Board of X class
- School Name
- Hall Ticket Number
- Year of Passing
- Month of Passing
- Type of Results
- Marks Details



| X Class/Equivalent:                     |                              |                            |
|---|------------------------------|----------------------------|
| District *<br>Select                    | Mandal *<br>Select           | Village *                  |
| Board of X Class/Equivalent *<br>Select | School Name *                | Hall Ticket No. *          |
| Year of Passing *<br>Select             | Month of Passing *<br>Select | Type of Result *<br>Select |
| Maximum Marks *                         | Obtained Marks/GPA *         | Percentage *               |

Figure 6: X Class Details

## Inter Details

Inter Details. Fill all the required fields (marked with a red asterisk).

- District
- Mandal
- Village
- Board of X class
- School Name
- Hall Ticket Number
- Year of Passing
- Month of Passing
- Type of Results
- Marks Details

If user Not Studied Inter, please select Not Studied option otherwise select Studied option and enter details.

| Inter/Equivalent :                    |                             |                              |
|---------------------------------------|-----------------------------|------------------------------|
| District *<br>Select                  | Mandal *<br>Select          | Village *                    |
| Board of Inter/Equivalent *<br>Select | College Name *              | Hall Ticket No. *            |
| Type of Course *<br>Select            | Year of Passing *<br>Select | Month of Passing *<br>Select |
| Type of Result *<br>Select            | Maximum Marks *             | Obtained Marks/GPA *         |
| Percentage *                          |                             |                              |

Figure 7: Inter Details

## Graduation Details

Graduation Details. Fill all the required fields (marked with a red asterisk).

- District
- Mandal
- Village
- Board of X class
- School Name
- Hall Ticket Number
- Year of Passing
- Month of Passing
- Type of Results
- Marks Details

If user Not Studied Graduation, please select Not Studied option otherwise select studied option and enter details

| Graduation / Equivalent Qualifications :                   |                                      |  |
|--|--------------------------------------|--|
| <b>Studied Type *</b><br>Studied                           |                                      |  |
| <b>District *</b><br>HYDERABAD                             | <b>Mandal *</b><br>GOLCONDA          | <b>Village *</b><br>HYDERABAD                                |
| <b>College Name *</b><br>GGHS II LANCER GOLCONDA HYDERABAD | <b>Hall Ticket No. *</b><br>01020073 | <b>Type of Course *</b><br>B.A                               |
| <b>Year of Passing *</b><br>2004-05                        | <b>Month of Passing *</b><br>JUN     | <b>University *</b><br>Maulana Azad National Urdu University |
| <b>Type of Result *</b><br>Marks                           | <b>Maximum Marks *</b><br>1600       | <b>Obtained Marks/GPA *</b><br>978                           |
| <b>Percentage *</b><br>61.12                               |                                      |  |

Figure 8: Graduation Details

## Post Graduation Details

Post Graduation Details. Fill all the required fields (marked with a red asterisk).

- District
- Mandal
- Village
- Board of X class
- School Name
- Hall Ticket Number
- Year of Passing
- Month of Passing
- Type of Results
- Marks Details

If user Not Studied Post Graduation, please select Not Studied option otherwise select Studied option and enter details

| Post Graduation/ Equivalent Qualifications : |                              |                        |
|--|------------------------------|------------------------|
| District *<br>Select                         | Mandal *<br>Select           | Village *              |
| College Name *                               | Hall Ticket No. *            | Course Name *          |
| Year of Passing *<br>Select                  | Month of Passing *<br>Select | University *<br>Select |
| Type of Result *<br>Select                   | Maximum Marks *              | Obtained Marks/GPA *   |
| Percentage *                                 |                              |                        |

Figure 9: Post Graduation Details

## Initial Engagement

- Fill initial Engagement '(First joined as a Contract JL)' details and upload contractual bond
- Enter Name of the College
- Medium
- Subject
- Joining Date
- Sanctioned Details

| Initial Engagement :              |                                    |   |
|-----------------------------------|------------------------------------|---|
| Name of the College *<br>Select   | Subject *<br>Select                | Medium *<br>Select  |
| Date of Engagement (DD/MM/YYYY) * | Sanctioned Post or not *<br>Select | Contractual Agreement Bond to be enclosed *<br>Choose File No file chosen |

Figure 10: Initial Engagement Details

## All Working Places

- User should update details of where he /she working for past years
- **Add new row** option is provided in order to add all working place details
- Upload all Contractual Agreement Bond from Initial Engagement '(First joined as a Contract JL)' to Present

All Working Places :

Name of the College \*  
Select

Date of Engagement (DD/MM/YYYY) \*

Sanctioned Post or not\*  
Select

From Date (DD/MM/YYYY)\*

To Date (DD/MM/YYYY)\*

Contractual Agreement Bond to be enclosed \*  
 No file chosen

Add

Figure 11: All working places Details

## Working Place as on Cut of Date 02/06/2014

- Fill with your Employment details at a college/ Institution as of the cut-of-date (02/06/2014).please fill in the required information
- Upload contractual Agreement Bond

Working Place as on Cut of Date 02/06/2014 :

Name of the College \*  
Select

Date of Engagement (DD/MM/YYYY) \*

Sanctioned Post or not\*  
Select

Contractual Agreement Bond to be enclosed \*  
 No file chosen

Figure 12: Working Place as on Cut of Date 02/06/2014

## Regular appointment Place as per G.O Number

- User Should Select G.O Number on whether he/she under which G.O
- Enter all updated details after Appointed as Regular JL
- Name of the College
- Medium
- Subject
- Date of Appointment
- User Should be 'Upload Appointment Order' after Regular Appointment JL

Regular appointment Place as per G.O Number :

G.O.NO \*  
Select

Name of the College \*  
Select

Subject \*  
Select

Medium \*  
Select

Date of Appointment (DD/MM/YYYY) \*

Sanctioned Post or not\*  
Select

Upload Appointment Order\*  
 No file chosen

Figure 13: Regular appointment place as per G.O number

## FIR/ Court Cases

- User Should Have select **YES** if He/ She have a Court Cases, File any FIR
- No Complaints Select **NO**

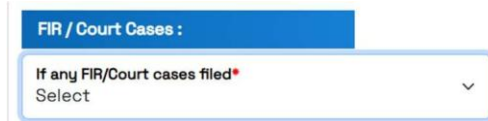


Figure 14: FIR / Court Cases

## Uploads

- User he/she Upload Applicant Photo in (JPG file<512KB only)  
**Note :-** All the above details need to updated along with proof provide for uploading and all the documents need to in PDF format not more 1 MB

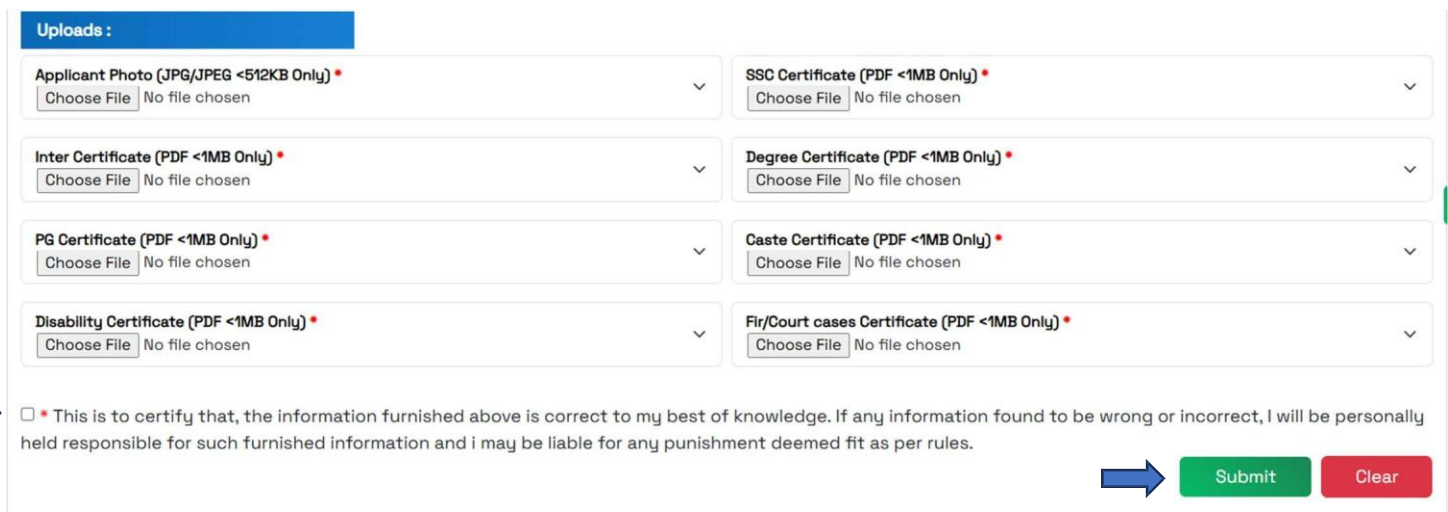


Figure 15: Uploads

- Users should Acknowledge final Submission and Click Submit button as shown below Figure.
- Details entered will be saved successfully with respective Employee ID, a confirmation message will be displayed as shown in Figure below.

G.O.Ms.No.20(1)

30003 - GJC UTNOOR

History

Medium \*

Telugu / English

Date of Appointment (DD/MM/YYYY) \*

09/06/2021

Sanctioned Post or not \*

No

Upload Appointment Order \*

Choose File No file chosen

View

FIR / Court Cases :

If any FIR/Court cases filed \*

Yes

Uploads :

Applicant Photo (JPG/JPEG <512KB Only) \*

Choose File No file chosen

View

Inter Certificate (PDF <1MB Only) \*

Choose File No file chosen

View

PG Certificate (PDF <1MB Only) \*

Choose File No file chosen

View

Disability Certificate (PDF <1MB Only) \*

Choose File No file chosen

View

Fir/Court cases Certificate (PDF <1MB Only) \*

Choose File No file chosen

View

☒ \* This is to certify that, the information furnished above is correct to my best of knowledge. If any information found to be wrong or incorrect, I will be personally held responsible for such furnished information and i may be liable for any punishment deemed fit as per rules.
 

Submit

Clear

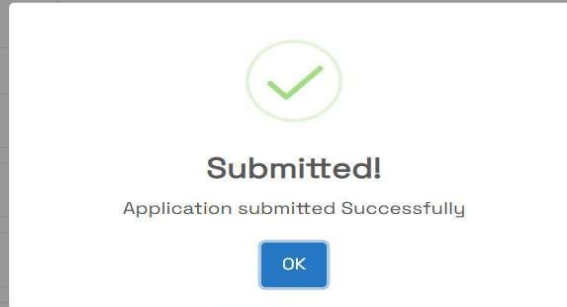


Figure 16: Application Submitted

## Principal Login

Login to the below mention link

<https://tgciercjlvs.aptonline.in/>

Home Screen is displayed as shown below. Click 'Login' as shown in Figure.

The screenshot shows the home screen of the TGOnline portal. At the top, there is a header with the TGOnline logo on the right and the portal title 'VERIFICATION OF REGULARIZED CONTRACT JUNIOR LECTURERS' in the center. Below the title, it says 'INTERMEDIATE EDUCATION - GOVERNMENT OF TELANGANA'. On the right side of the header, there is a profile picture of Sri Anumula Revanth Reddy, Hon'ble Chief Minister, Government of Telangana. Below the header, there is a navigation bar with links: Home, About Us, Colleges, RTI Act, Guidelines, and Contact Us. A 'Login' button is located on the right side of the navigation bar. Below the navigation bar, there is a section titled 'Instructions' with three numbered steps: 1. Ensure all personal, educational, and service-related information entered in the application form is correct and matches official records. 2. Upload all necessary documents in the prescribed format and file size. 3. Review the entire application carefully before submitting. Once submitted, no changes will be allowed. Below the instructions, there are three main sections: 'SERVICES' with links for 'Verification Form - Regularized Contract Junior Lectures (JLs)', 'Download Verification Form', and 'Verification Status'; 'IMPORTANT INFORMATION' with a list of government orders (G.O.Ms.No.17, G.O.Ms.No.19, G.O.Ms.No.20(1), G.O.Ms.No.20(2), G.O.Ms.No.21, G.O.Ms.No.22); and 'DOWNLOADS' with a link for 'User Manual'. At the bottom, there is a footer with copyright information and the text 'Designed & Developed By TGOnline'.

Figure 17 : Home

Enter 'Username & Password'. Click proceed

The screenshot shows the login page of the TGOnline portal. The header and navigation bar are the same as in Figure 17. The main content area is divided into two sections. On the left, there is an illustration of a person sitting at a desk with a laptop, surrounded by gears and documents. On the right, there is a 'LOGIN' form with the following fields: 'Enter Username\*', 'Password\*', and 'Enter Captcha\*'. The captcha image shows the number '06153'. Below the captcha field, there is a green 'Proceed' button. At the bottom, there is a footer with copyright information and the text 'Designed & Developed By TGOnline'.

Figure 18: Login page

- Enter the OTP received on your mobile number and click 'Submit'
- Page will be redirected to the next section of the portal (if applicable).

Figure 19 : OTP PAGE

Click on 'Service' button.

- Verification of details – RCJL
- Update mobile number for RCJL
- Add Employee Details RCJL

Figure 20: service page



### Click to Verification of details- RCJL

- It shows 'verified & Not verified' RCJL Applications

| S.No             | Employee Id | Employee Name | Date of Birth | Gender | MobileNumber | Status |
|------------------|-------------|---------------|---------------|--------|--------------|--------|
| No Records Found |             |               |               |        |              |        |

Figure 21: verification of details -RCJL page

### Click to Update mobile number for RCJL

- Update RCJL mobile number page with user Employee ID
- Enter details click to submit button.

Figure 22: Update mobile number page

### Click to Add Employee Details (RCJL)

- User add Missing RCJL members with employee ID.
- Employee Name & Mobile number
- Click to add button

Figure 23: Add Employee details RCJL

## Approvals

| Inspected by | Date | Signature |
|--------------|------|-----------|
|              |      |           |
| Approved by  | Date | Signature |
|              |      |           |

=====END OF DOCUMENT=====