

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

**PREPARED BY**

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**Internal Approval**

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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://tgciercjls.aptonline.in/>

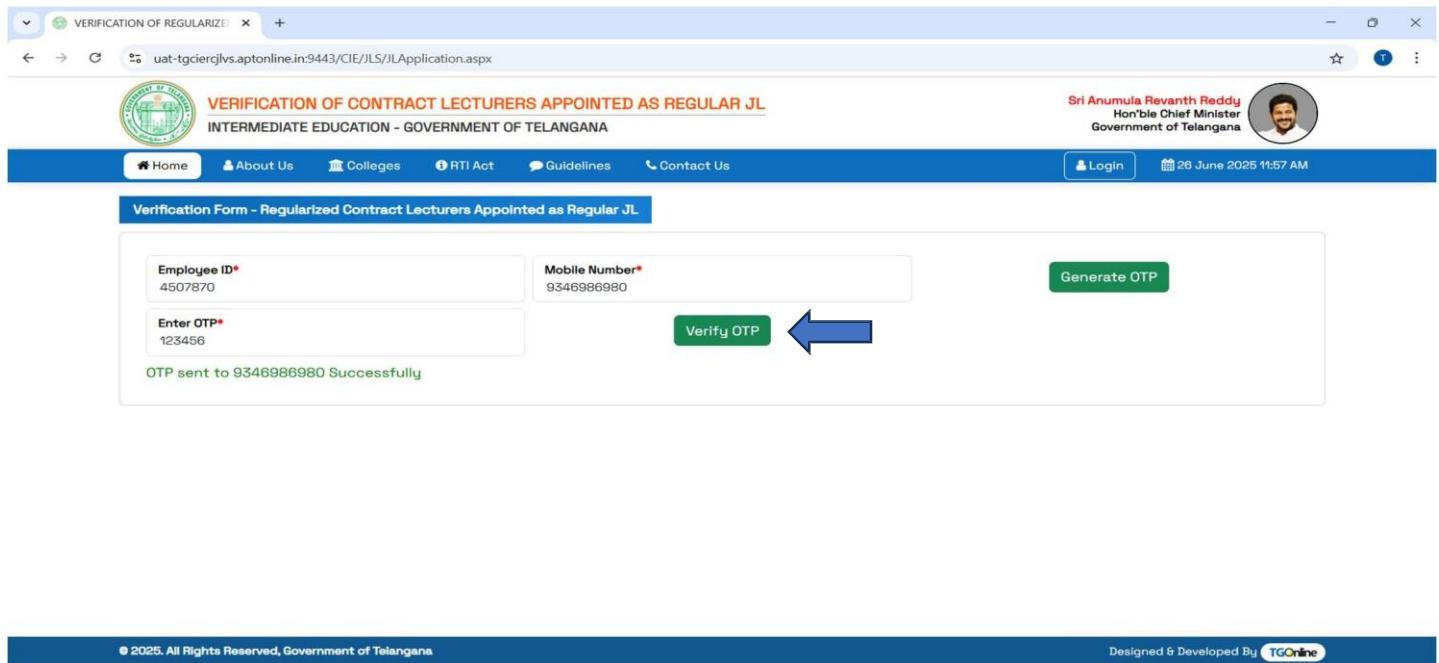
Home Screen is displayed as shown below. click ‘verification form’ from the ‘service’ menu Tab as shown in Figure:1.

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'.



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

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

Verification Form - Regularized Contract Lecturers Appointed as Regular JL

Employee ID\*  
4507870

Mobile Number\*  
9346986980

Enter OTP\*  
123456

Verify OTP

Generate OTP

OTP sent to 9346986980 Successfully

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

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

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Verification Form - Regularized Contract Lecturers Appointed as Regular JL

**Personal Details :**

Employee ID *	Name of the Employee *	College/Institution Name *
4507870	VANAJA	60002 - GJC(B)NAMPALLY
College/Institution District *	Aadhaar Number *	Date of Birth *
HYDERABAD		
Age *	Mobile Number *	Gender *
9346986980		<input type="radio"/> Male <input type="radio"/> Female
Marital Status *	Door No *	Street/Ward Name *
Select		
Landmark *	Native District *	Mandal *
Select	Select	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 UPPE	1990-91	Choose File No file chosen View
II Class	Studied	HYDERABAD	ASIFNAGAR	HYDERABA	TARA UPPE	1991-92	Choose File No file chosen View
III Class	Studied	HYDERABAD	ASIFNAGAR	HYDERABA	TARA UPPE	1992-93	Choose File No file chosen View
IV Class	Studied	HYDERABAD	ASIFNAGAR	HYDERABA	TARA UPPE	1993-94	Choose File No file chosen View
V Class	Studied	HYDERABAD	ASIFNAGAR	HYDERABA	TARA UPPE	1994-95	Choose File No file chosen View
VI Class	Studied	HYDERABAD	ASIFNAGAR	HYDERABA	TARA UPPE	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 * Select	Mandal * Select	Village * Select
Board of X Class/Equivalent * Select	School Name * Select	Hall Ticket No. *
Year of Passing * Select	Month of Passing * Select	Type of Result * 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 * Select	Mandal * Select	Village * Select
Board of Inter/Equivalent * Select	College Name * Select	Hall Ticket No. *
Type of Course * Select	Year of Passing * Select	Month of Passing * Select
Type of Result * 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

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 *	Mandal *	Village *
Select	Select	
College Name *	Hall Ticket No. *	Course Name *
Year of Passing *	Month of Passing *	University *
Select	Select	Select
Type of Result *	Maximum Marks *	Obtained Marks/GPA *
Select		
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 *	Subject *	Medium *
Select	Select	Select
Date of Engagement (DD/MM/YYYY) *	Sanctioned Post or not*	Contractual Agreement Bond to be enclosed *
Select	Select	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 *	Date of Engagement (DD/MM/YYYY) *	Sanctioned Post or not*
Select		Select
From Date (DD/MM/YYYY)*	To Date (DD/MM/YYYY)*	Contractual Agreement Bond to be enclosed *
		Choose File 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 *	Date of Engagement (DD/MM/YYYY) *	Sanctioned Post or not*
Select		Select
Contractual Agreement Bond to be enclosed *		
Choose File 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 :

GO.NO *	Name of the College *	Subject *
Select	Select	Select
Medium *	Date of Appointment (DD/MM/YYYY) *	Sanctioned Post or not*
Select		Select
Upload Appointment Order*		
Choose File 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**

FIR / Court Cases :

If any FIR/Court cases filed\*  
Select

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

Uploads :

Applicant Photo (JPG/JPEG <512KB Only) \*  
Choose File No file chosen

SSC Certificate (PDF <1MB Only) \*  
Choose File No file chosen

Inter Certificate (PDF <1MB Only) \*  
Choose File No file chosen

Degree Certificate (PDF <1MB Only) \*  
Choose File No file chosen

PG Certificate (PDF <1MB Only) \*  
Choose File No file chosen

Caste Certificate (PDF <1MB Only) \*  
Choose File No file chosen

Disability Certificate (PDF <1MB Only) \*  
Choose File No file chosen

Fir/Court cases Certificate (PDF <1MB Only) \*  
Choose File No file chosen

□ \* 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 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.

OK

Submitted! Application submitted Successfully

Submit Clear

Figure 16: Application Submitted

## Principal Login

Login to the below mention link

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

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

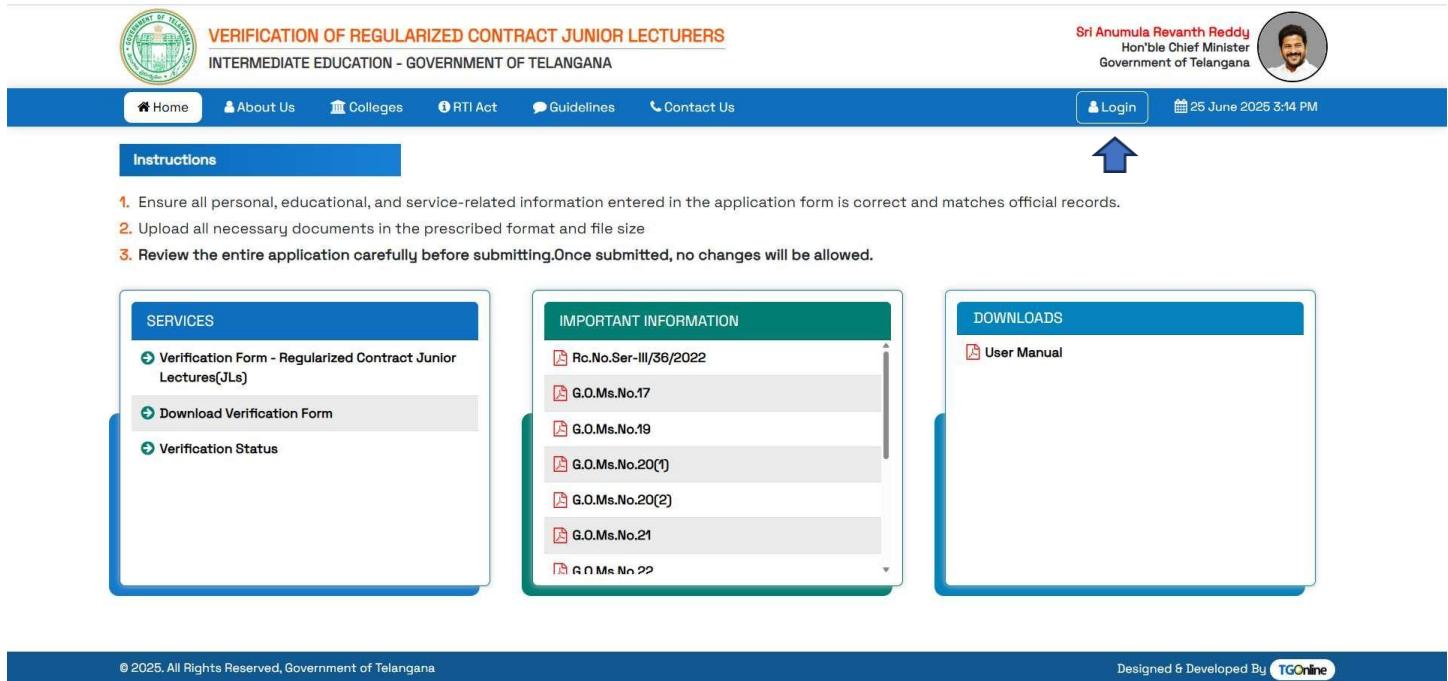


Figure 17 : Home

Enter 'Username & Password'. Click proceed

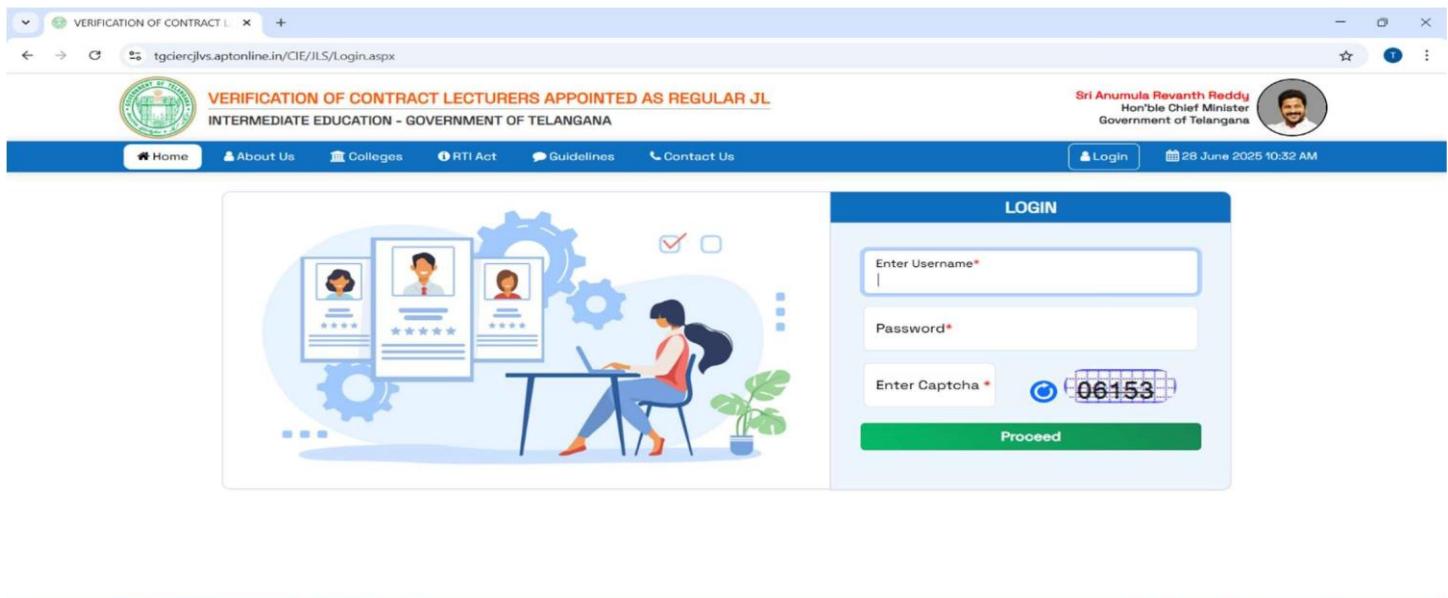


Figure 18: Login page

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

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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

Welcome to D.Nagarani							Principal
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.

Update Mobile Number for RC JL's

User\*

Select

Mobile\*

Submit

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

Add Employee Details (RC JL's)

Employee ID\*

Employee Name\*

Mobile Number\*

College Code\*

49011

Add Clear

Figure 23: Add Employee details RCJL

## Approvals

Inspected by	Date	Signature
Approved by	Date	Signature

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