

TELANGANA STATE PUBLIC SERVICE COMMISSION:: HYDERABAD

**FOOD SAFETY OFFICER IN THE DIRECTOR, INSTITUTE OF PREVENTIVE MEDICINE
PUBLIC (HEALTH) LABORATORIES & FOOD (HEALTH) ADMINISTRATION
DEPARTMENT.&GREATER HYDERABAD MUNICIPAL CORPORATION.**

(GENERAL RECRUITMENT)

Notification No.10/2019, Dt. 31/12/2019

INSTRUCTIONS TO CANDIDATES TO UPLOAD CERTIFICATES

It is hereby informed that the certificates upload link for Online Certificates Verification for the post of Food Safety Officer in IPM and GHMC, will be available on the Commissions website from **08/06/2020 to 15/06/2020**.The candidates who are short listed shall download required formats i.,e Check List and Attestation Forms from the Commission's website www.tspsc.gov.in.

The candidates should show utmost care while uploading certificates and follow the instructions given below.

- 1) **The Candidate has to arrange beforehand all the respective original documents and scan the original documents along with filled check List and Attestation forms before uploading the documents Online. All the scanned documents should be uploaded through System/Desktop only. Candidates are strictly advised not to upload the scanned documents through Mobile Phone.**
- 2) **The candidates should ensure that all the uploaded certificates Photostat copies (Xerox) (Check list, 2 sets of Attestation Forms in original) have to be sent by register post to the Commission's Address.**

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

- 3) The certificates which are to be uploaded in the upload link have to be scanned in proper prescribed format only.
- 4) The certificates must be uploaded in the respective slot only.
- 5) If any candidate has multiple school study certificate it should be ensured that, all the certificates are scanned in a single pdf for uploading.
- 6) **The BC category candidates, who fail to produce Non Creamy Layer certificate should declare that they treated as Open Category.**
- 7) In the Certificate verification uploading form, after clicking submit button, don't "REFRESH" the page, please wait till you get CERTIFICATES UPLOADED SUCCESFULLY message on the screen with a provision to download the Acknowledgement Copy.
- 8) The candidate should download the Acknowledgement Copy and keep it safe for future reference.
- 9) Once the documents uploaded and the submit button is clicked, the candidates will not be allowed to Re-Login/Edit the form.

Date:06/06/2020

Sd/-
Secretary