

Guidelines for Supervisor

1. The candidate can visit the website <https://ewsapsbtet.in> and download the related forms and go through the instructions to the candidates available in the home page before registration process commences.
 2. Download the experience certificate proforma. Fill the candidate details and get it signed by the employer and counter signed along with official seal of ADE (APGenco./APTransco./ APDiscom. Or Dy.El AP, Electrical Inspectorate) by the time of starting the registration process.
 3. In addition to the above, the candidate should possess the following scanned copies of certificates at the time of registration.
 - a) Latest Passport size color photo
 - b) Signature of the candidate
 - c) Valid mobile number for receiving the OTP and messages time to time.
 - d) Address proof certificate (Aadhar or any photo id proof).
 - e) Experience certificate issued by the contractor / Firm. If the certificate is issued by contractor his license renewal certificate must be enclosed.
 - f) Experience should be minimum of 4 years for ITI qualified candidates & Experience should be minimum 8 years for 10th/ SSC or equivalent qualified candidates.
 - g) Memo of marks secured at SSC or equivalent examination / ITI for Supervisor Examinations
 - h) Date of Birth Certificate from the records of the school or college.
 - i) Choice of Examination centre cannot be remodified, Confirm before the final submission.
 4. Now, Click on the “go to application for Supervisor” button available on the home page of the website for entering the basic personal Information of the candidate.
 5. After providing the basic information, the candidate will receive the application id and OTP to the registered mobile number. By entering the OTP the application will be opened for entering the other details of the candidate. The candidate must preserve the application id for future reference.
 6. The candidate can preview the details uploaded before going for examination fees payment option. If any changes are found in the preview, necessary modifications can be applied before making the fee payment.
 7. Finally after uploading the above documents given in S.No.3 click on submit button to proceed for fee payment option. The examination fee is **Rs.1,600/-** including the registration fee of **Rs.100/-**. Fee once paid will not be returned to the candidate under any circumstances.
 8. Now click on make fee payment option. It takes you to different options for payment ie Debit card / Credit card / Net banking for payment through payment gateway. If the payment is made successful, candidate will receive message to your registered mobile that “your application has been registered successfully”.
 9. After completion of verification SMS will be sent to the candidates regarding his Eligibility.The eligible candidates can download the Hall tickets from the website three days before the commencement of examination.
 10. The filled in downloaded application form supported by documentary evidence should be submitted to the concerned Principal of the examination center at which the candidate wants to appear the examination, failing which the candidate is not allowed for attending the examination. The rejected candidates list will be displayed on the website, if any.
- Note: Application once submitted cannot be modified; therefore, utmost care should be taken to furnish the correct details before submitting the online Application. SBTET will send communication to the registered mobile of the candidate.**

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