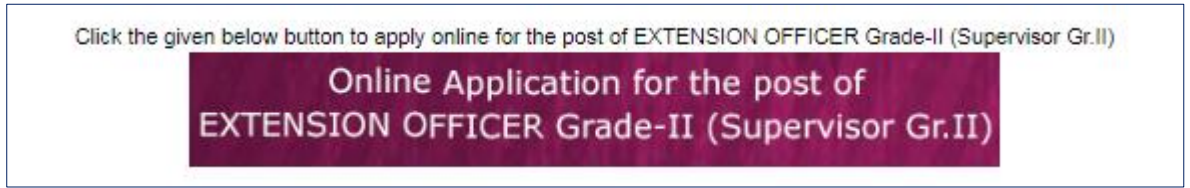


# **USER GUIDE**

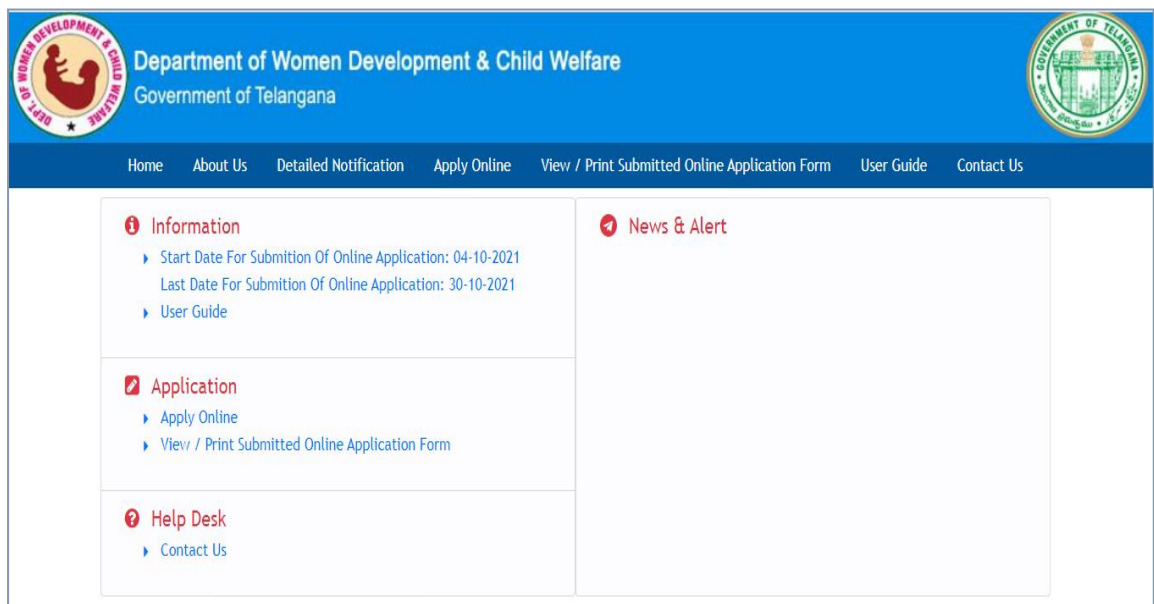


**ONLINE APPLICATION FOR THE POST OF  
EXTENSION OFFICER GRADE-II (SUPERVISOR Gr.II) IN  
WOMEN DEVELOPMENT AND CHILD WELFARE DEPARTMENT,  
TELANGANA**

1. Candidates are required to visit the website <https://wdcw.tg.nic.in> and Click on “Online Application for the post of EXTENSION OFFICER Grade-II (Supervisor Gr.II)”.

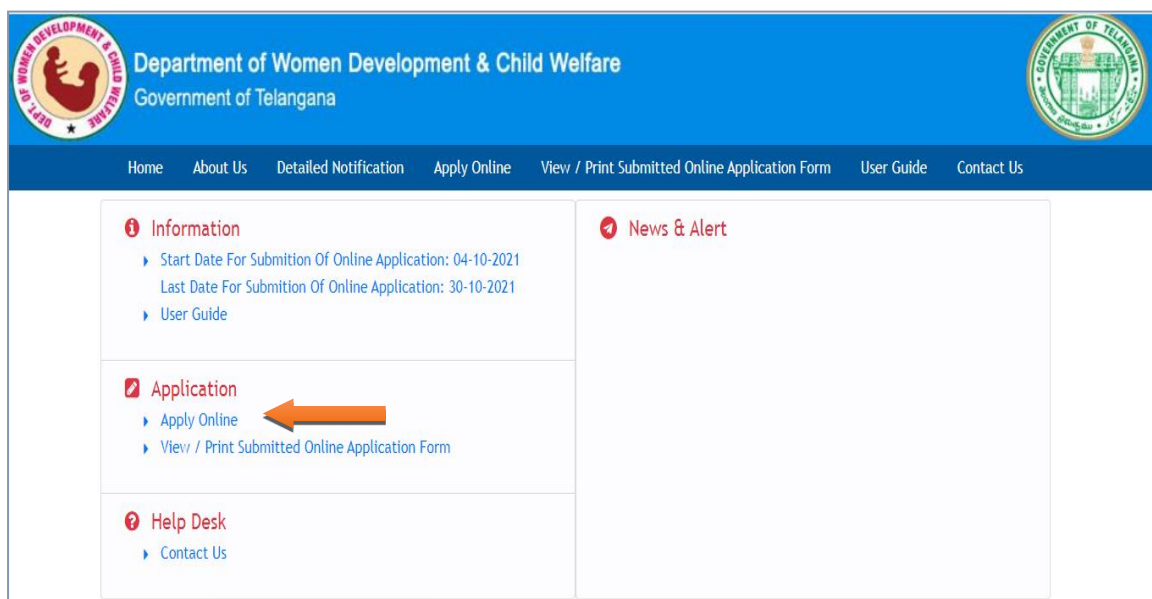


2. It will be directed to the following page



**Note:** Candidates are advised to read ‘Notification’ and ‘User Guide’ thoroughly before filling the application form.

3. The Candidate is required to click on **Apply Online** link.




4. You will be directed to the following page. Click on **“Click here to Pay Amount”** button. Click on **Click here if amount paid already** button.

INSTRUCTIONS

INSTRUCTIONS:

- ▶ Please read the Notification carefully before filling this form

Click here to Pay Amount


Click here if amount paid already

5. You will be directed to the following page. Fill the details and click on **Get OTP** button.

**\* Indicates Mandatory**

1.Community *	:	<input type="text" value="--Select--"/>
2.Candidate Name (as per SSC or Equivalent)*	:	<input type="text"/>
3.Date of birth (DD/MM/YYYY) *	:	<input type="text" value="DD/MM/YYYY"/>
4.Designation: *	:	<input type="text" value="Select Designation"/>
5.Select District of your original palce of posting*	:	<input type="text" value="---Selct---"/>
6.Enter Employee Id (As per EMS)*	:	<input type="text"/>
7.Candidate Mobile No*	:	<input type="text"/>

Get OTP



6. The following screen will appear. Enter OTP received on your registered mobile and click on **Pay Amount**

Enter OTP Received on Mobile: :

Net Amount to be Paid :

**Pay Amount**

**Note:** The registered mobile number will be used for sending the OTPs and any SMS alerts.

7. After clicking on **Pay Amount** button, you will be directed to the Payment Gateway page. Select the appropriate mode of payment i.e. Credit Card / Debit Card / Internet Banking / UPI etc. and proceed to make the payment by clicking on Make Payment.

Credit Card | Pay using Debit Card

Debit Card >

Debit Card + ATM PIN

Internet Banking

QR

UPI

VISA | Mastercard | Maestro | RuPay

Card Number  
Enter card number

Expiration Date  
Month | Year

CVV/CVC

Card Holder Name  
Enter card holder name

**Make Payment** | Cancel

8. After successfully payment, the following page will appear and Click on **Proceed To Online Application Form Filling**.

**Payment Status**

Payment Successful

Your Payment Reference Id:

Your Payment Transaction Id:

**Important Note :- Please note down Payment reference ID and Payment Transaction ID and also capture the screen shot for future reference.**

**Proceed To Online Application Form Filling**

9. The following screen will appear. Fill all the details and verify your details before submission. Tick the check boxes under **Self Declaration** and Click on Submit button.

Online Application for the post of EXTENSION OFFICER Grade-II (Supervisor Gr.II)

\* Indicates Mandatory


Name of the Applicant:

Upload Passportsize photograph & Signature as a single JPG File \*(The File should be in .JPG format and File size should be between 20 KB to 50KB)

Father's Name / Husband Name:\*  Designation:

Date of birth (DD/MM/YYYY)  Age as on (Should not have completed 50 years of age as on 01.01.2016):

Date of entry into service (DD/MM/YYYY)  Total years of service completed as on 01-07-2021



Choose file No file chosen

Community <input type="text"/>	Aadhaar Number* <input type="text"/>	Mobile Number : <input type="text"/>	E - Mail <input type="text"/>
Educational Qualification of the applicant* <input type="text"/>	Roll Number* <input type="text"/>	Year of passing* <input type="text"/>	Balasevika Trained* <input type="text"/>
District of your original place of posting <input type="text"/>	Select Project* <input type="text"/>	Select Sector* <input type="text"/>	Select AWC* <input type="text"/>

Are you Differently abled person?\*  Yes  No

Self-Declaration by Candidate

I, hereby declare that I have completed required qualification as per notification.

I, hereby declare that I have completed 10 years of continuation services as AWT/Contract Supervisor or I have completed 5 years of continuation service as Instructor/Coordinator.

I, hereby declare that all the information submitted by me in the application form is correct, true and valid as per my best of knowledge. I will present the supporting documents in original as and when required.

Submit

10. The following alert message will be shown. Once, all the details are verified click on **OK** button to submit the application. Once, application is submitted, modifications will not be allowed under any circumstances. To verify your details, Click on **Cancel** button.

Dear Candidate, Please verify all your details before proceeding to submit. Once submitted No modifications will be allowed under any circumstances. Click on OK, to submit the application, Click on CANCEL to modify the details.

11. The following screen will appear. Click on **Download Print Application** button. A PDF file will be downloaded in to the System. Take the printout of the Application Form.

Application Confirmation

Dear Candidate, you have submitted application successfully. Please Note down this Application No: 100001

[Download Print Application](#)

12. The candidates are informed to keep the printout of the Filled in Online Application Form till the completion of selection process.

**- END OF DOCUMENT -**