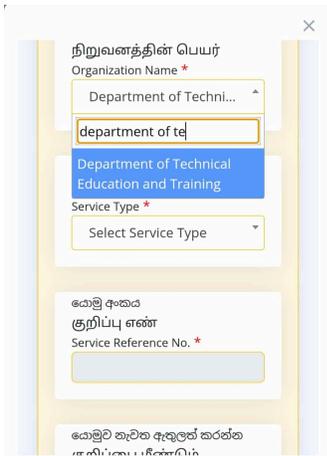


Department of Technical Education and Training
Special Examination for awarding NVQ Level 05 equivalence for NCT/NCIT
Certificate (Before 2014)

User Manual 02 - For Making Payments via GovPay

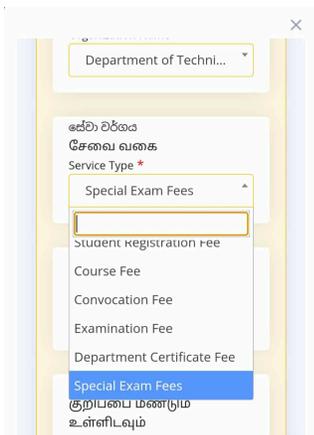
1. Please refer to the user manual '**GDPP-Bank Transaction Initiation Flows V1 6_20241001**' for logging into your personal banking application and accessing the **GovPay** Government Digital Payment Platform.
2. Then you can select the **Organization Name** as the '**Department of Technical Education and Training**' and show in the below figure.



The screenshot shows a web form with the following fields:

- Organization Name ***: A dropdown menu with 'Department of Techni...' selected. A search box below it contains 'department of te'. The full name 'Department of Technical Education and Training' is highlighted in blue.
- Service Type ***: A dropdown menu with 'Select Service Type' selected.
- Service Reference No. ***: An empty text input field.

3. After the organization is selected, you can select the Service Type. In this instance, you have to select the 'Special Exam Fees' from the dropdown list as given below.



The screenshot shows the same web form as above, but with the Service Type dropdown menu open. The options are:

- Special Exam Fees (highlighted in blue)
- Student registration fee
- Course Fee
- Convocation Fee
- Examination Fee
- Department Certificate Fee

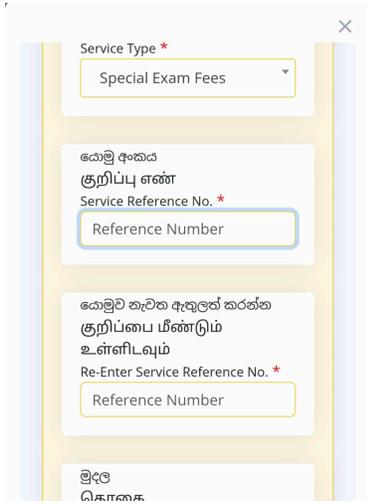
Note: If the above information required in No. 02 and 03;

Organization Name: **Department of Technical Education and Training**

Service Type: **Special Exam Fees**

are not entered correctly, your payment will **NOT** be considered as a successful payment.

4. Once the organization name and the service type are correctly entered, you will have to enter a Service Reference Number. Please enter your National Identity Card (NIC) number as this Service Reference Number.



The screenshot shows a web form with the following fields:

- Service Type ***: A dropdown menu with "Special Exam Fees" selected.
- சேவை குறிப்பு எண்** (Service Reference No. *): A text input field with "Reference Number" entered.
- சேவை மீட்டர் மீட்டர் மீட்டர் மீட்டர்** (Re-Enter Service Reference No. *): A text input field with "Reference Number" entered.
- மீட்டர்** (Reference Number): A text input field.

5. Then, please enter the relevant examination fee amount specified in the instructions and 'Submit'