INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM FOR ADMISSION TO MBBS/BDS COURSE 2016

This application is compatible with Internet Explorer 7 or above, Google Chrome & Mozilla Firefox.

Dear Applicant,

You are advised to read the Counselling Prospectus carefully in pdf format available on www.hpuniv.in and also ensure eligibility as per provisions mentioned in the Prospectus before online submission of application form for admission to MBBS/BDS courses on the basis of State/All India Merit of NEET-I & II/AIPMT-2016. However, complete copy of the said Prospectus be downloaded from the University Websites and keep it for ready reference.

Note: The candidates are advised to fill up ONLINE application form well in time without waiting the result of NEET-I & II/AIPMT-2016.

Please read these instructions carefully before filling-up online application form.

1. ELIGIBILITY AND QUALIFICATIONS

Kindly refer the Prospectus uploaded on HPU website in pdf format.

Important Dates

1. Schedule for submission of online application forms: **10.08.2016 to 20.08.2016.**
2. Last date for submission of computer generated confirmation copy/ print-out of online Application Form for admission for MBBS/BDS courses along with required relevant documents/Certificates in the Office of **Deputy Registrar(Entrance Tests) Room No.10 Administrative Block, H.P. University, Shimla -171005 by** *speed post only* or by hand is **23.08.2016.**

Note:- In case, any document/certificate is left to attach with the form, the same be brought on the day of counseling and the applicant may send the print-out of online application form to the designated officer without any delay.

2. Important Steps

(A) Before proceeding to apply, please ensure that you have:

(i) Scanned copy of candidate's recent photograph with following specifications.

➢ Photograph must be a passport size color picture.
➢ Photograph must be taken in full face view directly facing the camera.
➢ Photograph should have no shadows and red eyes.
➢ Maximum size 50 kb.
➢ Photo format should be jpg. only.

(B) You must give a correct mobile number in basic details. If you don't have mobile number, please enter your parent's mobile number for any further information in this regard.

(C) The fee for applying for MBBS/BDS courses is **Rs. 1600 - for General and other categories** and **Rs. 800/- for SC/ST Categories. Fee once deposited will not be refunded under any circumstances.**

(D) **PROCEDURE FOR FILLING UP ONLINE APPLICATION FORM :-**

1. Click on "**Register Now**" to create a new account. Once the new account is created online system *will generate the unique application form number*. Candidates are advised to *note down the application form number for all future references*.

2. After account creation, click **login** to complete the application online. Online Application form has following subsequent information.

- Basic Detail-I

- Basic Detail-II
- Upload Photograph
- Fee Payment Form
- Filled Form View Page Confirmation Button.
- Filled Form Downloaded Page in pdf format.

3. Candidates are required to fill their information in above mentioned web pages. All mandatory fields are marked with red star.

4. Upload photo. Photo uploaded should be **as per specifications and size listed in step (A).**

5. To save the data, please click on '**Continue and Save' button** at the bottom of each screen before proceeding further.

3. Steps for making Application Fees Payment

a) Once you click on the text **"CLICK HERE FOR FEE PAYMENT"** new window of **SBI-Collect** will be open on your screen in which you have to complete the following steps for making the payment:

Step 1

    a) State of Corporate/ Institution :   <Select> **Himachal Pradesh**

    b) Type of Corporate/Institution: <Select> **Educational Institution**

                                                                Then click on **Go** button

Step 2

    a) Educational Institution Name: <Select> **F.O., HPU**

                                                           Then click on **Submit** button

Step 3

    a) Select Payment Category: <Select>**MBBS/BDS (Gen. and Other Categories)**

                                       <Select>**MBBS/ BDS (SC/ST Categories)**

Step 4

Enter all the details of payment as per the fields given on the present screen, all these fields are mandatory to fill for making the Application fee payment. *While entering the Form No. and* NEET-I & II-2016 *Roll no. MAKE sure that you are entering the right form no. and* NEET-I & II-*Roll no.* If you have entered the wrong form number or roll no., your payment will not be confirmed on the H.P. University website.

Important Note: Fees once deposited will not be refunded/adjusted under any circumstances.

Step 5

Once you **Confirm** the 'payment details', a new window will appear on your screen in which three modes of payment are there i.e 1) **Net Banking** 2) **Card Payment** (By Using Debit/Credit Card) of any bank 3) **Other Payment modes in which Challan is generated** and the applicant has to take the print out of that Challan to the nearest SBI Branch for depositing the Cash. In case of Net Banking and Card Payment, e-receipt will be generated on the website only in pdf format. Applicants are directed to take print out of that e-receipt and retained for his/her record purpose also.

Last Date for Submitting the ONLINE FEES:

   ➢ **Through Challan:**   Upto 4.00 pm only on 20.08.2016

   ➢ **Through Net Banking/Card Payment:**   Upto 8:00 pm only on 20.08.2016

   ➢ **e-receipt after making payment can also be obtained by visiting the following link:-**

                                    ➢

   ➢ **https://www.onlinesbi.com/prelogin/suvidhapaymenthistory.htm**

4. After depositing the fee in the bank, candidates will continue to fill up the ONLINE application form and then uploading the photograph on the website. Thereafter, candidates have to confirm the payment by clicking on the payment confirmation button. If the payment is not confirmed wait at

least for *08 hours* after making the payment to complete the Application Form. If after 8 hours of depositing the fee payment is not confirmed, please contact on 0177-2833582 or 0177-2831655. Candidates must ensure that the print out of the ONLINE application form will only be generated, if the candidates payments are confirmed.

5. Once the payment will be confirmed, Complete Application Form which will be opened on the screen with edit option. Before proceeding further, please make sure that all the fields of the form are filled in correctly in the confirmation screen only then click on the **Submit Button**. **Once the applicant click on the Submit button of his/her application page, he/ she cannot Edit/Change the details entered.**

6. After clicking on '**Submit' button** new window will appear on the Screen displaying full details of the applicant on the pdf format. Take the print out of the **all the three pages of the application form** and then *attach the photocopy of payment receipt with the print-out of the confirmation copy of the application form* along with **other required relevant documents/certificates.** You must retained the photocopy of the online application form and the fee receipt for future reference also.

7. Please ensure before sending the print out of the confirmation copy of online application form that:-
   (i) The applicant has signed in original the Form at specified place.
   (ii) The application bears the signature of Parent/Guardian at the placed specified.
   (iii) The applicant has been affixed the passport size photograph as already uploaded on the space provided on the application form.

8. For sending Computer Generated Confirmation Copy, use any good quality Envelope and write the address on it of the concerned authority of the University with the quote on the envelope **"Application Form for Admission to MBBS/BDS Courses-2016"** and then send it by **Speed Post only, so as to reach on or before 23.08.2016 upto 5:00 p.m.** to the following address :

> **The Deputy Registrar (Entrance Tests)**
> **Room No. 10 Admn. Block, Ground Floor,**
> **H.P. University, Summer Hill, Shimla – 171 005 (H.P.)**

Note:- Alternatively, it can be submitted in person in the office of the Deputy   Registrar(Entrance   Tests) as mentioned above.

Important Notes:

✓ *In case, any candidate sends his/her application form to the Officer other than the designated i.e. The Deputy Registrar (Entrance Tests) H.P. University, Shimla-5, the University will not be held responsible for any consequences.*

✓ *Do not make any changes with the pen on the particulars as printed on the print out of the application form. In case of any changes/error the necessary application alongwith fee of Rs. 100/- in the shape of IPO/Bank Draft to be drawn in favour of Finance Officer, H.P. University be sent immediately to the Deputy Registrar (Entrance Tests) H.P. University, Shimla-5 so as to reach the same within the prescribed date i.e. 20.08.2016 failing which the particulars as filled in the form will be treated as final.*

✓ *Online application form registered within due date without successful transaction of requisite fee or without completion of ONLINE application form, form of such candidates will be cancelled without any intimation.*

✓ It will be the entire responsibility of the applicant to fill up the online application form as well as depositing the prescribed fee by way of computer generated challan in any branch of State Bank of India or by using debit/credit card of any bank within the prescribed period and obtain the print out of the online application form which must reach within the prescribed period in the office of the Deputy Registrar (Entrance Tests) H.P. University, Shimla-5.

➤ Incomplete online application form due to any error committed by the applicant, which does not generate the print out of the application form will summarily rejected. Any wrong or misleading entry including blank column in the online application form or form having without fee will also lead to rejection thereof without assigning any reason.

➤ For any technical query while filling up online application form, please contact 0177-2833582, 2831655.

For any other query, please contact on Phone No.0177-2830891, 2833588.

Controller of Examinations