INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM FOR ENTRY INTO AYURVEDA COURSE

The **application fee** of Rs. 1100/- is **non-refundable** in any case.

Important Steps

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

(i) Scanned copy of applicant's recent photograph with following specifications:-

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

(ii) **Scanned copy of applicant's signature with following specifications:-**

➢ Applicant should sign with black ink on a white paper and get the signature scanned.
➢ The signature must be signed only by the applicant and not by any other person.
➢ Maximum size 30 kb.
➢ Scanned signature format should be jpg, Only.

(b) Create an e-mail account if you already do not have.

(c) You must give a mobile number in basic details. If you do not have mobile number, please enter your guardian's mobile number for any further correspondence in this regard.

(d) **Instructions for filling the ONLINE APPLICATION FORM FOR ADMISSION TO AYURVEDA COURSE FOR THE ACADEMIC SESSION 2014-15 in the affiliated institutions of Himachal Pradesh Technical University**

(i) Initially, the candidate has to register himself/herself by clicking on "**Register Now**" to create an account. Once the new account is created online system will generate the unique application form number. Applicants are advised to note down the application form number for all future references.

(ii) After account creation, click login and fill the username, password and application form no. to complete the application online. Online application form has the following subsequent information.

- Basic Details Form
- Upload Photo & Signature
- Fees Payment
- Payment Details
- Confirmation Button

(e) Applicants are required to fill their information in the above mentioned web pages. All mandatory fields are marked with red star.

(f) To save the data please click on **"Save and Continue"** at the bottom of each screen before proceeding further.

(f) Upload photo and signature. Photo and signature uploaded should be as per specifications and size listed in (a).

(g) After successful uploading of photo and signature, the **Fee Payment** option will automatically appear on the screen.

(h) **Steps for making application fee payment**

Once you click on Fees Payment Button new window of **PNB** will be open on your screen in which you have to complete the following steps for making the payment.

Click on the button "**Click here to get fee payment link**". After clicking this button, Fee Payment options such as **"Offline link to generate PNB Challan"** and **"Online Fee Payment Link for PNB"** will appear.

In case the candidate clicks on **"Offline link to generate PNB Challan,** PNB challan in triplicate (i.e. candidate copy, bank copy and university copy) will be generated and the applicant has to take the print out of that challan and has to deposit the application fee in the nearest PNB branch. After depositing the application fee, the bank will issue the "**transaction number"** on the challan.

In case the candidate clicks on **"Online Fee Payment Link for PNB"** e-receipt will be generated. The candidate has to take the print out of that e-receipt for completing the application form and retained for his/her record purpose also.

(i) After depositing the fee in the bank, re-login to your account, atleast **after 24 hours to enter payment details** i.e. **transaction no**. as provided by the bank on the PNB Challan or e-receipt at the time of depositing the fee, in Payment details page. After making successful entry of "**transaction No."** in Payment details page, click on **"Save Payment Details".**

(j) Thereafter, filled application form under the **confirmation button** will appear. At the bottom of the application form two options i.e. **"Edit"** and **"Final Submit"** will appear. In case any candidate intends to make change in the application form, he/she has to click on **"Edit"** and thereafter he/she can make necessary changes/corrections, if any. Then click on **Update Details** button. Before proceeding further

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please make sure that all the fields are filled in correctly in the application form before clicking the "**Final Submit**" button. Once the applicant clicks on the **Final Submit** button of his/her application page, he/she cannot Edit/Change the details entered.

(k)   After clicking on **"Final Submit" button** window will appear on the screen displaying full details of the applicant entered in the application form. Take the print out of the application form and attach the challan receipt (university copy) along with the application form and get it signed from your parents/guardian and send it by registered post also subscribing on the envelope **"Application for Admission to Ayurveda Course for the academic session 2014-15"** at the following address:-

> The Registrar,
> Himachal Pradesh Technical University
> Gandhi Chowk, Hamirpur
> **District Hamirpur 177 001 (H.P.)**

Important Note:

➢   Do not make any changes with the pen on the details printed on the print out of your application form, otherwise your application form will be rejected straightforward.

➢   Before sending the form to Himachal Pradesh Technical University, Gandhi Chowk, Hamirpur, District Hamirpur 177 001 (H.P.), the applicant should make sure that Parent/Guardian has countersigned the application form in original on space provided in the application form.

INFORMATION TO BE FILLED UP IN THE ONLINE APPLICATION FORM FOR ENTRY INTO AYURVEDA COURSE 1st Year

(a)   **ADMISSION TO 1st YEAR (DIRECT ENTRY) OF B PHARMACY (AYURVEDA) COURSE**

(b)   **NAME OF THE CANDIDATE**

Write your name in capital letters as given in Matric Certificate or your first Board/University Examination Certificate.

(c)   **FATHER'S NAME**

Write your father's name in capital letters as given in Matric Certificate.

(d)   **NATIONALITY**

Select appropriate option, whichever is applicable to you.

(e)   **SEX**
Select appropriate option, whichever is applicable to you.

(f)   **DATE OF BIRTH**

The date of birth filled in by the candidate at the time of registration will automatically will appear.

(g) **BONAFIDE/DOMICILE OF HIMACHAL**

Select appropriate option, whichever is applicable to you. If you are Bonafide/Domicile of Himachal then you are supposed to produce the concerned certificate at the time of counselling.

(h) **PREFERENCE OF EXAMINATION CENTRE**

The candidates desirous of seeking admission to 1st Year of B. Pharmacy Degree Course must select any convenient examination centre out of following:-

Sr. No.	Examination Centre
1	Hamirpur
2	Dharamshala
3	Kullu
4	Sundernagar
5	Nahan
6	Solan

Any centre may be discontinued due to poor response, operational difficulties or any reason whatsoever. Candidates may not necessarily be allotted a particular city/town as centre of their choice.

(i) **PHOTOGRAPH**

The candidate must upload his/her scanned photograph at the moment when asked to do so. It is expected that the candidate will have the same appearance at the time of counselling as in this photograph. In case your appearance changes, you are required to bring two new photographs at the time of counselling.

(j) **SIGNATURE OF CANDIDATE**

Put your digital signatures (for which you simply need to upload your scanned signature at the moment when asked to do.

(k) **ALL INDIA QUOTA (AIQ)/H.P. STATE QUOTA SEATS (APPLICABLE TO THE CANDIDATES SEEKING ADMISSION TO 1ST YEAR DIRECT ENTRY)**

Select appropriate option, whichever is applicable to you. The candidates who are bonafide resident of Himachal Pradesh should select Himachal Pradesh and the candidates who are not the bonafide resident of H.P. State or belong to other State of India should select AIQ.

(l) **KASHMIRI MIGRANTS (APPLICABLE TO THE CANDIDATES SEEKING ADMISSION TO 1ST YEAR DIRECT ENTRY)**

Select appropriate option, whichever is applicable to you. If you are Kashmiri Migrants, then you are supposed to produce the relevant certificate at the time of counselling.

(m) **BETI HAI ANMOL (FOR SINGLE GIRL CHILD ONLY) (APPLICABLE TO THE CANDIDATES SEEKING ADMISSION TO 1ST YEAR DIRECT ENTRY)**

Select appropriate option, whichever is applicable to you.

(n) **CATEGORY**

Select appropriate option out of GEN, SC, ST or OBC, whichever is applicable to you

(o) **SUB-CATEGORY**

Under sub category, if applicable, select the appropriate option. If belong to more than one sub-category, the candidate may select more than one sub-categories. The codes of different sub-categories are as follows:-

Freedom Fighter   FF
IRDP/BPL/Antodaya/Orphans   IRDP
Physically Challenged   PC
Sports   Sports

Defence/Ward of Ex-servicemen   DEF
(Please select the appropriate weightage codes)

Item	Code
Deceased in war/action	1
Disabled during war/action	2
Death attributable to Military Service	3
Disabled during service (Medically board out due to disability attributable to military service)	4
Awarded Gallantry Award during war/ action/service	5
Ex-servicemen or personnel in service	6

Resident of Backward Area

Item	Code
Has passed at least two examinations i.e. Primary/Middle/High/+2 from school located in backward area	1
Has passed at least one examination i.e. Primary/Middle/High/+2 from school located in backward area	2
Passed two examinations from the adjoining area	3
Passed one examination from the adjoining area	4
Belongs to Backward Area	5

The category and sub-category declared by the candidate in the Online Application Form shall be final and shall not be changed in general. The merit list shall be prepared strictly on the basis of category & sub-category selected by the candidate in the Online application form.

Candidate seeking admission in two or more different sub-categories of main category shall be required to submit only one application form and shall select his/her options on the same form. If the candidate has not mentioned/selected any category/sub-category in his Online Application Form, his/her candidature shall be considered against general category only.

(p) **TUITION FEE WAIVER SCHEME (APPLICABLE TO THE CANDIDATES SEEKING ADMISSION TO 1ST YEAR DIRECT ENTRY)**

Select Yes or No, whichever is applicable to you. If yes also select the appropriate category. The tuition fee waiver scheme is not applicable to the candidates seeking admission to 2 year under Lateral Entry Scheme.

(q) **GROUP FOR ENTRANCE EXAMINATION (APPLICABLE TO THE CANDIDATES SEEKING ADMISSION TO 1ST YEAR DIRECT ENTRY)**

Select appropriate option, whichever is applicable to you

(r) **QUALIFYING EXAM (+2) OR ITS EQUIVALENT (APPLICABLE TO THE CANDIDATES SEEKING ADMISSION TO 1ST YEAR DIRECT ENTRY)**

Select appropriate option, whichever is applicable to you.

(s) **PERCENTAGE OF MARKS OR ITS EQUIVALENT (APPLICABLE TO THE CANDIDATES SEEKING ADMISSION TO 1ST YEAR DIRECT ENTRY)**

Write the actual percentage of aggregate marks obtained in 10+2 or equivalent qualifying examination if the results are available, otherwise leave blank.

The percentage should be calculated upto two decimal places.

(t) **MARKS OBTAINED IN 10+2 (QUALIFYING EXAM.) (APPLICABLE TO THE CANDIDATES SEEKING ADMISSION TO 1ST YEAR DIRECT ENTRY)**

Write the maximum marks, marks obtained in qualifying examination and percentage against the subject applicable.

(u) **DETAIL OF MARKS OBTAINED IN DIPLOMA IN PHARMACY (APPLICABLE TO THE CANDIDATES SEEKING ADMISSION TO 2ND YEAR UNDER LATERAL ENTRY SCHEME)**

Candidates must write the actual percentage of aggregate marks obtained in Diploma in Pharmacy, if passed.

(v) **PERMANENT ADDRESS**

Write your complete permanent address. The address must include your name, father's name, village, post office, tehsil and district and everything else including the PIN Code.

(w) **CORRESPONDENCE ADDRESS**

Write your complete postal address to which any communication is to be sent along with PIN Code. The address must include your name, c/o name if required, and everything else including the PIN Code.

(x) **DECLARATION BY THE CANDIDATE**

The candidate must sign this declaration with the digital signatures (for which the candidate simply needs to upload his/her scanned signature at the movement when asked to do so.