

INFORMATION TO BE FILLED UP IN EXAMINATION FORM JUNE-2015

Read the instructions carefully before proceeding ahead for “Registered Now”

Before proceeding to apply, please ensure that you have:

- (a) Scanned copy of applicant’s recent photograph & signature
- (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.

Instructions for filling the ONLINE EXAMINATION FORM.

Initially, the candidate has to register himself/herself by clicking on “**Register Now**” to create an account. The candidate have to enter the Name, Username, Password, Date of Birth, email address, Mob Number etc. in the Account Registration Form. Once the new account is created, system will generate the unique Examination Form Number, and the same will be displayed on the screen. The system will also send the Form No, Username and password on the email account mentioned in the registration form. Applicants are advised to note down the application form number, Username and password for all future references.

- (i) After account creation, click login and fill the username, password, Examination Form No. & Date of Birth to complete the examination Form online. Online Examination Form has the following subsequent information.

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

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

Basic Details Form

The applicant has to fill all the relevant entries of Father’s name , Univ Roll No, Sex, Course, Sem, Scheme, Branch, Centre of Examination, Exam Type, Regd. No, Result of last Examination etc displayed in the Basic Form detail. After making the entries, the candidate has to click on “save and continue” button to save the entries and to go in Upload Photo & Signature Web page.

Upload Photo & Signature

- (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 shadow 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.

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

(h) **Steps for making Exam "Fee payment"**

Once you click on **"Fee 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 "** will appear. If the candidate select the **"Offline link to generate PNB Challan"** option , 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 Examination Fee in the nearest PNB branch. After depositing the Exam. Fee, the bank will issue the **"transaction number"** on the challan. After depositing the fee in the bank, re-login in your account, atleast **after 24 hours to enter payment details** i.e. **transaction no.** as provided by the bank on the PNB Challan in Payment details page. After making successful entry of **"transaction No."** in Payment details page, click on **"Save Payment Details.**

In case the candidate select **"Click Here to Online Fee Payment"** option, before proceed further read the **"Terms & Conditions"** carefully and choose a payment

method from **HDFC Credit / Debit Card, Other Credit Card and Other Debit Card i.e Visa Debit Cards(All Banks), MarsterCard Debit Cards(All Banks) , Other Maestro Cards** and make necessary entries of Card Number, Name of the Card, CVV Number & Expiry date etc. After making these entries you will automatically be redirected to your bank website to verify yourself. Click on **“Pay Now”** Button or go back to himtu.ac.in website.

- (i) Thereafter, filled Examination Form under the **“Confirmation”** button will appear. At the bottom of the Examination Form option **“Final Submit”** will appear. Once the applicant clicks on the **“Final Submit”** button of his/her Examination 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 Examination Form. Take the print out of the Form and attach the challan receipt (University copy) along with the Examination Form and get it signed from the Principal of the concerned institution and send it by registered post with the quote on the envelope at the right side **“Online Examination Form - June 2015 ”** at the following address:-

Controller of Examination,
Himachal Pradesh Technical University
Gandhi Chowk, Hamirpur
District Hamirpur 177 001 (H.P.)