Instructions/Steps for online Application Form

Step-I : Registration.
1. Write Mobile Number (Do not prefix 0 or +91 before mobile number).
2. Write Email ID.
3. Write Candidate name (Do not use prefix such as Mr./Ms./Shri./Dr.)
4. Write/Select Date of Birth (dd/mm/yyyy Format) as in High School Certificate.
5. Have you ever been student of GBPUA&T? YES/NO.
6. Write GBPUA&T Student Id (In case of YES).
7. Select Program Applying For.
8. Select Your Domicile State (Uttarakhand/Other).
9. Select Subject Group & Code for Entrance Examination (Only In UG, Masters, MCA and Ph.D.).
10. Write captcha Code and click submit.

Step-II : Login
11. Write Registration Number Received on Your Registered Email ID.
12. Enter Password received on Your Email ID and click login.

Step-III: Fill Application Form:
13. Write Father's Name (do not write any prefix such as Shri. /Mr./Dr.).
14. Write Mother's Name (do not write any prefix such as Mrs./Smt./Dr.).
15. Enter Aadhaar Number or Aadhaar Enrollment Number.
16. Select Nationality - Indian/Other.
17. Select Gender - Male/Female/Other.
18. Select category you belong to.
19. Select Sub-category you belong to.
20. Select Category Weightage.
21. Select Religion you belong to.
22. Select Physically Challenged – YES/NO
23. Son/Daughter/Spouse of Regular Employee of University- YES/NO.
24. Select EWS Candidate? – YES/NO (Only for General category of Uttarakhand).
25. Select Your Blood Group and RH factor (RH+/RH-).
26. Write WhatsApp Mobile Number and Landline Number (Optional).
27. Fill up the Correspondence Address, District, Pin and select State.
28. Fill up the Permanent Address, District, Pin and select State.
29. Fill up the Education/Qualification Details.
30. Select Qualifying Examination (Only In UG, Masters and MCA).
31. Select Status of Qualifying Examination- Passed/Appearing.
32. Select Examination Centre Choices.
33. Upload Photo, Signature and Left-Hand Thumb Impression.

Instructions regarding scanning of PHOTOGRAPH, SIGNATURE and LEFT HAND THUMB IMPRESSION: Scanned (digital) image of Photograph, signature and Thumb impression should be uploaded as per the specifications given below:

i. Photograph Image:
- Photograph must be a recent passport style colour picture.

- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200X230 pixels (preferred).
- Size of file should be between 20kb-50kb.
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the settings of the scanner OR adjust the size of PHOTO in Paint or any other Picture Tools.

ii. Signature image:
- The applicant has to put signature on white paper with Black/Blue ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on admit card and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination does not match the signature on the admit card, the applicant will be disqualified.
- Please scan the signature area only and not the entire page.
- Dimensions 140X60 pixels (preferred).
- Size of file should be between 10kb – 20kb.
- Ensure that the size of the scanned image is not more than 20kb.

iii. Left Hand Thumb Impression Image:
- The applicant has to put left hand thumb impression on white paper.
- After Scanning ensure that the size of the scanned image is not more than 20kb.
- Dimensions 140X60 pixels (preferred).
- Size of file should be between 10kb – 20kb.

If the file size and format of Photograph, Signature and Thumb do not match with prescribed size and format or not properly loaded, an error message will be displayed. In such a case, the candidate has to rectify the size and reload it.

34. **Submit Application fee.**
The candidates can deposit fee in the following ways:
UPI/Debit/Credit Card/Internet Banking: The Applicants can deposit fee Online by means of **Debit Card/Credit Card/Internet Banking.** Applicants are advised to keep with them the copy of the **"Online Fee Receipt"** as a token of remittance of fee for future reference.

On successful registration of on-line application, candidates are advised not to attempt for registration for the same Course again since multiple registration numbers and passwords may create problem for candidates in future. In case of multiple registrations for the same Course, the candidature is liable for cancellation/rejection without any notice/intimation to the candidate.

35. Print Confirmation page and preserve it for records

The candidate must retain a photocopy of his/her filled in Confirmation Page and fee receipt for future correspondence.

THIS COMPLETES THE PROCESS OF ONLINE FILLING OF APPLICATION FORM.