

## Steps to fill Online Counselling-cum-Admission Form 2025 of HPTU, Hamirpur:

1. Create your account by clicking on the **Sign Up** tab available on the Login Page. A User Registration form will appear.
  - (a) Fill all the required fields i.e. Name, Date of Birth, email-id, Mobile No., Password etc.
  - (b) After submitting the form, Username and Password will be displayed on the screen. The candidates are advised to note down their Username and Password for future reference. The candidates will get their login details on the registered e-mail ids and mobile numbers.
2. The candidate must fill in the required information in the login detail page *i.e.*, Username and Password. After clicking on the login button, the Counselling form will open with different Tabs *i.e.*,
  - Personal Information
  - Qualifying Exam
  - Category Claim
  - Branch/ Institution Preference
  - Preview And Fee Payment
3. In the **Personal Information Page**, there will be a pop-up, which will ask whether you have given the HPCET-2025 or not.
4. If you have given HPCET-2025, then you will have to enter the roll number of HPCET-2025 so that your HPCET marks and personal details will be fetched based on your roll number after checking your eligibility with cut off marks, if your HPCET-2025 total marks are more than the cut-off marks then you can apply for counselling on HPCET-2025 basis.
5. If your marks are less than the cut-off marks, then you cannot apply for counselling on HPCET-2025 basis and will be logged out.
6. In the given entries, on the selection of **Nationality** as **Indian** then State dropdown list highlighting Indian States will display and on the selection of **Others** then textbox will show where candidate will have to fill the name of the country he/she belongs to.
7. Check all the details filled by you/auto-fetched by the system before going to the next page.
8. After Click Next Tab, “**Qualifying Exam**” page will open.
9. In the **Qualifying Exam** page, you have to select either “**Under Graduation**” or “**Post-Graduation**” whichever is applicable under “**Applying For**” caption, then click on “**Entry Level**” radio button “**Direct Entry**” or “**Lateral Entry**” and then select the Course you want to apply for counselling from the “Program Applied For” drop-down list as per your choice.
10. After Course selection, you have to select the basis on which you want to attend the counselling, under “**Please Select the basis applying for Counselling-2025**” as per the options displayed on the screen. For the National Level Test option, if any, you have to fill in the required details. For the Qualifying Exam option, if any, there are no details to fill.
11. After this, you have to fill required details in the Academic Qualification.
12. After clicking on Next Tab, the “**Category Claim**” page will open.
13. In the **Category Claim** page, you have to select your Category and Subcategory after selecting Quota.
14. For “**Quota Under which Applied**” caption, you can choose between All India Quota, HP State Quota, Kashmiri Migrants and NRI as per your eligibility. After the selection of quota, upload the required documents. Then you have to select the Category and subcategory and upload the related documents.

**Note: The scanned images of the photograph, Signature and other related documents should be in .jpg/.jpeg /.pdf format only and their sizes must be less than 250 kb.**

15. After Clicking on Next, if your marks in Academic Qualification and National Level Test/Qualifying Exam are less than the cut-off marks, then a pop-up will display with text whether you are eligible or not eligible to fill the counselling form.

16. If you are not eligible, then you have to go to the “**Qualifying Exam**” page and check your filled details properly.
17. If you are eligible, then the **Branch/ Institution Preference** page will open.
18. In the **Branch/ Institution Preference** page, you have to fill in preferences as per your choice for the selected course.
19. Your preferences will be displayed in the “**Selected Branches Order**” table in the sequence/order of selection(s) made by you.
20. You can clear your preferences by clicking on the “**Reset Preference(s)**” button.
21. If you are satisfied with the preferences filled by you, then you have to lock them by clicking on “**Lock Preference(s) (Check before submit)**” button.
22. In the After clicking on Next tab, the “**Preview And Fee Payment**” page will open, where you can review the complete (filled) form.
23. In the “**Preview And Fee Payment**” page, under the action caption, you have two options: “**Pay**” or “**Edit Application Form**”.
24. If there is any discrepancy in the filled form, you can edit it by clicking on “**Edit Application Form**”.
25. If all the entries filled by you are correct in “**Preview And Fee Payment**” page, you have to click on “**Pay**” button to make fee payment. On clicking on “**Pay**” button, you will be redirected to the Payment Page *i.e.*, Candidate(s) can make fee payment through online mode only by using Internet Banking, Credit/Debit Cards, UPI etc. After successful payment, the candidate(s) have to log in again to download/take print of the **Counselling-cum-Admission Form 2025** in .PDF format.

**Note: No Payment will be charged from the candidates who apply for Counselling-cum-Admission Form 2025 on the basis of HPCET-2025 only. Such candidates have to click on the “Confirm” button to take print of the filled Counselling Form.**

**For National Level Test and Qualifying Exam fee will be charged (as applicable) as mentioned in the Counselling-cum-Admission Brochure 2025-26 (Prospectus Part-II).**

26. If the .PDF of the **Counselling-cum-Admission Form 2025** is not generated by the system after successful payment, the candidate has to wait for at least 2 working Days. After the verification of payment, the Candidate can download the .PDF of application form by login to their dashboard. After 2 working days, if .PDF is still not generated, the candidate may contact at technical helpline number: **01972-226914** or email at id: **queryadmission@outlook.com** along with the mandatory details including **Counselling-cum-Admission 2025 Application Form No, Transaction number, Transaction date and Payment proof.**
27. The multiple payments (if any) received by the University on the same **Counselling-cum-Admission Form 2025** will be refunded at the end of the online form process. The candidate can download the refund form from the official website of H.P. Technical University and may send the filled refund form at email-id: **finofficerhintu@gmail.com**. Candidate(s) can contact at **01972-226907** of HPTU finance branch for refund-related queries. Ensure all the entries displayed in the Confirmation Page are correct.

### **Important Note:**

- *HPTU reserves the right to alter or modify the Information Brochure Part-II.*
- *The Application Number printed on the computer-generated Counselling-cum-Admission Form 2025 (PDF) must be mentioned in all the admission-related correspondence.*
- *For Admission related queries, call at 01972-226911.*
- *For Technical queries, email at id: **queryadmission@outlook.com** or call at 01972-226914 up to the last date of closure of counselling-cum-Admission Form 2025.*

**Course-wise Basis to apply for Online Counselling 2025:**

<b>Sr. No.</b>	<b>Type of course</b>	<b>Name of Course</b>	<b>Basis to Apply for Counselling</b>
1.	Undergraduate (UG)	B. Pharmacy (Direct Entry)	HPCET-2025
		B. Tech (Direct Entry)	HPCET-2025, National Level Test (JEE-Main 2025)
		B.Sc. HM&CT	HPCET-2025
		BHMCT	HPCET-2025
		B. Architecture	National Level Test (JEE- Main 2025 Paper-II or NATA-2025)
		B. Pharmacy (Lateral Entry)	Qualifying Exam (Diploma)
		B. Tech (Lateral Entry)	Qualifying Exam (Diploma)
		Pharm. D	Qualifying Exam (10+2)
2.	Postgraduate (PG)	MBA	HPCET-2025
		MCA	HPCET-2025
		MBA (T&HM)	HPCET-2025
		M. Tech	Qualifying Exam (Graduation), National Level Test (GATE)
		M. Pharmacy	Qualifying Exam (Graduation), National Level Test (GPAT)
		M. Sc. Physics	HPCET-2025
		M. Sc. Environmental Science	HPCET-2025
		M.A./M. Sc. Yoga	Qualifying Exam (Graduation)