

### Steps to fill the HPTU Councelling-2024 Form:

1. Create your account by clicking on the Signup tab available on the Login Detail Page. An Account 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 display. The candidates are advised to note down that Username and Password for future reference. The candidate(s) will get his/her login details on the entered registered e-mail id(s) and mobile number.
2. The candidate must fill in the required information in the login detail page *i.e.*, Userid and Password. After clicking on the login button, Personal details page will open with different Tabs *i.e.*
  - Personal Detail
  - Qualifying Exam
  - Category Claim
  - Branch/ Institution Preference
  - Preview And Fee Payment
3. In the Personal Detail Page, there will be a pop up in the personal details form which will ask whether you have given the qualifying exam of HPSET or not.
4. If you have given then you will have to enter the roll number of HPSET so that it can search your marks and details on the basis of roll number. Will check your cut off ,if your total marks are more than the cut off marks then you can apply for HPSET.
5. If your marks are less than the cut off mark then you cannot apply for HPSET but now you can apply through other qualifying exams.
6. There will be fill all the authenticated entries.
7. In the given entries, on the selection of **Nationality** as **Indian** then State dropdown list highlighting Indian States will show and on the selection of **Others** then textbox will show where candidate will have to fill the name of the country belonged.
8. After Click Next, Tab “Qualifying Exam” will open.
9. If you submit before it will Show your Qualifying Exams details, otherwise you will have to fill the qualifying exams and academic details. In “Apply For” radio button you may select “Under Graduation aur Post-Graduation” whichever is applicable then click on “Entry Level” radio button of Direct Entry and Lateral Entry and then click on the “Program Applied For” proper course will be displayed.
10. After its proper selection, Qualifying Exams will show. After clicking on it, all the related sub-exams will show in which you have to fill the marks details.
11. After this you have to fill the proper details of Academic Qualification.
12. After Click Next, Tab “Category Claim” will open.
13. If you submit before it will Show your Category and Subcategories details, otherwise you will have to fill the details.
14. On the **Quota Under which Applied** radio button, you can choose between All India Quota, HP State Quota, Kashmiri Migrants and NRI, after this, uploading the **Domicile/ Bonafide Document(if applicable)**, you have to select Category and sub categories and upload the related

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

15. After Click Next, If you have less than the Academic Qualification and Qualifying Exam cut off mark then a pop up will open telling you which Qualifying Exam you are not eligible for. And Tab “Qualifying Exam” will open, where you will unselect the not eligible Qualifying Exam.
16. And If Eligible for all Qualifying Exam then Branch/ Institution Preference Tab will open.
17. In this you will fill five choices of branch(**if applicable**), and institute for the selected course.
18. After Click Next, Tab “Preview And Fee Payment” will open.
19. Where you will review the complete filled details .
20. After this, the candidate will be redirected to the Payment Page *i.e.*, Make fee payment. Candidate(s) can make fee payment through online mode only by using Internet Banking, Credit/Debit Cards, UPI etc. After successful payment, candidate will be able to print the **HPTU Councelling-2024** form in .PDF format.
21. If the .PDF file of the **HPTU Councelling-2024** application form is not generated by the system after making the successful payment, the candidate has to wait for at least 2 working Days. After the verification of payment from the Account Department the Candidate can download the .PDF of application form from their login dashboard. After that if .PDF is still not generated, the candidate may contact at technical helpline number: 01972-226914 or email at id: [queryadmission@outlook.com](mailto:queryadmission@outlook.com) along with the mandatory details including **Form No, Transaction number and Payment proof.**
22. Ensure all the entries displayed in the Confirmation Page are correct.
  - (a) If all the information is correct, then the candidate can click on Final Submit button. After the final submission, all the entries made in the **HPTU Councelling-2024** form will be locked permanently and cannot be changed.
  - (b) The multiple payments (if any) received by the University on the same **HPTU Councelling-2024** application form number 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: [finofficerhimtu@gmail.com](mailto:finofficerhimtu@gmail.com) Candidate(s) can contact at 01972-226907 of HPTU finance branch for refund-related queries.