

INSTRUCTION MANUAL

FOR

UPVAID COUNSELLING

OPEN THE COUNSELLING WEBSITE



www.punjabstatefaculty.com or upvaidadm.smartpad.in

PUNJAB STATE FACULTY OF AYURVEDIC & UNANI SYSTEMS MEDICINE

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If you are facing any issues in filling the form, kindly email on upvaidhelpline@gmail.com.

Latest Updates

Date: 28 Aug 2022 Please check schedule for session 2022-23 for counseling (UPVAID). Click [here](#)

New Candidate Registration Procedure

Important Dates

Schedule For (Diploma in Pharmacy Upvaid) Counseling 1st Round

29 Aug 2022 To 15 Sep 2022 upto 11:59 PM

Registration on the Online web portal upvaidadm.smartpad.in for 1st Round


Online Registration fee Payment for 1st Round Rs. 350/- (For All Category) through Challan and RTGS till 29 Sep 2022 11:59 PM.

Activate Windows
Date of Publication of Merit list and Provisional Seat

ONLINE APPLICATION FORM

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After opening the Counseling Portal
Click on
“ONLINE APPLICATION” tab.



In case you have already
filled the “ONLINE
APPLICATION” Form. Click on
“LOGIN” and complete the
remaining steps.

Fill the Online Application Form

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Personal Information

Apply For : ਲਈ ਅਰਜ਼ੀ

UPVAID

Name of Applicant : ਅਰਜ਼ੀਦਾਤਾ ਦਾ ਨਾਮ

APPLICANT'S FULL NAME

Father Name : ਪਿਤਾ ਦਾ ਨਾਮ

FATHER NAME

Mother Name : ਮਾਤਾ ਦਾ ਨਾਮ

MOTHER NAME

Gender : ਲਿੰਗ

Male

Email ID : ਈ ਮੇਲ ID

EMAIL ID

Mobile Number :

Mobile Number

Date of Birth : ਜਨਮ ਮਿਤੀ

Day

Month

Activate Windows

Go to Settings to activate Windows

Year

After Fill the Online Application Form, then click on the both terms & conditions & click on Submit button.

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Undertaking & Pledge by Candidate

- ☐ I hereby certify that the information provided by me in this form is correct to the best of my knowledge and I have not concealed any information in any manner.
- ☐ I agree to observe and abide by all the rules and regulation of Punjab Govt. including those with regards to programme of studies syllabus scheme of examination rules and the hostel rules that may be laid from time by the Punjab Govt. Institution during the period of my studies and I will not associate myself with any activity prejudicial to the discipline of concern college.
- ☐ I fully understand that for any violation or infringement of these rules and regulation, disciplinary action can be taken against me by the authorities.
- ☐ I certify that during discontinuation of my studies, I was not involved in any offense or in any illegal activities & no case is pending against me in any court of law.
- ☐ I understand that if at any stage, it is found that I have provided any wrong information to seek admission to Ayurvedic Institution then my admission will stand cancelled automatically & I will have to claim whatsoever on the seat or the dues paid to the institution.

Activate Submit Now:
Go to Settings to activate

LOGIN BY FILLING REFERENCE NUMBER AND PASSWORD.

LOGIN FOR REGISTERED APPLICANT

Enter Your Reference no.

Enter Your Password

LOGIN

[Click here](#) if reference number and Password
not received on registered mobile number.

[Back TO Home](#)

AFTER FILLING THE
REGISTRATION FORM
REGISTERED
APPLICANT MUST
LOGIN BY ENTERING
REFERENCE NO
RECEIVED ON THE
REGISTERED MOBILE
NO AND THE FILL THE
PASSWORD AND CLICK
ON LOGIN .

DOCUMENTS UPLOAD

_____ ▼

Detail Of Student

Applicant Name : _____

Father Name : _____

Mobile : _____

Registration for : UPVAID (Counseling1)

Email : _____

Reference No. : _____

1. 10th Marksheet(Matriculation)
10ਵੀਂ ਸ਼ੁਲਕ (ਮੈਟਰਿਕੂਲੇਸ਼ਨ)

Choose File No file chosen

Upload

2. 12th Marksheet(Intermediate)
12ਵੀਂ ਸ਼ੀਟ ਪੱਤਰ (ਇੰਟਰਮੇਟ)

Choose File No file chosen

Upload

3. School Leaving Cum Character
Certificate
ਸਕੂਲ ਛੱਡਣ ਵਾਲਾ ਅੱਖਰ ਸਰਟੀਫਿਕੇਟ

Choose File No file chosen

Upload

Regular Students shall upload 'School Leaving Cum Character Certificate' issued by School Principal only and non-regular students shall upload 'Character Certificate' issued by Gram Sarpanch/ Ward Member/ Gazetted Officer.

Activate Windows
Go to Settings to activate Windows

**To Delete any Document
that is already uploaded
click on button**

1. 10th Marksheet(Matriculation)
10ਵੀਂ ਸ਼ੁਲਕ (ਮੈਟਰਿਕੂਲੇਸ਼ਨ)

Uploaded Successfully....

Delete

2. 12th Marksheet(Intermediate)
12ਵੀਂ ਸ਼ੀਟ ਪੱਤਰ (ਇੰਟਰਮੇਟ)

Uploaded Successfully....

Delete

3. School Leaving Cum Character
Certificate
ਸਕੂਲ ਛੱਡਣ ਵਾਲਾ ਅੱਖਰ ਸਰਟੀਫਿਕੇਟ

Uploaded Successfully....

Delete

Regular Students shall upload 'School Leaving Cum Character Certificate' issued by School Principal only and non-regular students shall upload 'Character Certificate' issued by Gram Sarpanch/ Ward Member/ Gazetted Officer.

4. Domicile/Residence Proof/Aadhar
Card
ਨਿਵਾਸ / ਨਿਵਾਸ ਸਬੂਤ / ਆਧਾਰ ਕਾਰਡ

Uploaded Successfully....

Delete

AFTER UPLOADING THE SCANNED DOCUMENTS APPLICANT HAS TO FILL CHOICE'S.

9.	Category 1 ਸ਼੍ਰੇਣੀ 1	Uploaded Successfully....	Delete
10.	Category 2 ਸ਼੍ਰੇਣੀ 2	Uploaded Successfully....	Delete
12.	Others ਹੋਰ	<input type="button" value="Choose File"/> No file chosen	Upload

☐

I certify that all information is correct to the best of my knowledge.

Please check and upload all documents carefully before proceeding to Choice form

Proceed To Choice form

CHOICE FORM

Fill the choice form as shown below.

Choice Form

Please fill minimum 1 choices and lock choices to print the form.

Select Course :

UPVAID



Select College :

-- Select College --



Select Category :

-- Select Quota --



Select Sub Category :

-- Select Subcategory --



Save

Applicants can select multiple choices for same college/category. For example, applicant can add 'XYZ College' as his/her first choice in Government Quota and SC Category. The same college can be selected for Management Quota and SC Category or any other category.

Go to Settings to activate Window:





Name: 

Reference Number: 

Delete Choice

Name: [REDACTED]

Reference Number: [REDACTED]

Choice	CollegeName	Quota	SubCategory		
1	[REDACTED]	Government Quota	Scheduled Caste (SC)	Delete	 
2	[REDACTED]	Management Quota	Scheduled Caste (SC)	Delete	 

Print Date: [REDACTED]

Counseling Type: [REDACTED]

IF CHOICE FORM IS NOT LOCKED THEN IT WILL BE LOCKED AUTOMATICALLY ON THE DAY OF MERIT.

After choice filing you can
Lock choice's

Lock

Shift choice UP

Shift choice
Down

After choice filing you
can print choice form

Click Here to Print Choice Form

Activate Windows
Go to Settings to activate Windows.

AFTER FILLING THE CHOICES PAY THE FEE CHOOSE ANY ONE PAYMENT OPTION

Please check all choices carefully before proceeding to payment

☐

I certify that all information is correct to the best of my knowledge.

**Check the box
before click on
any one
payment
method**

Pay through Challan

Pay through RTGS

AFTER PAYING THE FEE BY CHALLAN OR RTGS , UPLOAD THE PAYMENT SLIP

FIRSTLY FILL IN TEXTBOX BANK REF NO MENTIONED ON
CHALLAN/RTGS SLIP

Challan/RTGS Slip Upload

Detail Of Student

Applicant Name: MUSKAAN THAKUR
Mobile: 7876380354
Email: MUSKAANTHAKUR8312@GMAIL.COM
Payment Mode: Offline Challan

Father Name: YOG RAJ
Registration No: 982241
Amount: 350

Enter Challan/RTGS Slip Bank Ref No

Enter Bank Ref No

FOR CHECK BANK REF NO KINDLY VIEW
BELOW SCREEN

FOR CHECK BANK REF NO ON CHALLAN/RTGS SLIP

ON CHALLAN SLIP BANK REF NO

AXIS BANK

(Bank Copy)

Fee For Admission in UPVAID Session

Account Name: The Punjab state faculty of Ayurvedic and Unani systems of medicine

Account No.:

IFSC Code:

Pay in Slip

Candidate Ref ID:

Name:

Father's Name:

Bank Ref No: 89163464

Fee: Rs. - Only

..... X =

200 X =

100 X =

50 X =

Total =

Signature of the Candidate

(To be filled by the bank)

AXIS BANK

(Student Copy)

Fee For Admission in UPVAID Session

Account Name: The Punjab state faculty of Ayurvedic and Unani systems of medicine

Account No.:

IFSC Code:

Pay in Slip

Candidate Ref ID:

Name:

Father's Name:

Bank Ref No: 89163464

Fee: Rs. - Only

..... X =

200 X =

100 X =

50 X =

Total =

Signature of the Candidate

(To be filled by the bank)

AXIS BANK

(Office Copy)

Fee For Admission in UPVAID Session

Account Name: The Punjab state faculty of Ayurvedic and Unani systems of medicine

Account No.:

IFSC Code:

Pay in Slip

Candidate Ref ID:

Name:

Father's Name:

Bank Ref No: 89163464

Fee: Rs. - Only

..... X =

200 X =

100 X =

50 X =

Total =

Signature of the Candidate

(To be filled by the bank)

This is the (Bank Ref no) on challan for upload payment slip , (this is mention on all (Bank Copy, Student Copy, Office Copy) Copies)

ON RTGS SLIP BANK REF NO



(FOR RTGS DETAIL)

Fee For Admission in UPVAID
Session 2022-23

Account Name:	The Punjab state faculty of Ayurvedic and Unani systems of medicine
Account No.:	917010035973946
IFSC Code:	UTIB0003280

Pay in Slip

Candidate Ref ID:
Name:
Father's Name:
Ref ID:
Bank Ref No:
Fee:

██████████
██
████████████████████
██████████
28479951
Rs. █████/- Only



..... X =
200 X =
100 X =
50 X =
Total =

**THIS IS (BANK REF NO) ON RTGS SLIP
FOR UPLOAD PAYMENT SLIP**

Signature of the Candidate

(To be filled by the bank)

UPLOAD CHALLAN/RTGS SLIP

**AFTER FILL THE BANK REF NO SHOW THIS SCREEN FOR PAYMENT
SLIP UPLOAD**

Enter Challan/RTGS Slip Bank Ref No

28479951

Upload Your Scanned Challan/RTGS Copy

(Documents MUST be in a JPG/PNG/PDF format only)

Branch Name / Address

BRANCH NAME / ADDRESS

Transaction No.

TRANSACTION NO.

Fee Transition Date

MM/DD/YYYY



Challan/RTGS Copy

चलान की बांधी

Choose File No file chosen

Upload

Activate Windows

Go to Settings to activate Windows

PRINT FORM

After filing the choice form you can download the print form the Print form button as shown below

Print Application

[Click Here to Print Application](#)



PUNJAB STATE FACULTY OF AYURVEDIC & UNANI SYSTEMS OF MEDICINE

Medical Education Bhawan, 2nd floor, Sector 69, SAS Nagar, Punjab (India)

Phone: 0172 5262184, Website: www.punjabstatefaculty.com, Email: facultyofayurveda@gmail.com

Application For Admission in UPVAID

Counseling ()

Application Ref No:

Application Slip Session

UPVAID Counseling ()

Personal Information

Application For

UPVAID

Name

TESTING2022

Activate Windows
Go to Settings to activate Windows