

**INSTRUCTION MANUAL**

**FOR**

**UPVAID COUNSELLING**

# OPEN THE COUNSELLING WEBSITE



[www.punjabstatefaculty.com](http://www.punjabstatefaculty.com) or [upvaidadm.smartpad.in](http://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](mailto: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](http://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.


Date of Publication of Merit list and Provisional Seat

Activate Windows


# 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

Year

Go to Settings to activate Windows

**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.

**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 श्रेणी 1	Uploaded Successfully...	Delete
10.	Category 2 श्रेणी 2	Uploaded Successfully...	Delete
12.	Others चेर	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	Father Name:	YOG RAJ
Mobile:	7876380354	Registration No:	982241
Email:	MUSKAANTHAKUR8312@GMAIL.COM	Amount:	350
Payment Mode:	Offline Challan		

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 [REDACTED]**

---

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

---

Account No.: [REDACTED]

---

IFSC Code: [REDACTED]

---

**Pay in Slip**

Candidate Ref ID: [REDACTED]  
Name: [REDACTED]  
Father's Name: [REDACTED]  
Bank Ref No: 89163464  
Fee: Rs. [REDACTED]- 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 [REDACTED]**

---

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

---

Account No.: [REDACTED]

---

IFSC Code: [REDACTED]

---

**Pay in Slip**

Candidate Ref ID: [REDACTED]  
Name: [REDACTED]  
Father's Name: [REDACTED]  
Bank Ref No: 89163464  
Fee: Rs. [REDACTED]- 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 [REDACTED]**

---

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

---

Account No.: [REDACTED]

---

IFSC Code: [REDACTED]

---

**Pay in Slip**

Candidate Ref ID: [REDACTED]  
Name: [REDACTED]  
Father's Name: [REDACTED]  
Bank Ref No: 89163464  
Fee: Rs. [REDACTED]- 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



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

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

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

		<b>PUNJAB STATE FACULTY OF AYURVEDIC &amp; UNANI SYSTEMS OF MEDICINE</b> Medical Education Bhawan, 2nd floor, Sector 69, SAS Nagar, Punjab (India) Phone: 0172 5262184, Website: www.punjabstatefaculty.com, Email: facultyofayurveda@gmail.com	
<b>Application For Admission in UPVAID</b> <b>Counseling ( [REDACTED] )</b>			
<b>Application Ref No: [REDACTED]</b>			
<b>Application Slip Session [REDACTED]</b>		<b>UPVAID Counseling ( [REDACTED] )</b>	
<b>Personal Information</b>			
<b>Application For</b>	UPVAID		
<b>Name</b>	TESTING2022		

Activate Windows  
Go to Settings to activate Windows