# **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	Important Dates	
Date: 28 Aug 2022Please check schedule for session 2022-23 for counseling (UPVAID).Click here	Schedule For (Diploma in Pharmacy Upvaid) Counseling 1st Round 29 Aug 2022 To 15 Sep 2022 upto 11:59 PM	<ul> <li>Registration on the Online web portal upvaidadm.smartpad.in for 1st Round</li> <li>Online Registration fee Payment for 1st Round Rs. 350/- (For All Category) through Challan and RTGS till 29 Sep 2022 11:59 PM.</li> </ul>
New Candidate Registration Procedure		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	I Information

Apply For : ਲਈ ਅਰਜ਼ੀ	Name of Applicant : ਅਰਜੀਦਾਤਾ ਦਾ ਨਾਮ	
UPVAID v	APPLICANT'S FULL NAME	
Father Name : ਪਿਤਾ ਦਾ ਨਾਮ	Mother Name : ਮਾਤਾ ਦਾ ਨਾਮ	
FATHER NAME	MOTHER NAME	
Gender : ਲਿੰਗ	Email ID :ਈ ਮੇਲ ID	
Male 🗸	✓ EMAIL ID	
Mobile Number :	Date of Birth : ਜਨਮ ਮਿਤੀ	
Mobile Number	Day ✓ Month ✓ Gi∉anSettings to activate W	

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

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Undertaking & Piedge 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.

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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.



## LOGIN BY FILLING REFERENCE NUMBER AND PASSWORD.

#### LOGIN FOR REGISTERED APPLICANT

Enter Your Reference no.

Enter Your Password

#### LOGIN

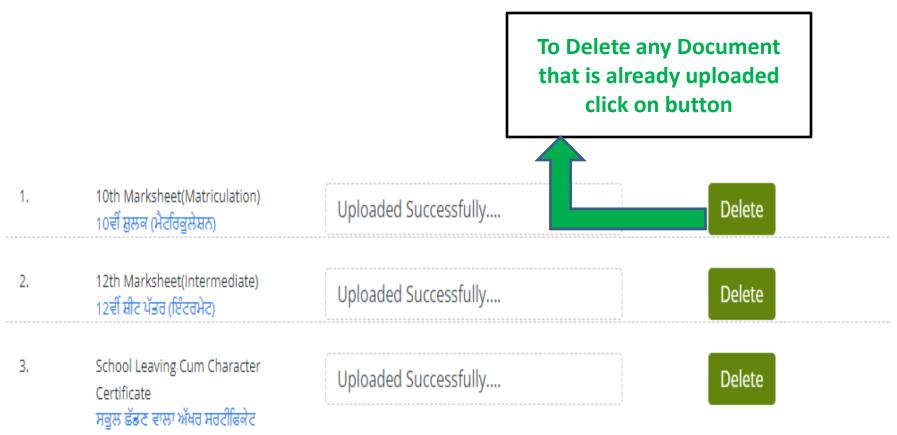
Click here if reference number and Password not received on registered mobile number. Back TO Home AFTER FILLING THE **REGISTRATION FORM** REGISTERED **APPLICANT MUST** LOGIN BY ENTERING **REFERENCE NO RECEIVED ON THE REGISTERED MOBILE** NO AND THE FILL THE PASSWORD AND CLICK ON LOGIN.

# **DOCUMENTS UPLOAD**

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Det	ail Of Student		
Applic	ant Name : 🖸	Father Name :	
Mobile	e : <mark>.</mark>	Regstration for : UPVAID (Couns	seling1)
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	Choose File No file chosen	Upload
Degul	ਸਕੂਲ ਛੱਡਣ ਵਾਲਾ ਅੱਖਰ ਸਰਟੀਫਿਕੇਟ	hool Looving Cum Character Certificated ice	und by Cohool Dringing, only

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/ Go to Settings to activate Wir



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	Uploaded Successfully	Delete
	ਨਿਵਾਸ / ਨਿਵਾਸ ਸਬੂਤ / ਆਧਾਰ ਕਾਰਡ		

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

9.	Category 1 ਸ਼੍ਰੇਣੀ 1	Uploaded Successfully	Delete
10.	Category 2 म्रेटी 2	Uploaded Successfully	Delete
12.	Others ਹੋਰ	Choose File No file chosen	Upload

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

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

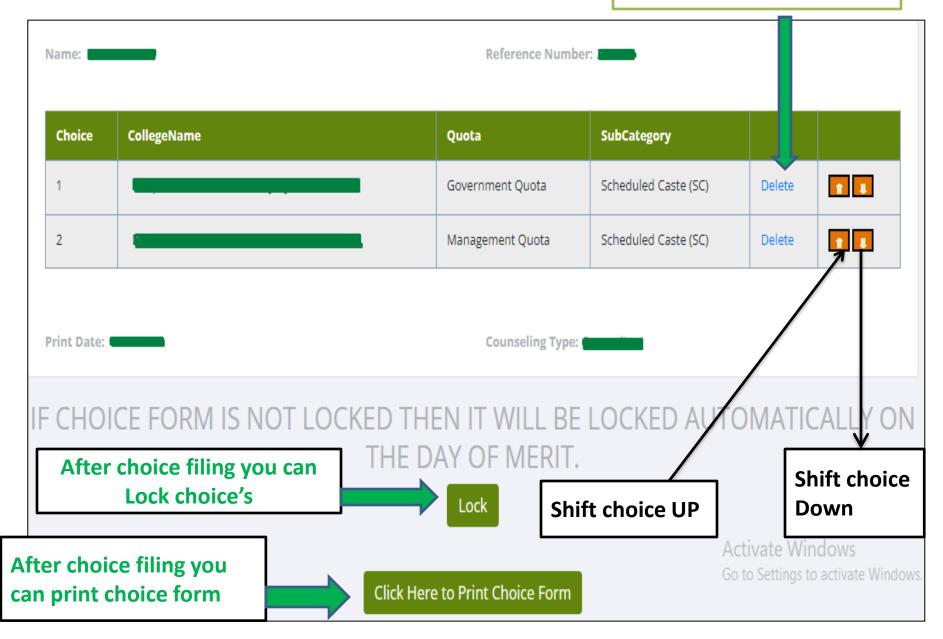
Proceed To Choice from

# **CHOICE FORM**

### Fill the choice form as shown below.

lease 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	

## **Delete Choice**



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

Father Name: N Regstration No: S Amount: S

YOG RAJ 982241 350

Enter Challan/RTGS Slip Bank Ref No

#### FOR CHECK BANK REF NO KINDLY VIEW BELOW SCREEN

Enter Bank Ref No

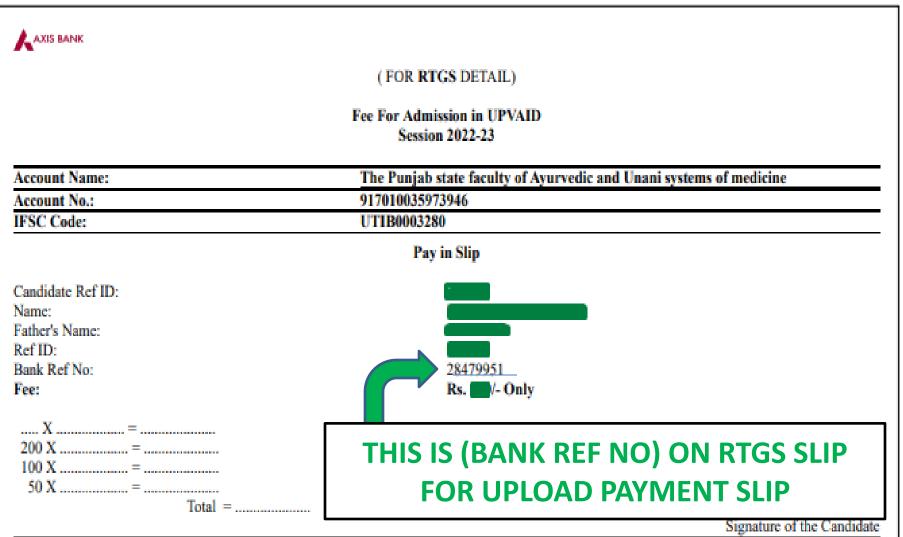
## FOR CHECK BANK REF NO ON CHALLAN/RTGS SLIP

### **ON CHALLAN SLIP BANK REF NO**

(Bank Copy)	(Student Copy)	(Office Copy)	
Fee For Admission in UPVAID Session	Fee For Admission in UPVAID Session	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	Account Name: The Punjab state faculty of Ayurvedic and Unani systems of medicine Account No.: IFSC Code: Pay in Slip	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: X	Candidate Ref ID: Name: Father's Name: Bank Ref No: 89163464 Fee: Rs Only X	Candidate Ref ID: Name: Father's Name: Bank Ref No: 89163464 Fee: Rs. Only 	
$ \begin{array}{cccccccccccccccccccccccccccccccccccc$	100 X = 50 X = Total = Signature of the Candidate (To be filled by the bank)	100 X = 50 X = Total = CTo 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**



# **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 ਚਲਾਨ ਦੀ ਕਾਪੀ	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** 

