# **INSTRUCTION MANUAL**

# (ONLINE APPLICATION FOR ADMISSION IN UPVAID)

### **STEP-1: OPEN PORTAL ON GOOGLE CHROME/ MOZILLA FIREFOX**

Application is required to open Upvaid Admission Portal by using following link: <u>http://upvaidadm.smartpad.in</u>

New Tab	× +	
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### **STEP-2: CLICK ON "ONLINE APPLICATION" TAB IN MAIN MENU**

Step 1       Fill Online Application Form         Step 2       Login with Received Ref. No. and Password         Click here to fill online application       Click here to fill online application	Home	Instruction Manual	Online Application	News & Events	Login	
Step 1     Fill Online Application Form       Step 2     Login with Recevied Ref. No. and Password       Click here to fill online application	New Ca Procedu	ndidate Registratio	n	Only Regist	ered Candidate	s Sign In
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application Login For Registered User	Step 2 L	ogin with Recevied Ref. No. and Pas	SSWORD Click here fill online	to		
step s upload scanned bocuments form	Step 3 U	pload Scanned Documents	application form	Logir	For Registered Use	ər
	Step 5 St	elect Choices		Click here if referred on reg	erence number and Passwo istered mobile number.( ਇੱਥੋਂ	ord not ਵੇ ਕਲਿਕ
Step 5 Select Choices Click here if reference number and Password not received on registered mobile number.( 본혁 ਕਲਕ	Step 6 P	rint Final Form		ਕਰ ਜਕਰ ਰਿਫਰੋਸ	ਨਬਰ ਅਤੇ ਪਾਸਵਰਡ ਗਜਸਟਰਡ ਮੇ ਨੰਬਰ 'ਤੇ ਨਹੀਂ ਮਿਲੇ.)	ਬਾਈਲ

### **STEP-3: FILL ONLINE FORM AS DIRECTED ON SCREEN.**

Application shall assure his/her eligibility criteria as per the guidelines issued by PSFAUSM. After filling the form, check all declaration to accept the terms and conditions. And then click on "SUBMIT" button.

Home	Instruction Manual	Online Application	News & Events Admin Lo	ogin Login
Personal Inform	nation			
Name of Applicant:		ਅਰਜੀਦਾਤਾ ਦਾ ਨਾਮ	Father Name :	ਪਿਤਾ ਵ
APPLICANT'S FULL NA	ME		FATHER NAME	
Mother Name :		ਮਾਤਾ ਦਾ ਨਾਮ	Gender:	
MOTHER NAME			Male	
Email ID:		ਈ ਮੇਲ ID	Mobile Number:	ਮੋਬਾਈਲ
EMAIL ID			Mobile Number	
Date of Birth :		ਜਨਮ ਮਿਤੀ	Aadhar Card Number:	ਆਧਾਰ ਕਾਰਡ
			Andhan Oand Number	
Day • ਕੀ ਤੁਸੀਂ ਰਿਜ਼ਰਵ ਸ਼੍ਰੇਈ ਦੇ ਹੋ? Permanent Con	Month tact Information	Year •	Aaunar Caro Number	
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### **Qualification Detail**

	Board/Uni. ਬੋਰਡ / ਯੂਨੀਵਰਸਿਟੀ	Roll No. ਰੋਲ ਨੰਬਰ	Subject ਵਿਸ਼ਾ	Passing Yea ਪਾਸ ਸਾਲ	ar	Obtained Marks ਪ੍ਰਾਪਤ ਅੰਕ	Total Marks ਕੁੱਲ ਅੰਕ
	BOARD/UNI.	ROLLNO.				OBTAINED MARKS	TOTAL MARKS
10th				Year	•		
	BOARD/UNI.	ROLLNO.	SUBJECT			Obtained Marks	Total Marks
10+2			- L	Year	•		

	Obtained Marks ਪ੍ਰਾਪਤ ਅੰਕ	Total Marks ਕੁੱਲ ਅੰਕ
Biology ਜੀਵ ਵਿਗਿਆਨ	OBTAINED MARKS	TOTAL MARKS
Mathematics ਗਇਤ	OBTAINED MARKS	TOTAL MARKS
English ਅੰਗਰੇਜੀ	OBTAINED MARKS	TOTAL MARKS

#### Undertaking & Pledge by Candidate

I hereby certify that the entires made by me in this form are 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 associates 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 during the period from ..... I was not involved in any offence or in any illegal activities & no case is pending against me n any court of law.

I understand that if at any stage, if is found that in have provided any wrong information to seek admission to Ayurvedic Institution my admission will stand cancelled automatically & I will have to claim whatsoever on the seat or the dues paid to the institution.



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### **STEP-4: LOGIN BY FILLING REFERENCE NUMBER AND PASSWORD.**

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 .

Registered App	olicant			
ue Application Reference	Number and Password received on	your registered mobile numb	er via SMS For Login. Please	e wait for upto 15 min
ਤ ਗਜਸਟਰਡ ਸਥਾਈਲ ਨਥਰ ਭ	ਤ ਅਸਅਸਅਸ ਦੁਆਰਾ ਪ੍ਰਾਪਤ ਕਾਤਾ ਗਈ ਅ	ਰਜ਼ਾ ਲਨ। ਅਰਜ਼ਾ ਨਾ ਸਨਰਕੇ ਪਰਕੇ ਅਭ	ਪਾਸਵਰਡ ਦਾਖਲ ਕਰ. ਕਿਰੋਧਾ ਕ	ਰਕ 12 ਸਿਟ ਤਕ ਲੋ੩ੀਕ
Reference No.	2340599356			
	negistered Application Reference ਏ ਰਜਿਸਟਰਡ ਮੋਬਾਈਲ ਨੰਬਰ ਤੋਂ Reference No.	ncegocirca Applicant le Application Reference Number and Password received or ਏ ਰਜਿਸਟਰਡ ਮੋਬਾਈਲ ਨੰਬਰ ਤੇ ਐਸਐਮਐਸ ਦੁਆਰਾ ਪ੍ਰਾਪਤ ਕੀਤੀ ਗਈ ਅ Reference No. 2340599356	registered Application le Application Reference Number and Password received on your registered mobile numbe ਏ ਰਜਿਸਟਰਡ ਮੋਬਾਈਲ ਨੰਬਰ ਤੇ ਐਸਐਮਐਸ ਦੁਆਰਾ ਪ੍ਰਾਪਤ ਕੀਤੀ ਗਈ ਅਰਜ਼ੀ ਲਈ ਅਰਜ਼ੀ ਦਾ ਸੰਦਰਭ ਨੰਬਰ ਅਤੇ Reference No. 2340599356	ncegocered Applicant Je Application Reference Number and Password received on your registered mobile number via SMS For Login. Please ਏ ਰਜਿਸਟਰਡ ਮੋਬਾਈਲ ਨੰਬਰ ਤੇ ਐਸਐਮਐਸ ਦੁਆਰਾ ਪ੍ਰਾਪਤ ਕੀਤੀ ਗਈ ਅਰਜ਼ੀ ਲਈ ਅਰਜ਼ੀ ਦਾ ਸੰਦਰਭ ਨੰਬਰ ਅਤੇ ਪਾਸਵਰਡ ਦਾਖਲ ਕਰੋ. ਕਿਰਪਾ ਕ Reference No. 2340599356

### **STEP-5: UPLOAD SCANNED DOCUMENTS**

AFTER LOGIN THE APPLICANT HAS TO UPLOAD ALL THE SCANNED DOCUMENTS ON THIS PAGE.

Process	Detail Of Stude	nt	
Edit Application	Applicant Name: Mobile:	Father Name: Registration No:	
Upload Docs / Payment	Email:		
Change Password	Upload Your Sca (ALL other documents MUST	anned Documents be in a JPG/PNG/PDF format only)	
Bank Details			
Print Application	10th Marksheet(Metriculation) 10ਵੀਂ ਸ਼ੁਲਕ (ਮੈਟਰਿਕੂਲੇਸ਼ਨ)	Uploaded Successfully	Delete
Select Choice	12th Marksheet(Intermedate) 12ਵੀਂ ਬੀਟ ਪੱਤਰ (ਇੰਟਰਮੇਟ)	Uploaded Successfully	Delete
	School Leaving Cum Character Certificate ਸਕੂਲ ਛੱਡਣ ਵਾਲਾ ਅੱਖਰ ਸਰਟੀਫ਼ਿਕੇਟ	Uploaded Successfully	Delete
	Regular Students shall uploa regular students shall uploa	d 'School Leaving Cum Character Certificate' issued by d 'Character Certificate' issued by Gram Sarpanch/ War	School Principal only and non- d Member/ Gazetted Officer.
	Domicile/Residence Proof/Aadhar Card	Uploaded Successfully	Delete

### **STEP-6: ONLINE PAYMENT OR PRINT CHALLAN**

AFTER UPLOADING THE SCANNED DOCUMENTS APPLICANT HAS TO MAKE PAYMENT ONLINE OR APPLICANT CAN PRINT THE CHALLAN FOR OFFLINE PAYMENT.

Photo 같 Allowed Size(500px*500px) Allowed Format(JPG/PNG)only Click Here For Example of	Uploaded Successfully	Delete
<u>Photo</u> Signature	Uploaded Successfully	 Delete
EH343 Allowed Size(500px*200px) Click Here For Example File		
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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Print Challan Process To Online Payment

### **STEP-7: SELECT CHOICES**

APPLICANT WILL GET AN OPTION TO SELECT COLLEGE NAME AND QUOTA AFTER SUCCESSFULLY MAKING THE PAYMENT ONLINE.

Process	<b>Choice Form</b>				
Edit Application	Select College :		NewCollege <sup>·</sup> •		
Upload Docs / Payment	Select Category :		General •		
Change Password	Select Sub Category :		NewSubCat∉ ▼ Save		
Bank Details	CollegeName	Quota	SubCategory		
Print Application	College231	NewQuota23	New SubCategory	Delete	î¶ ↓
Типелериоцион	College231	OBC	New SubCategory	Delete	î∎ U
Select Choice	NewCollege11	OBC	New SubCategory	Delete	î¶ ↓
	NewCollege35	General	New SubCategory	Delete	î¶ ↓
	NewCollege15	OBC	NewSubCategory15	Delete	î¶ ↓
	NewCollege11	SC	New SubCategory	Delete	î¶ ↓
	NewCollege11	OBC	New SubCategory	Delete	î U

## STEP-8: AFTER COMPLETING ALL THESE STEPS APPLICANT HAS TO REPORT TO COLLEGE AND HAS TO DEPOSIT FEES /DOCUMENTS

STEP-9: COLLEGE WILL GIVE ACKNOWLEDMENT OF FEES PAID BY APPLICANT AND DOCUMENTS SUBMITTED TO THE COLLEGE