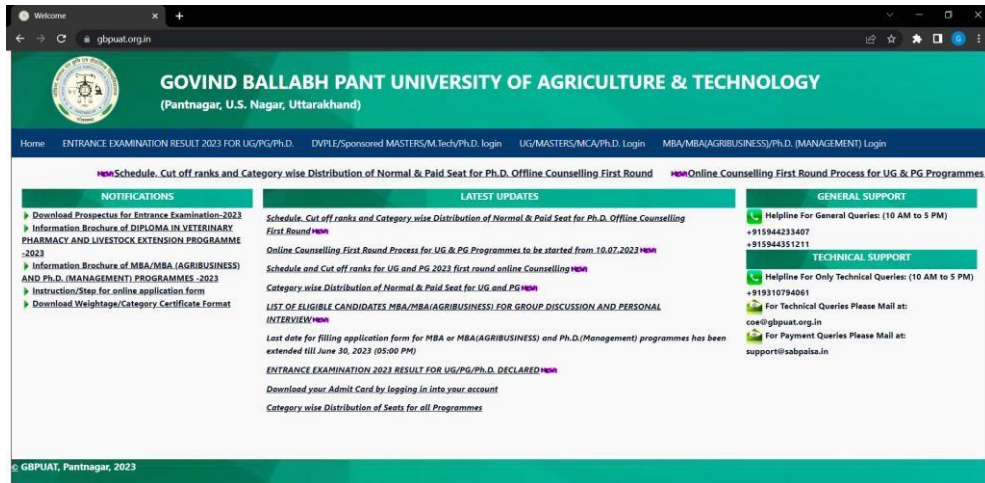
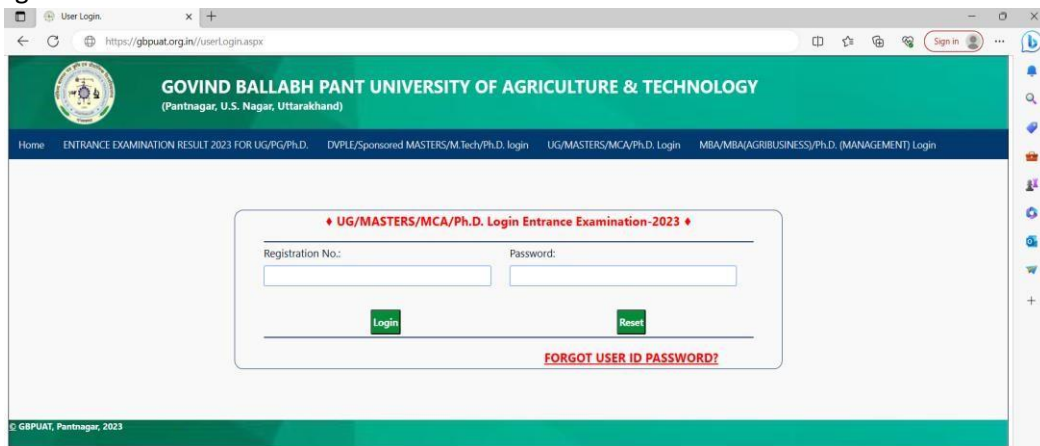


# Instructions/Steps for online Choice Filling

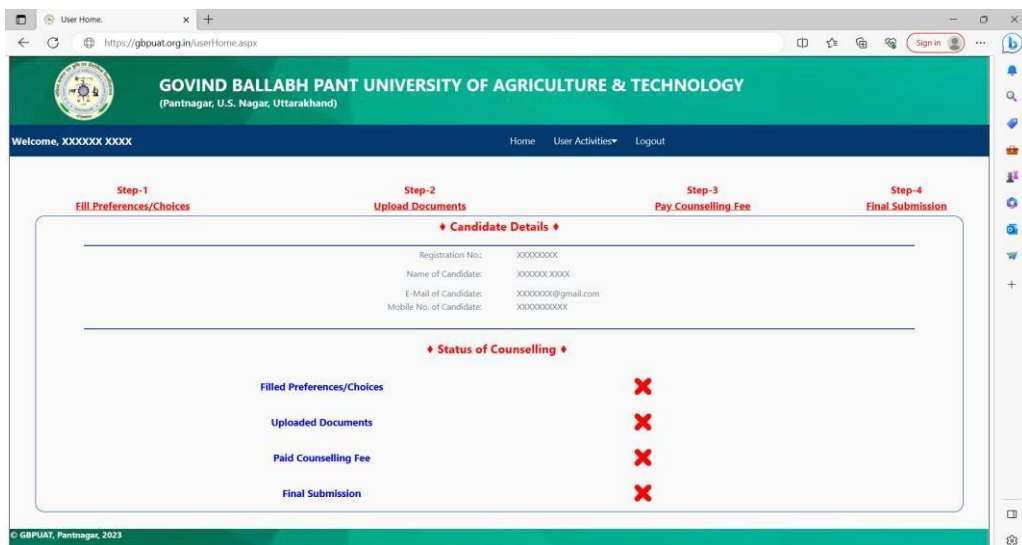
1. Open the web portal [www.gbpuat.org.in](http://www.gbpuat.org.in) and click on the UG/MASTERS/MCA/Ph.D. Login.



2. As you click on UG/MASTERS/MCA/Ph.D. Login, following window will appear. Now enter Registration No. & Password, which is created at the time of Application Form Filling and click on Login button.



3. After Login you will get the following window. Check Your details and click on Fill Preferences/Choices (Step-1).



4. After click on Fill Preference/Choices (STEP-1), a window displaying the instructions for online counselling will appear. Read all the instructions and click on I have read instructions carefully check box. Now click on PROCEED button.

**Instructions for Online counselling**

1. Choices once filled for any round of counselling cannot be changed at any stage during this round of counselling.
2. Seats will be allotted in order of preference of choices filled by the candidates subject to the availability.
3. Seat allotted to the candidate will not be changed under any circumstances.
4. Each candidate willing to participate in any round of counselling will pay a non-refundable counselling fee of Rs. 500 (For MCA Rs. 2000).
5. Seat allotted in first round of counselling will be not be upgraded automatically in the second round. The candidates will participate in next round (s) only by filling the choices and paying counselling fee of Rs. 500 (For MCA Rs. 2000). This process will continue if further rounds of counselling are carried out due to availability of seats.
6. If a candidate accepts the seat allotted to him/her in first round, deposits applicable university fee and fills choices for the second round, then other seat of his/her choice in the second round will be allotted subject to availability after cancelling the seat allotted in the first round and no claim for the seat allotted in the first round will be entertained under any circumstances.
7. If a candidate fails to pay the required fee within stipulated time after allotment of seat, then the seat allotted to him/her will automatically be cancelled and will go to next round of counselling.
8. If a candidate leaves the seat allotted to him/her after depositing the applicable university fee, then the seat will be cancelled and will go to next round of counselling. The fee deposited by the candidate will be refunded as per university rules.
9. If a candidate deposits applicable university fee against a seat allotted in the first round of counselling and his/her seat is upgraded/retained in the second round as per choices filled, then the fee deposited will be adjusted for the seat allotted in the second round and balance payment, if any, will only be paid by the candidate. If the fee deposited by the candidate against the seat allotted in the first round is higher than the fee for the seat allotted in the second round, then the excess fee will be adjusted by the university against the fee or any other payment to be paid by the candidate in second semester. This process will continue if further rounds are conducted due to availability of seats.
10. Candidates are advised in their own interest to ensure that they fulfil eligibility criteria for admission to the courses for which they are filling their choices.
11. For admission to B.V.Sc. & A.H. programme, minimum age limit is 17 years for all candidates and maximum age limit is 25 years for general category and 30 years on or before 31.12.2023 for SC/ST/OBC categories.
12. For admission to B.Sc. (Hons.) Agri., B.Sc. (Hons.) Comm. Sc., B.F.Sc. and B.Tech. Food Tech. maximum age limit is 25 years for general and OBC categories and 30 years as on 31.12.2023 for SC/ST/OBC categories.
13. The candidates who have completed their graduation with Agriculture will be eligible for M.Sc. Agricultural Statistics only when they have completed Intermediate with Mathematics as one of the subjects.
14. The conversion of seats of various categories in Ph.D. programmes only, if the seats remain vacant due to non-availability of eligible candidates in the first round of Ph.D. counselling, will be done in the second round to be conducted in second semester only as per provisions mentioned in the Prospectus (2023-2024) on page 26.
15. The candidates who fail to upload the mark sheet/PDC of the qualifying examination at the time of choice filling will not be allotted any seat of any programme, even if their names appear in the merit list on the basis of marks secured in Entrance Examination-2023 of the university.
16. The candidates who fail to upload Domicile/Category/Sub-category certificates at the time of choice filling, will not be allotted any seat of the category concerned and no claim after choice filling will be entertained in this regard.
17. For UG and PG Programme, if a candidate fails to upload weightage certificate as claimed in the application form, then 2% marks awarded to him/her against weightage claimed will be deducted and his/her rank will be revised accordingly.

☐ I have read instructions carefully.

**PROCEED**

5. After click on proceed button, choice filling window will appear. Left sub window contains all available choices for you. Select your choice and forward it to right side sub window and adjust all the selected choices according to your preference i.e. first choice on top then second, third, fourth, and so on by using the horizontal and vertical arrows available on the window.

**GOVIND BALLABH PANT UNIVERSITY OF AGRICULTURE & TECHNOLOGY**  
(Pantnagar, U.S. Nagar, Uttarakhand)

Welcome, XXXXXXXX XXXX

Home User Activities\* Logout

**Fill Choices**

**LIST OF CHOICES AVAILABLE FOR YOU**

- B.V.Sc. & A.H. (Payment Seat)
- B.Sc. (Hons.) Agriculture (Payment Seat)
- B.F.Sc. (Normal Seat)
- B.F.Sc. (Payment Seat)
- B.Sc. (Hons.) Community Science (Normal Seat)
- B.Sc. (Hons.) Community Science (Payment Seat)
- B.Tech. (Biotechnology)

**SELECTED CHOICES (PREFERENCE WISE)**

- B.V.Sc. & A.H. (Normal Seat)
- B.Sc. (Hons.) Agriculture (Normal Seat)
- B.Tech. (Food Technology)

Use the above buttons to move items left/right.

Use the above buttons to move items up/down.

**SAVE YOUR CHOICES**

Once you Saved your choices you will be unable to update it.

6. If you are sure with order and preferences of choices, then click on SAVE YOUR CHOICES button. Once preferences of choices are saved then seat will be allocated to you according to these filled preferences of choices only. After you have locked your choice, the following window will appear to upload the certificates (STEP 2).

Welcome, XXXXXX XXXX

Home User Activities\* Logout

**Upload Document/Certificates**

**Important Note: Please check your details before uploading documents, changes are not allowed after submission of documents. (किसी भी तकनीकी सहायता के लिए अपने आवेदन पत्र और समस्या को coe@gbpuat.org.in पर ईमेल करें)**

Registration No.	XXXXXX	Programme Applying For:	UG
Candidate's Name:	XXXXXX XXXX	Father's Name:	XXXXXXXX XXXX XXXX
Bonafide Resident of Uttarakhand:	YES	Group/Major Name and Code:	PCB (01)
Category:	General	Sub Category:	Uttarakhand General
Category Code:	1100	Physically Handicapped:	NO

**Important Note: Please upload all your documents after merging in to a single file. (किसी भी प्रकार के आरक्षण का साथ देने के लिए सभी डाक्यूमेंट्स (जो लागू हों) को, एक ही फाइल में जोड़कर अपलोड करना अनिवार्य है)**

**List of Documents to be merged in one file to upload:-**

1. Domicile Certificate.
2. High School Certificate.
3. Intermediate (10+2) Marksheet.
4. Category Certificate (if applicable)
5. Subcategories Certificate (if applicable)
6. EWS Certificate (if applicable)
7. Weightage Certificate (if applicable)
8. UEW (University Employee Ward) Certificate (if applicable)
9. Wards of J & K Residents/WKM/P Certificate (if applicable)

\* Upload All Documents (Which are Applicable) After Merging in Single file:  
Upload only .pdf/.PDF Files (Max Size 5 MB)

Choose File No file chosen

**UPLOAD**

**Save/Proceed**

7. After uploading all the documents click on Save/Proceed button and following window will appear (STEP 3).

Welcome, XXXXXX XXXX

Home User Activities Logout

:- Pay Counseling Fee :-

Registration No.:	XXXXXX
Candidate Name:	XXXXXXXX XXXX
Father's Name:	XXXXXXXX XXXX XXXX
Date Of Birth (dd/mm/yyyy):	04/05/2005
Mobile No.:	XXXXXXXXXXXX
Email ID:	XXXXXXXXXXXX@gmail.com
Amount (In Rupees):	500 (Plus Taxes)

[Pay Now](#)

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- Check your details. If you agree then click on Pay Now button and following window will appear, which shows the payment options. Select suitable payment option and pay the desired counselling fee.

\*\*\*During the payment process, Please do not close this window or click the Back/Refresh button as your payment. All refunds will be sent of charges\*\*\*

G.B. Pant University of Agriculture and Technology

Client Code	GBPUAT
Payer Name	ABC-ABC
Amount	INR 500
Email: abc@gmail.com	Mobile: 9110794081

Select a Payment Mode

<a href="#">Credit Card</a>	<a href="#">Debit Card</a>
<a href="#">Rupee Debit Card</a>	<a href="#">Net Banking</a>
<a href="#">Wallets</a>	<a href="#">UPI</a>
<a href="#">Bitcoin LPT QR</a>	

- After payment of counselling fee. Using User Activity tab, you can print your fee receipt and go to STEP-4 for final submission.
- After completing the online choice filling process, click on Logout button.

**Thank You**