

FORM FILLING INSTRUCTIONS

Please before filling the choice have a look to the vacant seat matrix. If at present seat is not available in any branch/category/subcategory, it may be available when any student vacant any seat due to upgradation. So in choice you may fill that branches also even if no seat is there, provided you wish to take that branch.

Candidates who have been allotted already any branch in Pantnagar and want to upgrade are advised that they must fill the choice very carefully. They must remember that if new branch is allotted to them, the older branch will automatically gets cancelled. You will be having no right on that. Always remember that

- You should not fill the branch already allotted to you in Pantnagar.
- Fill only those choice which is having high priority in your thoughts. Don't fill the choice which you don't want to take.
- You must not fill the choice of TFW category if you are not eligible for that means you are not having income certificate of income less than 450000 per annum and domicile certificate.
- If you are having any branch in some other institute it will not be cancelled if you get new branch here in Pantnagar.

HELPLINE CONTACT:

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EMAIL: spot.counselling.gbpuat@gmail.com

1.1 To login for spot counselling, click on this link:

https://gbpuat.res.in/computerengg/counselling_software/login

The image shows a login form titled "SPOT COUNSELLING Login". It contains two input fields: "Application No." with a sub-label "Application Number" and "Password". Below the fields is a green "Login" button. At the bottom of the form, there is a link that says "Not Registered? Signup".

1.2 Click the **Signup** button to register

The screenshot shows a 'SPOT COUNSELLING Signup' form. It includes the following fields: 'JEE Application Number' with a sub-field 'Application No', 'Father's Name' with a sub-field 'Enter Father's Name', and 'D.O.B' with a sub-field 'dd-mm-yyyy' and a calendar icon. A green 'Next' button is at the bottom. Below the button, it says 'Already Registered? Login'.

1.2.2 In the first field enter the JEE application number.

1.2.3 In the second field, enter your father's name as registered in NTA application.

1.2.4 Enter your Date of Birth (DOB), as mentioned in NTA application. It will be used for verification.

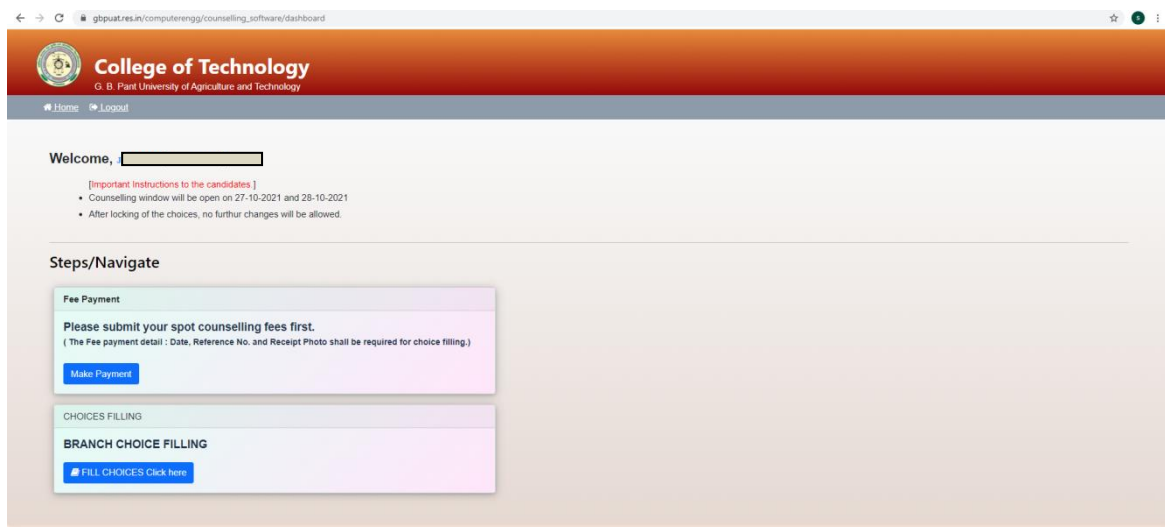
If entered incorrectly, registration will not succeed.

1.2.5 After clicking NEXT button the following form will be visible:

1.2.6 Enter your email, mobile number and create a strong password.

1.2.7 After successful registration you will be redirected to login page.

1.3 After logging in, the following dashboard will be visible:



1.4 Click on the MAKE PAYMENT button to proceed to pay the counselling fees. You will be redirected to a new Qfix window.

The screenshot shows a 'SPOT COUNSELLING Signup' form. It includes the following fields: 'Email', 'Mobile Number', 'Create Password' with sub-fields 'Password' and 'Confirm Password', and another 'Password' field. A green 'Submit' button is at the bottom. Below the button, it says 'Already Registered? Login'.

1.5 “College of Technology pant” will be automatically displayed in the Institute tab.

1.6 Click on Branch tab and select “Counselling Fee for 2021-2022”.

1.7 Enter your mobile number. Then click on “SEARCH”.

1.8 Scroll down to enter further details.

1.9 Click on “SUBMIT”.

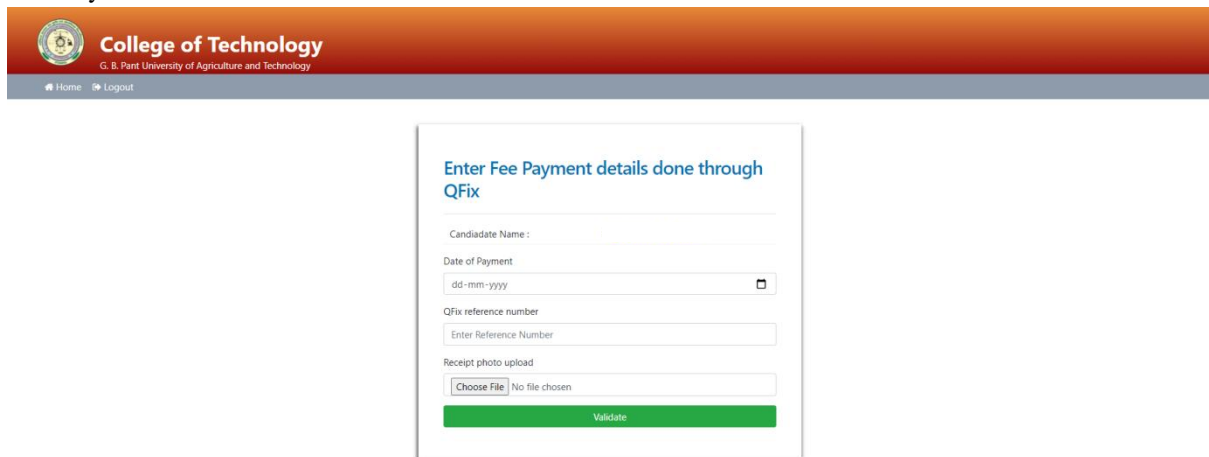
1.10 Proceeding further, you will be asked to agree to the terms and conditions.

1.11 Then enter your JEE Main 2021 Application Number and scroll down to make payment of Rs. 2000 towards the Institution.

1.12 Click on the check box Right next to the text “Amount” in order to enable the payment button.

1.13 Once the payment is done, go back to the counselling website and click on the “FILL CHOICES Click Here” button.

1.14 The candidate will be asked to enter the fee payment details before going further. Enter the payment details carefully.

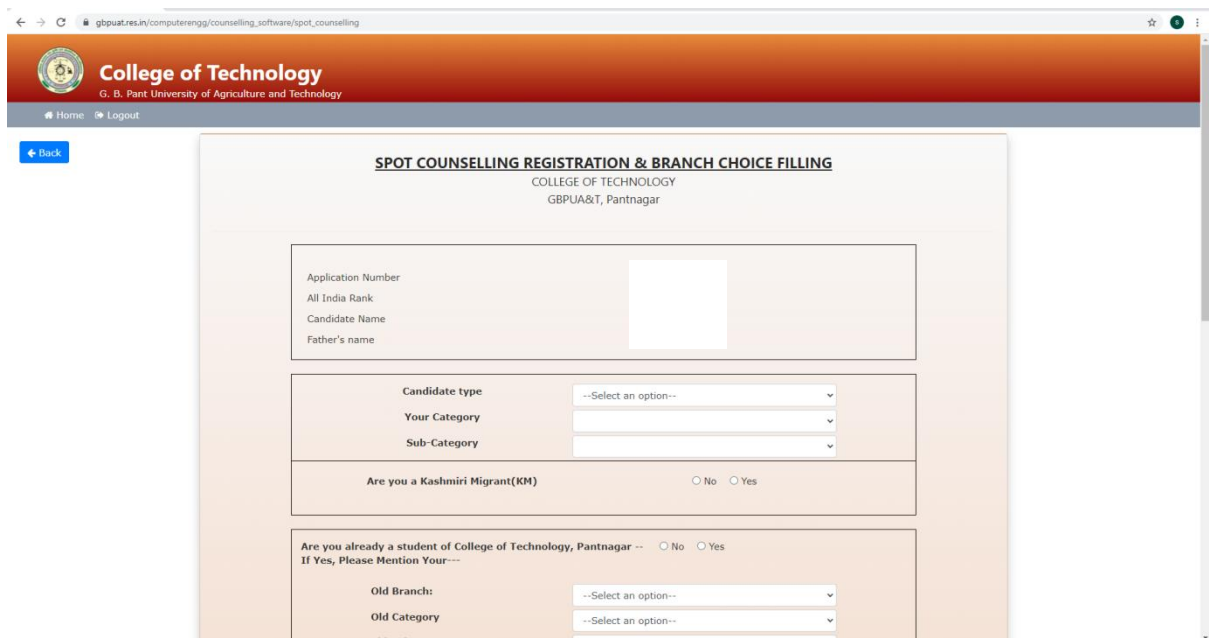


The screenshot shows a web form titled "Enter Fee Payment details done through QFix". The form includes the following fields and elements:

- Candidate Name:** A text input field.
- Date of Payment:** A date picker with the format "dd-mm-yyyy".
- QFix reference number:** A text input field labeled "Enter Reference Number".
- Receipt photo upload:** A "Choose File" button and a "No file chosen" status.
- Validate:** A green button at the bottom of the form.

The header of the page displays the "College of Technology" logo and name, along with "G. B. Pant University of Agriculture and Technology" and navigation links for "Home" and "Logout".

1.15 Once the details are validated, you will be redirected to the "Registration and Choice Filling" page.



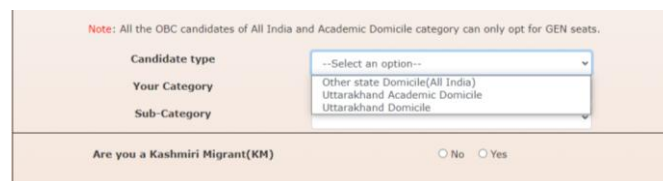
The screenshot shows the "SPOT COUNSELLING REGISTRATION & BRANCH CHOICE FILLING" page. The page header includes the "College of Technology" logo and name, along with "G. B. Pant University of Agriculture and Technology" and navigation links for "Home" and "Logout".

The main content area is titled "SPOT COUNSELLING REGISTRATION & BRANCH CHOICE FILLING" and "COLLEGE OF TECHNOLOGY GBPUA&T, Pantnagar". It features a "Back" button and a form with the following sections:

- Application Information:** Fields for "Application Number", "All India Rank", "Candidate Name", and "Father's name".
- Candidate Information:** Fields for "Candidate type" (dropdown), "Your Category" (dropdown), and "Sub-Category" (dropdown).
- Kashmiri Migrant:** A radio button question: "Are you a Kashmiri Migrant(KM)" with "No" and "Yes" options.
- Student Status:** A radio button question: "Are you already a student of College of Technology, Pantnagar --" with "No" and "Yes" options. Below this is a section for "If Yes, Please Mention Your---" with fields for "Old Branch:" (dropdown), "Old Category" (dropdown), and "Old Sub-Category" (dropdown).

1.16 In the fill choices form, first you have to enter the candidate type.

1. The user will be presented with the following options to fill:
 - a. Candidate Type
 - i. Other State Domicile (All India)
 - ii. Uttarakhand Academic Domicile
 - iii. Uttarakhand Domicile



The screenshot shows a close-up of the "Candidate type" dropdown menu. The menu is open, showing the following options:

- Select an option--
- Other state Domicile(All India)
- Uttarakhand Academic Domicile
- Uttarakhand Domicile

Below the dropdown, there is a radio button question: "Are you a Kashmiri Migrant(KM)" with "No" and "Yes" options.

- b. Your Category

- GEN – General
- OBC – Other Backward Caste
- SC – Scheduled Caste
- ST – Scheduled Tribe
- EWS – Economically Weaker Section

i. Other State Domicile (All India): Gen, SC, ST

Note: All the OBC candidates of All India and Academic Domicile category can only opt for GEN seats.

Candidate type	Other state Domicile(All India)
Your Category	SELECT
Sub-Category	SELECT
Are you a Kashmiri Migrant(KM)	

ii. Uttarakhand Academic Domicile : Gen, SC, ST

Candidate type	Uttarakhand Academic Domicile
Your Category	SELECT
Sub-Category	SELECT
Are you a Kashmiri Migrant(KM)	

iii. Uttarakhand Domicile: Gen, EWS, OBC, SC, ST

Note: All the OBC candidates of All India and Academic Domicile category can only opt for GEN seats.

Candidate type	Uttarakhand Domicile
Your Category	SELECT
Sub-Category	SELECT
Are you a Kashmiri Migrant(KM)	

- a. Sub-Category
 - i. OP - Open
 - ii. PH - Physically Handicapped
 - iii. AF – Armed Forces
 - iv. FF – Freedom Fighter
 - v. W – Women

Other State Domicile (All India) candidates will be given the following choices in Sub-Category:

- i. OP
- ii. PH

Note: All the OBC candidates of All India and Academic Domicile category can only opt for GEN seats.

Candidate type	Other state Domicile(All India)
Your Category	GEN
Sub-Category	SELECT
Are you a Kashmiri Migrant(KM)	

Uttarakhand Academic Domicile candidates will be given the following choices in Sub-Category:

- i. OP, PH

Candidate type	Uttarakhand Academic Domicile
Your Category	GEN
Sub-Category	SELECT
Are you a Kashmiri Migrant(KM)	

Uttarakhand Domicile candidates will be given the following choices in Sub-Category:

- i. OP
- ii. PH

- iii. AF
- iv. FF
- v. W

Note: All the OBC candidates of All India and Academic Domicile category can only opt for GEN seats.

Candidate type	Uttarakhand Domicile
Your Category	GEN
Sub-Category	SELECT
Are you a Kashmiri Migrant(KM)	<input type="radio"/> OP <input type="radio"/> PH <input type="radio"/> AF <input type="radio"/> FF <input type="radio"/> W

1.17 If you are a Kashmiri Migrant, then click YES, otherwise NO.

Note: All the OBC candidates of All India and Academic Domicile category can only opt for GEN seats.

Candidate type	Uttarakhand Domicile
Your Category	GEN
Sub-Category	OP
Are you a Kashmiri Migrant(KM)	<input type="radio"/> No <input type="radio"/> Yes

1.18 If you have already been allotted a branch in the earlier counselling, then select “YES” and enter the allotment details (Allotted Branch, Category, Sub-Category). Otherwise click “NO”.

Are you already a student of College of Technology, Pantnagar -- No Yes
 If Yes, Please Mention Your---

Old Branch:	--Select an option--
Old Category	--Select an option--
Old Sub-Category	--Select an option--

1.19 Then proceed further to fill the seat choices in order of your preference. You can fill up to 18 choices. However, it is not mandatory.

NOTE: Non-TFW candidates must ensure that they do not opt for the TFW Branches.

1.20 In case there is any error in showing the branch names, please refresh the page and then fill choices.

1.21 After filling the choices click on next button. Your selected choice in order of your preference will be shown, Click confirm if you want to save the choices, otherwise you can change the preferences by clicking on the change preferences button.



Your selected choices are as follows :-

1. Agriculture Engineering
2. Civil Engineering
3. Computer Engineering
4. Electronics and Communication Engineering
5. Industrial and Production Engineering
6. Preference Not Filled
7. Preference Not Filled
8. Preference Not Filled
9. Preference Not Filled
10. Preference Not Filled
11. Preference Not Filled
12. Preference Not Filled
13. Preference Not Filled
14. Preference Not Filled
15. Preference Not Filled
16. Preference Not Filled
17. Preference Not Filled
18. Preference Not Filled

1.22 After clicking confirm, take a print out of your filled choices.

1.23 After the results are announced, the candidates can download the allotment letter from the dashboard.

1.24 In case the candidate experiences any difficulty, he/she may contact the helpline number provided.

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