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:

PHONE: +91-8126866388, +91-8269883663

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

1.2 Click the **Signup** button to register

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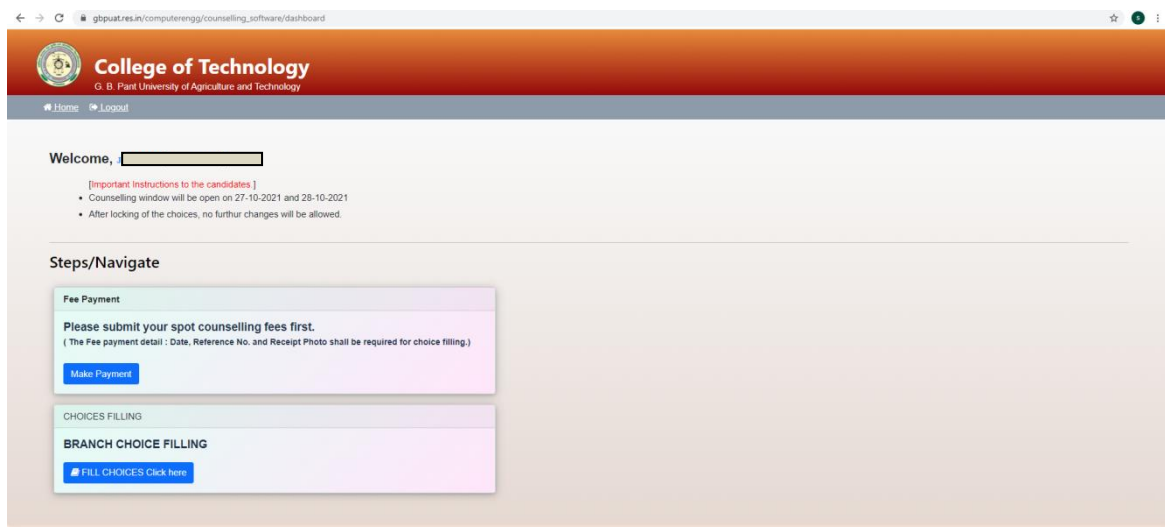
1.4 Click on the MAKE PAYMENT button to proceed to pay the counselling fees. You will be redirected to a new Qfix window.

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.
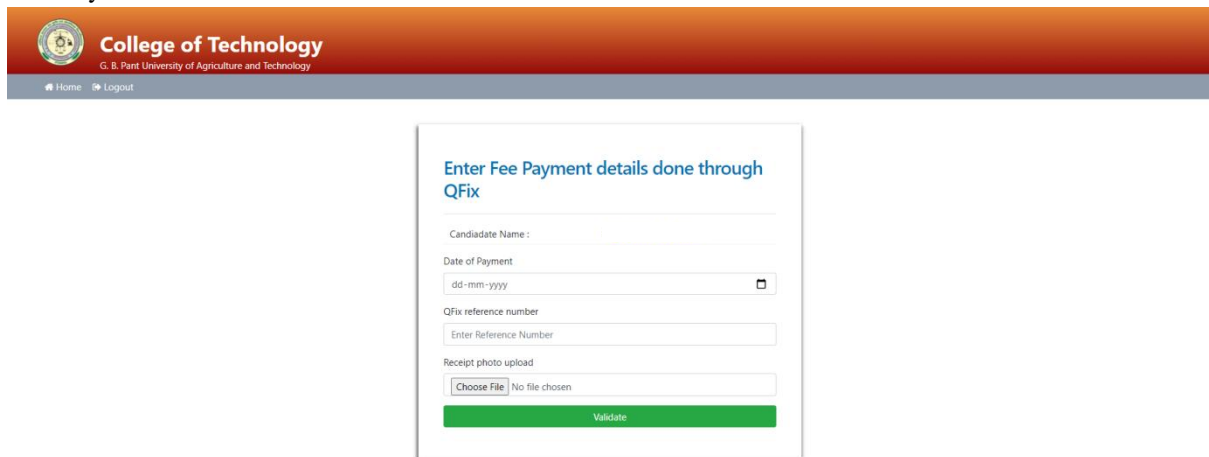

1.9 Click on "SUBMIT".

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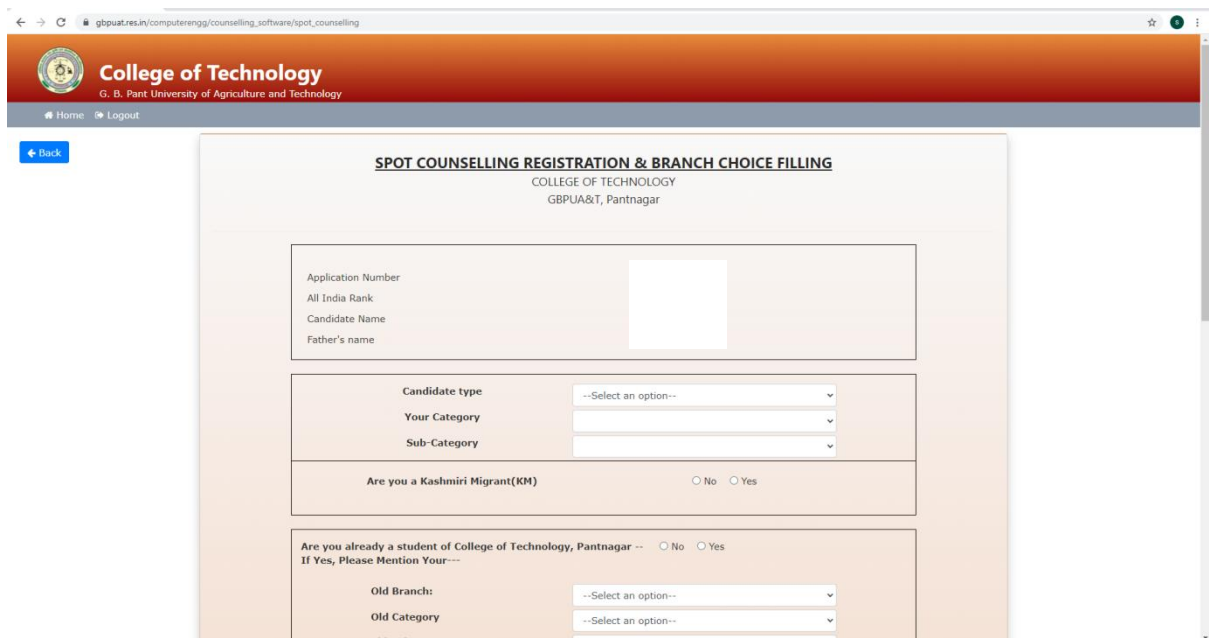
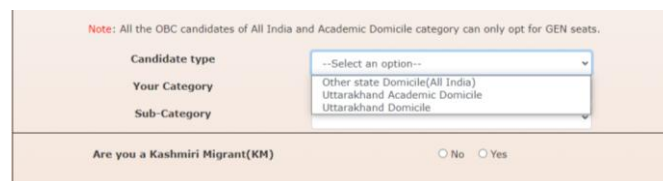1.15 Once the details are validated, you will be redirected to the "Registration and Choice Filling" page.

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

    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

ii. Uttarakhand Academic Domicile : Gen, SC, ST

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

    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

Uttarakhand Academic Domicile candidates will be given the following choices in Sub-Category:
    i. OP, PH

Uttarakhand Domicile candidates will be given the following choices in Sub-Category:
    i. OP
    ii. PH

      iii. AF
      iv. FF
      v. W

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

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".

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.

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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