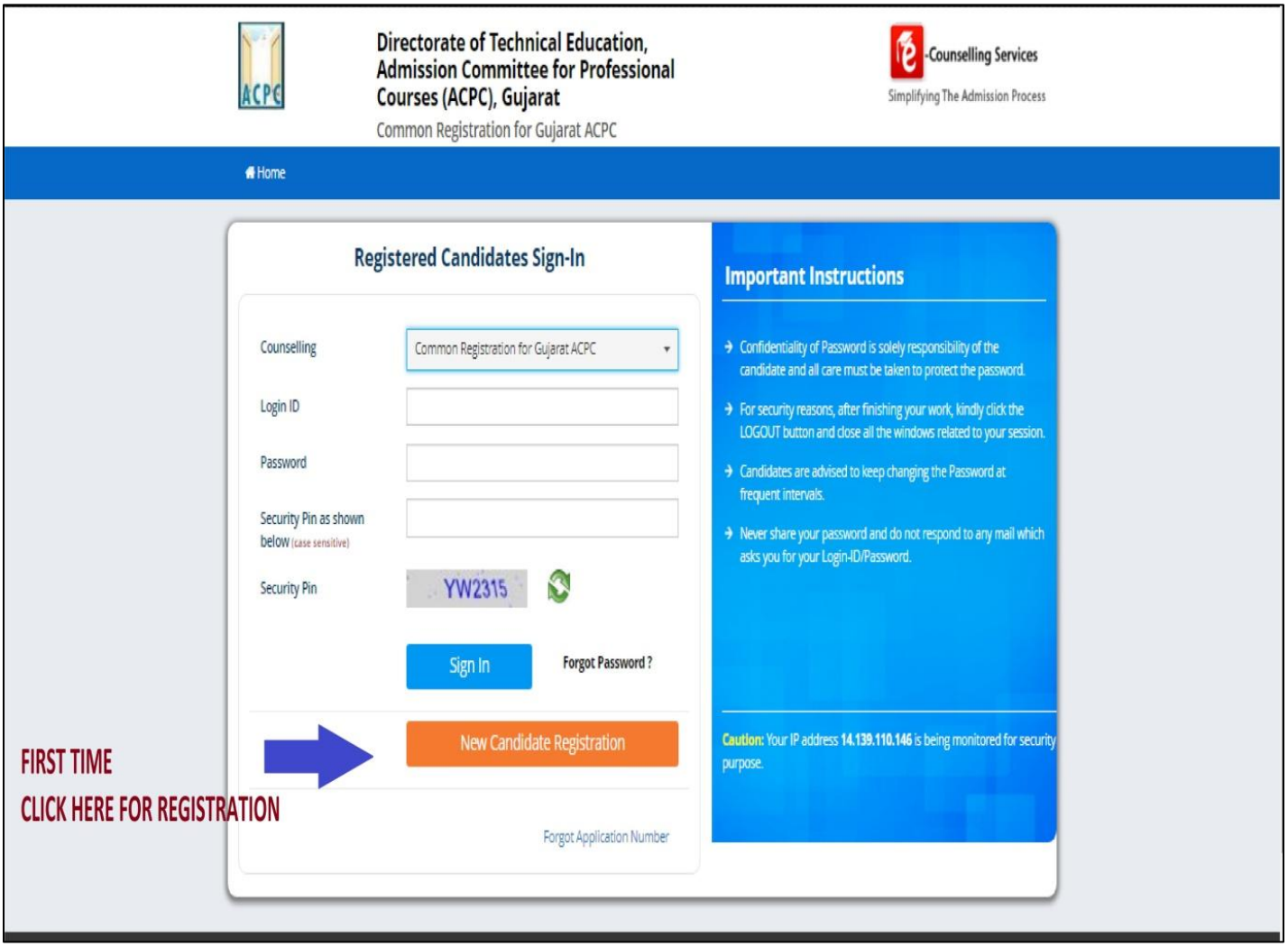
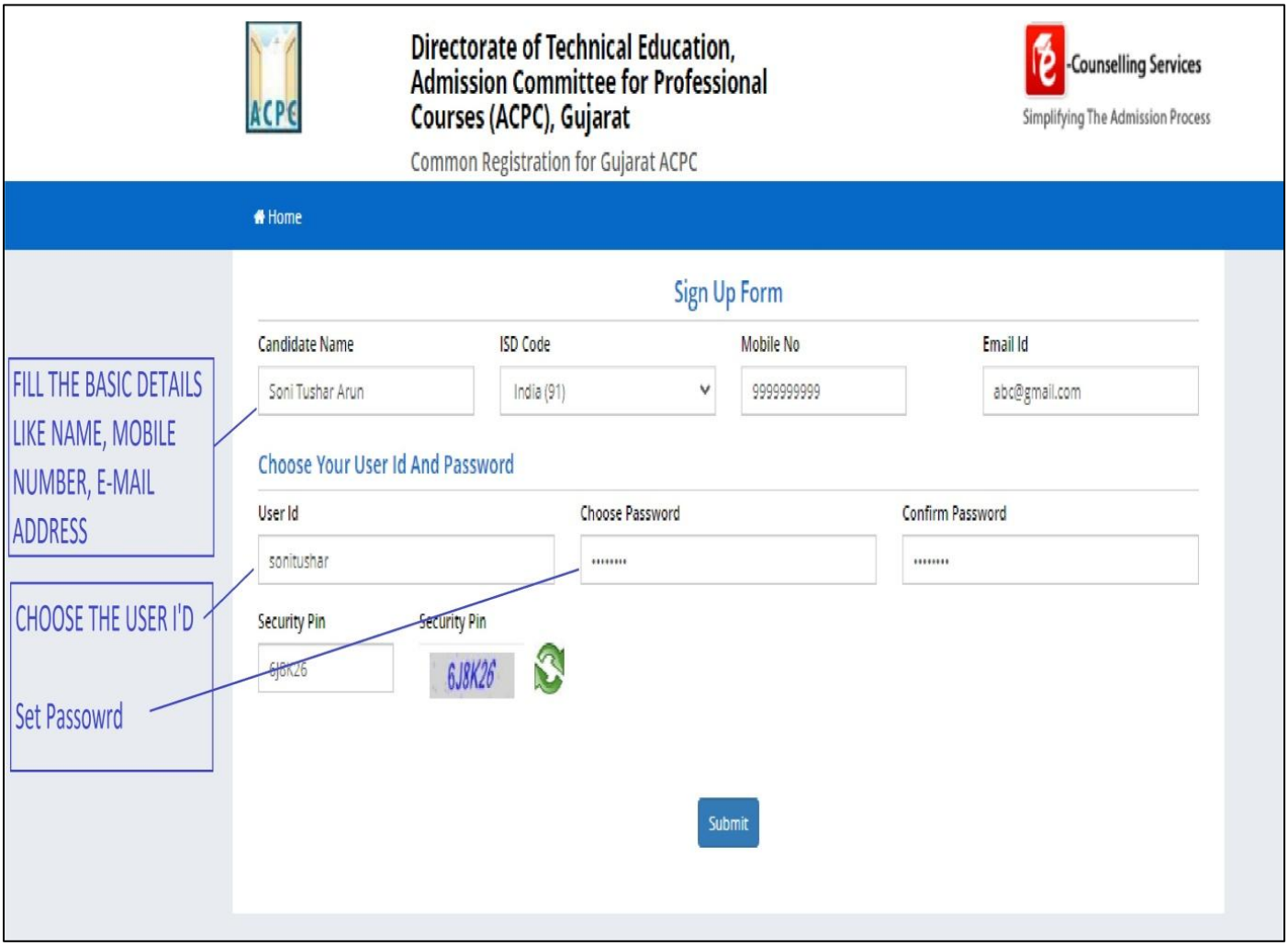
ADMISSION COMMITTEE FOR PROFESSIONAL COURSES

Online Registration for ME/MTech/MPharm candidates

- Please visit website www.gujacpc.nic.in. The first page of the website shall be as follows.



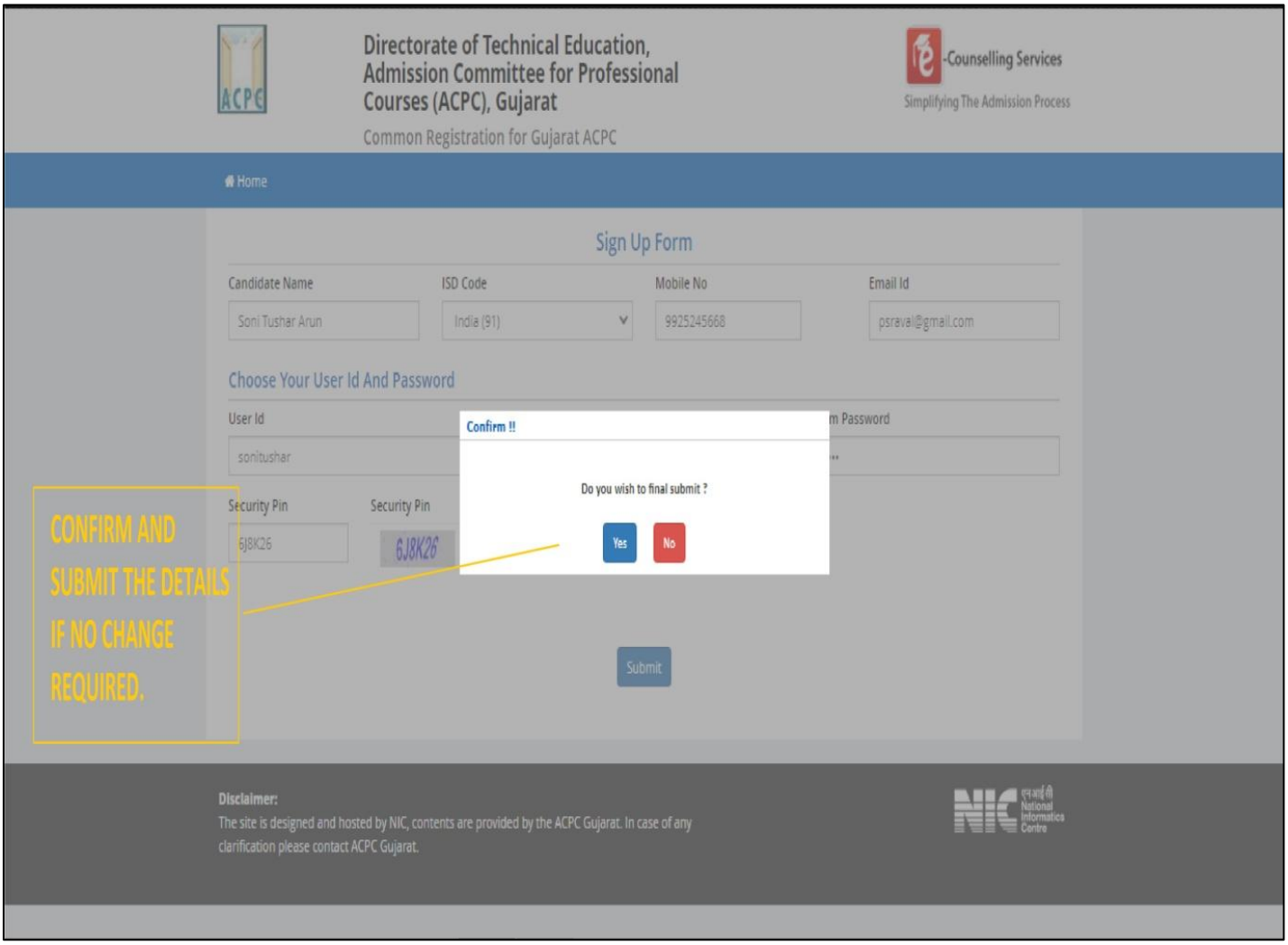
- For first time registration Click on tab **New Candidate Registration** and fill the required details
- If you have registered already then enter Login ID and Password to go ahead for the registration process
- On clicking the tab **New Candidate Registration** the following screen shall appear



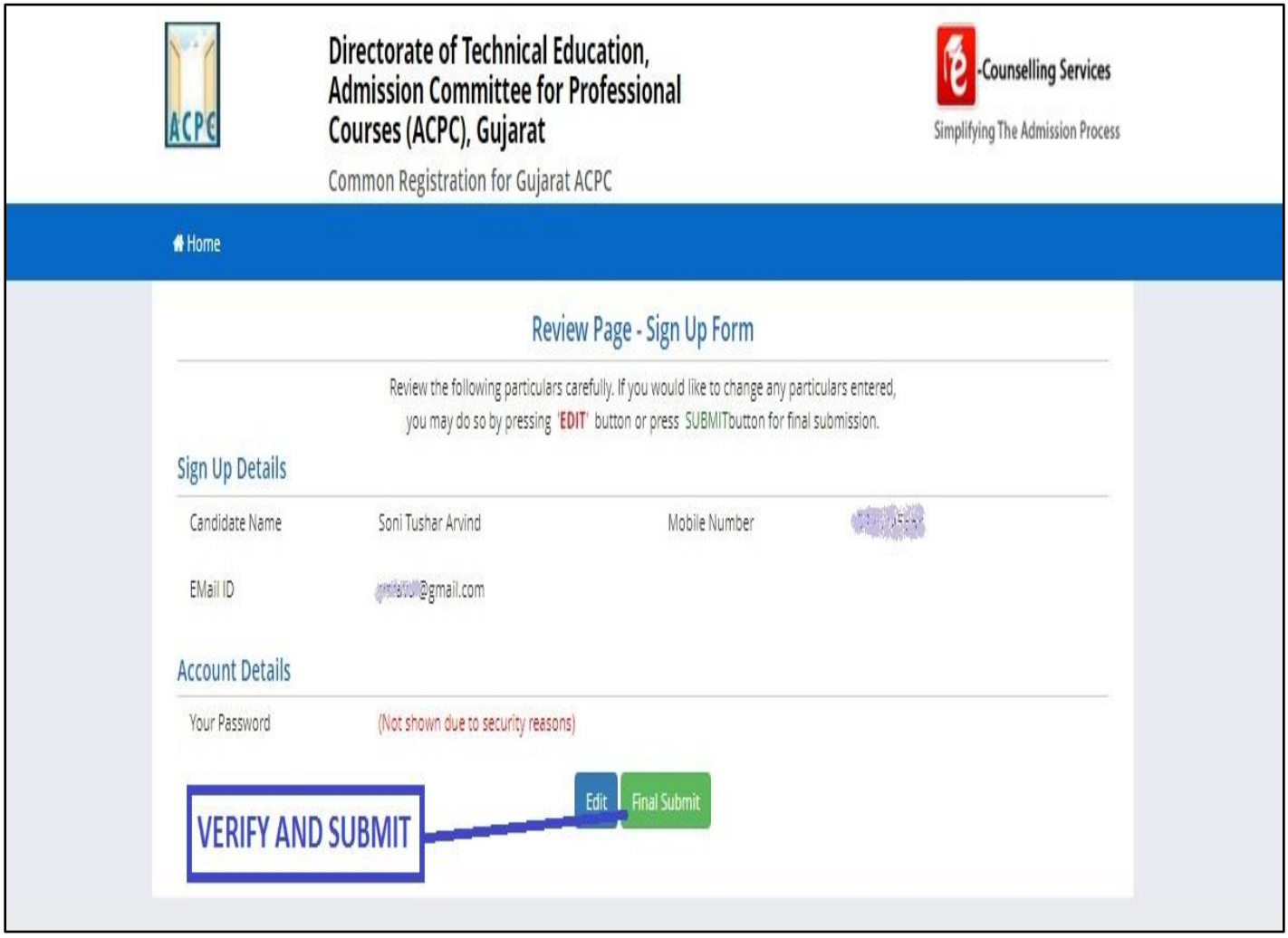
- Please enter details of the applicant such as **Name of Applicant**, **here fill name strictly as mentioned in your BE/BTech/BPharm marksheet/Degree certificate, as the data has to be verified with concerned university before merit declaration. There should not be any mismatch between the name entered by you and mentioned in your BE/BTech/BPharm marksheet/Degree certificate.**
- Fill ISD code, Mobile No. and email etc.
- Create your own User I.D. In case the User I. D. is not available the portal will display a message. You need to choose alternate user ID immediately. This process is similar to I. D. creation during generation of e-mail. Enter security PIN as shown under security PIN details and Click submit button. Submit

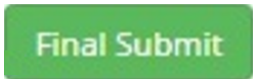
Please remember your User ID and Password during entire admission process.

- On clicking the Submit button, the following screen will appear.

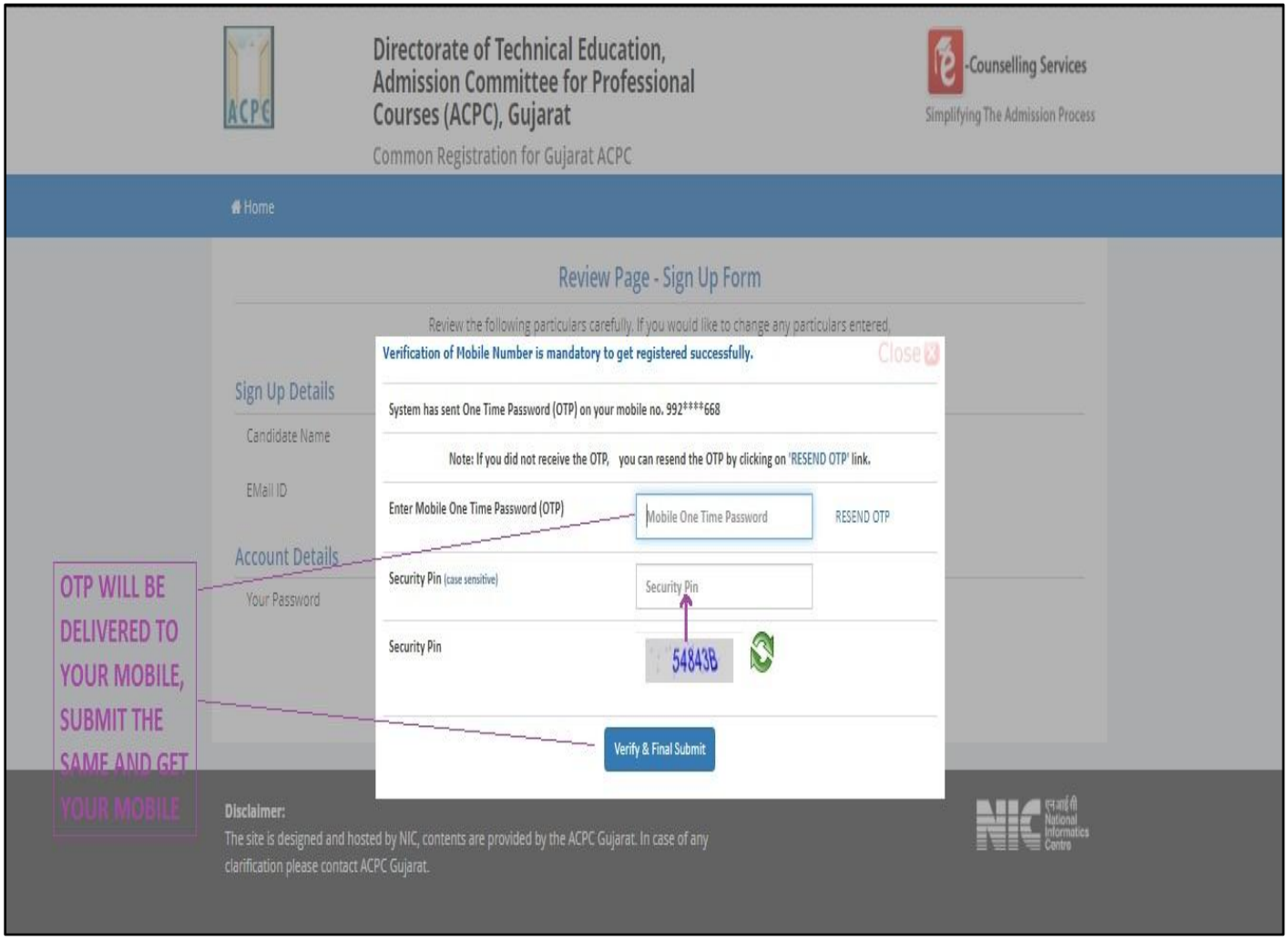


- The online module will again ask "Do you wish to final submit" If yes then click Yes button to move ahead.
- If you wish to edit, then click No button and you may edit the filled details and click Submit for moving ahead in the registration process.
- The online module will ask for Edit Edit or Final submit Final Submit If no edit is required, Please check and verify again the details filled by you and go for final submit button Final Submit .

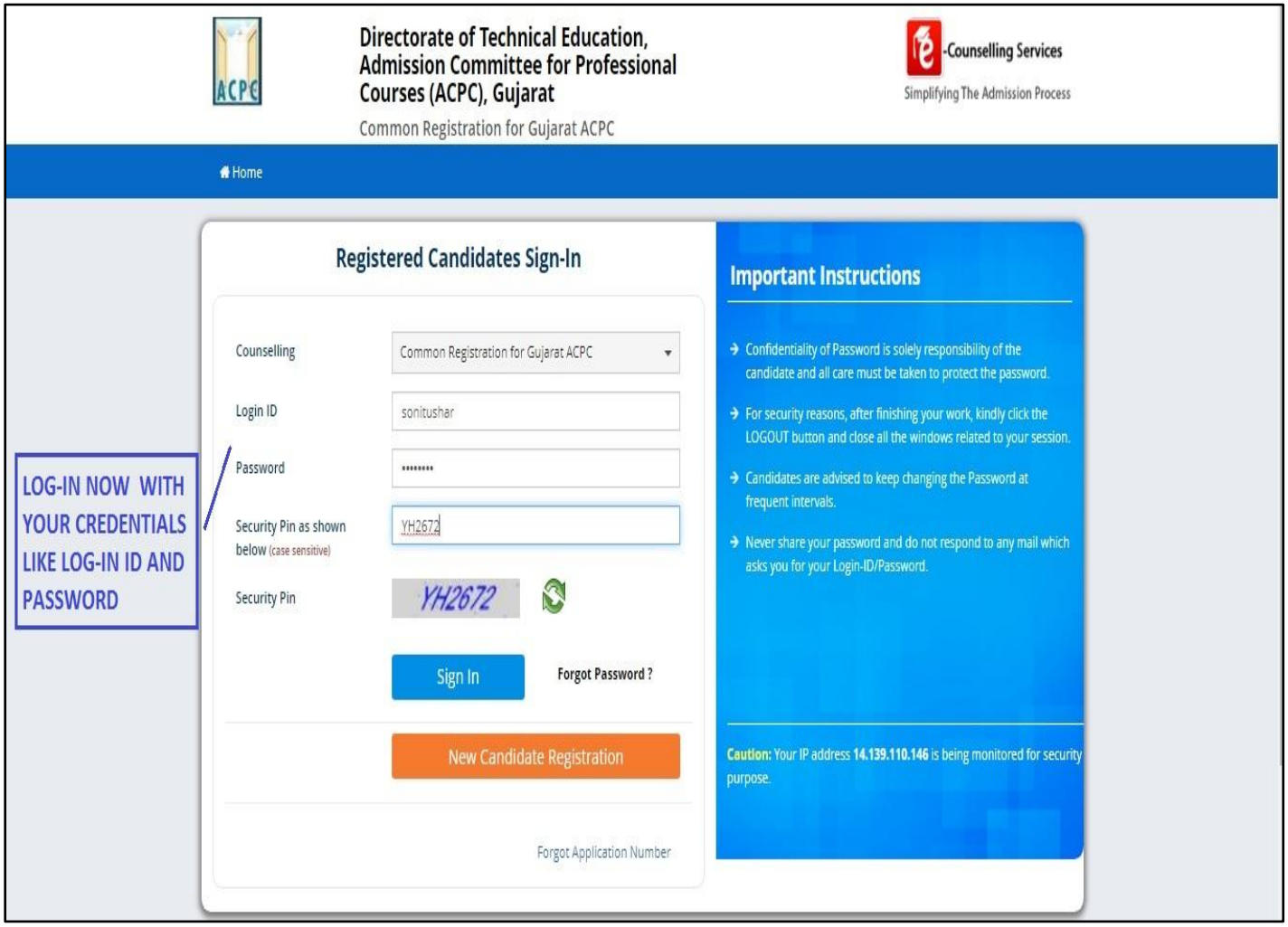


- After clicking 

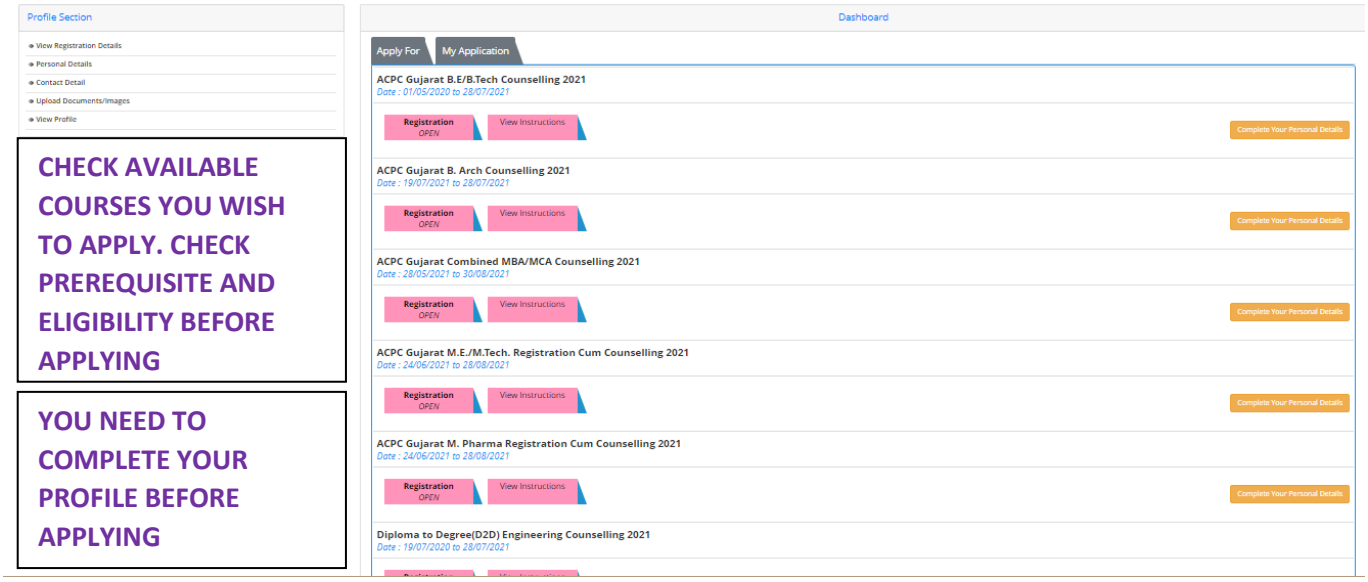
button, the module will verify your Mobile number by sending OTP (One time password) on your mobile number.



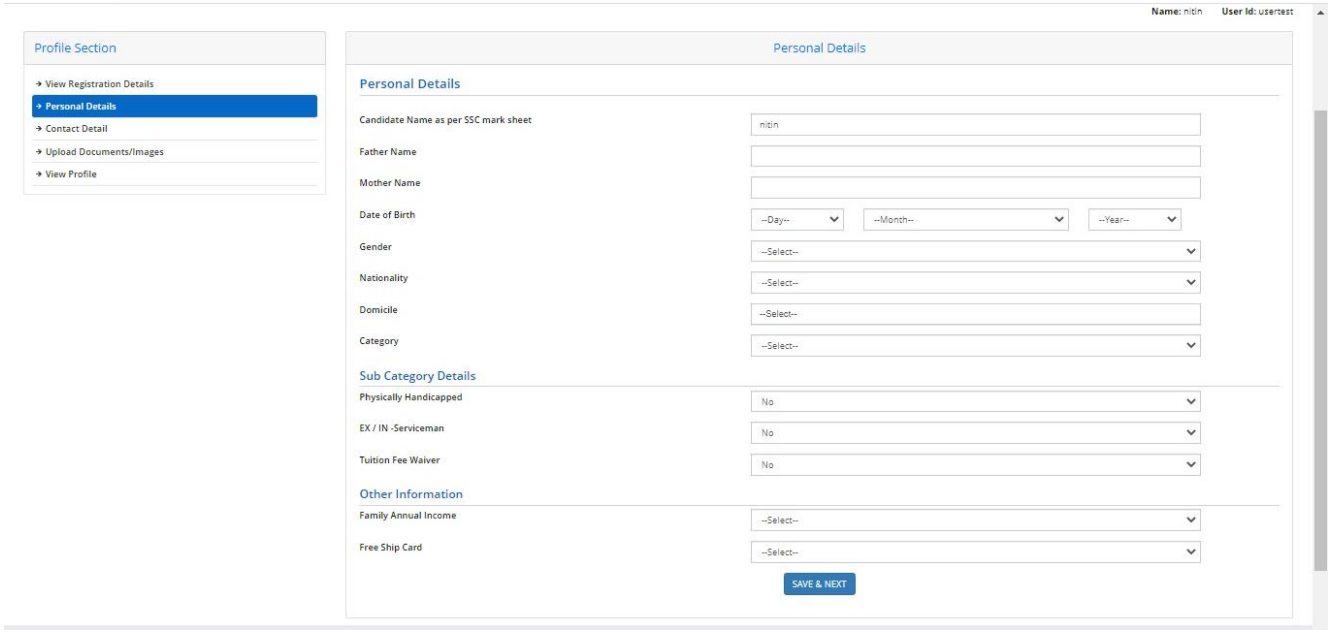
- Please enter the OTP received on you mobile number and Security PIN as shown in screen and click **Verify & Final Submit** button.
- After clicking the **Verify & Final Submit** button, you will receive confirmation message on your mobile for completion of creation of User ID.
- After this you have to log in to complete your profile. Remember the USER ID and Password as set by you, **during the entire admission process**.
- Press **Click to Login and Complete Profile** button, the screen as shown below will appear. Here login with your USER I.D. and Password



- After Login, the following screen will appear. You will see the courses available for admission such as B.E/B.Tech, B.Pharma/D.Pharma, ME/MTech/Mpharm./ MBA/MCA etc.



- To start with, click as shown on Right side of the screen.
- Fill the personal details as per following screens



Personal Details :

- Please fill details such as **Name strictly as mentioned in your BE/BTech/BPharm marksheet/Degree certificate**, Father's name, Mother's name, Date of Birth, Gender, Nationality, Category etc. (For SEBC/SC/ST/EWS, category candidate, the candidate should have the valid certificate of respective category)

Sub Category Details:

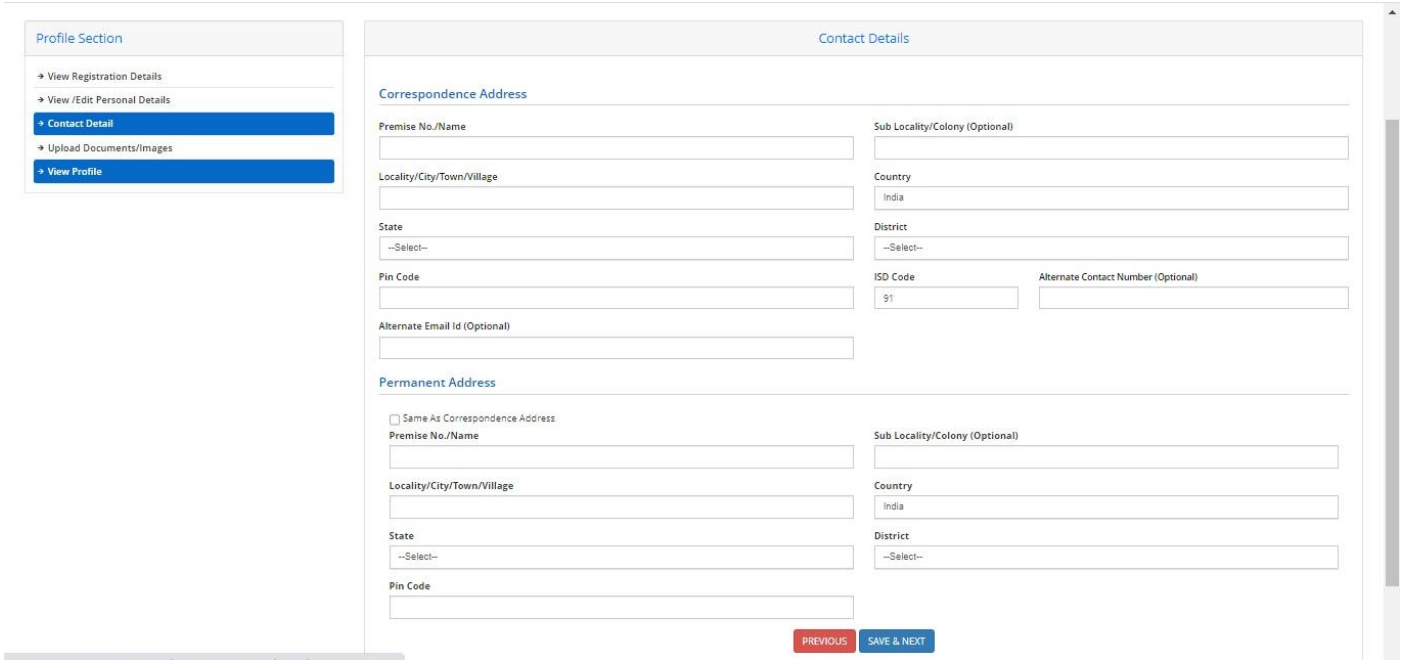
- **Physically Handicapped :** If your percentage of disability is more than 40%, then click Yes and fill the percentage of disability. Candidate shall have to upload certificate of disability issued by Civil Surgeon

- **Ex/In-Serviceman:** If parents of the candidate are Ex or In-serviceman please fill YES (The Candidate needs to upload the serving certificate of father/mother who is serving in defence services for in-serviceman. The Candidate needs to upload the certificate of father/mother issued by District Sainik Welfare board for ex - serviceman.)
- **Tuition fee waiver (TFW) Scheme :** The tuition fee waiver is not applicable in ME/MTech/MPharm courses. This information is asked for the purpose of creation of general profile of candidate only, since this profile creation is common and utilised for all courses. The benefit is available only in eligible courses and not for ME/MTech/Mpharm courses. All aspiring candidates are hereby informed to take note of this rules/norms related to TFW scheme for ME/MTech/Mpharm courses.

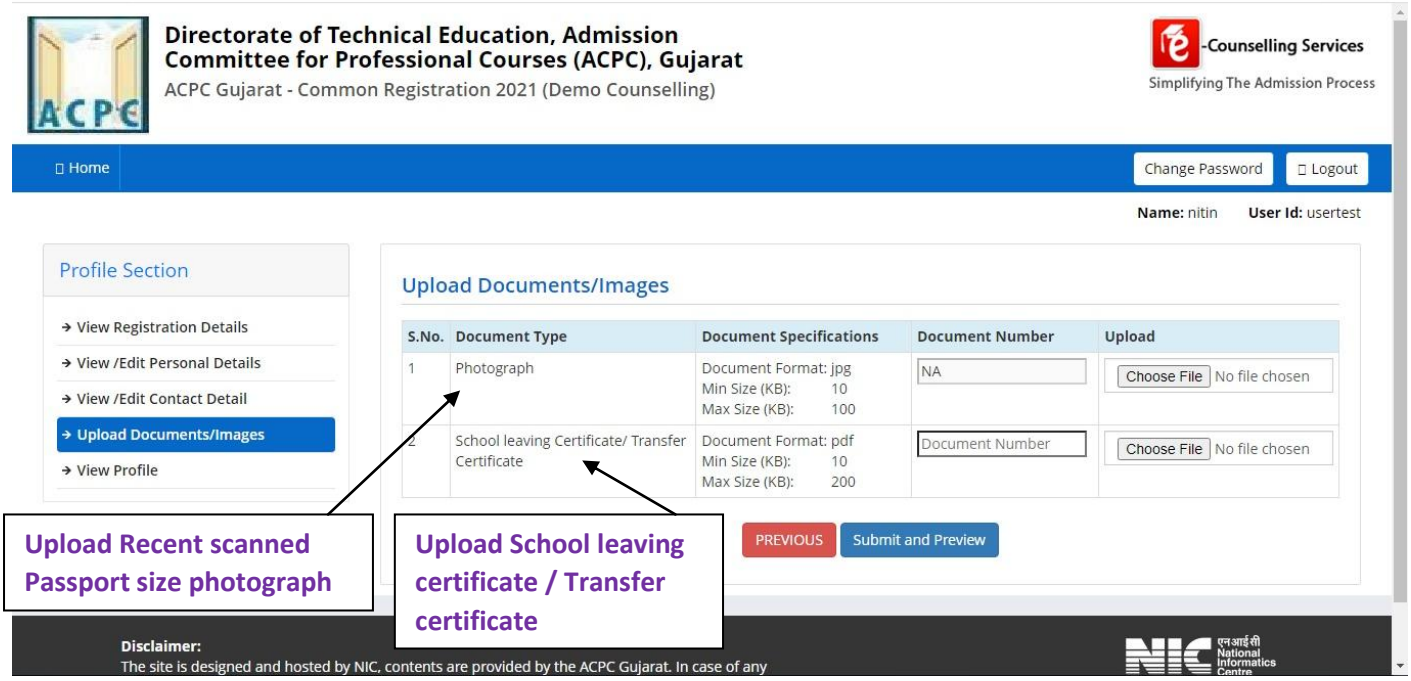
Other Information :

- **Family Annual Income :** Please mention your family annual income
- **Free Ship Card :** If your belong to SC/ST category and your annual family income is less than 2.5 lacs then fill yes. Candidate shall have to upload valid Free ship card/Income certificate and produce Free ship card at the admitting instiute to avail benefits thereof as per prevailing government norms.

After filling Personal Details Click SAVE & NEXT button and then fill Contact details and click SAVE & NEXT end of Contact details page.



After clicking SAVE & NEXT the below mentioned screen will be displayed



Upload Documents/images :

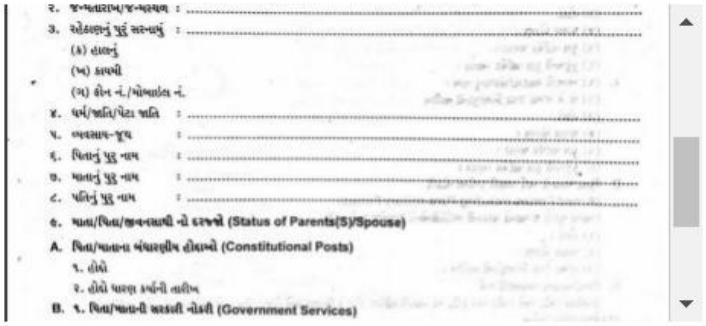
1. Choose File Click the button and upload your recent passport size photograph
2. Choose File Click the button and upload School leaving certificate/Transfer certificate

Document Number :

- Fill GR no. of School as document number for uploaded school leaving certificate/Transfer certificate

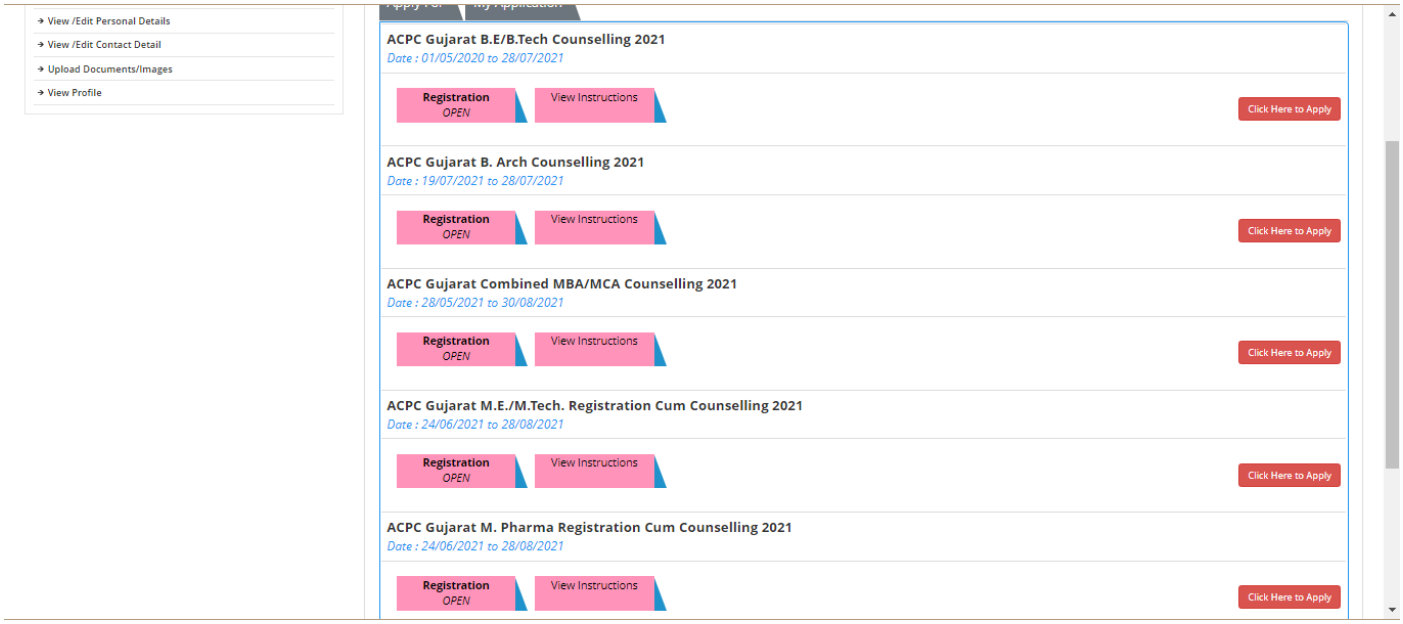
Now click the button Submit and Preview the follwing Screen will be displayed

Preview of Upload Documents/Images

S.No.	Required Document	Preview	Check & Verify
1	Photograph	File Name: Photo.jpg Document Number: NA Click Here For Large View	☑ Photograph Self Verified
2	School leaving Certificate/ Transfer Certificate	File Name: School Leaving.pdf Document Number: 11  Click Here For Large View	☑ School leaving Certificate/ Transfer Certificate Self Verified

EDIT DOCUMENTS/IMAGES | SAVE & NEXT

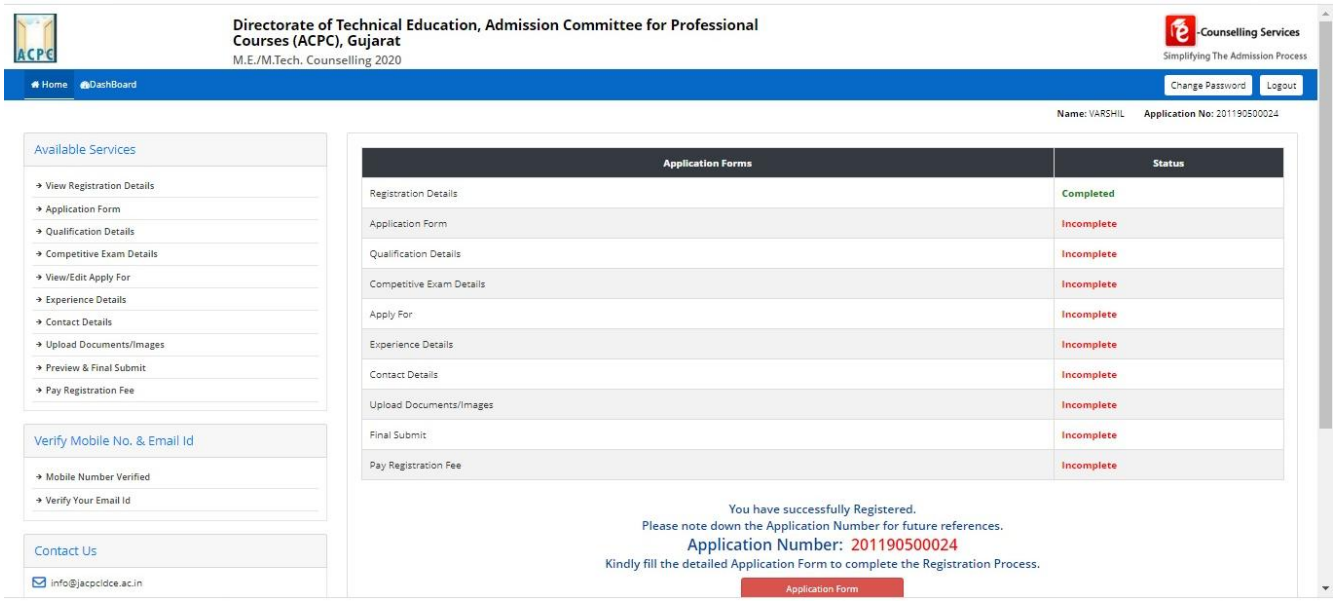
- Check and verify the uploaded documents, and tick mark the box of respective document as being part of document self-verification process.
- Now click the button SAVE & NEXT the follwing Screen will be displayed



Click button for the concerned applicable course.

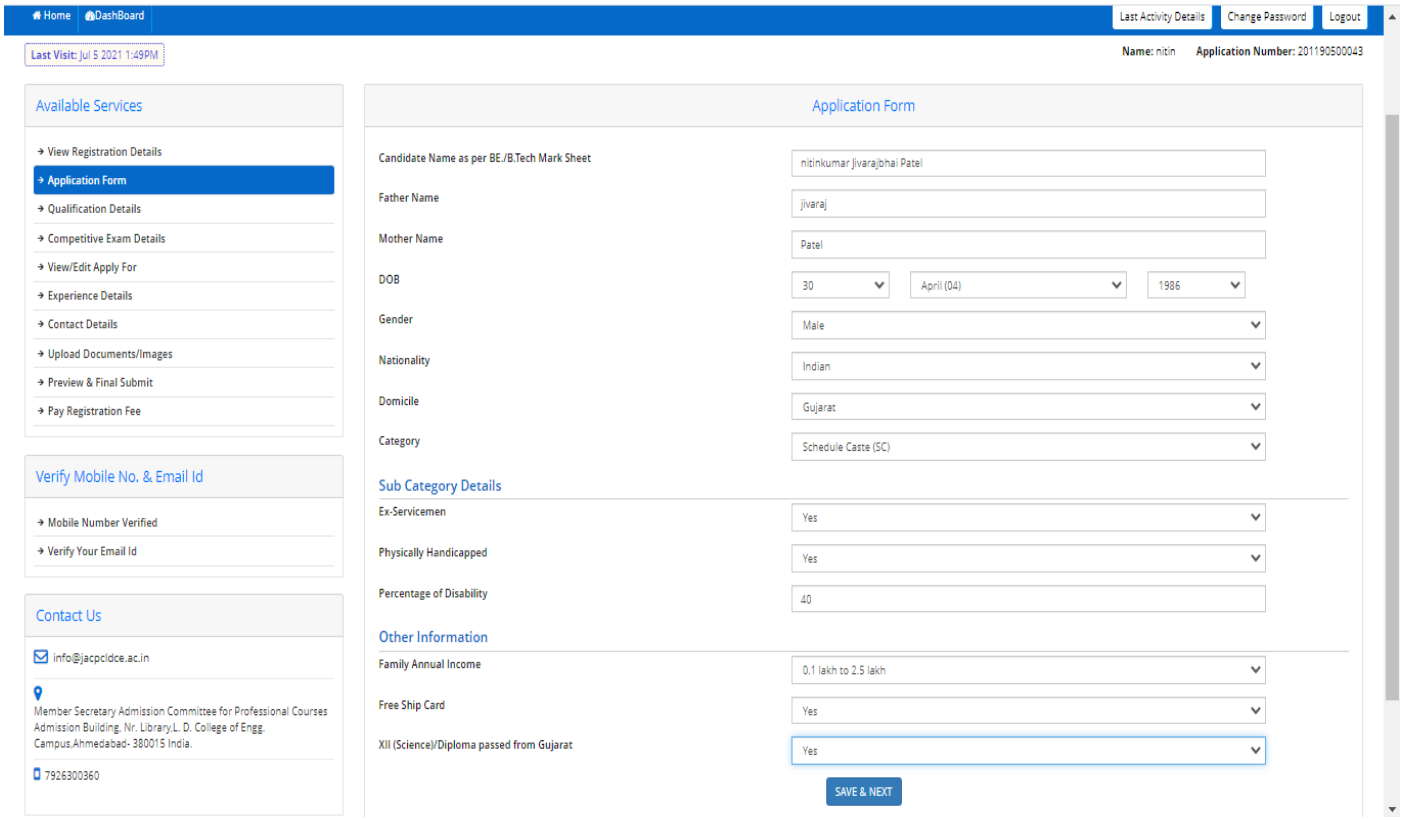
For **ME/MTech select ME/MTech** and for **MPharm Select MPharm**, the following Screen will be displayed

Your Application number will be displayed on Dashboard as shown in screen below, please remember this as your application number during entire admission process.



- Status of Dashboard shows many activities as incomplete
- To complete these incomplete acitivities, click **Application Form** button for further process of registration

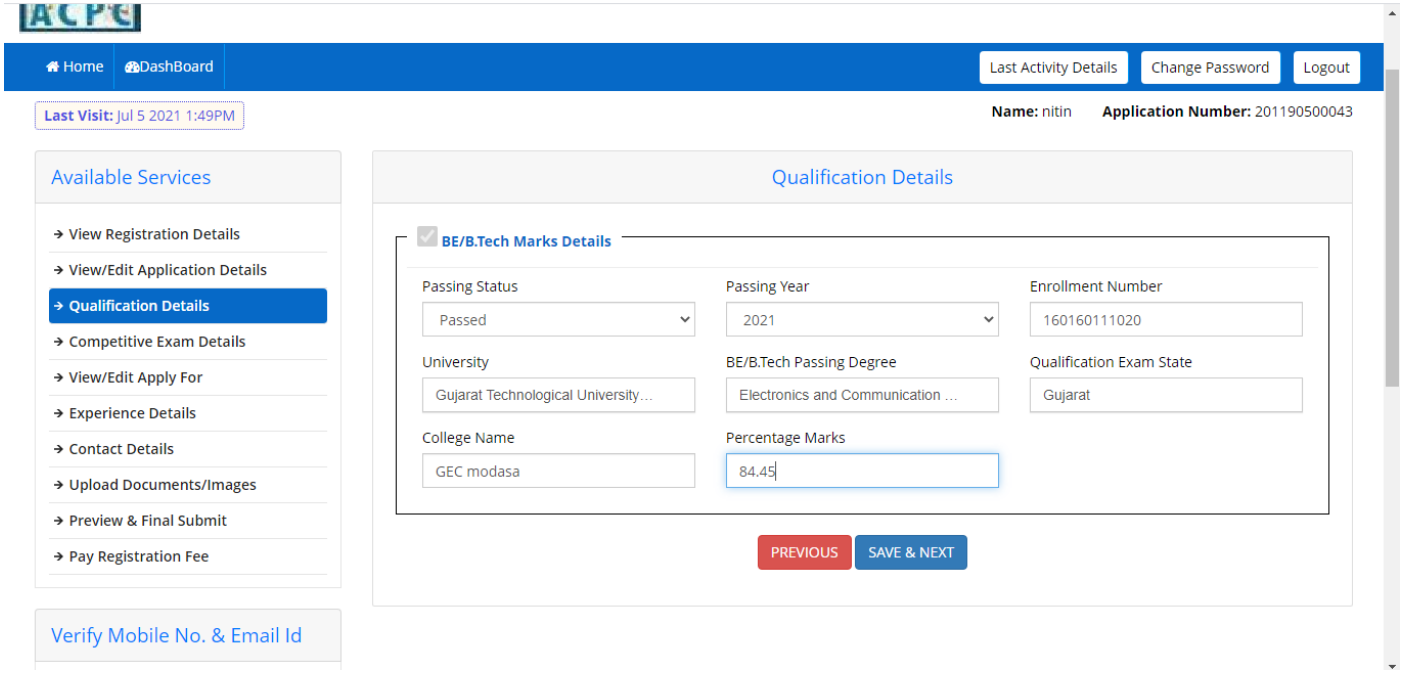
On clicking **Application Form** the following screen will be displayed



Application details:

Fill and Verify the required details and click

button. The following screen of **Qualification details** will be displayed.



Fill following details related to Qualification Details

BE/BTech/BPharm or Equivalent Details :

Passing Status: If result of all semester is declared and you have cleared all semester then fill **Passed**

if result of final semester or backlog in any previous semester is pending fill **Appeared**

Passing Year: Select the year in which result is declared

BE/BTech passing degree: Fill the name of branch, you have done BE/BTech, depending on this you will be eligibile to apply for discipline as per prevailing eiligibility rules of **Government of Gujarat.**

Fill other relevant details such as your Enrollment number with Univeristy (PRN number for M.S. University candidates), Name of university, % marks obtained at BE/BTech/BPharm, Qualification exam state (State from where you have passed BE/BTech/BPharm).

Fill the Enrollment number with precision, as the result will be verified with your univerisity.

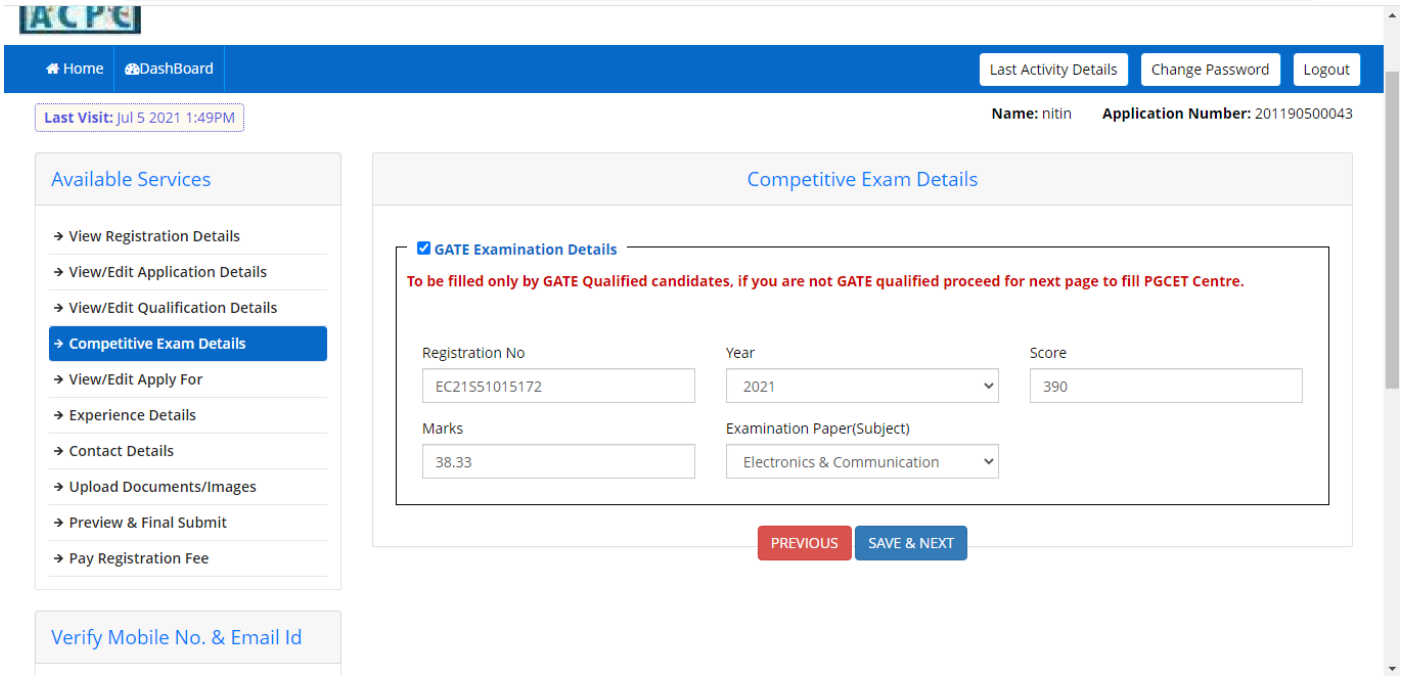
(If university has other than % marks pattern such as CGPA,CPI, Grade etc, convert to equivalent % marks as per provisions/rules of the concerned university and fill the equivalent % marks, attach certificate for CGPA/CPI/Grade conversion to % marks)

For GTU candidates, the conversion formula for CGPA to equivalent % is as follows:

% Equivalent marks = (CGPA- 0.5) x 10

On clicking SAVE & NEXT Competetive Exam details screen will be displayed as shown below. This details are to be filled only by **GATE/GPAT Qualified candidates (Those candidates who have secured GATE/GPAT marks more than or equal to cut off marks as declared by GPAT/GATE for concerned paper, category, Year of GATE/GPAT).**

If you are not GATE/GPAT Qualified, then do not fill anything on this page and Click SAVE & NEXT button and proceed to next page to fill PGCET Center

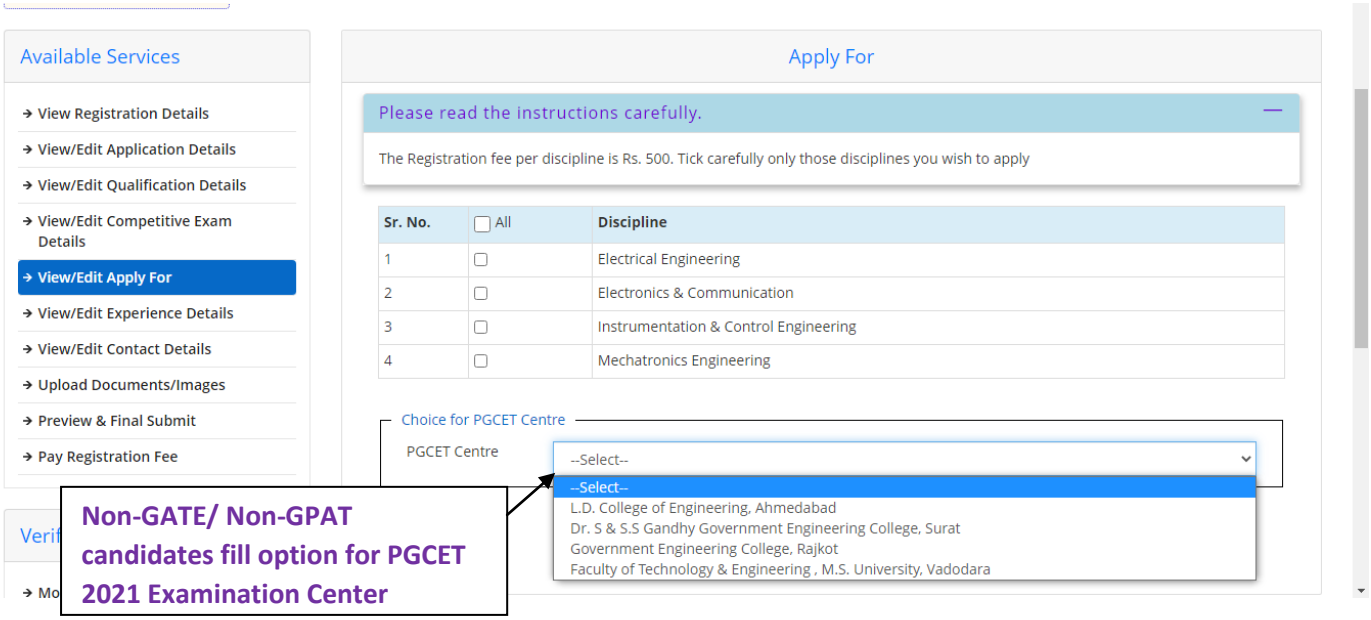


Competetive Examination Details:

GATE/GPAT Examination details (To be filled only by GATE/GPAT qualified candidates)

- The details related to GATE/GPAT examination such as Registration Number, Marks and Score obtained, Subject of GATE examination, Year of qualification.(To be filled if you have scored marks more than qualifying marks in the corresponding year).
- The copy of GATE/GPAT score card is to be uploaded in Document Upload page
- **If you are not GATE/GPAT Qualified, then do not fill anything on this page and Click** SAVE & NEXT **button, proceed to next page to fill PGCET Examination Center option along with other details in next page of Apply for**

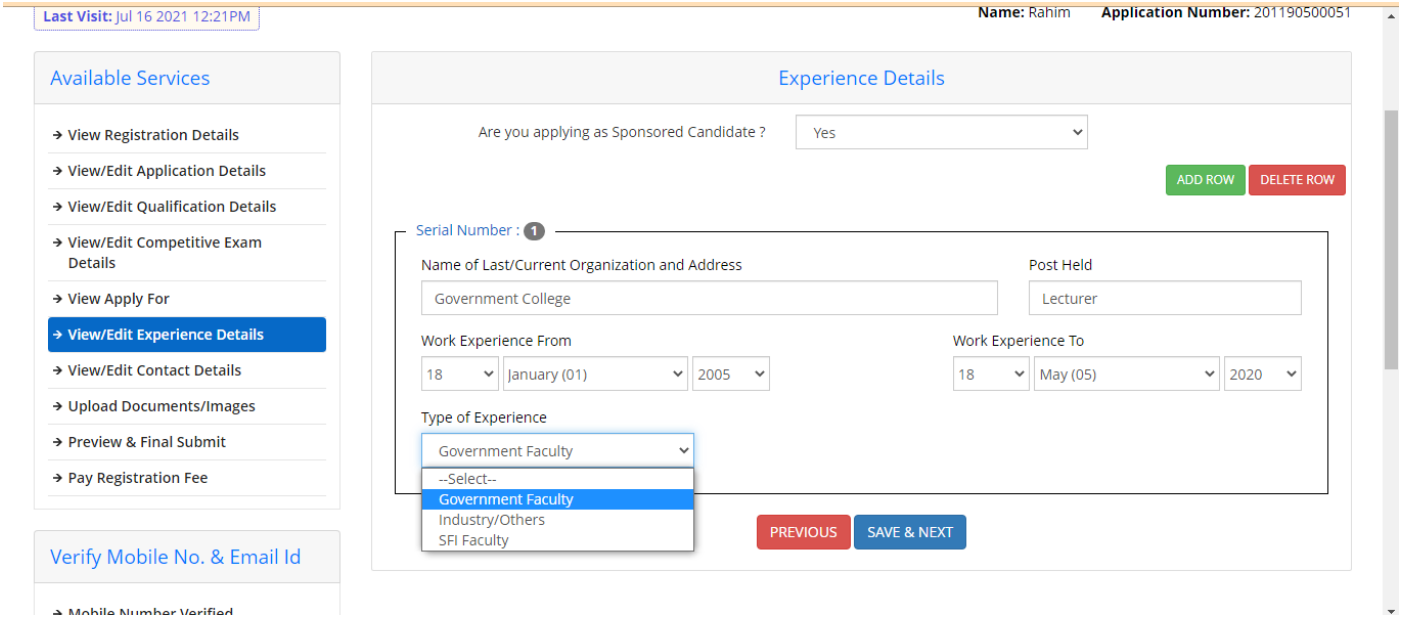
On clicking SAVE & NEXT Apply for page will be displayed as shown below.



Apply For details

- The eligible Candidate should apply to appropriate discipline for which he is eligible as per eligibility criteria shown in Appendix – I of Education department, Government of Gujarat Notification No. GH/SH/26/2020/PVS/102020/242/S dated 30/06/2020 and all subsequent amendments.
- All the eligible disciplines shall be displayed on this page. **Candidate can apply for as many disciplines as he wishes, and tick from the eligible list displayed. The registration fee is Rs. 500/- per discipline ticked/applied, thus if you tick/apply for two disciplines than registration fee shall be Rs. 1000/- and thereafter in multiple of Rs. 500/-.**
- **The registration fee so paid is non-refundable, thus while ticking the name and no. of discipline, one should be extra cautious, as there is no provision of refund in event of ticking the discipline by mistake or an oversight. Also, there is no provision for adding the other eligible discipline after successful completion of registration process. No correspondence shall be entertained in this matter related to refund of registration fee or addition of any discipline**
- **In case of Non-GATE/Non-GPAT candidates, the applicant has to appear for PGCET-2021 in the discipline he has applied for and if he has applied for more than one discipline he has to appear for the PGCET in as many disciplines as per his application for admission.**
- **The Non-GATE/Non-GPAT candidates are informed to fill their option for the PGCET-2021 examination center in the online registration module and center once selected shall not be changed, which may please be noted by the aspiring candidates**.

On clicking SAVE & NEXT **Experience Details** page will be displayed. **This details are to be filled only by Sponsored category candidates.**

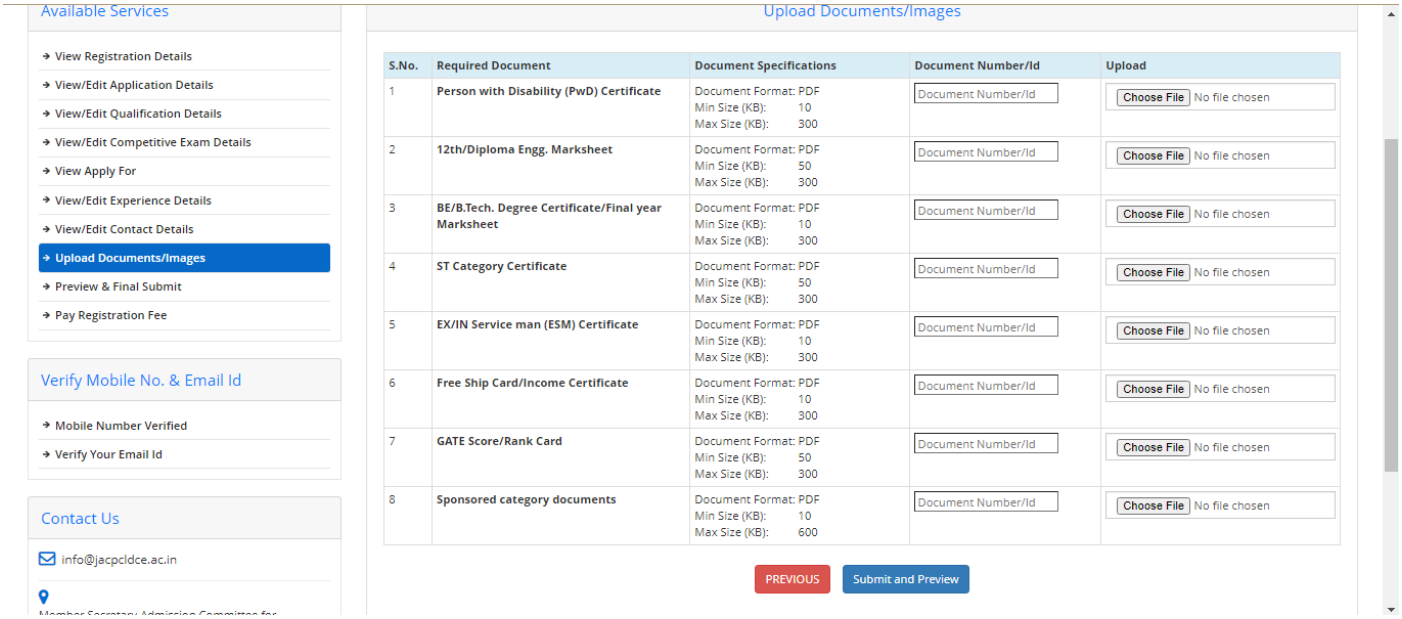


Experience Details: (To be filled only by Sponsored Candidates)

- **Here the sponsored candidates have to fill the details relevant to his experience, such as name of organisation, designation, duration of experience, type of experience etc.**
- **If you possess required experience, sponsorship letter from your sponsorer, Form 16 from Income tax department for last two years based on your employment for last two years, and other related documents, then only fill YES for question on this page "Are you applying as sponsored candidate".**
- **If any of the required documents/information is missing, your application shall not be considered eligible as Sponsored candidate.**
- **Hence, it is advised to be cautious in clicking YES here, if required documents as stated in rules, guidelines (available on Committee's website) and as stated above are not uploaded, your application will be summararily rejected as Sponsored candidate. This may be noted by all aspiring candidates applying as Sponsored Candidates.**
- **A combined pdf file comprising of experience certificates, Form 16 under IT Act, 1961 for last 2 years from the employer and Sponsorship letter (standard format) from your present employer as available at the end of this document has to be uploaded in Document upload page as an Sponsored category document .**

NOTE: If you are not fulfilling the requirements of Sponsored candidate as per prevailing rules and guidelines (available on committee's website), then fill NO and proceed further for registration process

On clicking SAVE & NEXT Document upload page will be displayed.

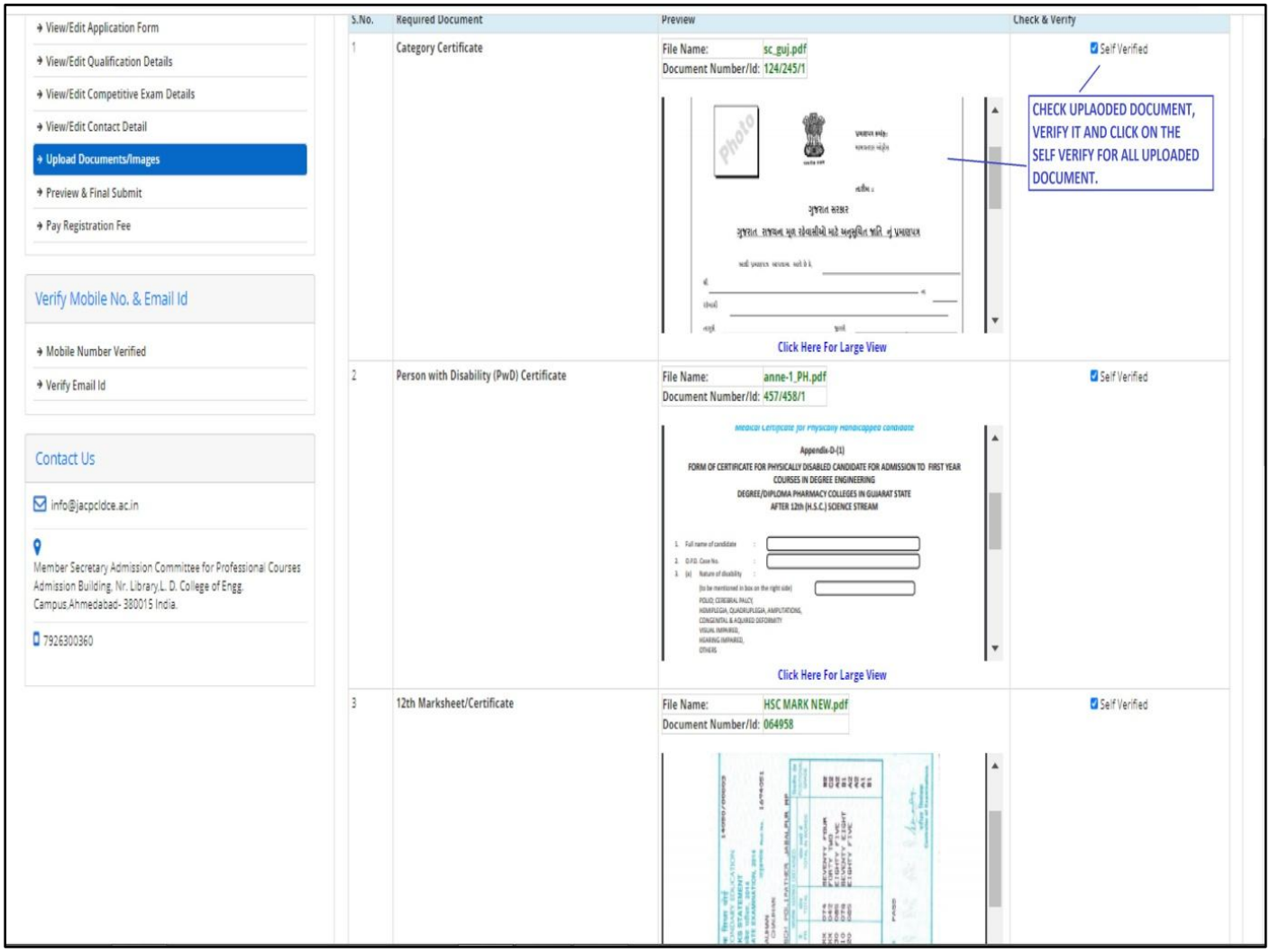


Upload Documents/images : All required documents are to be uploaded strictly as per following details

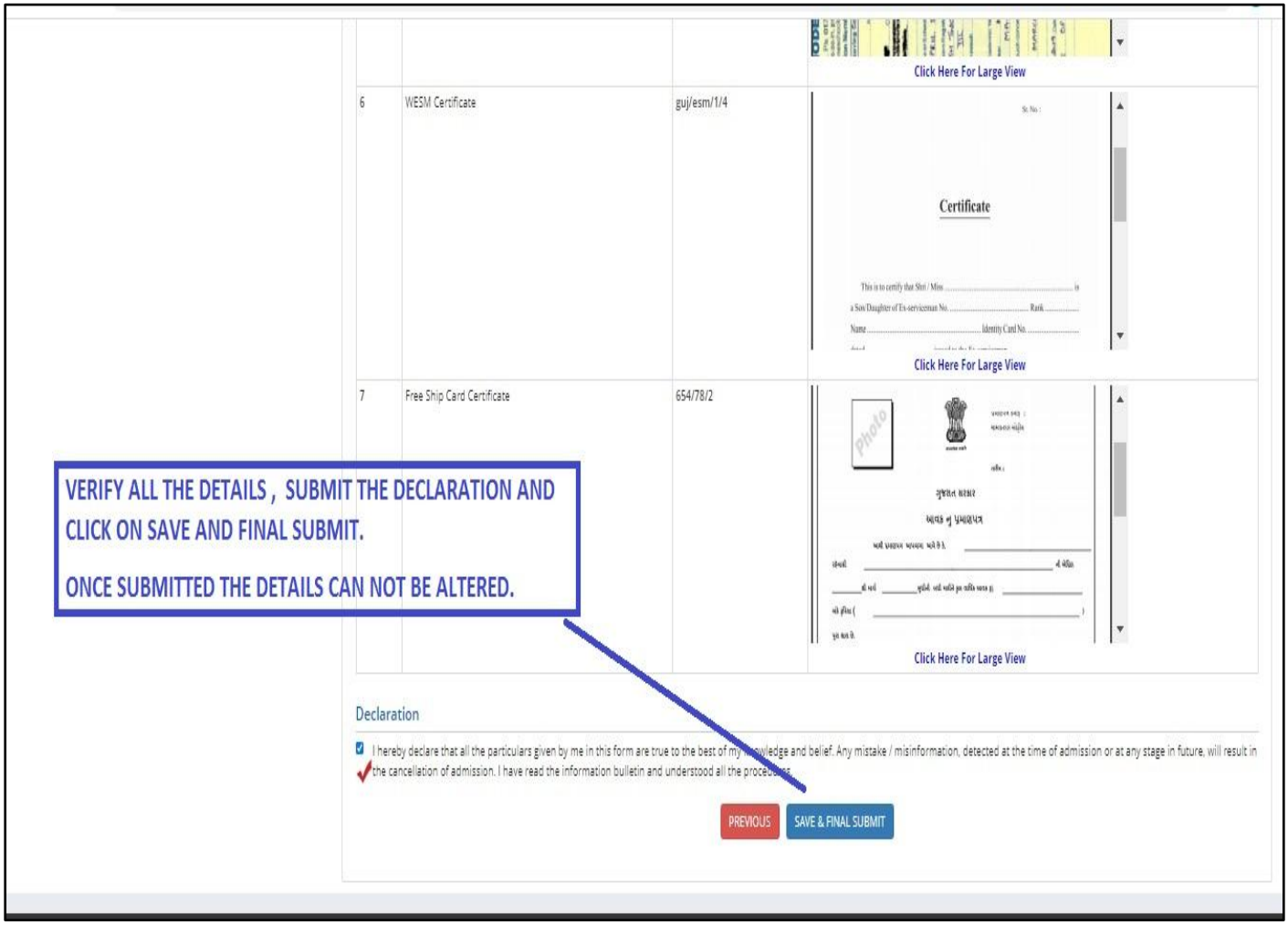
1. **Category Certificate :** Click Choose File button and upload scan copy of valid Caste certificate such as SC/ST/SEBC/EWS certificate as per your application. However, in case of SEBC candidate valid SEBC certificate along with valid Non Creamy layer certificate (NCL) (Parishistha-4 in Gujarati version only) both have to be uploaded in a single pdf file.
2. **Person with Disability (PwD) Certificate :** Click Choose File button and upload Physical disability certificate issued by Civil Surgeon
3. **12th/Diploma Engg. Marksheet** : Click Choose File button and upload scanned copy of 12th standard or Diploma Engg. marksheet
4. **BE/B.Tech./BPharm Degree Certificate/Final year Marksheet:** Click Choose File button and upload, one combined scaned file as per followind details.
   - **(i) If your passing status is Passed :** One combined pdf file containing degree certificate/Provisional degree certificate alongwith Sem VII and Sem VIII marksheet. (In case original mark sheet is not made available by concerned university, then upload the Web/Internet copy duly self attested by candidate). If degree certificate/provisional degree certificate is not yet furnished by University, then only Sem VII and Sem VIII marksheet in one combined file to be uploaded.
   - **(ii) If your passing status is appeared** : If result of Sem VIII or backlog in previous semester is pending then upload scan copy of Sem VII marksheet only.
5. **Freeship card/Income Certificate (only for SC/ST candidates applying as free ship card) :** Click Choose File button to upload scan copy of valid Freeship card/Income certificate.
6. **EX/IN Service man (ESM) Certificate :** Click Choose File button and upload scan copy from Commanding Officer (for In-serviceman) OR District Sainik Welfare Board (for Ex-servicemen)
7. **GATE/GPAT Score Card (Only for GATE/GPAT Qualified candidates) :** Click Choose File button and upload valid scan copy of GATE/GPAT score card.
8. **Sponsored category documents (Applicable Only for Sponsored Candidates)** : Click Choose File button and upload, one combined scan file containing of experience certificate, Form 16 under IT Act, 1961 for last 2 years from the employer and Sponsorship letter (Standard format).

Fill the document Number in the third column as shown in picture above for all documents uploaded. If the size of document is more than as mentioned in column 2 of above picuture, the relevant document will not be uploaded. You shall have to resize to within the upper limit as shown in column 2 of above picture.

- **After uploading all relevant documents click button at bottom of page** Submit and Preview **On clicking** Submit and Preview **button, following screen will be displayed.**

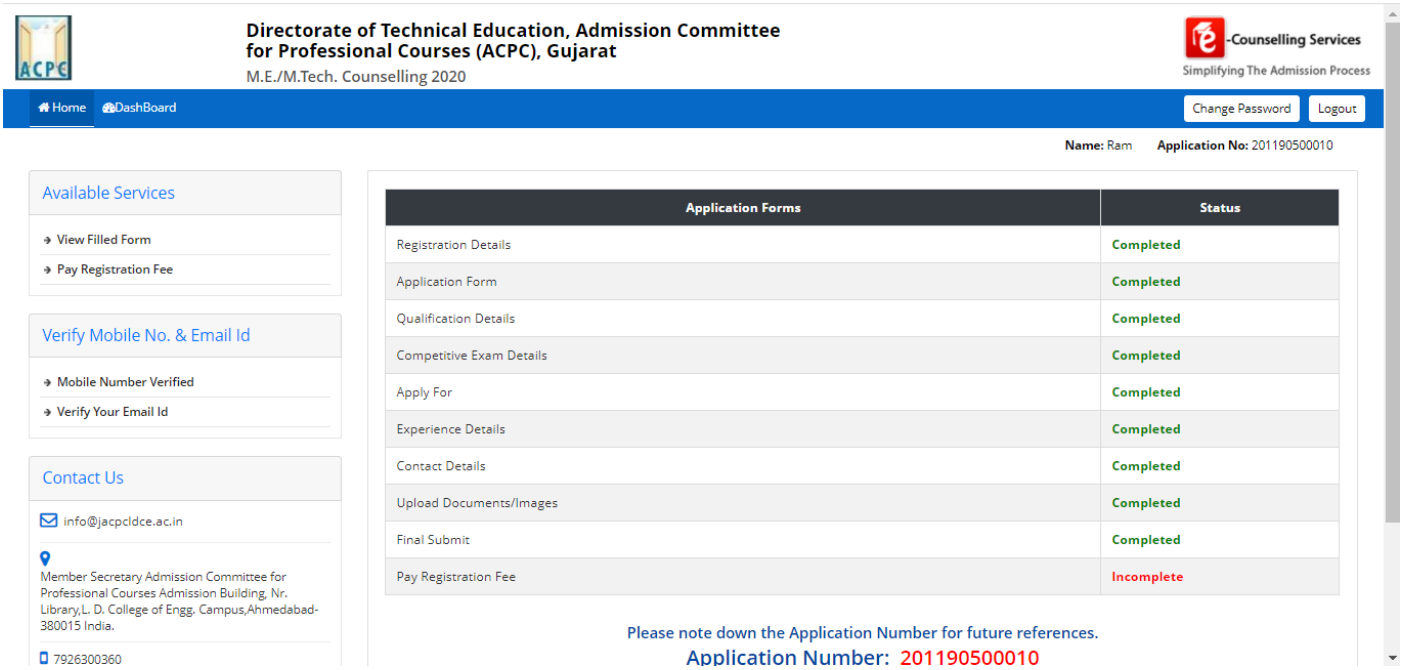


- All documents uploaded are to be self attested as per procedure shown in above mentioned screen.
- In order to self attest all the documents uploaded by concerned candidate, the candidate has to Check and Verify as shown in last column of above screen and self attest each uploaded document by ticking the check box as Self Verified



- The candidate should verify all the details filled and give consent to Declaration after going through it and ticking the given Check box ☑ .
- Once submitting final submit the details cannot be altered, thus recheck it before clicking final submit button.
- Finally click SAVE & FINAL SUBMIT buttton for next page of Payment for Registration fee

On clicking SAVE & FINAL SUBMIT button, page for Payment of registration fee will be displayed as below



- On clicking **Pay Registration Fee** candidate can pay registration fee by means CREDIT CARD/DEBIT CARD/NETBANKING OR UPI. You will immediately receive confirmation SMS/email, once the payment is successful
- After payment of registration fee, the process of registration is over.
- Get print of registration slip, this slip is also Registration slip cum hall ticket for PGCET-2021 for Non-GATE/Non-GPAT candidates .
- The Registration slip cum hall ticket for PGCET-2021 and a photo identity proof in original must be produced at the time of the PGCET-2021 for verification. No candidate shall be permitted to appear in the PGCET-2021 without the valid registration slip. It must be preserved even after the PGCET-2021 and it should be presented as and when required during the entire admission process

To be remembered throughout the entire admission process

"Your Application Number, User ID and Password"

FORMAT FOR SPONSORSHIP LETTER

Sponsorship Letter

(From the Sponsorer on the Company/Institute Letter Head)

This is to Certify that Mr./ Ms. ..... is working in ..... (Name of Organization/ Institute) as.....on full time basis from..... He/She is permitted to join M.E. / M. Tech. / M. Pharm. programme from the academic year 2021-22.

We shall fully relieve him/her of his/her duties in the Organization during the entire period of the M.E/ M.Tech./ M.Pharm Programme to enable him/her to devote full time to studies. He/She will be allowed to continue the said programme on full time basis till the completion of the programme. The institute shall pay all the salary/wages to the above candidate as being paid as on this day for the entire period of deputation.

Date:

Place:

Signature of sponsoring authority with Official Seal