

GUIDELINES FOR FILLING UP AND SUBMITTING ONLINE APPLICATION FORM FOR ADMISSION TO B. PHARMACY (2023-24)

The following certificates are required to be uploaded at the time of filling-up the online application form: -

- (i) Qualifying examinations i.e., 12th class. The certificate of 10th class is required for proof of Date of Birth. The result of qualifying examination (12th) is mandatory for admission B. Pharm programme on the last date of submission of online application form to fulfill the minimum eligibility condition of percentage of marks.
- (ii) Reserved Category (SC/Deprived SC/BCA/BCB/PH (Differently-abled person)/ EWS/ ESM/ FF, TFW etc. of Haryana) certificate for Reservation in proper format, if applicable. The specimen formats are given in B. Pharmacy prospectus 2023-24.
- (iii) Proper "Income" certificate / Affidavit in case of SC/BC candidates of Haryana seeking any concession/ reservation. The specimen format of Affidavit is given as Annexure B-IV.
- (iv) Proper NSS Merit certificate, if weightage claimed, issued by the competent authority i.e. Head of Institution/Principal, State NSS Officer and Regional Director NSS or issued by any other competent authority authorized by Government from time to time.
- (v) Proper "Income and Asset Certificate" in case of EWS candidates of Haryana seeking any concession/reservation.
- (vi) The eligible SC students will submit the SC Scholarship Form at the time of admission/ deposition of fee, which can be obtained from the office of the concerned department and the same could also be downloaded from university website www.gjust.ac.in.

1. Before initiating the process of application form submission, a candidate should ensure that she/he has:

- a) Scanned latest Photograph (in jpeg or jpg format only) Photograph dimension (Max (W-H): 320-240px, Min (W-H): 120-160px, Size upto 50kb)
- b) Scanned Signatures (in jpeg or jpg format only)
Signatures dimension (Max (W-H): 320-120px, Min (W-H): 200-80px, Size upto 30kb)
- c) Scanned copy of Category Certificate, if candidate is claiming for reservation category (in jpg format, Max (W-H): 1200-1600px, Min (W-H): 400-400px, Size upto 200kb).

2. A candidate can apply for admission to a programme only online by visiting the link "Admission 2023-24 UG Programme" available on university website www.gjust.ac.in. (The deposition of registration fee will entitle you to participate in admission process subject to fulfilment of eligibility conditions mentioned in B. Pharmacy Prospectus (2023-24) for admission to B. Pharmacy.

3. One time Registration-cum-Application fees shall be deposited by the candidate Online through Debit Card/ Credit Card/ Net Banking by using online payment gateway during filling the online application form.

One time Registration-cum-Application fees:

Rs. 1000/- for General Category

Rs. 700/- for All Reserved Categories (SC/SCD/BC/PH/FF/ESM/Girls/EWS)

The Online Registration Fee once paid shall not be refunded (full or partial) under any circumstances. The service charges will be charged from payer for using online payment gateway.

4. The candidates, who belong to the State of Haryana, shall provide their Parivar Pehchan Patra (PPP) ID and Aadhaar No. (If applicant does not remember PPP ID) during sign up/registration. All related data of the applicant like name, gender, DOB, father name, mother name, income, category & sub category will be fetched from his/her PPP ID data base and these details fetched from PPP database will be non-editable. **So that all the candidates from Haryana State will have to get his/her details updated and verified on PPP portal first.**

5. Each candidate will go through all the eight stages one-by-one as mentioned below: -

- I. Candidate Registration
- II. Upload photo, signature and reservation category certificate (if applicable)
- III. Registration fees payment
- IV. Detailed application Form
- V. Educational details.
- VI. Upload DMCs, degree certificates for any kind of weightage claimed.
- VII. Review/Edit application form / lock form.
- VIII. Download/print application form.

Part-I (Candidate Registration)

6. Click on “New Candidate Registration” option to accomplish Part-I of submission.

7. The system will ask for the candidate’s personal information like: -

- a) Domicile of Haryana Resident (Yes/No)
- b) Parivar Pehchan Patra (PPP) ID*
- c) Name of the Programme
- d) Candidate Mobile number
- e) Land Line Number
- f) Parents’ Mobile Number
- g) Email ID
- h) OCET-2023 Roll no. (If applicable)
- i) OCET-2023 Rank (If applicable)
- h) Password and Re-enter Password •

* The candidates from Haryana State are advised to correct/update their personal details (i.e. name, father’s name, mother’s name, category, mobile number, income/ family income etc.) in Parivar Pehchan Patra (PPP) before filling-up/submitting the online application form.

8. The candidates paying registration fee of reserved category must upload the valid category certificate as a proof of fee relaxation claim.

9. Please go through the details of particulars filled in the form before registration confirmation. Kindly ensure that all information is correct and click on ‘Register’ button. After confirmation, you will not be in a position to change/alter/update the information.

10. Category must be selected carefully during filling of Online application form. If a candidate request for category change before last date for submission of Online

Application Form and payment of fee through Net Banking/Debit/Credit Card, the following/procedure will be adopted for registration fee: -

i) In case, candidate has paid less registration fee under earlier category, her/his category will not be changed and she/he will have to submit fresh application in desired category with demanded registration fees before last date of payment of fees. Her/his already paid fees will be forfeited.

ii) If candidate has paid excess registration fee, her/his category will be changed and balance fees will be forfeited.

11. After successful registration, system generated User ID and password will be sent on registered e-mail ID. You are advised to keep this User ID and Password undisclosed. In the event of sharing of password, candidate will be solely responsible for the change of registration details etc.

Part-II (Upload Image Signature and Category Certificate)

12. After successful registration, candidates have to upload latest photo, signature and valid category certificate for reserved category candidates who are seeking registration fees concession. This is to remind you that you are required to upload the images of recent photograph, signature and category certificate (if applicable) only in jpeg or jpg format as per dimensions at point no. 1.

Part-III (Registration fees payment)

13. After uploading of photo, signature and category certificate (if any), candidate will pay the requisite fees in online mode only through Debit/Credit Card/Net banking.

14. The Candidate without depositing the Fee, shall not be allowed to participate in further admission process.

Part-IV (Detailed Application Form)

15. After successful submission of fee, detailed application form regarding correspondence address, marital status, hostel accommodation, ex-serviceman/ward, etc. will be filled by the candidate.

Part-V (Educational Details)

16. After completion of Part-IV, educational details from 10th class onward with roll no, passing year, board/university, marks/CGPA obtained, maximum marks, multiplication factor (if any) will be filled by the candidate. The candidates who have their results in CGPA have to provide CGPA multiplication factor and fill actual percentage in application form.

Part-VI (Upload DMCs)

17. After attaching the requisite documents candidate have to upload the documents by clicking the upload documents button.
18. Rank card of OCET-2023 (If applicable)

Part-VII (Review/Edit Application, Lock Form)

19. To have a brief look on online filled application form, a preview will be displayed to verify the credentials filled by the candidate. If form OK, then lock the application form to obtain the print copy of online submitted application form, otherwise to change any information click on edit button.

Part-VIII (Download/Print Application Form)

20. Candidates are advised to download and obtain two printouts copy of Online application form for future and visit the University website regularly for update during the entire admission process.