

# PROCEDURE FOR CENTRALIZED ONLINE COUNSELING FEE PAYMENT FOR ADMISSION SESSION 2018-19

## BASIC INFORMATION

- To participate in Centralized Online Counselling every participating candidate has to pay Counselling Fee of **Rs. 2,000/- (Non Refundable)** for **each course**.
- If any candidate wants to apply for participate in counselling of more than one course i.e. B.Arch. & B.Tech. course both, then he/she has to pay Rs. 4,000/- (Rs. 2,000/- for each course).
- If any candidate submits the counselling fee in the 1<sup>st</sup> round of counselling and also wish to participate in 2<sup>nd</sup> round of counselling, then he/she need not to pay counselling fee again.

### NOTE :-

- Before making Counselling fee payment please check eligibility criteria of participating Universities carefully. The counselling fee once paid will neither refund nor transfer to any other course.
- Only After completing this fee payment process, you can further register to participate in Centralized Online Counselling i.e. Registration, Choice Filling etc. as per approved counselling schedule.
- Please visit IKGPTU website (<http://www.ptu.ac.in> or [www.ptuadmissions.nic.in](http://www.ptuadmissions.nic.in)) and check Centralized Online Counselling Schedule for further Registration to participate in Centralized Online Counselling.

## INSTRUCTIONS TO FILL UP THE COUNSELING FEE PAYMENT FORM

- Go to website [www.ptuadmissions.nic.in](http://www.ptuadmissions.nic.in)


The screenshot shows the IKGPTU website interface. At the top, there's a blue header with the university logo and name. Below it is a navigation bar with links like Home, Counselling Dates, Counselling Procedures, Cut Off Ranks, FAQ, and Help Desk. The main content area is divided into several sections:

- Important Documents:** Includes links for Public Notice and Admission Brochure.
- Registered Candidate Login:** A button with a right arrow.
- Counselling Fee Payment Procedure:** A button with a right arrow.
- CENTRALISED ONLINE COUNSELLING:** A section with a sub-header and a paragraph stating that IKGPTU is conducting online counselling for AICTE approved courses with MRS Punjab Technical University and Punjab Agricultural University.
- PROCESS FLOW:** A section with a sub-header and a paragraph detailing the steps: PAY Counselling Fees --> Register for Counselling --> Fill Choices --> Check for Result --> Report to the allotted Institute.
- Important Links:** A list of links including IKG Punjab Technical University, Punjab Agricultural University, MRS Punjab Technical University, PhD Admissions, Directorate of Distance Education, Seat Allotment Notice, and Cut off Ranks (Previous Years).

A red arrow points to the 'Pay Online Counselling Fee' button in the Process Flow section.

- Click on button “Pay Online Counselling Fee” for the Registration of Online Counselling fee Payment.

The following registration form will open. Fill up the requisite basic details and click the “Submit” button for making payment.




**I.K GUJRAL PUNJAB TECHNICAL UNIVERSITY**  
**ਆਈ.ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ**  
 Established in 1997  
 Propelling Punjab to a Prosperous Knowledge Society

1800-419-0730(Gen Query)  
 studentcentre@ptu.ac.in  
 www.ptu.ac.in

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Home

Stream: --Select--  
 Name:   
 Father Name:   
 Date of birth: Date Month Year  
 Email Id:   
 Mobile No:   
 Green Number:




**Note:-**

- Punjab Agricultural University (PAU), Ludhiana is participating for B.Tech. 1st Year-JEE Main Basis Course only.
- Please ensure that you are fulfilling the eligibility criteria for admission to respective course (s) / University (ies) before participating.
- Maharaja Ranjit Singh Punjab Technical University, Bathinda (Counselling for first two rounds of B.Tech., B.Tech. (Lateral Entry), B.Arch., B.Pharm., B.Pharm. (Lateral Entry), M.Pharm., MBA, MCA, MCA (Lateral Entry) M.Tech.) Course only.
- Punjab Agricultural University is participating in B Tech 1st year course based on JEEMAIN rank for General, SC/ST, BC, Freedom Fighter, T-Sunami categories only. For rest of the categories (including sub-categories) i.e. Defense, Para Military, TA/RA, Disabled Persons, Sports and ICAR Nomination seats the admission shall be made by PAU, Ludhiana at their own level.

- ✚ **Stream:** Select Stream/Course for which you want to pay counseling fee.
  - If you select stream/course **B.Tech. JEE (Main) Basis** then you will be required to enter **JEE (Main) 2018 Roll Number** and the same will be used as **counselling/Fee Slip Roll Number**.
  - If you select **any other course**, roll number is **NOT REQUIRED**. It will be generated by system automatically and the same will be used as **counselling/Fee Slip Roll Number**.
- ✚ **Name:** Enter your name (As per Matriculation Certificate)
- ✚ **Father Name:** Enter your father name (As per Matriculation Certificate)
- ✚ **Date of Birth:** Enter your Date of Birth in DD/MM/YYYY format (As per Matriculation Certificate)
- ✚ **Email Id:** Enter your email ID (for counselling correspondence)
- ✚ **Mobile No.:** Enter your mobile number (OTP will be sent on this number for verification)
- ✚ **Green Number :** Enter same code as given below to this text box in green colour.

**Note:** Please select stream carefully and fill Name, Father Name & DOB same as in 10<sup>th</sup> Certificate.

After clicking “Submit” button the following window will open and you will receive OTP on your registered Mobile Number for verification.



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Home

Enter OTP here:

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- After entering OTP and pressing “**Proceed**” button, your mobile number will be registered in the system and you will be taken to counseling fee payment screen.
  - You will receive a fee confirmation message on registered email ID and also through SMS on the Mobile Number registered with respective Bank through which payment is made.
- (Please check “**Spam folder**” of your email account if mail is not received in the “**Inbox**”)

## INSTRUCTIONS FOR MAKING COUNSELING FEE PAYMENT

- **Select “Debit Card or Credit Card” then fill up the following fields:-**
  - ✚ **Card Number** : Printed on the front side of Debit/Credit Card
  - ✚ **Card Expiry Date** : Printed on the front side of Debit/Credit Card
  - ✚ **CVV Number** : Printed on the Back side of Debit/Credit Card
  - ✚ **Enter Card Label (for your easy reference) and click “Make Payment”**
    - After submitting, it will take you to BANK payment gateway and here you need to fill up credit/ debit card's details and then make the payment. If the payment is successful then it will give you the option to print receipt else you need to make the payment again.
    - In case of a Successful transaction, you shall be automatically taken to your login account at [www.ptuadmissions.nic.in](http://www.ptuadmissions.nic.in), where the receipt can be printed from the screen.
    - In case of unsuccessful transaction, you have to try again.
- **If “Mode of payment” is selected as “Net Banking” then fill up the following fields to deposit fee.**
  - ✚ Select the bank from drop down list of Net Banking through which you want to make payment and then click “**Make Payment**” button.
  - ✚ This will let you to the concerned website of opted bank for net banking service where you can pay your counselling fee.

## CONTACT NUMBERS FOR QUERIES RELATED TO ONLINE COUNSELING FEE PAYMENT

- **FOR COMMON FEE QUERIES:-**

Contact **94780-98145, 94780-98107 & 95011-06247 (Timings: 09:00 AM to 06:00 PM from Mon. to Sat.)** or email at [ptucounsellingfee@gmail.com](mailto:ptucounsellingfee@gmail.com) for following issues related to Online Counselling Fee:

  - **Payment using Credit Card/Debit Card:**
    - Not able to use Credit Card/ Debit Card
    - Not able to print payment confirmation receipt after successful transaction using the card.
  - **Payment using Net Banking:**
    - Not able to find my bank in the list
    - Not able to print payment confirmation receipt after successful transaction using the card.
- **FOR BANKING SUPPORT**
  - HDFC Bank Nodal Officer Mr. Binny Dhir : +91-98881-11484, 01822-255035 email ID : [binny.dhir@hdfcbank.com](mailto:binny.dhir@hdfcbank.com).
  - All instructions are straight forward mentioned in the document. Do not call for trivial questions. Please only call in case you face any major issue.
  - After completing this process you will just complete the IKGPTU counseling fee process.
  - Please visit IKGPTU website for further instructions.