

## Steps to fill the HPCET-2025 Application Form:

1. Create your account by clicking on **create account** option available on the Login Page. HPCET-2025 Registration page will appear.
  - (a) Fill all the required fields i.e. First Name, Last Name, email id, Date of Birth (DOB) and Mobile No.
  - (b) After clicking on **Register** button, a new page having your credentials *i.e.*, User ID and Password will be displayed. The candidates are advised to note down their User ID and Password for future reference. The candidate will also get his/her login details on the registered email id.
2. The candidate must fill in the required information in the login page *i.e.*, User ID and Password received in their email id during registration process. After clicking on the login button, “**Basic Information**” page will open.
3. In the “**Basic Information**” Page fill all the required entries.
4. After clicking on **Next** button, “**Educational Information**” Page will open for opting the **Course, Examination City, Quota, Category, Subcategory** *etc.*
5. On the selection of **AIQ (All India Quota) / KM (Kashmiri Migrant)** under the option **Quota Under which Applied** dropdown list then only **GENERAL** Category will be displayed and if **HPSQ (Himachal Pradesh State Quota)** is selected then all Categories will be displayed *i.e.*, General/SC/ST/OBC/EWS as per State Govt. reservation policy. Additionally, for PG courses, the '**Kashmiri Migrant**' option will not be displayed in the **Quota Under which Applied** dropdown list.
6. After the selection of **Category** the applicable **Subcategory** options will be displayed.
7. On selection of subcategory, its pertaining subclass(s) list will be displayed. Candidate must click on the radio button displayed against the applicable subclass from the list.
8. Candidate has to fill the applicable Educational Qualification in ascending order *i.e.*, 10<sup>th</sup>, 10+1, 10+2, Graduation as applicable.
9. After filling in the entire requisite details, the applicant must click on the **Next** button and he/she will be redirected to another page “**Documents**” for uploading Photograph, Signature and other required documents.
10. To upload Photograph, Signature and related documents, click on the **Browse** button.  
*Note: The scanned images of Photograph, Signature and other related documents should be in .jpg/jpeg /.png format only and their size must be less than 100 kb.*
11. After uploading all the required document, candidate must click on the “**I accept**” checkbox and then click on **Finish** button. Candidate will be redirected to the “**Application Preview**” page, where the candidate can view all the filled information/data.
12. By clicking on “**Edit**” button, the candidate can modify/change his/her information. If the data/information entered by the candidate are correct, click on the “**Pay**” button to make the fee payment of “**HPCET-2025 Application Form**”.

13. After this, the candidate will be redirected to the Payment Page, where he/she can make the fee payment through any payment option *i.e.*, Internet Banking, Credit/Debit Cards, UPI, *etc.* After successful payment, the candidate will be able to download/print the **“HPCET-2025 Application Form”**.
14. If the .PDF of the HPCET-2025 Application Form is not generated by the system after successful payment, the candidate has to wait for at least 2 working Days. After the verification of payment, the Candidate can download the .PDF of application form by login to their dashboard. After 2 working days, if .PDF is still not generated, the candidate may contact at technical helpline number: 01972-226914 or email at id: [queryadmission@outlook.com](mailto:queryadmission@outlook.com) along with the mandatory details including ***HPCET-2025 Application Form No, Transaction number, Transaction date and Payment proof.***
15. The multiple payments (if any) received by the University on the same HPCET-2025 application form number will be refunded at the end of the online form process. The candidate can download the refund form from the official website of H.P. Technical University and may send the filled refund form at email-id: [finofficerhimtu@gmail.com](mailto:finofficerhimtu@gmail.com). Candidate(s) can contact at 01972-226907 of HPTU finance branch for refund-related queries.
16. The admit cards for HPCET-2025 will be generated after the closure of **“HPCET-2025 Application Form”**.

### **Important Note:**

- *HPTU reserves the right to alter or modify the Information Brochure HPCET-2025.*
- *The Application Number printed on the computer-generated HPCET-2025 Application Form (PDF) must be mentioned in all the admission related correspondence.*
- *For Admission related queries call at **01972226911***
- *For Technical queries, email at id: [queryadmission@outlook.com](mailto:queryadmission@outlook.com) or call at **01972-226914** up to the last date of closure of HPCET-2025 application form.*
- *Queries related to the Examination Centre, Admit Cards of HPCET-2025, conduct of the HPCET examination etc. should be addressed to the Controller of Examinations, Himachal Pradesh Technical University, Daruhi, Hamirpur (H.P.)–177001 at email-id: [arconduct@gmail.com](mailto:arconduct@gmail.com), [coehimtu@gmail.com](mailto:coehimtu@gmail.com) or call at **01972-226908/226910.***