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## Appendix-2

### Instruction for filling on-line Registration form for appearing in GUJECET-2020

- Filling online registration form is mandatory for appearing in GUJCET-2020.
- Following are the four (4) stages for filling registration form for GUJCET-2020.  
(1) Registration (2) Login (3) Payment (4) Process of Filling the Application Form

#### [1] Process of Registration

Candidate has to open [www.gseb.org](http://www.gseb.org) or [gujcet.gseb.org](http://gujcet.gseb.org) website and Log in. For the first time “log in” Registration of the candidate is compulsory. Click on “Registration” or “New Candidate Registration” for Registration in which following details can be filled up.

- I. The Candidate has to fill in Surname in 'Surname column'.
- II. The Candidate has to fill in Student Name in 'Student Name column'.
- III. The Candidate has to fill in Guardian/Father's Name in the 'Guardian Name column'.

#### Note for the other Board Student:

The Above Name Details have to be filled in according to Standard-12<sup>th</sup> Examination application form. The Candidate belonging to the **other board** than Gujarat Secondary and Higher Secondary Education Board have to fill in the above name details according to their Standard-12<sup>th</sup> Examination application form in which they can fill First Name in the 'Surname Column' and Last Name in the 'Guardian column'. (Keep full stop (.) in case candidate want to keep father's name/guardian's name or surname blank.

- IV. The Candidate has to click on the Option 'Male' or 'Female' as appropriate.
- V. 10 digit Mobile Number is to be filled in Mobile Number column. (One Mobile Number can be used for single time registration only, Mobile number is unique for every registration.)
- VI. The Candidate has to fill in E-mail ID in the 'E-mail ID column'. (One E-mail ID can be used for single time registration only, E-mail ID is unique for every registration.)
- VII. The Candidate has to fill in the same E-mail ID in the confirm E-mail ID.
- VIII. Then The Candidate has to enter 8 digit password containing  
1 (One) Capital Letter, 1 (One) Small Letter, 1 (One) Number, 1 (One) Special Character (“@, #, \$, %”): Its mandatory

For Example: Exampl@1

Then registration can be done by entering code (Capcha Code) shown in the picture. Then the candidate will get 5 digit OTP on his/her registered mobile number. The Candidate has to submit OTP (One Time Password) and complete registration process.

#### 1) Log In Process:

The Candidate has to 'Log In' from the main page of the website using the Mobile Number, Password and Capcha Code (shown in the picture). In case the candidate forgets password he/she has to click on 'Forgot Password' option to receive password on his/her registered Mobile Number.

#### 2) Payment Process:

GUJCET Examination fee for **Rs. 300/-** can be paid **ONLINE** through **SBI Epay System using Credit Card, Debit Card or Net Banking**. Fee can also be paid using ONLINE SBI Epay “SBI Branch Payment” Option in any **SBI Branch** of the Country. To pay in SBI Branch Log in to [gujcet.gseb.org](http://gujcet.gseb.org) and in payment option of SBI Epay, select SBI Branch payment option and take print out of payment slip. Option for filling form will be shown only after successful payment. In case of failed payment status, application cannot be filled.

#### 3) ONLINE Registration Process:

- A. First of all the enter Candidate's Name (Surname, Name and Father's Name) in the ONLINE Application Form. (Name correction can be done while filling up the

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- form if any mistake is done in entering the name.
- B. The Date of the Birth of the Candidate is to be filled in the column of Date of the Birth.
  - C. The candidate has to click on the Option 'Male' or 'Female' as appropriate.
  - D. If the candidate is physically handicapped, he or she has to click on “Yes” and then click on the proper Option of the type of handicape (He or She has to click only one option).
  - E. The Candidate has to click on the appropriate option of the 'caste'.
  - F. Full address of the candidate is to be filled in the Address Column. This address is used for correspondence, so complete information must be filled including Pin code and State.
  - G. The candidate has to provide landline number of his/her house (Not Mandatory).
  - H. The candidate of Gujarat Secondary and Higher Secondary Education Board has to select/fill the Board-code '01'. The other board candidate has to select/fill the Board-Code according to the list of the Board-Code given in the Booklet.
  - I. If the Board-Code is 01, the center no. allotted will be displayed on entry of school index number of higher secondary school science stream. [e.g. 01.016 Index No. school will have center 201 (Ahmedabad City).] (Name of school will be shown automatically on filling index no.)
  - J. If the Board-Code is 01 and district code of school index no. is 20, then candidate will be shown centers 207 (Junagadh) or 216 (Valsad). The candidate should select only one of the two as per his/her choice.
  - K. If the Board-Code is other than 01, the candidate will have to select anyone from Examination Center for GUJCET by clicking on desired center.
  - L. Selection of the center is compulsory. The candidate will have to select one from offered centers. Center can not be changed. Once registration form is submitted.
  - M. The year of appearing in HSC Exam is to be selected in the information regarding the exam.
  - N. Candidate of Gujarat Secondary and Higher Secondary Education Board who have passed HSC Exam before year 2014 will have to fill Seat Number of the Exam as per Marksheet. Candidate who have appear in HSC Exam in the year 2014 to 2019 will have to fill SID Number (Example-18V-XXXXXX). Candidate appearing in year 2020 will have to fill “Application Number” of Standard 12<sup>th</sup> Examination (Example – HS/RG/00/000/01/20/000000)
  - O. If the Board-Code is not '01', it is not necessary to fill SID No. and Seat No.
  - P. The candidate has to choose the group and click on 'A', 'B' or 'AB'.
  - Q. The candidate has to click on either Gujarati, Hindi or English to fill the information of the Medium. The question paper of that particular medium will be provided to the candidate.
  - R. The candidate has to upload his/her passport size photograph in the JPG' format not more than 50 KB size. (Dimension 120 Px X 120 Px)
  - S. The candidate has to upload his/her signature by scanning in the JPG' format not more than 50 KB size. (Dimension 120 Px X 120 Px)
  - T. After filling up all the details in the application form the candidate has to click on 'Save' button to save the details.
  - U. After verifying all the details of the application form the candidate has to click on '**Submit**' button to submit his/her application. The candidate has to keep and remember his/her application number for future references. (Correction cannot be done after submitting the form)
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