

Procedure of Online Admission

1. Please read the instructions provided in the prospectus carefully.
2. Make sure you have electronic copies of the following documents:
 - Passport-sized photograph
 - Specimen of your signature
 - Matric and 10+2 certificates
 - Character certificate (issued by the head of the last attended institution, not older than 6 months; original certificate to be attached with the admission form). For gap cases, provide a character certificate from the Panchayat Pradhan/Gazetted Officer along with a self-declaration for the gap period.
 - e-Certificates for categories like SC/ST/PH/Sports/PwD/EWS/WFF/IRDP/BPL/ Ward of Ex-serviceman/Cultural Certificates, if applicable.
 - Bonafide Certificate for Himachali girls/J&K students.
 - Photocopy of Aadhar Card.
 - Photocopy of bank account number.
 - Migration certificate for students who passed +2 from a board other than HPBOSE Dharamshala.
 - If applicable, provide a single girl child affidavit from the competent authority and a certificate confirming being a single girl child from the SDM/Tehsildaar of the concerned area.
3. All candidates are advised to fill their online admission form on their own mobile phone/laptop, or in the “Lokmitra Kendra / Cyber Cafe” nearby their hometown.
4. Visit the college website (www.govtcollegedehri.org) and access the provided link (<https://admission.govtcollegedehri.org/>).
5. All the candidates are directed to register with their personal mobile number, and email address (as all the future communication will be done by the admission committees using this mobile number and email address only); pay the registration fee; only after paying Registration fee, the candidate will finally be able to start filling the application form.
6. Candidate must save the “Username and Password” generated during registration process with them and complete the admission process by filling the online application form using

their own username and password from “Login to Apply” button.

7. Candidate needs to fill the online admission form using his/her own credentials, after that only his/her candidature will be considered for admission. Registration alone does not make any candidate eligible for admission.
8. During online filling of application form you need to enter all information correctly, and upload your photograph, signature, and the ‘scanned copy of original required documents’ (ensure original scanned documents are clear and visible) and complete your application form online. Photostat copies of documents are not accepted.
9. First-year candidates must submit a hard copy/printout of the filled application form along with supporting documents to the respective admission committee. Also bring your original documents for verification, while coming to the college for submitting the application form.
10. At the time of form verification, if admission committee finds any uploaded Photostat documents or documents are not uploaded in the prescribed format, then the admission form will be rejected. Student will be communicated by the committee and also through “SMS and Email” to do the needful changes.
11. Candidate then needs to make the corrections by Logging in their account using their username and password and resubmit the form and wait for final approval which will be intimated through SMS and Email.
12. Once all required information and uploaded documents are verified to be correct, they will be approved by the concerned department.
13. Upon approval from the concerned department, the link for submitting the admission fee will be activated.
14. Submit your fee online through the provided link/payment gateway. Your roll number will be generated automatically.
15. In case of any query related to online admission, candidate can contact Admission helpdesk:

Sh. Vikas Bhasin	9418291418
Sh. Shiwal	8544774184
Sh. Rajat Rana	7719515115
Sh. Gulshan Verma	9805630591