

## Instructions/Steps to fill the HPCET-2026 Online Application Form

1. Click on “**Register ->**” tab in **One Time Registration (OTR)** menu under Services. You will be redirected to Login/Signup Page.
2. In the login/Signup page click on “**As Student**” to apply for HPCET-2026 Application Form.
3. For New User, click on “**New User? Sign up for Citizen Login**”. You will be redirected to Him Access Portal. Select “Aadhar Number” option from the Signup using drop-down list. Enter Your Aadhar number, provide your consent for Aadhaar eKYC and click on “Get OTP”. Enter your OTP to validate your authenticity. Enter your personal details such as mobile number and e-mail ID as required. After completion of personal details, you will receive a “Unique Him Access ID”. Note down your “Unique Him Access ID” for future reference.
4. If you have already registered and have a “Unique Him Access ID”, Click on “As Student” menu. You have three options to Sign in to your account i.e.,
  - a. Through your “**Unique Him Access ID**”
  - b. Through your “**Registered Mobile Number**”.
  - c. Through “**Others**” option.

*Note: You can use any of the above options to login to your account.*

5. After login you will be redirected to your dashboard with menus on the left side i.e., “**Update Profile**”, “**Courses List**”, “**My Applications**” & “**Logout**”.
6. Under the “**Update Profile**” menu there are four tabs i.e., “**Applicant Details**”, “**Contact Details**”, “**Qualification**” & “**Upload Photo**”.
  - 6.1. **Applicant Details**: Fill all the required details and click on “Save & Continue” button. On the selection of **Nationality** as **Indian**, State dropdown list highlighting all Indian States will be displayed and on the selection of **Others**, a textbox will be displayed where candidate will have to fill the name of the country he/she belonged.
  - 6.2. **Contact Details**: Fill your Permanent and Correspondence Address and click on “Save & Continue” button.
  - 6.3. **Qualification**: Fill your qualifications i.e., 10<sup>th</sup>, 12<sup>th</sup> & Graduation (if applicable) details carefully.
  - 6.4. **Upload Photo**: Upload your recent passport size photo & Signature with clear and white background.

*Note: The scanned images of photograph & Signature should be in \*.jpg/\*.jpeg /\*.png format only and their sizes must be in between 60 to 100 kb.*

7. After uploading the photo and signature, click on “**Complete Profile**” button and then click on “**Log Out**” menu. Login again through your credentials, only then “**Course List**” menu will be displayed to apply for a particular course.
8. Now, go to “**Courses list**” menu. All the courses are displayed under two categories: Post-Graduate Programs and Under-Graduate Programs. Choose the

course you want to apply for carefully by clicking on “**Apply**” button.

9. The candidate can select/opt any course in which he/she desires to apply for HPCET-2026 among the following courses:

- i) *B. Tech*
- ii) *B. Pharmacy*
- iii) *B. Tech & B. Pharmacy (Both)*
- iv) *BHMCT*
- v) *B. Sc. HMCT*
- vi) *BHMCT & B. Sc. HMCT (Both)*
- vii) *MBA*
- viii) *MCA*
- ix) *MBA (T & HM)*
- x) *MBA & MCA (Both)*
- xi) *MBA & MBA (T & HM) (Both)*
- xii) *MCA & MBA (T & HM) (Both)*
- xiii) *MBA, MBA (T & HM), MCA (All)*
- xiv) *M. Sc. Physics*
- xv) *M. Sc. Environmental Science*

*Note: The candidates who want to apply for two courses simultaneously i.e. **B. Tech & B. Pharmacy (Both)** or **MBA & MCA (Both)** or **MBA & MBA (T & HM) (Both)** or **MCA & MBA (T & HM) (Both)** or **MBA, MBA (T & HM), MCA (All)** must select the appropriate value from the course list and have to pay double/triple application processing fee as applicable. The candidates are advised not to fill the separate application forms for the above mentioned programmes to avoid inconvenience for the allotment of examination centres, roll numbers and conduct of examination on same date and time.*

10. After Clicking on “**Apply**” button you will be redirected to “**HPCET-2026 APPLICATION FORM**”. Enter all the required fields to complete the form.
11. Under “**Quota**” select any value from the drop-down list i.e., **All India Quota (AIQ), Non-Resident Indian (NRI), Kashmiri Migrant (KM) & Himachal Pradesh State Quota (HPSQ)**. On the selection of **AIQ (All India Quota) / KM (Kashmiri Migrant) / Non-Resident Indian (NRI)** from the **Quota** dropdown list, only **GENERAL** Category will show and if **HPSQ (Himachal Pradesh State Quota)** is selected then all Categories will show i.e. as per State Govt. reservation policy.
12. Select appropriate “**Category**” from the drop-down list i.e., **General, Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Classes (OBC) & Economically Weaker Section (EWS)** whichever is applicable.
13. Select the “**Course Minimum Qualification**” from the drop-down list as applicable.

**Note:** Select “**Course Minimum Qualification**” carefully and it must be same as per the “**Qualification Name / Stream**” under “**Qualification**” tab in the “**Update Profile**” menu.

14. Select your “**Sub-Category**” & “**Sub-Class**” as applicable.
15. Check the declaration box if all the entries are correct and click on “**Save Draft**” button.
16. You will be redirected to “**My Applications**” (menu) page showing details of

all the applications you have applied for. Under the “Action” tab there are two buttons “**Edit Application**” & “**Submit Application**”. If there is any correction in the application click on “**Edit Application**” button and edit the incorrect entry(ies), check the declaration box and click on “**Update**” button. If all the entries in the form are correct click on “**Submit Application**” button to finally submit the HPCET-2026 Application form.

**Note: Please note down that no further editing will be allowed if the candidate submits the application.**

**17.** After clicking “**Submit Application**” button a pop-up message with text “Make Payment.

Your application has been submitted successfully! Your application number is: HPCET26XXXXXX. Kindly complete your application by making the required payment.”

**18.** Go to “My Applications” menu, click on “**₹ Pay XXXX**” to complete the payment of HPCET-2026 Application Form. Click on “**Proceed to Payment**” button page will be redirected to payment gateway. Choose a payment method and make the payment. After successful transaction/payment the system will be redirected to “**My Applications**” page. Here candidate can download the final PDF of HPCET-2026 Application Form.

**Note: If PDF icon to download the \*.pdf file is not displayed after successful payment, then click on “₹ Pay XXXX” button to confirm the payment.**

**19.** If the .PDF file of the HPCET 2026 Application Form is not generated by the system after making the successful payment, the candidate has to wait for at least 2 working Days. After the verification of payment from the Account Department the Candidate can download the .PDF of application form from their login dashboard. After that 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 **Form No., Transaction number and Screenshot of Payment.**

**20.** Candidate must avoid making multiple payments against the same Application/Form Number. If the multiple payments against the same application/form number is made by the candidate, the candidate may fill the refund form which is available on the official website of University in Examination =>Download Forms => Examination/re-evaluation fee refund form. Filled refund form must be send through mail at id: [finofficerhimtu@gmail.com](mailto:finofficerhimtu@gmail.com) and have to wait for at least one month to complete the refund process by the University.

### **Important Note:**

- HPTU reserves its right to alter or modify the Information Brochure Part-I of HPCET-2026.
- All correspondence related to HPCET-2026 should be addressed to the Controller of Examinations, Himachal Pradesh Technical University, Daruhi, Hamirpur (H.P.)– 177001. The Application Number printed on the computer-generated application form (PDF) must be mentioned in all such correspondence.