

Uttar Pradesh Rajarshi Tandon Open University, Allahabad

A) Procedure for filling the Applications for Entrance Examination for Admission in 1st Year

- Open the website www.uprtou.ac.in and then click on the link **Online Admission System 2015-16**.
- On the **Online Admission System** Home Page click on the link Apply For “**Entrance Examination Form submission for Admission in MBA / MCA / B.Ed / B.Ed (SE) for new Students**”
- On the page that opens click on the Course MBA / MCA / B.Ed / B.Ed (SE)
- The Application for Entrance Exam Submission is divided into following **2 steps**

Step1: Registration for Entrance & Fee Submission

- a) On the **Step 1 Tab** (Registration & Fee Submission) click on the button “**Click to Proceed**” to fill the Registration Form.
- b) On the page that opens check your eligibility for Admission and accept the Terms & Condition by clicking on the checkbox and click Proceed.
- c) On the Entrance Registration Form after filling the details select the **Payment Mode** and then select the **Bank for Fee Payment**
- d) You can make the payment by following two modes :
 1. **Cash** (E-Challan)
 2. **Online Deposit** (Net Banking, Credit / Debit Card)
- e) Once you have selected the Payment Mode and the Bank, check all the entries and if satisfied, click the “**Submit**” button
- f) Your **Registration** details will be displayed on the next screen.
- g) Check all the entries, if you are satisfied with the displayed details click on the button “**Proceed for Payment**” else to edit the details click on the link “**Edit Details**”.
- h) If you have selected **Cash (E-Challan)** mode of payment, your e-Challan will be generated. You have to take the printout after setting the **Page to Landscape** mode in the **Printer Properties**. After **24 hours** of generating the **E-Challan** you have to take the printout of **E-Challan** to the Bank you have selected and make the payment by **Cash**. After submitting the Fee at the Bank, the Bank will enter the Transaction ID, Transaction Date, Branch ID on the **E-Challan**. The Bank will keep the Bank’s Copy of the **E-Challan** and returns the Candidate’s Copy & University Copy to you.
- i) If you have selected **Online Deposit (Net Banking, Credit / Debit Card)** mode of payment, you will be re-directed to the Bank’s website where you have to make the payment.

Step2: Submit the Entrance Form

- a) After **24 hours** of submission of Fee (by any mode) open the website of UPRTOU (www.uprtou.ac.in) and click on the link **Online Admission System 2015-16**
- b) On the **Online Admission System** Home Page click on the link Apply For **“Entrance Examination Form submission for Admission in MBA / MCA / B.Ed / B.Ed (SE) for new Students”**
- c) On the page that opens click on the Course MBA / MCA / B.Ed / B.Ed (SE)
- d) On the page that opens click on the STEP 2 Tab **“Submit Entrance Examination Form Online”**
- e) On the Step 2 Tab click on the button **“Click to Proceed”**
- f) On the page opens enter the following:
 - Registration No.
 - Challan Number
 - Mobile Number (only 10 digits)
- g) After entering these fields click **“Submit”** button.
- h) When you click **“Submit”**, if your payment has been verified by the Bank, the **Entrance Examination Application Form** will open.
- i) Fill the Form online and click on the **“submit”** button to save the data. Take the printout of the submitted data online.