



सत्यमेव जयते

**Education Department**  
Government of Gujarat



# **GENERAL INSTRUCTIONS USER REGISTRATION & ADMISSION PROCESS**

**DECEMBER 2023**

**Prepared by - Department of Education, Government of Gujarat**

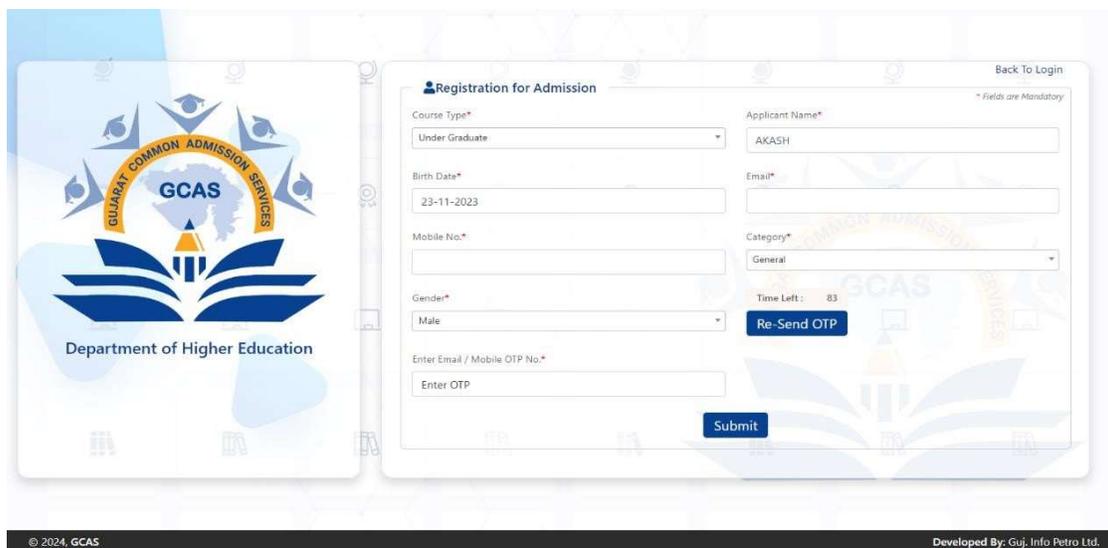
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# General Instructions

## USER REGISTRATION AND ADMISSION PROCESS

### A. New User ID Creation:

1. Visit the GCAS website
2. Look for an “Apply Now” option or register through the online registration link:  
“<http://gcas.gujgov.edu.in/>”



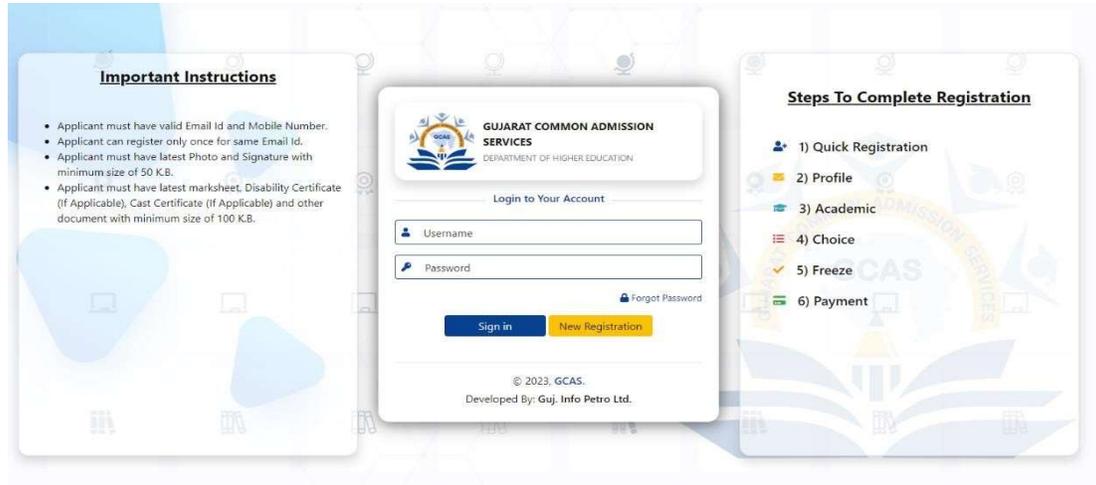
The screenshot shows the GCAS registration interface. On the left is the GCAS logo with the text 'GUJARAT COMMON ADMISSION SERVICES' and 'Department of Higher Education'. The main form is titled 'Registration for Admission' and includes the following fields: Course Type\* (Under Graduate), Applicant Name\* (AKASH), Birth Date\* (23-11-2023), Email\*, Mobile No.\*, Gender\* (Male), and Category\* (General). There are also fields for 'Enter Email / Mobile OTP No.\*' and 'Enter OTP'. A 'Re-Send OTP' button is visible, along with a 'Submit' button at the bottom. A 'Time Left: 83' indicator is present. The footer contains '© 2024, GCAS' and 'Developed By: Guj. Info Petro Ltd.'.

3. Online registration form filling with the required personal details
  - **Name:** The student needs to fill in his/her name, exactly as it is mentioned in their HSE Marksheet/ 12<sup>th</sup> Standard Marksheet.
  - **Date Of Birth:** The student needs to submit the Date of Birth in DD/MM/YYYY format exactly as it is mentioned in their Higher Secondary Examination Marksheet (HSE)/ 10<sup>th</sup> Marksheet.
  - **Mobile No:** In the format Country Code with the Ten Digit Mobile Number e.g. (91) 9632388997 (the student needs to share a valid mobile number which is easily accessible throughout the admission process)
  - **Email ID:** The student needs to provide a valid email ID.  
E.g. [abcdef@gmail.com](mailto:abcdef@gmail.com), [abcdef@yahoo.com](mailto:abcdef@yahoo.com) and others.
4. Review & final submission
5. An OTP will arrive at the registered Email ID and Contact Number.
6. ID Creation of the User
7. The Username and Password will be sent to the relevant Email ID and Contact Number.
8. The student needs to immediately change the password post registration.

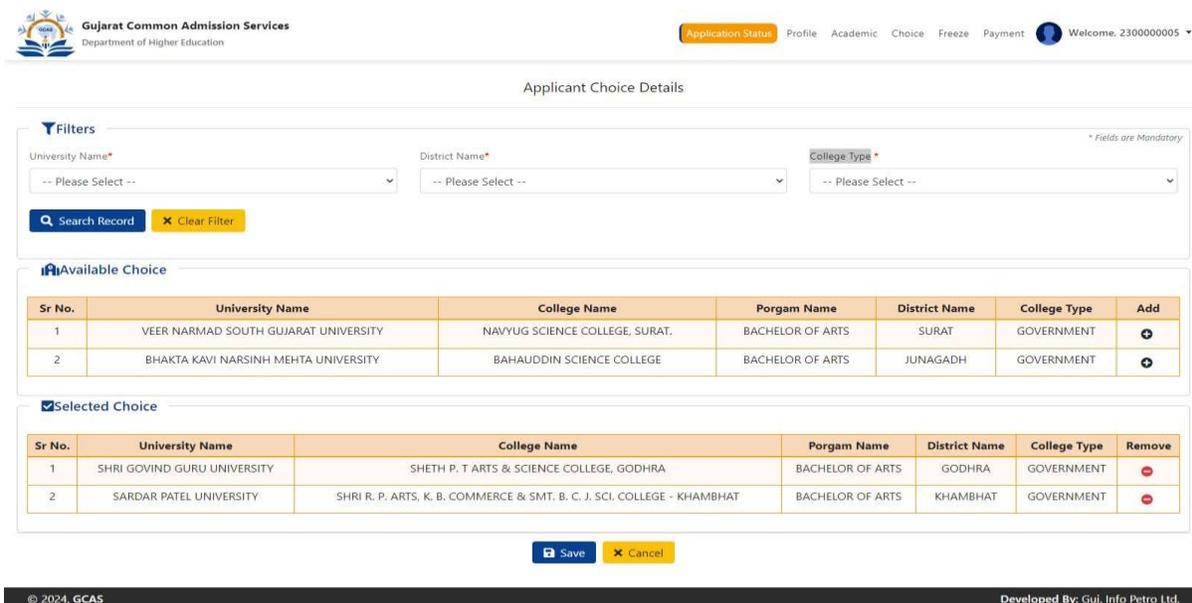
**Note: A unique student ID will be created post-registration by the website. The student needs to use those credentials (i.e., Username and password) while logging in.**

## B. Admission Process:

1. The student needs to login to the portal with the User ID and Password as provided post-registration.



2. An OTP will arrive at the registered Email ID and Contact Number.
3. Post Login, the student will be able to access the application form.
4. The student will have to shortlist the course/s and the Universities/ Colleges offering respective courses in the state. The student may choose as many streams, courses or universities/ colleges as they wish.



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5. Post-selection of the courses and their relevant Universities/ Colleges, the student will need to fill out an application form.



Applicant Profile

**Basic Details**

Applicant Name*	AKASH	Birth Date*	23-11-2023	Email*	skyp11999@gmail.com	
Mobile No.*	9727699820	Category*	Open	Gender*	Male	
Disability*	None	Father Name*	PRAVIN BHAI	Mother Name*	P	
Alternate Mobile No.*	3333333333	Aadhar No*	88888888888	ABC Id*	8999999999999999999	Invalid Aadhar No
Course Type*	Under Graduate					

**Communication Address Details**

Address*	gandhinagar	Country*	India	State*	Gujarat
District*	Gandhinagar	Taluka*	Gandhinagar	PinCode*	122222

Save Cancel

6. While filling out the application form, a few things are to be considered:

- **Name:** The student’s name should be as per the Higher Secondary Examination (HSE) Marksheet/12<sup>th</sup> Marksheet.
- **Date of Birth:** The date of birth should be as mentioned in the 10<sup>th</sup> Marksheet / School Leaving Certificate.
- **Category:** Relevant document proofs for the category need to be uploaded by the students of EWS (Economically Weaker Section) of General Category, SC (Scheduled Caste), ST (Scheduled Tribe), OBC (Other Backward Caste) & SEBC (Socially and Economically Backward Class category and Nomadic Tribes and De-notified Tribes.

Academic Details

**H.S.C. Details**

Last Qualifying H.S.C Exam Board*	GSHSEB	H.S.C. Passing Year*	-- Please Select --	H.S.C. Passing Month *	-- Please Select --
H.S.C. Theory Obtained Marks *		H.S.C. Theory Total Marks *		Theory Percentage *	
H.S.C. Aggregate Obtained Marks *		H.S.C. Aggregate Total Marks *		Aggregate Percentage *	

**S.S.C. Details**

Last Qualifying S.S.C. Exam Board*	-- Please Select --	S.S.C. Passing Year*	-- Please Select --	S.S.C. Passing Month *	-- Please Select --
S.S.C. Theory Obtained Marks *		S.S.C. Theory Total Marks *		Theory Percentage *	
S.S.C. Aggregate Obtained Marks *		S.S.C. Aggregate Total Marks *		Aggregate Percentage *	

Save Cancel

1. Review of the filled application form. (It is recommended to revisit the entire application form before final submission)



2. Application fee payment through the provided Payment Gateway link. (One-time application fee payment for the selection of unlimited Universities/ Colleges, Streams, and Courses).
3. The filled application form will automatically be sent to the respective email ID of the student.

 **Gujarat Common Admission Services**  
Department of Higher Education

**Application Status** Profile Academic Choice Freeze Payment  Welcome, 2300000005

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Application Payment

**Initiate Payment**

Course Type :	Under Graduate
Application No. :	2300000004
Applicant Name :	Bhil Mahesh
Fee Amount :	125.00

**Initiate Payment** **Cancel**

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4. Final submission by the student.

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Department of Higher Education

**Application Status** Profile Academic Choice Freeze Payment  Welcome, 2300000005

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Application Freeze

**Declaration by Applicant**

I, do hereby declare that all the details indicated above are true and correct to the best of my knowledge and belief. I have read admission Rules and the information brochure/booklet, and I shall abide by all the Rules/norms, other Terms and Conditions for Admission. In the event of suppression or distortion of any information provided by me, I do understand that the admission granted by the Admission Committee regarding my admission shall be liable for cancellation. I also understand that the decision of the Admission Committee regarding my admission shall be final and I shall be liable by its decision. Further, if admitted, I promise to abide by the rules and regulation off the Institute/College/Department as applicable during the course of Study. I am also aware that Ragging is banned and if I found guilty, I shall be liable for punishments under the Rules. I abide to pay the Fees as determined by the GCAS time to time.  
For Physically disabled/Differentially abled Students: Valid disability with % of disability certificate is compulsory.

**Acceptance by Applicant**

I Agree To Below Conditions On Final Submission and The Same Decided By GCAS Time to Time\*

**Freeze** **Cancel**

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5. Submitted applications will be sent to all the Universities/ Colleges chosen by the student.

6. Each University/ College will create separate merit lists of the students. The University/ College may be asked to create a merit list and send emails to the students as per their merit list.
7. Based on the merit list, the chosen student will visit the University/ College for document verification and fee submission.
8. University/ College will confirm and enrol the student.

**Password Reset:** The student may reset their password at any time following the steps as mentioned below:

1. Click on the Forgot Password tab available on the Login Page.



2. Enter the Email ID, Application No. and Date of Birth of the User Student and click on Submit Button.
3. An OTP will arrive at the registered Email ID or Contact Number.
4. Reset the password

**Other Important Instruction:**

1. It is mandatory to answer all the questions before the final submission.
2. Always make sure to provide an updated email ID and Contact number. All updates regarding the application form will be sent to this number.
3. It is mandatory for the student to submit an active contact number of parents/ guardians.
4. It is mandatory to enter all the qualification-related details correctly. This helps Universities/ Colleges in shortlisting the submitted application forms.
5. The student needs to visit the University/College after receiving an email from the chosen list of Universities/Colleges for document verification and final enrolment.
6. Disability: If a student is differently abled, then he/she needs to submit a certificate of more than 45% of Physical Disability.



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## **GUJARAT COMMON ADMISSION SERVICES**

**Commissionerate of Higher Education, 2nd Floor,  
Block No. 12, Dr.Jivraj Mehta, Gandhinagar. 382021**

**E-mail: [support-gcas@gujgov.edu.in](mailto:support-gcas@gujgov.edu.in) | [9274100797](tel:9274100797)**