

**INSTRUCTION MANUAL**

**FOR**

**PG (MD Courses)**

**COUNSELLING**



# OPEN THE COUNSELLING WEBSITE



▪ [grauadmission.smartpad.in/mdgrau](http://grauadmission.smartpad.in/mdgrau)

The screenshot shows the website's header with the university logo on the left, the title "Guru Ravidas Ayurved University, Punjab Counseling Portal" in the center, and the email address "grau.admissions@gmail.com" on the right. Below the header is a navigation menu with links: Home, About Us, Prospectus Session 2022-23, Instruction Manual, Advertisement, Online Application, Login, News, and Contact Us. A red banner below the menu contains the text: "If you are facing any issue with portal then Please send mail to grau.admissions@gmail.com .". The main content area features three red-titled boxes: "Latest Updates", "New Candidate Registration Procedure" (with a blue box containing "Step 1 Fill Online Application Form"), and "Important Dates" (with the text "Schedule For (GRAU UG Course) Counseling 1st Round").

**Guru Ravidas Ayurved University, Punjab  
Counseling Portal**

[grau.admissions@gmail.com](mailto:grau.admissions@gmail.com)

[Home](#) [About Us](#) [Prospectus Session 2022-23](#) [Instruction Manual](#) [Advertisement](#) [Online Application](#) [Login](#) [News](#) [Contact Us](#)

If you are facing any issue with portal then Please send mail to [grau.admissions@gmail.com](mailto:grau.admissions@gmail.com) .

**Latest Updates**

**New Candidate Registration Procedure**

**Step 1** Fill Online Application Form

**Important Dates**

Schedule For (GRAU UG Course)  
Counseling 1st Round

# ONLINE APPLICATION FORM

Home About Us Instruction Manual Prospectus Session 2021-22 Online Application Login Appendix Download Contact Us

**After opening the Counselling Portal**

**Click on  
“ONLINE APPLICATION” tab.**

**In case you have already filled  
the “ONLINE APPLICATION”  
Form. Click on “LOGIN” and  
complete the remaining steps.**



# FILL NEET DETAIL

## Eligible Criteria

**Note:- Minimum NEET marks required for eligibility are as follows**

>= 113 for Reserve Category

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>= 129 for Physically Handicapped (General Category And Economically Weaker Section)

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>= 147 for General Category And Economically Weaker Section

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Note:If your domicile state is Punjab, select "Apply under State Quota" and in case you are from other state select "All India Quota".

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## Start Registration

**Note: Please enter NEET Roll Number And Date Of Birth As Per NEET 2021**

Select Quota:

Please Select Quota



NEET Roll No:

Enter your NEET rollno.

Date Of Birth

Day



Month



Year



Login

Activate Window  
Go to Settings to act

**FILL THE ONLINE APPLICATION FORM, THEN CLICK ON THE BOTH TERMS & CONDITIONS & CLICK ON SUBMIT BUTTON.**

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MBBS Prof.

Percentage of Marks  Attempts in 3rd and Final MBBS Prof.  Do you want to apply under In Service G.D.O. Category?

Have you applied for MD/MS in any other state?

I agree to Terms & Conditions

I understand that this registration form does not entitle or ensure me for admission in MD/MS course. The admission is subject to the procedure followed by the Counselling Committee.



# DOCUMENTS UPLOAD

## Detail Of Student

Applicant Name: [Redacted]

Father Name: [Redacted]

Mobile: [Redacted]

Registration No: [Redacted]

Email: [Redacted]

**Click on choose file select file from your file location**

Photo for Application form ਅਰਜ਼ੀ ਫਾਰਮ ਲਈ ਫੋਟੋ	Choose File No file chosen	Upload
Signature for Application form ਅਰਜ਼ੀ ਫਾਰਮ ਲਈ ਦਸਤਖਤ	Choose File No file chosen	Upload
10th Certificate for Age Proof ਉਮਰ ਸਬੂਤ ਲਈ 10 ਵਾਂ ਸਰਟੀਫਿਕੇਟ	Choose File No file chosen	Upload
10+1 Detail Marks Card 10+1 ਵੇਰਵੇ ਮਾਰਕਸ ਕਾਰਡ	Choose File No file chosen	Upload
10+2 Detail Marks Card 10 + 2 ਵੇਰਵੇ ਮਾਰਕਸ ਕਾਰਡ	Choose File No file chosen	Upload

**After choose file from your PC, Mobile etc. Then click on upload button**



**After uploading the required documents on the documents upload page click on the check box 'I certify that all information is correct to the best of my knowledge' an then click on 'ONLINE PAYMENT button.**

I certify that all information is correct to the best of my knowledge.

Please check and upload all documents carefully before proceeding to Payment

Proceed To Online Payment



# ONLINE PAYMENT

**KINDLY PAY THE FEES ONLINE BY ANY OF THE MENTIONED PAYMENT METHODS.**

**Proceed To Payment**

**Your Application has been processed successfully. Proceed to payment with your reference number**

**Click on Pay Now  
button pay the fee  
and go to payment  
options**

**Your Reference Number is:** [REDACTED]

**Amount : 2073.408**

**Pay Now**



# AFTER CLICK ON PAY NOW VIEW THIS SCREEN

**Fill the  
Mobile No**

**Fill the  
Email Id**

**After fill both Mobile no and Email id  
Click on proceed button**

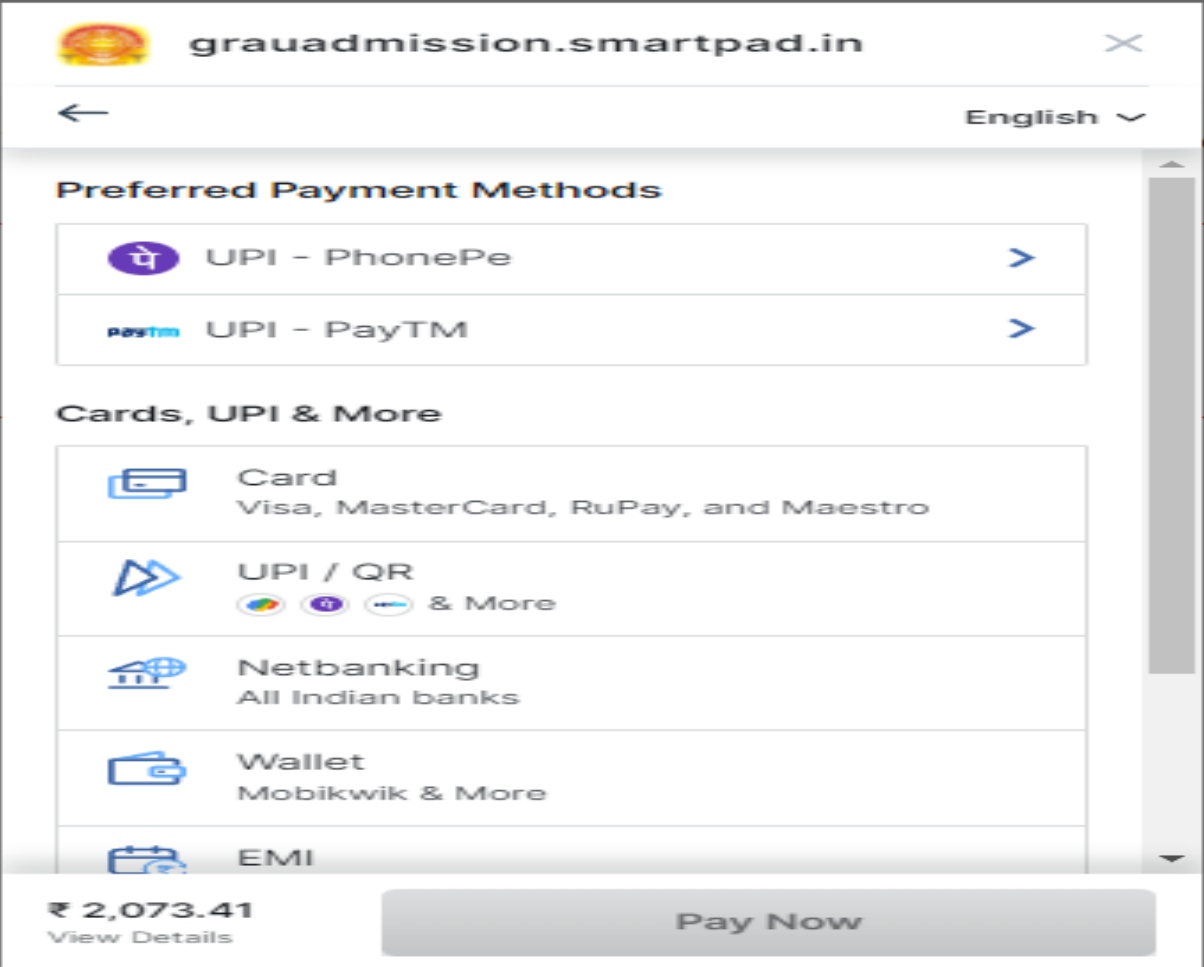
The screenshot shows a mobile application interface for 'grauadmission.smartpad.in'. The page title is 'Contact Details'. There are two input fields: 'Phone Number' and 'Email'. The 'Phone Number' field has a dropdown menu showing '+91' and a red error message below it that says 'Enter a valid mobile number.'. The 'Email' field is empty. At the bottom of the form is a blue button labeled 'Proceed'. The background of the page is dark grey with some text visible, including 'Your Application has' and 'your reference number'. There are also some red boxes and arrows overlaid on the screenshot, pointing to the input fields and the 'Proceed' button.



# SELECT PAYMENT OPTION THEN CLICK ON PAY NOW BUTTON

Your Application has

our reference number



The screenshot shows a mobile application interface for 'grauadmission.smartpad.in'. The page is titled 'Preferred Payment Methods' and lists several options:

- UPI - PhonePe** (with a right arrow)
- UPI - PayTM** (with a right arrow)
- Cards, UPI & More** section:
  - Card**: Visa, MasterCard, RuPay, and Maestro
  - UPI / QR**: Includes icons for Google Pay, PhonePe, and others, followed by '& More'
  - Netbanking**: All Indian banks
  - Wallet**: Mobikwik & More
  - EMI**

At the bottom of the screen, the amount **₹ 2,073.41** is displayed with a 'View Details' link, and a large **Pay Now** button is visible.



# CHOICE FORM

**After successful payment, you can fill the choice**

**Fill the choice form as shown below.**

## Choice Form

Select Course :

--Select Course--



Select College :

--Select College--



Select Quota :

--Select Quota--



Select Sub Category :

--Select Sub Category--



Save

Name: TEST STUDENT

Reference Number: 566329

**Delete Choice**

Choice	CollegeName	Speciality	Quota		
1	MAHARISHI MARKANDESHWAR MEDICAL COLLEGE & HOSPITAL	Microbiology (Permitted)	Management Quota	Delete	↑ ↓
2	MAHARISHI MARKANDESHWAR MEDICAL COLLEGE & HOSPITAL	Oto-rhino- Laryngology (ENT) (Permitted)	NRI Quota	Delete	↑ ↓
3	MAHARISHI MARKANDESHWAR MEDICAL COLLEGE & HOSPITAL	Radio-diagnosis (Permitted)	Management Quota	Delete	↑ ↓

Print Date: 12/21/2021      Counseling Type: Counseling1

Lock

Click Here to Print Choice Form

After choice filing you can print choice form

After choice filing you can print choice form

**Shift choice Down**

**Shift choice UP**



# PRINT FORM

After filing the choice form you can download the print form the Print form button as shown below

WELCOME TO ONLINE COUNSELING SYSTEM | TEST STUDENT (Ref No: 566329)

Dashboard  
Appendix Download  
Change Password  
Upload Documents

1 SUBMIT APPLICATION  
2 UPLOAD DOCUMENT  
3 PAYMENT ACKNOWLEDGED  
4 CHOICE FORM & PAYMENT INITIATED  
5 CHOICE LOCKED

Print Application

Click Here to Print Application

	<b>ਗੁਰੂ ਰਵੀਦਾਸ ਆਯੁਰਵੈਦ ਯੂਨੀਵਰਸਿਟੀ, ਪੰਜਾਬ</b> <b>Guru Ravidas Ayurved University, Punjab</b>
	Application of Online Counselling for MD Session 2022-23 Application Ref No: 566329 Counseling (Round 1)

Personal Information

Activate Windows  
Go to Settings to activate Windows.