

## GENERATION OF COMMON PROFILE FOR ALL COURSES

### Introduction:

- Every aspiring students of professional courses can generate their own profiles by submitting common required details and documents before submitting their application for particular course.
- The student can upload available documents like School Leaving certificate, Passport size photograph, Category certificates etc.
- The profile will be made available for future applications also therefore students will be free from similar activities for multiple time.
- Enter mobile number which is easily available for you during entire process.

### New Candidate Registration:

Creation of User I'd:

Step 1: Visit to Admission Committee website [www.gujacpc.nic.in](http://www.gujacpc.nic.in).

Step 2: Click on “[New Candidate Registration](#)”

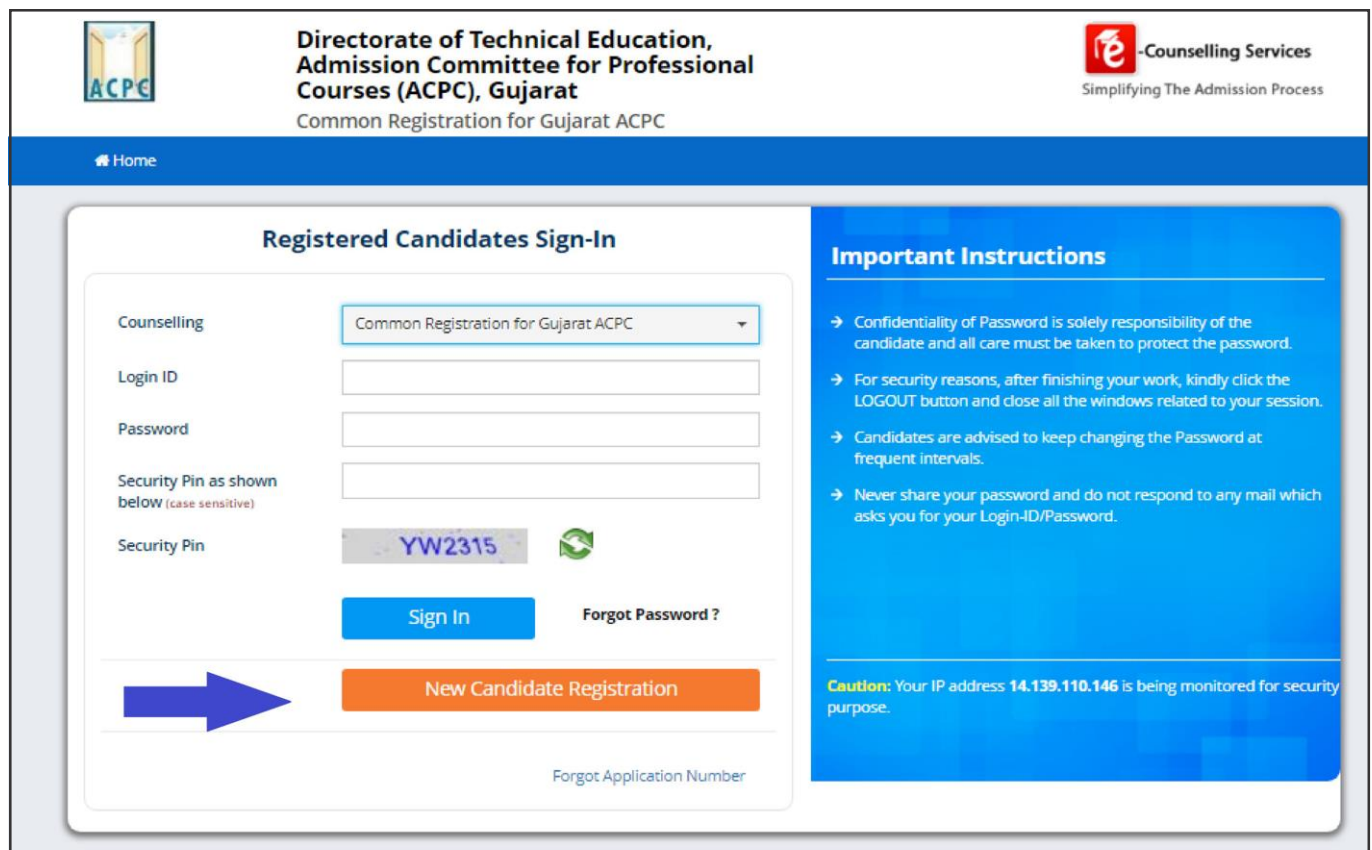
Step 3: Enter your name as per qualifying examination in Candidate Name.

Step 4: Choose ISD Code: for India (India (91)) (enter correct code as mobile will be verified)

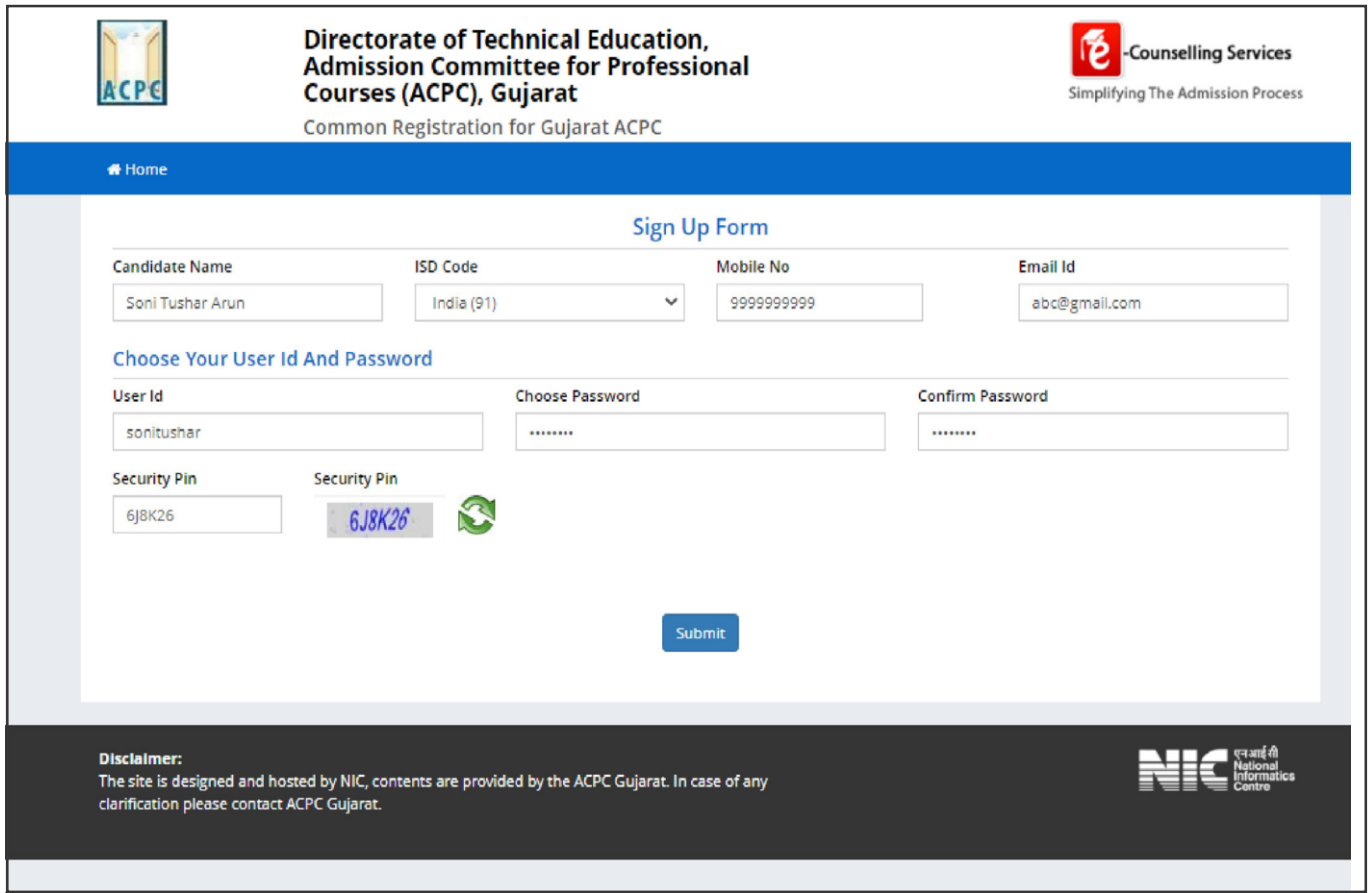
Step 5: Enter Mobile number (ten digit number e.g. 9999999999)

Step 6: Enter your valid e-mail address (e.g. \_\_\_\_@gmail.com or \_\_\_\_@yahoo.co.in etc.)

Step 7: Create your own User I'd. In case the User I'd is not available the portal will display a message. You need to choose alternate user i'd immediately. This process is similar to I'D creation during generation of e-mail.



The screenshot shows the ACPC website interface for candidate registration. At the top, there is a header with the ACPC logo, the text "Directorate of Technical Education, Admission Committee for Professional Courses (ACPC), Gujarat" and "Common Registration for Gujarat ACPC", and a "Counselling Services" logo with the tagline "Simplifying The Admission Process". Below the header is a navigation bar with a "Home" link. The main content area is divided into two sections. On the left, under the heading "Registered Candidates Sign-In", there is a login form with fields for "Counselling" (a dropdown menu set to "Common Registration for Gujarat ACPC"), "Login ID", "Password", "Security Pin as shown below (case sensitive)", and "Security Pin" (displayed as "YW2315" with a refresh icon). There are "Sign In" and "Forgot Password?" buttons. Below the login form is a large blue arrow pointing right towards an orange "New Candidate Registration" button, and a "Forgot Application Number" link. On the right, there is a blue box titled "Important Instructions" containing four bullet points: "Confidentiality of Password is solely responsibility of the candidate and all care must be taken to protect the password.", "For security reasons, after finishing your work, kindly click the LOGOUT button and close all the windows related to your session.", "Candidates are advised to keep changing the Password at frequent intervals.", and "Never share your password and do not respond to any mail which asks you for your Login-ID/Password." At the bottom of this box, a "Caution" note states: "Your IP address 14.139.110.146 is being monitored for security purpose."



**Directorate of Technical Education,  
Admission Committee for Professional  
Courses (ACPC), Gujarat**  
Common Registration for Gujarat ACPC

**e-Counselling Services**  
Simplifying The Admission Process

Home

### Sign Up Form

Candidate Name	ISD Code	Mobile No	Email Id
<input type="text" value="Soni Tushar Arun"/>	<input type="text" value="India (91)"/>	<input type="text" value="9999999999"/>	<input type="text" value="abc@gmail.com"/>

Choose Your User Id And Password

User Id	Choose Password	Confirm Password
<input type="text" value="sonitushar"/>	<input type="password" value="*****"/>	<input type="password" value="*****"/>

Security Pin	Security Pin
<input type="text" value="6J8K26"/>	<input type="text" value="6J8K26"/>

**Disclaimer:**  
The site is designed and hosted by NIC, contents are provided by the ACPC Gujarat. In case of any clarification please contact ACPC Gujarat.

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National  
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Centre

Verification of submitted details :

Step 8: Review the submitted particulars carefully. If you would like to change any particulars entered, you may do so by pressing 'EDIT' button or press SUBMIT button for final submission.

Mobile number verification:

Step 9: For mobile number verification, OTP will be sent to the number which you have provided. The OTP will be valid for 15 Minutes. You have to submit the OTP.

Conformation of User I'D:

You will receive an SMS confirmation for creation of User Profile with ID.

For further Log-in every time, you are requested to use the created user i'd and given password every time.

### Profile Creation for registered Candidate (after successful creation of User I'd)

Step 1: Log in to portal by entering the User I'd (you have created), Password (you have set) and security PIN as shown below it.

Step 2: View/ Edit application form: Enter or Edit the following details

### Personal Details:

- Candidate Name: As per mark sheet
- Father Name: Enter father's Name
- Mother Name: Enter mother's Name
- Date of Birth: as per HSC certificate / school leaving certificate
- Gender: Male/Female/Transgender
- Nationality: Indian / Other than Indian
- Domicile: Choose the State of domicile
- Category: General /General-EWS /Schedule Caste (SC) /Schedule Tribe (ST) / Socially and Educationally Backward Class (SEBC)

(For the category other than General you need to upload relevant document as provided in section of document uploading.)

### Sub Category Details:

- Physically Handicapped : Yes/No

(The Candidate needs to have more than 45% of Physical Disability certificate issued by Civil Surgeon and the same needs to be uploaded in document uploading section.)

- In-Servicemen / Ex-Servicemen : Yes/No

(The Candidate needs to upload the serving certificate of father/mother who is serving in defence services for in serviceman. The Candidate needs to upload the certificate of father/mother issued by District Sainik Welfare board for ex - serviceman.)

- Tuition Fee Waiver : Yes/No

(The candidate who is willing to avail benefits of TFW scheme should have family income of less than 8 Lakh. The candidate needs to upload the valid income certificate issued by Government as mentioned in document uploading section.)

### Other Information

- Family Annual Income: The candidate needs to enter the annual family income here in INR.

Step 3: View/ Edit contact details

#### Correspondence Address

- The candidate need to enter his current residential address here. The candidate can also provide alternate e-mail address and mobile number.

#### Permanent Address

- The candidate need to enter his permanent residential address here. The candidate can also choose the same as correspondence address if both are same.

Step 4: View/Edit Upload Documents/Images

(a) Photograph: Applicant's recent photograph in format of .jpg

(b) School leaving certificate: the available school leaving certificate in format of .pdf.

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## After Successful creation of Profile for registered Candidate (Application for individual programs)

- After successful creation of common profile by the candidate, the candidates will be offered various courses with tentative schedule for the concerned course. The candidate shall have to apply for the course, for which he is eligible and intends to seek the admission.
- The candidate shall have to fill the relevant academic details and upload all applicable documents.
- Accordingly, all the candidates are advised to keep the pdf scanned copy of all related documents ready for the same.
- After submission of the application form, the website will direct you for the payment of requisite registration fee. The payment can be done by Net banking/Credit Card or any mode of UPI.

## List of documents and issuing authority

Details	Status	Document issuing authority
Income Certificate (for TFWs candidates)	The valid income certificate citing annual family income	<ul style="list-style-type: none"> <li>• Jan Seva Kendra</li> <li>• Collector Office</li> <li>• Dy. Collector / Dy. DDO office</li> <li>• Mamlatdar / TDO office</li> </ul>
Schedule Caste (SC) / Schedule Tribe (ST)	The valid caste certificate	<ul style="list-style-type: none"> <li>• Jan Seva Kendra</li> <li>• Collector Office</li> <li>• Dy. Collector / Dy.DDO office</li> <li>• Mamlatdar / TDO office</li> <li>• District Welfare Officer</li> </ul>
Socially and Educationally Backward Class (SEBC)	The valid non-creamy layer certificate with mention of relevant Caste. In case NCL doesn't include caste, candidate shall attach separate caste certificate	<ul style="list-style-type: none"> <li>• Jan Seva Kendra</li> <li>• Collector Office</li> <li>• Dy. Collector / Dy.DDO office</li> <li>• Mamlatdar / TDO office</li> <li>• District Welfare Officer</li> </ul>
EWSs (Economically weaker sections)	The valid caste certificate	<ul style="list-style-type: none"> <li>• Jan Seva Kendra</li> <li>• Collector Office</li> <li>• Dy. Collector / Dy.DDO office</li> <li>• Mamlatdar / TDO office</li> <li>• District Welfare Officer</li> </ul>
In-Serviceman candidate	Certificate of In serviceman for purpose of education for ward	<ul style="list-style-type: none"> <li>• Certificate issued by Commanding Officer of concerned unit</li> </ul>
Ex-Serviceman Candidate	Certificate of Ex serviceman for purpose of education for ward	<ul style="list-style-type: none"> <li>• Certificate issued by District Sainik Welfare officer</li> </ul>
Persons with Disability (PWD) candidates	Physical disability mentioning the disability type and disability percentage (shall have more than 45%)	<ul style="list-style-type: none"> <li>• District Civil Surgeon officer</li> </ul>