

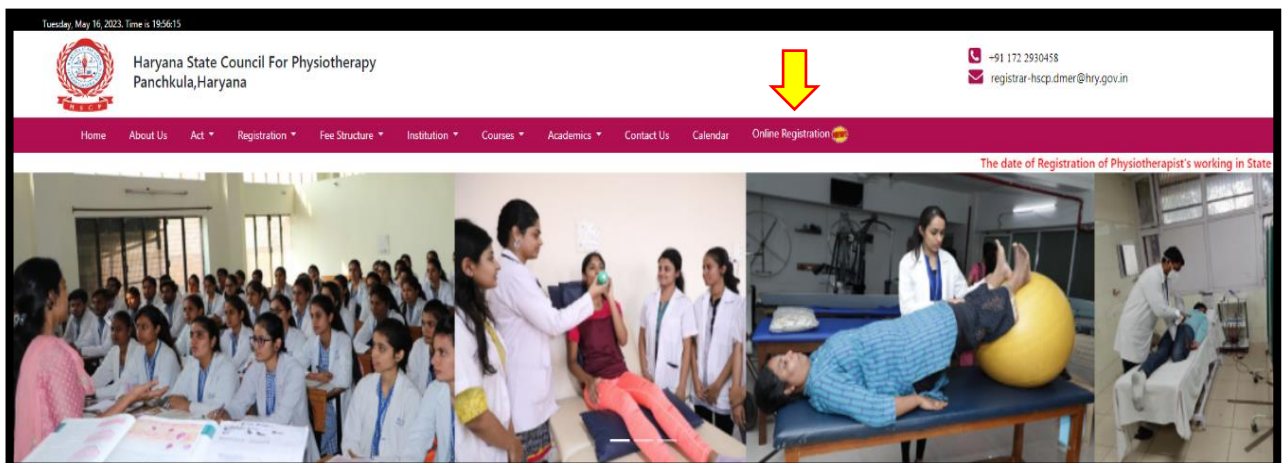
USER MANUAL

1. Introduction

Purpose: - The purpose of this User Manual is to help user to guide how to register online for Haryana State Council for Physiotherapy.

2. Registration

The applicant will access the Online Registration Portal → <http://haryanaphysiotherapyCouncil.in> for registration, where applicant will click on “Registration” (For Registration of Physiotherapist in HSCP) as shown below:



3. Instruction

Next page will appear where applicant will read all the instruction and necessary documents required for registration before filling the form.

(Please read the instructions carefully as given in Instruction Page before filling the form)

Introduction **Personal Data** Attachment Payment

1. Registration fee with 18% GST is as under:

Course	Fee	GST (18%)	Total Fee
B.P.T.	₹4000/-	₹720 /-	₹4720 /-
M.P.T.	₹4000/-	₹720 /-	₹4720 /-
Ph.D.	₹4000/-	₹720 /-	₹4720 /-

2. The application form should be correctly filled in capital letters and the documents required should be self- attested. The application should be submitted along with following documents:

- 10th pass Certificate for verifying the date of birth or school leaving certificate.
- 12th pass Higher Secondary Certificate for verifying the date of birth or school leaving certificate.
- Course Completion Certificate of having passed the BPT examination issued by the Dean/ Principal of the college or the University with attested copies.
- Degree or provisional certificate from the University or Dean/ Principal of the college that the applicant is eligible for the award of the degree along with attested copies.
- Address Proof: -Aadhaar Card/Driving Licence/Voter Card.
- Duly attested copy of the certificate of internship.(Compulsory Rotatory internship) issued by the Dena/Principal of the college.

3. An affidavit as per format duly attested from Notary are required to be submitted in case delay for registration

4. Colleges/University Located Outside Haryana: -

- The candidate has to fill form online, pay online & upload documents on website
- Course Completion Certificate of having passed the BPT examination issued by the Dean/ Principal of the college or the University.
- Degree or provisional certificate from the University or Dean/ Principal of the college that the applicant is eligible for the award of the degree.
- Address Proof: -Aadhaar Card/Driving Licence/Voter Card.
- Duly attested copy of the certificate of internship. (Compulsory Rotatory internship) issued by the Dean/Principal of the college.
- The candidate has to pay verification charges directly to concern university/authority in case such authority asks for verification charges and upload the receipt in required field.
- Registration certificate shall be issued after successful verification from concerned University.
- Any complaints regarding delays in registration due to delay in verification from the universities shall not be entertained by the office.

5. Registration fee is not refundable whether the registration form is accepted or rejected.

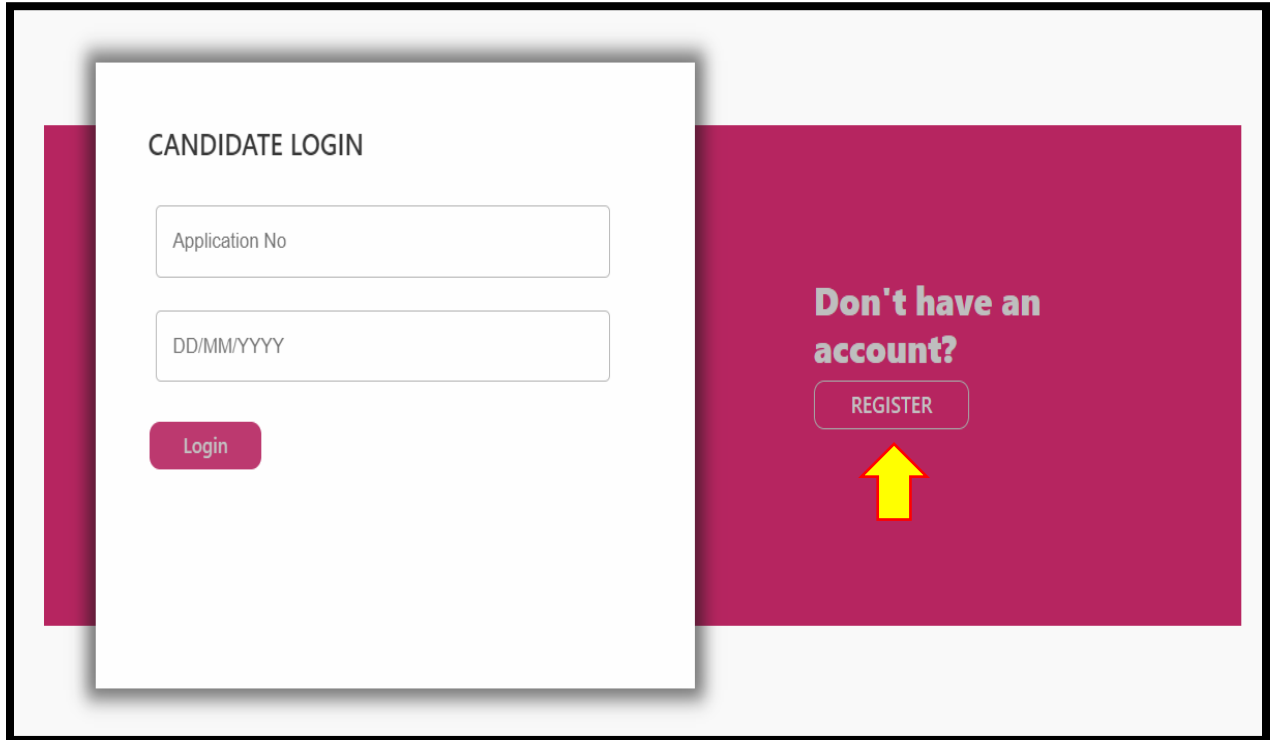
6. For already working Physiotherapists in State of Haryana who after commencement of Act have not registered themselves in the Council have to submit late fees @ Rs1000/- per Course.

Next



4. Login and Sign Up:

After click on “Next” button on instruction page, next page will appear where applicant who are already filled and paid the fees check the status of his/her registration by using “**applicant login**” and applicants who are not registered click on “**register**” to fill up the form.



5. Sign Up:

After clicking the tab of “Register” the next page will appear where applicant has to submit form after filling the form with all necessary details and then click “Next” to move to next page. **Note: Photo size should be in between 20-40 kb.**

(Please read the instructions carefully as given in Instruction Page before filling the form)

Introduction Personal Data Attachment Payment

APPLICANT'S DETAIL

UPLOAD IMAGE (PLEASE UPLOAD IMAGE WITH 200PX*200PX SIZE)
Choose File No file chosen

CANDIDATE NAME (★) FATHER'S NAME (★) DATE OF BIRTH (★)
DD MM YYYY

SELECT GENDER (★) PLACE OF BIRTH (★) RESIDE CITIZEN OF INDIA (★)
Select DOMICILE BY BIRTH

EDUCATION QUALIFICATION

Date of Passing 10th Class matriculation or equivalent examination
NAME OF EXAMINING BODY (★) PASSING YEAR (★)
YYYY

Date of Passing 12th Class inter- Science /Higher Secondary or equivalent examination
NAME OF EXAMINING BODY (★) PASSING YEAR (★)
YYYY

B.P.T Course Details

PASS OUT FROM (★) SELECT UNIVERSITY (★) SELECT COLLEGE (★)
Select Select Select

MONTH AND YEAR OF JOINING THE COURSE (★) MONTH AND YEAR OF COMPLETION WITHOUT INTERNSHIP (★) (MM-YYYY)
MM YYYY MM YYYY

Duration of Internship

DATE OF JOINING (★) DATE OF COMPLETION (★)
DD MM YYYY DD MM YYYY

Have you ever applied for name change? (★)
 YES NO

ADDRESS

PRESENT ADDRESS (★) PERMANENT ADDRESS (★)

EMAIL (★) MOBILE (★) ADDRESS PROOF (★) AADHAAR NUMBER (★)
last 3 Digit

Prev Next



6. Checklist

After filling the application form then click the “Next” to next page in which applicant has to upload all the necessary documents (self-attested) in prescribed format and then click on “**declaration**” in which he/she declares that he/she has submit his/her documents in the Council address within 60 days through by post/by hand. Then applicant upload his/her signature (**size of signature should be in between 20-40 kb**) and click “Next” to move forward.

(Please read the instructions carefully as given in Instruction Page before filling the form)

Introduction Personal Data Attachment Payment

Checklist for submission of documents

The candidates are requested to ensure that the documents are genuine and should be self attested.

10th Class Certificate for verifying the date of birth or school leaving certificate (*) Filename - 10th.pdf	UPLOAD YOUR FILE HERE Choose File
Pass Certificate of 12th class or equivalent examination /School leaving certificate (*) Filename - 12th.pdf	UPLOAD YOUR FILE HERE Choose File
Internship Completion Certificate / Transcript (*) Filename - internship.pdf	UPLOAD YOUR FILE HERE Choose File
Course Completion / Degree Issued by the Physiotherapy College (*) Filename - degree.pdf	UPLOAD YOUR FILE HERE Choose File
Address Proof(*) Filename - address proof.pdf	UPLOAD YOUR FILE HERE Choose File
An affidavit for delay in applying for permanent registration, if delay in applying for registration is more than 3 Months after completion of Internship. (*) Filename - affidavit.pdf	UPLOAD YOUR FILE HERE Choose File

Declaration

I have carefully read the instructions and I certify that the particulars furnished above are true to the best of my knowledge

Your Faithfully,

SIGNATURE(PLEASE UPLOAD IMAGE WITH(HEIGHT*WIDTH) 150px*300px SIZE)
Choose File sign.png

NAME OF APPLICANT(*)
Rahul


Next



7. Payment:

After click on “Next” tab payment page is open in which applicant first check all the details which he/she already filled and then click on “Pay Now” to pay the fee. After clicking “Pay Now” payment gateway will open in which UPI/NEFT/Mobile Banking option available for applicant convenience.

Sunday, May 14, 2023, Time is 11:30:17

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Panchkula, Haryana

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Home

Introduction Personal Data Attachment Payment

Application Details

Application Type* : B.P.T Registration
Passing State* : Haryana
Applicant Name* : Rahul

Registration No.* : 20220047
Passing Year* : 3/1/2021
Father's Name* : Krishan Singh


Application Type	Fee	GST (18%)	Late Fee	Total Fee
B.P.T Registration	₹4000 /-	₹720 /-	₹1000 /-	₹6720 /-

View Details

Pay Now

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Admin Login

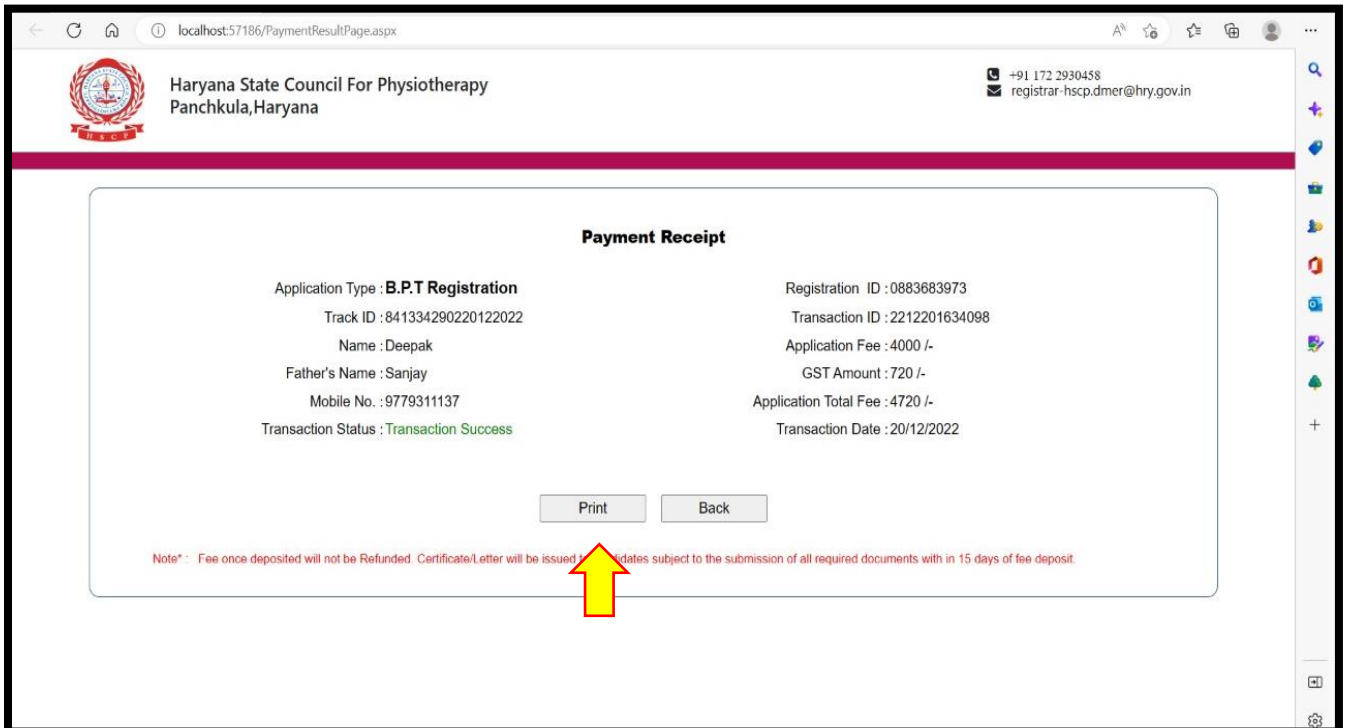
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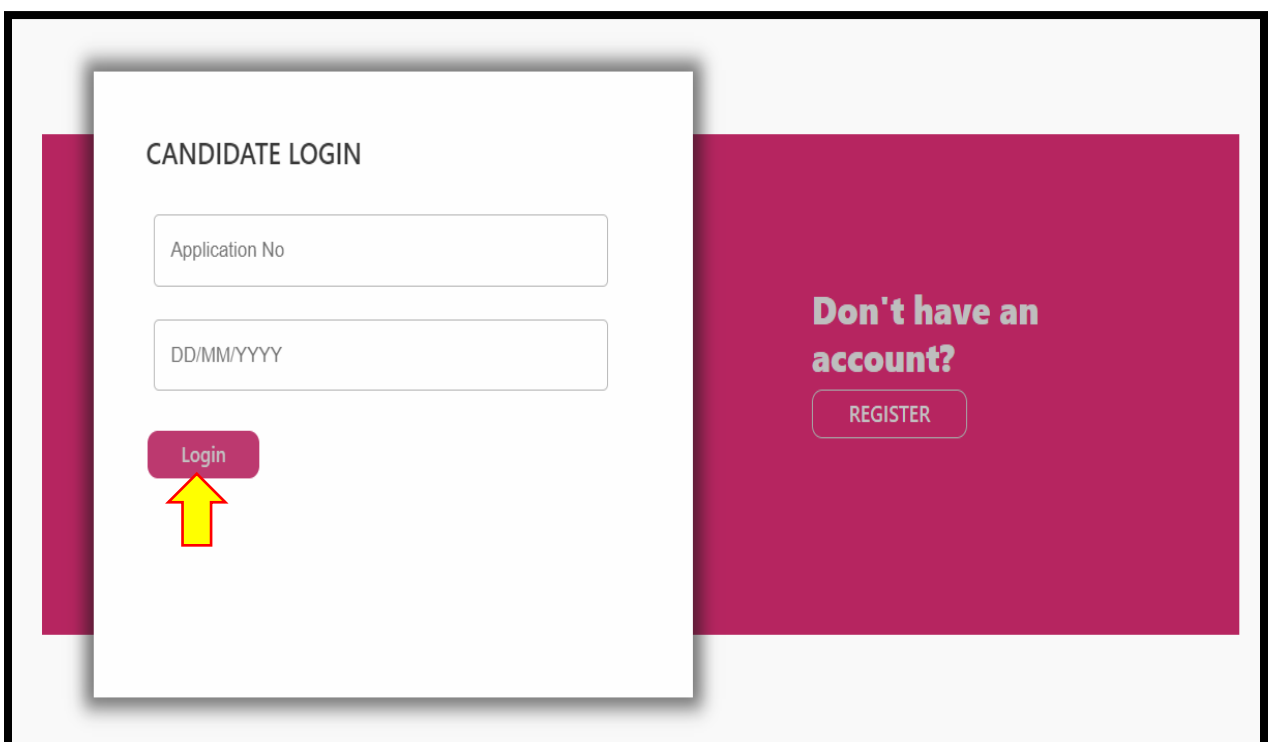
8. Receipt:

After paying fees **“Receipt”** page will appear in which transaction details, Registration Id like option available for applicant for quick reference. Applicant has to **“download/print”** receipt for future reference.



9. Applicant Login


If applicant wants to view his or her registration status after online payment and downloading their receipt, they must login in **"applicant Login"** using their **"registration id"** and password as **date of birth (DD/MM/YYYY)"** and then click the **"login"** button.



10. Applicant Dashboard

After clicking the **"Login"** button, the applicant's dashboard page will display, where he/she can check the status of his/her registration, such as accepted/rejected or pending/under process, or if any documents were incorrectly submitted, the **"edit"** option will be utilised and if any case council found any document uncomplete then whatever the reason is it will shown in remarks column so that applicant upload or edit the form as soon as possible.

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Application Status Details View Fee Details

Candidates Status Details

Applicant_ID	Name	Father's Name	AadherNo	Status	Remark	
20220047	Rahul	krishan Singh	789456123789	Pending		Edit

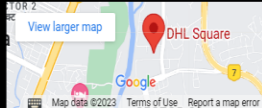
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11. Form Details

If applicant wants to see the details of his/her application then he/she click on **"Detail View"** to see or print the details and documents which he/she uploaded in the website.

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Application Status Details View Fee Details

Candidates Status Details

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20220047	Rahul	krishan Singh	789456123789	Pending		Edit

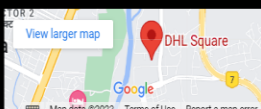
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Application Status Details View Fee Details

Candidates Registered Details

APPLICANT'S DETAIL

Course : B.P.T	Name : Rahul	Father Name : Krishan Singh	
DOB : 01-Nov-1994	Gender : Male	Birth Place : HARYANA	
Applicant Id : 20220047	Mobile : 7894569874	Email : rahulsingh12@gmail.com	
Fee : ₹ 4000/-	GST(18%) : ₹ 720/-	Late Fee : ₹ 1000/-	
Aadhar No. : 789456123789	Permanent Address : #1637, SECTOR-16, CHANDIGARH		

Education Details

10th Class Examining Body : CBSE	10th Class Passing Year : 2012
12th Class Examining Body : CBSE	12th Class Passing Year : 2014
BPT Pass Out From : HARYANA	
B.P.T (University Name) : PT. B.D. SHARMA UNIVERSITY OF HEALTH SCIENCES, ROHTAK	B.P.T (College Name) : COLLEGE OF PHYSIOTHERAPY, PGIMS, ROHTAK
Joining Course : Jun-2016	Internship Joining : 01-Sep-2020
Completion Course : Jun-2020	Internship Completion : 01-Mar-2021

Document Details


(1) 10th Class Certificate for verifying the date of birth or school leaving certificate.	Click Here
(2) Pass Certificate of 12th class or equivalent examination /School leaving certificate.	Click Here
(3) Course Completion / Degree issued by the Physiotherapy College.	Click Here
(4) Internship Completion Certificate / Transcript.	Click Here
(5) Address Proof.	Click Here
(6) An affidavit for delay in applying for permanent registration, if delay in applying for registration is more than 3 Months after completion of internship.	Click Here

Declaration Details

I will not permit considerations of religion, nationality, race, party politics or social standing to intervene between my duty and my patient. I have carefully read the instructions and I certify that the particulars furnished above are true to the best of my knowledge.

Applicant Name : RAHUL


Application Date : 14-May-2023



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12.Payment history

If applicants wants to see and download the payment details which he/she already paid then click on “Fee Details” button.

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Application Status Details View Fee Details

Fee Details

Track Id	Name	Father's Name	DOB	Subject	Fee	Status	
020769892513052023	Rahul	krishan Singh	01/11/1994	B.P.T Registration	5720	Pending	Download


13. Status Check

Applicant have to check his/her status time to time so that any delay in registration shall be avoided.

14. Issuance of Registration Certificate

After completing all the verification process, the Registration certificate is issued to the applicant and also applicant details uploaded to the official website and in Digi Locker for quick reference.

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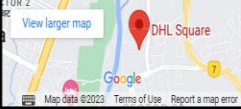
Application Status Details View Fee Details

Fee Details

Track Id	Name	Father's Name	DOB	Subject	Fee	Status	
020769892513052023	Rahul	krishan Singh	01/11/1994	B.P.T Registration	5720	Pending	Download
453909868213052023	Rahul	krishan Singh	01/11/1994	B.P.T Registration	5720	Pending	Download
780504434213052023	Rahul	krishan Singh	01/11/1994	B.P.T Registration	5720	Pending	Download
885402920113052023	Rahul	krishan Singh	01/11/1994	B.P.T Registration	5720	Pending	Download
911047688613052023	Rahul	krishan Singh	01/11/1994	B.P.T Registration	5720	Pending	Download

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In case of any query or issue relate to online registration please contact on **0172-2930458** or email on registrar-hscp.dmer@hry.gov.in