

# Seat Offer Guidelines for applicants

Important Instructions for candidates regarding, [Seat Confirmation](#), [Seat Surrender](#), [University Fee Payment \(Rs 1000/-\)](#), [Printing of Provisional Admission Letter](#)

Steps to Follow:- [www.erpamruhp.in](http://www.erpamruhp.in) or click on ERP login on AMRU website.

1. Open above mentioned AMRU ERP portal
2. Login to your account
3. Click on "Save and Next" Tab
4. Click on "Seat Allocation Status" Tab
5. The system will ask you "Accept" OR "Reject" the allocated seat.
6. If the candidate is satisfied with the allocated seat, click on "Accept" Button.

NOTE: If a candidate has already been allocated seat in previous round and subsequently has been allocated seat in this round of Counselling, then if the candidate wants to accept the seat allotted in this round the candidate will be required to surrender the seat allocated in previous round of counselling.

## PART-A (If "Accept" Button is pressed)

- o The system will ask you to apply for the next round of counseling (Yes/No).
- o On selection of "Yes", the candidate will be eligible for applying to the next round of counseling

6. If the candidate does not want to take the admission in allocated college/branch, click on "Reject" Button. Allocated seat will be cancelled.

## PART-B (If "Reject" Button is pressed)

- The system will ask you, Are you sure you want to Reject offer? Once offer is Rejected, you can not apply for this round. (Ok/ Cancel)

7. The candidates, who are not allocated the seat by the system during this round of counseling may fill the preferences (college and branch) for the next round of counseling. (As per counseling Schedule available on website)

8. Pay Fee:

After seat allotment, the candidates need to pay the university fee of Rs 1000/ Non-Refundable, through online mode by clicking on “Payment Gateway” button to make the fee.

9. After the successful payment, click on “Provisional Admission Letter”. The system will generate provisional admission letter and candidate will be required to report to the concerned allotted college within the stipulated period as mentioned in the admission letter along with requisite college fee, Provisional Admission Letter, Score Card of Entrance Test /Qualifying examination score card along with original relevant documents and one set of self-attested photocopy of relevant documents.

**IMPORTANT:**

**In case candidate deposited university fee of Rs 1000, but not able to download the Provisional Admission Letter, then contact at following numbers: - 01905-243967 and 01905- 292102 or email at [helpdesk.amruhp@gmail.com](mailto:helpdesk.amruhp@gmail.com).**

If any candidate submits the university fee (Rs 1000) in the present round of counselling and also wishes to participate in next round of counselling, then he/she need not to pay university fee (Rs 1000) again for next round of counseling. The fee once paid will neither be refunded nor be transferred to any other course.

10. Admission to the Allotted Institutes

Candidates will be declared eligible and ineligible at the time of verification of documents by the concerned college authority. If the candidate does not report or the allotted seat is not confirmed within the prescribed period, then the allotted seats shall stand cancelled and the candidates shall not have any right to the seat offer.