

Important Instructions for CCC On-line Registration

1. Online Registration will open from the date 15/3/2018 to 21/3/2018. Candidates have to enter **the name** (according to service book), **mobile number** and due date of **Higher Scale/Promotion/Confirmation of Appointment**. These three details will not be changed afterwards. Once these three details are submitted, candidate needs to note an **Application number** which will be seen on the computer screen. Later on for any correspondence, this **Application number** will be used for all CCC related work.
2. Candidate needs to enter his/her asked details in the time limit starting from the date 15/3/2018 to 21/3/2018 using his/her Application number. After all the details are filled in the registration form, save the form and take print out of the form.
3. Once print out of the form is taken, no details will be updated in the registration form.
4. In this printed registration form, candidate needs to **signature at appropriate place. Also get signature and stamp of the Head of Department/Principal**. Without the signature of candidate and signature, stamp of the head, **form will not be accepted**.
5. An applicant has to pay the fees of Rs. 200 for Theory & Practical both (or) Rs.100 for Theory only (or) Rs.100 for Practical only. The fee needs to be paid online. Candidate needs to enter Branch name as SBI for Credit card/Debit card/Internet banking.
6. If photo is not visible properly in the printed registration form, then stick the passport size photo in the form along with cross signature on photo and also mail the pasted (scanned) photo along with your Application number to ccc@gtu.edu.in. If photo is visible then photo can't be changed.
7. **Name written in registration form and name in your Identity card given by concerned office must be same**. If we find any difference in both names, your form will not be accepted.
8. Your submission at GTU must have
 - a. Original Registration form Printout with proper **attestation of candidate and HOD with Stamp**.
 - b. Original Copy of Challan (Depositor Copy).
9. An applicant must have to submit his/her application form in GTU personally or by post at following address so as to reach **on or before 26/3/2018 (Except public holiday)**

The Registrar,
Gujarat Technological University
Nr.Vishwakarma Government Engineering College
Nr.Visat Three Roads,
Visat - Gandhinagar Highway Chandkheda
Ahmedabad – 382424 – Gujarat

(On corner of Envelope, write **CCC EXAM FORM**)

- 10. Application received after Last Date (26/3/2018) will not be accepted.**
11. GTU is not responsible for any postal delay.
12. Please call us on [079-23267616](tel:079-23267616) regarding any application form query/problem.
13. Daily approximately 180 candidates' exam will be conducted.
14. During examination, candidate has to bring **original** driving license, Adhaar Card, Passport, Election card or Pan Card (ANY ONE) without fail.
