

Gujarat Technological University

CCC Examination (Year: 2024)

Important Instructions for Candidates

1. Online registration starts from 02/01/2024 at <https://ccc.gtu.ac.in/>. 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 later on. Once these three details are submitted, candidate will get notification message via SMS & email. The notification contains an **Application number**. Later on for any correspondence, this **Application number** will be used for all CCC related work.
2. Candidate needs to enter his/her required details at <https://ccc.gtu.ac.in/> in the time limit starting from the date 02/01/2024 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, details cannot be updated in the registration form.
4. In this printed registration form, candidate needs to **sign at appropriate place. Also the candidate has to 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. The candidate 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.
6. If photo is not visible properly in the printed registration form, then paste 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.
7. **Name written in registration form and name in your Identity card given by concerned office must be same**. If any discrepancy found in both names, candidate's form will not be accepted.
8. The candidate has to submit following documents to GTU:
 - a. Original Registration form printout with proper **attestation of candidate and HoD with stamp**.
 - b. A photocopy of candidate's photo-id proof (license, Adhaar Card, Passport, Election card or Pan card)
 - c. Original copy of payment receipt (Depositor copy).

These documents must be submitted in GTU personally or by speed post at following address so as to reach **(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 REGISTRATION FORM**)

9. GTU is not responsible in postal delay.
10. All candidates must bring original license OR adhar card OR passport OR voter i-card OR pan card during examination.
11. For any query during registration, write an email to: ccc@gtu.edu.in.
