

**NOTE: ALL STEPS ARE MANDATORY**

To Register online:

1. Go to <http://upavp.mjunction.in/>
2. Click on “Register to get empanelled”
3. Fill up online form, upload copies of necessary documents (PAN, GST, cancelled cheque)
4. Submit after entering captcha
5. Note down your application ID
6. Generate your application form PDF copy by clicking on the blue coloured link
7. Pay your registration and training fees online through payment gateway
8. Print your registration form, self-attest all pages and mail scanned copies to [upavp.helpdesk@mjunction.in](mailto:upavp.helpdesk@mjunction.in)

To get Application form by submitting one time non-refundable Application fee amount of INR 5000

1. Go to <http://upavp.mjunction.in/> and log in with the User ID and password provided to you
2. Go to Fund Management -> EMD deposit
3. Select NEFT
  - a. Click “Download Form” and take printout
  - b. Write the application money amount you have deposit (INR 5000) to your e-wallet and submit to bank with payment instrument of corresponding amount
  - c. Enter the details of the payment (UTR, date, amount etc.) under “Upload Details” on the same page
4. Select Online Payment
  - a. Enter application money amount you have deposited to your e-wallet and click submit
  - b. In the popup, select your payment option (Credit Card/Debit Card/Netbanking) and authenticate your payment
5. To check credit of Application Fee to e-wallet/balance in e-wallet, go to Fund Management -> E-wallet, select date range and click submit
6. Intimate by e-mail to [upavp.helpdesk@mjunction.in](mailto:upavp.helpdesk@mjunction.in) with the following details. This should be sent ONLY from the registered email ID
  - a. Transaction details (date, amount and payment reference)
  - b. Login ID issued by mjunction
  - c. Request to issue Application form for the Registration of Educational Plots
7. On receipt of the application fee and the email request, UPVP Helpdesk will send application form to bidders over email.

To submit supporting documents required for participating in e-auction of school plots

1. Complete Application form is to be filled up by the bidder
2. Supporting documents as per document checklist to be given with the application form
3. All the documents and the application form needed to be given in one file in PDF format as email attachment.
4. Email to be sent to [upavp.helpdesk@mjunction.in](mailto:upavp.helpdesk@mjunction.in)
5. Subject line of the email should be as below :
  - a. APPLICATION FORM AND DOCUMENTS OF \_\_\_\_\_ FOR E-AUCTION ON PLOTS FOR EDUCATIONAL INSTITUTE.

To pay/check token money:

1. Go to <http://upavp.mjunction.in/> and log in with the User ID and password provided to you
2. Go to Fund Management -> EMD deposit
3. Select NEFT
  - a. Click "Download Form" and take printout
  - b. Write the token money amount you wish to deposit to your e-wallet and submit to bank with payment instrument of corresponding amount
  - c. Enter the details of the payment (UTR, date, amount etc.) under "Upload Details" on the same page
4. Select Online Payment
  - a. Enter token money amount you wish to deposit to your e-wallet and click submit
  - b. In the popup, select your payment option (Credit Card/Debit Card/Netbanking) and authenticate your payment
5. To check credit of token money to e-wallet/balance in e-wallet, go to Fund Management -> E-wallet, select date range and click submit