

# USER MANUAL FOR ONLINE SUBMISSION OF APPLICATION FORM

## Overview

You can submit your application form for FMGE/ DNB – PDCET/ DNB CET/ NEET-SS exams from the NBE website [www.nbe.edu.in](http://www.nbe.edu.in) from **May 11, 2018 – May 31, 2018**.

The following sequence shall be observed while filling the online application form for exams:

- Fill the Registration Form for Obtaining User ID and Password
- User ID and Password will be then, sent through SMS and Email ID
- Fill the Application Form and Upload your photograph & signature
- Choose your Test City
- Submit the Fees
- Take a Print out of the Filled Application Form with Transaction ID Printed on it.

Upon creating a profile, you will receive a User ID and Password on your registered email ID and mobile number. Using these credentials you can login as Registered Applicant to fill the Application form. The application may be saved at respective stage and can be re-visited to complete later. Once the form is submitted, you will be allowed to edit the details in the Application form. Candidates may note that the following data of the application form is non-editable:

- Name of the candidate
- Date of Birth
- Gender
- Nationality
- Mobile No.
- Email address
- Testing City
- Photograph
- Signature

## Before you register

Kindly follow the instructions below before you start registration:

- Check your eligibility for the exams by referring to the information bulletin on the NBE website.
- Ensure you have a valid email id and mobile number.
- “\*” (asterisk) indicates a mandatory field. The boxes marked with this symbol are mandatory.
- Keep following information ready for filling the form:
  - a. Personal details
  - b. Educational Qualification Details and SMC/MCI registration details, if applicable
  - c. 10+2 Exam Equivalent details and Internship Details, if applicable

- d. Scanned images of your passport size photograph and signature (as per NBE guidelines)

### Step 1: Registration to get User ID and Password

- Go to: <https://nbe.edu.in>
- Then click on the Specific “**Exam Name**” for which you want to fill the application form
- Then click on ‘**New Registration**’ and you will be directed to registration form page

The entries in registration form cannot be changed once submitted, hence, ensure that you enter the required information as below correctly.

- **Name of Candidate:** This should be the same as on valid government id proof.
- **Date of Birth:** Use the calendar icon to select the correct date.
- **Gender:** Enter your gender (Male/Female)
- **Nationality:** Please enter your nationality (Indian/Others). In case of others, please enter your Country of Nationality and Other Nationality details.
- **Mobile Number:** Should be valid and unique. You will receive your User ID and Password as an SMS on this number only.
- **Email Address:** Should be valid and unique. You will receive your User ID and Password on this email address only.
- **Captcha:** The Captcha box is a special set of characters displayed on the screen. You will need to retype the characters in the box provided. This is a safety feature designed to ensure that a human is entering the details and not a computer program. If you have trouble reading the characters, click on ‘Get a new image’ to refresh the letters.

By selecting the ‘Submit’ button, you are committing to be honest and fair in all your actions and information provided in the Registration Form.

### Confirmation of Registration

Within minutes of submitting the Registration Form, you will receive a User ID and password on the registered email address from the *Administrator*. Ensure that you check your mailbox immediately and that it is not considered as spam mail.

You will also receive the User ID and Password as an SMS\* on the registered mobile number. Using these credentials, you may proceed to complete your application. (\*Please note SMS will not be sent to international numbers)

### This ends Step 1 of the Registration Process

### Step 2: Fill Application Form

Registered Users Click on ‘**Applicant login**’ to access the Application form with User ID and password received on your email and mobile number.

Click on the ‘**Go to Application Form**’ button and please read the important instruction carefully.

The Application Form is categorized into the following three sections:

1. **Personal Details**
2. **Qualification Details**
3. **Test Center Details**

Read the Note on pop-up page of the form before you begin filling the information. You need to fill section-wise application form. Once the mandatory details in a section are filled, you can move to the next section by clicking on Save and Next. However, you will not be allowed to navigate to next section, if mandatory information is not filled or the required documents are not uploaded. To navigate back to the previous section, you can click on the name of the previous section tab.

You can edit the application form any number of times but, few fields are non-editable. The non-editable fields include the following:

- Name of the candidate
- Date of Birth
- Gender
- Nationality
- Mobile No.
- Email address
- Testing City
- Photograph
- Signature

Once you have completed the last section and then, click on Submit button, you will be re-directed to make the payment. Once payment is done, your application is considered complete. Post this, changes to application can be done but, are applicable to limited fields only as defined above.

\*Please note: Once the form is submitted, payment has to be made for the particular Exam to ensure the particular Test City chosen by you is assigned to you.

**Please do not send the Hard Copy of the Application to NBE.**

Following section gives a glimpse of the important details required while filling the application form:

### **1. Personal Details**

- Candidate's Name, Date of Birth, Gender, Nationality, Mobile number and Email address will be automatically populated based on the information provided at the time of registering your profile.
- **Father's Name** and **Mother's Name** needs to filled.
- Select the **Category** (General/SC/ST/OBC)
- Select **Are you a person with Disability** (Yes/No)
- **Identification Details:** The following ID proofs are valid – Aadhaar Card, Driving License, Pan Card, Passport and Voter's ID. Please select one of the details from dropdown and enter its related details.
- Enter Your **Communication Address**, which will be used for future communication and allocating a test center state in case, you pick the State as "others" while choosing the Test Center Details.

Once this section is complete, click on **Save and Next** to proceed to next section.

## 2. Qualification Details

- **Enter the 10+2 equivalent exam details**, if Applicable – Subject and Percentages. In you have studied only 4 subjects, please enter Subject 5 as NA and marks as 01
  
- **MBBS / Primary Medical Qualification details** – Enter the following details
  - a. **COUNTRY OF COMPLETION OF MBBS QUALIFICATION** – In case of others, please enter country details
  - b. **Name of Country**
  - c. **STATE OF COMPLETION** – It is others in case Country is others
  - d. **CITY OF COMPLETION**
  - e. **UNIVERSITY OF COMPLETION**
  - f. **UNIVERSITY NAME**
  - g. **NAME OF COLLEGE**
  - h. **Month and Year of Passing**
  
- **Internship Details**, if any
- **SMC/MCI Registration Details**, if any
- **Additional Information**

Once this section is complete, click on **Save and Next** to proceed to the next section.

## 3. Test Center Details

### Documents to be uploaded:

- Upload your recent passport size photograph (Maximum 80 Kb size, in JPG/JPEG format)
- Upload your scanned signature (Maximum 80 Kb size, in JPG/JPEG format)

### Note for Uploading Documents:

- The documents are to be uploaded in the mentioned size limits. The system will not accept documents beyond desired size limits.
- To reduce the size, open your document image in MS Paint by adjusting resolution.

Once the Documents are uploaded, please pick the test center details.

Select a Test State and the Test City will be shown automatically. Please pick a test city. In case testing seat is not available in the state in which you prefer to appear for the exam, you can choose the option OTHERS from the list of States at the time of selection of the State during online submission of application form.

NBE will make all efforts to ensure that the candidate is allotted a testing center in the State of communication address of the candidate. In case testing seat is not available in the concerned state due to logistic, administrative and other reasons, testing center in a nearby State shall be allocated.

Read the declaration and fill the Captcha. Click on I Agree checkbox to complete the application form. Before submitting, candidate must check whether he has filled all the details correctly

Then, click on Submit button. On clicking submit, the candidate will be re-directed to payment gateway to make the payment.

### **Submission of Fee**

The Applicable test fee will be displayed on the payment gateway page.

- Candidate needs to select **mode of Payment**: Net Banking/Card Payment
- Until the payment is successful (if applicable), the candidate will not be registered for the test.
- Please download the **Acknowledgement receipt** for any future communication (if required).