

# USER MANUAL FOR ONLINE SUBMISSION OF APPLICATION FORM FOR NEET PG 2019

## Overview

You can submit your application form for NEET PG from the NBE website [www.nbe.edu.in](http://www.nbe.edu.in) from **November 2<sup>nd</sup> 2018 to November 22<sup>nd</sup> 2018**

The following sequence shall be observed while filling the online application form for NEET PG

- Fill the registration form for obtaining **User ID** and **Password**
- User ID and password will be then, sent through **SMS** and **Email**
- Fill the application form and upload your photograph & signature
- Choose your test city
- Make payment of 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
- Category of candidate
- 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 MCI/SMC registration details
- c. Internship Details
- d. Scanned images of your passport size photograph and signature (as per NBE guidelines)

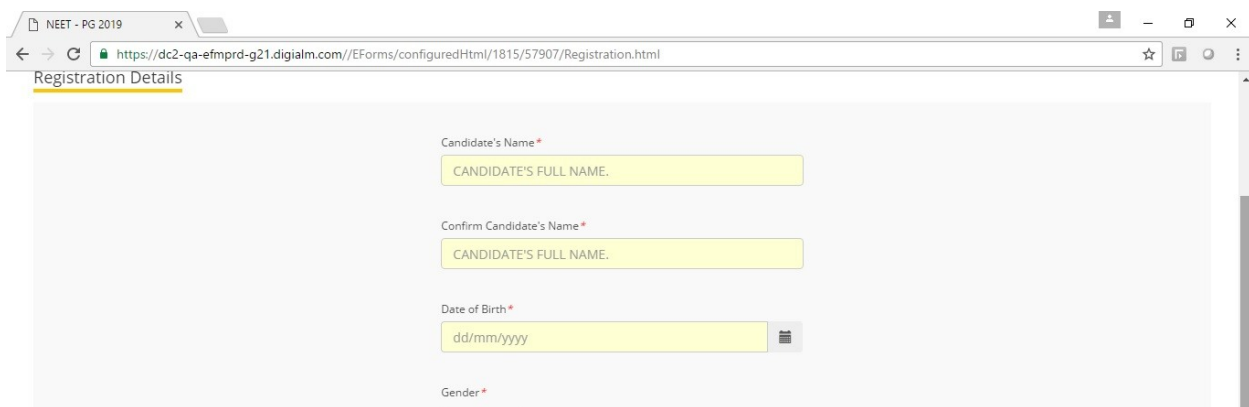
### Step 1: Registration to get User ID and Password

- 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.



The screenshot shows a web browser window with the URL <https://dc2-qa-efmprd-g21.digialm.com/EFForms/configuredHtml/1815/57907/Registration.html>. The page title is "Registration Details". The form contains the following fields:

- Candidate's Name\***: A text input field with the placeholder "CANDIDATE'S FULL NAME."
- Confirm Candidate's Name\***: A text input field with the placeholder "CANDIDATE'S FULL NAME."
- Date of Birth\***: A date input field with the placeholder "dd/mm/yyyy" and a calendar icon.
- Gender\***: A dropdown menu (partially visible).

The screenshot shows a registration form with the following elements:

- Nationality\***: A dropdown menu with radio buttons for **Indian** and **Other**.
- Mobile Number\***: A text input field with a yellow highlight.
- Alternate Mobile Number**: A text input field.

The Windows taskbar at the bottom shows the time as 6:07 PM.

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 to fill 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
- Category of candidate
- 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 all the information is filled in, 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.

The screenshot displays the 'Personal Details' section of the NEET-PG 2019 application form. The form is divided into several sections:

- Personal Details:**
  - Candidate's Name: SID
  - Date of Birth: 23/08/1990
  - Gender: Male (selected)
  - Nationality: Indian (selected)
  - Father's Name: FATHER'S NAME (highlighted in red)
  - Mother's Name: MOTHER'S NAME
  - Religion: Please select Religion.
  - Category: Please select Category. (As per central govt list for all India 50% quota seats)
  - Physically Challenged: No (selected)
  - Place of Birth: Place of Birth
  - ARE YOU WILLING TO TAKE UP POST GRADUATE COURSES IN ARMED FORCES MEDICAL INSTITUTIONS: No (selected)
  - ARMED FORCES MEDICAL SERVICE CATEGORY: Please select ARMED FORCES MEDICAL (highlighted in red)
- Contact Details:**
  - Mobile Number: 9458698759
  - Email ID: nbe@gmail.com

The 'ARMED FORCES MEDICAL SERVICE CATEGORY' dropdown menu is open, showing options: ---Select---, Paramilitary(GOI) Sponsored Officers, Serving Officers of AFMS, Ex-Short Service Commission officers of the AFMS, and Civilians(Will have bond liability to serve AFMS).

**Identification Details**

<b>GOVERNMENT ISSUED IDENTIFICATION *</b> <input type="button" value="Please select GOVERNMENT ISSUED ID"/>	<b>Identification No. *</b> <input type="text" value="IDENTIFICATION NO"/> <small>(Provide identification number as per your Identification selection)</small>	<b>Marks of Identification *</b> <input type="text" value="MARKS OF IDENTIFICATION"/> <small>(Birth mark/Body marks)</small>
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**Correspondence Address**

<b>Address Line 1 *</b> <input type="text" value="Enter Address"/>	<b>Address Line 2</b> <input type="text" value="Enter Address"/>	<b>Country *</b> <input type="button" value="INDIA"/>
<b>City/District *</b> <input text"="" type="button" value="Communication Pincode"/>		
<b>Is permanent address same as present address? *</b> <input type="radio"/> Yes <input type="radio"/> No		

---Select---

ANDHRA PRADESH

ANDAMAN AND NICOBAR

ARUNACHAL PRADESH

ASSAM

BIHAR

CHANDIGARH

CHHATTISGARH

**Please select State**

Please select State

**Permanent Address**

2.

NEET - PG 2019

https://dc2-qa-efmprd-g21.digialm.com/EForms/editApplication.do

Yes No

### Permanent Address

Address Line 1 \*

Address Line 2

Country \*

State \*

City/District \*

Other City/District \*

Pin code

### Medical Council Registration Details

MCI/SMC REGISTRATION TYPE \*

MCI/SMC REGISTRATION NUMBER \*

STATE OF REGISTRATION \*

REGISTRATION MEDICAL COUNCIL \*

SAVE AND NEXT

Version 13.05.01

6:13 PM

## Qualification Details

- **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**
- **SMC/MCI Registration Details**
- **Additional Information**

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

NEET - PG 2019

https://dc2-qa-efmprd-g21.digitalm.com/EForms/editApplication.do

### Academic Details

State of Completion of Class 10th\*  
ANDHRA PRADESH

State of Completion of Class 12th\*  
ANDAMAN AND NICOBAR

### MBBS Details

Country of completion of MBBS Qualification\*  
Please select Country.

State of Completion\*  
Please select State.

City of Completion\*  
Please select City.

University of Completion\*  
---Select---

University Name\*  
University Name

Name of College\*  
Name of College

Month and Year of Passing\*  
mm/yyyy

### Internship Details

Have you completed Internship\*  
 Yes  No

Location of Internship\*  
Location of Internship-City Name

Institute of Internship\*  
Institute of Internship

Date of start of Internship\*  
dd/mm/yyyy

NEET - PG 2019

https://dc2-qa-efmprd-g21.digitalm.com/EForms/editApplication.do

University Name

Name of College

mm/yyyy

### Internship Details

Have you completed Internship\*  
 Yes  No

Location of Internship\*  
Location of Internship-City Name

Institute of Internship\*  
Institute of Internship

Date of start of Internship\*  
dd/mm/yyyy

Likely Date of Completion of Internship\*  
dd/mm/yyyy

### Additional Information

Deported/Rusticated during Medical Course\*  
 Yes  No

Charged of use of unfair means by NBE/Other examination body\*  
 Yes  No

Have you appeared in NEET PG previously?\*  
 Yes  No

Previous Roll No.  
Previous Roll No

Year of appearing\*  
mm/yyyy

SAVE AND NEXT

### 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 the **State** in which you wish to appear in the test. **Cities** in that particular state will be shown automatically. Please choose 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.

The screenshot displays a web application interface. At the top, there are two upload sections: 'Upload your recent passport size photograph.\*' with a 'Click here to upload' button, and 'Upload your scanned signature.\*' with another 'Click here to upload' button. Below these is the 'Test Center Details' section, which includes a note about testing seat availability and a dropdown menu for 'State\*'. The 'State\*' dropdown is currently set to 'Assam', and a city selection dropdown is open, showing options: '--Select--', 'Dibrugarh', 'Guwahati', 'Jorhat', 'Tezpur', and '--Select--'. A red warning box is visible in the background of the city selection dropdown, stating: 'you can choose the option OTHERS from the list of States at the time of selection of the State of correspondence address of the candidate. In case testing seat is not available in the nearby State shall be allocated. City choice will be final only after successful payment. City selection is'. Below the 'Test Center Details' is the 'Payment Details' section, which includes fields for '\* Payment Mode' and '\* Payment Amount'. The Windows taskbar is visible at the bottom of the screen, showing the time as 6:19 PM.

### 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 **Application PDF post payment** for any future communication (if required).
- Testing city will be confirmed only after successful payment of fee.
- City selection is a dynamic process and will be confirmed only after successful payment of test fee.