USER MANUAL FOR FET 2019ONLINE SUBMISSION OF APPLICATION FORM

Overview

You can submit application form for **FET 2019** from the NBE website www.nbe.edu.in from **10th July(03:00PM)- 31st July(11:55PM) 2019.**

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

- Fill the registration form for obtaining user ID and password

- User ID and password will be sent through SMS and Email

- Fill the application form and upload your photograph, signature & thumb impression

- Choose 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.

The option of editing the information entered in the application form shall be available to the bonafide candidates after the last date of online submission of application form and shall be indicated through a public notice.

Candidates may note that the following fields of the application form are non-editable:
- Name of the candidate

- Mobile No.

- Email address

- Test city

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 the following information ready for filling the form:

a. Personal details

b. Qualification details and SMC/MCI registration details,

c. Scanned images of your passport size photograph, signature & thumb impression (as per NBE guidelines)

Step 1: Registration to get User ID and Password

- Go to: **https://nbe.edu.in**

- Then click on the **"FET 2019"** to fill the application form

- Then click on `New Registration'` and you will be directed to registration form

*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

Shortly, after 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 form. (*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 can 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 instructions carefully before filling application form.

The Application Form is categorized into the following three sections:
1. Personal Details
2. Qualification Details
3. Uploading of documents and Test Centre Details

Read the Note on pop-up page of the application 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.

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 form can be done but, are applicable to limited fields only as defined above.

*Please note: Once the application form is submitted, payment has to be made to ensure that particular test city chosen by you is assigned to you.

Please do not send the hard copy of the application form 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 be filled.
- Select **Are you a person with disability/PWD** (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.

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

2. Qualification Details:

- **Enter the PG qualification details**
- **SMC/MCI registration details**
- **MBBS / primary medical qualification details**

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

3. Uploading of documents and Test Centre Details:

3.1 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)
- Thumb impression (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.

3.2 Once the Documents are uploaded, please choose the test centre details.

Select one of the four states and the test city will be shown automatically.

The exact test venue shall be informed to the candidates through the admit card which shall be issued on 20th August, 2019.

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 the application form shall not be treated as submitted.

- Please download the **acknowledgement receipt** for any future communication.

- Test city will be confirmed only after successful payment of fee.