

USER MANUAL FOR ONLINE SUBMISSION OF APPLICATION FORM

Overview

The following sequence shall be observed while filling the online application form for FET 2020:

- Fill the Registration Form for Obtaining User ID and Password
- Email ID shall be validated through OTP. One Email ID can be used to register only one user.
- User ID and Password will be sent through SMS and Email
- Fill the Application Form and Upload your photograph, signature & thumb impression
- 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.

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. Dates for Edit window are mentioned in the Information Bulletin.

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. PG and MBBS qualification Details and Medical Council registration details,
 - c. Scanned images of your passport size photograph, signature & thumb impression (as per NBE Image Upload Instruction)

Step 1: Registration to get User ID and Password

Go to: <https://nbe.edu.in>

- Then click on the **FET 2020** tab 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 your Post Graduate Degree Certificate/Provisional Pass Certificate. You shall be required to produce a valid government issued ID in same name at testing venue.
- **Date of Birth:** Use the calendar icon to select the correct date of birth.
- **Gender:** Enter your gender (Male/Female/Transgender)
- **Nationality:** Please enter your nationality (Indian/Others). In case of Indian, please indicate NRI or not. In case of Others, please enter your Country of Nationality and an OCI (Overseas Citizen of India) or not. The choice of Nationality shall decide the options to be displayed for Fellowship Courses available. The details of programme offered for Indian Students and International Students are available in the Information Bulletin.
- **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. Email shall be validated through an OTP sent at your email ID entered.
- **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.

Alternatively, Click on the '**Go to Application Form**' button on completing registration and directly start online application form.

Please read the important instruction carefully.

The Application Form is categorized into the following three sections:

- 1. Personal Details**
- 2. Qualification Details**
- 3. Upload Documents and Test Centre**

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.

Once you have completed the last section, read the declaration carefully and check the “I Agree” box. Click of Preview button to overview the details entered. You can go back to any section for making corrections, if so required.

Click on Submit button once you are ready to submit the application. You will be re-directed to make the payment. Once payment is done, your application is considered complete and submitted. Post this, changes to application can be done but, are applicable to limited fields only as defined above, during the Edit Window.

*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 **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. International Students will get only choice of Passport to select.
- 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. PG 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. Upload Documents and Test Center 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)

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.
- Please read the Image Upload Instructions carefully

3.2 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 of Foreign Nationals, there is an option of choosing International Centre. On selecting the same, they shall be asked to indicate the Preferred Country choice. Such candidates opting International Centre shall be required to choose their test city during 20th September 2020 to 22nd September 2020 during the edit window. They shall be asked to pay the fee also during the said window only. Only then, their application submission will be completed.

The exact testing venue shall be informed to the candidates through the admit card.

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/Other modes as may be indicated
- 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).
- Testing city will be confirmed only after successful payment of fee.