

# USER MANUAL FOR ONLINE SUBMISSION OF APPLICATION FORM

**It is strongly recommended to read the Information Bulletin for FMGE June 2021 session before completing the application form. Information Bulletin is available at NBE website <https://nbe.edu.in>**

## Overview

You can submit your application form for FMGE June 2021 session from the NBE website <https://nbe.edu.in> from **16<sup>th</sup> April 2021 to 6<sup>th</sup> May 2021**.

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
- Fill the Application Form and Upload your photograph, signature, thumb impression and prescribed documents.
- 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.

## 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.
  - d. Scanned images of your passport size photograph, signature, thumb impression (as per NBE Image Upload guidelines) and prescribed documents.

## 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
- Only the applicant candidate is allowed to fill-in the application form. Agents on behalf of candidates cannot fill the 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 in your Primary Medical Qualification Certificate. You shall be required to produce a valid government ID proof in same name at test centre.
- **Date of Birth:** Use the calendar icon to select the correct date.
- **Gender:** Enter your gender (Male/Female/Transgender)
- **Nationality:** Please enter your nationality (Indian/Others). In case of others, please enter your Country of Nationality and OCI/NRI 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

On 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 and that it is not considered as spam mail. **Email confirmation of “User Registration” does not mean application submission. Online application form is yet to be completed.**

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

Once you complete the registration, you will see ‘**Go to Application Form**’ button at the right top corner of your screen. **You can continue your application form directly from there.**

Alternatively, 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 **before submission** except for the fields entered while creating the User ID:

- Name of the candidate
- Date of Birth
- Gender
- Nationality
- Mobile No.
- Email address

However, **Once the form is submitted**, you will be allowed to edit the details in the Application form during "Edit Window". **Edit Window shall be available during 9<sup>th</sup> May 2021 to 11<sup>th</sup> May 2021.** Candidates may note that the following data of the application form is non-editable even during edit window:

- Name of the candidate
- Nationality
- Email address
- Testing City

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. **In case of any transaction failure, the application submission will not be completed. Please ensure that you received email confirmation of application submission at your registered email ID.**

**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.
- **Identification Details:** Please keep details of **all of the following Government issued Photo ID** ready that has been issued to you. You shall be asked to provide the details of all of them, if they are issued by the Government to you.
  1. **Voter ID**
  2. **Passport**
  3. **PAN Card**
  4. **Driving Licence**

Only if any of these ID proof has not been issued to you, you can select 'No'. Carry all those ID proofs on test day to the test centre, details of which have been provided in the application form.

**OCI should keep their OCI Card number handy along with the passport of country of citizenship.**

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, Subject and Percentages/Grades. 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/Primary Medical Qualification** – In case of others, please enter country details
  - b. **City** – It is 'Others' in case country is others
  - c. **Name of University/College**
  - d. **Month and Year of Joining**
  - e. **Month and Year of Passing**
- **Eligibility Certificate:** Yes or No; If Yes, Date of Issue
- **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

- Two Photographs to be submitted:
 

**To be uploaded:** One pre-saved passport size coloured photograph (Maximum 80 Kb size, in JPG/JPEG format)

**To be captured:** Capture your photograph using the webcam attached to your computer system by clicking on Capture Photograph button in the application form. Please read the instruction carefully to avoid rejection of the photograph captured.
- Upload your scanned signature (Maximum 80 Kb size, in JPG/JPEG format)

- Upload your left thumb impression (Maximum 80 Kb size, in JPG/JPEG format)
- Upload MBBS Degree/Provisional Pass Certificate (English Version) (Maximum 400 Kb size, in PDF format)
- Upload Eligibility Certificate issued by MCI/NMC (If applicable) (Maximum 400 Kb size, in PDF format)
- Upload Valid Passport (Maximum 400 Kb size, in PDF 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 go through the detailed Image Upload Instructions before uploading images.

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 by clicking on '**Preview**' button.

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 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.

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