USER MANUAL FOR ONLINE SUBMISSION OF APPLICATION FORM
NEET-MDS 2021

Overview

You can submit your application form for NEET-MDS exam from the NBE website **https://nbe.edu.in** from **26th October – 15th November, 2020**

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 and 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.

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. Apply only if you fulfil the prescribed eligibility criteria.

- Ensure you have a valid email ID and mobile number. Email ID used shall be verified through a system generated OTP. Same email ID cannot be used by more than one applicant to register a user.

- "*****" (asterisk) indicates a mandatory field. The boxes marked with this symbol are mandatory. Field which are not marked "*" needs to be filled in if the information is available with you.

- Keep following information ready for filling the form:
  a. Personal details
  b. Educational Qualification Details and DCI/SDC registration details, if applicable
  c. BDS and Internship Details.
  d. Scanned images of your passport size photograph, signature, thumb impression (as per NBE Image Upload Instructions)

Step 1: Registration to get User ID and Password

- Go to: **https://nbe.edu.in**
- Then click on the NEET-MDS 2021 tab. You will be directed to another webpage.
- 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 BDS qualification certificate. You shall be required to produce a valid government ID proof with same name on the test day.
- **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 select if you are an OCI and enter your Country of Nationality.
- **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 ID 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. Alternatively, you can directly start filling up the form by clicking on "Go to Application form" link at top right corner of the webpage.

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. **Upload Documents/Test Centre**

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.

Before submission, you can edit the information in the application form any number of times but, following fields derived from your registration page shall appear in the application form as non-editable:

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

Of these fields, you shall be able to update Date of Birth, Gender, Mobile Number during the edit window. Once the form is submitted, you will be allowed to edit the details in the Application form during the edit window starting from **17th November to 19th November 2020**. Candidates may note that the following data of the application form **shall remain non-editable even during the edit window**:

- **Name of the candidate**
- **Nationality**
- **Email address**
- **Test 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. You will receive application submission and payment success confirmation at the end. Post this, changes to application can be done but, are applicable to limited fields only as defined above. No new application can be submitted during Edit Window.

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 **Armed Forces Medical Service** category if you are willing to take up courses in Armed Forces Medical Services institutions.
- Select Yes/NO, if you are willing/no willing to join SSC in Army Dental Corps
- Select the **Category** (General/SC/ST/OBC)
- If you belong to **General** category, please select if you are from **Economically Weaker Section** or not.
- Select **PWD (Persons with Benchmark Disability** (Yes/No)
- **Identification Details**: The following ID proofs are valid; Choose one of them from drop down – Aadhaar Card, Driving License, Pan Card, Voter's ID or Passport.
- 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. Permanent address to be filled as well.

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

2. Qualification Details

- **BDS details –** Enter the following details

    a. **Country of completion of BDS Qualification –** In case of others, please enter country details
    b. **Name of Country**
    c. **State** – It is others in case Country is others
    d. **City**
    e. **Name of College/Institute**
    f. **Month and Year of Passing**

- **Internship Details**
- **Dental Council 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:

(Please read the Image upload instructions before uploading the images)

- 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)
- Upload your left thumb impression (Maximum 80 Kb size, in JPG/JPEG format)

Once the above images 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 carefully 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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