

USER MANUAL FOR ONLINE SUBMISSION OF APPLICATION FORM DPEE October 2024

It is strongly advised to go through the Information Bulletin, Image Upload Instructions and User Manual before filling the Online Application Form for DPEE OCTOBER 2024.

Overview

You can submit your application form for DPEE OCTOBER 2024 exam from the NBEMS website <https://natboard.edu.in> from **24.08.2024 (3PM Onwards) to 13.09.2024 (11:55PM)**

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 NBEMS 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 and/or mobile number 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 – 10th/ 12th/ D.Pharm
 - c. Scanned images of your passport size recent coloured photograph, signature, thumb impression (as per NBEMS Image Upload Instructions)
 - d. You shall be required to capture a real time photograph of yours as per Image Upload Instructions in addition to uploading a pre-saved digital/scanned photograph. **The system used to fill the application form should have provisions to click your photograph through a webcam connected to it. Please ensure that the captured photograph is taken in a formal dress with clear background of the room and there are no other human faces**

captured. There should be good light on your face. Please read the image upload guidelines before capturing the photograph.

Step 1: Registration to get User ID and Password

- Go to <https://natboard.edu.in>
- Then click on the DPEE OCTOBER 2024 tab. You will be directed to another webpage.
- Then click on “**Click here to Register**” tab 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 Diploma in Pharmacy qualification certificate/ Marksheet. 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 of birth.
- **Gender:** Enter your gender (Male/Female/Transgender)
- **Nationality:** Please enter your nationality (India/NRI).
- **Mobile Number:** Should be **valid and unique**. You will receive your User ID and Password as an SMS on this number only. Mobile Number shall be OTP verified.
- **Email Address:** Should be **valid and unique**. You will receive your User ID and Password on this email ID only. Email ID shall be OTP verified.
- **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.

Preview the details entered and reverify the same before you submit. By selecting the ‘Submit’ button, you are committing to be honest and fair in all your actions and information provided in the Registration Form. Information provided during registration will not be allowed to be changed. **The email ID and Mobile number provided should be preserved as same shall be used at the time of counseling by the designated counseling authority and any change in the same shall not be permitted at later stages.**

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.

This ends Step 1 of the Registration Process

Step 2: Fill Application Form

Registered Users Click on ‘**Already Registered? To 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 opened after successful registration.

Click on the '**Go to Application Form**' button and please read the important instructions carefully.

The Application Form is divided 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. Once a section is completed, the left pane will turn green for respective section.

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 and Gender during the edit window.

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.

Kindly ensure that the payment made for examination fee is successful and confirmation of the same can be seen in the application form under payment status reflected as "S" (for successful). In case the status is shown as pending, the payment might be stuck with your bank and might be cleared at a later date. The application submission process is not completed till such time the status of payment is reflected as "s" in application form. NBEMS shall not be responsible for rejection of your application due to delay in settlement of the payment by your bank to NBEMS.

Please do not send the Hard Copy of the Application to NBEMS. There is no provision to submit application outside the online application window.

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 **16.09.2024 to 18.09.2024**. 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**
- **Mobile Number**

In the **Final Edit Window (24.09.2024 to 25.09.2024)**, candidates whose images are found not in line with the prescribed guidelines shall be able to rectify the same. No opportunity outside the Final Edit Window shall be provided to rectify the images.

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 the **Category** (General/SC/ST/OBC-NCL).
- If you belong to **General** category, please select if you are from **Economically Weaker Section** or not.
- Answer **Do you belong to Person with Benchmark Disability as per RPwD Act, 2016?** (Yes/No)
- **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**

Indian/NRI Students will be asked to provide details of Passport, Voter Card, Driving License and PAN Card whichever have been issued to them by the Govt.

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.

- 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

- Name of Educational Board from which 10th and 12th standards have been qualified and the marks obtained. Aggregate percentage shall be filled in up to two decimal places without rounding off. In case, if result was published as CGPA, provide the same up to two decimal places.
- **D. Pharm details** – Enter the following details
 - a. **State of completion of D.Pharm Qualification**
 - b. **Name of University/College/Institute:** Choose OTHERS if the name of your Pharmacy college/university is not listed in the drop down list.
 - c. **Month and Year of joining and qualifying**
- **D.Pharm Marks (1st/ 2nd year) to be provided in percentage or CGPA up to two decimal places without any rounding off.** It is essential to provide the correct and factual information. Any discrepancy found later during verification of documents at the time of registration shall disqualify the candidate from DPEE.

- **Additional Information**

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

3. Test Center Details and Documents to be uploaded:

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

Please be apprised that **failure to upload** images **STRICTLY** as per prescribed image upload guidelines **shall invite REJECTION of application**

- Two Photographs to be submitted:
 1. **To be uploaded:** One pre-saved passport size coloured photograph (Maximum 80 Kb size, in JPG/JPEG format)
 2. **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 D. Pharm Marksheets of 1st/ 2nd Year as may be applicable (Only .pdf format shall be acceptable up to 1MB in size).

Once the above images and 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. The test cities are allotted on First Come First Serve basis. 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.

In case testing seat is not available in the State/UT in which the candidate prefers to appear in DPEE, he/she can choose the option OTHERS from the list of States/UTs at the time of selection of the State/UT during online submission of application form. Candidate opting for OTHERS must note that though NBEMS will make all efforts to allot a testing centre in the State of correspondence address of the candidate, however, in case of unavailability of testing seat in the concerned State due to logistic, administrative or other reasons, testing centre anywhere in India may be allocated. Candidates opting for OTHERS option shall be informed about their testing city through email.

In case testing seat is not available in the State/UT in which the candidate prefers to appear in DPEE OCTOBER 2024, and the candidate chooses some other available city instead of choosing the option "OTHERS", the choice of city will not be changed at later stage and the candidate will be required to take the test in the city chosen by him/her.

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 etc.
- Until the payment is successful, the candidate will not be registered for the test. Application submission completes once you get a successful payment confirmation.
- Kindly ensure that the payment made for examination fee is successful and confirmation of the same can be seen in the application form under payment status reflected as “S” (for successful). In case the status is shown as pending, the payment might be stuck with your bank and might be cleared at a later date. The application submission process is not completed till such time the status of payment is reflected as “s” in application form. NBEMS shall not be responsible for rejection of your application due to delay in settlement of the payment by your bank to NBEMS.
- 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.

Application submission is complete after confirmation of successful payment of examination and receipt of acknowledgment to this effect from NBEMS.

It is strongly advisable to read the Information bulletin for DPEE OCTOBER 2024 before you start applying for DPEE OCTOBER 2024. User Manual is only an assistance to fill in the application form. The instruction detailed in the Information Bulletin shall be applicable and binding.
