REGISTRATION & SCHEDULING

Important Instructions

- 1. Check your eligibility for NEET-PG 2013 on www.nbe.gov.in/neetpg.
- 2. You must purchase an Information Bulletin-cum-Examination Fee Voucher from selected list of Axis Bank branches prior to beginning the online registration process. More information may be found on www.nbe.gov.in/neetpg.
- 3. *"*"* indicates mandatory field. The boxes marked with this symbol must be filled in or you will not be allowed to complete your registration.
- 4. Ensure you have a valid and unique email address before you begin the registration process.

Overview

To register to take the NEET-PG 2013, go to <u>www.nbe.gov.in/neetpg</u> and click on the

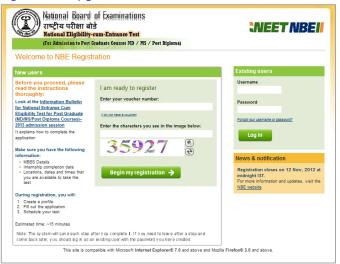
"Register for NEET-PG" link. You can register and schedule for the NEET-PG 2013 from **4 October – 12 November 2012**.

During registration, you will:

- 1. Create a profile.
- 2. Fill out the NEET-PG application.
- 3. Schedule your test.

Estimated time to complete this process: 15 minutes.

Before you begin, you should gather all the information you will need to complete the registration process, including your voucher, educational history, and internship details.



Opening Screen

On the first screen of the registration website, you will see two boxes – "New users" and "Existing users." The first time you come to this website, please follow the instructions for "New users."

Voucher

For "New users," you must enter your voucher number. Use a coin and gently scratch (as illustrated on the right) to obtain your voucher number.

Captcha

You will see a special set of characters displayed on the screen. You will need to retype the characters in the box provided. These

characters, called "Captchas," are a safety feature designed so the computer knows a human is entering the voucher number and not a computer programme. If you have trouble reading the characters, you can click the audio icon or the refresh icon. Once you have entered the Captchas, click on "Begin My Registration." This will take you to the next section, which is "Create a Profile."

1. Create a Profile

In this section, you will enter basic contact information.

Your name and email

- 1. You should enter your name exactly as it appears on your MBBS degree.
- 2. Enter your email address. This is where your Admit Card email will be sent.

Create a login

Creating a login enables you to log back in later if you need to make changes, or request a resend of your Admit Card or NEET-PG application.

- Username. Must be a combination of alphanumeric characters (letters and numbers) but <u>does not</u> contain spaces or special characters. The maximum length allowed is 50 characters.
- 2. Password. Must be 7-20 characters long and contain <u>*at least*</u> one alpha and one numerical character.



I am ready to register

Enter your voucher number:

35927

Begin my registration 🔶

Enter the characters you see in the image below:

(I do not have a voucher)



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- Secret reminder question.
 If you forget your username and password, this question will help verify your identity.
- 4. Read the Data Privacy Policy and indicate your agreement to the policy. Agreement is required to register for the NEET-PG.

Additional contact information

- Primary telephone number. Enter the entire number. Mobile number is recommended as Prometric will be using this number to send important NEET-PG related text messages by SMS.
- Secondary telephone number. You may enter either a landline or another mobile number. Include Area Code/STD code in case of a landline number.
- Postal Address. This is where you would like correspondence sent. Each address line should be limited to 30 characters including spaces. You may make use of Address line 1, 2 and 3 in case of longer addresses.

Click "Save & Continue" to move on to the next section, which is the NEET-PG Application.

Note that once your profile has been created and saved, you will no longer be able to use your voucher number to create another profile.

Changes to your name or username will not be allowed once you leave this section.

2. Apply for NEET-PG

In the second section, you will enter information about yourself.

Personal Information

You will need to enter your Gender, Nationality, Category as per central list, Category as per domicile state list (for details refer to the Information Bulletin), and Date of Birth.

You will be asked about your preference to join an institute/hospital of Armed Forces.

You will also need to select "No" or "Yes" to the question "Are you a Person with Disabilities?

You will be asked to choose your domicile state.

Your secret answer Confirm answer to reminder question Data Privacy Policy By selecting "I agree", you acknowledge you have read and agree to the <u>Prometric Data Privacy Policy</u> . Agreement is required in order to register for your exam.	Your mother's maiden name	
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Educational Background

You must enter the total aggregate marks obtained in your professional MBBS examination.

You will also be required to enter information on your MBBS, completion date for your internship (internship completion date must be on or before **31 March 2013**) and other educational qualifications.

ducational background

Hill in the total aggregate marks obtained in 1st+2nd+3rd (+4th, if any) professional MBBS examination and the total maximum marks.
*Your total percentage marks % (+tow to enter marks)
*Year of Passing MBBS
* State/Union Territory where your MBBS University/Institution is located.
* Choose the University/Institution where you completed your MBBS (if college name is not in the list, select "Other" option. Then write name of college in corresponding fee(.)
*Enter name of college ▲ Please make sure that your university/institution is recognized by Medical Council of India.
* Select the date of completion for your internship
Additional Educational Qualifications
Year of Passing Additional Education

Declaration by Candidate

In this section, you will be required to choose "I Agree" or "I Disagree" to the declaration statement. This declaration affirms that you are eligible to take the NEET-PG and all the information that you have entered is correct.

After reading this section, you need to choose "I agree," in order to click "Save & Continue" to proceed to the next section. If you select "I disagree," you will not be allowed to proceed.

Errors

If you choose "Save & Continue" and you have not completed any mandatory fields (marked by "*"), a new screen will appear telling you what you need to correct. The fields that are missing are highlighted in red. In this example, the candidate still needs to specify where he/she completed his/her MBBS, as well as the internship completion date.





Successful Submission of the Application

Once you complete the Application and choose the "I agree" button, all your information will be entered and saved into Prometric's computerised data entry system. This could take several minutes. Please **Do NOT** close this window while your information is being saved.

After your information has been successfully saved, a copy of your application will be emailed to you within 24 hours to the email address specified by you.

You can now move on to Schedule your test.

3. Schedule test

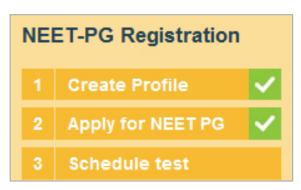
Once your application has been successfully submitted, you can continue the online process to schedule an appointment to take the NEET-PG. You will be asked to choose a site and pick an available date and time at that site.

The NEET-PG may be taken during the window of **23 November – 6 December 2012**. There will be two sessions each day – at **10 a.m.** and at **3.15 p.m**. Each candidate is only required to appear in one session during this testing window.

Select Location for the Test

When choosing a test site location, you will see "State / Union Territory" followed by a white box with an arrow at the end. Click on the arrow and scroll down to see a list of the states and territories where the NEET-PG will be given. Click on the state or territory where you would like to take the NEET-PG. Next, you will see a list of the test site locations available. Click on "Schedule appointment" under the site of your choice.







Select date and time

Once you choose your site, you must choose the date you want to take the NEET-PG. You will only be able to select dates highlighted in blue. If a date in the test window is not shown, it means that all available testing sessions at that site for that date have already been filled. Once you choose the date, you will need to choose the 10 a.m. session or the 3.15 p.m. session. If either of these two times does not appear, it means all available testing seats for that time have already been filled.

If a site no longer has any available dates, you may use the blue "Back" button at the bottom of the screen to search for other sites.

Once you have made your site, date and time selections, you must click the "Save & Finish" button at the bottom of the screen.

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NEET-PG Registration	Schedule Your Test Los and. Please choose your location, date, and session carefully – You will not be allowed to make any changes one you have selected and saved your choice. Select date & time
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Confirmation Page

If all information has been entered correctly, you will see a confirmation screen. You should read the confirmation screen to make sure all information is correct. If something is not correct, click the "Edit" button in the area where there correction needs to be made. Note that no reschedule will be allowed.

Be sure to review the page to make sure there are no red "Pending" buttons. A "Pending" button means you still need to enter some information. Click on the "Finish my registration" button to complete your registration and scheduling process.

If any information is incorrect, you can click the "Edit Profile" or "Edit Application" buttons to make corrections.

If all information is correct, click on the "I am done (exit)" button to end your scheduling session. You will be sent an email Admit Card and Application Summary to the email address specified by you within 24 hours.

If you prefer, while on the confirmation page, you have the option to print your NEET-PG Admit Card and to print your Application Summary. Even if you print from this screen, the information will still be emailed to you.



Admit Card Summary Email

When you receive your Admit Card by email, you should read it carefully and verify all information is correct. You should then print a copy.

You **must bring** the Admit Card with you on the day you take your test. You will not be allowed to test without the Admit Card.

To the right is an example of what your email Admit Card will look like. You should expect to receive this email within 24 hours of submitting your completed application and scheduling.

When you begin your test, you must enter the NEET-PG Registration Number/Prometric Testing ID on your admit card into the computer.

Application Summary Email

Once your NEET-PG application has been successfully submitted, a summary of your application will be sent to you via email within 24 hours. Please save and print a copy of the application for your records.

To the right is an example of what your email application summary will look like. You should expect to receive this email within 24 hours of submitting your completed application.

ADMIT CARD FOR NEET - PG 2013 ADMISSION SESSION



Thank you for registering for NEET – PG.

NBE NEET PG Application SR2255230 Registration Number/Testing ID Personal Information Candidate's Name as per MBBS Degree Rajų Kuma Gender: Nationality: Category Domicile State Category Willing for Courses in AFMS Institutes/H Yes Date of Birth 29 Dec, 1990 Person with Disabilites: Yes Domicile State: Rajasthar Educational Information MBBS Your Percentage Marks 87.0 Goa Medical College, Panaii University/Institution State of University Goa Month and Year of Passing

May 2010 09 Feb 2012

For queries, contact 0124-4517187 from 9:00 AM to 5:00 PM.

Internship completion date

Additional Educational Qualifications Year of Passing:

Re-entering the NEET-PG Scheduling System

If you have already begun the registration and scheduling process, but need to finish the process, edit your application information, get another copy of your application or a copy of your admit card, go <u>https://nbe.prometric.com</u> and use the "Existing Users" link on the right-hand side. You will need to enter the username and password you've already created then click on "Log in."

Note that no cancellation or changes to your testing schedule will be allowed once you have completed your registration and scheduling process.

Registration closes at 11.59 p.m. on 12 November, 2012. No changes will be allowed after that time.



Registration Help

If, during the registration process, you have questions or need help, you should click on the information links. They are always in blue text and underlined.

Information related to the area that you are completing will pop up.

The screen shot on the right is an example of someone who clicked on the "password requirements" link.

Username		
Password (password requirements)	*Confirm password	
Your secret reminder question Your mother's maiden name Your secret answer	password requirements Your password Must contain at least one alphabet and one numeric character. Must be 7-20 characters long Allowed special characters: @#\$%*&'(_=+~-7).	uestion
Data Privacy Policy By selecting "I agree", you acknowledge is required in order to register for your et "Indicate your agreement C Lagree C Ldo not agree	you have read and agree to the <u>Prometric Dat</u> xam.	<u>a Privacy Policy</u> . Agreement

The Testing Process

You will take the NEET-PG on a computer at the test centre you selected during the Scheduling part of the online registration process. You do not need any computer experience or typing skill to take your test. Your NEET-PG examination will begin with a short tutorial on the test and its features.

You must arrive **one (1) hour** before your scheduled appointment. This allows time for you to sign in and for staff to verify your identification and documentation.

You will need to bring the following items with you to the test centre:

- 1. Admit Card. You must bring your Admit Card with you to the test centre. You will not be allowed to test without it. Please paste your recent photograph on the Admit Card and get it attested by a gazetted officer.
- Required Identification. You must present an original, valid (non-expired) form of photo identification before you can test. The name on the photo identification must match your name as entered in the NEET-PG registration. Acceptable forms of photo identification are limited to: Passport, PAN Card, Voter's ID, Driving License, Aadhar Card or MCI / State Medical Council registration certificate bearing the candidate's photograph. Expired or Photocopies of the original are <u>not</u> acceptable.

Note: If you do not present an appropriate photo identification, you *will not* be allowed to take the NEET-PG.

Test Centre Rules

To ensure that all candidates are tested under equally favourable conditions, the following regulations and procedures will be observed at each test centre. Your failure to follow any of the security procedures may result in the disqualification of your test. NBE and Prometric reserve the right to audiotape and videotape any test session.

References. No reference materials, papers or study materials are allowed at the test centre. If you are found with these or any other aids, you will not be allowed to continue the test and your answers will not be scored. You will be provided with scratch papers and pencils to use during the test session. These items (used and unused) must be returned at the end of the test session. Removing scratch paper from the test centre will be considered an act of misconduct.

Personal Items. Personal items, other than identification documents, are not allowed in the testing room. This includes cell phones, PDAs, BlackBerry® devices, digital/analogue watches, and any other electronic or photographic devices. You will not have access to your personal items during the test. If you fail to follow the directions of the test centre staff, you will not be permitted to take the test. Any violation of this procedure during the test may result in cancellation of your scores, dismissal by the test centre staff, or banning from future testing. Test Centres, Prometric and NBE assume no responsibility for personal items or devices that you choose to bring into the test centre.

Breaks. There are no scheduled or unscheduled breaks. Once you have been seated at the test centre, you must remain in your seat during the test except when authorised to leave by a test centre staff member.

Visitors. Friends or relatives who accompany you to the test centre are not allowed to wait in the test centre or be in contact with you while you take the test.

Misconduct or Disruptive Behaviour. Candidates who engage in any kind of misconduct or disruptive or offensive behaviour may be dismissed from the test. Examples are: giving or receiving help, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behaviour that delays or interrupts testing.

Weapons. Weapons are strictly prohibited at the test centre.

Questions on Test Content. Test centre administrators are not allowed to answer any questions pertaining to the test content. If you do not understand a question on the test, you should answer the question to the best of your ability.