National Board of Examinations
Karnataka
Post Graduate Entrance Test 2014(Medical)
PGET 2014(Medical)
Registration Guide

Important Instructions

1. Check your eligibility for PGET 2014 on www.nbe.gov.in/pget .
2. "*" indicates mandatory field. The boxes marked with this symbol must be filled in or you will not be allowed to complete your registration.
3. Ensure you have a valid and unique email address and a valid mobile number before you begin the registration process.

Overview

To register to take the PGET 2014, go to www.nbe.gov.in/pget and click on the "Registration" link. You can register for the PGET 2014 from 10th – 31st January, 2014.

During registration, you will:

1. Create a profile.
2. Fill out the PGET application form.
3. Register for the test.

Estimated time to complete this process: 15-20 minutes.

Before you begin, you should gather all the information you will need to complete the registration process,

including your mobile number, scanned photograph and signature, valid debit or credit card, MBBS details, Medical council registration number, SSLC/10th and PUC/12th standard details.

Opening Screen

On the first screen of the registration website, you will see three boxes – "New Application", "Continue Previous Application" and "Reprint Acknowledgement." The first time you come to this website, please follow the instructions for "New Application."

On clicking on new application you shall be directed to a page where you will be required to fill your name (fill the Name in BLOCK Letters, as per MBBS Degree certificate/Medical Council Registration certificate), Date of Birth (should correspond to the entry in the 10th Standard Marks Card), e-mail id(please use valid e-mail id) and Mobile Number (please enter a valid mobile number as your one time password for the registration process will be sent on Mobile Number).
NOTE : Name, mobile number and E-mail ID once entered cannot be modified.

On clicking on submit, you shall be directed to a page where you will be required to fill the OTP received on the mobile number you have entered earlier.

Please enter One Time Password received on your Mobile. **In case you do not receive the OTP within three minutes, please click on RESEND button.** Once you have entered the OTP, click on "Submit." This will take you to the next section, which is "Welcome Page."
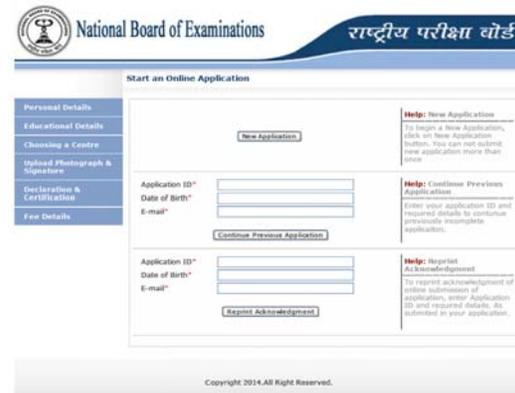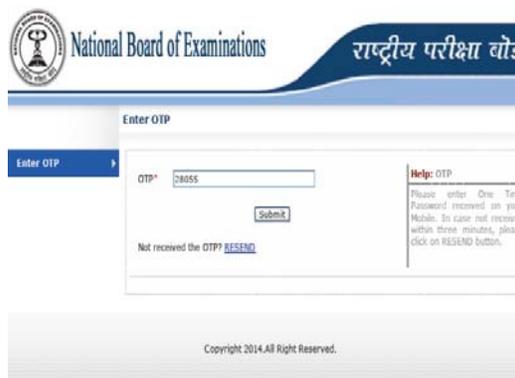
Welcome Screen

The welcome screen shall contain instructions and an overview of the PGET 2014. You are instructed to read the instructions and NBE terms & conditions given carefully before proceeding to fill up the online application.

Once you have read the instructions and terms, click on "Accept." This will take you to the next section, which is "Personal Details."

> **On the next screen your application ID shall be displayed at the top right corner. Please note the application ID carefully for future reference**
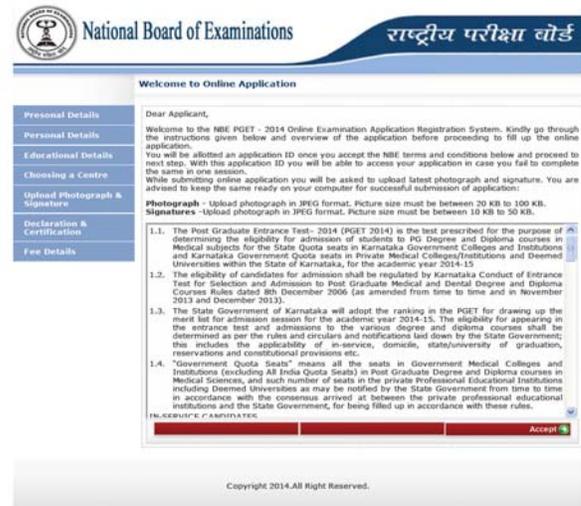
Personal Details

Please fill the following details:

1. **Name:** (IN FULL) (as appearing in MBBS Degree certificate/Medical Council Registration Certificate).
   Note: Name once entered at the time of New Application ID cannot be edited.

2. **Father's Name:** Please enter father's full name. The name should correspond to the spelling in the 10th Standard Marks Card. **Do not add any title like Dr/Mr/Sh.**

   Mother's Name: Please enter mother's full name. The name should correspond to the spelling in the 10th Standard Marks Card. **Do not add any title like Dr/Mrs/Smt.**

3. **Spouse's/Husband's Name:** If you are married please enter spouse's/husband's full name. The name should correspond to the spelling in the 10th Standard MarksCard. **Do not add any title like Dr/Mr/Mrs/Sh/Smt.**

4. **Date of Birth:** The DOB Should correspond to the entry in the 10th Standard Marks Card.

5. **Gender:** Please select gender from the drop down list from Male or Female.

6. **Category:** Please select your category from the drop down list from SC/ST/PWD or Others. **Request for change of category after the submission of application will not be entertained.**

7. **Claiming Reservation of seats:** The candidates claiming reservation under SC, ST, Category-I, IIA, IIB, IIIA and IIIB should select their category appropriately. If the candidate fails to furnish the required documents to claim his/her reservation, the reservation claimed will be rejected and he/she will be considered under General Category only. **Request for change of category after the submission of application will not be entertained.**

8. **Caste:** Please enter the caste you belong to.

9. **Sub caste:** Please enter the subcaste you belong to.

10. **Nationality:** Please select from the drop down list as Indian or Other.

11. **Religion:** Please enter the religion you belong to.

12. **Physically Handicapped:** Select Yes or No from the drop down list.

13. **Place of Birth (District):** Please select the district in which you were born from the drop down list. If the district is not listed, select 'other' from the drop down list and then enter district name in the Box.

14. **Mobile Number / Landline Number:** Enter STD Code and landline number in appropriate column. Do not add 0 or country code before Mobile Number and Landline number with STD code. Mobile number once entered at the time of New Application ID cannot be edited.

15. **E-mail:** Email once entered at the time of New Application ID cannot be edited.

16. **Correspondence Address:** Please enter full postal address with Pin code for future Correspondences i.e. House/Plot No., road, street, city/town and state.

17. Once you have filled the details, click on "Next." This will take you to the next section, which is "Educational Details."

Educational Details

1. **College and University:** Please select college/university in which you have studied MBBS from the drop down list. If the college/university is not listed, select others from the drop down list and enter the College/University name.

2. **Are you of Karnataka Origin as defined in the Karnataka Conduct of Entrance Test for Selection and admission to Post Graduate Medical and Dental Degree and Diploma Courses(Amendment) Rules, 2013 dated 23/11/2013?** Please select Yes or No from the drop down list.

3. **Do you possess the documents as prescribed in the above Rules and as may be notified by the Karnataka Examinations Authority to prove you are of Karnataka origin? The original documents to prove the same will have to be produced during counseling.** Please select Yes or No from the drop down list.

4. **Are you claiming eligibility under the four exceptions provided under rules for eligibility (2.2(a),(b),(c),(d)) provided in the information bulletin?** Candidates are advised to carefully read section 2.2 of the information bulletin and select the appropriate option from the drop down list accordingly.

5. **Do you possess the documents as prescribed in the above Rules and as may be notified by the Karnataka Examinations Authority to prove your claim?** Please select Yes or No from the drop down list.

6. **Are you claiming Reservation under Article 371J (Hyderabad –Karnataka region)? If yes you shall have to produce the necessary certificates as notified by the Karnataka Examinations Authority issued by the competent authority to claim reservation under this category during counseling?** Please select Yes or No from the drop down list.

7. **SSLC/ Matriculation details:** Please fill in details for SSLC/ Matriculation like school name, district and state location of school, registration number of 10th Standard examination and year in which you successfully wrote the examinations in the appropriate columns.

8. **PUC/ XII details:** Please fill in details for PUC/XII like school name, district and state location of school, registration number of PUC/XII Standard examination and year in which you successfully wrote the examinations in the appropriate columns.

9. **Permanent/ Provisional Medical/ Dental Registration Number:** Please enter permanent registration number if you have already completed the course. If you are undergoing internship provide the temporary registration number.

10. **Name of the State/ Central Council where registered:** Select MCI/Karnataka/Others from the drop down list. In case of Others, you shall have to write the name of the state council in the field provided.

11. **Date of completion of Internship:** Please enter the date of completion of compulsory rotary internship. If you have not yet completed the compulsory rotary internship as on date of filling the application, mention the date on which you are likely to complete the internship.

12. **Registration number of MBBS Examination:** Please enter the registration number of MBBS university examination in the final year here.

13. **Total number of attempts taken in UG:** Please select the number of attempts taken in MBBS to clear the examinations.

14. **Percentage of total marks secured in UG:** Please enter the total marks secured in MBBS (including all professionals).

15. Percentage of final year marks secured in UG: Please enter the final year marks secured in MBBS.

16. PG/ Degree Diploma Status:

   a. Undergoing any PG degree/Diploma course: Please select Yes or No from the drop down list. If yes, mention the subject here.

   b. Undergone any PG degree/Diploma course: Please select Yes or No from the drop down list. If yes, mention the subject here.

   c. Done any PG degree course: Please select Yes or No from the drop down list. If yes, mention the subject here.

   d. Done any PG diploma course: Please select Yes or No from the drop down list. If yes, mention the subject here.

17. Claiming reservation under physically handicapped Quota: Please select Yes or No from the drop down list.

18. Debarred from any earlier PGET examination: Please select Yes or No from the drop down list.

19. Details of MBBS examination passed: Please fill in details like exam passed, maximum marks, secured marks, grade, result, and

attempts in the appropriate columns.

20. Once you have filled the details, click on "Next." This will take you to the next section, which is "Choosing a Centre."

Choosing a Centre

1. **Select Subject:** Please select "Medical" from the drop down list.

2. **Centre preferred for PGET Exam:** Please select preferred centres for PGET examination in order of first, second and third choice. **Please note that the capacity at each Examination Centre is limited. Candidate may or may not get a Centre/ City of choice.**

3. **Are you a In- Service candidate:** Please select Yes or No from the drop down list.

4. **In- Service Candidate**

   In case yes, the following information has to be provided by the candidate which should be verified and forwarded by the concerned Head of Department.

   a. **Department:** Please select the appropriate department from the drop down list of Health & Family Welfare Services/ Employees State Insurance (Medical) Services/ Mahanagara Palike/ Boards and Corporations/ Institutions granted autonomous status including the persons deputed from such services to any other foreign services.

   b. **Completed 5 years of regular employment:** Please select Yes or No from the drop down list.

c. **Holding Post graduate diploma in any specialty:** Please select Yes or No from the drop down list. If Yes, specify the subject name in the field below.

d. **Place of working with address:** Please provide full address of the place of present working.

e. **Date of entry into service:** Please provide date of entry into service in YYYY-MM-DD format.

f. **Whether Physically Disabled:** Please select Yes or No from the drop down list.

g. **Probationary period declared:** Please select Yes or No from the drop down list. If yes, please provide date of declaration in YYYY-MM-DD format.

h. **Undergoing/ done any PG degree diploma:** Please select Yes or No from the drop down list.

i. **Specialty of PG degree:** If yes, Please mention subject name.

j. **Date of Completion:** Please provide date of completion. If still undergoing, mention the date on which you are likely to complete the degree.

k. **Specialty of PG diploma:** If yes, Please mention subject name.

l. **Date of Completion:** Please provide date of completion in YYYY-MM-DD format. If still undergoing, mention the date on which you are likely to complete the diploma.

m. **Departmental enquiry pending:** Please select Yes or No from the drop down list.

n. **Under suspension:** Please select Yes or No from the drop down list.

o. **Under unauthorized absence:** Please select Yes or No from the drop down list.

p. **Enter Remarks, if any.**

5. Once you have filled the details, click on "Next." This will take you to the next section, which is "Photograph and Signature."

Photograph and Signature

1. **Photograph:** Upload photograph in JPEG format. Picture size must be between 20 KB to 100 KB. The photograph should be taken after 01/12/2013 with Name & Date on the Photograph. The specifications for the photograph are provided under 4.8 of the information bulletin and the photograph should adhere to the specifications.

2. **Signature:** Upload scanned image of signature in JPEG format. Picture size must be between 10 KB to 50 KB. The signature should be clearly done in black ink on a white background.

3. Once you have uploaded photograph and signature, click on "Next." This will take you to the next section, which is "Declaration by the Candidate."

Declaration by the Candidate

In this section, you will be required to choose "Accept" to the declaration statement. This declaration affirms that you are eligible to take the PGET 2014 and all the information that you have entered is correct.

After reading this section, you need to choose "Accept," to proceed to the next section which is "Fee Details".

Fee Details

1. **Payment Option:** please selct online payment from the drop down menu.

2. **Examination Fees:** Examination Fees shall be displayed as per the category selected while filling the application form.

3. **Card:** Please select Debit Card or Credit Card from the options.

4. On clicking next you shall be directed to the Payment gateway where you shall make the payment for examination fees.

5. After successful payment of the examination fees, you shall be directed to the section of preview application where you can preview your application.

Preview Application

You should read the Preview 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.

If all information is correct, click on the "Submit Application" button to end your registration process and submit the application. **Please note that no changes in the application form can be made after you have submitted the application.**

Print Application

The candidate has to take a print out of the application after submitting the application.

<u>Non –In -Service Candidates</u> are required to submit a hard copy of their online application form along with attested copies of all necessary documents by RPAD to the Executive Director, Karnataka Examinations Authority, PGET-2014-(Medical) Sampige Road,18th cross,Malleshwaram,Bangalore-60012 failing which their candidature for the examination will not be considered

<u>In-Service Candidates</u> are required to submit a hard copy of their online application form along with attested copies of all necessary documents by RPAD to their Department Heads failing which their candidature for the examination will not be considered. The Department Heads shall scrutinize the applications and the list of eligible candidates will be sent to the National Board of Examination for activation of hall tickets for In- Service Candidates. Mere filling and filing the Online Application Form will not entail any eligibility to the In-Service candidate to appear for the examination as necessarily hard copy of the application has to be submitted to the respective Department Head who will scrutinize and intimate eligibility of the applicant to appear for the examination to the NBE. The respective Department Heads shall also display the list of the eligible candidates that has been sent to the NBE on their respective department

websites for the information of all concerned candidates.

Thereafter the hard copies of the application form shall be forwarded by the concerned Department Heads to the Karnataka Examination Authority for further requirement during Counseling.

and e-mail address you have provided during the registration process. Note that no changes to your application form will be allowed once you have completed your registration process. **Registration closes at 11.59 p.m. on 31st January, 2014. No changes will be allowed after that time.**

Re-entering the PGET 2014 Registration System

If you have already begun the registration process, but need to finish the process, edit your application information, get another copy of your application use the "Continue Previous Application" or "Re-print Acknowledgment" link on the home screen of registration page. You will need to enter the application ID created, Date of Birth

The Testing Process

You will take the PGET 2014 on a computer at the test centre allotted to you. Your PGET 2014 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:
  (a) Printed copy of Admit card with photo attested by Gazetted Officer attached AND
  (b) Photocopy of Permanent / Provisional SMC/MCI registration, to be retained by the test centre AND
  (c) Any one of the authorized photo IDs**(must be original and non-expired):
    1. PAN Card
    2. Driving Licence
    3. Voter ID
    4. Passport
    5. Aadhaar Card
.

**The name on your photo identification must match with your name as shown on your Admit card. If your name has been changed due to events such as marriage, you must show the relevant document mentioned below at the time of test:
  • Marriage Certificate
  • Divorce Decree
  • Legal Name Change Document

Candidates without valid ID proof shall not be allowed to enter the examination premises.

TEST DAY PROCEDURE

1. **Important Instructions**

  i). All candidates at the centre shall be frisked and biometric information shall be captured.
  ii). Identity checks will be made upon arrival at the test centre to ensure that there are no unauthorized candidates appearing for the exam. Candidates are required to cooperate with the security checks.
  iii). Please note that only the registered candidates will be allowed at the examination centre.

iv). Friends or relatives accompanying the candidates will not be allowed entry in the examination centre under any circumstances and will not be allowed to contact the candidate while the examination process is ongoing.

2. Security at the Test Centre

i). Candidates will not be allowed to take mobile phones, watches, food items, study material, lockets, bags, electronic gadgets or any other prohibited items inside the examination premises. To avoid any hardship candidates are advised not to bring such items along with them.

ii). Finger prints of all the candidates will be captured and candidates are requested to cooperate with this essential activity to avoid any cases of impersonation. This is a security feature which will also ensure that only genuine and bonafide candidate appear for the exam and allowed to join an institute for training.

3. Test Day Procedures

i). After verification of ID and biometrics, candidates will be escorted to the designated computer terminal at the examination centre, a Test Centre Administrator (TCA) will check in the candidate.

ii). Candidates are required to keep their admit card and photo identification at all times during the conduct of examination.

iii). Pencils, eraser and rough paper will be distributed to each candidate. No need to bring stationary /writing material to exam centre.

iv). Candidates are required to listen to the TCA's instructions to begin the test.

v). During the test, candidate may use the rough paper to do the rough work.

vi). Each workstation will be blocked on three sides - front, left and right. Candidates are advised not to look around at other candidates as there will be surveillance cameras that record both audio and video.

vii). Any suspicious or disruptive behavior on part of the candidate may lead to cancellation of candidature.

viii). For any issues during the test, candidate may raise his or her hand to notify TCA/Invigilator.

ix). In case of any disruption, rest assured that a registered candidate will get to test again within the testing/examination window.

x). All rough paper must be returned to the TCA after the test. Any attempt to take the rough papers out of the test centre will be considered disruptive behavior and liable for disqualification.