
National Board of Examinations *Diplomate of National Board-Post Diploma* *Centralised Entrance Test* **(DNB-PDCET) July 2017 Admission Session** **Registration Guide**

Important Instructions

1. Candidates must check their eligibility for DNB-PDCET July 2017 admission session on www.nbe.edu.in
2. “*” indicates mandatory field. The boxes marked with this symbol must be filled in or candidates will not be allowed to complete the registration.
3. Candidates must ensure that they have a valid and unique email address before beginning the registration process.
4. Candidates appearing for DNB-PDCET will not be able to register and schedule for NEET-SS and FMGE.

Overview

To register to take the DNB-PDCET, go to www.nbe.edu.in and click on the “Register for PD-CET” link. Candidates can register and schedule for the DNB-PDCET from **13th April– 13th May 2017**.

During registration, candidates will:

1. Create a profile.
2. Complete the DNB-PDCET application.
3. Schedule the exam
4. Pay for the exam.

**Estimated time to complete this process:
15 minutes.**

Before beginning, candidates should gather all the information needed to complete the registration process, including credit/debit card details, educational history, and internship details.

The screenshot displays the NBE registration interface. At the top, there are fields for 'Username' and 'Password' with a 'Log In' button. Below the login section, a large watermark of the NBE logo and the text 'National Board of Examinations' and 'राष्ट्रीय परीक्षा बोर्ड' are visible. The main content area includes a 'Welcome to NBE Registration' heading, a 'I am ready to register' link, and a CAPTCHA challenge with the characters '9R3Y'. A 'Sign My Registration' button is located below the CAPTCHA. The bottom of the page features a green banner with three columns: 'Registration', 'During registration, you will', and 'News & notification'.

Opening Screen

For a first time user, please follow the instructions under the heading “I am Ready to Register” to begin the registration. The candidates, who have already created a profile for DNB-PDCET for the current session, please enter the username and password and click on “Log In” button to view the profile and complete scheduling.

Captcha

Candidates will see a special set of characters displayed on the screen. They will need to retype the characters in the box provided. These characters, called “CAPTCHA” are a safety feature designed so the computer knows a human is entering the system and not a computer programme. If one has trouble reading the characters, they can click the audio icon or the refresh icon. Once the Captcha is entered, click on “Begin My Registration.” This will take oneself to the next section, which is “Create a Profile.”



1. Create a Profile

In this section, candidates will enter basic contact information.

Your name and email

1. Candidates should enter their name exactly as it appears on their MBBS Degree/Provisional Pass Certificate of MBBS
2. Enter Gender
3. Enter the email address. This is where the Application email and Admit Card will be sent.
4. Enter the Father's and Mother's name. Please do not prefix any salutation such as Shri/Smt/Dr/Mr/Mrs etc while entering the name. Ensure that there is a space between First Name, Middle Name and Last Name. Eg. Rakesh Kumar Gupta

Create a login

Creating a login enables the candidates to log back in later if they need to make changes, or request a resend of their Admit Card or DNB-PDCET application.

1. **Username.** Must be a combination of alphanumeric characters (letters and numbers) but **does not** contain spaces or special characters. The maximum length allowed is 50 characters.
2. **Password.** Must be 7-20 characters long and contain **at least** one alpha and one numerical character.
3. **Secret reminder question.** If one forgets their username and password, this question will help verify their identity.
4. Read the **Data Privacy Policy** and indicate the agreement to the policy. Agreement is required to register for the DNB-PDCET.

Additional contact information

1. **Primary telephone number.** Enter the entire number. Mobile number is recommended as Prometric will be using this number to send important DNB-PDCET related text messages by SMS.
2. **Secondary telephone number.** Enter either a landline or another mobile number. Include Area Code/STD code in case of a landline number.
3. **Postal Address.** This is where the correspondence will be sent. Each address line should be limited to 30 characters including spaces. Candidates 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 DNB-PDCET Application.

Note that once the profile has been created and saved, no changes can be made to the name or username. Username and password will be used to login into the profile.

Additional contact information

Primary telephone number (optional) Secondary telephone number (optional)

Type*	Country code*	Primary Phone Number*	Type	Country code	Secondary Phone Number
Mobile <input checked="" type="checkbox"/>	91	22455770	Landline <input checked="" type="checkbox"/>	91	22455770

(Mobile phone recommended. Used for SMS notification)

Postal Address (address where you would like correspondence sent)

Country*
India

Address line 1*
Address Line 1

Address line 2*
Address Line 2

Address line 3*
Address Line 3

City*
City

States / Union Territories*
Please select a state / province...

PIN CODE*
(For India - If you do not know your Pin Code look on the Indian Postal Services website - www.indiapost.gov.in)
123456

Image and Digital Signature Upload

As a mandatory step, candidates will have to upload their colour photo (must be clear against a white background and not more than 6 months old) and the image of their digital signature on their profile page. Candidates will have to click on the browse button to search for the image and upload them in the system. The instructions on the image specifications will be provided on the screen itself. Please follow the instructions carefully to upload the images. Candidates will be allowed to upload and edit the images during the registration window from **13th April to 13th May 2017**.

Note: Instructions to prepare the images of the required specification for upload are provided in the end of this registration guide.

Upload Image

Select Image

Select Signature Image

By selecting Upload image, I acknowledge that I have reviewed the image requirements.

Candidate Preview Signature Preview

The image must adhere to the following specifications:

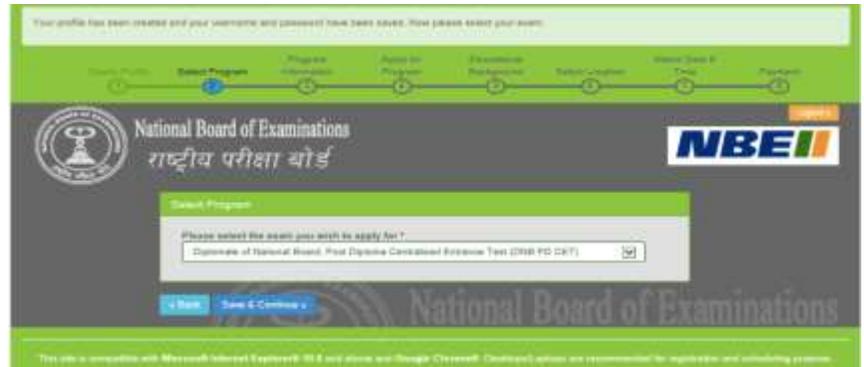
- File Format: The image must be in JPEG format
- File Size: The image must be less than or equal to 240KB (Kilobytes) each
- Dimensions of the image of Candidate: Acceptable dimensions 35mm X 45mm
 - The minimum dimensions are 100 pixels (width) X 170 pixels (height)
 - The maximum dimensions are 300 pixels (width) X 300 pixels (height)(Please refer to the [Registration Guide](#) for the exam you are applying for steps to prepare the image of the required dimensions)
- Color: The image must be in color (24 bits per pixel)
- Background: The image must have a white background
- The image must not be more than six (6) months old
- The image must be taken in full face view directly facing the camera
- The image must not be taken with hat or head covering, unless worn daily for religious purpose (Sunglasses, Dark tinted glasses, Headphones, Hands-free devices, or similar items are not acceptable)

The Signature image must adhere to the following specifications:

- File Format: The image must be in JPEG format
- File Size: The image must be less than or equal to 240KB (Kilobytes) each
- Dimensions of the image of Candidate's Signature: Acceptable dimensions 33mm X 28mm
 - The minimum dimensions are 300 pixels (width) X 100 pixels (height)
 - The maximum dimensions are 400 pixels (width) X 300 pixels (height)(Please refer to the [Registration Guide](#) for the exam you are applying for steps to prepare the image of the required dimensions)
- Background: The image must have a white background
- The image of signature must not be more than six (6) months old

2. Apply for DNB-PDCET

Once the candidates have successfully created their profile, they will be taken to the exam selection screen. To register for DNB-PDCET, please select Diplomat of National Board, Post Diploma Centralized Entrance Test (DNB-PDCET) from the drop down menu.



Exam Information

Once the exam is selected, click on Save & Continue button. The next screen will be the exam information screen which will provide important information related to exam such as important dates, fees and program information.



Personal Information

On the personal information screen, candidates will need to enter their Nationality, Category as per central list and Date of Birth.

Candidates will also need to select “No” or “Yes” to the question “Are you a Person with Disabilities (Physically Handicapped)?” They will have to once again confirm if they have selected yes to this question.

Note: Candidates will not be able to edit their Category and PWD (Persons with Disabilities) selection once schedule is complete after making the payment.

Candidates will be asked to choose their domicile state. This is the state which one considers as their permanent residence.

Candidates will be required to provide two marks of identification. Identification marks are marks on the body or face of a person to identify correctly. Some examples are like a mole on the right cheek or a scar on the neck or chin.

In case candidate has been issued Aadhar Card, he/she will have to provide his/her 12 digit Aadhar card number in the text box provided in the application form.

Candidates will be required to select the photo id that they will be carrying to the test centre and also provide the corresponding number associated with the ID selected.

Candidates will also need to enter the MCI/SMC Registration number along with the name of the Medical Council.

Click on Save and Continue to move to the next section.

The screenshot displays the 'Apply to PDCET' form on the National Board of Examinations website. The form is titled 'Apply to PDCET' and includes the following sections:

- Nationality:** Radio buttons for 'Indian' and 'Other'.
- Category:** Radio buttons for 'General', 'Scheduled Caste (SC) - as per the Central List (To know more)', 'Scheduled Tribe (ST) - as per the Central List (To know more)', and 'OBC (Non-Creamy Layer) - as per the Central List (To know more)'.
- Date of Birth:** A text input field with a calendar icon.
- Are you a Person with Disabilities (Physically Handicapped)?** Radio buttons for 'Yes' and 'No'. A note says 'Please confirm your PWD status before proceeding with your Application'.
- Choose your Domicile/Native State/Union Territory:** A dropdown menu with a search icon.
- Aadhaar Card:** Radio buttons for 'Have you been issued Aadhaar Card?' with 'Yes' and 'No' options.
- Which one of the following original and valid Photo ID shall you bring to the test centre on your testing day as proof of your identity?:** A dropdown menu with a search icon.
- Marks of Identification:** Two text input fields for 'Mark of Identification 1' and 'Mark of Identification 2'.
- MCI/SMC Registration Detail:** A text input field for 'Enter your permanent/provisional MCI/SMC registration number' and a dropdown menu for 'Select the Name of your Medical Council'.

At the bottom of the form, there are two buttons: 'Back' and 'Save & Continue'. Below the form, there is a footer with the text: 'Questions about the registration forms? Information Bulletin for (Department of National Board, Post Graduate, Combined Entrance Test (PG-CET) - July 2017) Admission Session. The cutoff for candidates is 50% (50/100) for PG-CET'.

Educational Background

Candidates must enter the total aggregate marks obtained in their professional MBBS examination as percentage of marks obtained along with the name of the university and College/institute where MBBS was completed, state and month and year of passing MBBS.

Next, candidates will be required to enter information on their PG Diploma Specialty, name of the DNB course and corresponding eligible Post Graduate Diploma qualification. Information such as the University and College/Institute where the PG Diploma was completed, location, Date of Joining PG Diploma, Date of completion of 2 years of training and Date of declaration of result will be required. Candidates who have passed/passing the final examinations for Post graduate diploma on or before **30th June 2017** can apply for the Post diploma CET examination in the same Broad specialty.

Candidates having a recognized 2 years Diploma Qualification in any specialty and fulfill the eligibility criteria as per the Information Bulletin can apply for DNB Post Diploma Emergency Medicine. A separate merit list shall be prepared for candidates who have opted for Emergency Medicine during online registration processes and allotment of the seats shall be done through centralized merit based counselling. Candidates who have opted for DNB Post Diploma Emergency Medicine Course during online registration shall also be eligible to apply for DNB Post Diploma Courses in their respective specialty. Candidates who have not opted for Emergency Medicine during this online registration shall not be eligible to opt for / participate in DNB Emergency Medicine.

Please note, candidates possessing MEM/MREM/MCEM or any such qualifications are not eligible for Post Diploma Emergency Medicine Course/PDCET. If you select No for the Emergency Medical Course question, you will be asked to once again confirm your selection.

Candidates will be required to provide additional information pertaining to being deported/rusticated during a medical course or being charged for use of unfair means by NBE or any other examination body. If one has appeared for any NBE exam before, please specify details.

The screenshot displays the registration form for the DNB Post Diploma Emergency Medicine Course. The form is titled "Primary Medical Qualification Details" and includes the following sections:

- Primary Medical Qualification Details:** Fields for "Your total percentage marks %", "State/Union Territory where your MBBS College/Institution is located", "Choose the University/Institution where you have completed your MBBS", "Please choose the College/Institution name where you completed your MBBS", "Month and Year of Passing MBBS", "Name of the DNB Courses - Eligible Post Graduate Diploma Qualification", "State/Union Territory where your PG Diploma University is located", "Choose the University where you completed your PG Diploma", "Please choose the College/Institution name where you completed your PG Diploma", "Select your PG Diploma passing date", "Date of Joining PG Diploma", "Date of Completion of 2 years of training", and "Date Declaration of Result".
- Do you want to opt for DNB Post Diploma Emergency Medicine Course?:** A question with a "Yes/No" radio button. Below it, a detailed note explains the eligibility criteria for the Emergency Medicine course.
- Additional Educational Qualification:** A section for "Additional Educational Qualification" with a text input field, and "Year of Passing Additional Education" with a dropdown menu.
- Additional Information:** A section with questions: "Have you ever been deported / rusticated during a medical course?", "Have you ever been charged of use of Unfair Means by NBE or any other Examination Body?", and "Have you ever appeared in any examination conducted by NBE?". It also includes fields for "Select the most recent previous exam in which you appeared in", "Enter Previous Roll Number or Testing ID of most recent exam", and "Year of most recent Previous NBE Exam".

Photo ID and MCI/SMC Certificate Upload

All candidates will be required to mandatorily upload the image of their photo id that they will be carrying to the test centre on the day of the exam and their MCI/SMC certificate online. Click on the browse button to search for and upload the documents. Candidates can upload as well as edit the photo id and the MCI/SMC certificate during the registration window from **13th April to 13th May 2017**.

Note: Instructions to prepare the document of the required specification for upload are provided in the end of this registration guide.



Declaration by Candidate

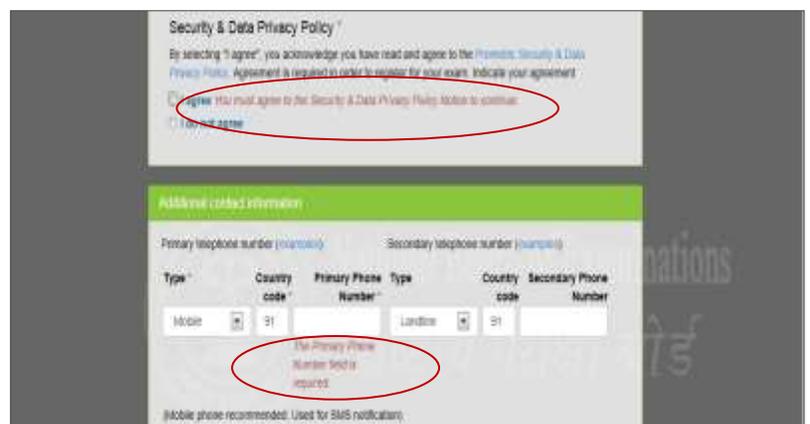
In this section, candidates will be required to choose “I Agree” or “I Disagree” to the declaration statement. This declaration affirms that candidates are eligible to take the DNB- PDCET and all the information that is entered is correct.

After reading this section, candidates need to choose “I agree,” and click on “Save & Continue” to proceed to the next section. **If you select “I disagree,” you will not be allowed to proceed.**



Errors

If one chooses “Save & Continue” and they have not completed any mandatory fields (marked by “*”), an error message will appear on the screen besides that particular field which is either incomplete or entered incorrectly. The fields that are missing are highlighted in red. In this example, the candidate has not entered the primary phone number as well as the address field 1 which are mandatory fields. Both the information needs to be entered in order to proceed further. System will also display any errors on the top of the page once you select “Save & Continue” button.



3. Schedule the Exam

Select Location for the Exam

The next step will be to choose the preferred location where one would like to take the exam. DNB-PDCET will be conducted in 19 cities across India. Candidates may choose any one of the preferred location to schedule the exam.

Availability is on a first come, first serve basis and one will be only shown options that are available at the point of scheduling the exam. In case all seats in a particular location are filled, candidates will see a message indicating all seats in that location are filled and they will be asked to select a new location.

Note: The DNB-PDCET may be taken on 9th June 2017. There will be one session at 10:00AM. Each candidate is required to appear only in this one session during this testing window.



Select Test Site

Once a candidate has selected a location for the exam, all available test sites in that particular location will show up. Candidate may choose any available test venue. The exact address and location can also be viewed by clicking on the link "Directions". Candidates are advised to familiarize themselves with the location of examination centre and plan travel time accordingly.

In order to proceed with the scheduling, click on "Schedule Appointment" button under the venue of your choice.



Select Date and Time

All candidates will have to appear for DNB-PDCET only on 9th June 2017 in the morning session i.e. at 10:00AM.

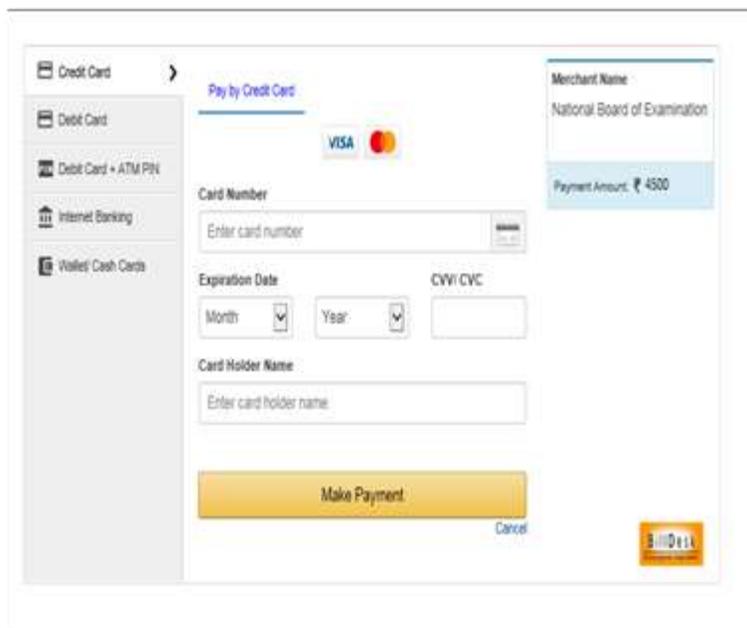
Click on “Save & Finish” button to move towards the payment screen



4. Make Online Payment

Candidates will be required to pay the exam fees (Rs.4500) online using their credit/debit cards issued by banks in India or through net banking. Please select the payment option from the tabs indicated on the Make Payment Screen and fill in the required information. Once all the information has been entered, click on Make Payment button. Upon successful authorization of payment, the profile will be registered and you will receive an admit card within 24 hours on your registered email address.

Please keep the payment information ready at the time of scheduling the exam. The transaction must be completed within 30 minutes to reserve the seat and time selected. Failure to do so will result in the release of the selected date and time and one will have to begin the process again.



Note: Payment can only be made online for DNB-PDCET.

Confirmation Page

If all information has been entered correctly, candidate will be redirected to the Welcome Back page. They should read the confirmation screen to make sure all information entered is correct. If any information is incorrect and needs to be updated, click the “Edit Profile” or “Edit Application” buttons to make appropriate changes in the area where the correction needs to be made. Candidates will be able to edit their profile till 13th May 2017 (up to 23:59 hrs).

To view the DNB-PDCET application, click on the arrow against the exam header “PD-CET Application”. The application will show up as indicated.

Please note: Candidates will receive the admit card within 24 hours of scheduling at their registered email address. They can also login into their profile using the username and password to print a copy of the admit card.

Note: If candidates want to schedule for DNB-CET exam, while on the confirmation screen, they can click on the button “Schedule Another Exam” to continue scheduling. If one wants to schedule later, they can log back in using their username and password.



Application Summary Email

Once the DNB-PDCET application has been successfully submitted, a summary of their application will be sent to them 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 the email application summary will look like. Candidates should expect to receive this email within 24 hours of submitting their completed application.

You have successfully registered for DNB-PDCET JULY 2017 admission session

DNB-PD CET Application
Registration Number/Testing ID : CD1047959

Personal Information

Candidate's Name as per your MBBS provisional pass certificate of MBBS : Gurma Tyagi
Gender : M
Category : Scheduled Caste (SC) - as per the Central List
Date of Birth : 15 Apr, 1989
Person with Disabilities : No
Domicile State : Kerala

Educational Information

Your MBBS Percentage : 61.15
MBBS University : Al-Azhar Knowledge University, Patna
MBBS Institute/College : Government Medical College, Rajnandgaon
State of College : Bihar
Month and Year of Passing : Mar, 2009
College of PG Diploma Qualification : Al-Azhar Medical College and Super Speciality Hospital, Thodupuzha
Month and Year of Passing PG Diploma : December, 2016
PG Diploma Passing Date : 26 December, 2016
Additional Educational Qualification :
Year of Passing : 2010

For queries, contact 1800111700 (Toll-Free) / 0124-6771700 from 9:30 AM to 5:30 PM (Monday to Friday).

Admit Card Summary Email

When the admit card is received by email, it should be read carefully and all information mentioned should be verified. Candidates should then print a copy.

Candidates **must bring** the Admit Card with them on the day of the exam. **They will not be allowed to take the exam without the Admit Card.**

To the right is an example of what the email Admit Card will look like.

To begin the exam, candidates must enter the DNB-PDCET Application Number/ Testing ID given on your admit card into the computer.

ADMIT CARD FOR DNB-PDCET JULY 2017 ADMISSION SESSION

Dear Gurma Tyagi,
Thank you for scheduling for DNB-PDCET July 2017 Admission session.

Your appointment request has been received and confirmed. Please do not reply to this e-mail. For additional information, visit PDCET website at www.nbe.nic.in

This confirmation is your official admit card. You must bring this with you to the testing centre on the day of your examination.

To begin exam, you must enter your Registration Number/Testing ID (Roll No.) : CD1047959
Confirmation Number : GG05YD07XX
Transaction ID : IHMP9237641019

Examination Date: 09 Jun, 2017
Examination Time: 10:00 AM
Reporting Time: 9:00 AM
Reporting time is 1 hour prior to the examination time. The reporting counter will close at 2:45 PM. Late entry is permitted after that.

Examination duration including 15 min. break is 3 hr and 15 min.

Candidate's Name : Gurma Tyagi
Candidate's Address: D/o Gurma Tyagi, Gurgaon, AN-1547B, Plot No. 1547B, Sector 14, Gurgaon, Haryana-122002
Candidate's e-mail address : tyagi.gurma@gmail.com
Category : Scheduled Caste (SC) - as per the Central List
Person with Disabilities : No
Date of Birth : 15 Apr, 1989

Test Site: HMI111
Site Code: HMI111
Test Site Address: 5TH FLOOR, SECTOR 25 A, GUN HARYANA 110009, SUKRAJAI, UDYOG VIHAR, VASANT VIHAR, Greater Noida, Uttar Pradesh - 40343-6456
Phone: 1800111700 (Toll-Free)

Admit Card Issued by:
National Board of Examinations
Medical Entrance, Ansari Nagar, Ring Road, New Delhi - 110029
Website: www.nbe.nic.in
Phone: 1800111700 (Toll-Free)

This Admit card is governed by the Information Bulletin for DNB-PDCET July 2017 Admission Session. Your candidature is purely provisional and is subject to fulfillment of the eligibility criteria as indicated in the Information Bulletin.

Slightest variation may result in cancellation of candidature as per information mentioned. A candidate must carry any necessary information detected at any stage shall summarily lead to disqualification of your candidature.

Kindly read the instructions for candidates stated on the next page.

INSTRUCTIONS FOR CANDIDATES

- NBE reserves the right to verify the identity and genuineness of each candidate by taking thumb impression and photograph of the candidate or by any other means.
- Candidates **MUST** bring to the test centre the following documents:
 - Printed copy of the Admit Card with photo pasted in the prescribed space
 - AND
Photocopy of your Permanent or Provisional SMC/MCI registration, to be retained by the test centre
 - AND
Any one of the following authorized photo IDs** (must be **original and valid/non-expired**)
 - PAN Card
 - Driving Licence
 - Voter ID
 - Passport
 - Aadhar Card (with Photograph)

In case, any candidate reports to the test center with e-Aadhar card, the candidate must also bring the e-Aadhar card should be a good quality colour print out with clearly visible photograph. The photograph should not have kinks, scratches and stains, and should definitely match with the candidate presenting the e-Aadhar card. Discrepancy in this regard shall be final.

**The name on candidate's photo identification must match with name as shown on your Admit Card. If candidate's name has been changed due to marriage, such as marriage, one must show the relevant document mentioned below at the time of the test.

- Marriage Certificate
- Divorce Decree
- Legal Name Change Document

EXPIRED DOCUMENTS AND PHOTOCOPIES WILL NOT BE ADMITTED AS PROOF OF IDENTITY

- Electronic Gadgets such as mobile phones/documents/cameras/Bluetooth devices etc are **STRICTLY** prohibited in the testing premises. Candidates found in possession of such electronic gadgets are liable for penal action.
- Candidates must **report** to the test center before the exam is scheduled to start in order to begin the check-in process. The reporting counter will close 30 minutes before the exam start time, no late entry is permitted after that. Early exit from the test center is not permitted.
- Candidates are advised to acquaint themselves with the location of the test center one day prior to the examination.
- This admit card is subject to the condition that if ineligible is detected at any stage, the candidature will be cancelled.
- Check the particulars in the admit card carefully. Error, if any, may be reported to NBE immediately in writing by e-mail.
- No entry to test center is permitted without Admit Card.
- Do not attempt to give/obtain irregular assistance of any kind during examination. Infraction in the same shall invite penal action. Improper conduct will entail expulsion from exam.
- Failure to comply with these instructions will entail registration of unfair means case and action as deemed appropriate by NBE shall be taken including but not limited to cancellation of the current examination and debarment of candidate from future exams.
- For queries, contact 1800111700 (Toll-Free) / 0124-6771700 from 9:30 AM to 5:30 PM (Monday to Friday).
- Jurisdiction for disputes, if any, is exclusively before competent courts at New Delhi only.

Re-entering the DNB-PDCET Registration System

If one has already begun the registration and scheduling process and could not complete it, or would want to edit the application information, get another copy of the application or a copy of the admit card, can go to www.nbe.edu.in. One can revisit his/her profile by entering his/her username and password and then clicking on "Log in."

Note that no cancellation or changes to the testing schedule will be allowed once the candidate has completed the registration process.

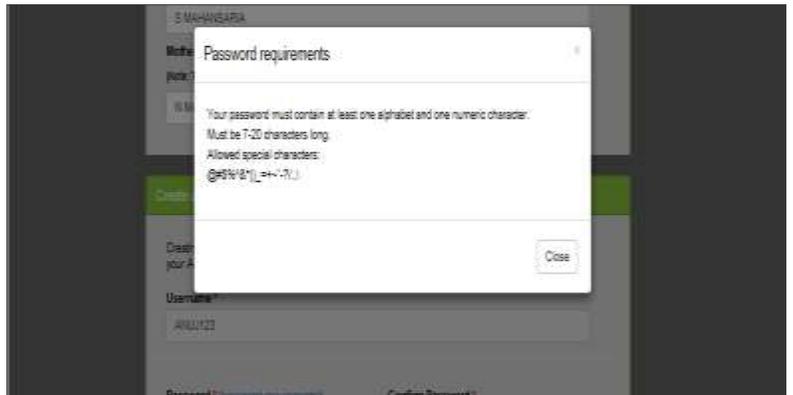
Registration closes at 11.59 p.m. on 13th May, 2017. **No changes will be allowed after that time.**

Registration Help

If, during the registration process, one has questions or need help, they should click on the information links. They are always in blue text as a hyperlink.

Information related to the area that one is completing will pop up.

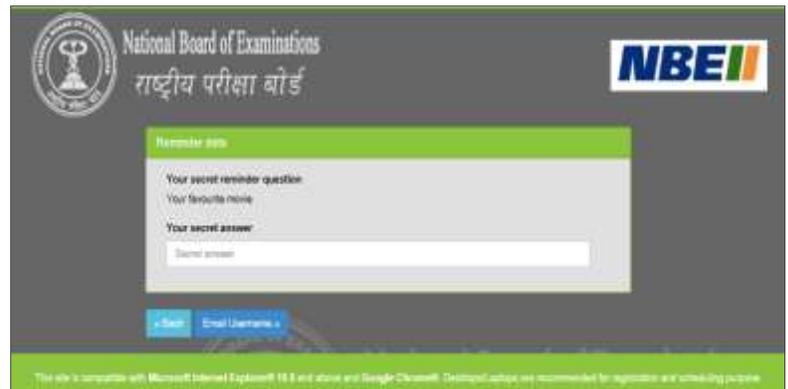
The screen shot on the right is an example of someone who clicked on the "password requirements" link.



Forgot Username or Password

If candidates need to login back into the system, but have forgotten their username or password, they can retrieve the same through the following steps.

1. Click on Forgot your username or password link on the home page
2. Candidates will be redirected to a screen where they will be asked to select which option they would like to retrieve.
3. For username, please enter the email id provided at the time of filling up the application form and CAPTCHA. Click on the Email Username button. Candidates will be taken to a screen where they will be asked to provide the answer to their secret reminder question. This is an added security step to ensure that a valid user is entering the system to make appropriate changes. Click on Email Username button again, the username will be emailed on the registered email address.
4. For retrieval of password, enter the username created while filling up the application form and CAPTCHA. Click on Email Password button. Candidates will be taken to a screen where they will be asked to provide the answer to their secret reminder question. This is an added security step to ensure that a valid user is entering the system to make appropriate changes. Click on Email Password button again, the password will be emailed on the registered email address.



The Testing Process

Candidates will take the DNB-PDCET on a computer at the test centre they have opted for during the Scheduling of their exam. Candidates do not need any computer experience or typing skill to take the exam. The DNB-PDCET examination will begin with a short tutorial on the exam and its features.

Candidates must arrive one (1) hour before their scheduled appointment. This allows time for sign in and for staff to verify their identity and documentation.

Candidates will need to bring the following documents with them to the test centre:

1. **Admit Card.** Candidates must bring their Admit Card with them to the test centre. They will not be allowed to take the exam without it. Please paste a recent photograph on the Admit Card.

2. **Required Identification.**

a. MCI/SMC Registration – Candidates must bring a photocopy of the MCI/SMC registration to the test centre. This would be retained at the test centre.

b. In addition they must present an original, valid (non-expired) form of photo identification in order to take the exam. The name on the photo identification must match the name as entered in the DNB-PDCET registration. Acceptable forms of photo identification are limited to: Passport, PAN Card, Voter's ID, Driving License and Aadhar Card (with Photograph). Expired or Photocopies of the original are not acceptable.

“In case, any candidate reports to the test centre with e-Aadhaar card as proof of identity, the e-Aadhaar card should be a good quality colour print out with clearly visible photograph. The photograph should not have kinks, scratches and stains, and should definitely match with the candidate presenting the e-Aadhaar card. Decision of NBE in this regard shall be final”.

Note: Candidates who do not present appropriate photo identification will not be allowed to take the DNB-PDCET.

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 the exam. NBE or its designated agency reserves the right to audiotape and videotape any exam session.

References/Study Materials No reference materials, papers or study materials are allowed at the test centre. If one is found with these or any other aids, he/she will not be allowed to continue the exam and the answers will not be scored. Candidates will be provided with scratch papers and pencils to use during the exam session. These items (used and unused) must be returned at the end of the exam 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. Candidates will not have access to their personal items during the exam. If anyone fails to follow the directions of the test centre staff, they will not be permitted to take the exam. Any violation of this procedure during the exam may result in cancellation of the scores, dismissal by the test centre staff, or banning from future testing. Test Centres, NBE or its designated agency assume no responsibility for personal items or devices that are brought into the test centre.

Breaks There are no scheduled or unscheduled breaks. Once candidates are seated at the test centre, they must remain in their seat during the exam except when authorised to leave by a test centre staff member.

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

Misconduct or Disruptive Behaviour Candidates who engage in any kind of misconduct or disruptive or offensive behaviour may be dismissed from the exam. 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.

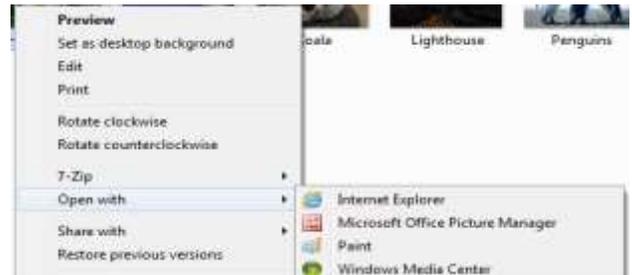
Weapons Weapons are strictly prohibited at the test centre.

Questions on Exam Content Test centre administrators are not allowed to answer any questions pertaining to the exam content. If one does not understand a question on the exam, they should answer the question to the best of their ability.

Instructions to prepare the image for upload using PAINT

⋮

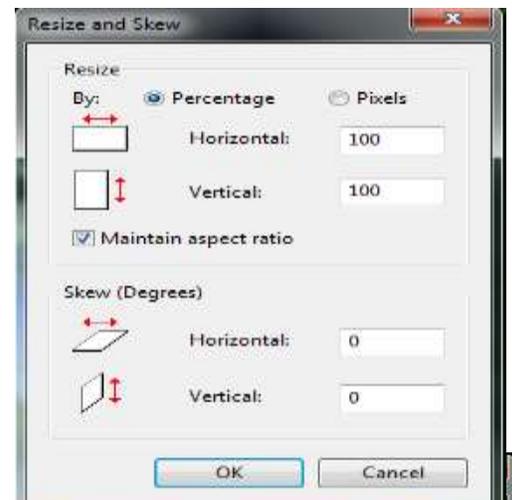
- Open the image in MS Paint. (Right clicking on the image, go to “open with”, click on “Paint”)



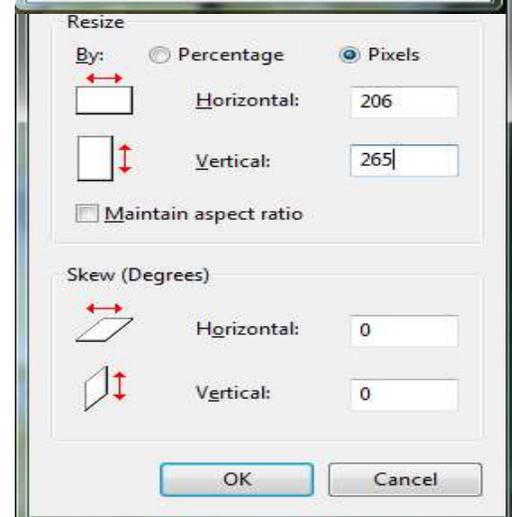
- When image opens up in MS Paint, click on the “Resize” button at the top, as shown below (highlighted in blue line):



- A “Resize and Skew” pop up window will open, as shown on the right:

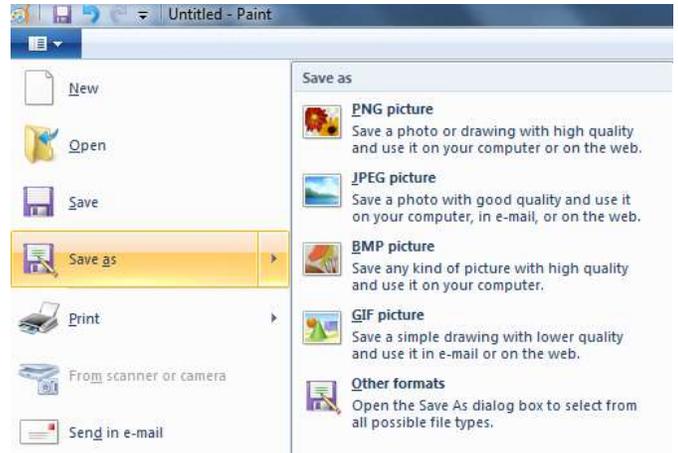


- In above window, under “Resize”, select “Pixels” radio button and uncheck the “Maintain aspect ratio” option.
- Enter the Horizontal value as “206” and Vertical value as “265” for Candidate’s Image, and click on “OK” button. Window should look like as shown on the right:



(NOTE: While preparing upload for Signature, use Horizontal value as “302” and vertical value as “132”).

- *Save the image with desired name and format by clicking on the menu button on the top left of the paint window, as shown on the right:*



Instructions to Upload Photo ID and MCI/SMC Certificate:

- *Candidates need to upload Photo Id and the MCI/SMC Certificate on Education Background page while filling up the application form.*
- *Documents should be uploaded in PDF format and should be less than or equal to 500 KB of size.*

Below are the guidelines to scan a document in specified size

- *While scanning a document candidate should select “Save as PDF” option and Scan size as A4.*
- *Select resolution max up to 200 dpi to create PDF document of the required size*
- *Please make sure that uploaded scanned documents are clear and readable.*

Below is the example for selecting scanner options, which may vary on different scanner applications.

