Instructions for Registration

This Guide is prepared to help candidates fill the online application form for PG Medical Entrance exam 2016.Please go through the entire document before starting to fill the application form.

- If you are an existing user then log in with your User id and Password, else, click on"click **here"** to register.

- Preferred browser for filling up the application form is Internet Explorer version (7 to 11) or Mozilla Firefox (14 to 34) or Google chrome (20 to 36)

- **Once the application form is submitted online no changes can be made to the same. Candidates are requested to save the form and review all details before submitting the same online. Incase of any clarification please contact Helpdesk before submitting the form online.**

Instructions to fill the Registration Form.

1. Enter your full Name **(as it appears in your CLASS 10th/ SSLC Marks Card)**.

2. Course applying for i.e. Faculty

Select the course Medical / Dental. Please ensure that you meet the eligibility criteria for the course you select. Refer Brochure.

3. Your Email ID and Mobile Number.

4. Please select Unique ID Proof (Voter ID, Passport, PAN Card, Driving Licence and Adhar Card)

After successful registration, you will receive a User id and Password on your registered Mobile Number and e mail id. You may click on **EDIT** button (Right hand top corner) to be directed to Application Form.

Log in with your USER ID and PASSWORD to complete the application process.

<p align="center">**Instructions for filling the Online Application Form**</p>

Candidates are advised to go through the instructions carefully before filling up the online application form.

Candidates please note that the application fee being collected along with the online application form is towards meeting the expenses for conduct of the test and other incidental expenses.

Explanation of the fields that needs to be filled up in the application form:

1. Father's Name

Enter your **Father's** full Name.

2. Date of Birth

Provide your date of birth in **DD/MM/YYYY** format only as **in CLASS 10th** / **SSLC Marks Card.** For e.g.: If your date of birth is 24th August1992, fill as 24/08/1992.

3. Gender

Select the appropriate option.

4. Nationality

Select your nationality.

· Indian Citizens who have studied for MBBS/BDS degrees in colleges recognized by MCI/DCI and GOI and affiliated to any university established by law in India are eligible.
· Overseas Citizen of India (OCI) registered under Section 7A of Citizenship Act 1955 are also eligible to appear in this test and all terms and conditions applicable for Indian Nationals.

5. Category

Select the Category you belong to GM / SC / ST (All India) and OBC

If OBC, Select the Sub-category CAT 1, CAT 2A, CAT 2B, CAT 3A , CAT 3B or

Others

All the supporting documents are to be produced in original:-

1. At the time of Counselling in respect of candidates applying to COMEDK Institutions.
2. During the admission process at the respective institutions if the candidates are applying for Uni-GAUGE member institutions.

   ERA Foundation does not validate any declaration made by any candidates.

   (*) Declaration once made in the application with regard to the category status like GM / SC / ST / OBC and Minority etc., will not be changed subsequently under any circumstances. The candidates are cautioned to fill in the application form with great care about the category status.

6. Address

Provide your **Present address for correspondence and also the Permanent address** in the space given.

All communications from ERA/ COMEDK will be sent to you via email or SMS or at the address given as correspondence address. Please use blank spaces to separate words.

Do not mention your City, State and Pin code in the address field
   .

7. State

Select the State from the list (Incase of unavailability any State name then select the "Others" and write the State name in the text Box.)

8. District

   Select the District from the list (Incase of unavailability of any District name then select "Others" and write the District name in the text Box.)

9. PIN Code

   Enter the appropriate 6-digit PIN code.

10. Mobile No.

   Enter your 10 digit Mobile number correctly (without pre-fixing ZERO). Please note all important communications will be sent to this Mobile number.

11. Email-ID:

Enter your valid Email ID for speedy correspondence. The important communications will be sent on this Email id. Hence ensure that the correct and valid Email id is entered.

12. Phone No.

Enter your Landline Phone number if any with the relevant STD Code, use zero prefixed to the STD code and your telephone number.

Example: If STD code is 080 and the telephone number is 6726720 then

Enter the STD code as "080" in first Field and then telephone number "6726720" in next field.

13. Qualifying Exam:

Select the type of qualifying exam either MBBS / BDS.

14. Month / Year of passing:

Select the month and year of passing of the Final Year MBBS/BDS.

Note: Applicants who have appeared in the qualifying examination in March / April 2015 and whose results have not yet been declared can also apply for register/apply for entrance exam. Refer the eligibility criteria details in the Brochure.

15. Type of University:

Select the University type studied (Indian/Foreign).

16.MCI/DCI/State council registration Number:

Enter your MCI/DCI/State council registration number as applicable.

17. University:

Enter the Name of University.

18. University City:

Enter the Name of the City where your MBBS/BDS University is located.

19. Internship:

Select the Internship status whether completed or completing (if completing, it should be on or before 30/04/2016 i.e. 30th April 2016).

- **Month and Year of Completing Internship:**

  Select the Month and Year by which Internship will be completed (should be on or before 30/04/2016 i.e. 30th April 2016).

20. Whether appeared for COMEDK Exam in Previous year.

Select Yes/No

And also fill No of attempts in COMEDK Exam.

21. Name of the Institution Last Studied.

Enter Your Last Studied Institution Name.

22. Other entrance exams being pursued

Select the entrance exams you are pursuing for getting a PG Medical or Dental seat. Example AIIMS PG, COMEDK PG, Others : <in the text box enter the entrance exam and the University>. This is just for information collation only.

23. Marks Obtained

Please enter the total marks obtained in each year during the course of study in M.B.B.S. / B.D.S. Please ensure that the marks entered by you include the marks obtained in the **theory, practical papers, internal Assessment, grace marks, and viva** also for all the subjects of the respective years. Marks obtained in the University Exam during the successful attempt should alone be entered. Also mention the number of additional attempts you have taken to clear the respective years. Once you have filled up all the marks and the a d d i t i o n a l attempts year wise in the relevant columns, cross verify with the **"G ran d Total".**

In the case of candidates who have studied in foreign university where the marking system may not be prevalent and **only grades are given,** they may indicate the grade, **giving marks equivalent ranges issued by the university**in which thecandidate has studied.

Documents in a language other than English should be accompanied by a **translated English copy authenticated and notarized** (at time of counselling and admission process)

Note:- For Number of additional attempts Please indicate the additional attempts only. Example :-1st attempt select "0" , 2nd attempt select "1" and so on.

Qualification Details

*Qualifying examination passed	BDS
*Type of University	Indian
*University City	
*Month and Year of Completing Internship	01/01/2015

*Year of passing/ Appeared	2006
*MCI/DCI/State Council Registration Number	
*Internship status	---Select---
*University Name	

Marks Obtained

Sr.No	Course Year	Number of Additional Attempts	Max. Marks	Marks obtained
1.	*1st Year	--Select--		
2.	*2nd Year	--Select--		
3.	*3rd Year	--Select--		
4.	*Final Year	--Select--		
Total				

*Name of Institution last studied	
*Whether appeared for COMEDK Exam in previous years	--Select--
*No.of attempts in COMEDK exam	--Select--

24. Scanned Copy Upload Image and Documents; Instructions for Photograph & Signature:

1. In the photograph (colored and taken in light background), the face should occupy about 50% of the area and with a full face view looking into the camera directly. The main features of the face must not be covered by hair of the head, any cloth or any shadow, Forehead, Eyes, Nose and Chin should be clearly visible.
2. Please upload the "Unique ID Proof" selected in application Form.
3. The photograph and signature should be in JPEG image format.
4. To view your uploaded Document please click on Click here to Download.
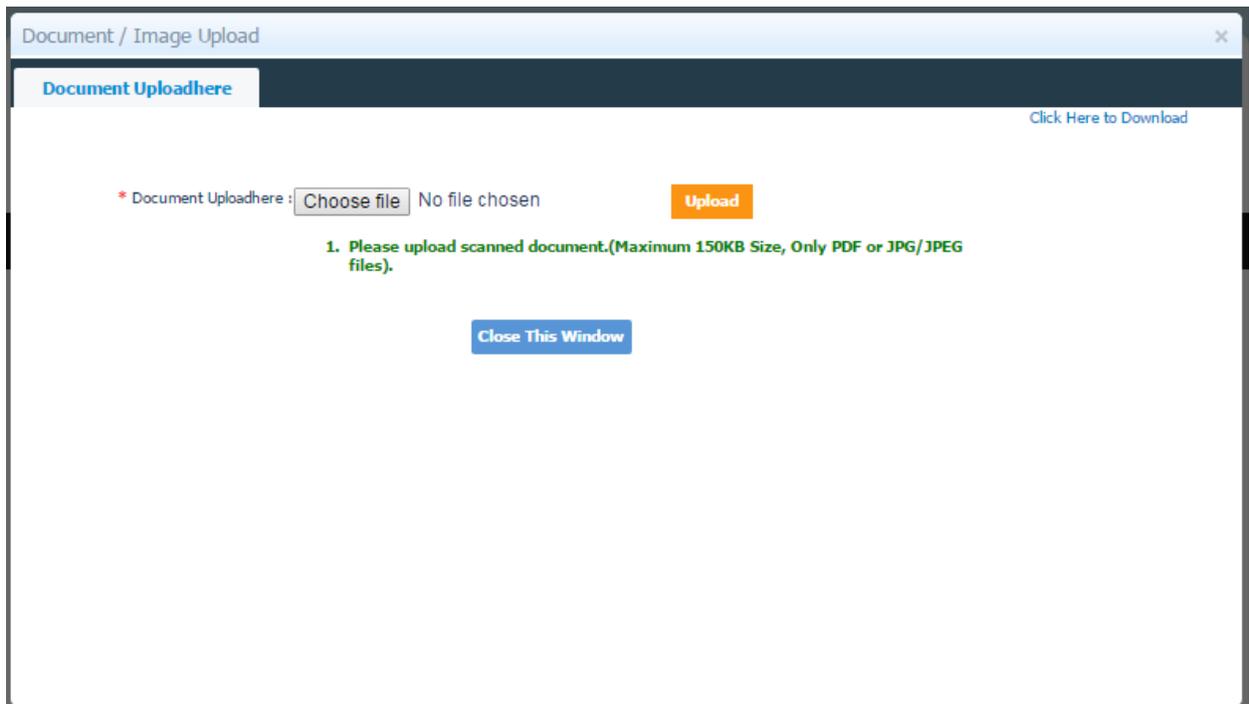
25. Exam City Preference:

Please select 3 different cities in order of preference or priority.

ERA FOUNDATION/COMEDK, reserves the right to allot any other Exam City other than the preferences given by the applicant.

26. Payment details:

- **Applying for :**

Select from the list of options available i.e Only COMEDK PGET2016/Only Uni-GAUGE PGMD 2016/ Both COMEDK PGET 2016 and Uni-GAUGE PGMD 2016. Candidates interested in applying for both COMEDK PGET and Uni-GAUGE PGMD has to select "Both COMEDK PGET and Uni-GAUGE PGMD- Rs. 4,500/-" and submit only one application form.

No changes can be made once application form is submitted online.

- **Payment Type**

a. If selected Online:

Pay the application fee online through, Credit Card, Debit Card or Net Banking.

b. If Selected Offline:

Offline Payment can be through Bank Challan at any branch of Axis Bank

   i. Select Offline (Challan based) Payment option.
  ii. Enter Captcha and Submit the application (Ensure to check entered details before submission)
 iii. On Application view page, there will be a Tab "Challan"
  iv. Click on the Challan Tab and Download the Pre-printed Challan
   v. Take Print out of the Challan
  vi. Make the Application fees payment in authorized Axis bank branches.
 vii. Re-Log in to the Application Portal.
viii. Upload the Signed/Sealed Challan scanned copy.
  ix. Enter the Signed/Sealed Challan details.
   x. Submit the Application

Upload Images and Documents❓

* Please upload scan image of "Unique ID proof" Selected in application form.   Please click here to upload.

* Please upload scanned copies of your Photo and Signature here

Exam City Preference ❓

* Exam City Preference 1:	--Select-- ▼
* Exam City Preference 2:	--Select-- ▼
* Exam City Preference 3:	--Select-- ▼

Payment Details

Note Candidate can exercise the option of choosing either Uni-GAUGE PGMD 2016 OR COMEDK PGET 2016 OR BOTH at the time of filling payment details . No changes can be made once application form is submitted online.

* Applying For   --Select-- ▼

* Payment Type: ○ Online(Credit card/Debit Card/Net Banking) ○ Offline(Challan Based)

* Payment Amount: [   ]   Inclusive of Convenience charges.

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Type the text shown in the image above.
Enter 7 characters. No spaces.
No special characters. No UPPER CASE.

[   ]   ❓ Help

27. After Submit your Application, If you are paying through Online Mode you will be directed to Citrus website to do the payment.

28. For Offline payment after submitting you will be directed to download the challan. After downloading the challan do the payment in Axis bank and upload the challan doing the Re-login.

29. Original Certificates and Documents Required at the time of counselling for COMEDK Applicant.

1. Original copy of SSLC/10th STD Marks card.
2. Medical/Dental Council Registration certificate.
3. Original Unique ID Proof Mentioned in Application Form.
4. Attempt Certificate.
5. Caste category certificate.
6. Internship completion certificate.

30. Declaration

The candidate must sign the declaration in the space provided for the same in the application form. The Date and Place must also be filled up in the application form.

Any application form without the signature of the candidate is liable to be rejected without any further correspondence.

Assistance / Facilities to candidates

In order to provide timely information to the candidates about their applications, or the entrance test, or the results thereof, ERA Foundation and COMEDK has made the following arrangements:

The ERA/COMEDK Toll free telephone number is 18001036182 . The ERA Office is operational from **10:00 am to 6:00 pm, Monday to Friday**, and from **10:00 am to 1:00 pm on Saturday**. The ERA office is not operational on Sunday and other public holidays.

Candidates can send their queries through E-mail at helpdesk@erafoundationindia.org.

Visit our website www.Unigauge.com or www.COMEDK.org for details and procedure.

Please note that printed Brochures and Applications are not sold.