# Guidelines Regarding Submission of Online Examination Form

We are happy to present the Complete Online Examination Form. Through this form, you can apply for examinations via online mode. **Please note that we will not accept paper applications. All individual candidate applications must be completed online.** This process is applicable for all future final and re-sitting examinations. **The deadline for completing forms without fine is 13.04.2018 and with fine Rs.50/- per paper upto 23.04.2018. The examination online application will be closed on 23.04.2018 by 5.00 pm.**

1. The guidelines have to be read by the course coordinator before filling up the application and making payment for examination.
2. The course coordinator has to login to the website of NBER using the ID and password which has been assigned to you.

**How to fill up the Examination Application:**

1. After login, please click on **"Exam Application"** link on the right menu for filling up the application.
2. After clicking on **"Exam Application"** you can select the **"Term 1 / Term 2" (Term 1 is First year and Term 2 is second year).**
3. You select the language now and click or select the subjects.
4. If you click **"Apply"**, all the subjects of that respective student (theory and practical) will be shown **"applied".**
5. The same can be followed

**How to Cancel/Change papers on the Examination Application:**

If you want to cancel or delete any subject(s), you can cancel the tick mark ☑ and click **"Apply"** button.

**Total fee calculation:**

1. Rs.150/- per paper for each Theory and Practical will be charged.
2. If the fee is paid later than 13th April 2018, Rs.200/- will be charged for each paper.
3. Payment can be done to NIEPMD-RCI bank account for all students all together in a course or for all the courses of a centre totally.
4. The acknowledgement form should be filled up with bank UTR number and the copy of the acknowledgement slip / form should send to NIEPMD-NBER.

**How to Make Payments:**

1. After filling up all the students' examination application, the course coordinator has to pay the total examination fee through NEFT/RTGS for the centre (if it is two courses) to our bank account. The details of the NIEPMD-RCI bank account is given below:

| Nature of Deposit | |
|---|---|
| a) Account Holder's Name | NIEPMD –RCI a/c |
| b) Name of the Bank | Indian Bank, Kovalam Branch |
| c) Address of the Bank | No-44 , Vanigar Street, Kovalam, Kancheepuram -DT |
| d) Account Number | 6273408403 |
| e) Type of Account | Saving Bank |
| f) IFSC Code | IDIB000K122 |