Guidelines Regarding Submission of Online Examination Application

We are happy to present the Complete Online Examination Application. Through this application, 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 11.02.2019 and with fine upto 18.02.2019. The examination online application will be closed on 18.02.2019 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"**
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. Click on **Exam applications detail** Button to download the PDF online exam application details for February 2019.

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. For Supplementary / Back paper Rs.1000/- per paper each Theory and Practical will be charged.
2. The fees for regular students as per the syllabus is Rs. 2000/- including examination and enrolment fees. Kindly pay Rs.2000/- per candidate in case, if the Institute have paid any of the amount it can be deducted from Rs.2000/-.
3. If the fee is paid later than 11.02.2019, a penalty of Rs.50/- per paper will be charged from the candidate.
4. Payment can be done to NIEPMD-RCI bank account for all students all together on or before 11.02.2019.
5. 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**

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Director