
National Board of Examinations

Foreign Medical Graduate Examination

FMGE Screening Test June 2017

Registration Guide

Important Instructions

1. Candidates must check their eligibility for FMGE June 2017 on www.nbe.edu.in
2. “*” indicates mandatory field. The boxes marked with this symbol must be filled 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 FMGE will not be eligible to apply for any other exam.

Overview

To register to take the FMGE June 2017, go to www.nbe.edu.in and click on the “Register for FMGE” link. You can register and schedule for the FMGE June 2017 from **13th April– 13th May 2017**.

During registration, you will:

1. Create a profile.
2. Complete the FMGE 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.



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 FMGE June 2017, please enter the username and password and click on “Log In” button to view the profile.

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 Passport/MBBS degree.
2. Enter Gender
3. Enter the email address. This is where your 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 FMGE 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 agreement to the policy. Agreement is required to register for the FMGE.

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 FMGE related text messages by SMS.
2. **Secondary telephone number.** Either enter 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 FMGE 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.

The screenshot shows a form titled "Additional contact information". It has two columns for "Primary telephone number" and "Secondary telephone number". Each column has a "Type" dropdown (Mobile or Landline), a "Country code" dropdown, and a "Number" text input. Below these is a note: "(Mobile phone recommended. Used for SMS notification)".

The "Postal Address" section includes a "Country" dropdown (set to India), three "Address line" text inputs (Address Line 1, 2, 3), a "City" text input, and a "States / Union Territories" dropdown (with the instruction "Please select a state / province.").

At the bottom, there is a "PIN CODE" text input with a note: "(For India - If you do not know your Pin Code look on the Indian Postal Services website - www.indiapost.gov.in)".

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.

The screenshot shows the "Upload image" section. It has two "Browse" buttons: "Select Image" and "Select Signature Image". Below these is a statement: "By selecting Upload image, I acknowledge that I have reviewed the image requirements.".

There are two preview images: "Candidate Preview" showing a person's face and "Signature Preview" showing a signature on a document. The signature preview has dimensions of 60mm x 30mm.

The "The image must adhere to the following specifications:" section lists requirements for the candidate photo:

- 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 132 pixels (width) X 173 pixels (height)
 - The maximum dimensions are 307 pixels (width) X 389 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, Hand-free devices, or similar items are not acceptable

The "The Signature image must adhere to the following specifications:" section lists requirements for the signature image:

- 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 60mm X 30mm
 - The minimum dimensions are 300 pixels (width) X 132 pixels (height)
 - The maximum dimensions are 473 pixels (width) X 307 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

At the bottom, there is a "Save & Continue" button.

2. Apply for FMGE

Once the candidates have successfully created their profile, they will be taken to the exam selection screen. To register for FMGE, please select **The Screening Test for Indian Nationals with Foreign Medical Qualifications (FMGE)** 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

Candidates need to enter their Nationality and Date of Birth.

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

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.

Next, candidates will be asked to provide their passport details including the passport number, date of issue, the expiry date and the place of issue of passport.

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.

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

The screenshot shows the 'Personal Information' section of the FMGE application form. The header includes the National Board of Examinations logo and the text 'National Board of Examinations' and 'राष्ट्रीय परीक्षा बोर्ड'. The 'FMGE' logo is also present. The form is titled 'Apply for FMGE' and contains the following sections:

- Nationality:** A dropdown menu with 'Indian' selected and '(Overseas Citizens of India/OCI)' as an option.
- Date of Birth:** A date selection field.
- Choose your Domicile/Reside State/Union Territory:** A dropdown menu with '(Overseas)' selected.
- Aadhaar Card:** A section asking if the candidate has an Aadhaar Card. It includes a 'Yes' radio button and a 'No' radio button. Below this is a text box for the 12-digit Aadhaar number.
- Which one of the following original photo valid Photo did you bring to the test centre for your identity (in the period of your identity)?** A dropdown menu with 'Aadhaar Card' selected.
- Passport Details:** A section with fields for 'Passport No.', 'Date of issue', 'Date up to which valid', and 'Place of Issue'.
- Marks of Identification:** A section with two text boxes for 'Mark of Identification 1' and 'Mark of Identification 2'.

Educational Background

Candidates must enter the total aggregate marks obtained in primary medical qualification. Also provide the country where the institute/university is located, the name of the institute and college, joining date and date of completion of the course. The cut off date for obtaining Primary Medical Qualification is on or before **31st May 2017**.

If the degree has been awarded by a foreign medical institute, select "Yes". Candidate will be further asked to confirm if medical institute is recognized in the country in which they are situated for award of primary medical qualification. If they have also completed their primary medical qualification from the same institute, please indicate. If Primary Medical Qualification is not completed from the same institute, candidate will be prompted to provide the name of the college and other information including country, date of joining and date of completion.

In addition, candidates will be required to enter the percentage of marks obtained in the qualifying examination subject wise. If internship has been completed, please enter the location where it was completed, the name of the institute from where one did the course, date of joining and date of completing the internship.

If one has obtained any additional qualification, please provide details such as name of the course, name of the institute, marks obtained and year of passing the additional education

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. Further, if one has appeared for any NBE exam before, please specify details. Candidates can enter information for up to 20 exams for which they have previously appeared. Please enter year in which the exam was taken, the testing ID and the session i.e. whether it is the June/July or November/December session.

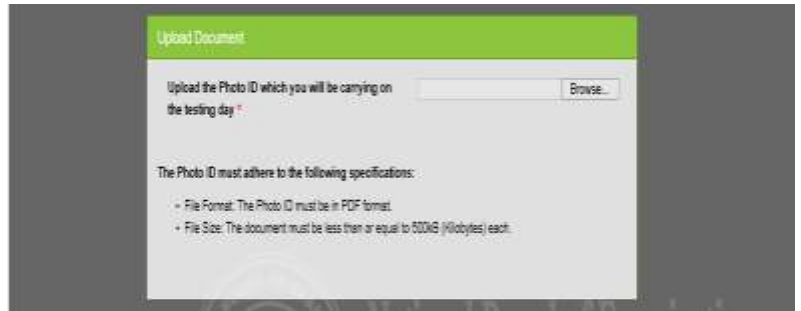
The screenshot shows the 'Educational Background' section of the FMGE application form. It includes the following fields and sections:

- Primary Medical Qualification Detail:**
 - Your total percentage marks % (Please select the marks)
 - Country where University/Institution is located *
 - City where University/Institution is located *
 - Select the name of your University/Institution *
 - Please mention the College name *
 - Date of joining *
 - Date of Completion *
 - Was your degree awarded from a foreign medical institute? * (Yes/No)
 - Was your medical institute recognized in the country in which they are situated for award of primary medical qualification? * (Yes/No)
 - Have you completed your Primary Medical Qualification from the same institute? * (Yes/No)
 - Enter the name of the Medical College/Institutions from where the training has been obtained and period of training at each institute. You may add up to 4 medical colleges.
 - Name of the College * and Country *
 - Date of joining (Month and Year) * and Date of Completion (Month and Year) *
- Additional Qualification:**
 - Details of Qualifying Examination Passed
 - Name of Examination passed (M.B.B.S or equivalent) *
 - Subjects: English, Inward Language of appearance, Physics, Chemistry, Medicine, Outward appearance. Each subject has a percentage mark field.
 - Month and Year of Passing *
- Internship:**
 - Have you completed Internship? * (Yes/No)
 - Enter the location of Internship *
 - Name the institute where you completed your Internship *
 - Select the date of the start of your Internship *
 - Select the date of the completion of your Internship *
- Additional Educational Qualification:**
 - Name the name of course *
 - Name the name of institute *
 - Your percentage marks *
 - Year of Passing Additional Education *
- Additional Information:**
 - Have you ever been deported / rusticated during medical course? * (Yes/No)
 - Please provide details of deportation / rustication *
 - Have you ever been charged of use of Unfair Means by NBE or any other Examination Body? * (Yes/No)
 - Please provide details of Unfair Means charge *
 - Have you ever appeared in any examination conducted by MBE? * (Yes/No)
- Additional Exams Table:**

Sl. No.	Session	Year	Testing ID/Mark Number
1	Please select the year		
2	Please select the year		
3	Please select the year		
4	Please select the year		
5	Please select the year		
6	Please select the year		
7	Please select the year		
8	Please select the year		
9	Please select the year		
10	Please select the year		
11	Please select the year		
12	Please select the year		
13	Please select the year		
14	Please select the year		
15	Please select the year		
16	Please select the year		
17	Please select the year		
18	Please select the year		
19	Please select the year		
20	Please select the year		

Photo ID 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. Click on the browse button to search for and upload the images. Candidates can upload as well as edit the photo id 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 FMGE and all the information that is entered is correct.

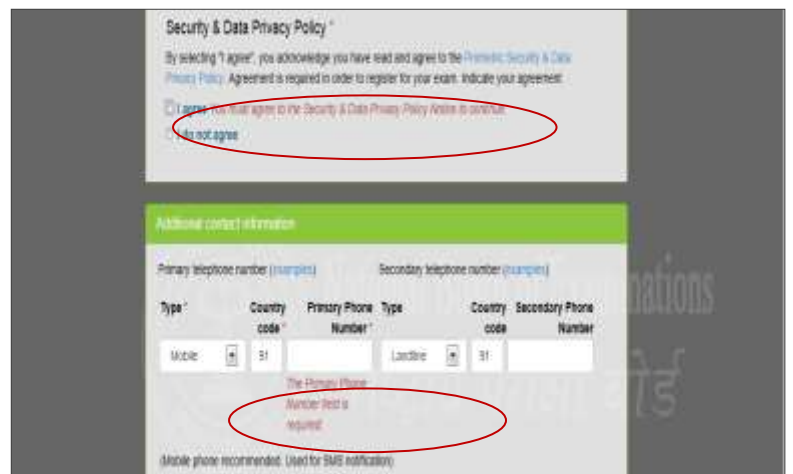
After reading this section, candidates need to choose “I agree,” in order to click “Save & Continue” to proceed to the next section. **If you select “I disagree,” you will not be allowed to proceed.**



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 needs to agree to the Security and Data Privacy Policy and also specify a phone number for the system to save the profile completely.

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. FMGE 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 FMGE will be conducted from 12th – 13th June 2017. FMGE is divided into two parts of 150 questions each with time allocation of 150 minutes for each part. There will be a scheduled break between the two parts. Candidates can take the exam on any one of the two dates specified above.

Candidates are required to report at the 'Reporting Counter' at 9:00 AM for Part One and 2:15 PM for Part Two (one hour prior to the start time). The reporting counter will close 30 minutes prior to the test start time. Candidate who fails to report to the reporting counter by the stipulated time as indicated above shall not be allowed to test.

Select Test Site

Once candidate has selected a location for the test, all available test venues in that particular location will show up. You 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

Once candidates choose the venue, the date to take the FMGE must be chosen. Candidates will only be able to select the date if it is highlighted in blue. If the date is not shown, it means that all available testing sessions at that site for that date have already been filled.

Candidates can select either 12th June or 13th June to appear for FMGE. The exam is scheduled to begin at 10A.M.

Note: Selection of test centre, date and time will be shown at the right of the screen under the header “Your Selection”. In case one wants to change the selection, they may click on the Back button to make appropriate changes.

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



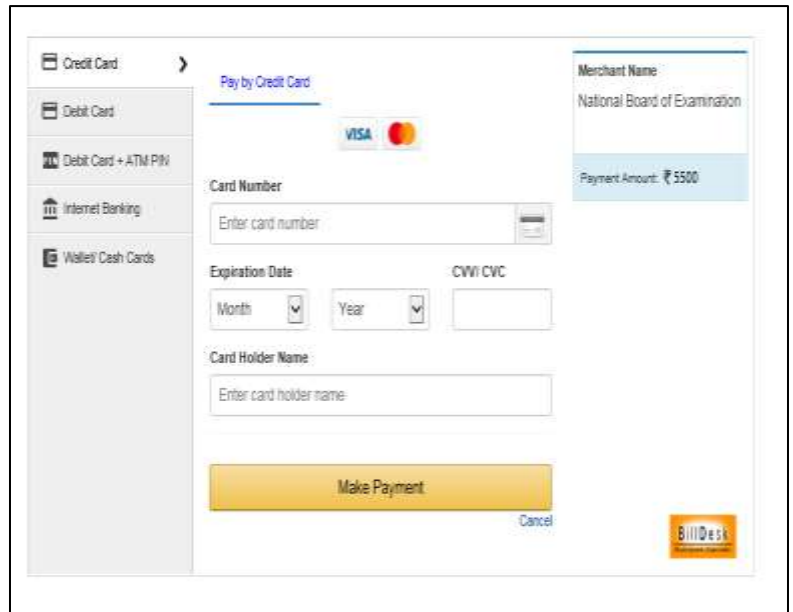
The screenshot shows the 'Schedule Your Test' interface on the National Board of Examinations (FMGE) website. At the top, there is a progress bar with steps: 'Venue', 'Date & Time', 'Payment', and 'Admit Card'. The 'Date & Time' step is currently active. The main content area is titled 'Schedule Your Test' and includes a warning: 'Please choose your location, date and session carefully - you will not be allowed to make any changes once you have selected and accept your choice.' Below this, there are two sections: 'Select (Date & Time)' and 'Your selection'. In the 'Select (Date & Time)' section, a date '12/06/2017' is selected from a dropdown menu, and a time '10:00 AM' is selected from a list. The 'Your selection' section displays the chosen date and time, along with the testing center name 'Testing Center 1, Cochin, Kerala - 695001'. It also provides instructions: 'Candidates must arrive by 9:00 AM. Testing starts at 10:00 AM.' and 'Candidates are required to report at the Reporting Center at 9:00 AM for Part One and 2:15 PM for Part Two (one hour prior to the start time)'. At the bottom of the form, there are two buttons: 'Back' and 'Save & Finish'.

4. Make Online Payment

Candidates will be required to pay the exam fees (Rs.5500) online using your 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 FMGE -June 2017



The screenshot shows the 'Pay by Credit Card' payment screen. On the left, there are tabs for 'Credit Card', 'Debit Card', 'Debit Card + ATM PIN', 'Internet Banking', and 'Wallet/ Cash Cards'. The 'Credit Card' tab is selected. The main form area is titled 'Pay by Credit Card' and includes the Visa and Mastercard logos. Below the logos, there are input fields for 'Card Number' (with a placeholder 'Enter card number'), 'Expiration Date' (with dropdowns for 'Month' and 'Year'), and 'CVV/ CVC'. There is also a text input field for 'Card Holder Name' with a placeholder 'Enter card holder name'. At the bottom of the form, there is a large yellow 'Make Payment' button and a smaller 'Cancel' button. On the right side of the screen, there is a summary box showing 'Merchant Name: National Board of Examination' and 'Payment Amount: ₹ 5500'. The BillDesk logo is visible in the bottom right corner.

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 up to 13th May 2017(up to 23:59 hrs.).

To view the FMGE application, click on the arrow against the exam header “FMGE 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.

National Board of Examinations
राष्ट्रीय परीक्षा बोर्ड
NBE

Welcome back, Garima Tyagi

[Edit Profile](#) [Change Password](#)

Name:	Garima Tyagi	Phone 1:	991080940874
Gender:	Male	Phone 2:	
Username:	mt_200	Address:	Do Not Reply
Email:	mtkaurakalika00@gmail.com	City:	Durgam
		State:	Andhra & Madhya Pradesh

[Print Application](#) [Email Application](#) [Edit Application](#)

FMGE Application COMPLETE [Print Application](#) [Email Application](#) [Edit Application](#)

Your FMGE registration is now complete.
 You should receive an email at mtkaurakalika00@gmail.com containing your Admit Card. Please login to print your admit card.
 Your information is below. Review it to make sure it is correct. Additional information for identification at the site.

Candidates will need to bring at least one original and valid (not expired) photo identification to the test centre. The name on your photo identification must match your name as entered in your registration. Acceptable forms of photo identification are limited to Driving license, Passport, PAN Card, Voter ID and Aadhaar Card (with Photograph). Photocopies of the original are not acceptable. Candidates will not be permitted to take the test if photo identification is not presented.

In case, any candidate reports to the test center 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 lines, scratches and stains, and should definitely match with the candidate presenting the e-Aadhaar card. The colour print out of e-Aadhaar card will be released at the test centre. Decision of NBE in this regard shall be final.

Personal Information		Educational Background	
Nationality:	Overseas Citizen of India(OCI)	Primary Medical Qualification	58.2%
Date of Birth:	01 March, 1990	Percentage Marks:	
Domestic State / Union Territory:	Jharkhand	University:	University of Sydney
Aadhaar Card:	12140017012	College/Institution:	Sydney College of Medicine
Type of ID:	Driving License	Date of Joining:	01 January, 2015
Mark Of Identification 1:	am	Date of Completion:	01 April, 2017
Mark Of Identification 2:	kg	Degree awarded/Yes / No:	Yes
Passport No.:	nky12345678	Qualified Examination/Name:	Jammu And Kashmir
Passport Date of Issue:	01 January, 2010	Month & Year of Completion of Qualified Examination:	January, 2012
Passport Date up to which valid:	31 December, 2019	Internship Completed/Date:	
Passport Place of Issue:	Gurgaon	Additional Educational Qualification (name of course):	B-tech
MCI(MC) Reg. No.:	120456789	Year of Passing Additional Qualification:	2009
MCI(MC) Medical Council:	Karnataka Medical Council		

FMGE Test Appointment COMPLETE [Print Admit Card](#) [Email Admit Card](#)

Test Site:	NBE Testing site-4 Bengaluru Directions
Date and time:	Tuesday, 13 June, 2017 10:00 AM You must arrive by 9:30 AM
Registration No.:	CO/1047953
Confirmation No.:	090510071C

You must bring to the test:

- Printed copy of Admit Card with photo pasted in the prescribed space-A/C
- 1 (one) valid photo identification (not expired)

The site is compatible with Microsoft Internet Explorer® 10.0 and above and Google Chrome®. Downloads/Apps are recommended for registration and scheduling purpose.

Application Summary Email

Once the FMGE 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 FMGE.

Please send your eligibility documents to NBE by the date specified in the FMGE Information Bulletin. Failure to do so will result in the cancellation of your registration appointment for testing.

FMGE Application	
Registration Number / Testing ID:	CD1047913
Personal Information	
Candidate's Name as per Passport/MBBS degree:	Geeta Tyagi
Gender:	M
Date of Birth:	01 Mar, 1990
Domestic State:	Rajasthan
Educational Information	
Your Primary Medical Qualification Percentage:	88.2%
University/Institution:	University of Sydney
Country of University:	Australia
Primary Medical Qualification Completion Date:	01 Apr, 2017
Additional Educational Qualification:	B-tech
Year of Passing:	2009

For queries, contact 1800111700 (Toll-Free) / 024-6711700 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 FMGE Application Number/ Testing ID on your admit card into the computer.

ADMIT CARD FOR FMGE JUNE 2017

Dear Geeta Tyagi,
Thank you for registering for FMGE June 2017.

Your registration request has been received and confirmed. Please do not reply to this e-mail. For additional information, visit FMGE website at www.fmgc.nbe.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.): CD1047913
Confirmation Number: 0009YD070C
Transaction ID: 20MP0712001199

Examination Date: 18 June, 2017

Timing: FMGE is divided into two parts of 120 questions each with time allocation of 120 minutes for each part. There is a scheduled break between the two parts.

Part One: 10:00 AM to 12:45 PM (includes 15 minute rest)
Part Two: 3:15 PM to 5:45 PM
(For reporting time, see the DIVERGENT/CONVERGENT/INTEGRATED schedule)

Candidate's Name: Geeta Tyagi
Candidate Address: Do Not Reply,
Gurgaon, AN / 15478, India
Candidate Email Address: geeta.tyagi@sydney.edu.au
Date of Birth: 01 Mar, 1990

Test Site: NBE Testing site 4
Site Code: 11004
Test Site Address: SIO BENGAL PALACE Soc-25, Mukherjee Garden, Vardaan
MMS SCHOOL, Paschi Mohalla, near gate no. 1a, MAIN MARKET, UDHYOG VIHAR, Roopchar, Karanika - 69435

Admit Card Issued By:
National Board of Examinations
Medical Education, Anand Nagar, Ring Road, New Delhi - 110029
Website: www.fmgc.nbe.in
Phone: 1800111700 (Toll-Free)

This Admit Card is governed by the Information Bulletin for FMGE June 2017.
Your candidature is purely provisional and is subject to fulfillment of the eligibility criteria as indicated in the Information Bulletin. By making this online application and registration for the exam, you have confirmed to comply with the eligibility criteria and other terms and conditions as contained in the Information Bulletin. Please note that any incorrect information detected at any stage shall ultimately lead to disqualification of your candidature.
Readily read the instructions for candidates stated in the admit card.

INSTRUCTIONS FOR CANDIDATES

- NBE reserves the right to verify the identity and possession 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
 - Any one of the following authorized photo IDs** must be original and valid/valid extended:
 - PAN Card
 - Voter ID
 - Passport
 - Driving License
 - Admit Card (with Photograph)

In case, any candidate reports to the test centre with a Aadhaar card as proof of identity, the e-Adhaar card should be a good quality colour print out with clearly visible photograph. The photograph should not have white borders and name, and should definitely match with the candidate presenting the e-Adhaar card. Division of NBE in the region shall be final.

**The name on candidate's photo identification must match your name as shown on your Admit Card. If candidate's name has been changed due to events such as marriage, candidate also will submit document mentioned below at the time of the exam:

- Marriage Certificate
- Divorce Decree
- Legal Name Change Document

EXPIRED DOCUMENTS OR PHOTOCOPIES WILL NOT BE ADMITTED AS PROOF OF IDENTITY.

- Electronic Gadgets such as mobile phones, cameras, Bluetooth devices are NOT STRICTLY prohibited in the testing process. Candidates should be dispossessed of such electronic gadgets on table for great safety.
- Candidates are required to report to the Reporting Centre at 9:00 AM for Part One and 2:15 PM for Part Two (one hour prior to the start time). The reporting centre will close 30 minutes before the exam start time. Candidates who fail to report to the reporting centre by the stipulated time as indicated above shall not be allowed to test.
- Candidates are advised to separate themselves with the location of the test centre one day prior to the examination.
- Issuance of admit card only confirms your successful registration for FMGE. It does not confirm your eligibility for FMGE. As per the Information Bulletin you are required to submit the prescribed documents to NBE, failing which your candidature for FMGE including the admit card shall stand cancelled and candidate will not be allowed to appear in the test. Fulfillment of the eligibility criteria is essential requirement for any candidate to appear in the test.
- Issuance of admit card does not confer any automatic right to the candidate to appear in the test.
- Check the particulars in the admit card carefully. Error, if any, must be reported to NBE immediately in writing by e-mail.
- No entry in test centre is permitted without Admit Card.
- Do not attempt to get/obtain irregular assistance of any kind during examination. Indulgence in the same shall invite great action. Improper conduct will result suspension from exam.
- Failure to comply with these instructions will result suspension of admit 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) / 024-6711700 from 9:30 AM to 5:30 PM (Monday to Friday)
- Resolutions for disputes, if any, is exclusively before competent courts at New Delhi only.

Re-entering the FMGE 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.

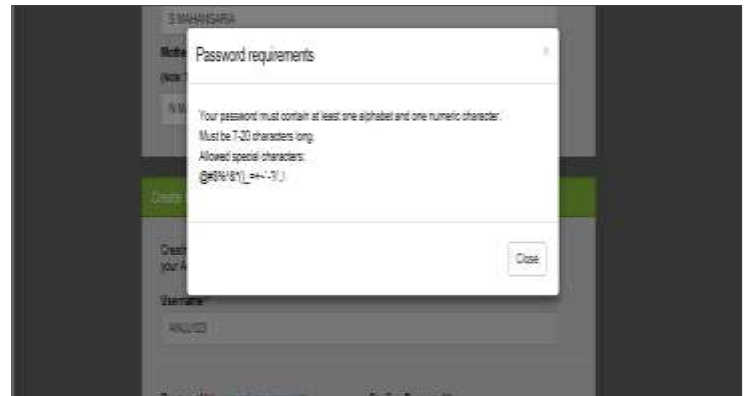
Registration closes at 11.59 p.m. on 13th May, 2017. **No changes will be allowed after that time.**

Registration Help

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

Information related to the area that you are 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 you 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 FMGE 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 FMGE 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:

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. In addition you must present an original, valid (non-expired) form of photo identification before you can test. The name on the photo identification must match your name as entered in the FMGE 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 FMGE.

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

References/Study Materials No reference materials, papers or study materials are allowed at the test centre. If you are found with these or any other aids, you will not be allowed to continue the test and your answers will not be scored. You will be provided with scratch papers and pencils to use during the test session. These items (used and unused) must be returned at the end of the test 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. You will not have access to your personal items during the test. If you fail to follow the directions of the test centre staff, you will not be permitted to take the test. Any violation of this procedure during the test may result in cancellation of your 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 you choose to bring into the test centre.

Breaks There are no scheduled or unscheduled breaks. Once you have been seated at the test centre, you must remain in your seat during the test except when authorised to leave by a test centre staff member.

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

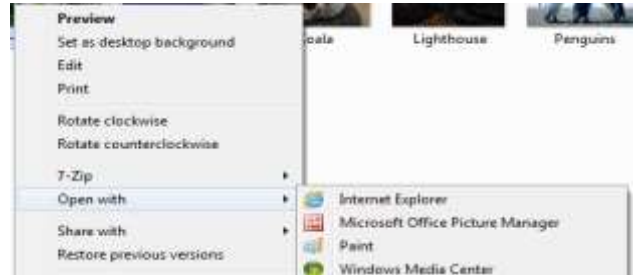
Misconduct or Disruptive Behaviour Candidates who engage in any kind of misconduct or disruptive or offensive behaviour may be dismissed from the test. Examples are: giving or receiving help, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behaviour that delays or interrupts testing.

Weapons Weapons are strictly prohibited at the test centre.

Questions on Test Content Test centre administrators are not allowed to answer any questions pertaining to the test content. If you do not understand a question on the test, you should answer the question to the best of your ability.

Instructions to prepare the image for upload using PAINT :

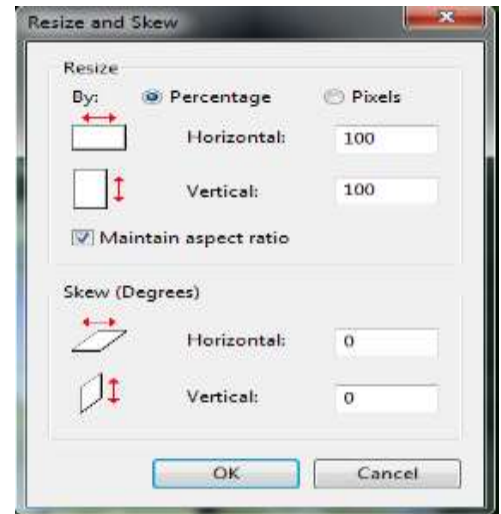
- Open the image in MS Paint. (Right clicking on the image, go to “open with”, click on “Paint”)



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

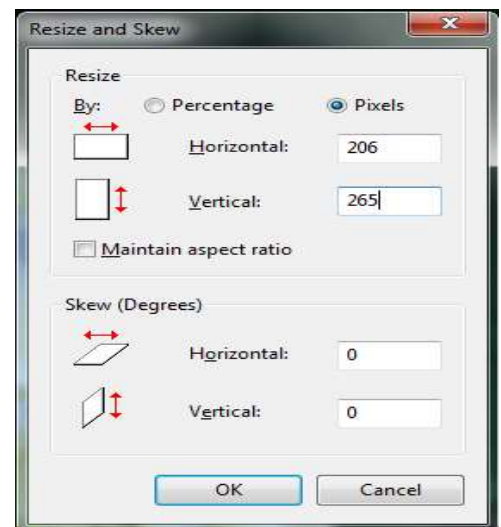


- A “Resize and Skew” pop up window will open, as shown on the right:

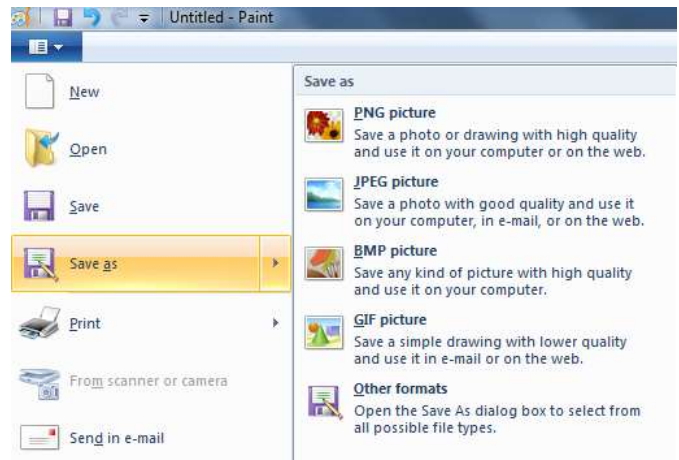


- In above window, under “Resize”, select “Pixels” radio button and uncheck the “Maintain aspect ratio” option.
- Enter the Horizontal value as “206” and Vertical value as “265” for Candidate’s Image, and click on “OK” button. Window should look like as shown on the right:

(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:

- Candidates need to upload Photo Id 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.

