

Instructions for Submission of Online Applications

1. Please read the instructions and procedures carefully before you start filling up the Application Form.
2. Application Form to be submitted online as per Admission Notification issued to this effect.
3. Only online Application Forms will be accepted
4. Payment of Entrance Test fee of Rs. 1800.00 is to be made online through the HDFC integrated Payment Gateway which can be used to make payment with any national Credit Card/Debit Card/Net Banking.
5. Please note that the entries/options filled by the candidate in the Online Application Form, after it is, submitted cannot be changed.
6. Please note that the name and date of birth of the candidate should be exactly the same as recorded in his/her High School Certificate. Any discrepancy, whenever discovered, may lead to cancellation of the candidature.
7. After successful submission of Online Application Form, an Application Number along with Confirmation Page will be generated by the computer.

Procedure for filling Online Application Form

1. The applicants are advised to fill the Online Application Form on their own or through a responsible person in their presence. In case of any difficulty, they may approach BOPEE offices Jammu and Srinagar alongwith the original documents with prior telephonic (**Help Line**) appointment and payment of a nominal fee of Rs. 100/= (Rupees one hundred only) for filling the online Application Form.
2. Visit the BOPEE website www.jakbopee.net and click on the link [Browse this \(jakbopee.net\) website](http://www.jakbopee.net).
3. A page with various links regarding MD/MS/PG Diploma and MDS-2015 Entrance Test like e-notification, e-brochure, e-instructions, e-application, e-application status, e-admit card can be seen which are to be used by the applicants for various purposes.
4. Click on the link **e-notification** and go through the displayed admission notification. Similarly, click on **e-brochure** and **e-instructions** to go through the electronic brochure and instructions for submitting the online Application Form.
5. Next, click on the link **e-application**. A page with two sections is displayed. If you are not registered yet, click the **Register** link in the *Preliminary Registration* section otherwise *Sign In* with your Application Number and other required details.
6. A page with the heading "*Preliminary Registration Form*" will be displayed. Fill up this form carefully, as the entries made in this Form cannot be changed later on. Click on the **Register** link.
7. An **Application Number** like 1BOP1500290 will be generated and shown on the Payment Page. As the payment of fee is to be made online only, you can make use of the debit card/credit card/net banking for this purpose. The service charges, as displayed on this page, shall be charged by the Bank for providing Payment Gateway Service to the applicants. Now click on the **Proceed for Payment Button**.
8. The Payment Gateway page will be shown to you in order to select the mode of payment as desired by you. The Gateway will then verify the credentials of the card etc

and on successful authentication it will prompt you to make the payment. Click on the **pay** Button to authorize the payment of examination fee.

9. On successful payment of fee in favour of BOPEE, you will be shown the page with the message *Preliminary Registration Completed Successfully* and your **Payment Id** like 6259940091550100 will be shown on this page which is extremely confidential information. You should not disclose it as it will be used for subsequent Sign In and other examination related processes.
10. Note down both, your **Application Number** and **Payment Id**, keep them secret and do not share them with anyone. Do not forget to **Sign Out** properly and close the browser of this page.
11. In order to complete the Application Form, you need to Sign In to the system again, but before doing so, make sure that you have the following:
 - a. Scanned **Photograph** in JPEG format only with name plate and date of taking the photo.
 - b. Scanned **Signature** in JPEG format only
 - c. Scanned **Thumb Impression** in JPEG format only
 - d. All documents for completing the online Application Form
12. Now repeat the steps 2, 3 & 5 above. A page with two sections will be displayed. In the **Sign In** Section, provide your Application Number, Payment Id and your date of birth to Sign In.
13. A Page with Application Form will be displayed. Fill in/select the entries carefully and then click on the **Save and Continue** Button.
14. A page to upload photo will be displayed. Browse the computer to select your photograph file and then click on the **Upload Photo** Button. On successful uploading of the photograph, a link with the title **Proceed to Next Step** will be displayed on this page along with the uploaded photograph. To change the photograph which you had uploaded, you can click on the link **To Change Photo Click Here** and repeat the uploading process.
15. On the next two pages displayed to you, upload the Signature and Thumb impression files in the same manner as you have uploaded your photograph and click on the link **Proceed to Next Step**.
16. A page with the title *"Confirm Your Form Details"* will be displayed. Check all the entries that you have made up till now, including the Photograph, signature and thumb impression files. If all the entries are correct, then only click on the Button **Continue**. Otherwise click on the **Modify** Button to repeat the process and submit the correct details.
17. If you have clicked on **Continue** Button, a page with the title/message *"Registration Completed Successfully"* will be displayed. On this page, you have a link **view/print**. Click on this link to view or print your **Confirmation Page**. Make sure that your printer is connected to the system and only then click printer **icon/link** on the top left corner of this Confirmation Page in order to print the Confirmation Page. Then click on the close **icon/link** to close this popup window. This page has also a **Submit for Acceptance** Button. Click this Button when you are sure that you have correctly filled up your Application Form. By clicking this Button, you will be **locking** your Application Form and no subsequent changes will be allowed in this Form. However, if you are not sure, do

not click this Button. You can Sign In as many times as you like until you click this Button. Do not forget to Sign Out and close the browser of this page.

18. Now repeat the steps 2 & 3 above and then click on the link **e-application** status on the date given in the admission notification to know the status of your application in case you have submitted the application for acceptance. If the status is **Accepted**, it means that your application has been *provisionally accepted*. If you find that the status is **Incomplete**, it means that there are **deficiencies** in your Application Form and for which you have to contact the Board Help Line for further clarifications.
19. Similarly, repeat the steps 2 & 3 above and then click on the link **e-admit card** to view/print the admit card whenever available, after the notification for the said purpose is issued by BOPEE.
20. *(For Best view use IE 9, Firefox 12 or Google Chrome23 with minimum 1024 X 768 or higher screen resolution)*

Note: For updated instruction (if any), please visit the website jakbopee.net / jakbopee.org and read the instructions/e-brochure carefully.