

**INSTRUCTIONS TO APPLICANTS APPLYING TO VACANT SEATS/SPOT
ADMISSION TO COURSES AT SCHOOL OF MEDICAL EDUCATION**

1. Online submission of Application may be made by accessing the link provided for Spot admission in the websites – www.cpas.ac.in or www.sme.edu.in .
2. **Applicant should go through the prospectus uploaded and the instructions given in the site before applying for any courses.**
3. Candidates shall apply online and submit the same to the admission cell/College
4. Original certificates/ mark list should be produced at the time of admission counseling.
5. Applicant should register using a valid e-mail id and a mobile number. After registration a One-Time Password (OTP) will be sent to the mobile number and a confirmation link to email id given. Registration process will be completed by entering the OTP. Candidate may login using the username (e-mail) and the password already entered and complete the application process.
6. There will be 6 steps after successful login:
 - a. **Step 1. Profile data** – fill in the profile page.
 - b. **Step 2. Contact details** – Fill in the contact details
 - c. **Step 3. Academics** – Plus two marks and related certificates including Class X details are filled here.
 - d. **Step 4. Reservation details** - Those who are claiming community reservation, Ward of Ex-servicemen reservation, NSS/NCC weightage, etc should make claim and upload required certificates.
 - e. **Step 5.** Click **Apply courses**. Here UG/PG courses are selected.
 - f. **Step 6. Selection of Institution**. Select School of Medical Education (SME). Here candidate will be asked if they are applying for **NRI quota** also. (*Candidates applying for NRI quota should meet the requirement as mentioned in the prospectus*).
 - g. **Step 7.** In the case of UG course particular courses are selected. In the case of PG qualifying degree details and **marks** are entered and then courses are selected. (*Grades shall be converted to marks and entered*).
 - h. **Step 7. Payment of online application fee is not required for spot admission. The online application process is complete only after the application number is generated.**
Each step can be saved after completion and resume the process at any time using your user id (email id) and registration password.
7. The applicant has to remit **Rs. 500/-** as application Fee at the time of admission. (**for SC/ST candidates Rs. 250/-). Rs. 750/- additional for NRI quota.**
8. Applicant can apply to any number of eligible courses listed in Step 7 with single registration.

9. The applicant is fully responsible for the details and marks entered in the application form. Any disparity in marks or claims noticed at the time of admission will result in the application being summarily rejected.
10. The candidate should maintain confidentiality of the password created at the time of registration for submission of online application and keep it in safe custody throughout the admission process as well as for future use.
11. The applicant should ensure the following scanned copies/soft copies before starting the login process:
 - i) Photograph of size less than 200kb in .jpg/.jpeg/.png format.
 - ii) Scanned signature of size between 100kb in jpg/.jpeg/.png format.
 - iii) Copies of mark lists and certificates in pdf format.
 - iv) Mark lists / Certificates of more than one page must be uploaded after merging them in to a single pdf file. There is no provision for uploading multiple files.
12. Copy of the printout of the Application form must be retained for future reference.
13. An email will be sent to the email id used for the registration purpose (user name) as well as an SMS to the registered mobile number in the case of any defect in the application. The candidate should rectify the error and resubmit the application. No memo will be sent by post from this office in the case of defective applications. The defects, if any, should be rectified before the cut-off date by the candidate. In that case hardcopy of the corrected application should be sent to the college. (Note: Once the online application is verified and accepted by the system, any corrections made in the application will not reflect in the rank list or other documents. So be sure that the corrections are made with consent of Admission Cell only).
14. The print out (Hard copy) of the application form shall be submitted at the time of admission.
15. Incomplete forms will be rejected.
16. All admissions will be provisional till it is finalized by the CPAS.
17. The institution will not be responsible for delay in communication or late receipt of memo sent by the institution.

For any queries regarding admission: Contact:

Admission Cell : 0481-2598790

Email : smeadmission2018@gmail.com