



INSTRUCTIONS FOR FILLING IAPTNSE – 2017

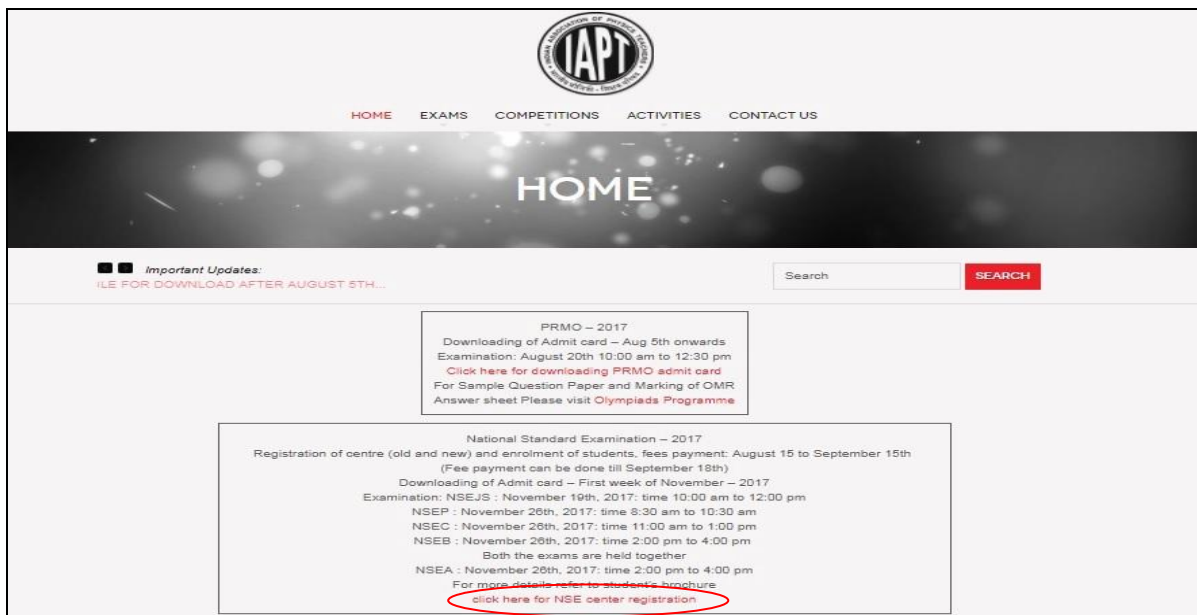
INSTITUTION REGISTRATION FORM

(SENIOR / JUNIOR SCIENCE)

Steps for Institution registration

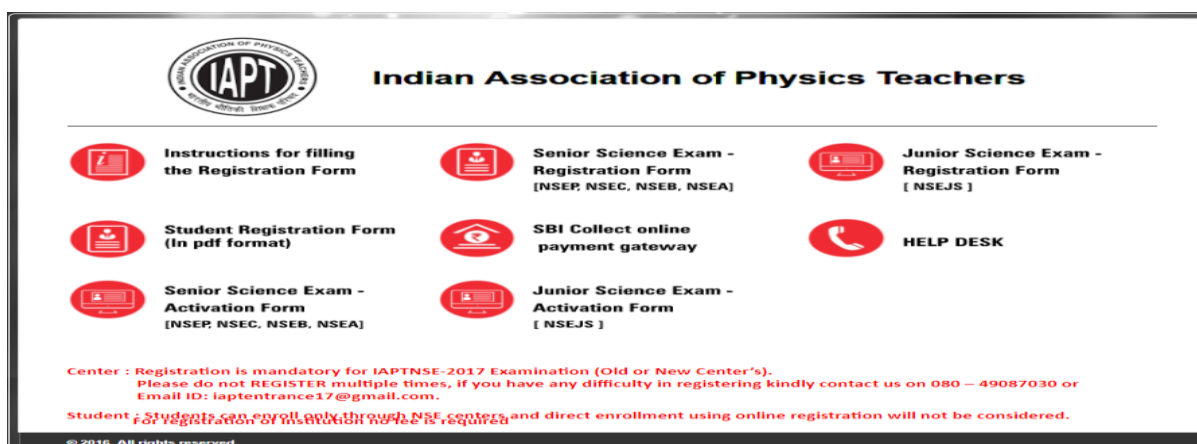
Step 1:

Login to the IAPT website: www.iapt.org.in. The Home page of the website appears as shown below.



Step 2:

Click on the link [click here for NSE center registration](#) (circled) and you will be directed to the below mentioned page:



Step 3:

Select by clicking on the below mentioned icons to register your Institution for the Junior Science Exam or the Senior Science Exam, as the case may be:-



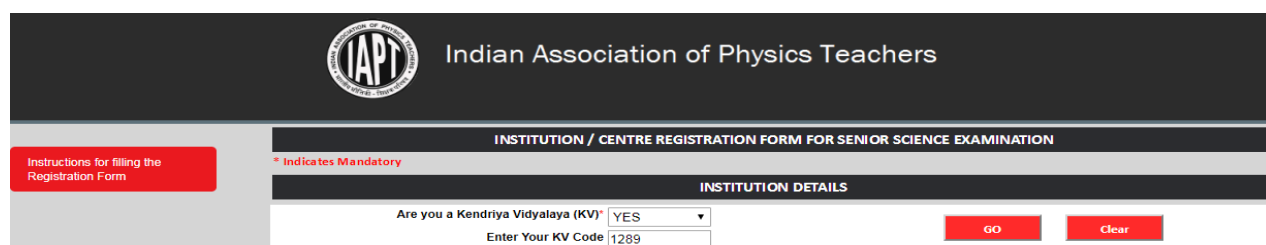
**Junior Science Exam
Registration Form**
[NSEJS]



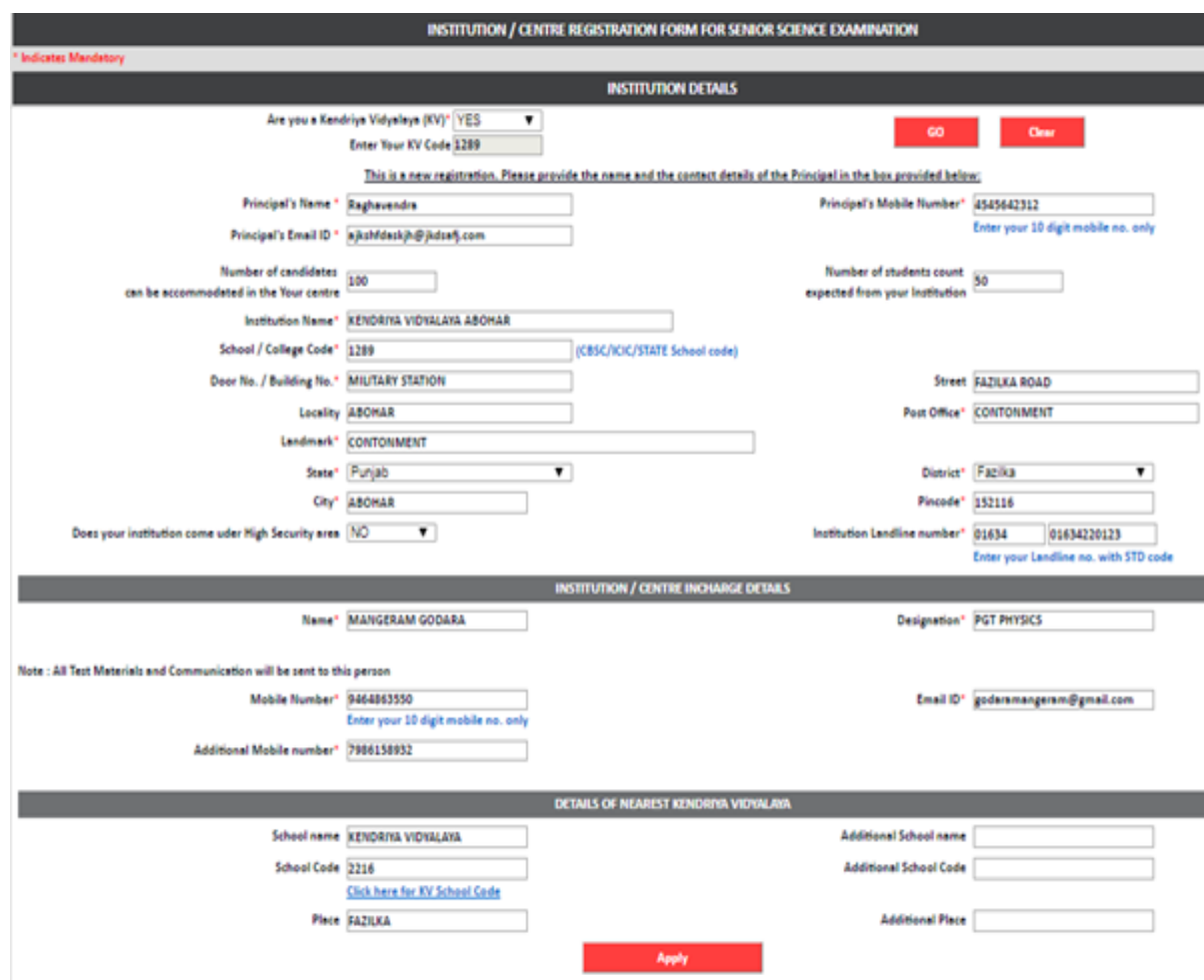
**Senior Science Exam -
Registration Form**
[NSEP, NSEC, NSEB, NSEA]

The Link will direct you to the **“Institution Registration Form”** page for either the Junior Science Exam or Senior Science Exam, *as the case may be*.

Select **“YES”** if your institution is a **Kendriya Vidyalaya** and enter the respective KV code and thereafter click on  and the following screen would appear.




The screenshot shows the top part of the registration form. It features the IAPT logo and the text "Indian Association of Physics Teachers". Below this is the title "INSTITUTION / CENTRE REGISTRATION FORM FOR SENIOR SCIENCE EXAMINATION". A red box on the left contains the text "Instructions for filling the Registration Form". A red asterisk indicates mandatory fields. The "INSTITUTION DETAILS" section includes a dropdown menu for "Are you a Kendriya Vidyalaya (KV)" set to "YES", a text input for "Enter Your KV Code" with "1289" entered, and two red buttons labeled "GO" and "Clear".



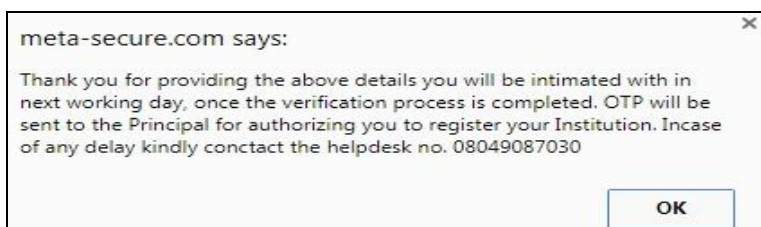
The screenshot shows the detailed registration form. It includes the same title and IAPT logo. The "INSTITUTION DETAILS" section is expanded. It contains a dropdown for "Are you a Kendriya Vidyalaya (KV)" set to "YES", a text input for "Enter Your KV Code" with "1289" entered, and two red buttons labeled "GO" and "Clear". Below this is a red asterisk and the text "Indicates Mandatory". A blue link says "This is a new registration. Please provide the name and the contact details of the Principal in the box provided below:". The form fields are: "Principal's Name" (Raghavendra), "Principal's Mobile Number" (4545642312), "Principal's Email ID" (ajshdeskjh@jdsaf.com), "Number of candidates can be accommodated in the Your centre" (100), "Number of students count expected from your institution" (50), "Institution Name" (KENDRIYA VIDYALAYA ABOHAR), "School / College Code" (1289), "Door No. / Building No." (MILITARY STATION), "Street" (FAZILKA ROAD), "Locality" (ABOHAR), "Post Office" (CONTONMENT), "Landmark" (CONTONMENT), "District" (Fazilka), "State" (Punjab), "Pincode" (152116), "City" (ABOHAR), "Does your institution come under High Security area" (NO), and "Institution Landline number" (01634 01634220123). Below this is the "INSTITUTION / CENTRE INCHARGE DETAILS" section with fields for "Name" (MANGERAM GODARA), "Designation" (PGT PHYSICS), "Mobile Number" (9464863550), "Email ID" (godaramangerm@gmail.com), and "Additional Mobile number" (7986158932). A note states: "Note : All Test Materials and Communication will be sent to this person". The "DETAILS OF NEAREST KENDRIYA VIDYALAYA" section includes "School name" (KENDRIYA VIDYALAYA), "Additional School name", "School Code" (2216), "Additional School Code", "Place" (FAZILKA), and "Additional Place". A red "Apply" button is at the bottom.

All the below mentioned details are to be filled in the appropriate space provided in the screen:-

- a. Principal's Name.
- b. Principal's Mobile Number.
- c. Principal' Email ID.
- d. Number of candidates can be accomodated in your centre.
- e. Number of students count expected from your institution.
- f. School / College Code (CBSE, ICSE and State Code)
- g. Institution Name and Complete postal address.
- h. If your institution comes under the High Security Area select "YES" or else "NO".
- i. Institution Landline number with STD code.
- j. Centre In-charge details.
- k. Details of the nearest Kendriya Vidyalaya.
- l. After filling the complete details click once on and  and the below mentioned popup will appear



- m. If the data is correct then click "YES" or else "NO".
- n. Once you click "YES", check for the below mentioned message, signifying successful entry of details.



- o. IAPT will send an OTP to Principal's Mobile Number within the next working day.
- p. For confirming the registration of your institution follow the below mentioned process:

i. **Junior Science** – Click the below link.



**Junior Science Exam -
Activation Form**
[NSEJS]

ii. **Senior Science [Physics (NSEP) or Chemistry- (NSEC) or Biology (NSEB) or Astronomy (NSEA)]**- Click the below link.



**Senior Science Exam -
Activation Form**
[NSEP, NSEC, NSEB, NSEA]

Enter the OTP and Prinicpal's number then click "GO" –

Enter OTP Number*	112637	GO
Principal's Mobile Number*	9901165656	

Check for the number of candidates provided in “Number of students count expected from your Institution”.

Then Click **CONFIRM** on to complete the registration process of your Institution.

The following message will pop up:-

meta-secure.com says:

You are successfully registered.Your Center Number : CHJ0001, please check your Email for the Login ID and Password.

OK

The Login credentials will be mailed to your registered email id.

With this , Your Institution registration process is completed.

B. Select “**NO**” if your institution is not a Kendriya Vidyalaya, and click on **GO** and the following screen would appear.

INSTITUTION DETAILS

GO

Are you a Kendriya Vidyalaya (KV)? NO YES

Enter Your KV Code

This is a new registration. Please provide the name and the contact details of the Principal in the box provided below:

Principal's Name* Principal's Mobile Number*
enter your 10 digit mobile no. only

Principal's Email ID*

Are you willing to provide your Institution as Test centre? YES NO

Number of candidates can be accommodated in the Your centre Number of students count expected from your Institution

Institution Name*

School / College Code

Door No. / Building No.*

Street

Locality

Post Office

Landmark*

State* District*

City* Pincode*

Does your institution comes under High Security area? Yes No

Institution Landline number*
enter your Landline no. with STD code

INSTITUTION / CENTRE INCHARGE DETAILS

Name* Designation*

Note : All Test Materials and Communication will be sent to this person

Mobile Number*
enter your 10 digit mobile no. only

Email ID*

Additional Mobile number*

DETAILS OF NEAREST TEST CENTER FOR YOUR STUDENTS

School name

Additional School name

School Code

Additional School Code


[Click here for KV School Code](#)

Place

Additional Place

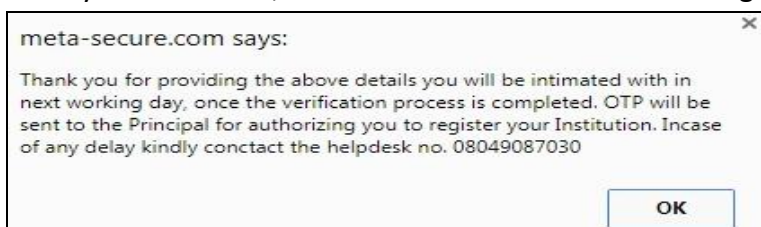
Apply

All the below mentioned details are to be filled in the appropriate space provided in the screen:-

- a) Principal's Name.
- b) Principal's Mobile Number.
- c) Principal' Email ID.
- d) Number of candidates can be accomodated in your centre.
- e) Number of students count expected from your institution.
- f) School / College Code (CBSE, ICSE and State Code)
- g) Institution Name and Complete postal address.
- h) If your institution comes under the High Security Area select "YES" or else "NO".
- i) Institution Landline number with STD code.
- j) Centre In-charge details.
- k) Details of the nearest Kendriya Vidyalaya.
- l) After filling the complete details  click once applied below mentioned popup will appear



- m) If the data is correct then click "YES" or else "NO".
- n) Once you click "YES", check the below mentioned message:



- o) OTP will be sent to Principal's Mobile Number within next working day.
- p) For confirming the registration of your institution follow the below mentioned process:

j. **Junior Science** – Click the below link.



**Junior Science Exam -
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ii. **Senior Science [Physics (NSEP) or Chemistry- (NSEC) or Biology (NSEB) or Astronomy (NSEA)]**- Click the below link.



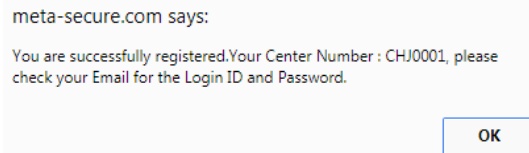
**Senior Science Exam -
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Enter the OTP and Prinicpal's number then click "GO" –

Enter OTP Number*	112637	
Principal's Mobile Number*	9901165656	


Check for the number of candidates provided in “Number of students count expected from your Institution”.

Then **CONFIRM** Click on to complete the registration process of your Institution. The following message will pop up:-



The Login credentials will be mailed to your registered email id. **With this , Your Institution registration process is completed.**

Kindly Note:

- 1. Facility for Registration of Students for the examinations will be made available only from 01th September 2017 to 15th September 2017.**
- 2. PDF format of the Student Registration Form for both Senior Science and Junior Science. would be available when you click on**  **Student Registration Form (In pdf format)**
- 3. Institutions are to collect the Student Registration form duly filled with details as well as the Registration fee due for the respective exam, from the Student. An acknowledgement is to be provided to student for having collected the above.**

Help Desk

FOR QUERIES RELATED TO REGISTRATION YOU MAY CONTACT

**Contact : 080 - 49087030
Email ID: iaptentrance17@gmail.com**

Timings:

**Monday to Friday: 10:00 AM to 1:00 PM and 2:00 PM to 5:00 PM
Saturday: 10:00 AM to 01:00 PM
Not operational on Sunday and other public holidays.**