INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM

Note: Only individuals registered with e-Pramaan / Meri Pehchaan are eligible to submit this online application, either for themselves or on behalf of others.

A. REGISTER OR CREATE ACCOUNT IN E-PRAMAAN

(If you already have the e-Pramaan accounts/credentials skip this registration process and directly go to **Step B**.)

- 1. Either go to the website <u>https://manipurserviceplus.in</u> and click Login.
- 2. Or directly go to https://epramaan.meripehchaan.gov.in
- 3. Sign up to e-Pramaan or Meri Pehchaan to create an account.

Sign In to your account via ePramaan					
Username	Mobile	Aadhaar/PAN/			
Username					
Password					
 I consent to MeriPeh 	chaan Terms of use	Forgot Password?			
	Sign In				

- 4. Fill in the Registration Form :
 - Enter mobile no which is linked with Aadhaar and click Generate OTP.
 - Check your SMS for OTP. Enter the OTP and click on Verify OTP.
 - Enter Name, Gender, Dt. Of Birth, Personal Message, User Name, Password, Confirm Password and then enter answer of the given expression
 - Click on Sign Up

Sign	up for e-Pramaan
9862285560	Generate OTP
SivenName	
Gender - Select -	
	- /
Personal Message	- 7 mm
ersonal Message JscrName Pasaword	- // mm
ersonal Mossage JeerName Taseword Confirm Password	- / mm a
Asseword Confirm Password tease volidate the exp	e // YYYYY C
IserNamo IserNamo Confirm Password Isase validate the exp 10+10=2	erssion Enter answer
Viscinal Mossage Viscinamo Password Confirm Password tease validate the exp 10+30=7 0	e // YYYYY C Pession Enter answer d Conditions

Sig	an up for e-Pramaan	
9862285560		
✓ OTP Verified Su	uccessfully	
Gender Male		
Gender Male	v / 1989.	•
Gender Male	· · / 1989.	•
Gender Male Date of Birth I Opjica Usemame available	✓ / 1989.	ð
Gender Male Date of Birth	• • <u> </u> <u> </u> <u> </u> 1989. • •	•
Gender Male	· · / 1989.	•
Gender Male Date of Birth Date	expression.	•

- 5. Aadhaar e-KYC
 - Enter Aadhaar No and choose the OTP medium.
 - Validate the given expression by entering the answer.
 - Click on Verify through e-KYC.
 - Enter OTP and click on Submit Query.
 - Personal Information page will be open. Click on Complete KYC.

Aadhaar e-KYC	A One Anthair number can be manned with role one acrowitt in e-Premane. Kindly local of ourself session and	Personal Information	
adhaar Number Choose OTP medium Mobile O Email Consent for Aadhaar Authentication	by the bind account, You can use the Aadhaar/PAN. Tab on the login page I you do not remember the account usersmen. If you do not remember the account password, you can click on Forget Password in the semane dropdown list - select Aadhaar number option, enter Aadhaar Number and proceed.		Hello,
English Hindi 1. Ite holder of above given Advaar number(VD), hereby give my conset to 6 +Panash to 4tabam ny Audhaar number(VD), Name and Fixograph / I'm for authentication with UDAL e-Pramash will not thomation only be authentication and indications. e-Panash will not store / share your biometrics other than to CDR for the purpose of authentications.	An OTP has been sent to your registered mobile number XXXXXXXX5550	Date of Birth	XX-XX-1989
oco / esta 4) o I Agree O I Disagree	OTP. Enter OTP	Gender Verified Mobile Number	Male
lease validate the expression: +• 0=? २ ्य	Stimil Query	Personal Message	
aptcha letters are case densitive		C	_

B. ONLINE SUBMISSION OF APPLICATION FORM

- 1. Login to https://manipurserviceplus.in using your ePramaan credentials
- 2. After login click on Apply for Services in the left Menu
- 3. Click on View all Available Services.
- 4. Click on Service Name "Contract Engagement for Dental Surgeons"
- 5. Fill up the form with the appropriate details in the provided Fields
 - Select Caste(OBC-Meitei/OBC-Meitei Pangal/OBC-Teli Nepali/SC/ST/Gen)
 - Select Yes/No for Special Category Reservations(for person with disability)
 - Select Yes/No for Whether working in Health Department as daily wager
 - Name in full (as in class X / BDS pass certificate)
 - Name of Father or Guardian
 - Date of Birth
 - Gender
 - Date of Birth
 - Mobile No
 - e-mail
 - Present Address
 - i. Address
 - ii. Select State
 - iii. Select District
 - iv. Pin Code
 - Enter Permanent Address
 - i. Address
 - ii. Select State
 - iii. Select District
 - iv. Pin Code
 - Enter Details of BDS Degree Institute
 - i. Name of Institute
 - ii. Name of University
 - Details of Marks obtained in 1st, 2nd, 3rd and final year Exams of BDS Degree
 - Enter details of Registration to a State Dental Council

- Upload proper Passport photo (250 to 1000 KB) and signature (100 to 500 KB) with the specified file format (jpg) and size.
- Select Examination Mode
- Click on I Agree for self-declaration
- Enter Captcha and Click the submit button
- 6. Preview Form and click attach Annexure
- 7. Attach all the Enclosures (pdf format) as detailed below
 - Class x Certificate for Age Proof
 - Caste Certificate (if not General)
 - Disability Certificate (if PWD/DAP)
 - BDS Degree Pass Certificate
 - Marks Sheets of 1st, 2nd, 3rd and Final Year University Exams in a single pdf file
 - Certificate of working in Health Department as daily wager (if applicable)
 - A State Dental Council Registration Certificate
 - 8. Click Save Annexure
 - 9. Preview Form and Click on Make Payment to complete fee payment through online payment mode. Application Fee-Rs 1500 (Rs 750 for SC/ST & Rs 500 for PWD/DAP)
- 10. After successful payment an acknowledgement containing Application Reference No. will be generated.

C. TRACK YOUR APPLICATION :

Once the form submission is completed, the status of the application can be tracked. To track your application

- 1. Make sure you have login to the https://manipurserviceplus.in
- 2. Click on the "View Status of Application" in Left Menu
- 3. Enter From date and To date (Application Form Submission Date)
- 4. Click at the Get Data Button to get a list of items.

	From Date :	21/10/2024	i	To Date :	21/01/202	5 🛗		
	App Ref No.							
6								🖺 Get Data
iow [10 v entrie:	S					Search:	🖺 Get Data
iow [10 v entries Service Name	S		Application Refer	rence No	Submission Date	Search: Due Date	E Get Data Current Statu ≎
iow (10 v entries Service Name Sales Purchase	s 2		Application Refer	rence No 01	Submission Date © 29/10/2024	Search: Due Date ONA	Current Statu Opelivered
now (* SNo	10 v entries Service Name Sales Purchase Contractual Eng	s 2 agement of Den	tal Surgeons	Application Reference SPSDP/2024/0000 CEDS/2025/00006	rence No 01 6	Submission Date ¢ 29/10/2024 21/01/2025	Search: Due Date ONA NA	Current Statu Current Statu Delivered Under Process

ANNEXURE-B

×

5. Click Status to view the status. Status may be (Initiated/Completed/Forwarded/ Delivered)

Status of Application

Application Reference Number :	CEDS/2025/00006	
Name of the Service :	Contractual Engagement of Dental Surgeons	
Applied By :	testcitizenma	
Application due Date :	21/01/2025	

S.No.	Task Name	Form Details	Issued Document(s)	Status	Remarks
1	Application Submission	View	CustomAcknowledgement	Completed	NA
2	Verification	NA	Nil	Forwarded	NA
3	Approval	NA	Nil	Under Process	NA

6. If the application is delivered or approved, Admit Card can be downloaded by clicking on the "Admit Card" in the Status of Application Form.

Status of Application

Application Reference Number :	CEDS/2025/00008
Name of the Service :	Contractual Engagement of Dental Surgeons
Applied By :	testcitizenma
Application due Date :	22/01/2025

S.No.	Task Name	Form Details	Issued Document(s)	Status	Remarks
1	Application Submission	Vlew	CustomAcknowledgement	Completed	NA
2	Verification	NA	Nil	Forwarded	NA
3	Approval	NA	Admit Card	Delivered	NA

7.

Important Tips:

- Ensure you have a stable internet connection before starting the process.
- Keep all your documents ready in digital format before starting to fill the online application.
- If you face any issues, contact on phone number 9366255065 during office hours to seek assistance.