

## 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 <https://manipurserviceplus.in> 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.

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

## 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.

**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 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and final year Exams of BDS Degree
  - Enter details of Registration to a State Dental Council

## ANNEXURE-B

- 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 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> 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.

View Status Of Application / Track Application Status

From Date :

To Date :

App Ref No.

[Get Data](#)

Show  entriesSearch:

SNo	Service Name	Application Reference No	Submission Date	Due Date	Current Status
1	Sales Purchase 2	SPSDP/2024/00001	29/10/2024	NA	Delivered
2	Contractual Engagement of Dental Surgeons	CEDS/2025/00006	21/01/2025	NA	Under Process
3	Sales Purchase Service	SPS/2024/00005	28/10/2024	NA	Delivered

Showing 1 to 3 of 3 entries

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	<a href="#">View</a>	<a href="#">CustomAcknowledgement</a>	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	<a href="#">View</a>	<a href="#">CustomAcknowledgement</a>	Completed	NA
2	Verification	NA	Nil	Forwarded	NA
3	Approval	NA	<a href="#">Admit Card</a>	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.