IAPT NSE 2025

EXTERNAL STUDENT ENROLLMENT

<u>INSTRUCTIONS MANUAL</u>

Step 1: Start Enrollment

- Visit the official **IAPT NSE Website**.
- Under the **"For Student"** section, click on **"Student Enrollment / Fresh Enrollment"**.

Step 2: Generate OTP

- Select the **Exam Type** (*Junior Science* or *Senior Science*).
- Enter your **Name, Mobile Number, Email ID, and School Pincode**.
- Click **"Generate OTP"**.
- OTP will be sent to both your registered **mobile number** and **email ID**.

Step 3: OTP Verification

- Enter the OTPs received on your **mobile** and **email**.
- Click **"Enroll"** to proceed.
- Your **Enrollment Number** will be sent to your registered **mobile number** and **email ID**.

<u>Note</u>: Your Enrollment Number (sent to your registered mobile and email) is structured as: first 2 letters = School State, 3rd character = Exam Type, remaining digits = unique student code.

Step 4: Student Login

- Click on **"Student Login"**.
- Login using your **Enrollment Number** and **Date of Birth**.

Step 5: Fill the Application Form

A. Personal Details

- Enter your personal details.
- **Note:** *Name, Date of Birth, Mobile Number, Email ID, School Pincode, and School State will be pre-filled and cannot be edited.*

B. School Information

- Select your **School District** and **City**.
- If your school is not listed, tick the checkbox and manually enter your school details.

C. Address

- Enter your **Complete Postal Address** including house name/number, street, locality, city, district, state, and pin code.

D. Subject & Language

- **Select the subjects you wish to enroll for, and the corresponding Question Paper (QP) languages required as per the selected subject(s).**

Note: Question papers are available in English, Hindi, Gujarati, Bangla, Tamil, and Telugu, or in any Indian language provided at least 300 students opt for it.

Step 6: Enrollment Fee

- Below the Subject & Language section, display:
    - **Junior Science:** Flat ₹300.
    - **Senior Science:** ₹300 per selected subject.
- Fee will be dynamically calculated based on selections.

Step 7: Review & Preview

- After filling details, click **"Proceed to Preview"**.
- The system will display all entered details from start to end.
- If any **mandatory field** is missing or invalid, an error message will appear, prompting correction.

Step 8: Declaration

- At the bottom of the Preview page, a **mandatory checkbox** will appear:

Declaration: "**I hereby declare that the information provided in this application is true and accurate to the best of my knowledge. I understand that any false or misleading information may lead to the cancellation of my application or disqualification from the examination. I agree to abide by all rules and regulations governing the IAPT NSE-2025 exam.**"

Step 9: Exam Centre Preference

- If your school is a test centre (and within capacity), the system auto-assigns it.
- Otherwise, select **State → District → City** for preferred centre.
- If no centre is available, tick the box *"Unable to choose a preferred exam centre"* and provide 3 preferences (State, District, City).

Important: *While every attempt will be made to assign an exam centre based on your selected **City**, if not feasible, allocation will be based on your **District**. If both are not available, the **nearest possible centre** will be assigned. No changes will be allowed after submission.*

Step 10: Payment

- After confirmation, click **"Go to Payment Preview"**.
- Review fee details and **tick the checkbox** before proceeding to payment.
- Read all the notes mentioned below and Click **"Proceed to Pay"**.
- Pay securely via **UPI, Debit/Credit Card, Net Banking, etc.**

⚠️ **Important Note:**

- ✓ *The examination fee once paid is **non-refundable**. It must therefore be noted that **no chargebacks / no dispute claim** against the examination fee is entertained once the payment transaction has been successful and confirmed. All applicants and associated parties are sincerely advised to make the payment only after careful verification.*
- ✓ *Payment must be completed within **24 hours** from the time of exam centre selection. If not, the selected exam centre will become invalid. In such a case, the system will allow you to reselect the exam centre, subject to the availability of test centres at that time.*
- ✓ *In case of any **payment failure** where the amount is deducted, please do **not attempt the payment again immediately**. Kindly wait for 24 hours for the payment status to update. If the status is not updated even after 24 hours, only then contact us.*

Step 11: Final Confirmation

- After successful payment, a confirmation screen will display your **Enrollment Details** and **Payment Status**.
- Save and/or print this confirmation for your records.