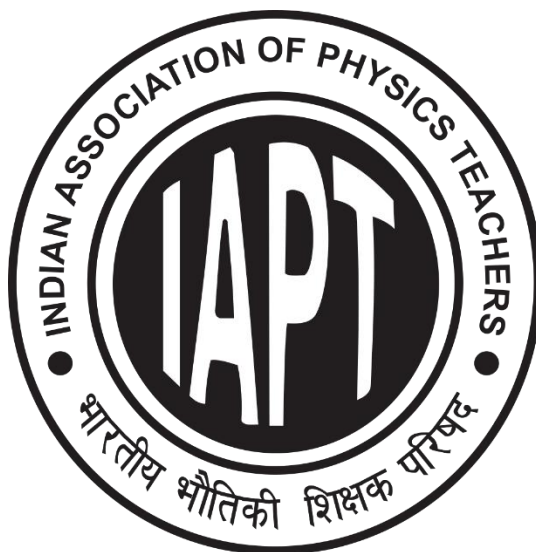




INSTRUCTIONS For IAPT NSE 2026-27

STUDENT BULK ENROLMENT INSTRUCTIONS

For CENTRE IN-CHARGE

For Assistance / Helpdesk Support

Centre Queries: centrehelpdesk.iaptnse@gmail.com

Student Queries: studenthelpdesk.iaptnse@gmail.com

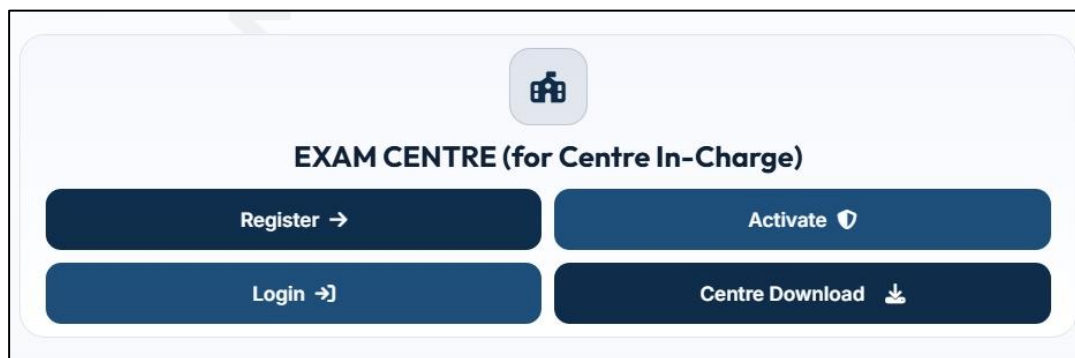
Helpdesk Numbers: +91 8310281694 / +91 7204127243

INSTRUCTIONS FOR CENTRE IN-CHARGE

This document provides step-by-step instructions for Centre In-Charges to bulk enrol students for the IAPT NSE 2026–27 examination, verify imported student data, generate challans, and complete the payment process.

STEP 1: ACCESSING CENTRE LOGIN

- Visit the **IAPT NSE 2026–27** examination portal. On the homepage, locate the **EXAM CENTRE (For Centre In-Charge)** section. Click **LOGIN**. You will be redirected to the Centre Login page.



- Enter your Centre's **USERNAME** & **PASSWORD** & Click on **LOGIN**. You will be directed to Centre Account page.

A screenshot of the 'IAPT NSE 2026-27 CENTRE LOGIN' form. The header is purple with the text 'IAPT NSE 2026-27' and 'CENTRE LOGIN' below it. The form has two input fields: 'USERNAME *' with a user icon and placeholder 'E.G. AB123', and 'PASSWORD *' with a key icon, placeholder 'Enter Password', and an eye icon for toggling visibility. Below the fields is a large purple 'LOGIN' button with a right arrow icon. At the bottom, there is a link '← Back to Homepage'.

For Assistance / Helpdesk Support

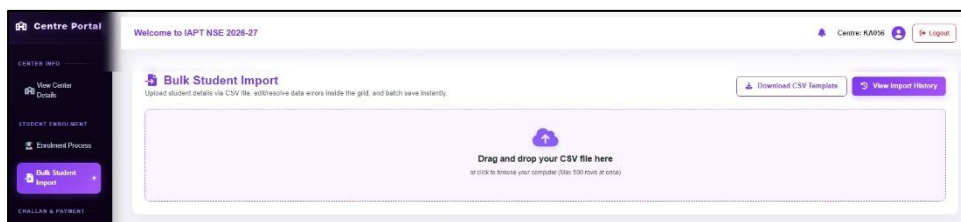
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STEP 2: DOWNLOAD THE CSV TEMPLATE

- Once you have logged in, click on **BULK STUDENT IMPORT**, you will see an option to **Download CSV Template**, click on that to download the template to your computer.



- Open the downloaded **CSV Template** and start entering required details of the students who are to be enrolled for the examination. Ensure that all details are entered correctly as per the prescribed format. Save the completed CSV file on your computer.

Sl.No	Student FullName (as per school records)	Gender	DateOfBirth (DD/MM/YYYY)	MobileNo	EmailId	Standard/Grade	Is Same School	SchoolName	SchoolType (KV/INV/OTHERS)	SchoolPincode	School City	School Board	Title	Parent Name
1	SAMPLE TEMPLATE STUDENT - DO NOT IMPORT	Male	01/01/2010	999999999	sample.student@mse.template	Class 10	Yes	SAMPLE SCHOOL - DO NOT IMPORT	OTHERS	999999	SAMPLE CITY	CBSE	Mr	SAMPLE PARENT

Note: A **Sample Template** may be provided in the downloaded CSV file as the above image for **REFERENCE ONLY**. Do not upload the sample data. After entering the actual student details (like the below image), save the completed CSV file and keep it ready for import.

Sl.No	Student FullName (as per school records)	Gender	DateOfBirth (DD/MM/YYYY)	MobileNo	EmailId	Standard/Grade	Is Same School	SchoolName	SchoolType (KV/INV/OTHERS)	SchoolPincode	School City	School Board	Title	Parent Name
1	Aarav Sharma	Male	15/05/2010	9876501001	aarav.sharma01@example.com	10	Yes	Kendriya Vidyalaya No.1 Bengaluru	KV	560001	Bengaluru	CBSE	Mr	Rajesh Sharr
2	Diya Patel	Female	22/08/2010	9876501002	diya.patel02@example.com	10	Yes	Kendriya Vidyalaya No.2 Pune	KV	411001	Pune	CBSE	Mr	Ketan Patel
3	Vivaan Reddy	Male	03/02/2009	9876501003	vivaan.reddy03@example.com	11	Yes	Narayana Junior College	OTHERS	500081	Hyderabad	State Board	Mr	Suresh Redd
4	Ananya Singh	Female	17/11/2008	9876501004	ananya.singh04@example.com	12	Yes	Delhi Public School RK Puram	OTHERS	110022	New Delhi	CBSE	Mr	Amit Singh
5	Krishna Nair	Female	09/07/2009	9876501005	krishna.nair05@example.com	11	Yes	Jawahar Navodaya Vidyalaya Ernakulam	JNV	683101	Kochi	CBSE	Mr	Manoj Nair
6	Sneha Verma	Female	25/01/2010	9876501006	sneha.verma06@example.com	10	Yes	Kendriya Vidyalaya Lucknow	KV	226002	Lucknow	CBSE	Mr	Alok Verma
7	Rohan Das	Male	14/04/2008	9876501007	rohan.das07@example.com	12	Yes	St.Xaviers School Kolkata	OTHERS	700016	Kolkata	ICSE	Mr	Prabir Das
8	Ishita Gupta	Female	06/09/2009	9876501008	ishita.gupta08@example.com	11	Yes	Kendriya Vidyalaya Jaipur	KV	302012	Jaipur	CBSE	Mr	Mukesh Gup
9	Aditya Kulkarni	Male	11/12/2006	9876501009	aditya.kulkarni09@example.com	7	Yes	Fergusson College Jr Wing	OTHERS	411004	Pune	State Board	Mr	Nitin Kulkar
10	Meera Iyer	Female	19/03/2010	9876501010	meera.iyer10@example.com	10	Yes	National Public School	OTHERS	560102	Bengaluru	CBSE	Mr	Raghavan Iye
11	Arun Mehta	Male	30/06/2009	9876501011	arun.mehta11@example.com	11	Yes	Jawahar Navodaya Vidyalaya Jaipur	JNV	302603	Jaipur	CBSE	Mr	Sanjay Meht
12	Kavya Rao	Female	27/10/2008	9876501012	kavya.rao12@example.com	12	Yes	Chaitanya College	OTHERS	500072	Hyderabad	State Board	Mr	Ramesh Rao
13	Yash Thakur	Male	08/01/2010	9876501013	yash.thakur13@example.com	10	Yes	Kendriya Vidyalaya Chandigarh	KV	160019	Chandigarh	CBSE	Mr	Dinesh Thak
14	Prisha Jain	Female	21/05/2009	9876501014	prisha.jain14@example.com	11	Yes	Modern School Barakhamba	OTHERS	110001	New Delhi	CBSE	Mr	Pankaj Jain
15	Siddharth Joshi	Male	12/08/2008	9876501015	siddharth.joshi15@example.com	12	Yes	Maharashtra Junior College	OTHERS	440010	Nagpur	State Board	Mr	Mahesh Josh
16	Anika Bose	Female	28/02/2010	9876501016	anika.bose16@example.com	10	Yes	Kendriya Vidyalaya Kolkata	KV	700054	Kolkata	CBSE	Mr	Subhajit Bos
17	Dev Mathota	Male	05/07/2009	9876501017	dev.mathota17@example.com	11	Yes	Jawahar Navodaya Vidyalaya Kamal	JNV	132001	Karnal	CBSE	Mr	Ashok Mathc
18	Riya Choudhary	Female	16/11/2008	9876501018	riya.choudhary18@example.com	12	Yes	Delhi Public School Noida	OTHERS	201301	Noida	CBSE	Mr	Vinay Choud

For Assistance / Helpdesk Support

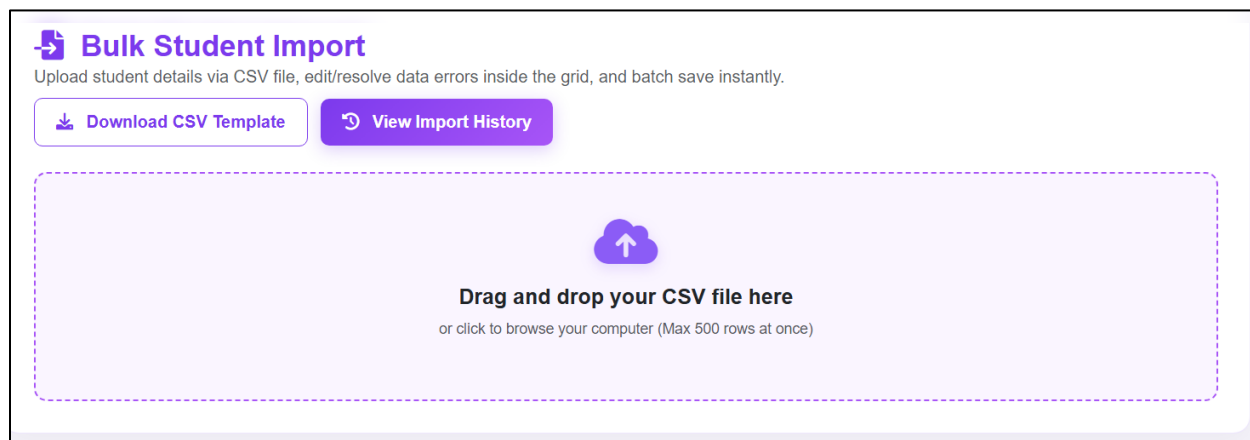
Centre Queries: centrehelpdesk.iaptmse@gmail.com

Student Queries: studenthelpdesk.iaptmse@gmail.com

Helpdesk Numbers: +91 8310281694 / +91 7204127243

STEP 3: IMPORT THE CSV FILE

- Return to your Centre login and **Bulk Student Import** page. Click on **DRAG AND DROP YOUR CSV FILE HERE** and select the completed CSV file that is ready for IMPORT from your computer & click on **OPEN** to begin the import process.



STEP 4: REVIEW AND VALIDATE STUDENT DATA

After the file is uploaded, the system will display a **Preview Screen**. The preview screen will display the imported student details after system validation.

- **Review Validation Errors** Any field containing an error will be highlighted in **RED**. Possible validation errors may include:
 - Duplicate mobile number
 - Duplicate email address
 - Incorrect or invalid Date of Birth as per eligibility criteria
 - Standard/Class eligibility issue
 - Subject enrolment eligibility issue
 - Other mandatory-field or data-format errors

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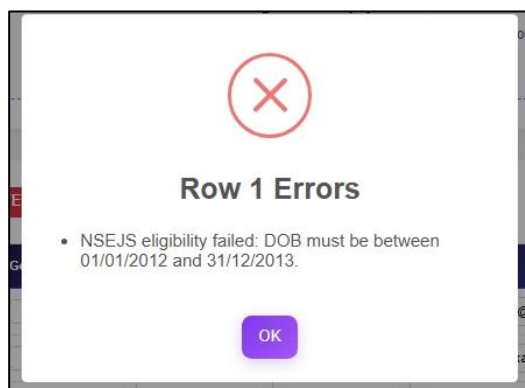
Bulk Student Import
 Upload student details via CSV file, edit/resolve data errors inside the grid, and batch save instantly.

[Download CSV Template](#)
[View Import History](#)

Drag and drop your CSV file here
or click to browse your computer (Max 500 rows at once)

TOTAL IMPORTED: 20
 VALID IMPORTED: 6
 INVALID IMPORTED: 14

SLNo	Actions	Status	Student Full Name	Gender	Date of Birth	Mobile No	Email ID	Standard/Grade	Is Same School	School Name	School Type	School Pincode	School City
1			AARAV SHARMA	MALE	15/05/2012	9976501001	rav.sharma01@e	10th	Yes	Kendriya Vidyal	KV	560001	BENGALUR
2			DIYA PATEL	FEMALE	22/08/2012	9876501902	da.patel02@exa	10th	Yes	Kendriya Vidyal	KV	411001	PUNE
3			VIVAAN REDDY	MALE	03/02/2009	9876501003	vivaan.ddy03@e	11th	Yes	Narayana Junior	OTHERS	500081	HYDERABAI
4			ANANYA SINGH	FEMALE	17/11/2008	9876501804	anya.singh04@e	12th	Yes	Delhi Public Schi	OTHERS	110022	NEW DELHI
5			KRISHNA NAIR	MALE	09/07/2009	9876507005	krishna.nair05@e	11th	Yes	Jawahar Navoda	JNV	683101	KOCHI
6			SNEHA VERMA	FEMALE	25/01/2012	9876501606	snehverma06@e	10th	Yes	Kendriya Vidyal	KV	229002	LUCKNOW
7			ROHAN DAS	MALE	14/04/2008	9876501067	roh.das07@exar	12th	Yes	St Xaviers Schoc	OTHERS	700016	KOLKATA
8			ISHITA GUPTA	FEMALE	06/09/2009	9876501058	ishi.gupta08@ex	11th	Yes	Kendriya Vidyal	KV	302012	JAIPUR
9			ADITYA KULKAR	MALE	11/12/2007	9876501409	adia.kulkarni09@e	--Select--	Yes	Fergusson Colle	OTHERS	411004	PUNE



- CORRECT ERRORS**
 - Click on the highlighted error field.
 - Review the validation message.
 - Enter the correct student information.
 - Correct the subject selected for enrolment, wherever applicable.
 - If a student does not meet the examination eligibility criteria, you may **DELETE** that student's record from the import list.
- Important:** All validation errors must be corrected before the student data can be successfully imported.

For Assistance / Helpdesk Support

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Student Queries: studenthelpdesk.iaptmse@gmail.com

Helpdesk Numbers: +91 8310281694 / +91 7204127243

STEP 5: SAVE AND IMPORT VERIFIED STUDENTS

After correcting all errors:

- Review the complete student list once again.
- Ensure that all student details are accurate.
- Click **SAVE & IMPORT VERIFIED STUDENTS**.

Welcome to IAPT NSE 2026-27

Centre: KA056

Bulk Student Import
Upload student details via CSV file, address data errors inside the grid, and batch save instantly.

Download CSV Template View Import History

Drag and drop your CSV file here
or click to browse your computer (Max 500 rows at once)

TOTAL IMPORTED: 20 VALID IMPORTED: 20 INVALID IMPORTED: 0

Search by name, mobile, pincode X Clear

S.No	Actions	Status	Student Full Name	Gender	Junior Science Lang	NSEP	NSEP Lang	NSEC	NSEC Lang	NSEP	NSEP Lang	NSEA	NSEA Lang
1		Valid	AARAV SHARMA	Male	English	No	Select	No	Select	No	Select	No	Select
2		Valid	DIYA PATEL	Female	English	No	Select	No	Select	No	Select	No	Select
3		Valid	VIVAH REDDY	Male	Select	Yes	HINDI	Yes	English	No	Select	Yes	English
4		Valid	ANANYA SINGH	Female	Select	Yes	English	Yes	English	Yes	English	Yes	English
5		Valid	KRISHNA NAIR	Female	Select	Yes	TAMIL	Yes	HINDI	No	Select	Yes	English
6		Valid	SNEHA VERMA	Female	HINDI	No	Select	No	Select	No	Select	No	Select
7		Valid	ROHAN DAS	Male	Select	Yes	English	Yes	English	Yes	English	No	Select
8		Valid	ISHITA GUPTA	Female	Select	Yes	ODIA	No	Select	Yes	English	Yes	English
9		Valid	ADITYA KULKARNI	Male	Select	Yes	English	Yes	English	Yes	English	Yes	English

Save / Import Verified Students

Import Students?

You are about to import 20 student records into the database. Proceed?

Yes, import now Cancel

Import Finished

Import process complete! Total Processed: 20
Successful: 20 Failed: 0

OK

The system will process and save verified student records.

For Assistance / Helpdesk Support

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Student Queries: studenthelpdesk.iaptmse@gmail.com

Helpdesk Numbers: +91 8310281694 / +91 7204127243

STEP 6: VERIFY SUCCESSFUL IMPORT

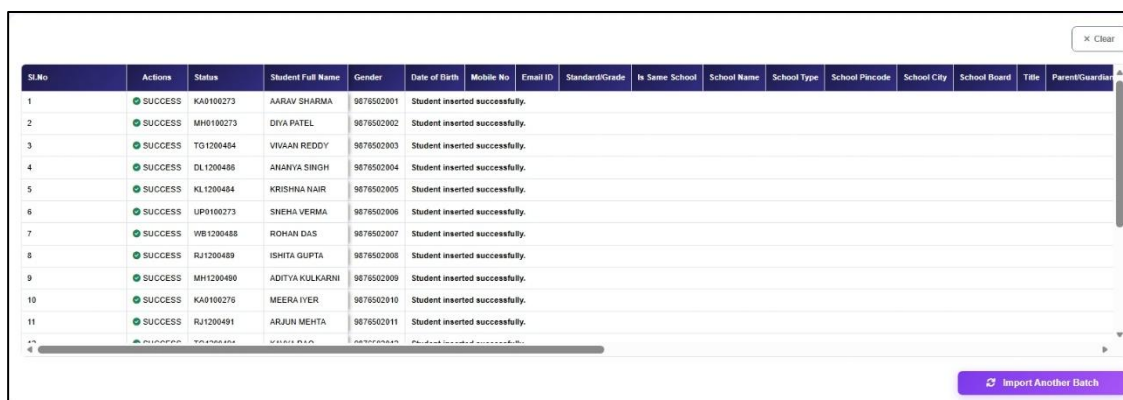
Once the import is successfully completed, you will be redirected to the import completion page.

Review the imported records and confirm that the student data has been successfully imported.

Import Another File

If you have additional students to enrol:

- Click **IMPORT ANOTHER BLOCK**.
- Upload the next CSV file.
- Follow the same validation and import process.



Sl.No	Actions	Status	Student Full Name	Gender	Date of Birth	Mobile No	Email ID	Standard/Grade	In Same School	School Name	School Type	School Pincode	School City	School Board	Title	Parent/Guardian
1		SUCCESS	KA9100273	AARAV SHARMA	9876502901	Student inserted successfully.										
2		SUCCESS	MH0100273	DIYA PATEL	9876502902	Student inserted successfully.										
3		SUCCESS	TG1200404	VIVAAN REDDY	9876502003	Student inserted successfully.										
4		SUCCESS	DL1200405	ANANIYA SINGH	9876502004	Student inserted successfully.										
5		SUCCESS	KL1200404	KRISHNA NAIR	9876502005	Student inserted successfully.										
6		SUCCESS	UP0100273	SNEHA VERMA	9876502006	Student inserted successfully.										
7		SUCCESS	VB1200408	ROHAN DAS	9876502007	Student inserted successfully.										
8		SUCCESS	RJ1200409	ISHITA GUPTA	9876502008	Student inserted successfully.										
9		SUCCESS	MH1200400	ADITYA KULKARNI	9876502009	Student inserted successfully.										
10		SUCCESS	KA0100276	MEERA IYER	9876502010	Student inserted successfully.										
11		SUCCESS	RJ1200491	ARJUN MEHTA	9876502011	Student inserted successfully.										

[Import Another Batch](#)

View Import History

You can view the audit trail of previously imported files at any time.

1. Click **VIEW IMPORT HISTORY**.
2. Review the details of previous imports and their status.

Bulk Student Import

Upload student details via CSV file, edit/resolve data errors inside the grid, and batch save instantly.

[Download CSV Template](#)
[View Import History](#)

Drag and drop your CSV file here
or click to browse your computer (Max 500 rows at once)

For Assistance / Helpdesk Support

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STEP 7: VIEW ENROLMENT DETAILS

To view the overall list of students enrolled from your Centre:

- Go to the **ENROLMENT PROCESS** tab.
- The system will display the enrolled student details.
- You can view the overall number of students enrolled from your Centre.
- You can also check the **Payment Status** and **Enrolment Status** of the students.

SL. NO.	ENROLMENT NO.	STUDENT NAME	DOB	CLASS	GENDER	SUBJECTS	PAYMENT STATUS	ENROLMENT STATUS	ACTIONS
1	KA0100273	AARAV SHARMA	15/05/2012	10th	Male	NSEJS,	Challan Not Generated	Bulk Import	VIEW EDIT DELETE
2	MH0100273	DIYA PATEL	22/08/2013	10th	Female	NSEJS,	Challan Not Generated	Bulk Import	VIEW EDIT DELETE
3	TG1200484	VIVAAN REDDY	03/02/2009	11th	Male	NSEP, NSEC, NSEA,	Challan Not Generated	Bulk Import	VIEW EDIT DELETE
4	DL1200486	ANANYA SINGH	17/11/2008	12th	Female	NSEP, NSEC, NSEB, NSEA,	Challan Not Generated	Bulk Import	VIEW EDIT DELETE
5	KL1200484	KRISHNA NAIR	09/07/2009	11th	Male	NSEP, NSEC, NSEA,	Challan Not Generated	Bulk Import	VIEW EDIT DELETE

Check the Following Before Generating the Challan

- Total number of students enrolled
- Student details
- Subject selected
- Enrolment status
- Payment status

STEP 8: GENERATE CHALLAN

After completing the student enrolment:

- Click the **GENERATE CHALLAN** tab.
- Review the **Preview Challan Candidate Details**.

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- Verify the details carefully.
- Click **GENERATE** to generate the challan.

Enrolment Payments
Initiate a new payment challan for recently enrolled candidates

[+ Generate New Challan](#)

Generated Challans

CHALLAN NUMBER	TOTAL CANDIDATES	TOTAL AMOUNT (INR)	GENERATED DATE	PAID STATUS	ACTIONS
No challans generated yet. Click "Generate New Challan" above to begin.					

Enrolment Payments
Initiate a new payment challan for recently enrolled candidates

[+ Generate New Challan](#)

Preview Challan Candidate Details

EXAM / SUBJECT	STUDENTS COUNT	FEE PER SUBJECT	TOTAL AMOUNT
NSEP	14	300	4200
NSEC	12	300	3600
NSEB	8	300	2400
NSEA	11	300	3300
NSEIS	6	300	1800
Grand Total	51	-	15300
Exam Centre Charges (Rs. 40/- per student per subject)	0	-	0
Amount to Pay	0	-	15300
Amount Paid	0	-	0

[Cancel](#) [GENERATE](#)

Are you sure?

You are about to generate a payment challan for all currently unbilled students.

[Yes, generate it!](#) [Cancel](#)

Success!

Challan generated successfully.

[OK](#)

For Assistance / Helpdesk Support

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STEP 9: PROCEED TO PAYMENT

After generating the challan:

- Go to the relevant challan in the list.
- Click **PAY** under the **Actions** column.
- Review the challan and payment details.
- Read the declaration carefully.
- Tick the **Declaration** checkbox to confirm your acceptance.
- Click **PROCEED TO PAY**.

The screenshot shows the 'Enrolment Payments' dashboard. On the left is a sidebar with navigation options: 'View Center Details', 'Enrolment Process', 'Bulk Student Import', and 'Generate Challan'. The main area is titled 'Enrolment Payments' with a subtitle 'Initiate a new payment challan for recently enrolled candidates' and a '+ Generate New Challan' button. Below this is a section 'Generated Challans' containing a table with the following data:

CHALLAN NUMBER	TOTAL CANDIDATES	TOTAL AMOUNT (INR)	GENERATED DATE	PAID STATUS	ACTIONS
CHL-KA056-20260816-006	51	15,300.00	16/08/2026 10:59 AM	NOT PAID	VIEW, DELETE, PAY

The screenshot shows the 'Payment Challan Details' modal. It displays the following information:

- Challan Number:** CHL-KA056-20260816-006
- Paid Status:** NOT PAID
- Generated Date:** 16/08/2026 10:59 AM

Below this is a table with the following data:

EXAM / SUBJECT	STUDENTS COUNT	FEE PER SUBJECT	TOTAL AMOUNT
NSEP	14	300	4200.00
NSEC	12	300	3600.00
NSEB	8	300	2400.00
NSEA	11	300	3300.00
NSEJS	6	300	1800.00
Grand Total	51	-	15300.00
Exam Centre Charges (Rs. 60/- per student per subject)	-	-	0.00

At the bottom, there is a 'Declaration' section with a checkbox and the following text: 'The examination fee once paid is **non-refundable**. It must therefore be noted that no chargebacks or dispute claims against the examination fee will be entertained once the payment transaction has been successful and confirmed. Applicants are advised to verify all details carefully before proceeding with the payment.'

A 'Proceed to Pay' button is located at the bottom right.

For Assistance / Helpdesk Support

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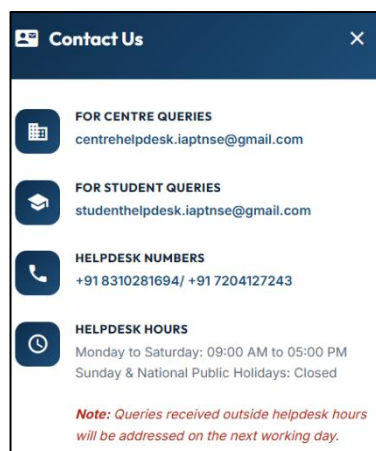
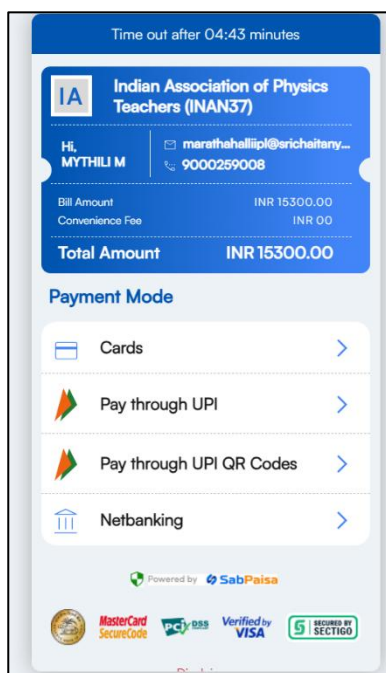
Student Queries: studenthelpdesk.iaptmse@gmail.com

Helpdesk Numbers: +91 8310281694 / +91 7204127243

STEP 10: COMPLETE PAYMENT

- Select your preferred **Payment Mode** from the available options.
- Follow the instructions displayed on the payment gateway.
- Complete the payment.

After successful payment, a **confirmation SMS and Email** will be sent to the registered contact details.



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