



State Medical Faculty of West Bengal
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Website. www.smfwb.in Email ID : faculty@smfwb.in

No. 1487-F-8/2012

AP HK December, 2020

IMPORTANT NOTICE

Reg : Filling up of forms for appearing in the Preliminary / Final examinations of all Para Medical Courses – 2020 and to follow instructions therein step by step.

Further to the notice No. 1445-F/8-2012 dated 27-11-2020 all students of different Para Medical courses are advised to visit SMFWB's Website link [www.smfwb.in] for examination form fill-up and to sign up to create login credentials for Preliminary / Final examinations for all Para Medical courses with effect **from 05-12-2020 to 10-12-2020** and to follow instructions step by step.

D. K. Ghosh
20/12/2020

[D K Ghosh]
Secretary, SMFWB



STATE MEDICAL FACULTY OF WEST BENGAL

PRELIMINARY / FINAL EXAMINATION - 2020

☰ Guidelines for Application

Step by Step Guideline for Examination Form fill-up/Sign up and Appearance in Examination

Step 1: Visit faculty website www.smfwb.in (<http://www.smfwb.in/>) and click on link Examination Form Fill-up. You shall be redirected to the exam portal.

Step 2: Next go to – “ Click here to Register for Examination” button which shall open the next screen

Step 3: Next enter your Name and Date of Birth correctly and the captcha code as shown in above screen

Step 4: All the details regarding candidate is displayed onscreen including name, dob, course, regn no, college, etc., Verify your details

Step 5: Enter your current e-mail address and mobile no for communication and also create your login password as per specified criteria (click on icon)

Step 6: Click on Ok and proceed to the User login screen

Step 7 : Enter your Login credentials as created before and go to user dashboard

Step 8: Click on Red button to “Pay Examination Fees” online .Once clicked, it will take you to the Payment Gateway Screen. Enter your details and select Payment of examination fees option from drop down to pay Rs.500/-, as applicable.

Note : a) Examination Fees of Rs.500/- is payable by Students of Non-govt. institutions and also students appearing from ESI, CNCI and KPT. b) Examination Fees is not payable by regular students of medical college and govt. institutions. However, students appearing from such institution who are appearing for second time either in preliminary or final exam are required to pay the examination fees.

Step 9: Fees once paid shall be reconciled within 24 hours and confirmation can be seen as fees status updated.

Step 10: Within your Dashboard you can also see twin options: a) View / Download question paper which will get active only on the date of exam b) View / Download blank Answer Sheet format which can be downloaded and will be required to be marked / filled as per instructions mentioned. c) On the day of exam, you will also get a browse

and upload answer sheet option to scan and upload this answer sheet format after marking your answers clearly in jpeg/png/ pdf format with 5 MB so that it is clearly visible. Once uploaded , success status will be displayed.

For any query , you can contact the Helpdesk at faculty office on all examination days .necessary contact details are given on faculty website.

DOWNLOAD HELP MANUAL WITH SCREENVIEWS

(<https://assets.examflix.in/myfile/HELPMAN.pdf>)