The "Upload Documents" section of the Online Application enables you to upload files that you prepare, containing scanned PDFs of relevant documents.

This "Upload Documents" section identifies the various types or categories of documents that could, or must, be uploaded as part of your application.

> **Notes:**

- The list of document types/categories shown in the grid(s) on the "Upload Documents" section depends on the nature of your application. Consequently the types/categories of documents required from an D.Pharm applicant could differ from those required from a B.Pharm or Pharm.D applicant.
  (D.Pharm/B.Pharm/Pharm.D are registerable qualification and M.Pharm and Ph.D will be considered as additional qualification)

- Some of the document types/categories listed in the grid(s) on the Documents page are **mandatory** i.e. you will **not** be able to submit your application if you have not uploaded the requested document/s. Other categories of documents are **optional**. Read the instructions carefully.

- You are sometimes given an option of what to upload, e.g. "*upload either document 'x' or upload document 'y' …", (e.g. For Identification purpose upload either a copy of your "Aadhar Card" or a copy of your "Passport" or ..).* Under such circumstances you could upload files of both document types if you so choose, but in these "*either / or"* situations, only one of these documents needs to be uploaded.

- Additionally as per new changes applicants are required to download, read and sign an **undertaking** and then scan and upload same during documents uploading. This will comprise of declaring and accepting that documents uploaded by him /her are true, genuine, belong to applicant himself and not fake or bogus or forged or tampered or fabricated and other set of declaration .**Undertaking format is available in "download" section on www.online.mspcindia.org**

> **Upload Rules / Guidelines :**

- In order for files to be up loadable, the document **MUST be in a PDF format**, i.e. the file must have been scanned to a PDF format. Therefore when you have your documents scanned, you must ensure that these documents are "Scanned to PDF".

- Size of file should be between 150kb–200 kb

- PDF must be scanned in grayscale format. Black and White PDF copy will not be accepted.

- Ensure that the size of the scanned image is not more than 200KB. If the size of the file is more than 200 KB, then adjust the settings of the scanner such as the DPI resolution, color as grayscale etc., during the process of scanning

- If you have an electronic document in MS Word or similar that you wish to upload, then you may be able to invoke a "Save As" command from within that software, and directly save your electronic document as a PDF document, which you can then directly upload (rather than first printing the document and then scanning the printed document to PDF format).
- Do **NOT** scan different **types** of documents into a single PDF file – your application may be rejected and may be returned to you to fix and/or the processing thereof may be delayed.
- It is also recommended that you open and **view** the PDF documents that were created during the scanning process (preferably at the time of the scanning, and certainly BEFORE you upload the files) to make sure that the images in the various PDF files are (a) legible, and (b) complete. It is pointless to upload documents that cannot be read once opened in a PDF viewer!

➢ **Other hints:**

- There are some restrictions on the size of the files being uploaded (the different file types have different file size limits). If you get an error message indicating that the file size is too large when trying to upload your file, then you should rescan the file using a lower scanning density and upload the smaller sized file.
- When you select a file for uploading, it can take quite a while for the upload process to complete (depending on bandwidth limitations). Obviously the larger the file size, the longer the upload will take.

Note: Document Checklist given below

❖ **DOCUMENT CHECKLIST :**

Qualification from Maharashtra State

D.Pharm	B.Pharm	Pharm.D
-First Year and Final Year Mark sheet -Diploma Pharmacy College Leaving or Transfer certificate -Practical Training form of 500 hrs as per Education Regulation -SSS Passing Certificate - Applicant's duly signed undertaking - Identity slip attested by Principal of your college	-Final Year Mark sheet -Degree Pharmacy College Leaving or Transfer certificate -Provisional degree certificate/ Convocation -SSS Passing Certificate - Applicant's duly signed undertaking - Identity slip attested by Principal of your college	-Final Year Mark sheet -Pharm.D Pharmacy College Leaving or Transfer certificate -Provisional certificate/ Convocation -SSS Passing Certificate - Applicant's duly signed undertaking - Identity slip attested by Principal of your college

Identity Proof (Any One) : PAN card, Aadhar card, Passport, Election Card

Address Proof of Maharashtra State (Any One) : Election Card, Aadhar Card, Passport, Domicile Certificate

Download undertaking read and sign each page of undertaking and then scan and upload same during documents uploading.
(Undertaking format is available in "download" section on www.online.mspcindia.org)

Identity slip attested by Principal of your college (as per given format).
(Please refer to **Download** section)

Download Affidavit format A and get it notarized on Rs. 100/- stamp paper
If you have passed your degree or diploma or Pharm.D from Maharashtra state before 3 years of application OR If you have passed your degree or diploma or Pharm.D from out of Maharashtra state. Affidavit format A must be scan and uploaded along with other documents.
(Please refer to **Download** section)

Download Affidavit format B and get it notarized on Rs. 100/- stamp paper
If you are Registered Pharmacist of other state and seek transfer of registration. Affidavit format B must be scan and uploaded along with other documents.
(Please refer to **Download** section)

In case of married lady candidates who want to have new name(after marriage) on Registration certificate please submit marriage certificate issued by Registrar Of Marriage or by appropriate authority and residence proof with new name.