



User Manual

For

Online Registration System



MAHARASHTRA STATE PHARMACY COUNCIL

R-square, 4th Floor, Opp E.S.I.S. Hospital Compound, L.B.S. Marg, Mulund (W), Mumbai - 400 080.

E-Mail: mspcindia@gmail.com :: Web: www.mspcindia.org

Tel: 022-25684291



As this is a new system, the applicant /student pharmacist may require to know about the process of Online submission of application for registration at MSPC. In order to facilitate them, User Manual has been developed. This User Manual contains all essential information for the applicant/student to navigate through the online submission system. This manual includes step-by-step procedures for system access and use.

Getting Started

On the address bar please type <http://online.mspcindia.org> and then press “ENTER” key from your keyboard. Then the following page will open.

MAHARASHTRA STATE PHARMACY COUNCIL
(CONSTITUTED UNDER PHARMACY ACT 1948 OF GOVT OF INDIA)

REGISTRATION DASHBOARD

Applicants passing from Maharashtra State are requested to submit online application by following due procedure with the help of guidelines and manuals given below and then appear in person for verification of originals documents by taking appropriate appointment by online mode

Applicants passing from Out of Maharashtra State or Who are RP of other state and wants to seek transfer to Maharashtra state are requested to first verify their documents in person at MSPC office and then submit application by online mode

Apply for New Registration Click here

- For filling online registration form, click on given below "Manuals" link
- For technical details on filling form, click on given below "Guidelines" link

Manuals

- 1 Online Registration Flow : English | Marathi
- 2 Manual for Online Registration : English | Marathi
- 3 Manual for Payment : English | Marathi

Guidelines

Downloads / Affidavits / Forms

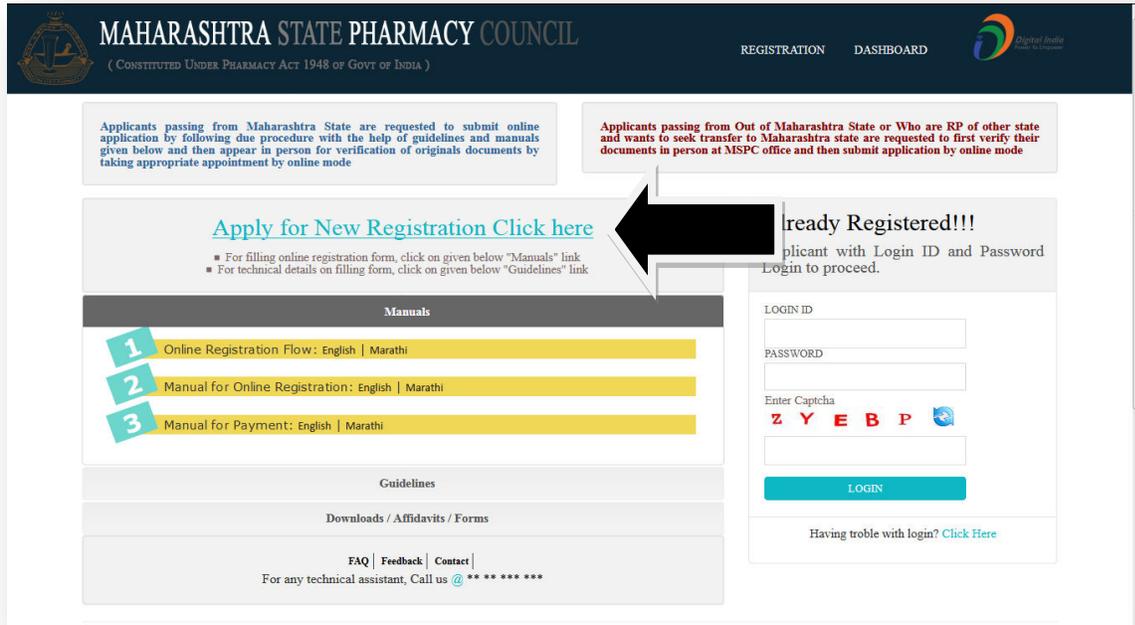
FAQ | Feedback | Contact
For any technical assistant, Call us @ * * * * *

Already Registered!!!
Applicant with Login ID and Password Login to proceed.

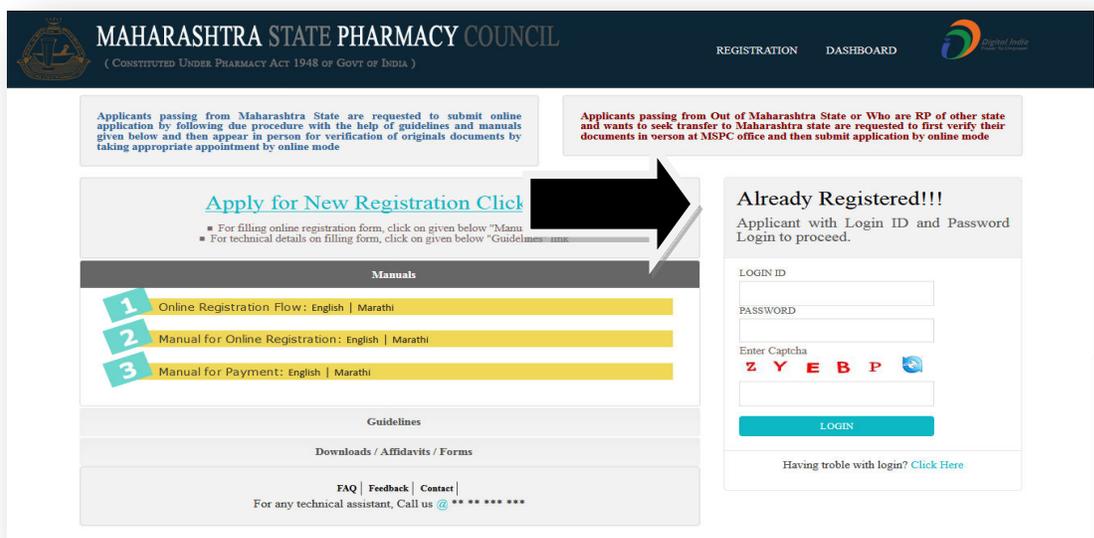
LOGIN ID
PASSWORD
Enter Captcha
Z Y E B P
LOGIN
Having trouble with login? [Click Here](#)



For New registration click on **“Apply for New Registration, Click Here”** link as shown in below



Candidate who has already registered, with Login ID and Password will login to continue the new registration process





Important Instructions for Online Registration

Before registration, Please go through Manuals and Guidelines available for your reference.

Before registration you must also have :

- Scanned Latest Photograph (Maximum 50kb in .jpg or .jpeg format only)
- Scanned Latest Signature (Maximum 20kb in .jpg or .jpeg format only)
- Scanned copy of your qualification details (Maximum 200kb in PDF format only)
- Scanned copy of your Address Proof, permitted documents are election card, Aadhar card, domicile certificate, passport (Maximum 200kb in PDF format only)
- Scanned copy of your Identity Proof, permitted documents are election card, Aadhar card, pan card, passport (Maximum 200kb in PDF format only)
- Scanned copy of your Identity Slip duly attested by principal of your principal as per given format (Maximum 200kb in PDF format only)
- **Fee must be paid online through SBI Portal:**
<https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=845584>
- **Please scan your original marks sheet/ certificate only. Please do not scan photocopies of your original marks sheet/certificate.**



Now, to begin with online registration, please follow the below step by step guide for your reference.

- 1) Applicant have to registered first in system, please see the following image and Click on **Apply for New Registration Click here**

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REGISTRATION DASHBOARD

[Apply for New Registration Click here](#)

- For filling online registration form, click on given below "Manuals" link
- For technical details on filling form, click on given below "Guidelines" link

Guidelines

1. Guideline for Photograph and Signature Uploading : English | Marathi
2. Guideline for Uploading Documents : English | Marathi
3. Guideline for Online Payment & Appointment : English | Marathi

Manuals

Downloads / Affidavits / Forms

FAQ | Feedback | Contact |
For any technical assistant, Call us @ *****

Already Registered!!!
Candidate with Login ID and Password login to proceed.

LOGIN ID
PASSWORD
Enter Captcha
2 V D P C 2
Candidate
SUBMIT

Having trouble with login? [Click here.](#)

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- 2) After click on Apply for New Registration Click here, user will redirect to next page as shown below for Primary verification.

MAHARASHTRA STATE PHARMACY COUNCIL
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REGISTRATION DASHBOARD

Primary Verification

Read the instructions carefully !!!
Click on respective Check boxes.

I would like to submit undertaking ([Click to view](#)), and agree with contents

I am complying with provision of Section 32(2), of Pharmacy Act regarding my registration

Applicant must be 18 yrs or above at the time of registration.

Applicant must be residing in Maharashtra.

Applicant must have passed D.Pharm/B.Pharm/Pharm.D from PCI approved institutes only.

NOTE: Applicants passing from Out of Maharashtra State or Who are RP of other state and wants to seek transfer to Maharashtra state are requested to first verify their documents in person at MSPC office and then submit application by online mode.

PROCEED >>

Click here for Maharashtra PCI approved colleges : [D.Pharm|B.Pharm|Pharm.D](#) or Refer to: [PCI Website](#)

I Agree ?

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Applicant must agree with all **Primary Verification** instruction(s) shown in above picture to proceed for registration. After Applicant agree(s) to all Primary Verification, then click on **PROCEED**, further for registration.

- 3) Applicant will redirect to **Personal Details** page, enter your valid details for your online registration process. As system will send OTP(One Time Password) on E-Mail Id and Mobile number. Please provide valid information and keep yourself in mobile network and internet to register yourself. After filling all information, click on **PROCEED** button.

Application Status

1. Personal Details
2. Address Details
3. Education Details
4. Upload Documents
5. Pay and Confirm

Personal Details

Click here for Important points

* Mandatory Fields

First Name * Middle Name * Last Name *
Confirm First Name * Confirm Middle Name * Confirm Last Name *
Date of Birth * Gender *
FEMALE MALE
Mobile * E-Mail *
Want to apply for Change of Name? (YES)

PROCEED >>

- 4) As Applicant click on Proceed button user will redirect to Verify your OTP page and enter OTP received on your E-Mail Id and Mobile number and Click on **Verify** button.

MAHARASHTRA STATE PHARMACY COUNCIL
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REGISTRATION DASHBOARD

Verify your OTP

Read the instructions carefully !!!

Candidate must verify their mobile number and E-Mail ID through OTP received.
Candidate Please note Login ID : 1813070914
Candidate password is 7-character password - combination of the first three letters of your first name in CAPITAL and the date and month of your Date of Birth(DOB) (as updated in our records)
If your first name appears as Laxman Gawde and your DOB(DD/MM/YY) is 25/01/1969 then the password would be LAX2501.
Candidate must login to proceed with the application form.
All communication hereby will be done to registered Mobile Number and E-Mail ID.
In case you have any queries/clarifications, please call us at XXXX-XXXX-XXXX.

OTP

OTP *
VERIFY >>

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As Applicant will entered his/her OTP details.
User will redirect to Login page, please see following step.



- 5) Applicant will login in system using login ID and Password sent on Mobile and Email ID. Please see following picture. Enter your valid credential for User Id, Password, type Captcha shown below of Password and Click on **Submit** Button.

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Online Registration Starts on 23 July, 2018

- For filling online registration form, click on given below "Manuals" link
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Manuals

Guidelines

- Guideline for Photograph and Signature Uploading: English | Marathi
- Guideline for Uploading Documents : English | Marathi
- Guideline for Online Payment & Appointment : English | Marathi

Downloads / Affidavits / Forms

FAQ | Feedback | Contact
For any technical assistant, Call us @ *** **

Already Registered!!!
Applicant with Login ID and Password Login to proceed.

LOGIN ID
PASSWORD
Enter Captcha
V J C W T

LOGIN

Having trouble with login? [Click Here](#)

- 6) As User will login in system , User have to fill all information step by step shown as below.

Address Details

Qualification Details

Upload Documents

Payment Details

Appointment

Change Password

Application <



- I. **Address Details:** User have to fill all necessary information in [Address Details](#) page, See below Picture.

The screenshot shows the 'Address Details' page in the MSPC portal. It features a sidebar menu on the left and a main content area. The main content area is titled 'Address Details' and includes a note: 'Click here for Important points' and '* Mandatory Fields'. There are three sections for address entry: 'Permanent Address', 'Local Address', and 'Professional Address'. Each section has input fields for 'Address Line 1', 'Address Line 2', 'Taluka', 'District', 'State' (pre-filled with 'MAHARASHTRA'), and 'Pincode'. A 'PROCEED >>' button is located at the bottom of the form.

Click on [Proceed](#) button to save the Address details and to proceed next step on [Qualification Details](#) page.

- II. **Qualification Details:** Enter all your qualification details, please see below picture.

The screenshot shows the 'Qualification Details' page in the MSPC portal. It features a sidebar menu on the left and a main content area. The main content area is titled 'Qualification Details' and includes a note: 'Click here for Important points' and '* Mandatory Fields'. There is a section for 'Qualification Details' with input fields for 'Qualification' (pre-filled with 'Ph.D'), 'Date of Passing (dd/mm/yyyy)', 'State' (pre-filled with 'MAHARASHTRA'), 'District' (pre-filled with 'SELECT'), and 'Institute'. An 'ADD >>' button is located at the bottom of the form.

After filling all Qualification details click on [PROCEED](#) button and to go on next step for Uploading document(s).



- III. Upload Document:** In Upload document page User have to upload his/her photo, signature and click on **Upload**. Upload Application related documents and click on **Proceed for Payment** button to go next step on **Payment Detail**

Upload Photo
File Size must not exceed above 50 kb, File format must be in JPG or JPEG.
UPLOAD

Upload Signature
File Size must not exceed above 20 kb, File format must be in JPG or JPEG.
UPLOAD

Upload Application Related Documents
Max file Size must not exceed above 200 kb, File format must be in PDF.
Final Year Diploma Marksheet
UPLOAD

- IV. Payment Details:** As per application type, system will calculate fees. Then user have to click on **Pay** button and user will redirect to payment gateway page on **SBI Bank**.

Payment Details

Click here for Important points

* Mandatory Fields

Fee Details

PARTICULARS	AMOUNT
Application Fee	25.00
Registration Fee	100.00
Postal and incidental charges	100.00
Service Charges	500.00
Additional Qualification	100.00
DIC Publications (Optional)	250.00
PPP charges	100.00
PPP Renewal	100.00
Advance Renewal Fees in Lumpsum (ARFL)	1500.00

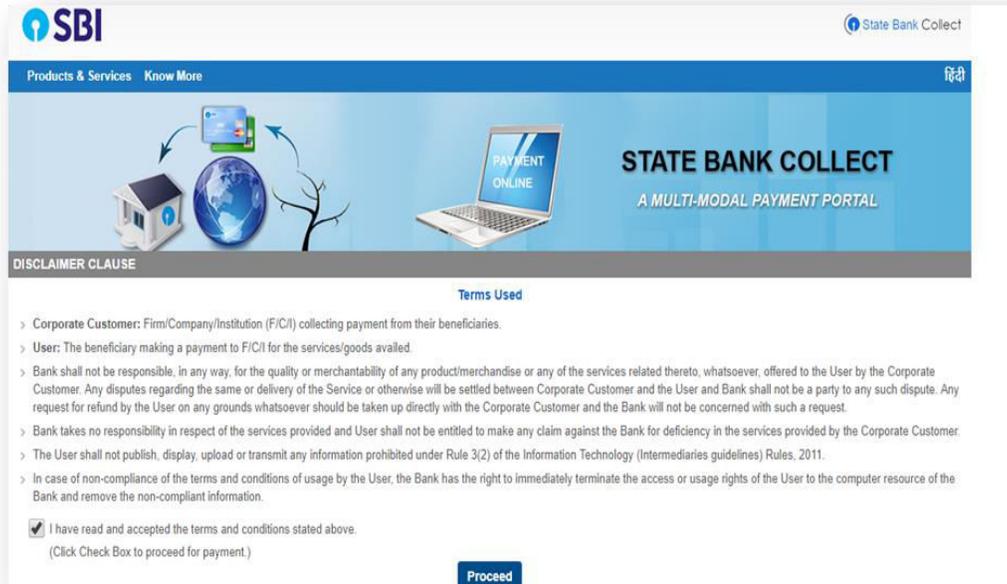
Click on 'PAY' button to pay your fees, fees to be paid is Rs.2775.00/

Payment Term

Renewal For * 30 years
Opt for DIC Publications (Optional)*
Yes

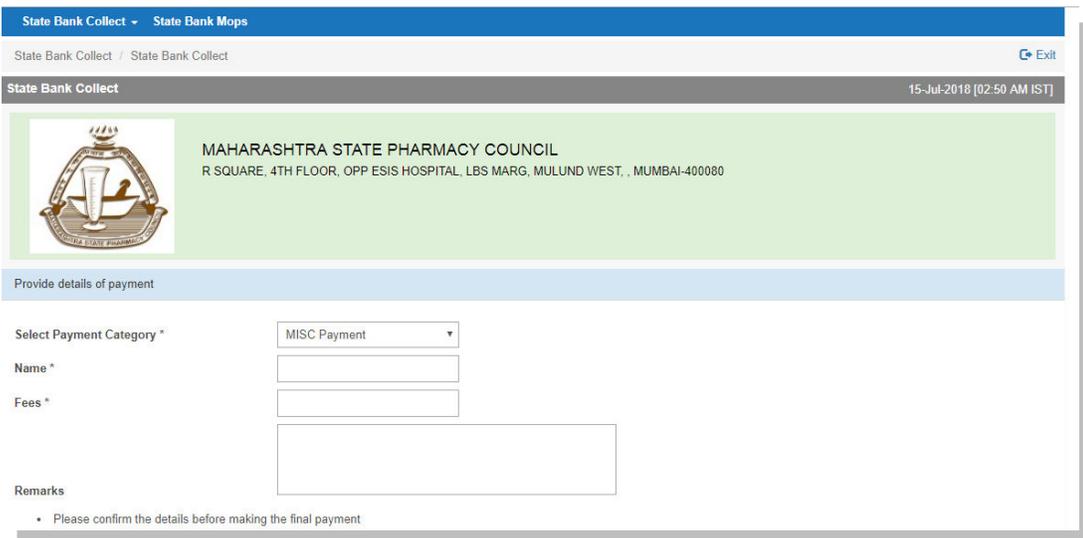
PAY

As mentioned above following page will open for making online payment at SBI bank portal.



Read all the instruction and checked to **Proceed** for Payment.

User will redirect to next Maharashtra State Pharmacy Council page for payment, see below image for reference.



Filled all your details and Click on **Submit** button. As you click on Submit button you will redirect to Payment details. Enter your payment details as per bank instruction.



Remarks

- Please confirm the details before making the final payment
- Telephone 022-25684291, Email: mspcindia@gmail.com Website: www.mspcindia.org

Please enter your Name, Date of Birth (For Personal Banking) / Incorporation (For Corporate Banking) & Mobile Number. This is required to reprint your e-receipt / remittance(PAP) form, if the need arises.

Name *

Date Of Birth / Incorporation *

Mobile Number *

Enter the text as shown in the image *

[Submit](#) [Reset](#) [Back](#)

Mandatory fields are marked with an asterisk (*)

After successful payment, Applicant must take a printout of the online receipt to enter details on online registration. As shown below

Fee Details

PARTICULARS	AMOUNT
Application Fee	25.00
Registration Fee	100.00
Postal and Incidental charges	100.00
Service Charges	500.00
Additional Qualification	100.00
DIC Publications (Optional)	250.00
PPP charges	100.00
PPP Renewal	100.00
Advance Renewal Fees in Lumpsum (ARFL)	1500.00

Click on 'PAY' button to pay your fees, fees to be paid is Rs.2775.00/ [PAY](#)

Payment Term

- Renewal For - 30 years
- Opt for DIC Publications (Optional)

Enter Payment Details

Applicant who have already paid their fees can enter their payment details and save the details, if not click on above "PAY" button to make payment.

SBI Reference Number * (Ex. DUXXXXXXX)

Fees Paid *

Payment Date * (Ex.dd/mm/yyyy)

[ADD](#)

Entered SBI reference number generated as mentioned above, then amount of fees paid and payment date. Click on **ADD** button to proceed.

Payment details will be added to system and then click on **Schedule Appointment** button.

- V. **Appointment:** Schedule Appointment page will appear, select your appointment date from the list of available dates and appropriate time slot from the drop down. According to the vacant seats available on respective date and then click on **Schedule** button. Please refer below image,



Appointment Details

[Click here for Important points](#) * Mandatory Fields

Schedule Your Appointment

Location* MUMBAI - R-square, 4th Floor, Opp E.S.I.S. Hospital Compound,L.B.S. Marg, Mulund (W),Mumbai - 400 080

Select Appointment Date* **Select Time Slot***

Appointment Status

DATE	VACANT
04/08/2018	150
06/08/2018	150
07/08/2018	149
08/08/2018	149
09/08/2018	150
10/08/2018	150
13/08/2018	150

After **successful appointment**, **Confirm** to process your application to MSPC office for scrutiny. Please refer below image.

Appointment Details

[Click here for important points](#) * Mandatory Fields

Confirm Application

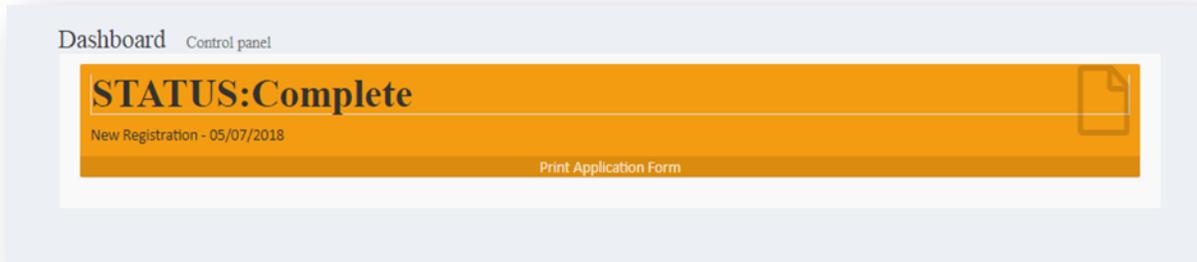
SR.NO.	LOCATION	APPOINTMENTDATE	TIMESLOT	STATUS	RE-SCHEDULE
1	MUMBAI - R-square, 4th Floor, Opp E.S.I.S. Hospital Compound,L.B.S. Marg, Mulund (W),Mumbai - 400 08	06/08/2018	10:30 AM - 03:00 PM	Active	

Responsibility Statement

- I undertake that the information submitted / Uploaded is true and correct.
- I am aware that any errors, mistakes, faults, inaccuracy, miscalculation in submitting / uploading data will result into wrong, improper, incorrect output
- I am aware that i will be solely responsible for any incorrect or wrong output generated due to above.

I AGREE WITH THE ABOVE RESPONSIBILITY STATEMENT

As applicant **CONFIRM his/her application**, application status will be completed. Please refer below image.



As shown in above picture **STATUS** is **Complete** and User have to click on **Print Application Form** and take a printout of the form which has to be submitted at the time of scheduled appointment.

Please refer below image.

Application Type # **New Registration** Application Date # **05/07/2018** Registration For # **30 Years**

Name # **Sachin** Date Of Birth # **14/02/1985** Gender # **Female**
 Email ID # **sachin1984@gmail.com** Mobile Nos # Nationality # **INDIAN**
 Old Name # IsChangeOfName # **No**

Permanent Address Local Address Professional Address
Ganesh Nagar,Near Ganeshwar Towar **Ganesh Nagar,Near Ganeshwar Towar** **Fort Mumbai,, MUMBAI, THANE, MAHARASHTRA**
Ganesh Nagar,Near Ganeshwar Towar,, KALYAN, THANE, MAHARASHTRA **, KALYAN, THANE, MAHARASHTRA** **, 400001**
, 421202 **, 421202**

Qualification Details #

Sr.No.	Course	Institute	Date Of Passing
1	D.Pharm	NSS COLLEGE OF PHARMACY	12/12/2015
2	B.Pharm	GOVERNMENT POLYTECHNIC	12/12/2015
3	M.Pharm	GOVERNMENT POLYTECHNIC	12/12/2018

Fee Details #

Sr.No.	Particulars	Amount
1	Application Fee	25.00
2	Registration Fee	100.00
3	Postal and incidental charges	100.00
4	Service Charges	500.00
5	Additional Qualification	100.00
6	DIC Publications (Optional)	250.00
7	PPP charges	100.00

Documents Uploaded #

Sr.No.	Document Name
1	First Year Diploma Marksheet