

**Please read this guideline before filling up your online application form.**

- The candidate apply for the Academic Regular Courses should first register in the website [www.fwtrc.gov.in](http://www.fwtrc.gov.in)
- Go to the website [www.fwtrc.gov.in](http://www.fwtrc.gov.in) . Click on “**Login**” button.
- If candidate have login ID and Password then they can directly login for apply form.

The screenshot shows a login form with the following fields and instructions:

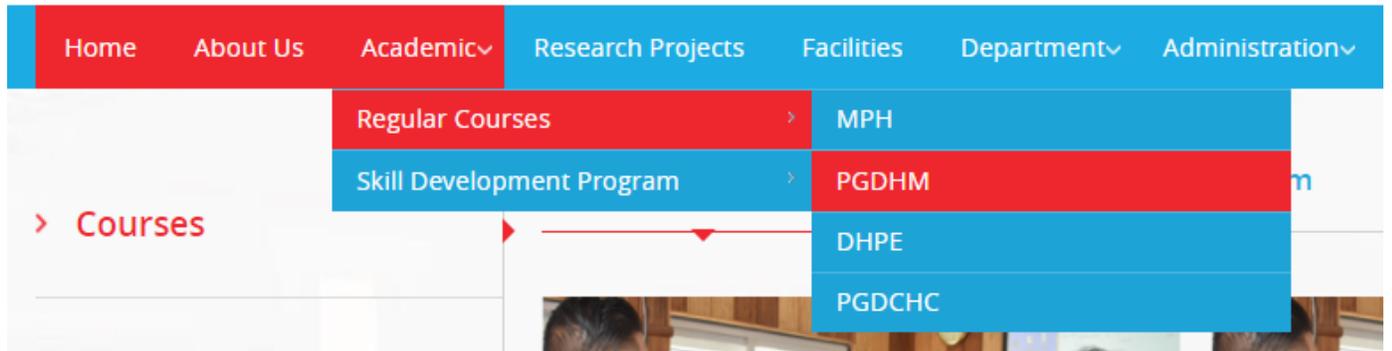
- Username \***: A text input field with the instruction "Enter your National Institute of Public Health Training and Research username."
- Password \***: A text input field with the instruction "Enter the password that accompanies your username."
- CAPTCHA**: A section with the instruction "This question is for testing whether or not you are a human visitor and to prevent automated spam submissions." Below it is a text input field and a CAPTCHA image showing the characters "4AShRE" with a refresh icon.
- Log in**: A blue button.
- Are you not a registered user? Click Here.**: A link.
- Have you forgotten your password?**: A link.

- If Not registered then Click on ‘**Are you not a registered user? Click Here**’ link.
- 1) **Username:** Please enter your username (Login ID).
  - 2) **Email:** The applicant has to enter his/her own valid & functional email address, which will be used for the application process.
  - 3) **Password:** Choose your password (Length must be strong) Use uppercase & lowercase alphabets, numerical, special characters.
  - 4) **Full name:** Enter your Full Name in Capital Letters.
  - 5) **Mobile :** Enter your Mobile Number.
  - 6) Click on ‘**Create New Account**’.

The screenshot shows a "Create New Account" form with the following fields and instructions:

- Username \***: A text input field.
- E-mail address \***: A text input field.
- Password \***: A text input field. Next to it is a "Password quality:" indicator.
- Confirm password \***: A text input field.
- Full Name \***: A text input field.
- Mobile \***: A text input field.
- CAPTCHA**: A section with the instruction "This question is for testing whether or not you are a human visitor and to prevent automated spam submissions." Below it is a text input field and a CAPTCHA image showing the characters "HA36BJ" with a refresh icon.
- Create new account**: A blue button.

- After Login Please click on “**Academic**”, then you can select your **Regular Courses** which you want.



- If you want to apply for Post Graduate Diploma In Hospital Management , then select Post Graduate Diploma In Hospital Management and click on “**Apply Now**” tab.

## Post Graduate Diploma In Hospital Management (PGDHM)

Apply Now

(Use CAPITAL LETTER Only & fill ALL \* FIELD).

User Information   Academic Record   Employment Record   Additional Information

|   |                         |                      |                      |
|---|-------------------------|----------------------|----------------------|
| Title   | First Name *            | Middle Name *        | Surname *            |
| --Select--  | <input type="text"/>    | <input type="text"/> | <input type="text"/> |
| Upload Photo<br><input type="button" value="Choose File"/> No file chosen<br><small>[Click on Image Icon to view uploaded photo] Allowed File Size : 200KB<br/>Valid file .jpg .jpeg .png</small> | Gender *                |                      |                      |
| Date of Birth *   | - Select -              |                      |                      |
| <input type="text"/><br><small>E.g., 12/01/2021</small>   | Age (as on 31-Mar-2021) |                      |                      |
| Age Proof Document<br><input type="button" value="Choose File"/> No file chosen<br><small>Allowed File size:2MB valid file .jpg .png .jpeg .pdf .doc .docx</small>                                | Marital Status *        |                      |                      |
| Present Address 1 *   | - Select -              |                      |                      |
| <input type="text"/>  | Present Address 2 *     |                      |                      |
|   | <input type="text"/>    |                      |                      |

1) User Information :

- All \* field are mandatory/compulsory.
- Fill your basic details.
- Upload photo: allowed file size is less than **200kb** (jpg, jpeg and png ).
- Age Proof: Birth certificate, PAN card, ADHAR card etc. allowed file size less than **2MB**, valid file format jpg, jpeg, pdf, doc, docx , png.
- Read again and Click your declaration check box then click on Save AS Draft.

2) Academic Record:

- Enter your educational details.
- Upload Academy document (SSC/Graduation): Allowed file size is less than **2MB** (jpg,png,pdf,jpeg,doc, docx).

3) Employment Record:

- Enter your work Experience record
- Attach/upload experience certificate: jpg,pdf,jpeg,doc,docx,png.

4) Additional Information:

- Enter in short your important present job responsibilities.
  - Scan Signature of the applicant allowed less than **200 kb** (valid format jpg,jpeg,png,pdf,doc,docx).
- ❖ Kindly note that after fill the application form take the print of form stick passport size photo and send hard copy to director of NIPHTR with your signature.

**ENCLOSURES TO BE ATTACHED ALONG WITH APPLICATION FORM:**

1. SSC certificate (attested copy)
2. Graduation certificate (attested copy)
3. Age proof (attested copy)
4. Caste certificate along with validity certificate (attested copy)
5. Non creamy layer certificate for OBC candidates (attested copy)
6. Experience certificate
7. Forwarding letter from Competent Authority
8. Medical fitness certificate from the District Civil Surgeon or equivalent Competent Medical

