

User Guidelines for working on JKSDC web site

The portal comprises of following type of registrations and renewals for **Dental Doctors**:-

- 1. Doctor
 - a. New User Creation
 - b. Registration
 - c. Registration Renewal

New User Creation

Steps

- 1. Type URL <u>www.jksdc.in</u> in the web browser.
- 2. Click Registration->Signup
- 3. Fill the **Sign Up** Form (all fields are mandatory)
- 4. Press Submit Information Button
- 5. The Username and Password shall be sent through SMS for future logins.
- 6. One can Login by pressing **Login** link or Login option from Home Page using userID or registered E-mail ID.

» Message	r created successfully with username : jas	<< Back To Home
J&K STATE DE	NTAL COUNCIL	Home Contact Us E-mail-jksdc@rediffmail.com

7. After Login following screen shall appear.

J&K STAT	'E DENTAI	L COUI	NCIL		E-mail-jksdc@rediffmail.co	m
					LOGOL	т
» Doctor's Desk Registration Profile Details Renewal	Additional Qualification Reg No : - Name : JASV Qualificatio Special Qua Institute : Status : Par	NOC Issuance /INDER n : liffication : /ment Pending Payment For F	GSC Issuance	Clinical Registration -	Appointment schedule	Certificates -

8. Now Proceed for Payment by pressing Payment For Registration Button

		J&K Bank
Total Amount: Rs. 3	913.93	Transaction ID: dd502ebc964ed668cbd1
Transaction Amount: Rs Convenience Fee* : Rs. GST (On Convenience	s. 310.00 3.93 Fee) : Rs. 0.00	*Non refundable. Indicative amounts only. Please check exact amount on bank page.
Choose a payment m	nethod	
Credit Card	Card Type	VISA MeserCard
Net Banking	Card Number	
	Name on Card CVV Number	What is CVV number?
	Expiry Date	Month Year •
	Note: In the next s	tep you will be redirected to your bank's website to verify yourself. Pay Now
		or Go back to www.jksdc.in

9. Fill up the Payment Gateway Form shown above and Press **Pay Now** Button, a payment receipt shall be generated, download it by pressing **Download Button** as shown in Figure Below.

J&K STATE DENTAL COUNCIL				
User Id: Jas	Email: jas@gmail.com			
Transaction Ref. No.: 1234567	Mobile: 1234567891			
Payment Date: 30-Nov-2018	Payment Amount: 310.00			
Payment For: RegBDS	Payment Status FeePaid			
	Payment successful			

Download

Click here for Doctor's Desk.

10. Login from Home Screen or press here link as shown in above figure.

Registration

- 1. Scan and Save following Documents in PDF file format before proceeding for Registration.
 - a. Affidavit
 - b. Degree Certificate
 - c. Date-wise Internship Completion Certificate (Single PDF file)
 - d. First Year to Final Year Marks-Sheets (Single PDF file)
 - e. 10+2 marks certificate
 - f. Date of Birth Certificate
 - g. State Subject Certificate
 - h. Residence Proof
 - i. Aadhar Card (optional)
 - j. One recent photograph in .jpg/.png/.bmp formats not to exceed 100KB
- 2. Login from Home Screen
- 3. Press Registration, then Registration Form
- 4. Fill the mandatory fields marked with * sign, Aadhar No and Aadhar Card scan is optional.
- 5. Press Submit Button
- 6. For fixing Appointment proceed as follows:-

Fix Appointment

1. Click **Appointment Schedule** Tab as shown in Figure below



2. Pick date from the calendar (Please don't type date from keyboard)

	(i) w	ww.jksd	c.in/Set	tAppoir	ntment	.aspx
Solo	ct Da	ato E	or Ar	noin	tme	. t. t.
	itt De		on Ap	2018	ume	ιι.
Su	Мо	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
					7	8
9	10	11	12	13	14	15
	17	18	19	20	21	22
	24	25	26	27	28	29
- 30	31	1	2	3	4	5
Sele	ct Se	asor	1:			
14	E-t					
V	vinter					
Sele	ct Ti	me S	lot :			
	Calas	4 Time	01-4			
	-Selec	time	SI0t			

- 3. Choose Season as Winter or Summer and the Time Slot
- 4. Pressing **Submit** Button will temporarily fix the appointment which has to be accepted by JKSDC, this temporary date is reflected on Doctor's Desk as follows, on Fixing of appointment by JKSDC, an SMS shall be received by the applicant which is the final appointment date.

		0	
			LOGOUT
» Doctor's Desk			
Registration - Profile Details Renewal -	Additional Qualification NOC Issuance	GSC Issuance Clinical Registration -	Appointment schedule Certificates +
	Reg No : - Name : JASVINDER Gualification : BDS Special Qualification : Institute : xyz State or Appreter Appointment Date : 21 Dec 2 Time Slot : 10:00-10:30 AM	2018	

- 5. Keep on checking the status from time to time, in case status is **Rejected**, as shown below, then Login and Go to **Registration Menu** -> **Edit Form**
- 6. Make relevant changes according to remarks by JKSDC and Press **Save Changes** at the bottom of the page.

Registration -	Profile Details	Renewal -	Additional Qualification	NOC Issuance	GSC Issuance	Clinical Registration -	Appointment schedule	Certificates -
			Reg No : - Name : JA3 Qualificati Special Qu Institute v Status : R Rejection I	SVINDER on : BDS alification : geted Remarks : xyz	>			

- 7. Again Take Appointment using same procedure as before.
- 8. Appointment date once accepted by JKSDC will send an SMS to the applicant on registered mobile number.
- 9. Visit JKSDC office on the fixed appointment date along with all Original Documents for verification purpose.
- 10. After successful verification, JKSDC will register the Doctor and the status shall now become **Registered** as shown below.

			0==0		
				LOGO	оит
» Doctor's Desk					
Registration - Profile Details Renewa	Additional Qualification	NOC Issuance GSC Is	ssuance Clinical Registration -	Appointment schedule	Certificates -
	Reg No : Name : J Qualifica Special C Institute Status :	JKSDCA-4122 ASVINDER tion : BDS Jualification : xvz Registered			
Convright @ 2	Websit	e Designed & Developed by	NIELIT, Jammu.		

Registration Renewal

- 1. Login using username or E-mail
- 2. Go to Renewal Menu->Doctor Renewal Form
- 3. Select Apply Renewal For
- 4. Renewal Fee, Late Fee (if any) and Total Fee shall be reflected
- 5. Press Submit Button
- 6. Payment Form will open and pay your amount and Renewal for Next one year shall be done.

Meanings of various Statuses on Doctor Desk

Status	Meaning
Payment Pending	Doctor has yet to make first payment for Registration
FeePaid	Doctor has made the payment for Registration and ready to fill Registration
	Form
Appointment Pending	Registration Form has been filled and ready to take the Appointment
Applied	Appointment has been taken
Registered	Doctor has been Registered by JKSDC
Rejected	JKSDC has rejected the Application Form due to some shortfalls

-----THANKS------