

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 www.jksdc.in 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.



7. After Login following screen shall appear.



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



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 	
Payment Receipt	
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.

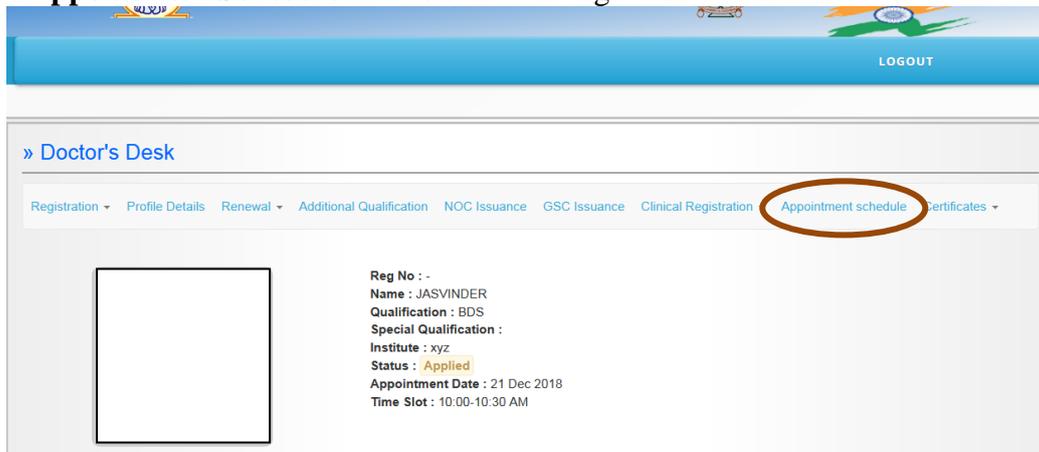
10. Login from Home Screen or press **here** link as shown in above figure.

Registration

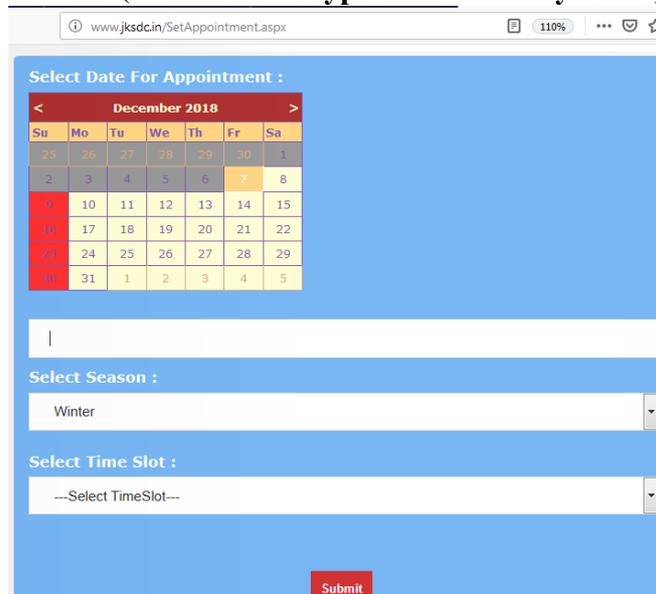
1. Scan and Save following Documents in PDF file format before proceeding for Registration.
 - a. Affidavit
 - b. Degree Certificate
 - c. Date-wise Internship Completion Certificate (**Single PDF file**)
 - d. First Year to Final Year Marks-Sheets (**Single PDF file**)
 - e. 10+2 marks certificate
 - 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

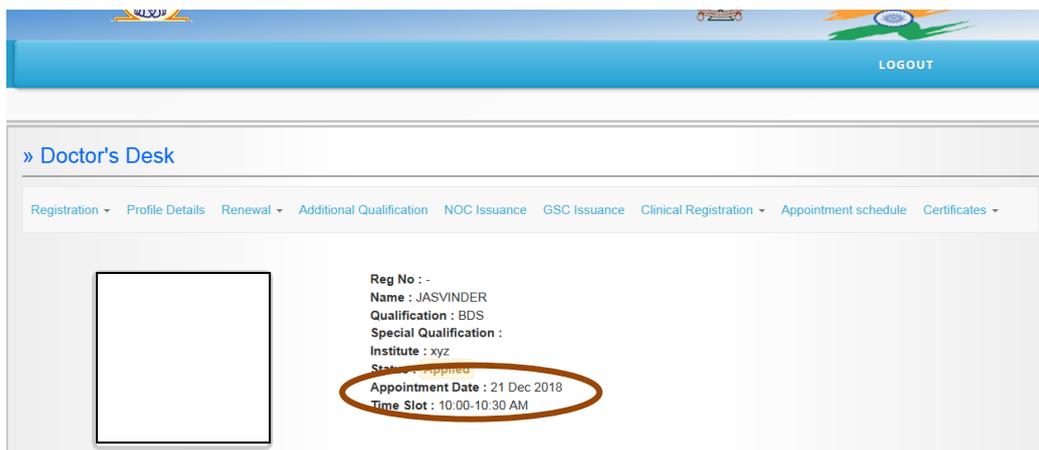
1. Click **Appointment Schedule** Tab as shown in Figure below



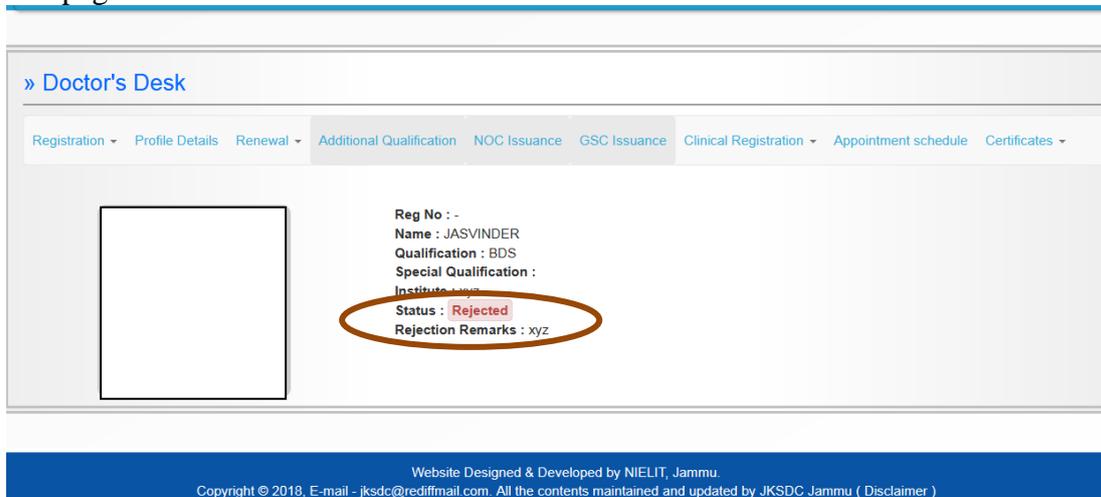
2. Pick date from the calendar (**Please don't type date from keyboard**)



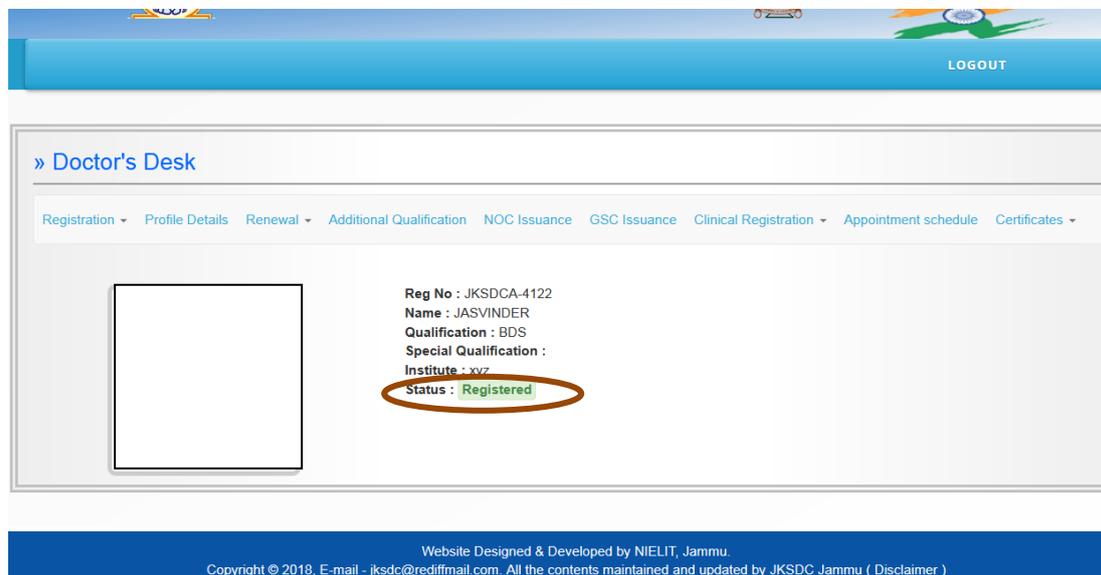
3. Choose Season as Winter or Summer and the Time Slot
4. Pressing **Submit** Button will temporarily fix the appointment which has to be accepted by JKSDC, this temporary date is reflected on Doctor's Desk as follows, on Fixing of appointment by JKSDC, an SMS shall be received by the applicant which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



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.



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.



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

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