

User Manual for Meghalaya Medical Services Recruitment Board

Overview of Application Steps

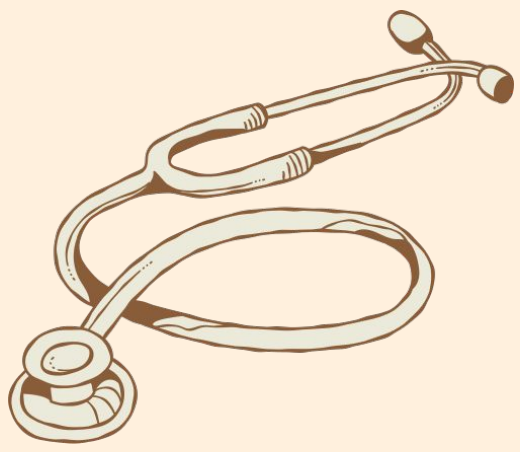




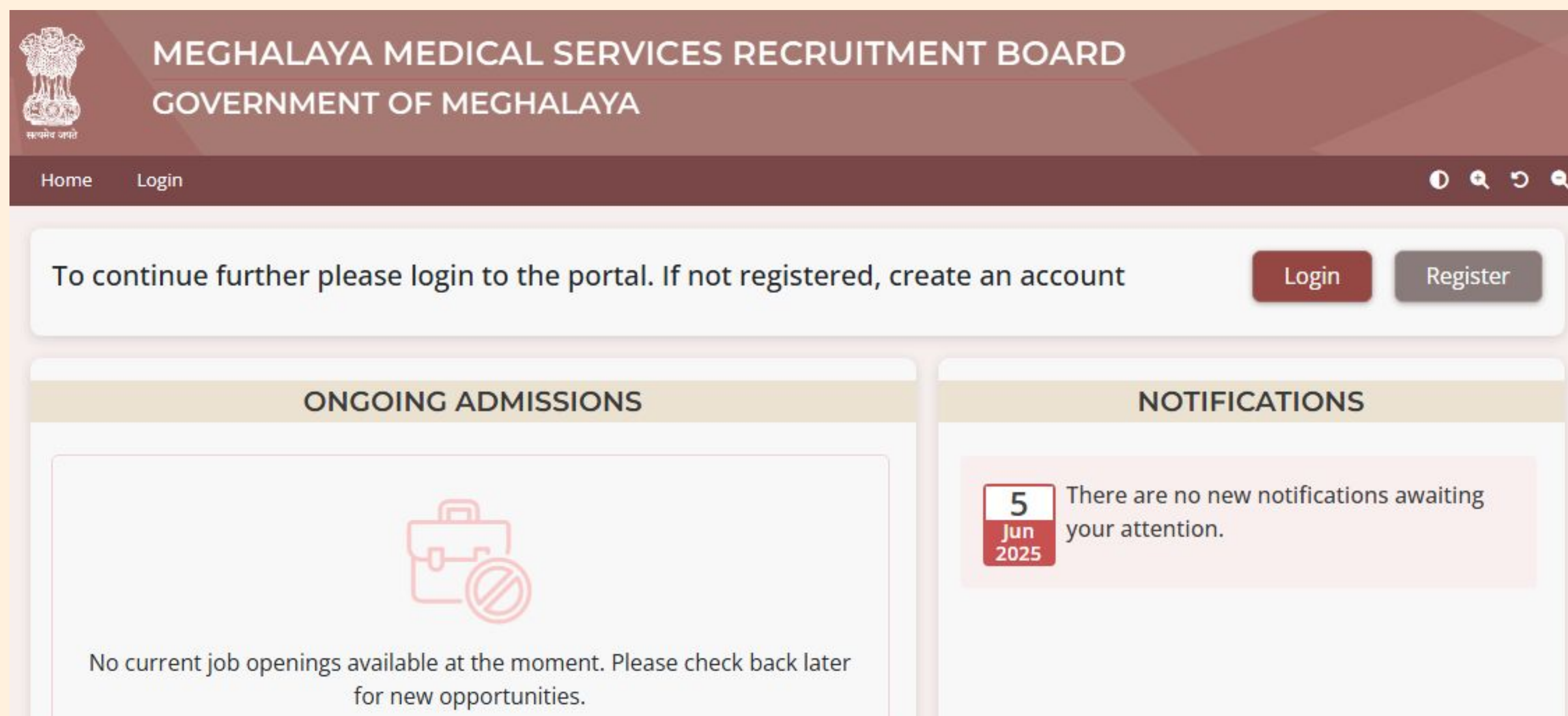
Agenda

Steps for Completing an Application Form

- 01** Register the Candidate
- 02** Login to the Module
- 03** Fill Candidate's Profile
- 04** Fill Application Form
- 05** Add Qualification Details
- 06** Preview and Submit Application
- 07** Acknowledgement Download

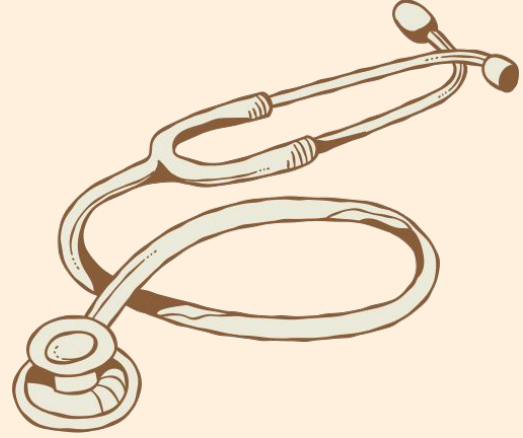


Landing Page



This screen is an initial landing page for users accessing ongoing admissions on the Meghalaya Medical Services portal. It suggests that currently, there are:

- Ongoing Admissions
- To continue further, the candidate need to login to the portal. If not registered, create an account and register first before login.



Register the Candidate

- The first step in the application process is to register the candidate by providing essential information to create an account.

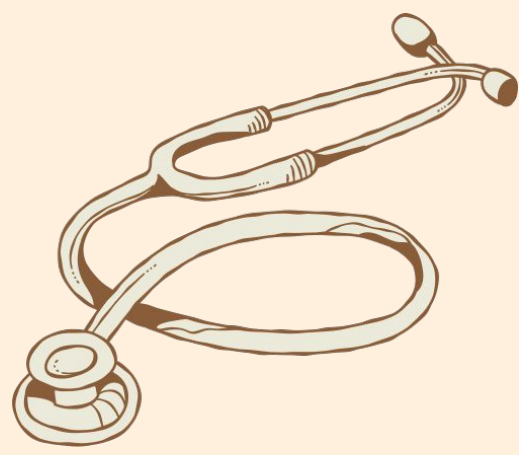
THIS INITIATES THE CANDIDATE'S JOURNEY.

- Once registered, the candidate can access the application form and proceed with completing their profile and selecting courses.

The registration form is titled "REGISTER" and includes the following fields:


- First Name**: Input field with placeholder text "First Name".
- Middle Name**: Input field with placeholder text "Middle Name".
- Last Name**: Input field with placeholder text "Last Name".
- Email**: Input field with placeholder text "Email".
- Mobile Number**: Input field with placeholder text "Mobile Number".
- Date of Birth**: Input field with placeholder text "dd-mm-yyyy".
- Password**: Input field with placeholder text "Password".
- Confirm Password**: Input field with placeholder text "Confirm Password".
- Captcha**: A box displaying the text "hepk4" with a refresh button (circular arrow icon) to the right. Below it is an input field with placeholder text "Enter the text displayed above".

At the bottom of the form is a large red button labeled "Register". Below the button, the text "Already Registered? [Login Here](#)" is displayed.



Login Process

- The next step in the application process is to log in to the module using your registered credentials to access the application form.
- A clickable option “**Forgot Password**” for users who have forgotten their password to initiate the recovery process is provided.
- Only after successful login users can access features like account, courses and profile management.





Login to your account

Username (Email or Mobile)

Password

[Forgot Password?](#)



Captcha

Login

Not Registered? [Register Here](#)



Home Page

A screenshot of the Meghalaya Medical Services Recruitment Board website. The header is dark red with the board's name and the Government of Meghalaya logo. A navigation bar contains links for Home, Application, Account, and Logout. A user profile 'Pallab P Han...' is logged in. The main content area shows a welcome message and a 'Profile' link circled in blue. Below this is a section for 'ONGOING ADMISSIONS' which states 'No course at the moment.'

MEGHALAYA MEDICAL SERVICES RECRUITMENT BOARD
GOVERNMENT OF MEGHALAYA

Home Application Account Logout

Welcome! Please go to [My Applications](#) section to download acknowledgement letters.

[Profile](#) [My Applications](#)

ONGOING ADMISSIONS

No course at the moment.

After login candidate can see the home page. There is a link to go to profile where candidate can start filling up the required information. This step involves filling up the candidate's profile with essential details such as basic information, address, and document uploads to proceed with the application.

Accurate profile information ensures a smooth application process and helps avoid delays or issues during verification.



Personal Details

- The screen displays the "**Personal Details**" section under the Profile tab.
- This section requires the candidate to fill in or review their basic personal information as part of the application process.
- At the bottom, there's a Save button to update and store the filled details.

This section ensures the recruitment board has all essential demographic, contact, and identity-related information about the applicant. It's crucial for eligibility verification and communication throughout the selection process.

The screenshot shows the 'Personal Details' section of a recruitment board profile. The header includes the board's name and logo. The profile completion status is 100%. The 'Personal Details' tab is active, showing fields for Name, Email, Date of birth, Phone, Father's Name, Mother's Name, Gender, Alternate Mobile Number, Nationality, Religion, Place of Birth, Marital Status, and State of Domicile. A 'Category' dropdown is set to 'Unreserved'. Below this, there are checkboxes for 'Possess ANM Certificate' and 'Locomotor Disability'. The 'Language' section allows selecting known languages and their proficiency (Read, Write, Speak). A 'Save' button is at the bottom.

MEGHALAYA MEDICAL SERVICES RECRUITMENT BOARD
GOVERNMENT OF MEGHALAYA

Home / Account - Profile (Personal Details) Profile completion: 100%

Personal Details Address Documents

PERSONAL DETAILS

Basic Details

Name * : [Redacted] Email * : [Redacted]
Date of birth * : [Redacted] Phone * : [Redacted]

**Note: The details provided above have been auto-populated from your account profile. Kindly navigate to "Account > Settings > Account Details" to make any modifications to this information.

Father's Name * : [Redacted] Mother's Name * : [Redacted]
Gender * : Female Alternate Mobile Number : [Redacted]
Nationality * : Indian Religion * : Hinduism
Place of Birth * : [Redacted] Marital Status * : Married
State of Domicile * : MEGHALAYA

Category

Category * : Unreserved

Please select the appropriate other category if applicable from the below list

Possess ANM Certificate ☐ Locomotor Disability ☐

Language

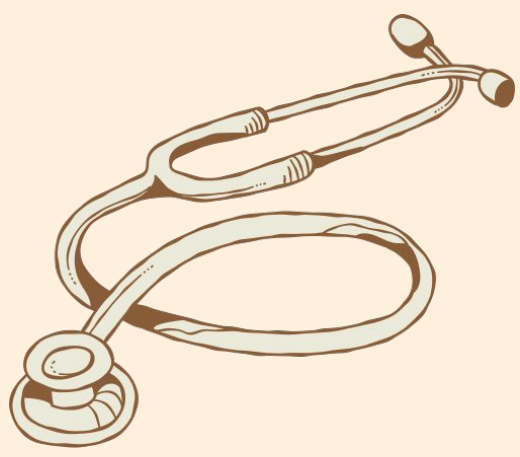
Select languages that you know

▼ Select language


English READ WRITE SPEAK

Save

Note: The fields marked with astericks(*) are mandatory.



Address Details



MEGHALAYA MEDICAL SERVICES RECRUITMENT BOARD
GOVERNMENT OF MEGHALAYA

HomeApplicationAccountLogout

Profile completion: 100%

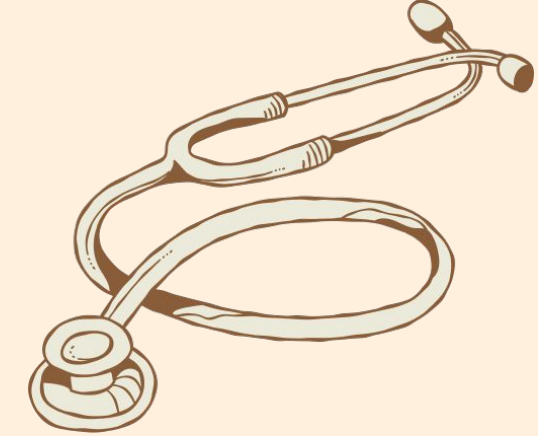
Personal DetailsAddressDocuments

ADDRESS

Add Address +

SI No	Address Type	Address	Location	Postal Details	Action
1	PERMANENT	Address Line 1 : Add line 1 Address Line 2 : Add line 2	Country : INDIA State : MEGHALAYA District : EAST GARO HILLS	PO : Post Office PS : Police Station Pincode : 7	<div><div></div><div></div></div>

- This screen displays the "**Address**" section under the Profile tab
- "**Add Address +**" button allows users to input additional address types such as Correspondence Address, if required by the application process.
- This section ensures that the candidate's permanent residential details are properly documented.




Documents Upload

- The screen displays the "**Documents**" section under the Profile tab.
- It is a part of the user's profile where mandatory documents must be uploaded to complete the application process.
- Proper guidelines are provided to upload the documents.

Status Indicator:

- Profile Completion: 100% (shown on top-right) – Indicates that all required personal, address, and document details have been successfully submitted.



MEGHALAYA MEDICAL SERVICES RECRUITMENT BOARD
GOVERNMENT OF MEGHALAYA

HomeApplicationAccountLogout

Profile completion: 100%

Home / Account - Profile (Documents)

Personal DetailsAddressDocuments

DOCUMENTS

2 inch

2 inch





Photo Upload Rules:

- Recent photo (within last 6 months)
- Clear, well-lit image
- Neutral expression, no sunglasses
- Plain light background
- Size: 2x2 inches (20KB-50KB)
- Ensure your photo is clearly visible in the preview section.





1 inch

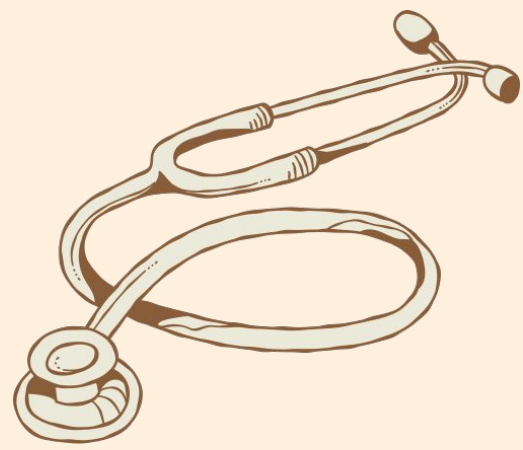
2 inch



Signature Upload Rules:

- Clear and legible
- Plain white or light background
- Size: 2x2 inches (10KB-30KB)
- Original signature preferred, not typed
- Ensure your signature is clearly visible in the preview section.

Sl No	Name	Type	Size	Status	Action
1	Photo - MANDATORY	IMAGE	Min Size : 20 KB Max Size: 50 KB	UPLOADED View Remove	Choose File No file chosen 
2	Signature - MANDATORY	IMAGE	Min Size : 10 KB Max Size: 50 KB	UPLOADED View Remove	Choose File No file chosen 
3	Proof of Date of Birth - MANDATORY	PDF	Min Size : 10 KB Max Size: 200 KB	UPLOADED View Remove	Choose File No file chosen 
4	PRC issued by competent authority of Meghalaya Category - Unreserved MANDATORY	PDF	Min Size : 10 KB Max Size: 250 KB	UPLOADED View Remove	Choose File No file chosen 



Apply Now

The screenshot displays the official website of the Meghalaya Medical Services Recruitment Board, Government of Meghalaya. The header includes the board's name and logo, along with navigation links for Home, Application, Account, and Logout. A user is logged in, as indicated by a 'Welcome!' message and a profile icon. The main content area is titled 'ONGOING ADMISSIONS' and features a section for 'TEST: Test'. Below this, there are details about the application process, including the publish date (06-2025), form fill-up start date (06-2025 | 10:00 AM), and form fill-up end date (27-06-2025 | 3:00 PM). Two courses are listed: 'Auxiliary Nursing & Midwifery (ANM) Training session (---)' and 'General Nursing & Midwifery (GNM) Training session (---)'. Each course has a 'Form fill-up status : NA' and a 'Payment status : NA'. An 'Apply Now' button is provided for each course. Information and download icons are visible in the top right corner of the course boxes.

- This screen allows candidates to apply for current training programs under the Meghalaya Medical Services Recruitment Board.
- **Info Icon (i)** on top right of the course box provides course or cycle-specific guidance
- **Download Icon** provides possibly to download the prospectus or admission notice
- Candidates can apply by selecting their desired course from the available options (**Auxiliary Nursing & Midwifery (ANM) Training Session** and **General Nursing & Midwifery (GNM) Training Session**) provided on the screen and click on **Apply Now** button.

Application Form

- This screen displays the application form for the ANM (Auxiliary Nursing & Midwifery) course under the Meghalaya Medical Services Recruitment Board. The applicant is required to fill out various mandatory sections before submitting the form
- Category, Basic Details, Address and Language details are fetched from the Profile section.
- Qualification 1 is mandatory for proceeding with the application for the course ANM.
- Additional qualifications can be added if applicable.
- Mandatory documents related to the qualifications provided need to be uploaded.
- Upload rules are clearly mentioned (image size, dimensions, background, etc.).
- Options to view or remove uploaded documents are provided.
- Candidates must select their preferred screening center between Shillong and Tura.
- Must click "Update Location Preference" after selection.
- After declaring the checkbox, the final step is to click "**Preview**" to review the application before final submission.

This screen is essential for completing the ANM application, with all sections requiring accurate and complete input. Failure to enter Qualification 1 will restrict submission, as it is marked mandatory.

MEGHALAYA MEDICAL SERVICES RECRUITMENT BOARD
GOVERNMENT OF MEGHALAYA

Home Application Account Logout

APPLICATION FORM

Category *

Unreserved

Confirm Category

Basic Details

Name * : Email * :
Date of birth * : Phone * :
Age as on 31-12-2025 : 30Y 2M 6D

* The details provided above have been auto-populated from your account profile. Kindly navigate to "Account > Settings > Account Details" to make any modifications to this information.

Father's Name * : Mother's Name *
Father : Mother
Gender * : Alternate Mobile Number
Female :
Nationality * : Religion *
Indian : Hinduism
Place of Birth * : Marital Status *
State of Domicile * : Married
MEGHALAYA :

Language

Select languages that you know

Select Language :

English : READ : WRITE : SPEAK : X

Update Personal Details

Address

Sl No	Address Type	Address	Location	Postal Details	Action
1	PERMANENT	Address Line 1: Add line 1 Address Line 2: Add line 2	Country: INDIA State: MEGHALAYA District: EAST GARO HILLS	PO : Post Office PS : Police Station Pincode:	

Qualification

* Qualification 1 is Mandatory

1. 10+2 recognized by MBOSE/ CBSE/ ICSE/SSCE/HSC or a recognized equivalent examination

Add From Previously Saved Qualifications Add Qualification +

Sl No	Qualification	Institute	Stream	Year of Passing	Evaluation	Action
1	10+2 recognized by MBOSE/ CBSE/ ICSE/SSCE/HSC or a recognized equivalent examination	Institute: Institute Board: Board	Stream: Science (Full Time)	2021	Percentage: 60 Total Mark: 400	

Documents

Photo Upload Rules:

- Recent photo (within last 6 months)
- Clear, well-lit image
- Neutral expression, no sunglasses
- Plain light background
- Size: 2x2 inches (20x20 KB)
- Ensure your photo is clearly visible in the preview section.

Signature Upload Rules:

- Clear and legible
- Plain white or light background
- Size: 2x2 inches (10x10 KB)
- Original signature preferred, not typed
- Ensure your signature is clearly visible in the preview section.

Sl No	Name	Type	Size	Status	Action
1	Photo	IMAGE	Min : 20 KB Max : 50 KB	UPLOADED	Choose File No file chosen
2	Signature	IMAGE	Min : 10 KB Max : 50 KB	UPLOADED	Choose File No file chosen
3	Proof of Date of Birth	PDF	Min : 10 KB Max : 200 KB	UPLOADED	Choose File No file chosen
4	PRC issued by competent authority of Meghalaya	PDF	Min : 10 KB Max : 250 KB	UPLOADED	Choose File No file chosen
5	Marksheet	PDF	Min : 10 KB Max : 200 KB	UPLOADED	Choose File No file chosen

Screening Center Preferences

Select Your Preferred Screening Center

Shillong
Tura

Update Location Preference

I declare that the information provided above are true to the best of my knowledge. If any of the information above as provided by me are found incorrect or false, then my application is subjected to rejection and debarred from appearing any examination conducted by the authority in the future.

Preview

Application Form

- This screen displays the application form for the **GNM (General Nursing & Midwifery Training)** course under the Meghalaya Medical Services Recruitment Board. The applicant is required to fill out various mandatory sections before submitting the form
- Category, Basic Details, Address and Language details are fetched from the Profile section.
- Applicants must satisfy at least one of the two educational qualification options provided for applying GNM course.
- Additional qualifications can be added if applicable.
- Mandatory documents related to the qualifications provided need to be uploaded.
- Upload rules are clearly mentioned (image size, dimensions, background, etc.).
- Options to view or remove uploaded documents are provided.
- Candidates must select their preferred screening center between Shillong and Tura.
- Must click "Update Location Preference" after selection.
- After declaring the checkbox, the final step is to click "**Preview**" to review the application before final submission.

This form is designed to ensure that only candidates meeting the minimum educational criteria (Qualification 1 or 2) are able to proceed.

MEGHALAYA MEDICAL SERVICES RECRUITMENT BOARD
GOVERNMENT OF MEGHALAYA

Application Account Logout

APPLICATION FORM

Category

Category *

Unreserved

Confirm Category

Basic Details

Name *
Date of birth *
Age as on 31-12-2025

Email *
Phone *

Father's Name *
Mother's Name *
Gender *
Nationality *
Place of Birth *
Place of Birth
State of Domicile *

Mother's Name *
Alternate Mobile Number
Religion *
Marital Status *
Married

Language

Select languages that you know
Select Language

English

WRITE

SPEAK

Update Personal Details

Address

SI No
Address Type
Address
Location
Postal Details
Action

1
PERMANENT
Address Line 1: Add line 1
Address Line 2: Add line 2
Country: INDIA
State : MEGHALAYA
District : EAST GARO HILLS
PO : Post Office
PS : Police Station
Pincode: 781001

Qualification

Qualification 1 or 2 is Mandatory

1. 10+2 level examination with 40% aggregate marks from recognized University/ Board. Candidates are also eligible from the State open school recognized by State Government and National Institute of open School (NIOS) recognized by Central Government

Add From Previously Saved Qualifications

Add Qualification

SI No
Qualification
Institute
Stream
Year of Passing
Evaluation
Action

1
10+2 level examination
Institute : Institute
Board : Board
Stream: Arts (Full Time)
2021
Percentage : 60
Total Mark : 350

2. 10+2 with English having 40% of Marks in Vocational Stream-Health Care Science from recognized CBSE Board/ State/ Centre

Add From Previously Saved Qualifications

Add Qualification

SI No
Qualification
Institute
Stream
Year of Passing
Evaluation
Action

No data available in the table

Documents

Photo Upload Rules:
Recent photo (within last 6 months)
Clear, well-lit image
Neutral expression, no sunglasses
Plain light background
Size: 2x2 inches (50x50 KB)
Ensure your photo is clearly visible in the preview section.

Signature Upload Rules:
Clear and legible
Plain white or light background
Size: 2x2 inches (10x10 KB)
Original signature preferred, not typed
Ensure your signature is clearly visible in the preview section.

SI No
Name
Type
Size
Status
Action

1
Photo
IMAGE
Min Size : 20 KB
Max Size: 50 KB
UPLOADED
Choose File
No file chosen

2
Signature
IMAGE
Min Size : 10 KB
Max Size: 50 KB
UPLOADED
Choose File
No file chosen

3
Proof of Date of Birth
PDF
Min Size : 10 KB
Max Size: 200 KB
UPLOADED
Choose File
No file chosen

4
PIC issued by competent authority of Meghalaya Category - Unreserved
PDF
Min Size : 10 KB
Max Size: 250 KB
UPLOADED
Choose File
No file chosen

5
Marksheet Qualification - 10+2 level examination (scs)
PDF
Min Size : 10 KB
Max Size: 200 KB
UPLOADED
Choose File
No file chosen

Screening Center Preferences

Select Your Preferred Screening Center

Shillong

Tura

Update Location Preference

I declare that the information provided above are true to the best of my knowledge. If any of the information above as provided by me are found incorrect or false, then my application is subjected to rejection and debarred from appearing any examination conducted by the authority in the future.

Preview

Application Preview

- This screen display the Application Preview Page for the Meghalaya Medical Services Recruitment Board under the Government of Meghalaya.
- It displays the applicants to review their filled-in details before final submission for a recruitment application.
- The application preview section includes Basic Details, Category , Address, Language Proficiency, Qualifications, Documents uploaded and Screening Center selected by the candidates.
- The candidates can Submit Application by clicking “**Submit Application**” button or
- Go Back to Edit Application if required .

This preview page ensures that all application data is correct and complete before final submission. The user is given the option to view and verify uploaded documents and edit their application if necessary.

MEGHALAYA MEDICAL SERVICES RECRUITMENT BOARD
GOVERNMENT OF MEGHALAYA

HomeApplicationAccountLogout

Application Preview

Application Details

First Name

Middle Name

Last Name

Email ID

Phone Number

Date of Birth

Basic Details

Father's Name

Father

Mother's Name

Mother

Gender

Female

Nationality

Indian

Religion

Hinduism

State of Domicile

MEGHALAYA

Alternate Phone No

Place of Birth

Place of Birth

Marital Status

Married

Category

Unreserved

Language

Sl No	Language	Speak	Read	Write
1	English	YES	YES	YES

Address

Sl No	Address Type	Address	Location	Postal Details
1	PERMANENT	Address Line 1 : Add line 1 Address Line 2 : Add line 2	Country : INDIA State : MEGHALAYA District : EAST GARO HILLS	PO : Post Office PS : Police Station Pincode :

Qualification

Sl No	Qualification	Institute	Stream	Year of Passing	Evaluation
1	10+2 level examination	Institute : Institute Board : Board	Stream : Arts (Full Time)	2021	Percentage - 60 Total Mark - 350

Documents

Sl No	Name	Type	Status	Action
1	Photo	IMAGE	UPLOADED	View
2	Signature	IMAGE	UPLOADED	View
3	Proof of Date of Birth	PDF	UPLOADED	View
4	PRC issued by competent authority of Meghalaya Category - Unreserved	PDF	UPLOADED	View
5	Marksheet Qualification - 10+2 level examination (Arts)	PDF	UPLOADED	View

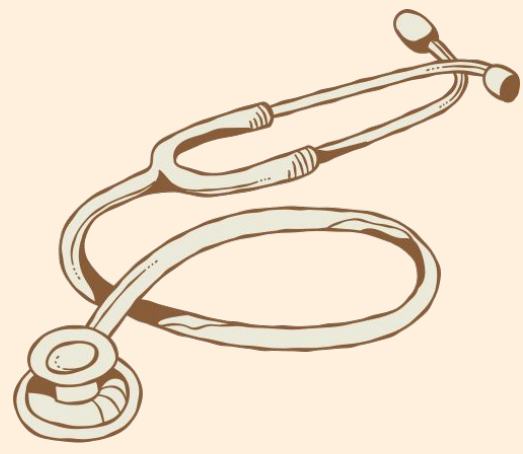
Screening Center Preferences

1. Shillong

2. Tura

Submit Application

Go Back to Edit Application



ACK

Download

Home / Application - My Applications

My Applications

Course - Auxiliary Nursing & Midwifery (ANM) Training session (Adv No - TEST)

Code - ANM | Grade - ---
Form Fillup Status - COMPLETE ✓

Submission Date: 06-2025 | 5:04 PM
Document Reverted: 0
[View Application](#)

Payment Amount: ₹ 0.00
Payment Status: Not Applicable

Payment ₹ Download ACK ↓

Course - General Nursing & Midwifery (GNM) Training session (Adv No - TEST)

Code - GNM | Grade - ---
Form Fillup Status - COMPLETE ✓

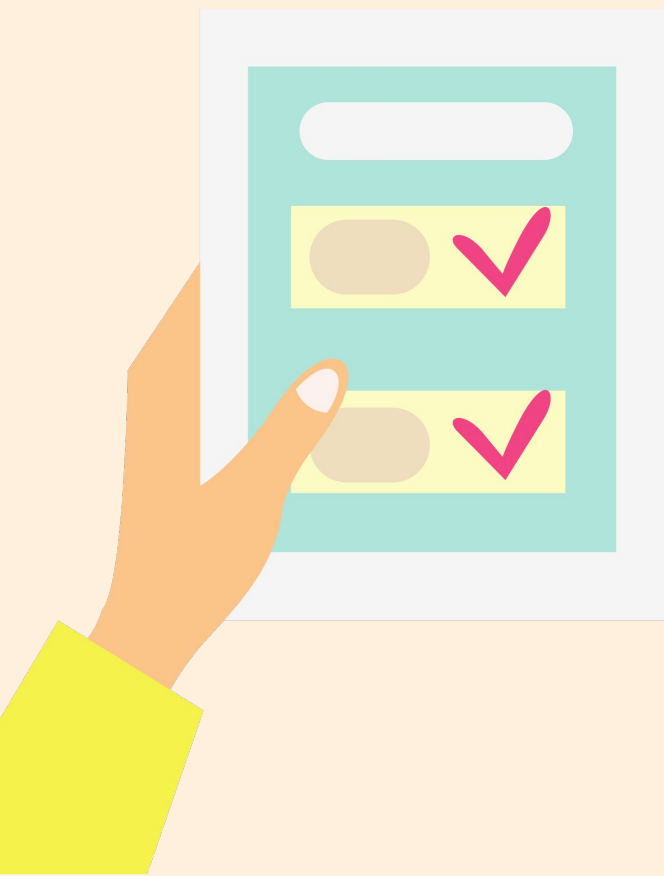
Submission Date: 06-2025 | 5:01 PM
Document Reverted: 0
[View Application](#)

Payment Amount: ₹ 0.00
Payment Status: Not Applicable

Payment ₹ Download ACK ↓

This is the **final step** in which the screen allows candidates to:

- Track the status of their submitted applications.
- View The application that has been submitted.
- Download acknowledgment receipts
- Monitor document reversion status.



Thank You

