Instructions for Application for Registration of Pharmacists under UPPC

*Fields marked with * in Online Application Form are mandatory.*

Step 1 - Register

- Open http://apps.uppc.in/online/Account/Registration in your web browser and fill Title, First Name, Middle Name, Last Name, Email ID & Mobile No. in respective fields and click on **Register** button.

- Thereafter, a One Time Password (OTP) will be sent on the Mobile No. & Email ID entered by the applicant. Verify that OTP by submitting on next step and then create the desired Login Password.

- Once the password is created, registration will be completed.

Step 2 - Login

- Open http://apps.uppc.in/online/ in your web browser and fill Registered Mobile No. & Password in respective fields and click on **Login** button.

  *In case user forgets password, click on **Forgot Password?** link and get the registered Mobile No. verified through OTP. Thereafter, new password will be sent on the registered Mobile No. & Email ID.*

Step 3 – Submit Application for Registration of Pharmacist

- After login, user will be redirected to his/her respective dashboard.

- Click on **Request for Pharmacist Registration** tab and then on **Apply for Registration of Pharmacist** tab. Answer the question '**Are you already registered as a Pharmacist in Pharmacy Council of State other than Uttar Pradesh?**' with **YES** or **NO**. If the answer is **NO**, fill below details in respective sections:

  - **Basic Details**

    - Gender

    - Date of Birth

    - Place of Birth

    - Father's Name

- Husband's Name

- Religion

- Category

- Aadhaar No.

- Nationality

o **Permanent Address**

- House No.

- Village/Locality

- Name of Police Station

- Country

- State

- District

- PIN Code

o **Correspondence Address**

*Select checkbox of **Same as Permanent Address** if Correspondence Address is same as Permanent Address, else fill:*

- House No.

- Village/Locality

- Name of Police Station

- Country

- State

- District

- PIN Code

After filling the above details, click on **Save & Next** button. User will be redirected to next part of the Application. Fill below details thereafter:

- o **Educational Qualification Details**

  - Name of Examining Body

  - Name of School/College/Institution

  - Course Started in Year

  - Course Ended in Year

  - Select if CGPA Applicable

  - Maximum Marks

  - Obtained Marks

  - CGPA (if applicable)

  of High School, Intermediate, D.Pharma, B.Pharma and M.Pharma

- o **Details of Last Degree Obtained**

  - Degree Obtained

  - Roll No.

  - College/Institute Address

  - State

  - District

  - PIN Code

- o **Internship Details (Mandatory if D.Pharma Degree Holder)**

  - Hospital/Organization Name

  - Address

  - State

  - District

- Internship Period (From Date)

- Internship Period (Till Date)

After filling the above details, click on **Save & Next** button. User will be redirected to next part of the Application. Upload below documents thereafter:

- o **Upload Documents**

  - Photograph *(JPG/JPEG) 120 - 350 KB*

  - Signature *(JPG/JPEG) 50 - 120 KB*

  *Below documents should be in **PDF** format whose size should not exceed **1 MB/1024 KB** each:*

  - High School Marksheet

  - High School Certificate

  - Intermediate Marksheet

  - Intermediate Certificate

  - D.Pharma Marksheet

  - D.Pharma Certificate

  - B.Pharma Marksheet

  - B.Pharma Certificate

  - M.Pharma Marksheet

  - M.Pharma Certificate

  - Internship Certificate

  - Domicile of UP Certificate (Issued Within 6 Months) *If completed D. Pharma/B. Pharma from state other than UP*

  - Scanned Copy of valid ID Proof (Aadhaar Card/Voter ID/Residence Certificate)

  - Affidavit

After uploading the above documents, select checkbox of Declaration and click on **Save & Next** button. User will be redirected to preview the filled details. Make the required changes, if any, in the filled details and click on **Save & Next** button.

If the answer of the question '**Are you already registered as a Pharmacist in Pharmacy Council of State other than Uttar Pradesh?**' is **YES** then fill below details:

- Registered in State Pharmacy Council of
- Registration No. of Pharmacist
- Date of Registration
- Section of the Pharmacy Act under which registered
- Address of Pharmacy

After filling the above details, click on **Save & Next** button. Subsequently, same form will appear which opens when user answers the aforesaid question as **NO**. Submit details in form and proceed.

Step 4 – Submit Application Fee

- After submitting the details, user will be redirected to submit the Application Fee online. Click on **Proceed to Pay** button and submit fee through Credit Card/Debit Card/Net Banking/UPI.
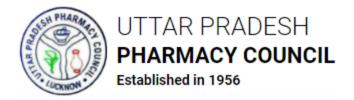
  *Click on **Edit Application** button to edit the details filled in the application form. No changes will be allowed in the application form once the fee is paid; hence applicants are advised to do the required changes in application form before fee submission.*

- Once the fee is paid, application will be forwarded to the concerned authority of the Council for further processing.

  If UPPC raises any query, applicant will have to redress/answer it at the earliest. Once the query is redressed/answered, UPPC will proceed with the application.

Step 5 – Document Verification

- After Fee Payment, application will be forwarded to UPPC for Document Verification.

- After document verification, action taken by UPPC Authority i.e., Approval/Rejection of Application or any query raised by UPPC will be notified to applicant through SMS, Email and applicant's dashboard.

Applicant can track the status of application through their **Dashboard** and **View Application Status** sections under **Request for Pharmacist Registration**.

Applicant will receive SMS & Email alerts on all necessary steps.

On final approval, UPPC will issue a **Pharmacist Registration Certificate** which can be downloaded by the applicant through his/her dashboard.

Change Password

- To change password, click on User Icon appearing on the top right corner and then on **Change Password** menu.

- Thereafter, fill Current Password, New Password and Retype New Password in respective fields and click on **Change Password** button. Password will be changed subsequently and panel will be logged out. Login with the new password.