



UTTAR PRADESH
PHARMACY COUNCIL
Established in 1956

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



UTTAR PRADESH PHARMACY COUNCIL

Established in 1956

- Husband's Name
- Religion
- Category
- Aadhaar No.
- Nationality
- **Permanent Address**
 - House No.
 - Village/Locality
 - Name of Police Station
 - Country
 - State
 - District
 - PIN Code
- **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



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

○ **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

○ **Details of Last Degree Obtained**

- Degree Obtained
- Roll No.
- College/Institute Address
- State
- District
- PIN Code

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

- Hospital/Organization Name
- Address
- State
- District



UTTAR PRADESH PHARMACY COUNCIL

Established in 1956

- 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:

○ 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



UTTAR PRADESH PHARMACY COUNCIL

Established in 1956

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 – Schedule Appointment for Document Verification

- After Fee Payment, applicant will be redirected to Schedule the Appointment for Document Verification.
- Select Date, Time and Centre to schedule the appointment. Once the appointment is scheduled, same will be reflected on UPPC Login.

Applicant will have to reach the center on scheduled date & time for verification of documents with original copies.



UTTAR PRADESH PHARMACY COUNCIL

Established in 1956

- 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.