

GUIDELINES & INSTRUCTION FOR REGISTRATION

1. FORM-G

- i. Col. 1:
 - a. Please mention your full name beginning with Surname in block capitals exactly corresponding with the name entered in University / Board.
 - b. If you have changed your name or a part of your name in past, please enclose the copy of gazette notification.
 - c. In case of female Candidate, if Candidate desires to change name on the ground of marriage, please enclose the copy of marriage certificate.
- ii. Col. 2 : Please mention Place and date of Birth as mentioned in the School leaving certificate.
- iii. Col. 4 : Please mention full residential address in block capitals with PIN CODE & District Name.
- iv. Col. 5 : Please mention full address of business or profession in block capitals with PIN CODE & District Name.
- v. Col. 6 : Please mention complete details of your Educational qualification
 - a. Diploma in Pharmacy / Degree in Pharmacy
 - b. Full Name and Address of Institution in which you studied.
 - c. Details regarding date, month & year of obtaining provisional / original Diploma / Degree certificate.
- vi. Please mention your present occupation
 - (i) Profession of Pharmacy
 - (ii) Other occupation
 - (iii) Study
- vii. Col. 7 (a) & (b) : Mention complete details regarding (i) Full name of employer / institution (ii) Full Address of employer / institution (iii) Date of joining and leaving or continuing with the employer / institution
- viii. Put your Signature on Page 1 & 2.

2. Forwarding Letter

- i. Mention complete details as required.
- ii. Enclose all relevant documents as mentioned in the list at Sr. No. 1 to 14 with Page No.
- iii. Mention (a) Full name of pharmacy institution
 - b. Period of studies with month & year of admission and month & year of completion of D.Pharm / B.Pharm Course.
 - c. Mention full name and place of University / Board of Examination.
 - d. Mention month & year of passing
- iv. Put your Signature on Page 3.

3. Fees

- i. Rs. 500/- (including administrative charges) to be paid in person either by Cash or a Demand Draft in favour of "Gujarat State Pharmacy Council" drawn on State Bank of India, Ahmedabad or any nationalised bank payable at Ahmedabad.

- ii. Rs. 100/- Late registration charges in case of application of registration made after one year of passing the Diploma or Degree in Pharmacy in addition to the fees mentioned in 3(i).

4. Photographs

- i. Please enclose one recent passport size photograph, self-attested on the backside of the photograph.

5. Documents

- i. Please enclose true copies of all the documents certified by Class I / II Gazetted Officer or self-attested copy
- ii. Incomplete application and / or documents will not be accepted.

6. Affidavit

Please give your complete and correct details of residence address, education, period of studies showing month & year of admission and completion, full name & Address of institutions of studies etc. in accordance with the documentary evidences along with any other related necessary information e.g.

- i. In case of change in your name mention details regarding the same.
- ii. In case of applying lately please mention the reason for applying late and for which registration is required.
- iii. In case you have obtained your admission in D.Pharm on the basis of S.S.C. / B.Sc. instead of H.S.C. or in B.Pharm. on the basis of Pre University Sc. / B.Sc. please mention your details accordingly.
- iv. If any of the required document is not submitted, Please give details and reason for the same along with supporting other documents.

7. Approval of your Pharmacy Institution by Pharmacy Council of India

- i. Do you know whether the Pharmacy institution & Examination Authority where you studied was approved for the D.Ph. / B.Ph. Course you studied, for the whole period of the course during which you studied; by Pharmacy Council of India? If yes, please give the details of the P.C.I. notification and the period of approval etc.