

HELP MANUAL FOR ONLINE BROKERS' EXAM REGISTRATION

We hereby introduce an online registration facility for the Brokers' Examination. The candidates must register for the online examination by filling up the necessary details and paying the requisite fees (Rs.2500/- excluding Service Tax) online, after which they will get registered for the examination. On successful payment of fees, candidates will be intimated through mail.

The process to register for the online brokers' exam is given below:

1. Click on the given link for filling out the online application form for the Brokers' Examination:

<https://onlinetraining.niapune.org.in/registrationExam.php>

2. Application form will be opened as below:

The screenshot shows a web browser window with the URL onlinetraining.niapune.org.in/registrationExam.php. The page header features the National Insurance Academy logo and the text 'EXAMINATION REGISTRATION FORM' and 'Exam Date 15-04-2023'. Below the header, a welcome message reads: 'Welcome to the Examination Registration Form! We appreciate you taking the time to provide us with the information we need. Please read the following instructions carefully before filling out the form:'. A list of instructions follows, including: 'Required fields are marked with an asterisk (*)', 'Once you verify your email address, you will be redirected to a detailed registration form to fill in more details.', 'Once you have completed the form, you will be redirected to make the payments for the examination.', 'If your payments are successful, you will be notified with your registration details through email.', 'Please make sure to check your spam or junk folder in case it goes there.', and 'Please note that all information you provide will be kept confidential and used only for the purposes stated in the form.' Below the instructions, it says 'Thank you for your cooperation!'. The main form area is titled 'Exam Registration' and has two steps: '1 Verify Email' and '2 Registration and Payment'. The first step is active. It contains two required fields: 'Name of the Candidate' with a dropdown menu showing 'Mr.' and an empty text box, and 'PAN Number (User Id)' with an empty text box.

National Insurance Academy [Ex: x] +
onlinetraining.niapune.org.in/registrationExam.php

- Please make sure to check your spam or junk folder in case it goes there.
- Please note that all information you provide will be kept confidential and used only for the purposes stated in the form.

Thank you for your cooperation!

Exam Registration

1 Verify Email **2** Registration and Payment

Name of the Candidate * **PAN Number(User Id) ***

Mr.

Email ID * Click on Send OTP button to verify email

Verify OTP. *

[Resend OTP](#)

- i. The email id will have to be verified first through OTP verification. Once this is done the user will be prompted to enter their personal details:

National Insurance Academy [Ex: x] +
onlinetraining.niapune.org.in/registrationExam.php

Exam Registration

1 Verify Email **2** Registration and Payment

Name of the candidate * **Gender *** **Date of Birth ***

Mr. Demo User

Address * **Pin Code ***

Mobile Number * **Telephone ***

Email ID * **PAN Number(User Id) ***

State *

Verify your personal details given above. It will be required by you for download of your Admit Card, Score Card etc.

- ii. Sponsor company and educational details:

The screenshot shows a web browser window with the URL `onlinetraining.niapune.org.in/registrationExam.php`. The page title is "National Insurance Academy [Ex: x]". The main heading is "DETAILS OF YOUR COMPANY". The form contains the following fields:

- Name of the Company:** A dropdown menu with the text "Please choose anyone".
- Address:** A text input field.
- State:** A dropdown menu with the text "Select".
- Pin Code:** A text input field.
- Contact Person Name:** A text input field.
- Phone Number:** A text input field.
- Email ID:** A text input field.

Below the company details, there is a section titled "EDUCATIONAL QUALIFICATION: (SELECT HIGHEST EDUCATIONAL QUALIFICATION FROM THE LIST PROVIDED BELOW)". It includes three radio button options:

- Bachelors degree in Arts, Science, or Social Sciences or Commerce or its equivalent from any institution/ university recognized by any State Government or the Central Government
- Bachelor's degree in engineering or its equivalent from any institution/university recognized by any State government or the Central Government
- Bachelor's degree in law or its equivalent from any institution or university recognized by any State Government or the Central Government

iii. Brokers' training details:

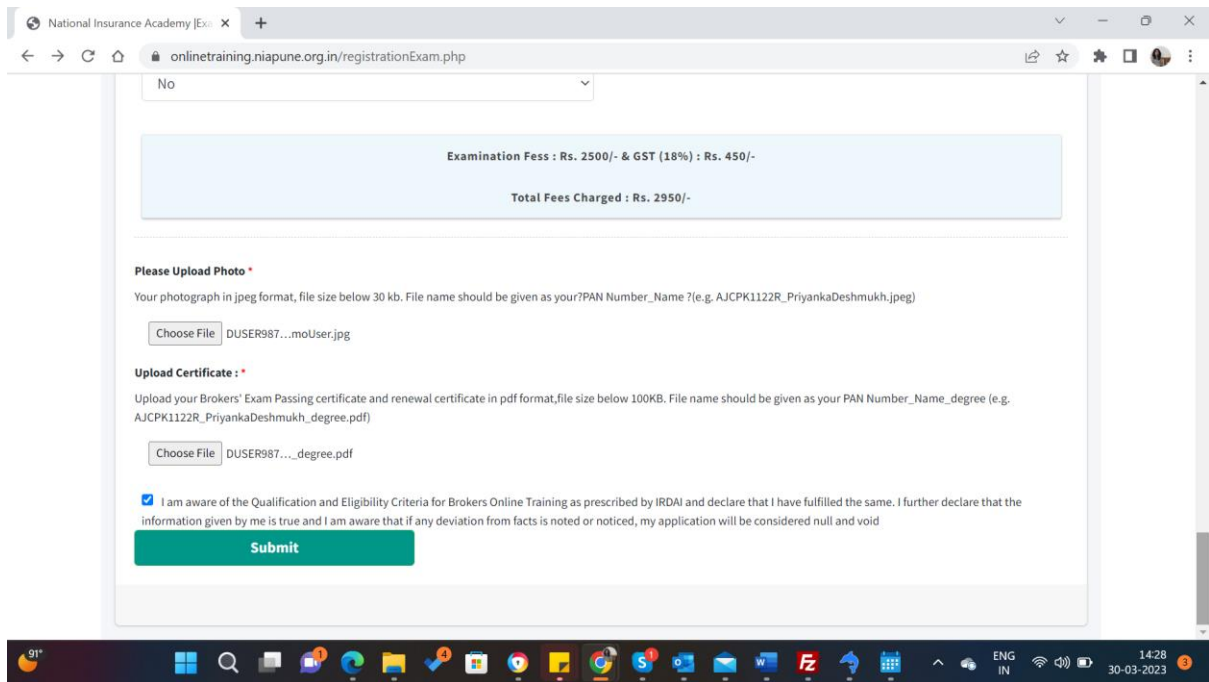
The screenshot shows the same web browser window. The form is titled "Brokers' training details" and contains the following fields:

- Training ID *:** A text input field.
- Date of Completion * (Training from 16-04-2022 is eligible):** A date picker showing "dd/mm/yyyy".
- Have you appeared earlier for the exam *:** A dropdown menu with the text "No".
- No. of Attempts *:** A text input field.
- Details of Training Institute *:** A dropdown menu with the text "Select Training Institute".
- Examination Centre *:** A dropdown menu with the text "Select".
- Applied for *:** A dropdown menu with the text "Select".
- Broking Module Opted for *:** A dropdown menu with the text "Select".
- Do you have insurance background *:** A dropdown menu with the text "No".

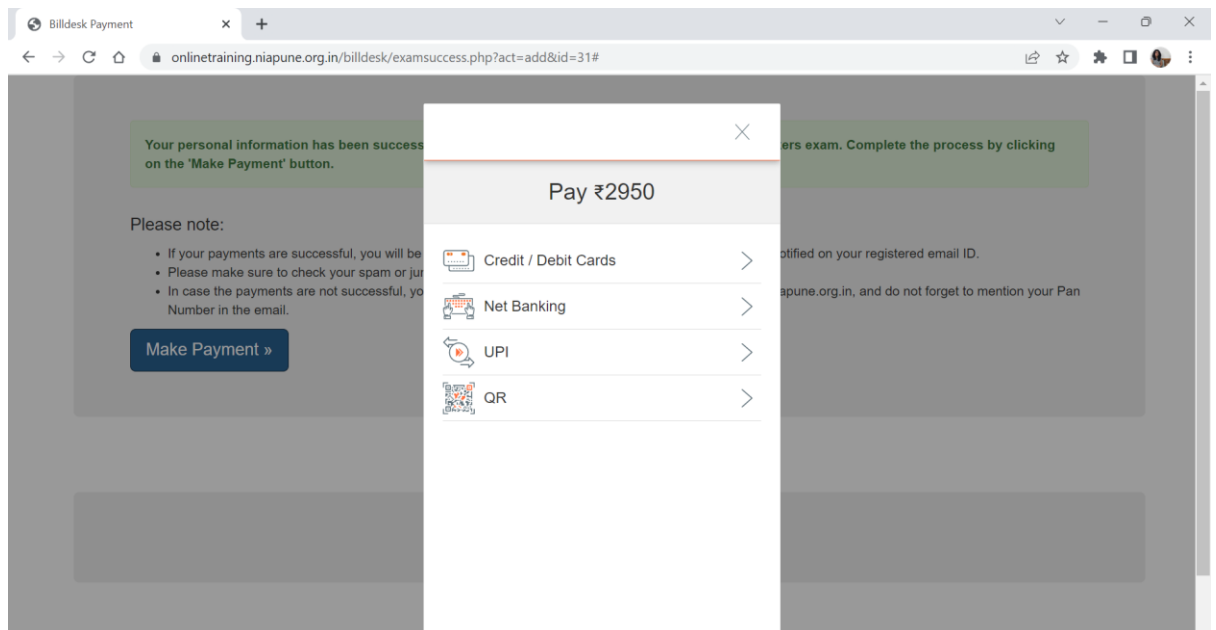
At the bottom of the form, there is a summary box with the following text:

Examination Fess : Rs. 2500/- & GST (18%) : Rs. 450/-
 Total Fees Charged : Rs. 2950/-

iv. Once the broking training details are inserted, the candidate needs to upload their photograph and their TCC certificate. These are mandatory files and the user must upload them.



v. You will then be redirected to the payment gateway:



vi. Once the payment is processed the details are sent to the user over an email.