

Procedure to submit the online application for examination.

1. On an internet connected system, Open the Google chrome or any other internet explorer.
2. In the address bar type <http://172.16.0.3>
3. A Login screen appears
4. Type your name _middleinitial_surnameusno@pda.com as the user id [Refer to the list of emails displayed]
5. Password is “test”
6. Click log in
7. Scroll down the agreement list, click on accept.
8. You will be promoted to change the password, chose you password and reminder answer. This is one time procedure.
9. Click on examination, your regular subjects will appear, select the subjects by clicking on the respective subject box you want to register. If there are arrear subjects to be registered, you can select them by clicking on arrear tab. Note that the total credits registered should not exceed 30 credits.
10. Save.
11. Pay the Examination fees as per the registered subjects [Refer the table for correct amount of fees to be paid] within the stipulated date.