



INSTRUCTIONS FOR FILLING

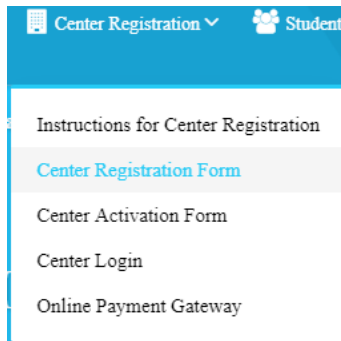
IAPT-MTA-PRMO 2018

MTA(I)

MATHEMATICS TEACHERS' ASSOCIATION (INDIA)

Step 1:

Center Registration Form



1. Select the appropriate Institution type your institution belongs to:

If KV is selected then enter the respective KV code, if JNV selected then enter the respective JNV AEP-MIS School code and otherwise select 'Others', then press

The application form opens and please enter the below mentioned details:

- Principal's Name.
- Principal's Mobile Number.
- Principal' Email ID.
- Number of candidates can be accommodated in your centre.
- Number of students count expected from your institution.
- School / College Code (CBSE, ICSE and State Code)
- Institution Name and Complete postal address.
- If your institution comes under the High Security Area select "YES" or else "NO".
- Institution Landline number with STD code.
- Centre In-charge details.

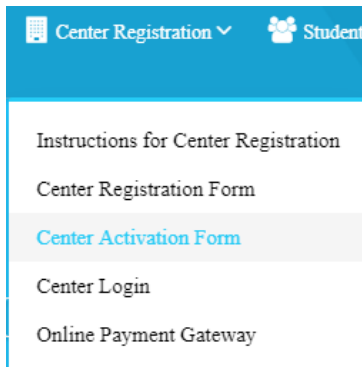
After filling all the details press, . Then, below mentioned popup will appear

If the data is correct then press "YES" or else "NO".

After completing the above mentioned process, you will receive the following message:

Thanks, you have applied for centre registration. We will verify the same and will intimate by sending the OTP within one working day, to the Principal's mobile number. In case of any delay in getting the OTP, please contact the helpdesk at 080-49087030 **OK**

OTP will be sent to Principal's Mobile Number within next working day. After receiving the OTP, please confirm the registration by clicking the below mentioned link:

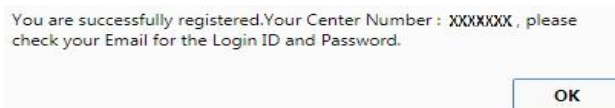


Enter the OTP and Principal's number then press "GO" –

Enter OTP Number:
Principal's Mobile Number:

Check for the number of candidates provided in "Number of students count expected from your Institution".

Then press for registration, login credentials will be mailed to your registered email id –



Your centre registration process is completed.

HELP DESK

FOR QUERIES RELATED TO REGISTRATION YOU MAY CONTACT

Contact : 080 - 4908 7020
Email ID: helpdesk@mtaexam.com

Timings:
Monday to Friday: 10:00 AM to 1:00 PM and 2:00 PM to 5:00 PM
Saturday: 10:00 AM to 01:00 PM
Not operational on Sunday and other public holidays.