



User Manual For
Dr. NTR UHS – Competent Authority
Quota Admission into PG Dental
Degree/Diploma Courses 2025-26

Prepared By

APOnline

**Internal Approval**

Prepared by	Date
Pranathi Bora	01.07.2025
Reviewed by	Date
Afroze Shabana	02.07.2025
Reviewed by	Date
B. Bala Kishore	

Distribution list

Name	Role
Dr. NTR University of Health Sciences	Client
B Bala Kishore	Group Leader

Document Control Information

Version	Revision Date	Author	Affected Sections	Brief Description of Change
1.0			NA	NA



Contents

1 INTRODUCTION	5
1.1 ABOUT Dr. NTR UHS	5
1.2 OBJECTIVES	5
1.3 SCOPE	5
2 SOFTWARE AND TECHNOLOGIES	5
3 PROCESS FLOW	6
3.1 Registration	7
3.2 Login	9
3.3 Application Submission	9
3.3 Know your Payment Status	21
3.4 Print Provisional Application	22
3.5 Know your Application Status	24

Tables

Table 1 : Software and Technologies.....	Error! Bookmark not defined.
--	-------------------------------------



Figures

Figure 1: Home Page	6
Figure 2: Registration - Link.....	7
Figure 3: Registration – Get NEET details.....	7
Figure 4: Registration - OTP.....	8
Figure 5: Registration – Registration ID (User ID) Generation.....	8
Figure 6: Login Page – Link	9
Figure 7: Login Page – Login	9
Figure 8: Application Submission – Link	9
Figure 9: Application Submission – Tabs	10
Figure 10: Application Submission – Personal Details.....	11
Figure 11: Application Submission – Fee Payment.....	11
Figure 12: Application Submission – Payment Success.....	12
Figure 13: Application Submission – AU/SVU Educational Region.....	13
Figure 14: Application Submission – OU Educational Region.....	13
Figure 15: Application Submission – OU Region	14
Figure 16: Application Submission – OU Region - Migrated from TG to AP.....	14
Figure 17: Application Submission – OU Region Migrated – Final Region	15
Figure 18: Application Submission – OU Region APNL –APNL	15
Figure 19: Application Submission – Non-local	16
Figure 20: Application Submission – Non-local – APNL with AP Domicile.....	16
Figure 21: Application Submission – SWI – Educational Region.....	17
Figure 22: Application Submission – Uploads	18
Figure 23: Application Submission – Preview Application Link	19
Figure 24: Application Submission – Preview and Submit	20
Figure 25: Application Submission – Submission Conformation	21
Figure 26: Know your Payment Status – Link	21
Figure 27: Know your Payment Status - Receipt	21
Figure 28: Print Provisional Application – Link	22
Figure 29: Print Provisional Application – Download	23
Figure 30: Know your Application Status – Link	24
Figure 31: Know your Application Status - Status	24



1 INTRODUCTION

1.1 ABOUT Dr. NTR UHS:

The Government of Andhra Pradesh renamed Dr. NTR University of Health Sciences as “Dr. NTR University of Health Sciences”. It was inaugurated in 1986.

The University is offering various UG, PG, Super Specialty, Ph.D. & PDF Courses in Modern Medicine, Dental Surgery, Ayurveda, Unani, Homeopathy, Naturopathy, Nursing, Physiotherapy and Para Medical Graduate Courses in its affiliated colleges. The total number of colleges affiliated to the University have gone up from 27 at the time of inception to 271 as on date.

1.2 OBJECTIVES

Facilitating the transition from registration to college joining confirmation for the admission process.

1.3 SCOPE

The scope of this document is to explain the process of Candidate registration, Fee payment & opting for the web options and allotment of seats as per the candidate preferences.

2 SOFTWARE AND TECHNOLOGIES

S.No.	Software	Version
1	.NET Core	7 Version
2	SQL Server	22 Version

Table 1: Software and Technologies



3 PROCESS FLOW

- ❖ Registration
- ❖ Application Submission
- ❖ Know Your Payment Status
- ❖ Print Provisional Application
- ❖ Know Your Application Status
- ❖ Re-upload Documents
- ❖ Print Final Application
- ❖ Objections
- ❖ Web Option
- ❖ Allotment Letter Download

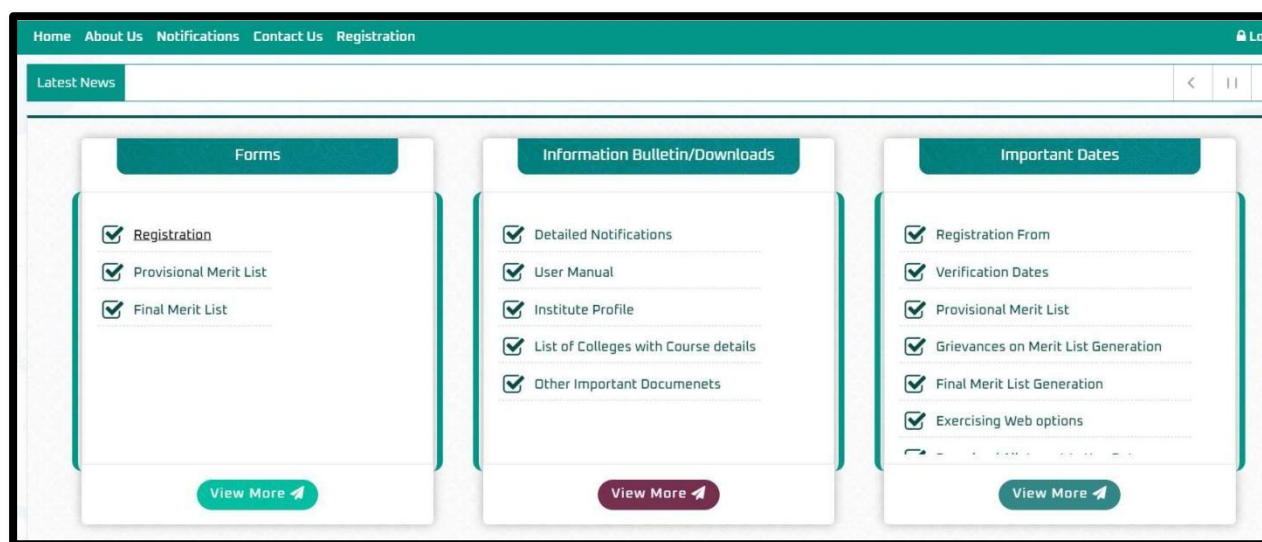


Figure 1: Home Page



3.1 Registration:

Click on 'Registration' in the FORMS tile to register for PG MDS admissions, as shown in the screen below.

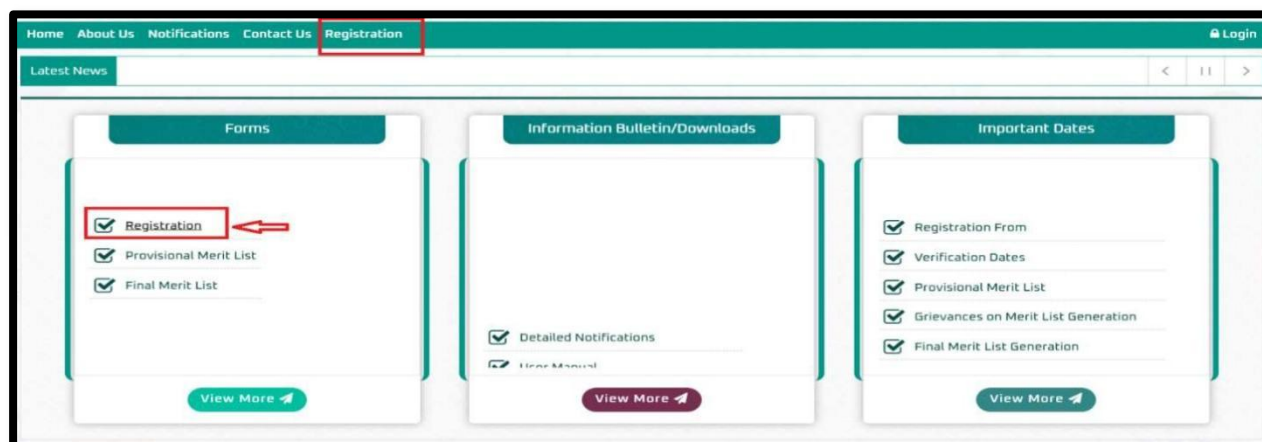


Figure 2: Registration - Link

After clicking the Registration link, a registration webpage will be displayed as shown on the screen below.

- Enter the NEET hall ticket number and Date of Birth, then click "Get Details." The Name, Mobile Number, and Email ID will be displayed from the NEET data. The Mobile Number and Email ID fields will be in edit mode. If any changes are required in the Mobile Number or Email ID, make the necessary updates.
- Enter the password and re-enter it in the confirm password field.
- Enter the Captcha and click on "Generate OTP." Button.

The screenshot shows the 'REGISTRATION DETAILS' form. The form has the following fields and buttons:

- NEET Hall Ticket Number/Roll No. ***: Text input field with value '2455'.
- Date of Birth ***: Text input field with value '18/'.
- Get Details**: Button (highlighted with a red box and an arrow).
- Name (as per NEET) ***: Text input field with value 'GE'.
- Mobile Number ***: Text input field with value '93'.
- eMail ID ***: Text input field.
- Password ***: Password input field with a toggle icon.
- Confirm Password ***: Password input field with a toggle icon and a checkmark.
- Captcha ***: Text input field with value '40 - 16 = ?' and a refresh button.
- Generate OTP**: Button (highlighted with a red box and an arrow).
- Reset**: Button.

Below the form, there is a note: "Note: Mobile number should be active till the closer of the admission".

Figure 3: Registration – Get NEET details



An OTP will be sent to the registered Mobile Number and Email ID. Enter the OTP in the OTP field and click the "Submit" button.

The screenshot shows the 'REGISTRATION DETAILS' form. The 'Registration' section contains fields for NEET Hall Ticket Number/Roll No. (245), Date of Birth (01/), Name (as per NEET) (GHAN), Mobile Number (934), eMail ID (online.in), Password, Confirm Password, and a Captcha (14 - 9 = ?). Below these fields, there are two 'Password requirements were met' indicators. The 'OTP' field is highlighted with a red box and contains the value '19'. The 'Submit' and 'Reset' buttons are also highlighted with a red box, with a red arrow pointing to the 'Submit' button. A note at the bottom states: 'Note: Mobile number should be active till the closer of the admission'.

Figure 4: Registration - OTP

After successful submission, the Registration ID will be displayed as shown below. An SMS and email will also be sent with the Registration ID. The screen will show a "Successfully submitted" message along with the Registration ID.

The screenshot shows the 'REGISTRATION DETAILS' form after successful submission. A green 'User Alert!' box in the top right corner displays a checkmark and the message: 'You have Registered Successfully. Your Registration ID is: PG2'. The 'Registration' section shows the same fields as Figure 4, but the 'Submit' and 'Reset' buttons are now disabled. A red box highlights the 'Your Registration ID is: PG2' message at the bottom of the form. The note at the bottom remains the same: 'Note: Mobile number should be active till the closer of the admission'.

Figure 5: Registration – Registration ID (User ID) Generation



3.2 Login:

After successful registration, click “Login” to submit your application.



Figure 6: Login Page – Link

The login screen will be displayed as shown below. Enter your User ID (Registration ID), Password, and Captcha, then click the “Login” button.

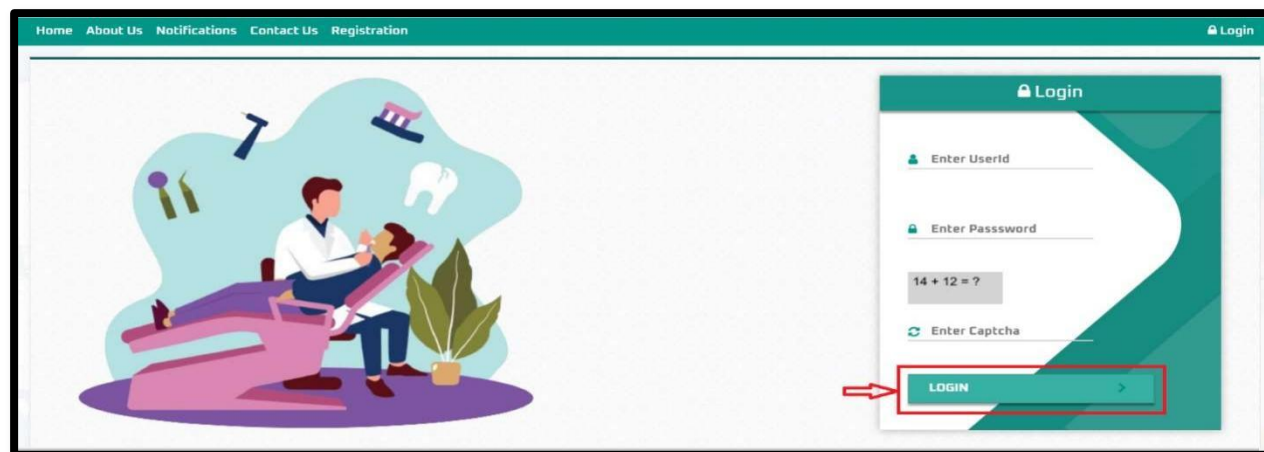


Figure 7: Login Page – Login

3.3 Application Submission:

After logging in, select “Services” from the menu bar and click on the “Application Submission” link.



Figure 8: Application Submission – Link



After clicking on the “Application Submission” link, the screen will appear as shown below. The following tabs will be displayed on the application submission screen:

- a. Personal Details
- b. Payment Details
- c. Local/Non-local Region
- d. Upload Documents



Figure 9: Application Submission – Tabs

Note: Note: Candidates must fill in all tabs and submit the application. If any tab is missed or the application is not submitted, the candidate will be considered ineligible for admission.

Personal Details:

NEET details will be auto populated from NEET data. Fill in the Educational Details, Personal Details, and Residential Address, then click the “Save and Continue” button.

DR. N.T.R. UNIVERSITY OF HEALTH SCIENCES
Government of Andhra Pradesh
Competent Authority Quota Admission into PG Dental Degree/Optimal Courses 2020

Dashboard Services Ticket Profile

Personal Details Payment Details Local/Non-local Upload Documents

NEET Details:

NEET Hall Ticket No. (Roll No.) *
2020100230

NEET Rank *
12048

NEET Score *
276

Date of Birth *
07/01/1997

Mother's Name *
BETHAREDDY KAMALA

Father's Name *
BETHAREDDY SRINIVASA REDDY

Registration ID: **PG25CQ12500043**

Name as per NEET *
BETHAREDDY SRINIVAS REDDY

Educational Details:

SSC/EQUIVALENT:

SSC/Equivalent Board *
AP SSC (SSC)

Year of Completion (Full Time Mark Sheet No.) *
120000000000

Year & Month of Pass *
2015 MAY

BOS DETAILS:

BOS Studied *
Andhra Pradesh

BOS University Name *
Select University name

BOS College Name *
SSC DENTAL COLLEGE AND HOSPITAL

BOS Hall Ticket Number *
Enter SSC Hall Ticket number

BOS Admission Year *
2017

BOS Completion Year *
2021

Internship Completion Date *
21/03/2022

Dental Council Registration Date *
01/04/2022

Dental Council Registration Number *
36008

Dental Council Registration name *
PANDHARIPADDOH STATE DENTAL COUNCIL

Any Other PG Dental? *
Yes

Personal Details:

Name (As per BOS Degree) *
BETHAREDDY SRINIVAS REDDY

Gender *
Male

Mobile No. *
8091002738

Alternative Mobile No. *
8090113030

Aadhaar No. *
A40200230000

Email ID *
suresh@gmail.com

Social Status (Caste) *
ST

Caste Certificate Issued By *
AP Govt (Sakshikavyam)

Caste Certificate Number *
0302002000000000

Religion *
Hindu

Caste Sub-category *
SUDHUKULA

Caste Certificate Issued District *
Tadipatri District

Citizenship *
Indian

Parent (For non-Indian/Non-Indian Bloodline) *
No

Residential Address:

House No./Flat No. *
Flat No. 205

Village/Block Name *
Gangavathi Surya Towers

State *
Andhra Pradesh

District *
Chandrababu Naidu

Mandal *
Maddurathu

Landmark *
RANGOLI

Pin Code *
520002

Save & Continue





Fee Payment ::

After clicking the “Save & Continue” button, the page will automatically redirect to the payment gateway screen.

Select the payment type, agree to the terms and conditions, and click the 'Pay Now' button. The screen will then redirect to the bank page to complete the fee payment.

:

Figure 11: Application Submission – Fee Payment



After the payment is successful, the payment receipt will be displayed below.

Click “Continue” button to be redirected to the Local/Non-local screen, as shown below.

Figure 12: Application Submission – Payment Success

Note - While making payments, if the amount is deducted but the transaction is not successful, Click on "Verify and Continue" If the transaction is successful, the status will be updated automatically. If a transaction fails, the screen will redirect to the payment gateway page and you can attempt the payment again. The deducted amount will be refunded to your account within 7 working days.

Educational Local/Non-local Region:

Based on the candidate's BDS education, they will fall under one of the following regions:

- ❖ Andhra University
- ❖ Sri Venkateswara University
- ❖ Osmania University
- ❖ Non-local
- ❖ BDS studied in GDC Vijayawada, GDC Hyderabad, ACDS Secunderabad



Andhra University Region/ Sri Venkateswara University Region (except GDC GOVT. DENTAL COLLEGE AND HOSPITAL, VIJAYAWADA):

The region will be automatically displayed in the region field based on the location of the BDS college studied in Andhra Pradesh. Click “Save and Continue” button.

Figure 13: Application Submission – AU/SVU Educational Region

Osmania University Region:

The candidate falls under the Osmania University region, as shown below.

The candidate needs to select 'Yes' or 'No' in the 'Do you want to claim 'APNL' or 'Migrated from TG to AP'?' dropdown.

- If 'No' is selected, the candidates under the 'OU' region are ineligible for the PG MDS competent authority quota.

Figure 14: Application Submission – OU Educational Region



- If 'Yes' is selected, two radio buttons will be displayed and select any one radio button.
 - 'Are you claiming Local Status as per G.O. no. 132/171/129/ (If migrated from TG to AP)?'
 - 'Are you claiming APNL?

Region *

Osmania University

Do you want to claim "APNL" or "Migrated from TG to AP"

Yes

☒ Are you Claiming Local status as per G.Os no. 132/171/129/ (If migrated from TG to AP) *

☐ Are you Claiming APNL *

←Back

Save & Continue→

Figure 15: Application Submission – OU Region

If you select the 'Are you Claiming Local Status as per G.Os no. 132/171/129/ (If migrated from TG to AP)' radio button, please select the local certificate issued by, the migrated district, and enter the certificate number.

Region *

Osmania University

Do you want to claim "APNL" or "Migrated from TG to AP"

Yes

☒ Are you Claiming Local status as per G.Os no. 132/171/129/ (If migrated from TG to AP) *

☐ Are you Claiming APNL *

Local Certificate Issued by *

--Select--

Local Status Certificate Number *

Enter Certificate Number

District Migrated *

Select District Migrated

←Back

Save & Continue→

Figure 16: Application Submission – OU Region - Migrated from TG to AP

After entering the details, the final region will be displayed as shown below. Click the “Save & Continue” button.



Region *

Osmania University

Do you want to claim "APNL" or "Migrated from TG to AP"

Yes

☒ Are you Claiming Local status as per G.Os no. 132/171/129/ (If migrated from TG to AP) *

☐ Are you Claiming APNL *

Local Certificate Issued by *

AP Meeseva

Local Status Certificate Number *

a769876

District Migrated *

Guntur

Final Region *

Andhra University

←Back

Save & Continue→

Figure 17: Application Submission – OU Region Migrated – Final Region

If you select the 'Are you Claiming APNL' radio button, then upload any one of the three specified documents for eligibility.

Region *

Osmania University

Do you want to claim "APNL" or "Migrated from TG to AP"

Yes

☐ Are you Claiming Local status as per G.Os no. 132/171/129/ (If migrated from TG to AP) *

☒ Are you Claiming APNL *

Minimum 10 Years study Certificate of either of parents, if student in Andhra Pradesh Only (PDF Only / 500 KB) *

Choose File No file chosen

(or)

Current Employment Certificate of either of parents, if working in Andhra Pradesh Only (PDF Only / 500 KB) *

Choose File No file chosen

(or)

Minimum 10 Years Residence Certificate (Only Andhra Pradesh State) of either of parents (PDF Only / 500 KB) *

Choose File No file chosen

Final Region *

APNL

←Back

Save & Continue→

Figure 18: Application Submission – OU Region APNL –APNL

Non-local Region:

If candidates come under the non-local region, it will be shown as below.

The candidate should select 'Yes' or 'No' in the 'Do you want to claim 'APNL with AP Domicile'?' dropdown.

If 'No' is selected, the candidates under the non-local region are ineligible for the PG MDS competent authority quota.



Region *

Non-Local

Do you want to claim "APNL with AP Domicile"

--Select--

--Select--

Yes

No

Figure 19: Application Submission – Non-local

If 'Yes' is selected, they must upload any one of the three specified documents for eligibility.

Region *

Non-Local

Do you want to claim "APNL with AP Domicile"

Yes

Minimum 10 Years study Certificate of Student/either of parents, if student in Andhra Pradesh Only (PDF Only / 500 KB) *

Choose File No file chosen

(or)

Current Employment Certificate of either of parents, if working in Andhra Pradesh Only (PDF Only / 500 KB) *

Choose File No file chosen

(or)

Minimum 10 Years Residence Certificate (Only Andhra Pradesh State) of either of parents (PDF Only / 500 KB) *

Choose File No file chosen

Final Region *

APNL with AP Domicile

Back

Save & Continue

Figure 20: Application Submission – Non-local – APNL with AP Domicile

BDS studied under GDC Vijayawada, GDC Hyderabad, ACDS Secunderabad Colleges

If the candidate studied BDS at GDC Vijayawada, GDC Hyderabad, or ACDS Secunderabad colleges, they should upload details from classes 6 to 12 in the grid for educational region calculation.

After entering all details, the educational region will be displayed as shown below. Follow the above process based on the educational region to determine the final region.



Educational Details (For Local Area/Region Validation)

S.No	Class	Year of Study	State	District	School/College/Institute	Upload Certificate (PDF Only / 500 KB)	Preview
1	XII	2015	Andhra Pradesh	Ananthapuramu	test	Choose File PG24CQ1...32919.pdf	NA
2	XI	2014	Andhra Pradesh	Anakapalli	test	Choose File PG24CQ1...32919.pdf	NA
3	X	2013	Andhra Pradesh	Anakapalli	test	Choose File PG24CQ1...32919.pdf	NA
4	IX	2012	Andhra Pradesh	Anakapalli	test	Choose File PG24CQ1...32919.pdf	NA
5	VIII	2011	Andhra Pradesh	Bapatla	test	Choose File PG24CQ1...32919.pdf	NA
6	VII	2010	Andhra Pradesh	Alluri Sitharama Raju	test	Choose File PG24CQ1...32919.pdf	NA
7	VI	2009	Andhra Pradesh	Ananthapuramu	test	Choose File PG24CQ1...32919.pdf	NA

Region *
Andhra University

←Back

Save & Continue→

Figure 21: Application Submission – SWI – Educational Region

➤ Documents Uploads:

Candidates should upload all document in PDF format and click “Save Documents”.

**Upload Documents:**

All uploads must be in PDF format & maximum size of 1 MB

S.No	Document Name	Upload Document		Preview
1	NEET MDS-2025- Score Card	Choose File	No file chosen	NA
2	Birth Certificate (SSC Marks Memo)	Choose File	No file chosen	NA
3	Caste Certificate	Choose File	No file chosen	NA
4	Photo Identity Proof (Aadhaar Card, PAN Card etc.,)	Choose File	No file chosen	NA
5	Original BDS Degree (or) Provisional BDS Pass Certificate	Choose File	No file chosen	NA
6	BDS Study Certificate	Choose File	No file chosen	NA
7	BDS Transfer Certificate	Choose File	No file chosen	NA
8	Internship Completion Certificate	Choose File	No file chosen	NA
9	Dental Council Registration Certificate	Choose File	No file chosen	NA
10	Other PG Certificate	Choose File	No file chosen	NA

[← Back](#)[Save Documents](#)

Figure 22: Application Submission – Uploads

NOTE: - Please review the details before submitting; No editing option will be available throughout the admission process.



After saving, the 'Preview Application' button will be activated. Click on the 'Preview Application' button to submit your application.

8	Internship Completion Certificate	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Preview"/>
9	Dental Council Registration Certificate	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Preview"/>
10	Other PG Certificate	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Preview"/>

Figure 23: Application Submission – Preview Application Link

After clicking 'Preview Application' button, you will be redirected to the application preview page. Verify all details, read the declaration, and click 'Final Submit'. If any details are incorrect, click the 'Cancel' button, change the required fields, and submit the application again.



Figure 24: Application Submission – Preview and Submit



A confirmation pop-up will be displayed as shown below. Click 'OK' to submit or click 'Cancel' to go back and edit the details.

After clicking the “OK” button application will be submitted successfully.

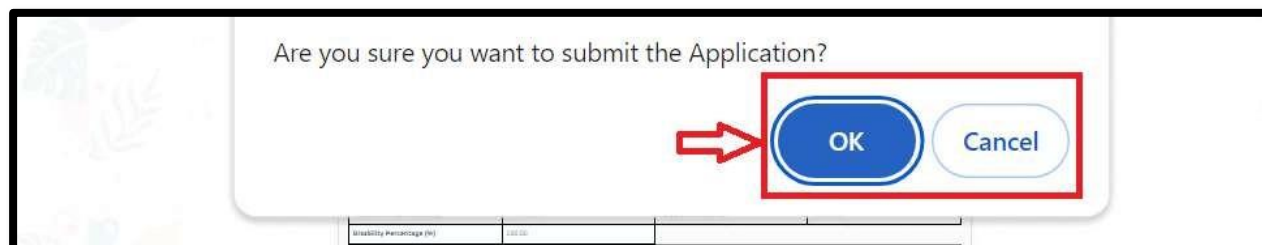


Figure 25: Application Submission – Submission Confirmation

3.3 Know your Payment Status

After logging in, select “Services” from the menu bar and click on the “Know your Payment Status” link.

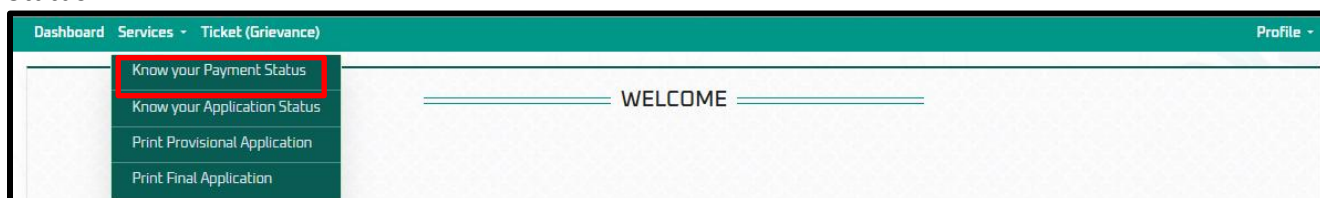


Figure 26: Know your Payment Status – Link

If fee payment has already been made, the fee payment receipt will be displayed as shown below.

You can view payment details or download the payment receipt.

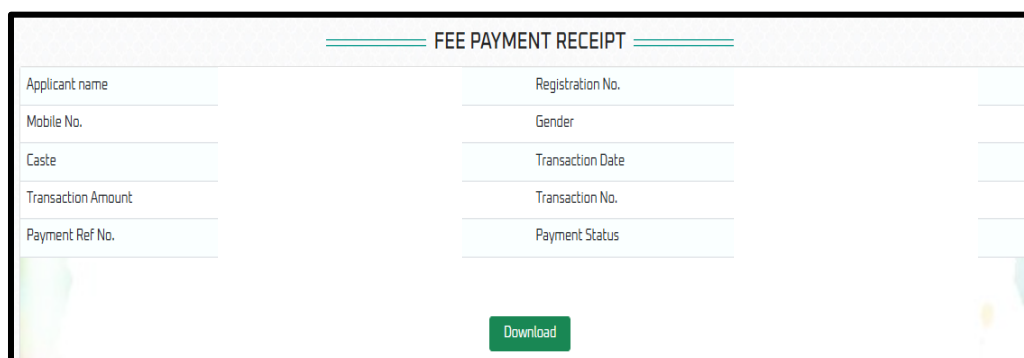


Figure 27: Know your Payment Status - Receipt





3.4 Print Provisional Application

After logging in, select “Services” from the menu bar and click on the “Print Provisional Application” link.

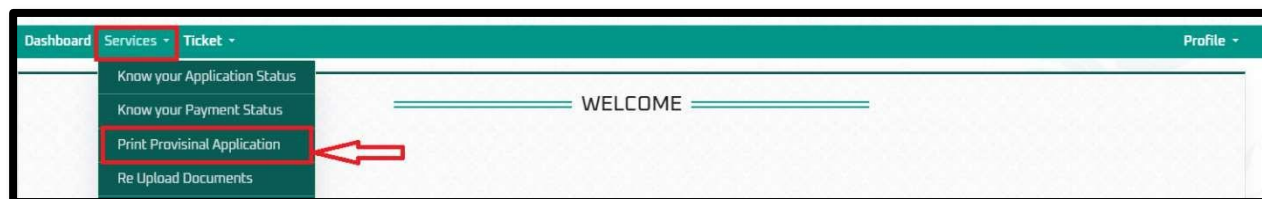


Figure 28: Print Provisional Application – Link

If Candidate would like to Print Provisional Application, then candidate should log in his candidate login then go to services tab and click on Provisional Application then page shown as below. Candidate can be downloaded and print out the Provisional Application.



Competent Authority Quota Admission into PG Dental Degree/Diploma Courses 2025			
NEET DETAILS			
Registration ID			
NEET Hall/Ticket No. (Hall No.)			
NEET Rank			
NEET Score			
Name as Per NEET			
Date of Birth			
Mother's Name			
Father's Name			
PERSONAL DETAILS			
Name (As per BDS Degree)		Gender	M/F
Mother No.		Alternative Mother No.	XXXX-XXXX
Father No.		eMail ID	xxxx@gmail.com
Serial Status (Candidate)		Ministry	GOVERNMENT
Cadre Certificate Issued By		Cadre Certificate Number	XXXX-XXXX-XXXX
Cadre Certificate District		Cadre Sub-category	GENERAL
Citizenship			
PhD (Person with Benchmark Disability)	No		
RESIDENTIAL ADDRESS			
House No./Flat No.	Pin No./PO	Village/Block Name	Region/Town/Term
State	AP/GOVT/TEL	District	CHITTOOR DISTRICT
Mandal	CHITTOOR DISTRICT	Landmark	XXXXXX
Pin Code	XXXXXX		
EDUCATIONAL DETAILS			
BEC (or) Registration			
BEC Registration Board Name	AP/GOVT (BEC)	BEC Registration Dist./No./Hall Ticket No.	XXXX-XXXX
Year & Month of Renewal	2023-12/20		
BDS Details			
BDS School	XXXXXX PRECEPT	BDS University Name	CHITTOOR UNIVERSITY
BDS College Name	XXXX PRECEPT DISTRICT CHITTOOR	BDS Hall Ticket No.	XXXXXX
BDS Submission Year	2023	BDS Completion Year	2024
Internship Completion Date	XXXX/XXXX	Dental Council Registration State	CHITTOOR PRECEPT DISTRICT CHITTOOR
Dental Council Registration Date	XXXX/XXXX	Dental Council Registration No.	XXXX
Any Other PG Certificate?	No		
REGION			
S.No.	Region as per Academic Year		Region Contact
1	Andhra Pradesh		Andhra Pradesh
UPLOADED DOCUMENTS			
S.No.	Documents		
1	NEET MDS 2025 Score Card		
2	Birth Certificate (BEC/Andhra Pradesh)		
3	Cadre Certificate		
4	Photo Identity Proof (Andhra Pradesh, PG Certificate...)		
5	Original BDS Degree (or) Provisional BDS Form Certificate		
6	BDS Study Certificate		
7	BDS Transfer Certificate		
8	Internship Completion Certificate		
9	Dental Council Registration Certificate		
10	Other PG Certificate		
11	Candidate Photo		
12	Candidate Signature		
<div>Download</div>			

figure 29: Print Provisional Application – Download



3.5 Know your Application Status

After logging in, select “Services” from the menu bar and click on the “Know Your Application Status” link.

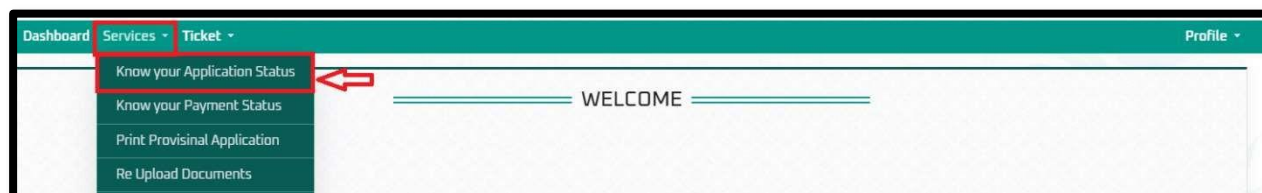


Figure 30: Know your Application Status – Link

If Candidate would like to know his Application status, then candidate should log in his candidate login then go to services tab and click on know your Application status, the following page is displayed as shown below.

Candidate can be downloaded and print out the Application Status

APPLICATION STATUS	
Hall Ticket No.:	Registration No. :
Applicant Name :	Mobile No. :
Gender :	Email :
Caste :	Payment Status :
Transaction Date :	Application Status :

Figure 31: Know your Application Status - Status

=====END OF DOCUMENT=====