DR. N.T.R. UNIVERSITY OF HEALTH SCIENCES
Government Of Andhra Pradesh

User Manual For

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

Prepared By

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

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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

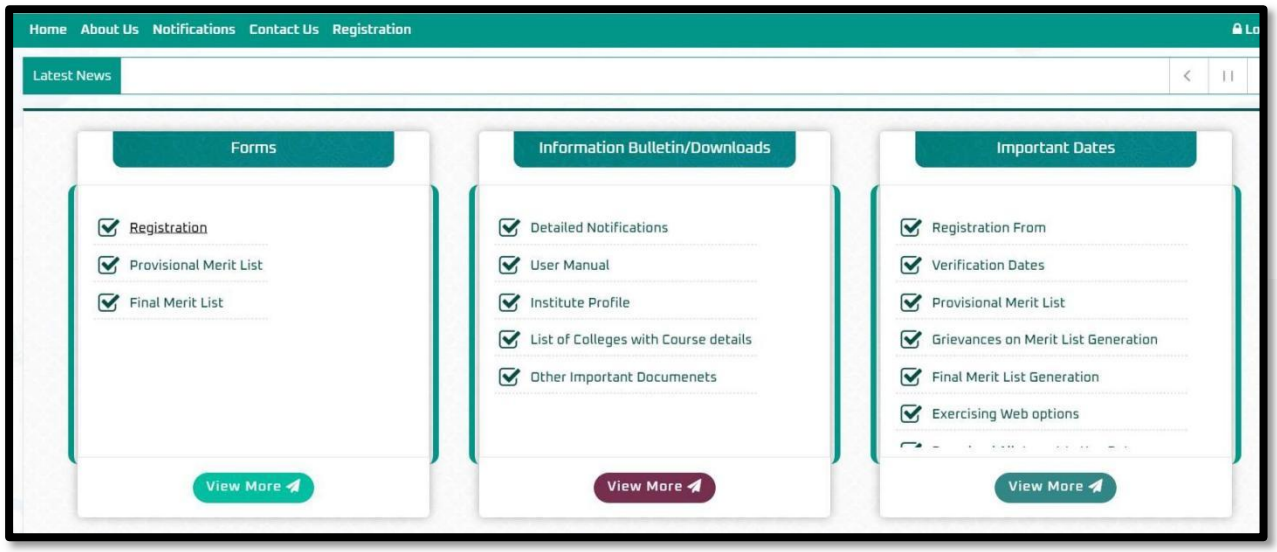

Figure 1: Home Page

3.1 Registration:

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

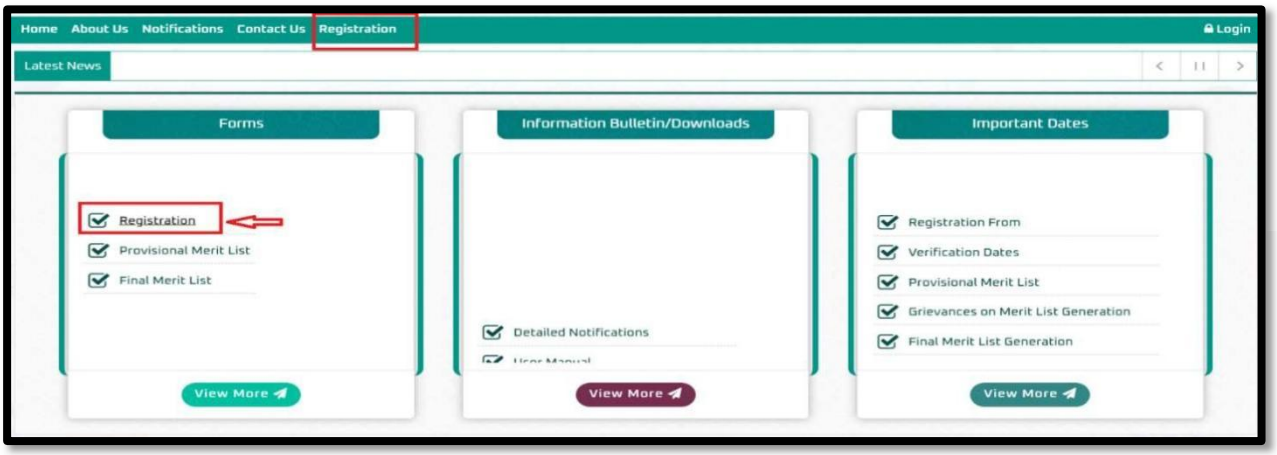

Figure 2: Registration - Link

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.

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.

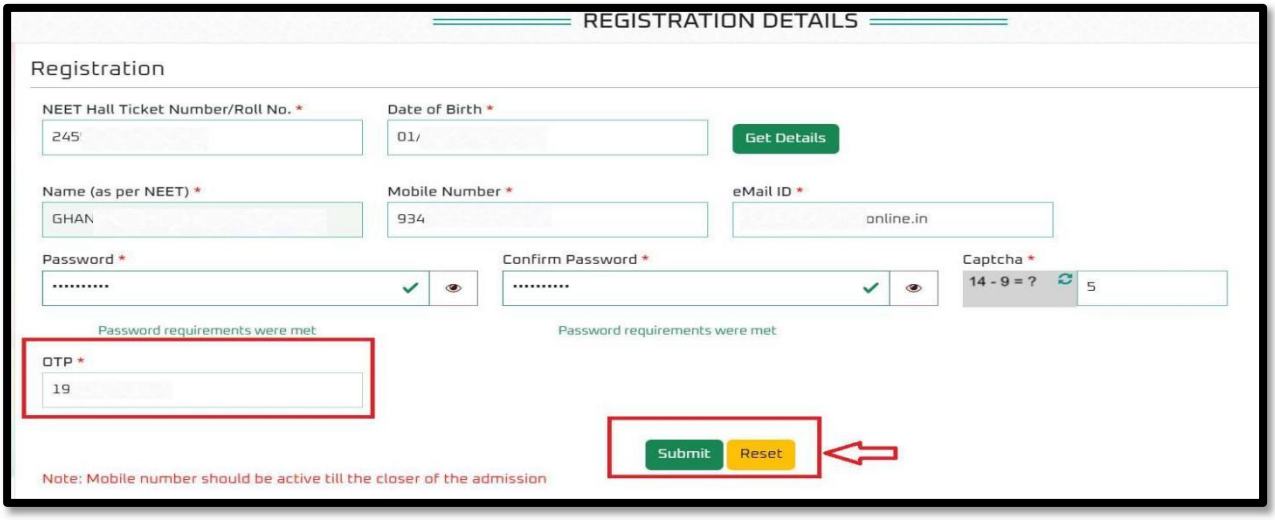

Figure 4: Registration - OTP

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.

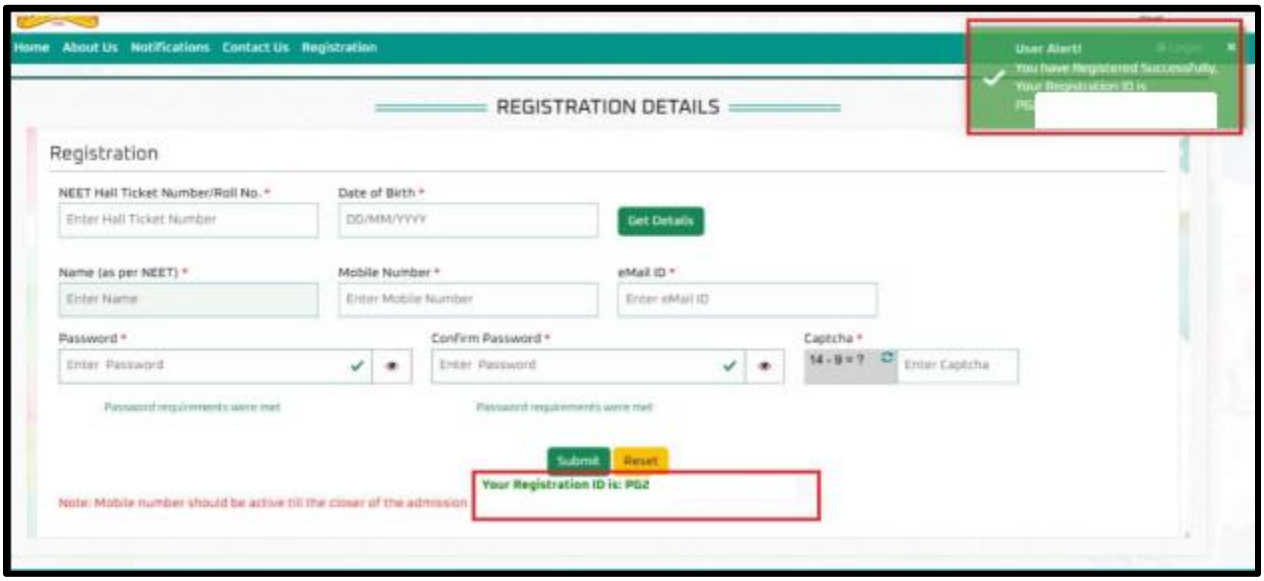

Figure 5: Registration – Registration ID (User ID) Generation

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.

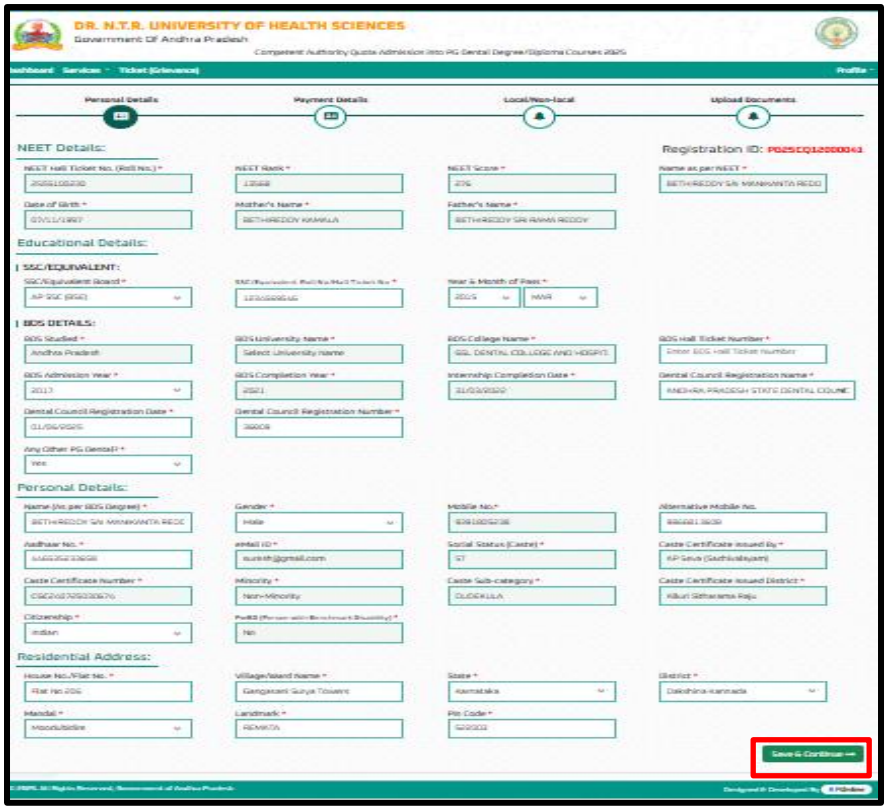

Figure 10: Application Submission – Personal Details

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.

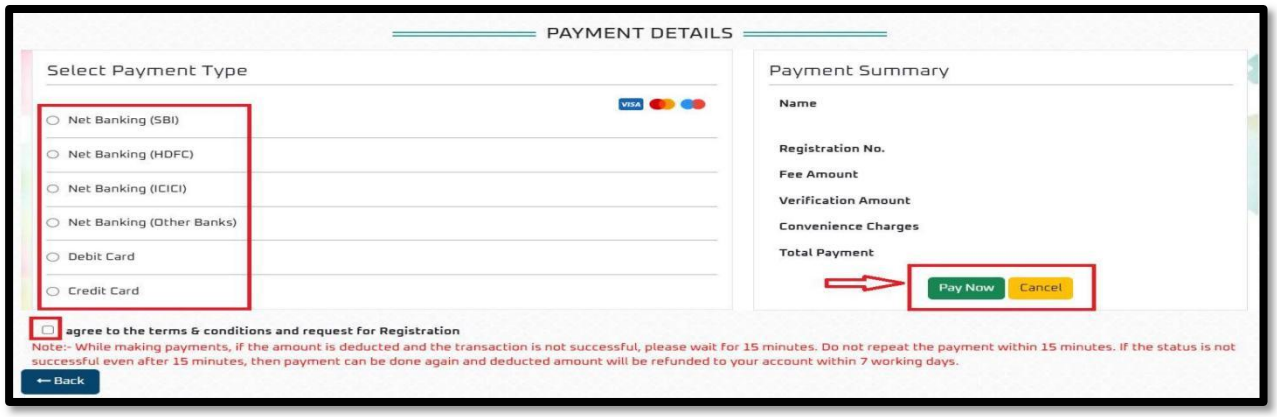

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Figure 11: Application Submission – Fee Payment

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.

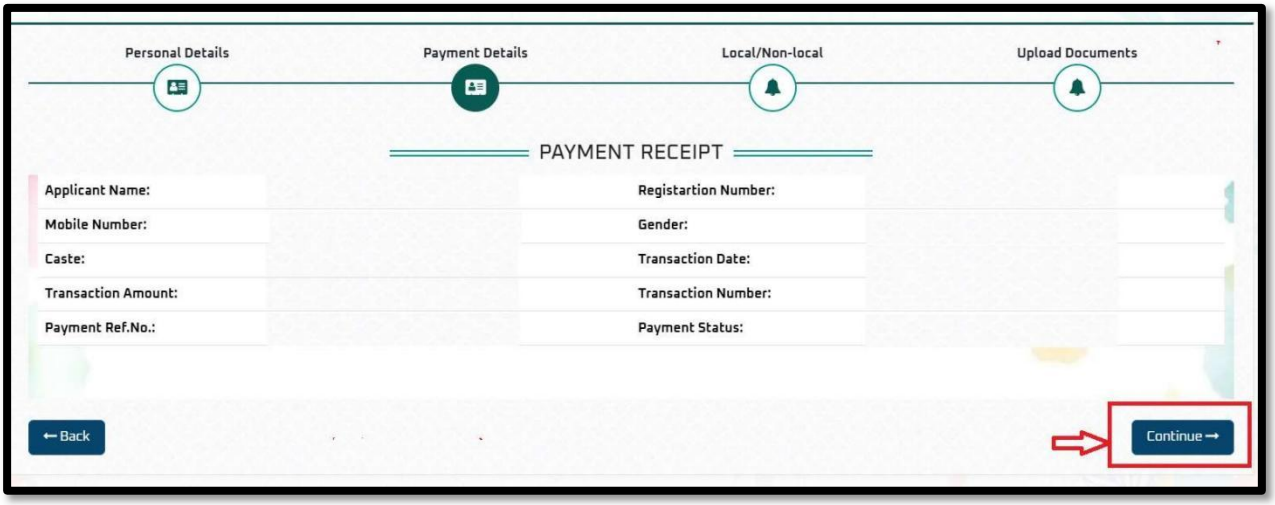


Figure 12: Application Submission – Payment Success

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.

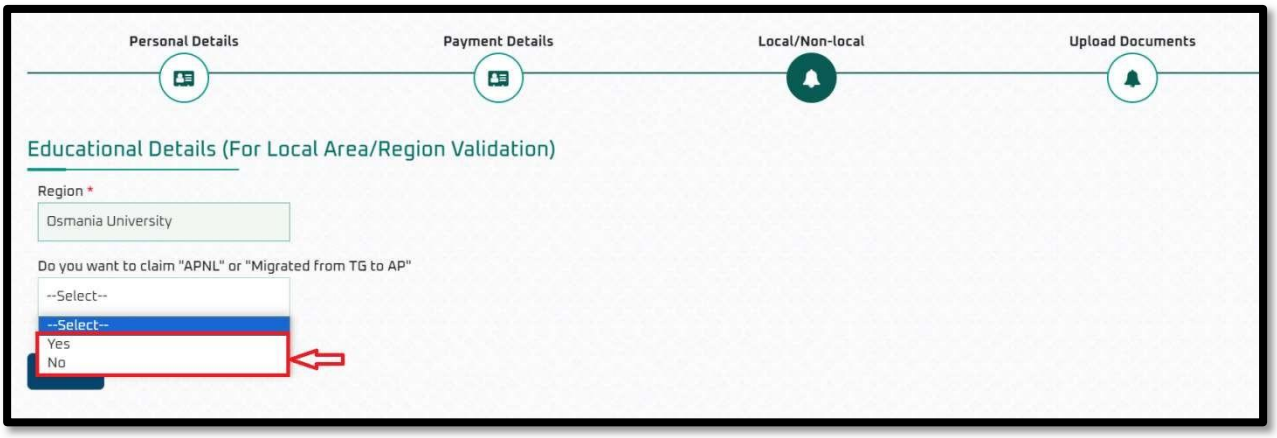


Figure 14: Application Submission – OU Educational Region

- 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?

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.

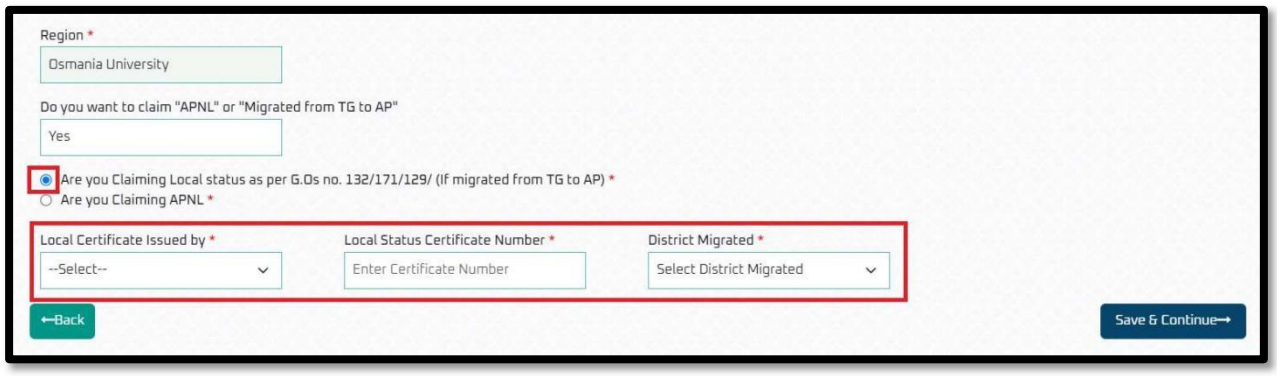


Figure 16: Application Submission – OU Region - Migrated from TG to AP

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

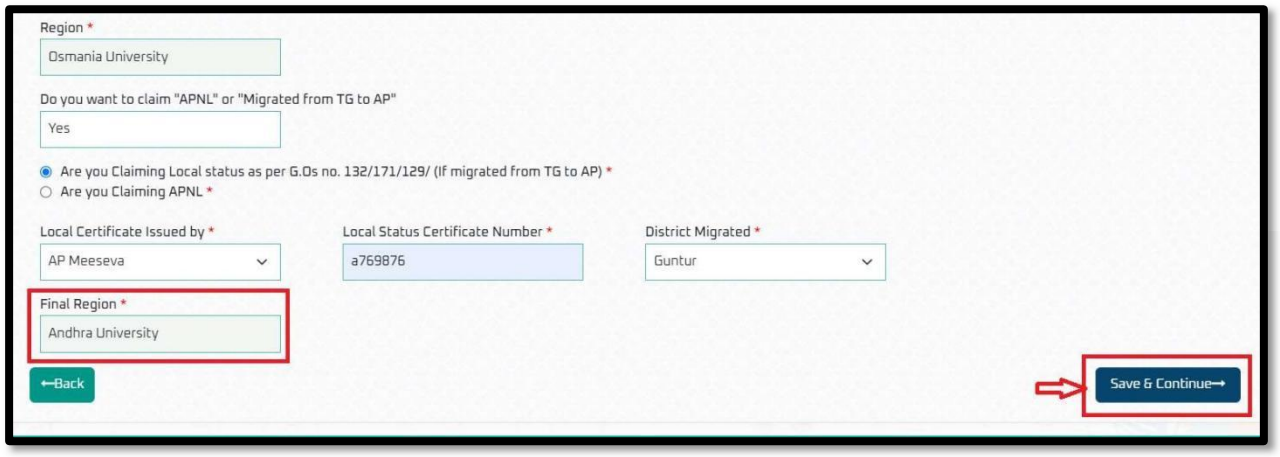


Figure 17: Application Submission – OU Region Migrated – Final Region

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

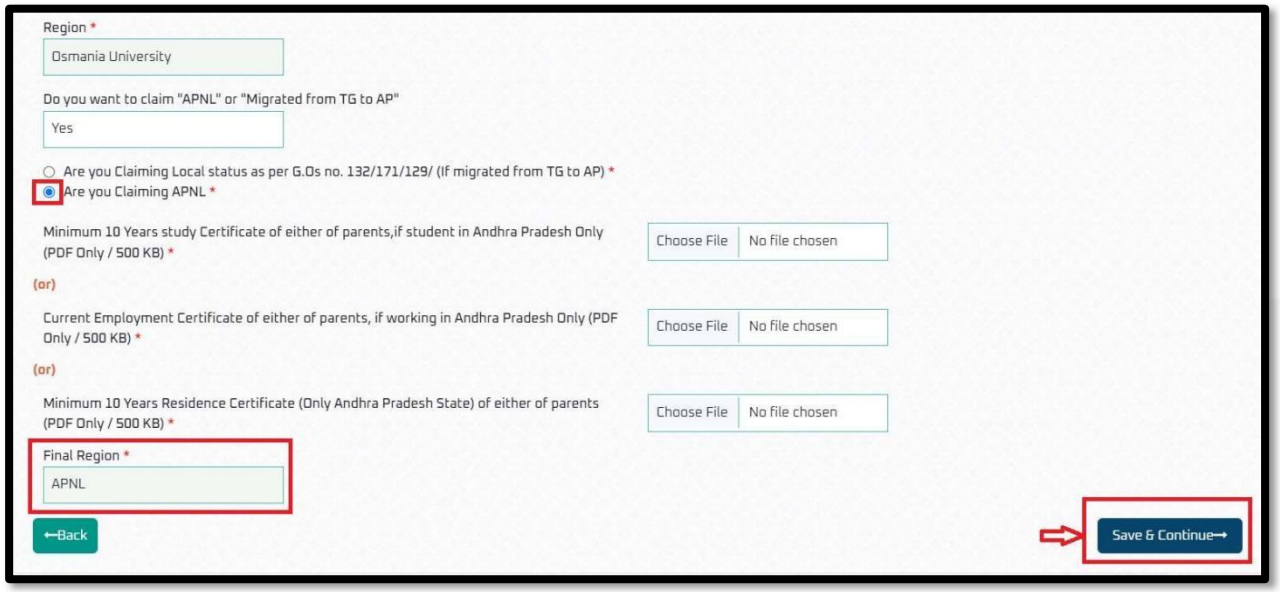


Figure 18: Application Submission – OU Region APNL –APNL

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.

Figure 19: Application Submission – Non-local

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

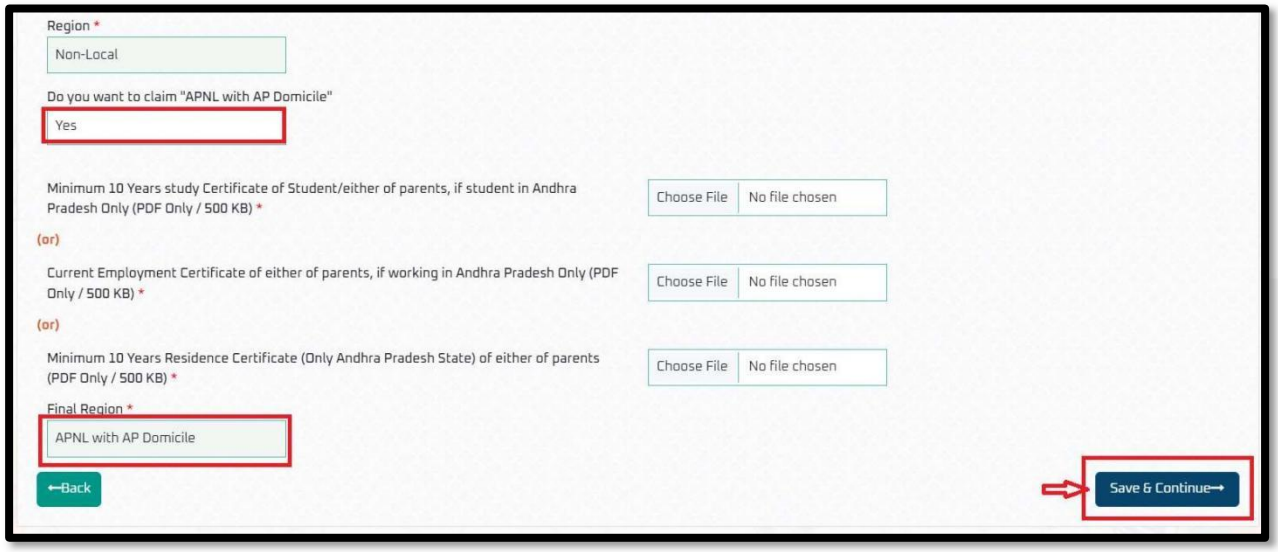


Figure 20: Application Submission – Non-local – APNL with AP Domicile

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

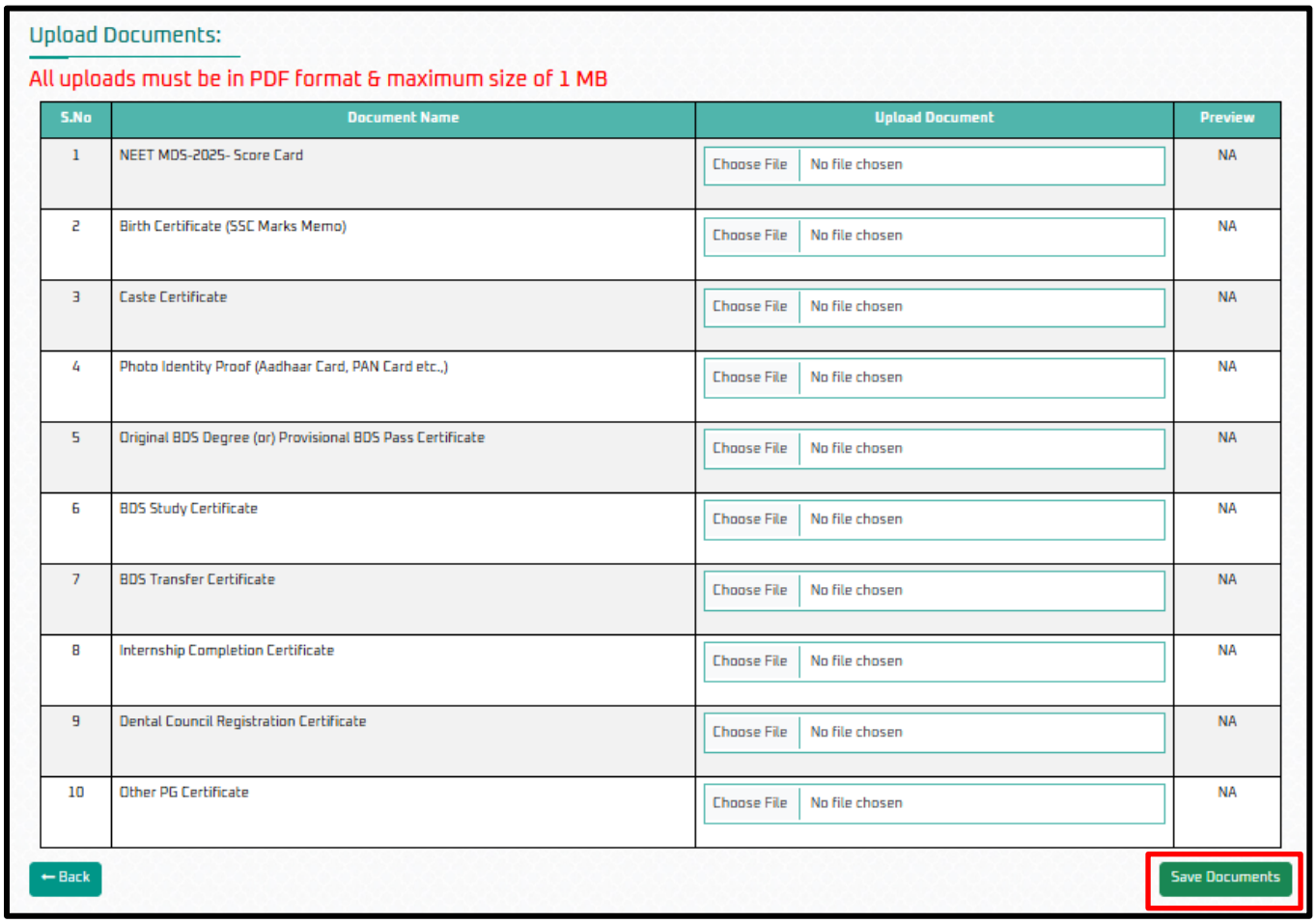
If the candidate studied BDS at GDC Vijayawada, GDC Hyderabad, or ACDS Secunderabad colleges, they should upload details from classes 6 to 12 in the grid for educational region calculation.

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.

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.

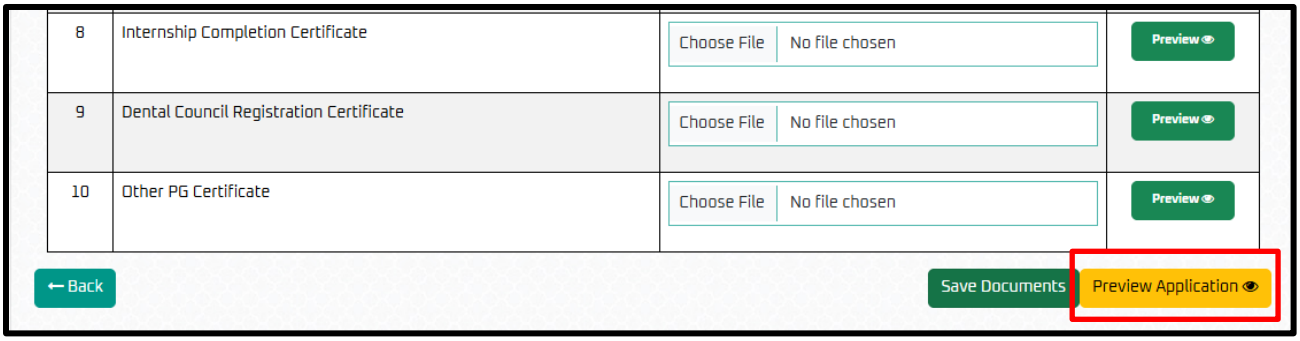


Figure 23: Application Submission – Preview Application Link

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.

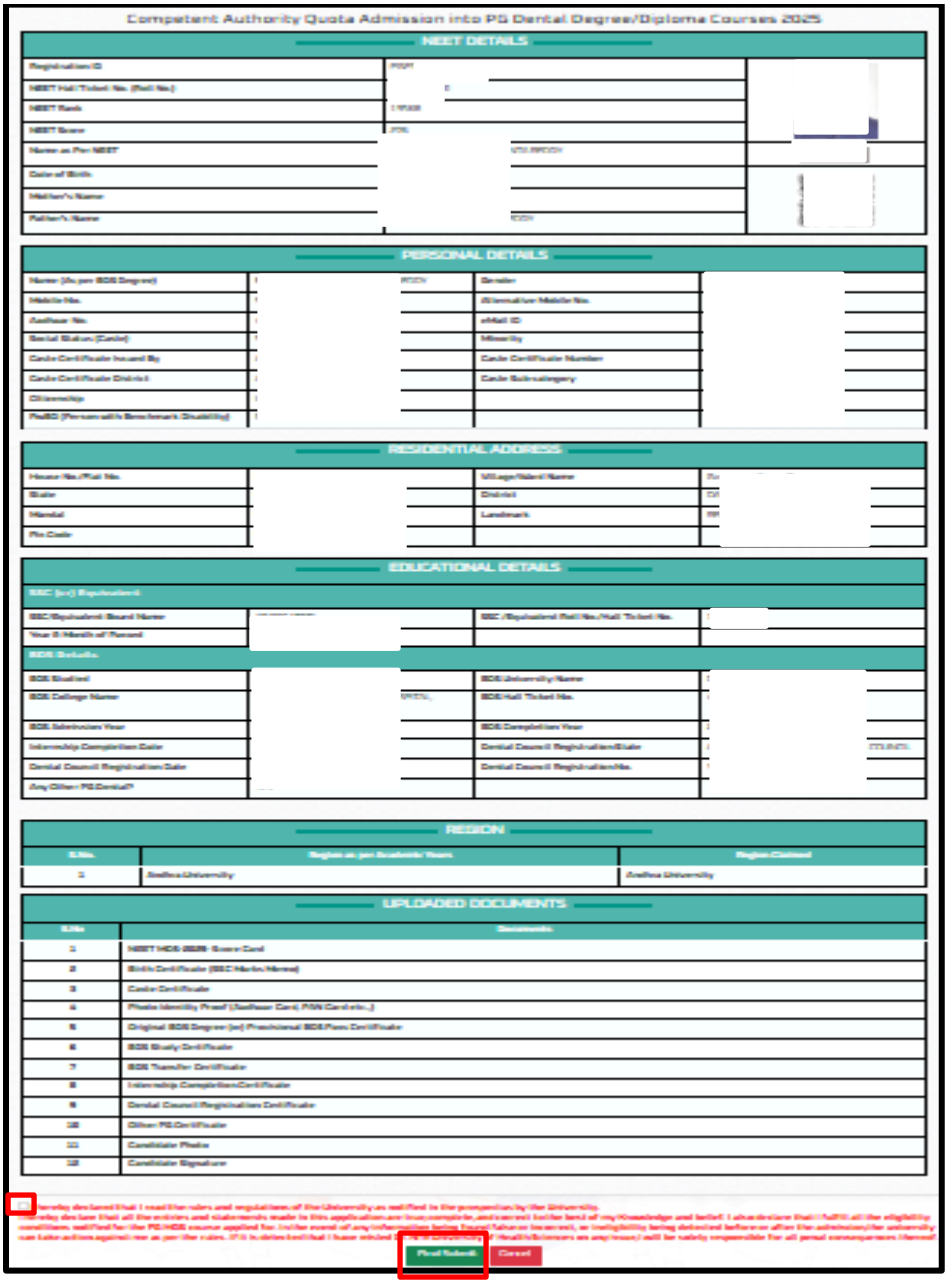


Figure 24: Application Submission – Preview and Submit

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.

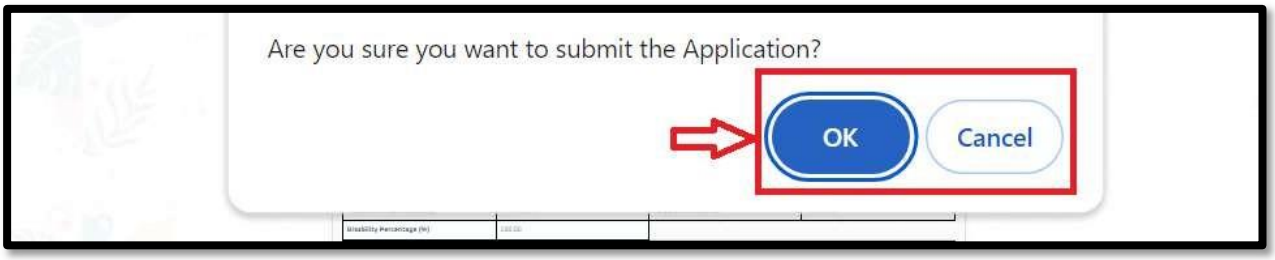


Figure 25: Application Submission – Submission Conformation

3.3 Know your Payment Status

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

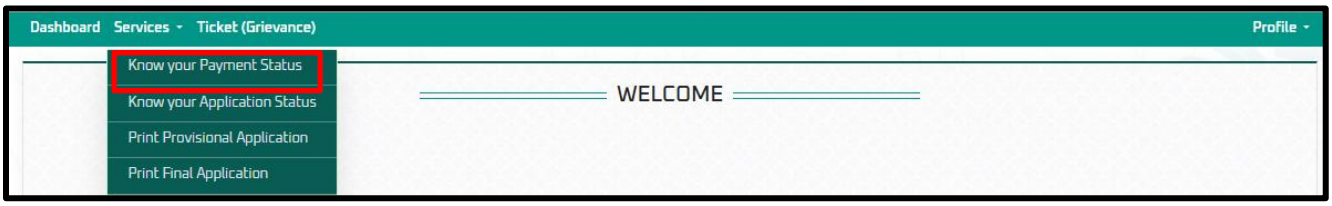


Figure 26: Know your Payment Status – Link

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.

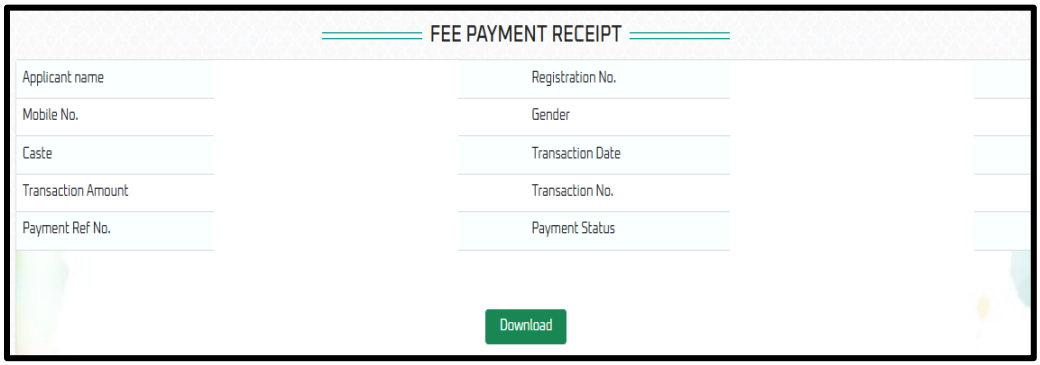


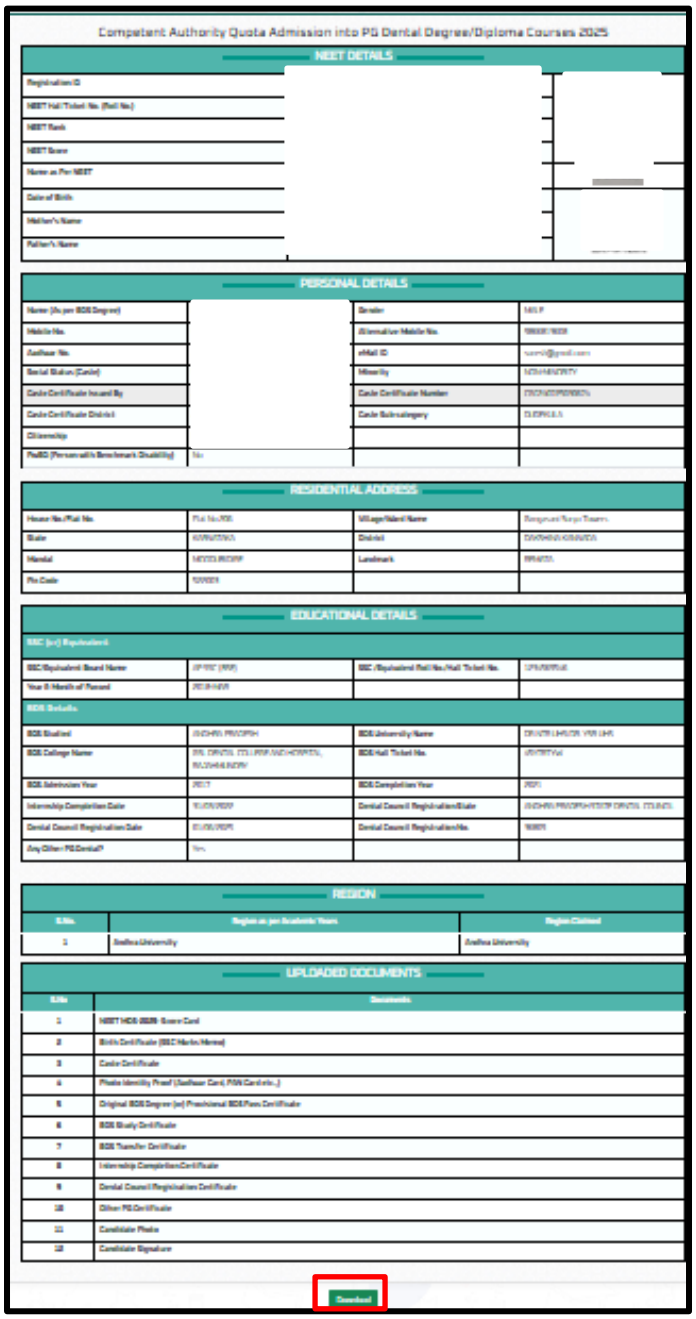
Figure 27: Know your Payment Status - Receipt

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.



igure 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

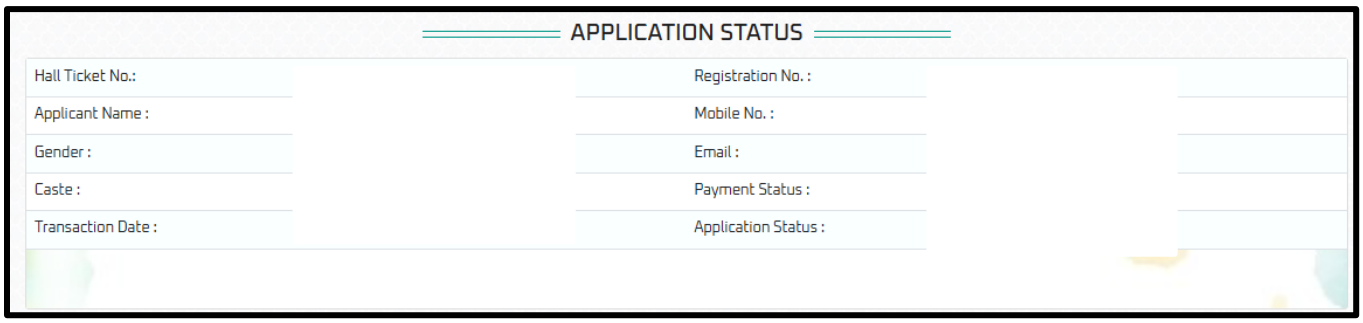


Figure 31: Know your Application Status - Status

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