



User Manual For
Dr. NTR UHS – Competent Authority
Quota Admission into PG Dental
Degree/Diploma Courses 2026-27

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Document Control Information

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



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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 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

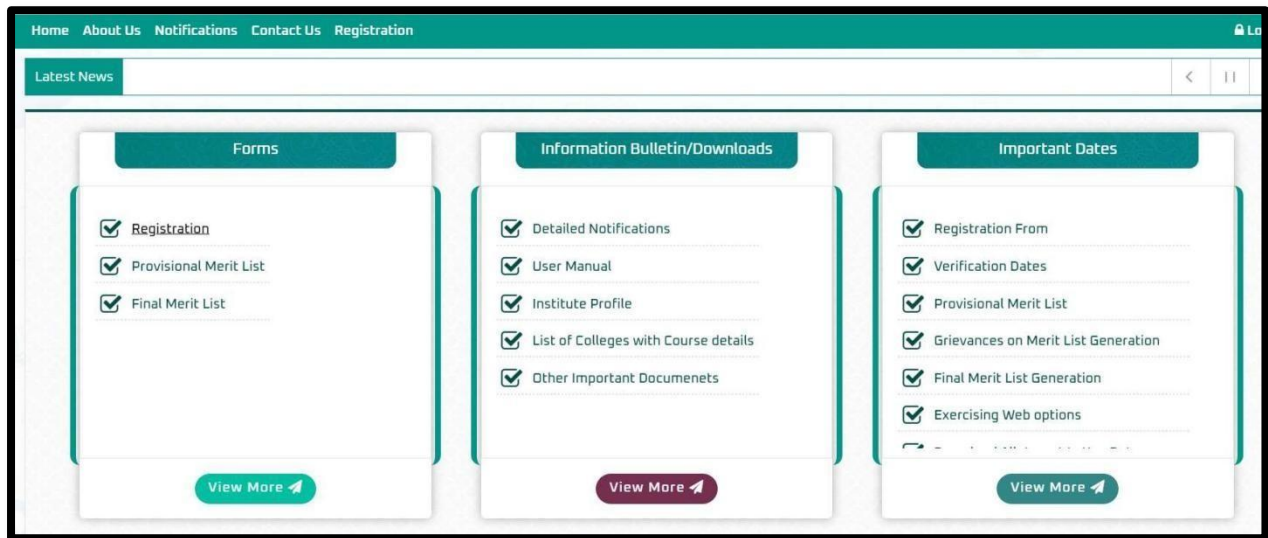


Figure 1: Home Page



2.1 Registration:

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

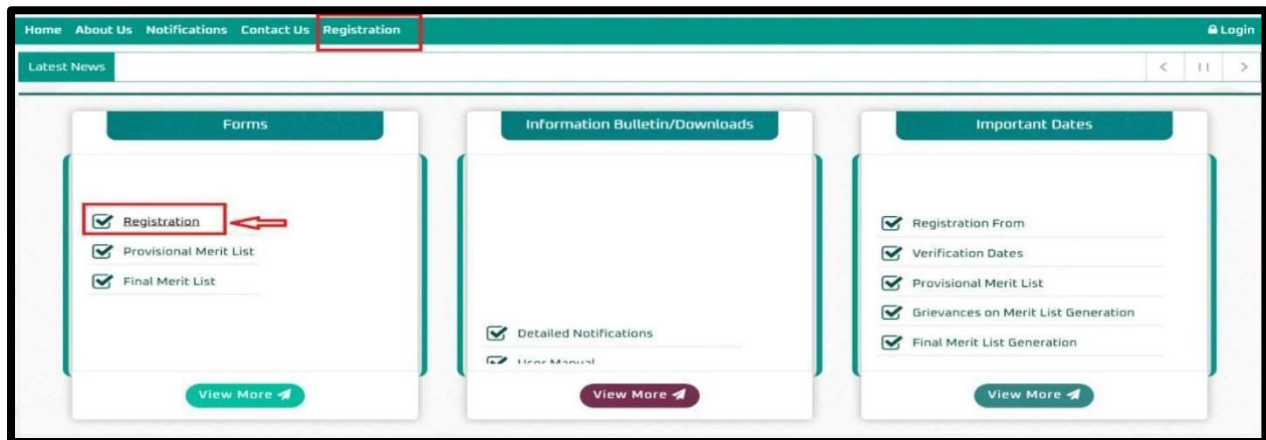


Figure 2: Registration - Link

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.

A screenshot of the 'REGISTRATION DETAILS' page on the APOnline website. The page has a title 'Registration' and contains several input fields: 'NEET Hall Ticket Number/Roll No.' (with value 2455), 'Date of Birth' (with value 18/), 'Name (as per NEET)' (with value GE), 'Mobile Number' (with value 93), 'eMail ID', 'Password', 'Confirm Password', and 'Captcha' (with value 40 - 16 = ?). There are two buttons: 'Get Details' and 'Generate OTP'. The 'Get Details' button is highlighted with a red box and a red arrow pointing to it. The 'Generate OTP' button is also highlighted with a red box and a red arrow pointing to it. Below the input fields, there are two green checkmarks indicating that 'Password requirements were met'. At the bottom, 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 = ? 5). 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!' message box in the top right corner states: '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. The 'Your Registration ID is: PG2' is displayed in a red box at the bottom of the form. A note at the bottom states: 'Note: Mobile number should be active till the closer of the admission'.

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



2.2 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.

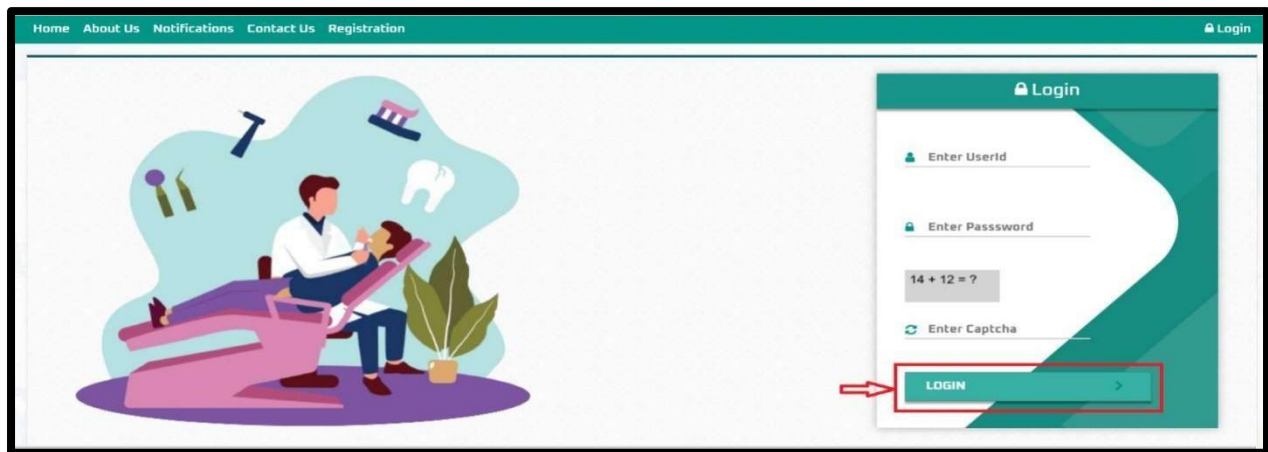


Figure 7: Login Page – Login

2.3 Application Submission:

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

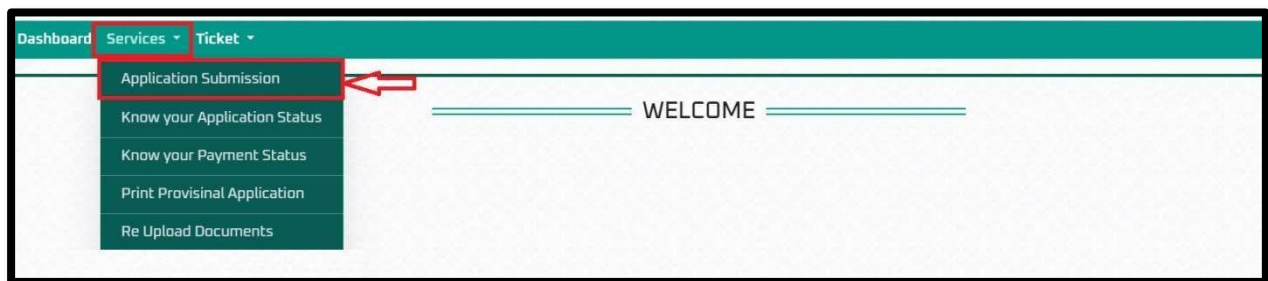


Figure 8: Application Submission – Link



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:

- Personal Details
- Payment Details
- Local/Non-local Region
- 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.

NEET Details:

NEET Hall Ticket No. (Roll No.) *
Date of Birth *
NEET Name *
Mother's Name *
NEET Score *
Father's Name *

Educational Details:

SSC/EQUIVALENT:
SSC/Equivalent Board *
AP SSC (SSC) *
SSC Roll Number *
SSC University Name *
SSC Completion Year *
SSC College Name *
SSC College Address *
SSC Roll Ticket Number *
Dental Council Registration Name *

BOS DETAILS:
BOS Roll Number *
BOS University Name *
BOS Completion Year *
BOS College Name *
BOS College Address *
BOS Roll Ticket Number *

Personal Details:
Name (As per BOS Degree) *
Andhra Pradesh *
Aadhaar No. *
Caste Certificate Number *
Citizenship *
Gender *
Email ID *
Minority *
Residential Address:

Residential Address:
House No./Flat No. *
Village/Town Name *
State *
District *
Pin Code *

Save & Continue

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.

:

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.

PAYMENT RECEIPT			
Applicant Name:		Registration Number:	
Mobile Number:		Gender:	
Caste:		Transaction Date:	
Transaction Amount:		Transaction Number:	
Payment Ref.No.:		Payment Status:	

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
- ❖ 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

- 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?'



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

Figure 22: Application Submission – Uploads

Save Documents

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	Choose File No file chosen	Preview
9	Dental Council Registration Certificate	Choose File No file chosen	Preview
10	Other PG Certificate	Choose File No file chosen	Preview

[← Back](#)[Save Documents](#)[Preview 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.



Competent Authority Quota Admission into PG Dental Degree/Diploma Courses 2025

NEET DETAILS

Registration ID	PGPT	
NEET Hall Ticket No. (Roll No.)	E	
NEET Rank	17500	
NEET Score	775	
Name as Per NEET	UTARAKH	
Date of Birth		
Mother's Name		
Father's Name	EDD	

PERSONAL DETAILS

Name (As per BDE Degree)	EDD	Gender	
Mother's Name		Maternal Mobile No.	
Father's Name		eMail ID	
Serial Status (Candidate)		Minority	
Cadre Certificate Issued By		Cadre Certificate Number	
Cadre Certificate District		Cadre Subcategory	
Citizenship			
PMSC (Person with Benchmark Disability)			

RESIDENTIAL ADDRESS

House No./Flat No.		Village/Velot Name	No.
State		District	ST
Mandal		Landmark	ST
Pin Code			

EDUCATIONAL DETAILS

BSC (or) Registration

BSC/Registration Board Name		BSC/Registration Roll No./Hall Ticket No.	
Year & Month of Passing			

BDE Details

BDE Student		BDE University Name	
BDE College Name	STPS	BDE Hall Ticket No.	
BDE Submission Year		BDE Completion Year	
Interimship Completion Date		Dental Council Registration State	UTTARAKH
Dental Council Registration State		Dental Council Registration No.	
Any Other PG Degree?			

REGION

S.No.	Region as per Academic Years	Region Chosen
1	Uttarakhand University	Uttarakhand University

UPLOADED DOCUMENTS

S.No.	Documents
1	NEET MDS BDE Score Card
2	Birth Certificate (BSC/Mother/Marriage)
3	Cadre Certificate
4	Photo Identity Proof (Selfies, Card, PAN Card etc.)
5	Original BDE Degree (or) Professional BDE Pass Certificate
6	BDE Study Certificate
7	BDE Transfer Certificate
8	Interimship Completion Certificate
9	Dental Council Registration Certificate
10	Diploma PG Certificate
11	Candidate Photo
12	Candidate Signature

☐ I hereby declare that I read the rules and regulations of the University as notified by the competent authority of the University. I also declare that all the entries and statements made in this application are true, complete, and correct to the best of my knowledge and belief. I acknowledge that if I fail to fulfill all the eligibility conditions notified for the PG/MDS course applied for, in the event of any information being false or incorrect (as per the rules), my eligibility being declared before or after the admission to the university, will be subject to cancellation of my admission. I further declare that I have not been declared ineligible for admission to any other PG/MDS course. I further declare that I have not been declared ineligible for admission to any other PG/MDS course. I further declare that I have not been declared ineligible for admission to any other PG/MDS course.

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.

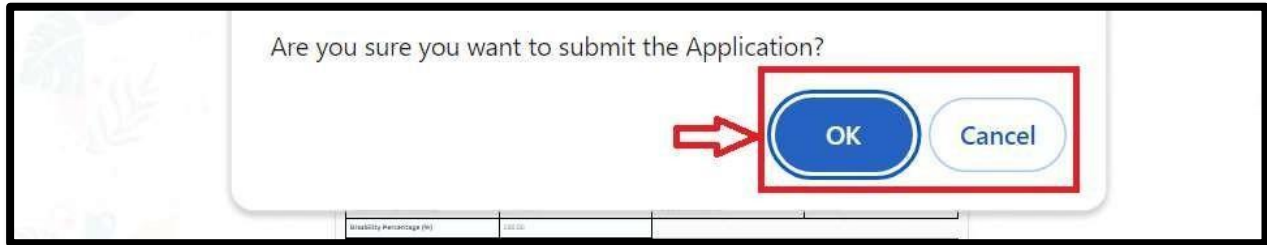
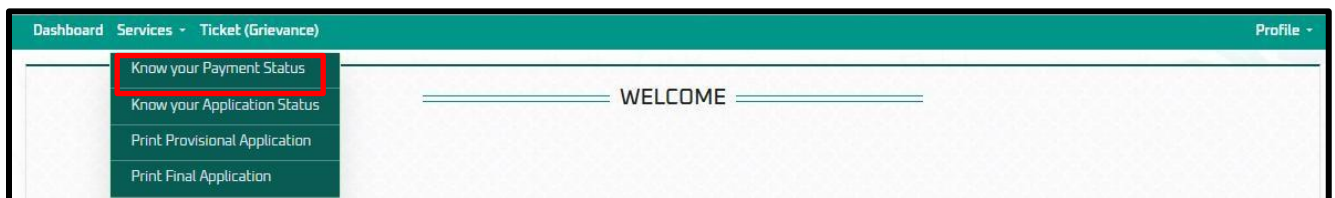


Figure 25: Application Submission – Submission Confirmation

3.3 Know your Payment Status

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



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.

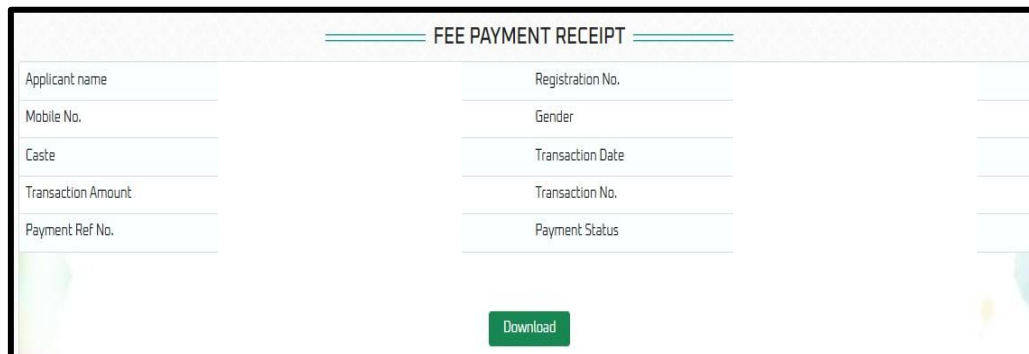


Figure 27: Know your Payment Status - Receipt



3.4 Print Provisional Application

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

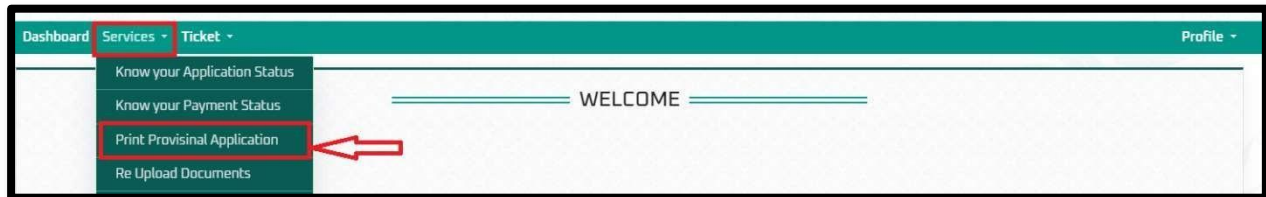


Figure 28: Print Provisional Application – Link

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			
Matr'n's Name			
Father's Name			
PERSONAL DETAILS			
Name (As per BSC Degree)		Gender	M/F
Mobile No.		Alternative Mobile No.	
Address No.		eMail ID	
Marital Status (Current)		Ministry	
Cadre Certificate Issued By		Cadre Certificate Number	
Cadre Certificate Division		Cadre Sub-category	
Citizenship			
PostED (Person with Benchmark Disability)	No		
RESIDENTIAL ADDRESS			
House No./Flat No.	Pin No./PO	Village/Ward Name	Signature/Type Text
State		District	
Mandal		Landmark	
Pin Code			
EDUCATIONAL DETAILS			
BSC (or) Registration			
BSC Equivalent Board Name	UPPSC (PSC)	BSC Equivalent Roll No./Hall Ticket No.	UPPSC/2024
Year & Month of Passout	2023-06/2023		
BSC Details			
BSC Studied	ICD-401 PSC/2024	BSC University Name	ICD-401 PSC/2024
BSC College Name	ICD-401 PSC/2024	BSC Hall Ticket No.	ICD-401 PSC/2024
BSC Submission Year	2023	BSC Completion Year	2023
Internship Completion Date	15/05/2024	Dental Council Registration State	ICD-401 PSC/2024
Dental Council Registration Date	15/05/2024	Dental Council Registration No.	10001
Any Other PG Dental?	No		
REGION			
S.No.	Region as per Academic Years	Region Chosen	
1	Andhra Pradesh	Andhra Pradesh	
UPLOADED DOCUMENTS			
S.No.	Documents		
1	NEET MDS 2025 Score Card		
2	Birth Certificate (BSC Name/Name)		
3	Cadre Certificate		
4	Photo Identity Proof (Selfies, Govt, PAN Card etc.)		
5	Original BSC Degree (or) Provisional BSC Form Certificate		
6	BSC Study Certificate		
7	BSC Transfer Certificate		
8	Internship Completion Certificate		
9	Dental Council Registration Certificate		
10	Other PG Certificate		
11	Candidate Photo		
12	Candidate Signature		

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.

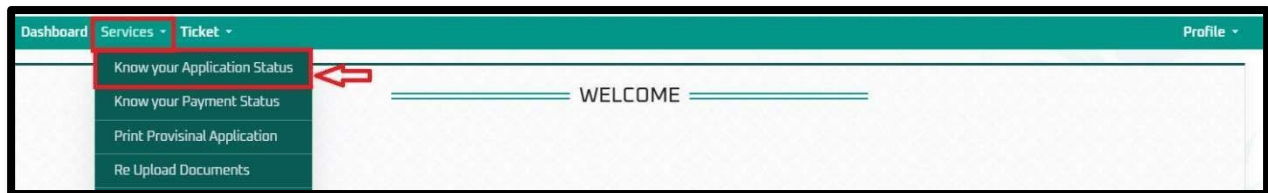


Figure 30: Know your Application Status – Link

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

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