

User Manual For Dr. NTR UHS – Post Basic B.Sc.(NURSING)-2YDC

- 2024-25

Competent Authority Quota

Prepared By

AP*©*nline

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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. 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, Homoeopathy, Naturopathy, Nursing, Physiotherapy and Para Medical Graduate Courses in its affiliated colleges.

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
- Print Final Application
- Objections
- Web Option
- Allotment Letter Download

3.1 Registration:

Click on 'Registration' in the title to register for Post Basic B.Sc Nursing 2YDC, as shown in the screen below.

DR. N.T.R. UNIVERSI Government Of Andhra Pra	TY OF HEALTH SCIENCES	
Home About Us Notifications Contact Us	Registration	🖴 Login

Figure 1: Registration-Link

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

- Enter the Candidate Name.
- > Enter the Mobile Number, Email ID and DOB.
- Enter the password and re-enter it in the confirm password field.
- Enter the Captcha and click on "Generate OTP" Button.

Robot as Notifications t	Contact Us Registrat	on				A Login
	PO	ST BASIC B.SC.(NURSING)-2YD	COURSE RE	GISTRATION DETAILS	5
ost Basic B.Sc.(Nur	sing)-2YD Cour	se Registration				1
Name *		er *	eMail ID *		Date of Birth *	
Enter Name	Ender Mu	une Number	Enter eMail ID		DD/MM/YYYY	
assword *		Confirm Password *		Captcha *		

Figure 2 : Registration-Generate OTP

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.

Post Basic B.Sc.(Nu	rsing)-2YD Cou	ration		
Name * Enter Name	Mobile Number *	eMail ID ★ Enter eMail ID	Date of Birth *	
Password *	Confirm Pa		Captcha * 47 + 30 = ? Center Captcha	
	d be active till the closure of the admi			

	Р	UST BASIL B.S	C.(NURSING)-2YD COURS	E REGISTRATION DETA	ILS
Post Basic B.Sc.(Nu	irsing)-2YD Co	urse Registratio	IN		1
Name *	Mobile N	lumber *	eMail ID *	Date of Birth *	
ASHA	846483	15184	TEST12@GMAIL.COM	03/09/2003	
Password *		Confirm Password		otcha *	
Password@2	 ✓ Ø 	Password@2	✓ Ø 47	+ 30 = ? 2 77	
Password requirement	ts were met	Password re	equirements were met		
OTP *					
Enter OTP					

Figure 3: 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.

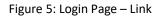
Post Basic B.Sc.(Nursi			NURSING)-2YD RE	EGISTRAT	10N DETAILS	You have Register Your Registration UG24CQ0300001	
Name *	Mobile Nu	ımber *	eMail ID *		Date of Birth *		
Enter Name	Enter Mo	obile Number	Enter eMail ID		DD/MM/YYYY		
Password *		Confirm Password *		Captcha *			
Enter Password	✓ ④	Enter Password	✓ ③	21 - 5 = ?	Enter Captcha		
Password requirements w	iere met	Password require	ments were met				
Note: Mobile number should be	e active till the closi	ure of the admission.					
			_		_	c here to login	

Figure 4: Registration – Registration ID (User ID) Generation

3.2 Login:

After successful registration, click "Login" to submit your application.





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



Figure 6: Login Page – Login

3.3 Application Submission:

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

	DR. N.T.R. UNIVERSITY OF HEALTH SCIENCES Government Of Andhra Pradesh Post Basic B.Sc. (Nursing)-2YD Course Competent Authority Quota 2024	
Dashboard	Services 👻	Profile 🝷
	Application Submission WELCOME	

Figure 7: 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

Personal Details	Payment Details	Local/Non-local	Upload Documents
	Figure 8: Application	Submission - Tabs	

Figure 8: Application Submission – Tabs

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:

Fill in the Personal Details, Candidate details like Name, DOB, Mobile Number and Mail ID Residential Address, Educational Details and Service Details then click the "Save and continue" button.

Candidate Hame *	Gender *	Date of Nirth *	Mother's Name *
Rearry in	-Select Center-	18/06/2001	Briter Mother Name
Father's Name *	Monthle Man	Alternative Mobile No.	Andhair No.*
Entre Pather Name	8847367280	Corner Monthle Hit	Enter Authority No.
eMail ID +	Social Status (Castel) *	Ceste Certificate haved by *	Ceste Certificate Number *
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Minority *	Caste Sub-category *	Caste Certificate Issued District *	Parental Income *
-Select-	Laste Buticategory	helert	Select w
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Select Extremely -			
Disability Percentage (%) *			
Disability Percentage			
lesidential Address:			
HINGSE NO./Plat NO	Village/Ward Name *	State -	District -
Error House No/Plat his	Enter Williage/Johard name	- Setect	-Setert ~
Mandal *	Landmark *	Pin Code *	
-Select- v	Enter Land mark	Enter Pas Cade	
Educational Details:			
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SSC/EQUIVALENT: SSC/Equivalent Reard * SSC/Equivalent Reard * WITHINGENERMENT SSC/EQUIVALENT: SSC/EQUIV	Briter SS2/Bupdater4 Hot No. Halt T Mermethale/Bupdater4 Hot No. Halt Tusket Bas Bernneldie/Dupdater4 Hot No. Halt Tusket Deterministie/Dupdater4 Percentage (N) * 0	Safert - v Safert - v Wer & Month Of Passed *	Including Languaged +
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Figure 9: Application Submission – Personal Details

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.

Fee Payment:

Select Payment Type	Payment Summary	
) Net Banking (5Bi)	Name	Navya UG24C003000017
> Net Banking (HDFC)	Registration No. Fee Amount	1888.00 (Including GST)
) Net Banking (ICICI)	LateFee Amount	0.00 (Including GST)
) Net Banking (Other Banks)	Verification Amount Convenience Charges	0
) Debit Card	Total Payment	1888.00
) Credit Card	Pay	Now Cancel
Credit Card	Pay	Now Cancel

Figure 10: 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.

Applicant Name:	Navya	Registration Number:	UG24CQ03000017
Mobile Number:	8247367280	Gender:	Female
Caste:	BC-B	Transaction Date:	24-08-2024 11:40:27
Transaction Amount:	1888.00	Transaction Number:	UG3240824114027380
Payment Ref.No.:	PTM24088117D4D7A	Payment Status:	Success

Figure 11: 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 education, they will fall under one of the following regions:

- Andhra University
- Sri Venkateswara University
- Osmania University
- Non-local

Andhra University Region/ Sri Venkateswara University Region:

Candidates should enter and upload details from classes 9 to 12 and GNM details 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.

No	Class	Year of Study	State		District	School/College/Institute	Upload Certificate(PDF Only / 500 KB)	Preview
1	GNM3rdYear	× 5202	Andhra Pradesh	~	Ananthapuramu 🗸	test	Choose File PDF.pdf	NA
2	GNM2ndYear	× 1502	Andhra Pradesh	~	Anakapalli ~	test	Choose File PDF.pdf	NA
3	GNM1stYear	~ 0202	Andhra Pradesh	~	Anakapalli ~	test	Choose File PDF.pdf	NA
4	XII	2019 🗸	Andhra Pradesh	~	Anakapalli 🗸	test	Choose File PDF.pdf	NA
i	XI	2018 ~	Andhra Pradesh	~	Bapatla V	test	Choose File PDF.pdf	NA
i	x	2017 🗸	Andhra Pradesh	~	Alluri Sitharama Raju 🗸	test	Choose File PDF.pdf	NA
7	IX	2016 ~	Andhra Pradesh	~	Ananthapuramu 🗸	test	Choose File PDF.pdf	NA
ion	*	2626			35555555			

Figure 12: Application Submission – Local – 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 competent authority quota.

Region *	
Osmania University	
Do you want to claim "APNL" or "Migrated from TG to AP" *	
Select	
Select	
Yes No	Save & Continue-+



- 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)?'
 - \circ $\,$ '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 with AP Domicile" 	
←Back	Save & Continue→

Figure 14: Application Submission – OU Region

If you select the 'Are you Claiming Local Status as per G.O Ms nos. 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.	Ds no. 132/171/129/ (If migrated from TG to AP	1	
O Are you Claiming "APNL with AP Domici	ile"		
Local Certificate Issued by *	Local Status Certificate Number *	District Migrated *	
Select 🗸	Enter Certificate Number	Select 🗸	
-Back			Save & Continue→

Figure 15: Application Submission - OU Region - Migrated from TG to AP

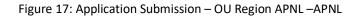
After entering the details, the final region will be displayed as shown below. Click the "Save & Continue" button.

Region *			
Osmania University			
Do you want to claim "APNL" or "Migrated	from TG to AP" *		
Yes			
 Are you Claiming Local status as per G.I Are you Claiming "APNL with AP Domici 	Os no. 132/171/129/ (If migrated from TG to AP ile")	
	Local Status Certificate Number *	District Migrated *	
Local Certificate Issued by *		District Migrated * Guntur	
Local Certificate Issued by *	Local Status Certificate Number *		
Local Certificate Issued by *	Local Status Certificate Number *		

Figure 16: 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 6.0s no. 132/171/129/ (if migrated from TG to AP) Are you Claiming "APNL with AP Domicile" 		
Minimum 10 Years study Certificate of either of parents, if student in Andhra Pradesh Univ (PDF Only / 500 KB) *	Choose File No file chosen	
xr)		
Current Employment Certificate of either of parents, if working in Andhra Pradesh Only (PDF Only / 500 KB) *	Choose File No file chosen	
er)		
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 & Continu



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 competent authority quota.

Region *	
Non-Local	
Do you want to claim "AP!	L with AP Domicile" *
Select	
Select	
Yes	
No	

Figure 18: Application Submission–Non-local

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

Choose File No file chosen
Choose File No file chosen
Choose File No file chosen

Figure 19: Application Submission – Non-local – APNL with AP Domicile

4 Documents Uploads:

Candidates should upload all documents in PDF format and click "Save Documents".

<u> </u>	ds must be in PDF format & maximum size of 5		
5.No	Document Name	Upload Document	Preview
1	Candidate Photo	Chaose File No file chosen	NA
2	Candidate Signature	Chaose File No file chosen	NA
з	Aadhaar Card	Chaose File No file chosen	NA
4	Casto Certificate	Chaose File No file chosen	NA
5	SSE Marks Memo	Chaose File No file chosen	NA
6	Intermediate/Equivalent Marks Memo	Chaose File No file chosen	NA
7	GNM Consolidated Marks Memo	Chaose File No file chosen	NA
8	GNM Registration Certificate	Chaose File No file chosen	NA
9	GNM Diploma Course Certificate	Choose File No file chosen	NA
10	GNM Transfor Certificate	Choose File No file chosen	NA
11	Service Regularization Certificate	Chapse File No file chosen	NA

Figure 20: 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.

11	Service Regularization Certificate	Choose File No file chosen	Preview @
← Back		Save Do	Preview Application 👁

Figure 21: 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.

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3	Dirider/Near Dirider/Near DirideCul/Near 20	8086 8081 8080 8080	ATTORIAL J TELAJ	Pansign Door Pansign Door Pansign Door Pansign Door	day day day day day day	Control Contro		an faing an faing an faing an faing an faing		-	Yans. Yans.
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Figure 22: 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.

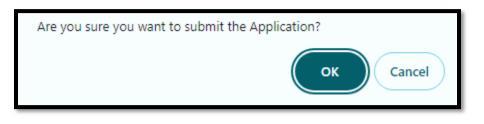


Figure 23: Application Submission – Submission Conformation

3.4 Know your Application Status

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

Dashboard Services *		Profile *
Know your Application Status		
Know your Payment Status	WELCOME	
Print Provisional Application		

Figure 24: Know your Application Status– Link

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

	Applicat	ION STATUS	=
Registration No. :	J0017	Applicant Name :	Navya
Mobile No. :	8247367280	Gender:	Female
Email :	Navya9999@gmail.com	Caste :	BC-B
Payment Status :	Success	Transaction Date :	24-08-2024
Application Status :	Application Submitted		



3.5 Know your Payment status

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

Dashboard Services -		Profile *
Know your Application Status Know your Payment Status Print Provisional Application	WELCOME	

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.

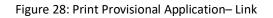
66666666666	F	EE PAYMENT RECEIPT	
Applicant name	: Navya	Registration No.	: UG24CQ03000017
Mobile No.	: 8247367280	Gender	: Female
Caste	: BC-B	Transaction Date	: 24-08-2024 11:40:27
Transaction Amount	: 1888.00 (Including GST)	Transaction No.	:UG3240824114027380
Payment Ref No.	: PTM24088117D4D7A	Payment Status	: Success
		Download	

Figure 27: Know your Payment Status - Receipt

3.6 Print Provisional Application

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

Dashboard Services -		Profile *
Know your Application Status		
Know your Payment Status	WELCOME	
Print Provisional Application		



If Candidate would like to Print Provisional Application, then candidate should login 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.

The remaining services related user manual will be shared shortly.