



DR. N.T.R UNIVERSITY OF HEALTH SCIENCES

Government Of Andhra Pradesh

User Manual

For

Dr. NTR UHS – Post Basic

B.Sc.(NURSING)-2YDC

– 2024-25

Competent Authority Quota

Prepared By

APOnline

Table of Contents

1 INTRODUCTION	4
1.1 ABOUT Dr. NTR UHS:.....	4
1.2 OBJECTIVES.....	4
1.3 SCOPE.....	4
2 SOFTWARE AND TECHNOLOGIES	4
3 PROCESS FLOW.....	5
3.1 Registration:	5
3.2 Login:.....	7
3.3 Application Submission:.....	8
3.4 Know your Application Status	17
3.5 Know your Payment status	18
3.6 Print Provisional Application	18

Tables

TABLE 1: SOFTWARE AND TECHNOLOGIES	4
--	---

Figures

FIGURE 1: REGISTRATION-LINK.....	5
FIGURE 2 : REGISTRATION-GENERATE OTP	5
FIGURE 3: REGISTRATION – OTP	6
FIGURE 4: REGISTRATION – REGISTRATION ID (USER ID) GENERATION	7
FIGURE 5: LOGIN PAGE – LINK	7
FIGURE 6: LOGIN PAGE – LOGIN	7
FIGURE 7: APPLICATION SUBMISSION – LINK.....	8
FIGURE 8: APPLICATION SUBMISSION – TABS.....	8
FIGURE 9: APPLICATION SUBMISSION – PERSONAL DETAILS	9
FIGURE 10: APPLICATION SUBMISSION– FEE PAYMENT	9
FIGURE 11: APPLICATION SUBMISSION–PAYMENT SUCCESS	10
FIGURE 12: APPLICATION SUBMISSION – LOCAL – EDUCATIONAL REGION	11
FIGURE 13: APPLICATION SUBMISSION – OU EDUCATIONAL REGION.....	11
FIGURE 14: APPLICATION SUBMISSION – OU REGION.....	12
FIGURE 15: APPLICATION SUBMISSION – OU REGION - MIGRATED FROM TG TO AP	12
FIGURE 16: APPLICATION SUBMISSION – OU REGION MIGRATED –FINAL REGION	13
FIGURE 17: APPLICATION SUBMISSION – OU REGION APNL –APNL.....	13

FIGURE 18: APPLICATION SUBMISSION–NON-LOCAL 14
FIGURE 19: APPLICATION SUBMISSION – NON-LOCAL – APNL WITH AP DOMICILE 14
FIGURE 20: APPLICATION SUBMISSION – UPLOADS 15
FIGURE 21: APPLICATION SUBMISSION – PREVIEW APPLICATION LINK..... 15
FIGURE 22: APPLICATION SUBMISSION – PREVIEW AND SUBMIT..... 16
FIGURE 23: APPLICATION SUBMISSION – SUBMISSION CONFORMATION 17
FIGURE 24: KNOW YOUR APPLICATION STATUS– LINK..... 17
FIGURE 25: KNOW YOUR APPLICATION STATUS – STATUS 17
FIGURE 26: KNOW YOUR PAYMENT STATUS– LINK 18
FIGURE 27: KNOW YOUR PAYMENT STATUS - RECEIPT 18
FIGURE 28: PRINT PROVISIONAL APPLICATION– LINK..... 19

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.



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.

The image shows the registration form for the Post Basic B.Sc.(Nursing)-2YD Course. The page title is 'POST BASIC B.SC.(NURSING)-2YD COURSE REGISTRATION DETAILS'. The form contains several input fields: 'Name *' (with 'Enter Name' placeholder), 'Mobile Number *' (with 'Enter Mobile Number' placeholder), 'eMail ID *' (with 'Enter eMail ID' placeholder), 'Date of Birth *' (with 'DD/MM/YYYY' placeholder), 'Password *' (with 'Enter Password' placeholder and a visibility toggle), 'Confirm Password *' (with 'Enter Password' placeholder and a visibility toggle), and 'Captcha *' (with '47 + 30 = 7' and 'Enter Captcha' placeholder). A note at the bottom states: 'Note: Mobile number should be active till the closure of the admission.' At the bottom of the form, there are two buttons: 'Generate OTP' (green) and 'Reset' (yellow).

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.

The screenshot shows the 'POST BASIC B.SC.(NURSING)-2YD COURSE REGISTRATION DETAILS' page. The form is titled 'Post Basic B.Sc.(Nursing)-2YD Cou ration'. It contains the following fields: Name (placeholder: Enter Name), Mobile Number (placeholder: Enter Mobile Number), eMail ID (placeholder: Enter eMail ID), Date of Birth (placeholder: DD/MM/YYYY), Password (placeholder: Enter Password), Confirm Password (placeholder: Enter Password), and a Captcha field with the text '47 + 30 = ?' and a 'Enter Captcha' button. There are also 'Generate OTP' and 'Reset' buttons at the bottom. A note states: 'Note: Mobile number should be active till the closure of the admission.'

The screenshot shows the same registration form, but with data entered. The Name field contains 'ASHA', Mobile Number contains '8464835184', eMail ID contains 'TEST12@GMAIL.COM', and Date of Birth contains '03/09/2003'. The Password and Confirm Password fields both contain 'Password@2' and have green checkmarks. The Captcha field contains '47 + 30 = ?' and the answer '77'. The 'Generate OTP' button is now disabled. A new 'OTP' field with the placeholder 'Enter OTP' has appeared. The note remains: 'Note: Mobile number should be active till the closure of the admission.'

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.(NURSING)-2YD REGISTRATION DETAILS

Post Basic B.Sc.(Nursing)-2YD Registration

Name * Mobile Number * eMail ID * Date of Birth *

Password * Confirm Password * Captcha *

Password requirements were met Password requirements were met

Note: Mobile number should be active till the closure of the admission.

Your Registration ID is: UG24CQ03000017

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

3.2 Login:

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



Figure 5: 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.

Login

[Forgot Password?](#)

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.



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

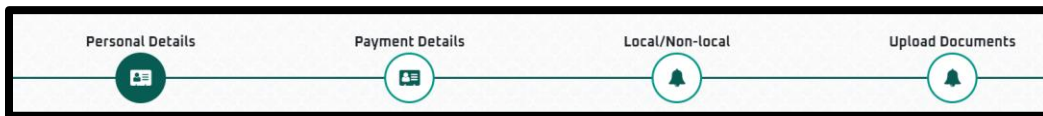


Figure 8: Application Submission – Tabs

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.

The screenshot shows a comprehensive form for entering personal details. Key sections include:

- Personal Details:** Fields for Candidate Name, Gender, Date of Birth, Alternative Mobile No., National Status (Caste), Caste Sub-category, and various certificate numbers (Caste, Parental Income, PwBD).
- Residential Address:** Fields for House No./Flat No., Village/Town Name, State, District, Landmark, and Pin Code.
- Educational Details:** Sections for SSC/EQUIVALENT, INTERMEDIATE/EQUIVALENT, and O/NM DETAILS, each with fields for board names, marks, and percentages.
- Service Details:** A field for 'Most Service (Regular Only)'.

 A 'Save & Continue' button is located at the bottom right of the form.

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:

The screenshot displays the payment gateway interface. On the left, users can select a payment method. On the right, a summary table provides a clear overview of the transaction:

PAYMENT SUMMARY	
Name	Navya
Registration No.	UG24CQ03000017
Fee Amount	1888.00 (Including GST)
Late Fee Amount	0.00 (Including GST)
Verification Amount	0
Convenience Charges	
Total Payment	1888.00

 A 'Pay Now' button is highlighted in green, and a 'Cancel' button is in yellow. Below the summary, there is a checkbox for agreeing to terms and conditions, a note about payment success, and a 'Back' button.

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.

Personal Details		Payment Details		Local/Non-local		Upload Documents	
PAYMENT RECEIPT							
Applicant Name:	Navya	Registration Number:	UG24CQ03000017	Gender:	Female	Transaction Date:	24-08-2024 11:40:27
Mobile Number:	8247367280	Caste:	BC-B	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.

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	GNM3rdYear	2022	Andhra Pradesh	Ananthapuramu	test	Choose File PDF.pdf	NA
2	GNM2ndYear	2021	Andhra Pradesh	Anakapalli	test	Choose File PDF.pdf	NA
3	GNM1stYear	2020	Andhra Pradesh	Anakapalli	test	Choose File PDF.pdf	NA
4	XII	2019	Andhra Pradesh	Anakapalli	test	Choose File PDF.pdf	NA
5	XI	2018	Andhra Pradesh	Bapatla	test	Choose File PDF.pdf	NA
6	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

Region *

Andhra University

←Back Save & Continue→

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→

Figure 13: 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 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.

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.

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.

Figure 17: 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 competent authority quota.

Figure 18: Application Submission–Non-local

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

The screenshot shows a web form for application submission. At the top, there is a dropdown menu for 'Region' with 'Non-Local' selected. Below it is a question 'Do you want to claim "APNL with AP Domicile"?' with a dropdown menu showing 'Yes'. There are three file upload sections, each with a 'Choose File' button and a 'No file chosen' status. The first section is for 'Minimum 10 Years study Certificate of Student/either of parents, if student in Andhra Pradesh Only (PDF Only / 500 KB)'. The second section is for 'Current Employment Certificate of either of parents, if working in Andhra Pradesh Only (PDF Only / 500 KB)'. The third section is for 'Minimum 10 Years Residence Certificate (Only Andhra Pradesh State) of either of parents (PDF Only / 500 KB)'. At the bottom, there is a 'Final Region' dropdown menu with 'APNL with AP Domicile' selected. There are two buttons: '←Back' on the left and 'Save & Continue→' on the right.

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

Documents Uploads:

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

Upload Documents:

Candidate Photo & Signature must be in (JPG/JPEG/PNG) Formats & maximum size of 100KB
 All uploads must be in PDF format & maximum size of 500KB

S.No	Document Name	Upload Document	Preview
1	Candidate Photo	Choose File No file chosen	NA
2	Candidate Signature	Choose File No file chosen	NA
3	Aadhaar Card	Choose File No file chosen	NA
4	Caste Certificate	Choose File No file chosen	NA
5	SSC Marks Memo	Choose File No file chosen	NA
6	Intermediate/Equivalent Marks Memo	Choose File No file chosen	NA
7	GNM Consolidated Marks Memo	Choose File No file chosen	NA
8	GNM Registration Certificate	Choose File No file chosen	NA
9	GNM Diploma Course Certificate	Choose File No file chosen	NA
10	GNM Transfer Certificate	Choose File No file chosen	NA
11	Service Regularization Certificate	Choose File No file chosen	NA

← Back Save Documents

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 Documents **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.

PERSONAL DETAILS				
Registration ID	UPH12345678901	Name	Pranav	
Date of Birth	14/08/2000	Gender	Female	
MobNo.	9876543210	Alternative Mobile No.	9876543210	
Mother's Name	Shruti	Father's Name	Ravi	
Aadhaar No.	987654321098	eMail ID	Pranav9999@gmail.com	
Serial Number (Card)	9876	Card Certificate Issued By	UP State (Your Institution)	
Card Certificate Number	UPH12345678901	Card Certificate Status	Active	
Validity	Non-Mandatory	Card Subcategory	99%	
Passport	Not Applicable			
Citizenship	Indian			
Photo (Person with Barcode Overlay)	Yes			

RESIDENTIAL ADDRESS			
House No./Flat No.	8/75	Ward/Block Name	Ward/Block/Phase
State	Andhra Pradesh	District	Prakasam
Mandal	Manjampet	Submarket	Manjampet
Pin Code	522206		

EDUCATIONAL DETAILS			
SSC (or) Equivalent			
SSC/Equivalent Board Name	UPPSC (2000)	SSC Roll No./Flat Ticket No.	UPPSC/2000
Year & Month of Passout	2017-03/01		
Inter (or) Equivalent			
Intermediate/Equivalent Board Name	UP Intermediate Board	Inter Roll No./Flat Ticket No.	UPIB/2000
Year & Month of Passout	2019-03/01	Total Scored Marks in Inter or Equivalent (Including Language)	7000
Total (Max. Marks in Inter or Equivalent (Including Language))	10000	Inter Percentage (%)	70.00
10th/12th			
Roll Ticket No.	UP1234567	Year & Month of Passout	2020-03/01
Registration Date	15/02/2020	Exam Type	Regular
Total Scored Marks (2nd, 3rd, 5th Year Marks (Including Internship))	7000	Total (Max. Marks (2nd, 3rd, 5th Year Marks (Including Internship)))	10000
Percentage (%)	70.00		

SERVICE DETAILS	
Is Service	No

EDUCATIONAL DETAILS (FOR LOCAL AREA/REGION VALIDATION)						
S.No.	Class	Year of Study	State	District	Scored Marks/Total Marks	Approved Status
1	SSB/10th Year	2020	Foreign Country	Foreign Country	Open/Null	Yes
2	SSB/10th Year	2021	Foreign Country	Foreign Country	Open/Null	Yes
3	SSB/10th Year	2020	Foreign Country	Foreign Country	Open/Null	Yes
4	10	2020	Foreign Country	Foreign Country	Open/Null	Yes
5	10	2020	Foreign Country	Foreign Country	Open/Null	Yes
6	10	2020	Foreign Country	Foreign Country	Open/Null	Yes
7	10	2020	Foreign Country	Foreign Country	Open/Null	Yes

REGION			
S.No.	Country Type of Local Status	Registration Number/Year	Region Number
1	Country UPNL with EP Certificate	None/None	UPNL with EP Certificate

UPLOADED DOCUMENTS	
S.No	Documents
1	Minimum 10 years Study Certificate of student/either of parents, if studied in Andhra Pradesh only
2	GNM Consolidated Marks Memo
3	GNM Registration Certificate
4	GNM Diploma Course Certificate
5	GNM Transfer Certificate
6	Service Regularization Certificate
7	Candidate Photo
8	Candidate Signature
9	Aadhaar Card
10	Caste Certificate
11	SSC Marks Memo
12	Intermediate/Equivalent Marks Memo

I hereby Declared that I read the rules and regulations of the University as notified in the prospectus by the University hereby 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 also declare that I fulfill all the eligibility conditions notified for the Nursing 2YD course applied for. In the event of any information being found false or incorrect, or ineligibility being detected before or after the admission, the university can take action against me as per the rules. If it is detected that I have misled Dr. N.T.R. University of Health Sciences on any issue, I will be solely responsible for all penal consequences thereof.

Figure 22: Application Submission – Preview and Submit

3.5 Know your Payment status

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

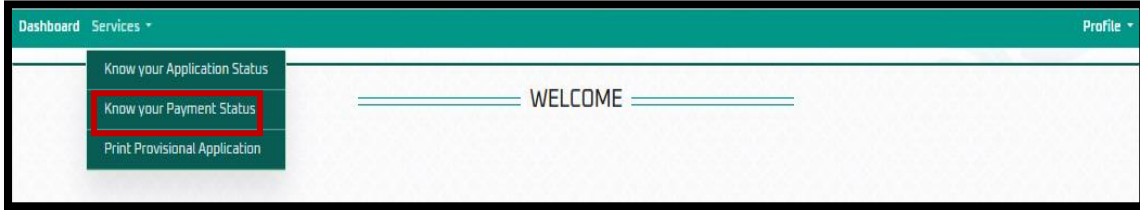
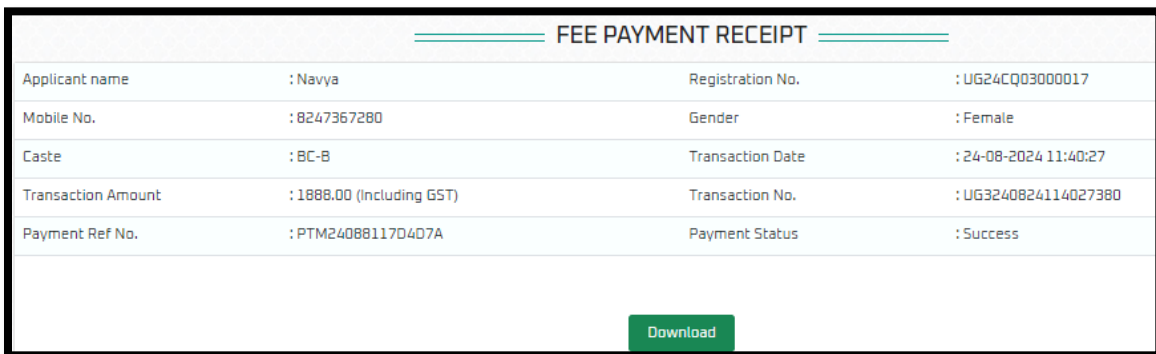


Figure 26: Know your Payment Status– Link

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.



FEE 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.

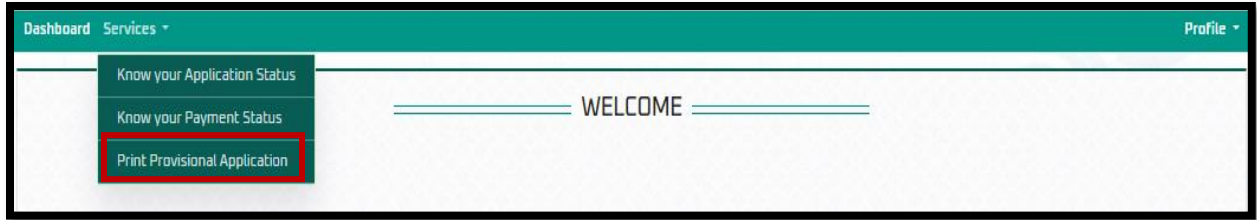


Figure 28: Print Provisional Application– Link

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.

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