



DR. N.T.R UNIVERSITY OF HEALTH SCIENCES

Government Of Andhra Pradesh

User Manual

For

Dr. NTR UHS –B.Sc.(NURSING)-4YDC

– 2024-25

Competent Authority Quota

Prepared By

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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 B.Sc (Nursing) 4YDC 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 EAPCET Hall ticket No and DOB.
- Enter the Mobile Number, Email ID.
- Enter the password and re-enter it in the confirm password field.
- Enter the Captcha and click on "Generate OTP" Button.

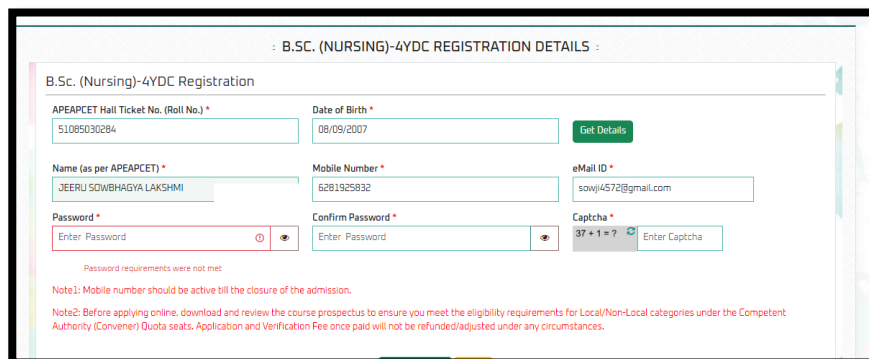
The image shows a registration form titled 'B.Sc. (Nursing)-4YDC REGISTRATION DETAILS'. It contains several input fields: 'APEAPCET Hall Ticket No. (Roll No.)' with the value '51085030284', 'Date of Birth' with '08/09/2007', 'Name (as per APEAPCET)' with 'JEERU SOWBHAGYA LAKSHMI', 'Mobile Number' with '6281925832', 'eMail ID' with 'sowj4572@gmail.com', 'Password' and 'Confirm Password' fields both containing 'Enter Password', and a 'Captcha' field with '37 * 1 = ?'. A green 'Get Details' button is located next to the Date of Birth field. Below the form, there are two notes: 'Note1: Mobile number should be active till the closure of the admission.' and 'Note2: Before applying online, download and review the course prospectus to ensure you meet the eligibility requirements for Local/Non-Local categories under the Competent Authority (Convener) Quota seats. Application and Verification Fee once paid will not be refunded/adjusted under any circumstances.'

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 a web form titled "B.Sc. (Nursing)-4YDC Registration Details". The form contains several input fields: "APEAPCET Hall Ticket No. (Roll No.)" with the value "51385010040", "Date of Birth" with "14/11/2006", "Name (as per APEAPCET)" with "PANGA MDUNIKA", "Mobile Number" with "9912192024", "eMail ID" with "test12@gmail.com", "Password" and "Confirm Password" both with masked characters and green checkmarks, and a "Captcha" field with "45 - 11 = ?" and the answer "34". Below the password fields, it says "Password requirements were met". There is an "OTP" field with the placeholder "Enter OTP". At the bottom, there are "Submit" and "Reset" buttons. A note at the bottom states: "Note1: Mobile number should be active till the closure of the admission. Note2: Before applying online, download and review the course prospectus to ensure you meet the eligibility requirements for Local/Non-Local categories under the Competent Authority (Convener) Quota seats. Application and Verification Fee once paid will not be refunded/adjusted under any circumstances."

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.

This screenshot shows the same registration form as Figure 3, but with the "Submit" button highlighted in green. Below the form, a red-bordered box displays "Your Registration ID is: UG24CQ04000004". A "Click here to login" button is also visible at the bottom right. The rest of the form fields and text are identical to Figure 3.

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.

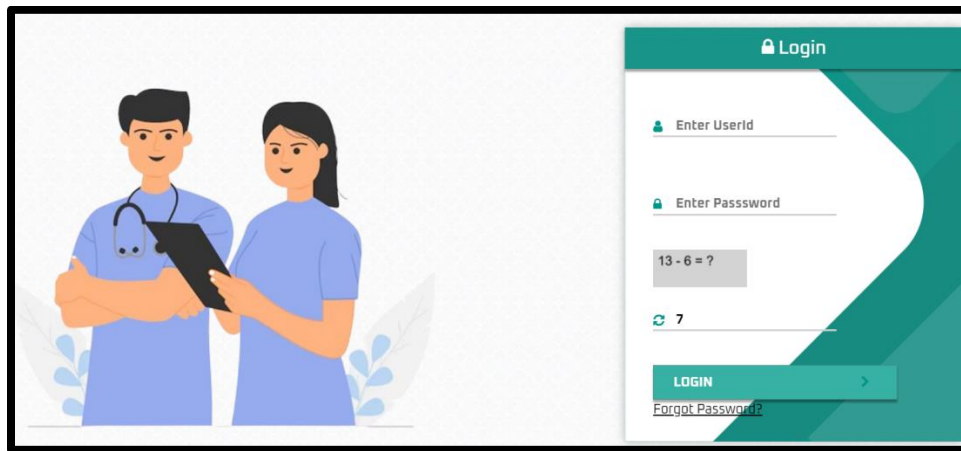


Figure 6: Login Page – Login

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:

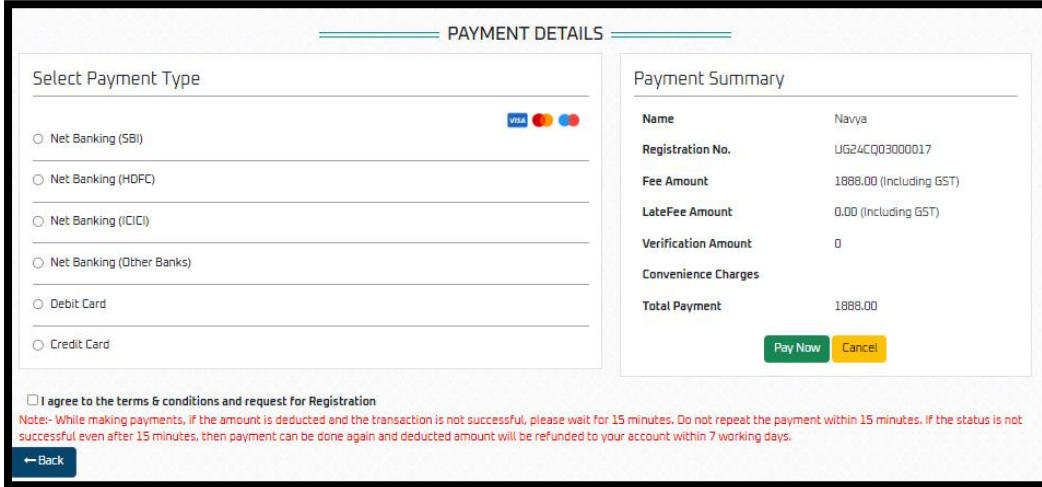
Fill in the Personal Details, Candidate details like Name, DOB, Mobile Number and Mail ID Residential Address, Educational Details and Service Details then click the “Save and continue” button.



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:



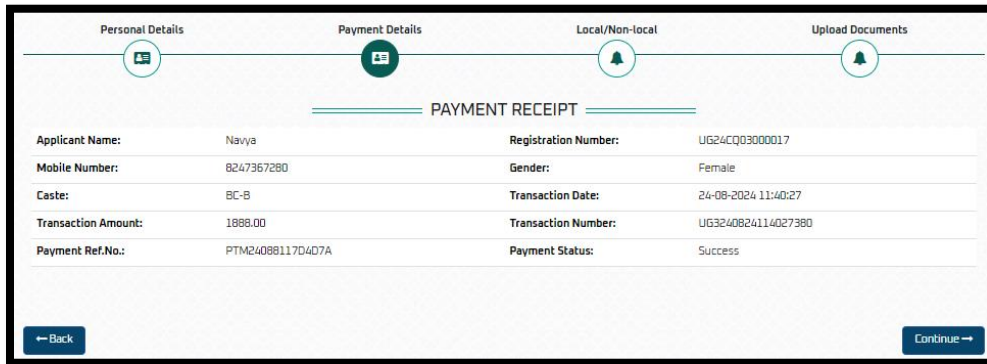
PAYMENT DETAILS	
Select Payment Type	
<input type="radio"/> Net Banking (SBI)	visa  
<input type="radio"/> Net Banking (HDFC)	
<input type="radio"/> Net Banking (IICICI)	
<input type="radio"/> Net Banking (Other Banks)	
<input type="radio"/> Debit Card	
<input type="radio"/> Credit Card	
<input type="checkbox"/> I agree to the terms & conditions and request for Registration	
<small>Note:- While making payments, if the amount is deducted and the transaction is not successful, please wait for 15 minutes. Do not repeat the payment within 15 minutes. If the status is not successful even after 15 minutes, then payment can be done again and deducted amount will be refunded to your account within 7 working days.</small>	
← Back	

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

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.



PAYMENT RECEIPT			
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.:	PTM240881170407A	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 VI to XII 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 Study Certificate(PDF Only / 500 KB)		Preview
1	XII	2021	Andhra Pradesh	NTR	SRI CHAITANYA	Choose File	No file chosen	Preview
2	XI	2020	Andhra Pradesh	NTR	SRI CHAITANYA	Choose File	No file chosen	Preview
3	X	2019	Andhra Pradesh	NTR	SRI CHAITANYA	Choose File	No file chosen	Preview
4	IX	2018	Andhra Pradesh	NTR	SRI CHAITANYA	Choose File	No file chosen	Preview
5	VIII	2017	Andhra Pradesh	NTR	SRI CHAITANYA	Choose File	No file chosen	Preview
6	VII	2016	Andhra Pradesh	NTR	SRI CHAITANYA	Choose File	No file chosen	Preview
7	VI	2015	Andhra Pradesh	NTR	SRI CHAITANYA	Choose File	No file chosen	Preview

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.

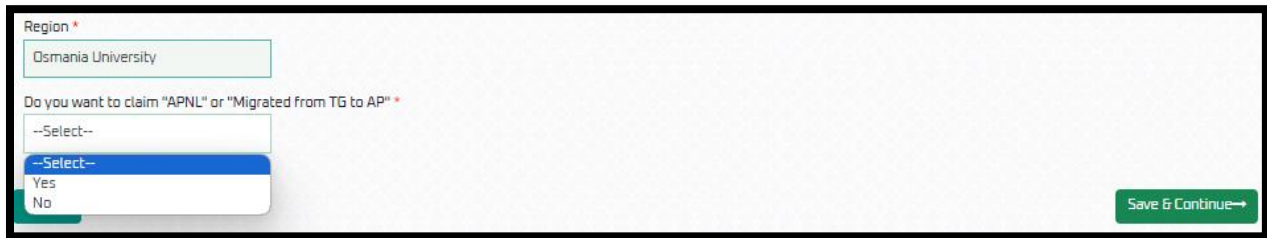


Figure 13: Application Submission – OU Educational Region

- 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?'

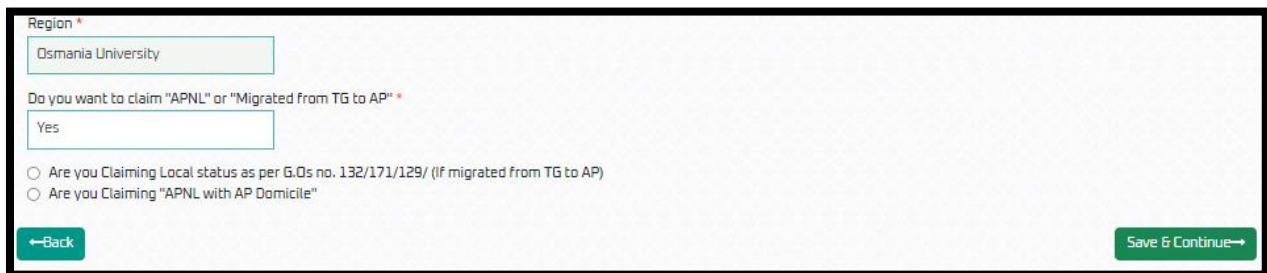


Figure 14: Application Submission – OU Region

If you select the 'Are you Claiming Local Status as per G.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 with AP Domicile"

Local Certificate Issued by *

--Select--

Local Status Certificate Number *

Enter Certificate Number

District Migrated *

--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.Os no. 132/171/129/ (If migrated from TG to AP)
 Are you Claiming "APNL with AP Domicile"

Local Certificate Issued by *

AP Meeseva

Local Status Certificate Number *

a756677

District Migrated *

Guntur

Final Region *

Andhra University

←Back

Save & Continue→

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 G.Os 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 Only (PDF Only / 500 KB) *

Choose File No file chosen

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

Choose File No file chosen

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→

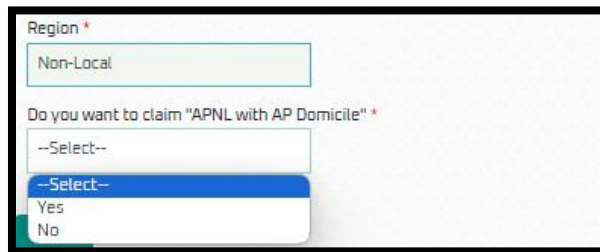
Figure 17: Application Submission – OU Region APNL –APNL

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.



Region *

Non-Local

Do you want to claim "APNL with AP Domicile" *

--Select--

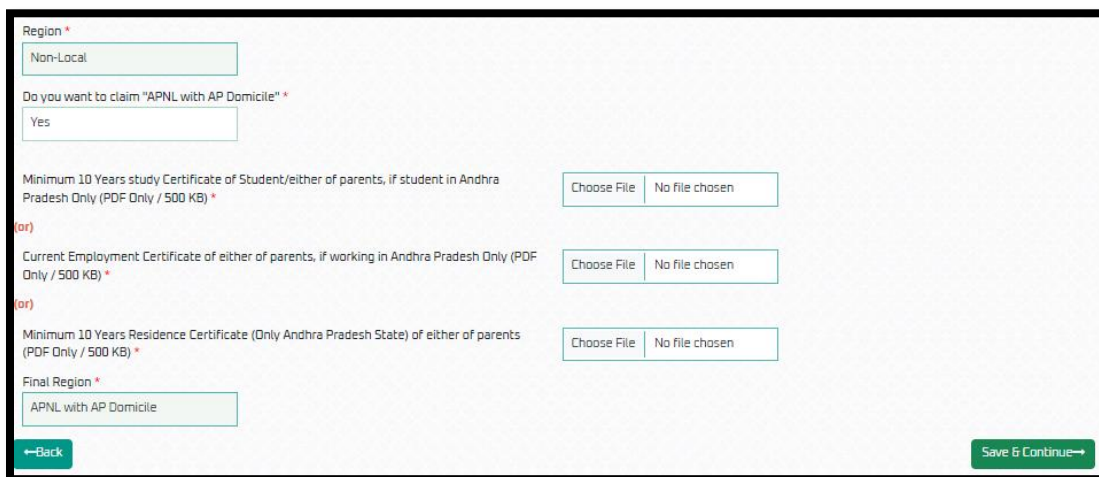
--Select--

Yes

No

Figure 18: Application Submission–Non-local

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



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 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	Preview
2	Candidate Signature	Choose File No file chosen	Preview
3	Aadhaar Card	Choose File No file chosen	Preview
4	SSC Marks Memo	Choose File No file chosen	Preview
5	Intermediate/Equivalent Marks Memo	Choose File No file chosen	Preview
6	Intermediate/Equivalent Transfer Certificate	Choose File No file chosen	Preview
7	APEAPCET Rank Card	Choose File No file chosen	Preview

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.

7	APEAPCET Rank Card	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.

APEAPCET DETAILS					
Registration ID	LEW4CG400000				
APEAPCET Roll No./Hall Ticket No.	01190200011				
APEAPCET Rank	0000				
APEAPCET Score	00				
Residence	RUSA				
Name As Per APEAPCET	MYLAPILLU GRAMINA				
Date of Birth	08/01/2000				
Mother's Name	MYLAPILLU USHA DEVI				
Father's Name	MYLAPILLU RAMSIVANAN				
PERSONAL DETAILS					
Name (As Per Intermediate)	MYLAPILLU GRAMINA	Gender	Female		
Mobile No.	900071796	Alternative Mobile No.	996000010		
Aadhaar No.	0000-0000-0000	Aadhaar ID	00000000000000000000		
Social Status (Caste)	SC	Minority	Non-Minority		
Caste Sub-category	Other				
Parental Income	Not Applicable				
Citizenship	Indian				
PwBD (Person with Benchmark Disability)	No				
RESIDENTIAL ADDRESS					
House No./Flat No.	123	Village/Ward Name	DRSHILA		
State	Andhra Pradesh	District	NTA		
Mandal	1000000	Landmark	SAI TEMPLE		
Pin Code	520000				
EDUCATIONAL DETAILS					
SSC (or) Equivalent					
SSC/Equivalent Board Name	SP SSC (2018)	SSC Roll No./Hall Ticket No.	0211020070		
Year & Month of Passing	2018-05				
Inter (or) Equivalent					
Intermediate/Equivalent Board Name	AP Intermediate -05PC	Inter Roll No./Hall Ticket No.	2100211070		
Year & Month of Passing	2021-05/07	is English a Subject or Not:	Yes		
Total Group Secured Marks In Inter or Equivalent	107	Total Group Max Marks In Inter or Equivalent	300		
Inter Percentage(%)	35.67				
INTER GROUP WISE MARKS					
S.No.	Subject Name	Inter Secured Marks	Inter Max Marks		
1	Physics (Incl. Practical)	106	150		
2	Chemistry (Incl. Practical)	100	150		
3	Botany (Incl. Practical)	110	150		
4	Zoology (Incl. Practical)	100	150		
Educational Details (For Local Area/Region Validation)					
S.No.	Class	Year of Study	State	Medium	School/College/Institute
1	X	2018	Andhra Pradesh	NTA	SRI CHANTANNYA
2	X	2019	Andhra Pradesh	NTA	SRI CHANTANNYA
3	X	2020	Andhra Pradesh	NTA	SRI CHANTANNYA
4	X	2021	Andhra Pradesh	NTA	SRI CHANTANNYA
5	U&P	2021	Andhra Pradesh	Andhra Pradesh	SRI CHANTANNYA
6	U&P	2022	Andhra Pradesh	NTA	SRI CHANTANNYA
7	U&P	2023	Andhra Pradesh	NTA	SRI CHANTANNYA
REGION					
S.No.	Region as per Academic Years	Region Claimed			
1	Andhra Pradesh	Andhra Pradesh			
UPLOADED DOCUMENTS					
S.No.	Documents				
1	Candidate Photo				
2	Candidate Signature				
3	Aadhaar Card				
4	SSC Marks Memo				
5	Intermediate/Equivalent Marks Memo				
6	Intermediate/Equivalent Transfer Certificate				
7	APEAPCET Mark Card				

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.

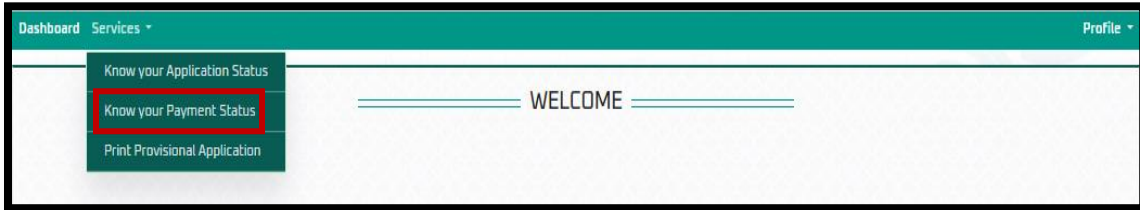
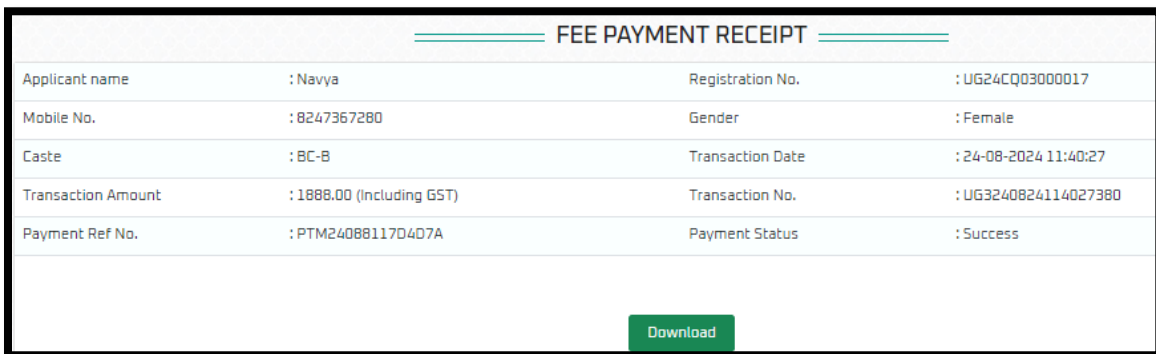


Figure 26: Know your Payment Status– Link

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.

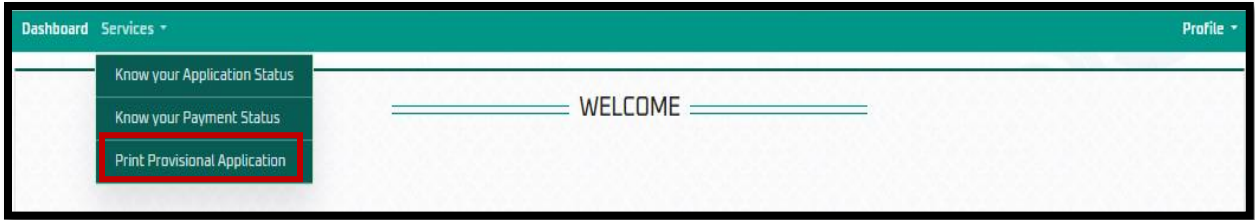


Figure 28: Print Provisional Application– Link

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=====