DR. N.T.R UNIVERSITY OF HEALTH SCIENCES

Government Of Andhra Pradesh

User Manual
For

Dr. NTR UHS – PG MEDICAL DEGREE – 2024-2025

Competent Authority Quota

Prepared By

APOnline

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1 INTRODUCTION

1.1 ABOUT Dr. NTR UHS:

The Government of Andhra Pradesh inaugurated Dr. NTR University of Health Sciences 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.

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
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- ❖ Re-upload Documents
- ❖ Print Final Application
- ❖ Objections
- ❖ Web Option
- ❖ Allotment Letter Download
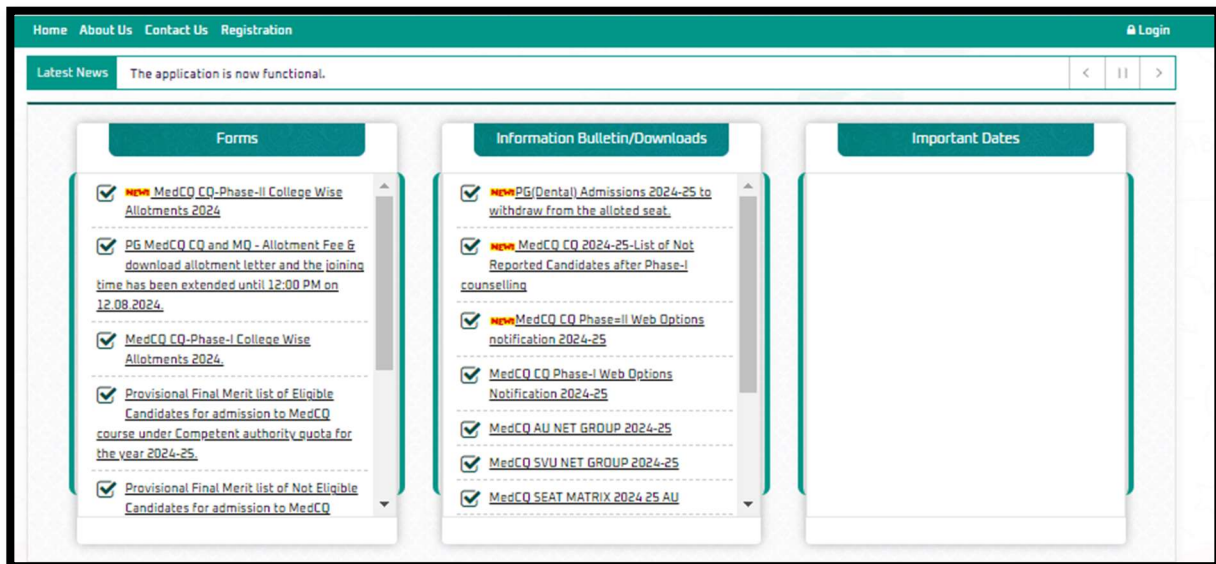
Figure 1: Home Page

3.1 Registration:

Click on 'Registration' in the FORMS tile to register for PG Medical admissions, as shown in the screen below.
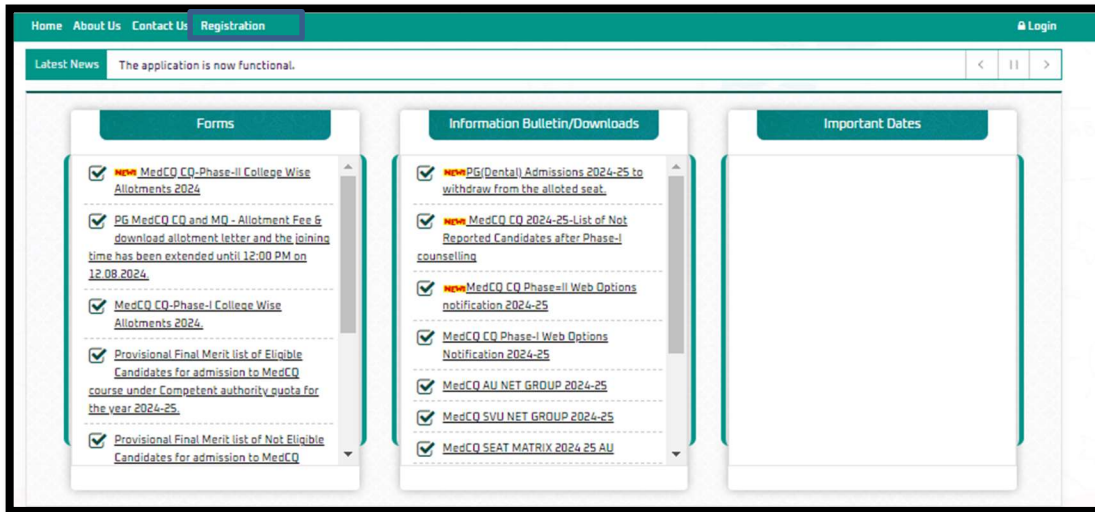
Figure 2: Registration - Link

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.
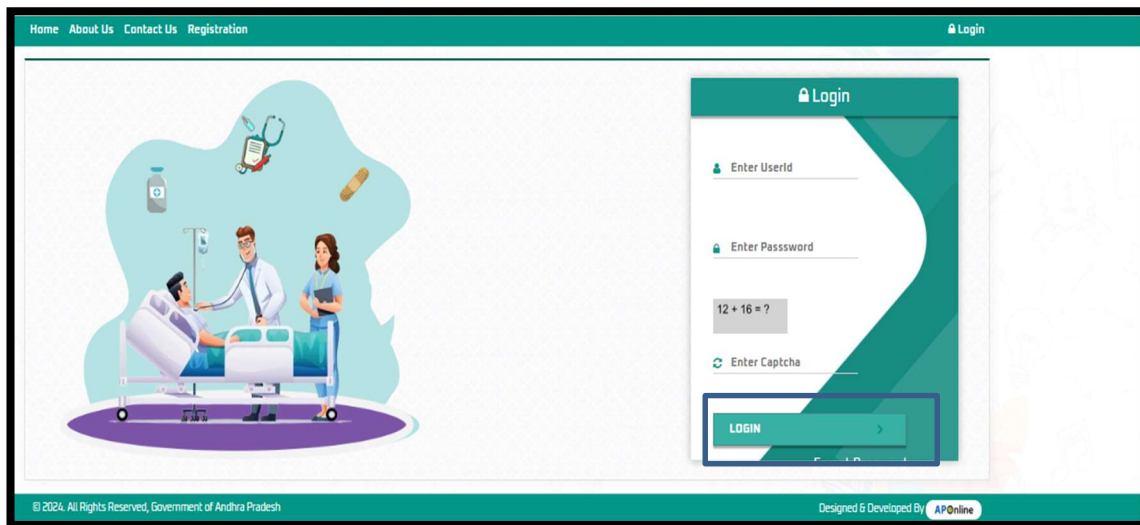
Figure 7: Login Page – Login

3.3 Application Submission:

After logging in, select "Services" from the menu bar and click on the "Application Submission" link.
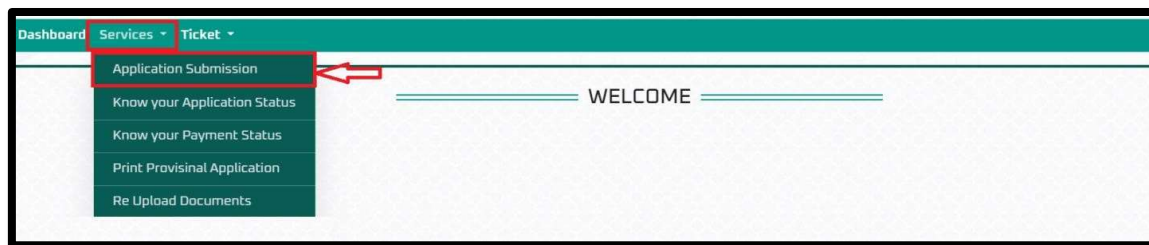
Figure 8: Application Submission – Link

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

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:

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

- ❖ Andhra University
- ❖ Sri Venkateswara University
- ❖ Osmania University
- ❖ Non-local
- ❖ MBBS studied in SMC Vijayawada

Andhra University Region/ Sri Venkateswara University Region (except SIDDHARTHA MEDICAL COLLEGE VIJAYAWADA):

The region will be automatically displayed in the region field based on the location of the MBBS college studied in Andhra Pradesh. Click "Save and Continue" button.
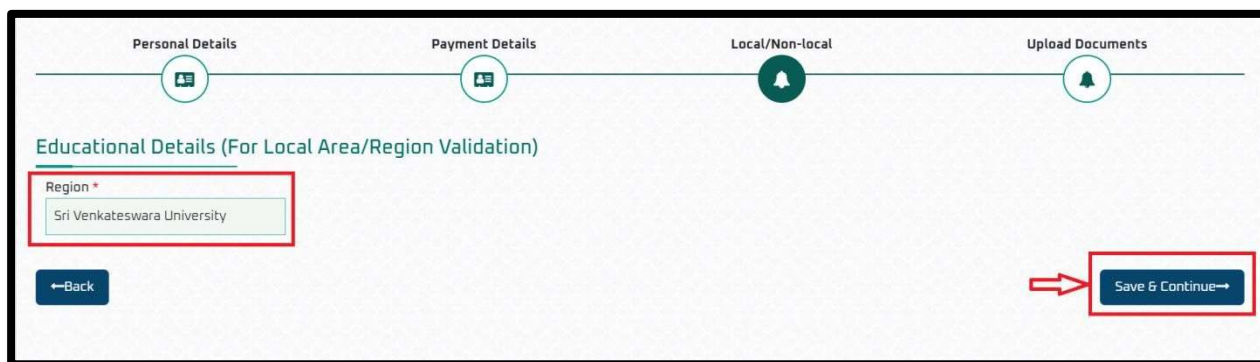
Figure 13: Application Submission – AU/SVU Educational Region

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 Medical 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 Medical 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

MBBS studied under SMC Vijayawada College

If the candidate studied MBBS at SMC Vijayawada college, 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.

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".

All uploads must be in PDF format & maximum size of 1000KB

S.No	Document Name	Upload Document	Preview
1	NEET PG Score Card (Current Year)	Choose File No file chosen	NA
2	Birth Certificate (SSC Marks Memo)	Choose File No file chosen	NA
3	Photo Identity Proof (Aadhaar Card, PAN Card etc.,)	Choose File No file chosen	NA
4	Original MBBS Degree (or) Provisional MBBS Pass Certificate	Choose File No file chosen	NA
5	MBBS Study Certificate	Choose File No file chosen	NA
6	MBBS Transfer/Migration Certificate	Choose File No file chosen	NA
7	Internship Completion Certificate	Choose File No file chosen	NA
8	Medical Council Registration Certificate	Choose File No file chosen	NA
9	Service Certificate (Annexure IVA & IVB)	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.

ADMISSION INTO PG MEDICAL COURSE (DEGREE/DIPLOMA) UNDER COMPETENT AUTHORITY QUOTA 2024-25

NEET DETAILS

Registration ID	PG2NCQ11000009
NEET Hall Ticket No. (Roll No.)	2466116823R
NEET Rank	62916
NEET Score Percentile	75.54
Name as Per NEET	DENDUKURI SAI TEJASWINI
Date of Birth	31/03/1996
Mother's Name	CHINTHALAPUDI KAMESWARI
Father's Name	DENDUKURI MADHUSUDHAN RAO

PERSONAL DETAILS

Name (As per MBBS Degree)	DENDUKURI SAI TEJASWINI	Gender	Female
Mobile No.	9505717741	Alternative Mobile No.	
Aadhaar No.	759864200414	eMail ID	tspranathi1499@gmail.com
Social Status (Caste)	OC	Minority	Non-Minority
Citizenship	Indian		
PwBD (Person with Benchmark Disability)	No		

RESIDENTIAL ADDRESS

House No./Flat No.	27-1-4/65	Village/Ward Name	GUNTUR
State	Andhra Pradesh	District	Guntur
Mandal	Guntur West	Pin Code	530022

EDUCATIONAL DETAILS

SSC (or) Equivalent

SSC/Equivalent Board Name	AP SSC (BSE)	SSC /Equivalent Roll No./Hall Ticket No.	1211234278
Year & Month of Passed	2011-MAR		

MBBS DETAILS

MBBS Studied	Andhra Pradesh	MBBS University Name	
MBBS College Name	Rangaraya Medical College, Kakinada	MBBS Hall Ticket No.	PG2411400085
MBBS Admission Year	2014	MBBS Completion Year	2020
Internship Completion Date	15/08/2024	Medical Council Registration State	Arunachal Pradesh
Medical Council Registration Date(Temporary/Permanent)	17/07/2024	Medical Council Registration No. (Temporary/Permanent)	AU4632
Any Other PG Medical?	No		

SERVICE DETAILS

S.No	Service Type	Service From Date	Service To Date	Service HOD
1	Regular	29-02-2024	16-04-2024	APDH
2	Rural	20-06-2022	16-04-2024	APDH
3	Rural	01-01-2024	01-03-2024	APVVP

REGION

S.No.	Region as per Academic Years	Region Claimed
1	Andhra University	Andhra University

UPLOADED DOCUMENTS

S.No	Documents
1	NEET PG Score Card (Current Year)
2	Birth Certificate (SSC Marks Memo)
3	Photo Identity Proof (Aadhaar Card, PAN Card etc.,)
4	Original MBBS Degree (or) Provisional MBBS Pass Certificate
5	MBBS Study Certificate
6	MBBS Transfer/Migration Certificate
7	Internship Completion Certificate
8	Medical Council Registration Certificate
9	Candidate Photo
10	Candidate Signature
11	Service Certificate (Annexure IVK & IVE)

☐ I hereby declare that I read the rules and regulations of the University as notified in the prospectus by the University.
I 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 fulfil all the eligibility conditions notified for the PG Medical Competent Authority 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 mislead Dr NTR University of Health Sciences on any issue, I will be solely responsible for all penal consequences thereof.

[Final Submit] [Cancel]

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.
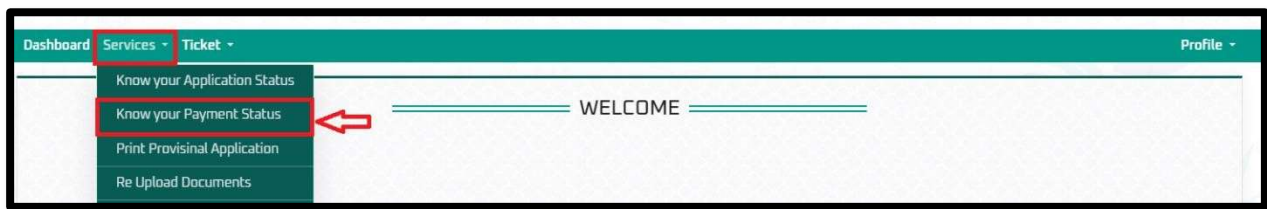

Figure 26: Know your Payment Status – Link

If fee payment has already been made, the fee payment receipt will be displayed as shown below.

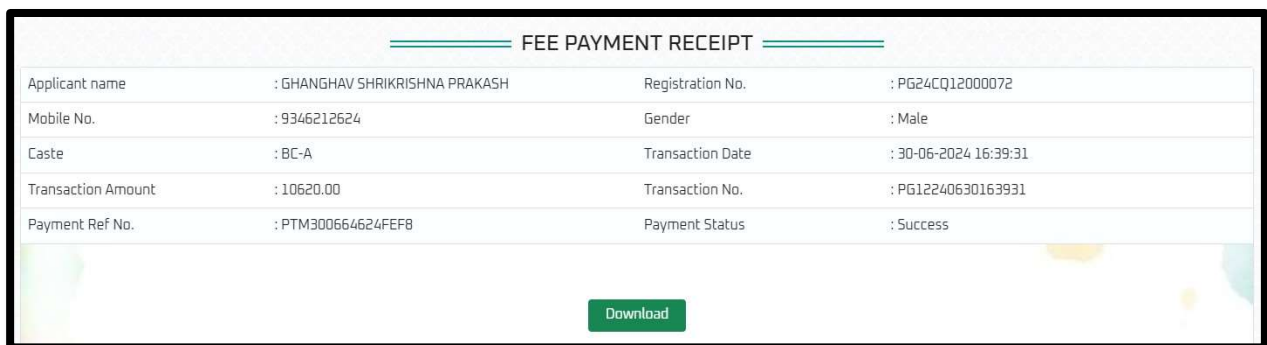You can view payment details or download the payment receipt.

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.
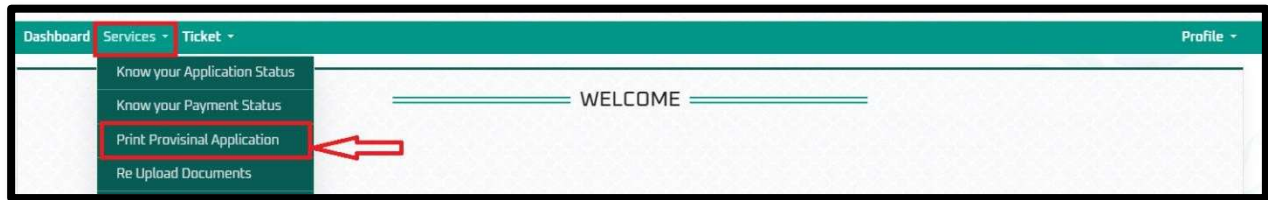

Figure 28: Print Provisional Application – Link

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.
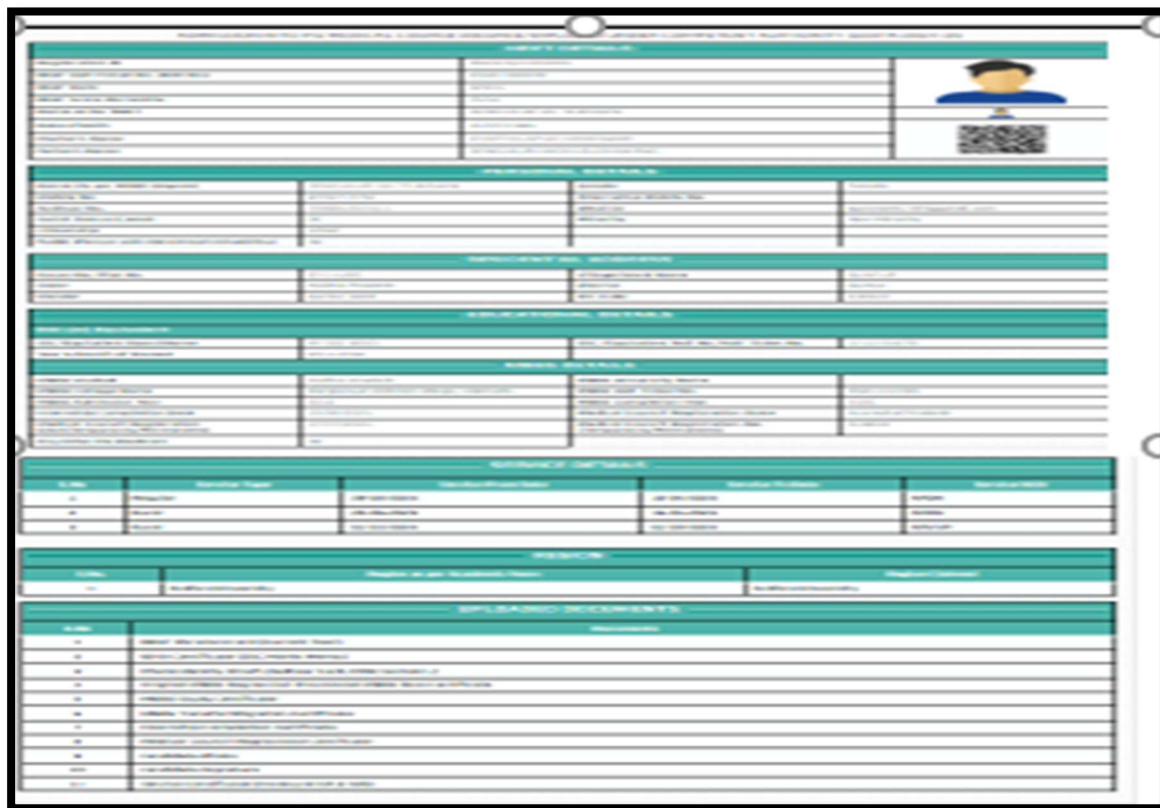

Figure 29: Print Provisional Application – Download

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

Figure 31: Know your Application Status - Status

The remaining services related user manual will be shared shortly.