



DR. N.T.R UNIVERSITY OF HEALTH SCIENCES

Government Of Andhra Pradesh

**User Manual
For
Dr. NTR UHS – PG MEDICAL
DEGREE– 2024-2025
Management 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
- ❖ Print Provisional Application
- ❖ Know Your Application Status
- ❖ Re-upload Documents
- ❖ Print Final Application
- ❖ Objections
- ❖ Web Option
- ❖ Allotment Letter Download

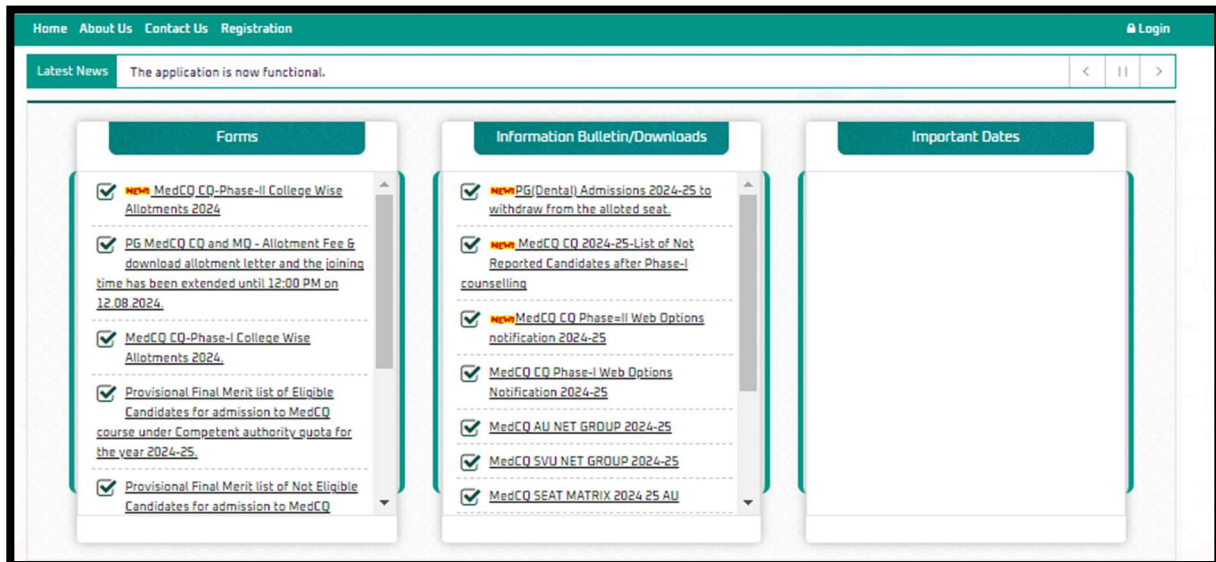


Figure 1: Home Page



3.1 Registration:

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

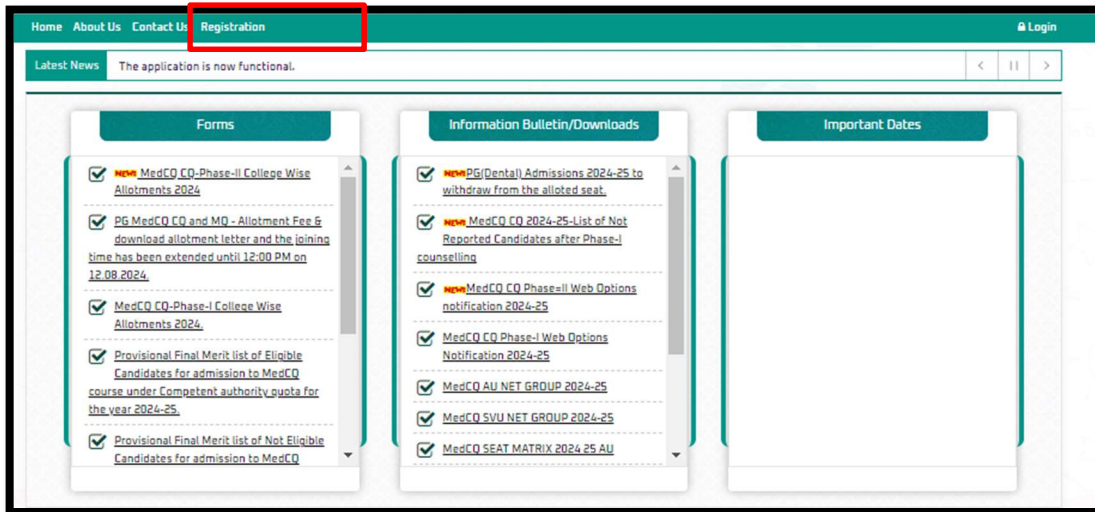


Figure 2: Registration - Link

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.

The screenshot shows a registration form titled "REGISTRATION DETAILS". The form includes fields for NEET Hall Ticket Number/Roll No. (245), Date of Birth (01/), Name (GHAN), Mobile Number (934), and eMail ID (online.in). There are password fields with "Password requirements were met" indicators and a captcha field with the text "14 - 9 = ?" and the number "5". A red box highlights the "OTP" field containing the number "19". Another red box highlights the "Submit" and "Reset" buttons, 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 form after successful submission. A green "User Alert!" message box in the top right corner displays: "You have Registered Successfully, Your Registration ID is PG24CQ". A red box highlights this message. Below the form, a red box highlights the text "Your Registration ID is: PG24CQ". The form fields are now empty, and the "Submit" and "Reset" buttons are visible. The note at the bottom remains the same.

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.

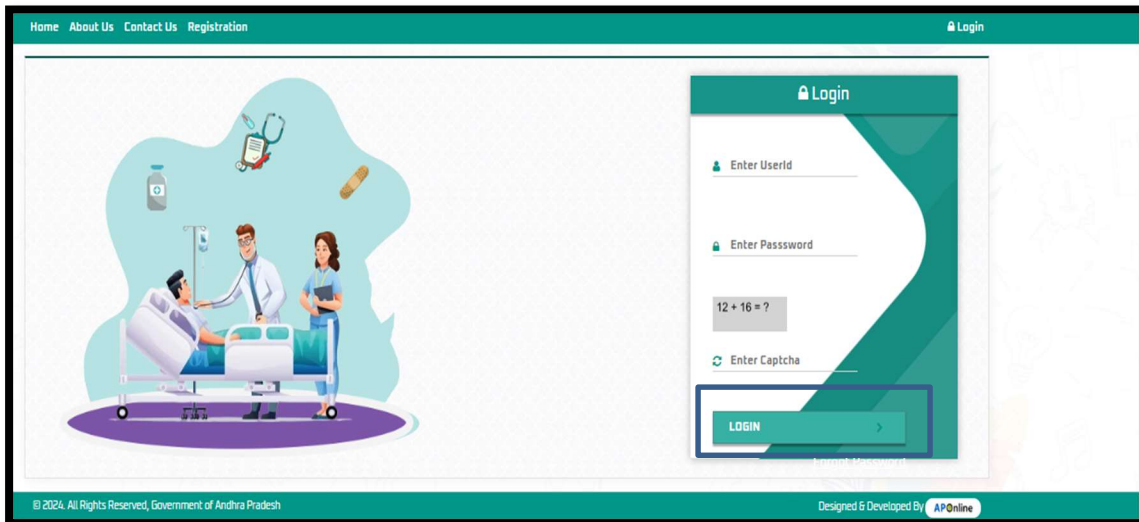


Figure 7: Login Page – Login

3.3 Application Submission:

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

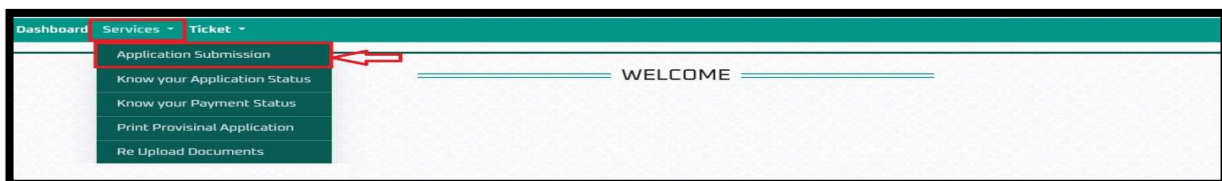


Figure 8: Application Submission – Link



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.



Personal Details	Payment Details	Local/Non-local	Upload Documents		
NEET Details: NEET Hall Ticket No. (Roll No.) * <input type="text" value="2020006929"/> Date of Birth * <input type="text" value="20/07/1996"/> Educational Details: SSC/EQUIVALENT: SSC/Equivalent Board * <input type="text" value="--Select--"/> SSC Registration Roll No./Roll No. * <input type="text" value="Enter SSC/Equivalent Roll No./Roll No."/> Year & Month of Pass * <input type="text" value="--Select--"/> <input type="text" value="--Select--"/> MBBS DETAILS: MBBS Studied * <input type="text" value="--Select--"/> MBBS Admission Year * <input type="text" value="--Select--"/> Medical Council Registration Date (Temporary/Permanent) * <input type="text" value="DD/MM/YYYY"/> Have You Completed PG Medical Degree/Diploma? * <input type="text" value="--Select--"/> Personal Details: Name (As per MBBS Degree) * <input type="text" value="DINDUKURI SV TEJASWINE"/> Aadhaar No. * <input type="text" value="Enter Aadhaar No."/> Caste Certificate Number * <input type="text" value="Enter Caste Certificate Number"/> Citizenship * <input type="text" value="--Select--"/> Residential Address: House No./Flat No. * <input type="text" value="Enter House No./Flat No."/> Mental * <input type="text" value="--Select--"/> Claiming S2 or S3: Claiming NRI Quota(S2) * <input type="text" value="--Select--"/>			NEET Rank * <input type="text" value="0216"/> Mother's Name * <input type="text" value="CHINTHALAPUDI KUMESWARA"/> Year of Pass * <input type="text" value="2020"/> Medical Council Registration No. (Temporary/Permanent) * <input type="text" value="Enter Medical Council Registration No."/> Gender * <input type="text" value="Female"/> eMail ID * <input type="text" value="sri122@gmail.com"/> Minority * <input type="text" value="--Select--"/> PwBD (Person with Benchmark Disability) * <input type="text" value="No"/> Village/Ward Name * <input type="text" value="Enter Village/Ward name"/> Pin Code * <input type="text" value="Enter Pin Code"/> Claiming Institutional Quota(S3) * <input type="text" value="--Select--"/>	NEET Score Percentile * <input type="text" value="79.66"/> Father's Name * <input type="text" value="DINDUKURI MACHUGUDHARAN"/> MBBS College Name * <input type="text" value="Enter MBBS College Name"/> Internship Completion Date * <input type="text" value="DD/MM/YYYY"/> Social Status (Caste) * <input type="text" value="--Select--"/> Caste Sub-category * <input type="text" value="Enter Caste Subcategory"/> State * <input type="text" value="--Select--"/>	Registration ID: PG24M0110000010 Name as per NEET * <input type="text" value="DINDUKURI SV TEJASWINE"/> MBBS Hall Ticket Number * <input type="text" value="Enter MBBS Hall Ticket Number"/> Medical Council Registration State * <input type="text" value="--Select--"/> Alternative Mobile No. <input type="text" value="Enter Mobile No."/> Caste Certificate Issued By * <input type="text" value="--Select--"/> Caste Certificate Issued District * <input type="text" value="--Select--"/> District * <input type="text" value="--Select--"/>
Save & Continue >>>					

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.

Note:- If the OCI/PIO card issue date is 04/03/2021 or later, the candidate is not eligible for the S1 Quota and same candidates claims 'NO' for "Claiming Institutional Quota (S3)" and "Claiming NRI Quota (S2)" those candidates are not eligible for application submission.



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 Pradesh Region
- ❖ Other Region
- ❖ MBBS studied in SMC Vijayawada

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 MBBS college studied in Andhra Pradesh. Click "Save and Continue" button.



Figure 13: Application Submission – AU/SVU Educational Region

Other Region:

The candidate falls under the Other region, as shown below.

The candidate needs to select 'Yes' or 'No' in the 'Do you want to claim, 'Migrated from TG to AP?' dropdown.

- If 'No' is selected, the candidates under the 'Other' region are eligible for management quota.

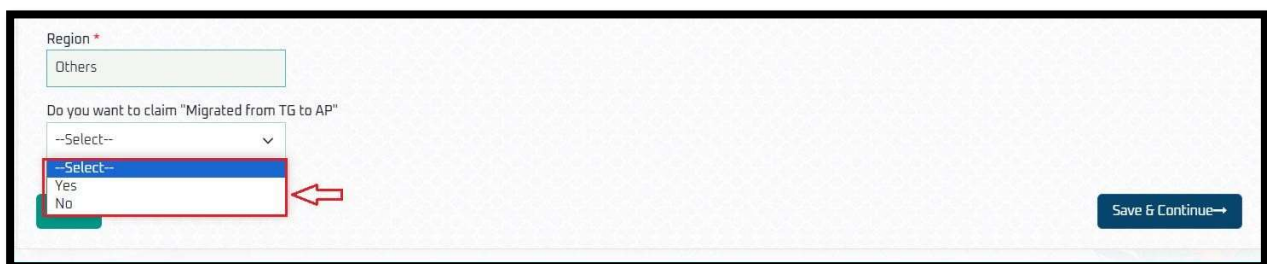


Figure 14: Application Submission – OU Educational Region

If 'YES' is selected, migrated details will be displayed. Please select the local certificate issued by, the migrated district, and enter the certificate number.



Region *
Others

Do you want to claim "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) *

Local Certificate Issued by *
AP Meeseva

Local Status Certificate Number *
Certificate Number

District Migrated *
--Select--

Final Region *

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 *

Local Certificate Issued by *
AP Meeseva

Local Status Certificate Number *
a769876

District Migrated *
Guntur

Final Region *
Andhra University

←Back

Save & Continue→

Figure 16: Application Submission – Other Region Migrated – Final Region

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.



EDUCATIONAL DETAILS (FOR LOCAL AREA/REGION VALUATION)

S.No	Class	Year of Study	State	District	School/College/Institute	Upload Certificate (PDF Only / 500 KB)	Preview
1	XII	2003	Andhra Pradesh	Anakapalli	Enter Institute Name	Choose File No file chosen	NA
2	XI	2002	Andhra Pradesh	Anakapalli	Enter Institute Name	Choose File No file chosen	NA
3	X	2001	Andhra Pradesh	Anakapalli	Enter Institute Name	Choose File No file chosen	NA
4	IX	2000	Andhra Pradesh	Anakapalli	Enter Institute Name	Choose File No file chosen	NA
5	VIII	1999	Andhra Pradesh	Anakapalli	Enter Institute Name	Choose File No file chosen	NA
6	VII	1998	Andhra Pradesh	Anakapalli	Enter Institute Name	Choose File No file chosen	NA
7	VI	1997	Andhra Pradesh	Anakapalli	Enter Institute Name	Choose File No file chosen	NA

Region *

Andhra Pradesh

←Back

Save & Continue→

Figure 17: 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 1000KB

S.No	Document Name	Upload Document	Preview
1	NEET PG Score Card (Current Year)	<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>	NA
2	Birth Certificate (SSC Marks Memo)	<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>	NA
3	Photo Identity Proof (Aadhaar Card, PAN Card etc.,)	<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>	NA
4	Original MBBS Degree (or) Provisional MBBS Pass Certificate	<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>	NA
5	MBBS Study Certificate	<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>	NA
6	MBBS Transfer/Migration Certificate	<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>	NA
7	Internship Completion Certificate	<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>	NA
8	Medical Council Registration Certificate	<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>	NA

Figure 18: 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 19: 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.



DR. Y.S.R UNIVERSITY OF HEALTH SCIENCES
Government Of Andhra Pradesh
Post Graduate PGD Candidate Data Entry

REGISTRATION DETAILS

Registration ID	
PGD No./PGD Ticket No.	
PGD Rank	
PGD Score	
Name as per PGD	
State of Birth	
Mother's Name	
Father's Name	

PERSONAL DETAILS

Name (As per PGD Degree)	Gender
Mobile No.	Alternative Mobile No.
Aadhaar No.	Email ID
Social Status (Caste)	Ministry
Center Sub-category	Classmate
State of Issue of SC/ST Card	PWD (Person with Benchmark Disability)
PGD Certificate Issued By	PGD Certificate No.
Disability Percentage (%)	

RESIDENTIAL ADDRESS

House No./PGD No.	Village/Ward Name
State	District
Mandal	Landmark
Pin Code	

EDUCATION DETAILS

ISC (or) Equivalent	ISC /Equivalent PGD No./PGD Ticket No.
ISC/Equivalent Board Name	
Year & Month of Passed	

PGD Details

PGD Score	PGD University Name
PGD College Name	PGD Hall Ticket No.
PGD Admission Year	PGD Completion Year
Interim/PG Completion State	Central Council Registration State
Central Council Registration Date	Central Council Registration No.
Any Other PG Details	

REGION

S.No	Center Type of Local Status	Region as per Academic Years	Region Chosen
1	Charging APNs with AP domicile	Non-Local	APNs with AP Domicile

UPLOADED DOCUMENTS

S.No	Documents
1	PGD PG Score Card (Current Year)
2	Birth Certificate (SC/ST Marks-Merged)
3	Cast Certificate
4	Photo Identity Proof (Aadhaar Card, PAN Card etc.)
5	Aadhaar Card
6	PWD (Person with Benchmark Disability) (Latest 3 months)
7	Original PGD Degree (or) Provisional PGD/PGD Certificate
8	PGD Study Certificate
9	PGD Transfer Certificate
10	Interim/PG Completion Certificate
11	Central Council Registration Certificate
12	Other PG Certificate
13	Minimum 10 years Study Certificate of student/father of parents, if studied in Andhra Pradesh only
14	Candidate Photo
15	Candidate Signature

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 fulfill all the eligibility criteria mentioned for the PGD course applied for. In the event of any irregularities being detected in my record, or irregularity being detected before or after the admission, the university reserves the right to cancel my application. If it is detected that I have misled, I will be liable to pay the penalty as per the rules of the university. I will be liable to pay the consequences thereof.

Final Submit **Cancel**

Figure 20: 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 21: 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.

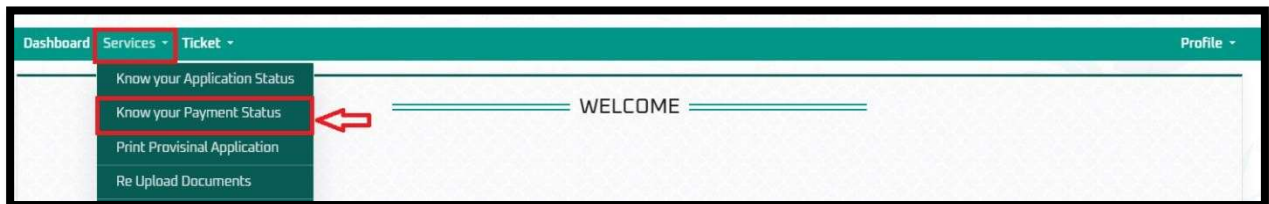


Figure 22: Know your Payment Status – Link

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.

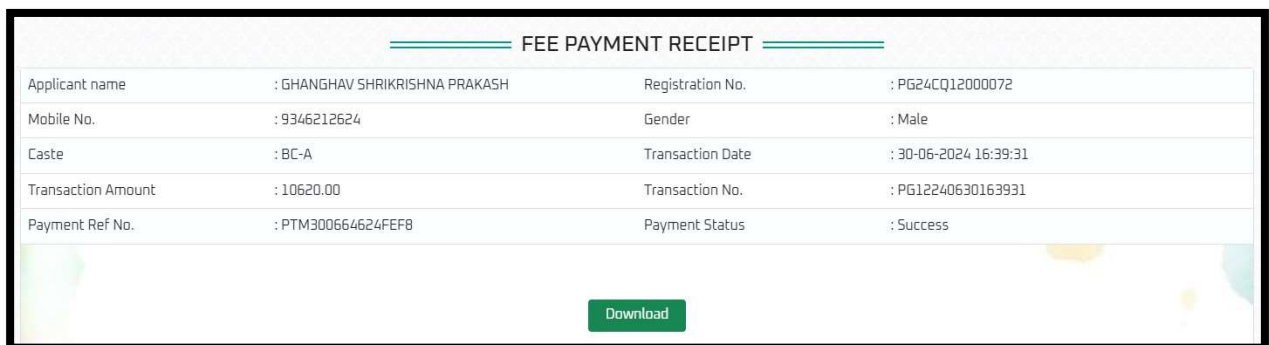


Figure 23: Know your Payment Status - Receipt



3.4 Print Provisional Application

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



Figure 24: 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.



NEET DETAILS			
Registration ID			
NEET Roll No./NEET Ticket No.			
NEET Rank			
NEET Score			
Name as per NEET			
State of Birth			
NEET's Name			
NEET's Name			

PERSONAL DETAILS			
Name (As per NEET Degree)		Gender	
Mobile No.		Alternate Mobile No.	
Aadhaar No.		Aadhaar ID	
Marital Status (Caste)		Religion	
Caste Sub-category		Citizenship	
State of Issue of SC/PHD Card		PHD (Person with Benchmark Disability)	
PHD Certificate Issued by		PHD Certificate No.	
Disability Percentage (%)			

RESIDENTIAL ADDRESS			
House No./Flat No.		Village/Ward Name	
Taluka		District	
Pin Code		Landmark	

EDUCATION DETAILS			
DCC (or) Equivalent			
DCC/Equivalent Board Name		DCC/Equivalent Roll No./NEET Ticket No.	
Year & Month of Passed			
WU Details			
WU State		WU University Name	
WU College Name		WU Roll Ticket No.	
WU Admission Year		WU Completion Year	
Intermediate Completion State		Dental Council Registration State	
Dental Council Registration Date		Dental Council Registration No.	
Any Other PG Details?			

REGION			
S.No.	Claim Type of Local Status	Region to be Academic Years	Region Defined
1	Claiming APWS with AP domicile	Non-Local	APWS with AP domicile

UPLOADED DOCUMENTS	
S.No.	Documents
1	NEET PG Score Card (Current Year)
2	Birth Certificate (DCC Name Merged)
3	Cast Certificate
4	Photo Identity Proof (Aadhaar Card, PAN Card etc.)
5	Aadhaar Card
6	PHD (Person with Benchmark Disability) (Latest 4 months)
7	Original BSc Degree (or) Provisional BSc/Pass Certificate
8	BSc Study Certificate
9	BSc Transfer Certificate
10	Intermediate Completion Certificate
11	Dental Council Registration Certificate
12	Other PG Certificate
13	Minimum 10 years study Certificate of student/father of parents, if studied in Andhra Pradesh only
14	Candidate Photo
15	Candidate Signature

Figure 25: 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.

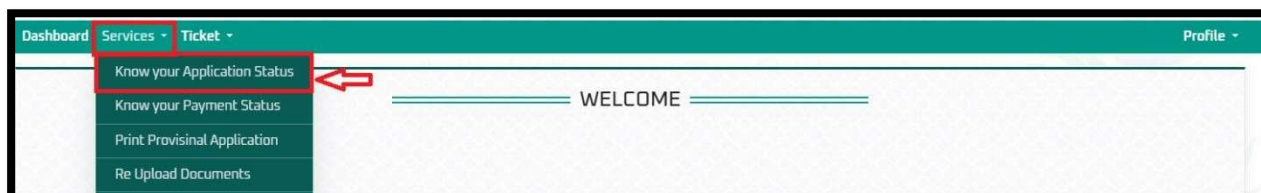


Figure 26: Know your Application Status – Link

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

The screenshot displays the 'APPLICATION STATUS' page. It features a table with the following data:

APPLICATION STATUS			
Hall Ticket No.:	2455111707	Registration No. :	PG24CQ12000072
Applicant Name :	GHANGHAV SHRIKRISHNA PRAKASH	Mobile No. :	9346212624
Gender :	Male	Email :	venu.gadde@aptonline.in
Caste :	BC-A	Payment Status :	Success
Transaction Date :	2024-06-30 16:39:31	Application Status :	Application Submitted

Figure 27: Know your Application Status - Status

The remaining services related user manual will be shared shortly.

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