



DR. N.T.R UNIVERSITY OF HEALTH SCIENCES

Government Of Andhra Pradesh

User Manual For

**Dr. NTR UHS – Post Basic
B.Sc.(NURSING)-2YDC**

– 2025-26

Competent Authority Quota

Prepared By

APOnline

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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

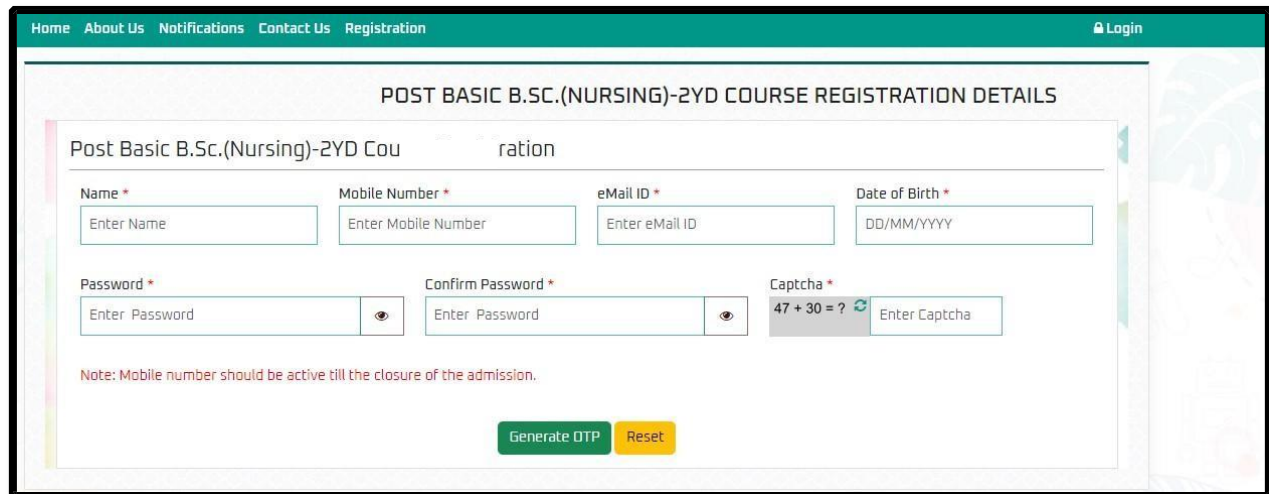
After clicking the Registration link, a registration webpage will be displayed as shown on the screen below.

- 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.

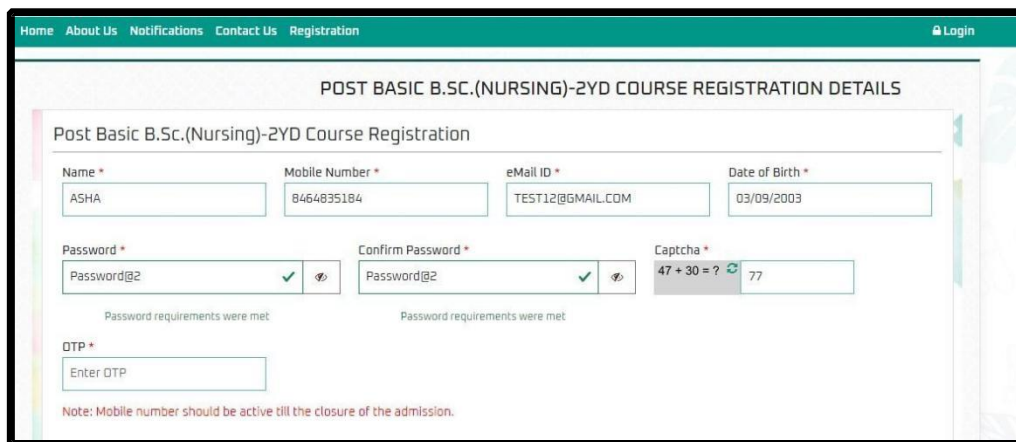
The image displays a web form titled 'POST BASIC B.SC.(NURSING)-2YD COURSE REGISTRATION DETAILS'. The form contains several input fields: 'Name *', 'Mobile Number *', 'eMail ID *', 'Date of Birth *', 'Password *', 'Confirm Password *', and 'Captcha *'. Each field has a placeholder text indicating what to enter. There are also eye icons for password visibility. A note at the bottom states: 'Note: Mobile number should be active till the closure of the admission.' At the bottom right, 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 Course Registration'. 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 (47 + 30 = ?). There are '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 the following data entered: Name: ASHA, Mobile Number: 8464835184, eMail ID: TEST12@GMAIL.COM, Date of Birth: 03/09/2003, Password: Password@2, Confirm Password: Password@2, and Captcha: 77. The Password fields have a green checkmark and the text 'Password requirements were met'. The OTP field is now visible with the placeholder 'Enter OTP'. The 'Generate OTP' button is no longer visible. The note remains the same.

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.

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.

DR. B.S. UNIVERSITY OF HEALTH SCIENCES
Government of Andhra Pradesh

Registration ID: **UBS20200000000**

Personal Details:
 Candidate Name: [Text Field]
 Date of Birth: [Date Picker]
 Gender: [Dropdown]
 Father's Name: [Text Field]
 Mother's Name: [Text Field]
 Email ID: [Text Field]
 Mobile No: [Text Field]
 City: [Text Field]
 State: [Dropdown]
 Country: [Dropdown]
 Marital Status: [Dropdown]

Residential Address:
 House No. & St. No.: [Text Field]
 Village/Post Office: [Text Field]
 District: [Dropdown]
 State: [Dropdown]
 Pin Code: [Text Field]

Educational Details:
 (SOCIALLY EQUIVALENT)
 Intermediate Equivalent: [Text Field]
 Year of Completion: [Text Field]
 (INTERMEDIATE EQUIVALENT)
 Intermediate Equivalent: [Text Field]
 Year of Completion: [Text Field]
 (UNIVERSITY)
 University Name: [Text Field]
 Degree: [Text Field]
 Year of Completion: [Text Field]

Service Details:
 Post Name: [Text Field]
 Post Office: [Text Field]

Save & Continue

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

☐ Net Banking (SBI)
☐ Net Banking (HDFC)
☐ Net Banking (ICICI)
☐ Net Banking (Other Banks)
☐ Debit Card
☐ Credit Card

Payment Summary

Name: Navya
 Registration No.: [Text Field]
 Fee Amount: 1888.00 (including GST)
 Late Fee Amount: 0.00 (including GST)
 Verification Amount: 0
 Convenience Charges:
 Total Payment: 1888.00

Pay Now **Cancel**

☐ I agree to the terms & conditions and request for Registration

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.

Back

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

ONon-local Region (Telangana):

The candidate falls under the Non-local (Telangana) 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 Course.

Region *
Non-Local

Do you want to claim 'APNL' or 'Migrated from TG to AP' *

Yes

No

Save & Continue→

Figure 14: Application Submission – Non-local (Telangana) 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 – Non-local (Telangana) Educational 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 – Non-local (Telangana) Region

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

Figure 16: Application Submission – Non-local (Telangana) 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 – Non-local (Telangana) 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 text input field for 'Do you want to claim "APNL with AP Domicile"?' with 'Yes' entered. The form then presents three options, each separated by '(or)'. Each option consists of a text description of a required document and a file upload button labeled 'Choose File' next to a status indicator 'No file chosen'. The first option is 'Minimum 10 Years study Certificate of Student/either of parents, if student in Andhra Pradesh Only (PDF Only / 500 KB) *'. The second option is 'Current Employment Certificate of either of parents, if working in Andhra Pradesh Only (PDF Only / 500 KB) *'. The third option is '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. Navigation buttons '←Back' and 'Save & Continue→' are located at the bottom left and right respectively.

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	Aathaar 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	BNM Consolidated Marks Memo	Choose File No file chosen	NA
8	BNM Registration Certificate	Choose File No file chosen	NA
9	BNM Diploma Course Certificate	Choose File No file chosen	NA
10	BNM 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
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← 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.

DR. N.T.R. UNIVERSITY OF HEALTH SCIENCES - ANDHRA PRADESH

PERSONAL DETAILS

Registration ID	10000000000000000000	Name	Pradeep	 
Date of Birth	10/10/2000	Gender	Female	
Mobile No.	9876543210	Education Module No.	0010000000	
Parent's Name	Pradeep	Parent's Name	Pradeep	
College No.	001000000000	College ID	00000000000000000000	
Service Station (Center)	NT-01	Center Certificate Issued By	NT-01 (Dr. N.T.R. University)	
Center Certificate Number	00000000000000000000	Center Certificate Status	Active	
Address	New Delhi	Center Subsidy Category	NT-01	
Service	NT-01 (Dr. N.T.R. University)			
PhD/PG (Previous/Current/Outstanding)	No			

RESIDENTIAL ADDRESS

House No./Flat No.	00000	Owner's Name	Pradeep
Street	Dr. N.T.R. University	Street	Dr. N.T.R. University
Pin Code	000000	Subsidy	NT-01 (Dr. N.T.R. University)

EDUCATIONAL DETAILS

SSC Details

SSC Registration Number	00000000000000000000	SSC Roll Number	00000000000000000000
Year 8 Marks (of 100)	0000000000		

Intermediate Details

Intermediate Registration Number	00000000000000000000	Intermediate Roll Number	00000000000000000000
Year 8 Marks (of 100)	0000000000	Intermediate Marks (in %)	0000000000
Intermediate Marks (in %)	0000000000	Intermediate Marks (in %)	0000000000

Service Details

Service Station	NT-01 (Dr. N.T.R. University)	Year 8 Marks (of 100)	0000000000
Registration Date	0000000000	Year Type	Regular
Service Station (in %)	0000000000	Service Station (in %)	0000000000

EDUCATIONAL DETAILS (FOR LOCAL AREA/REGION VALIDATION)

S.No	Center	Year of Study	Score	Score	Score	Score
1	0000000000	0000	0000000000	0000000000	0000000000	0000000000
2	0000000000	0000	0000000000	0000000000	0000000000	0000000000
3	0000000000	0000	0000000000	0000000000	0000000000	0000000000
4	00	0000	0000000000	0000000000	0000000000	0000000000
5	00	0000	0000000000	0000000000	0000000000	0000000000
6	00	0000	0000000000	0000000000	0000000000	0000000000
7	00	0000	0000000000	0000000000	0000000000	0000000000

REGION

Region	00000000000000000000	Region	00000000000000000000
Region	00000000000000000000	Region	00000000000000000000

UPLOADED DOCUMENTS

S.No	Documents
1	Minimum 10 years Study Certificate of student/parent, 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 declare that I read the rules and regulations of the University as notified in the prospectus by the University and I 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

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.

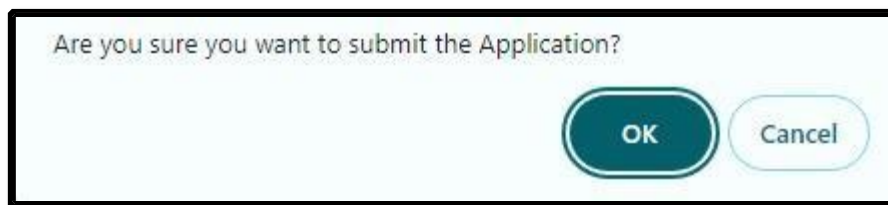


Figure 23: Application Submission – Submission Conformation

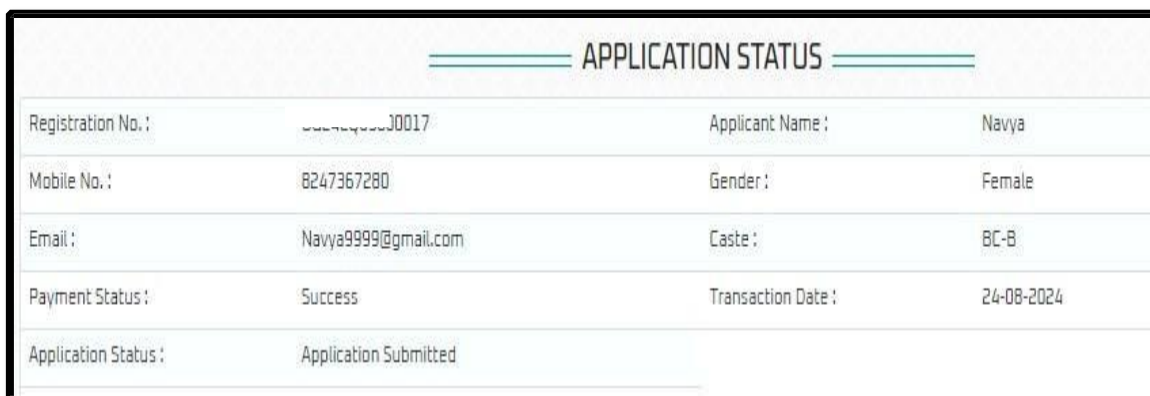
3.4 Know your Application Status

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



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.

A screenshot of the "APPLICATION STATUS" page. The title "APPLICATION STATUS" is centered at the top. Below it is a table with two columns and five rows of information.

Registration No. :	XXXXXXXXXXXX0017	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		

Figure 25: Know your Application Status – Status

3.5 Know your Payment status

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

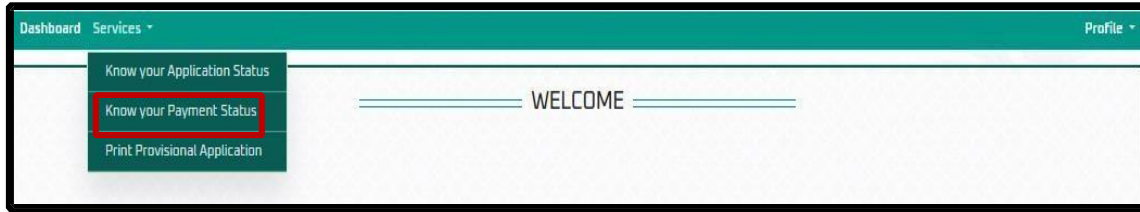


Figure 26: Know your Payment Status– Link

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
<div>Download</div>			

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.

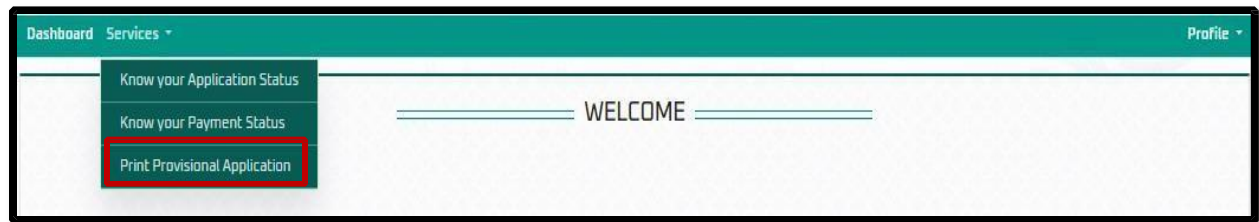


Figure 28: Print Provisional Application– Link

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=====