Nurses Registration & Tracking System

For
Indian Nursing Council

Version 1.0

User Manual for Enrolment Agency
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NUID Process Flow

1. Nurse registers & logs in to the system.
2. Nurse enters nurse details.
3. Application is submitted to the State Nursing Council Superintendent.
4. Application is verified.
5. Application status is approved or pending.
6. Application is then sent for final verification.
7. NUID is generated.
8. NUID is dispatched.
9. NUID is sent to the nurse's current address.

Digital Signature is used for verification and approval.
Enrolment Agency:

The URL for the Nurses Registration and Tracking System is:
http://nrts.indiannursingcouncil.gov.in/login.nic

Kindly use Mozilla Firefox browser.

After clicking on the above URL, the following Login page will appear.

Figure 1 Login Screen

In Login Screen, enter the user id, password (for a registered Enrolment Agent for a particular state) and captcha value as appeared in the picture and click on “Login” button as shown in figure below.

Figure 2 Login Screen with User ID, Password and Captcha

Agent Dashboard:

After clicking on “Login” button, the agent dashboard appears which consists of a Left vertical menu, and user name and account menu on the right side of the horizontal space as shown in Figure-3 below.
The Left Vertical Menu consists of the following links:

- **Home**
- **Enter Nurse Details**
- **Search & Edit**
- **Download Full Report**
- **Transfer Initiation**

After clicking on **Enter Nurse Details**, a screen will appear (as shown in *Figure-4*) appears that contains the following tabs in the top:

- **New Registration with Aadhar Authentication**
- **Personal**
- **Basic Qualification**
- **Addl. Qualification**
- **Service**
- **File Upload**
- **Photo Capture**
- **Report**
Here the first tab **New Registration with Aadhar Authentication** is by default highlighted and the respective form is displayed by default.

**Figure 4 Nurse Enrolment Form**

![Nurse Enrolment Form](image)

**New Registration with Aadhar Authentication:**

Enter the respective details as per the Qualification of the Nurse. Note: * denotes mandatory value.

The 12 digit **Aadhar no** has to be entered into the form. The agent must click on **“Click to Scan”** button and then the Nurse (applicant) has to place her finger on the fingerprint scanner to authenticate Aadhar ID of the Nurse.

Once the scan is complete. The output would either be

- Failed
- Success
The Aadhar authentication must be successful in order to go to the step in filling the form.

Fill in the Applicant Name. Example: “Priyanka Uarvasi”. Select DOB (Date of birth) from the calendar menu.

The Nurse can be Registered As one of the following.

- RANM
- RN
- RN & RM
- RLHV

After that Registration number, Date of Registration can be filled and the respective State Nursing Registration Council can be selected from the drop down list.

Let’s check for case 1: where the Nurse (“Priyanka Uarvasi”) is registered as “RANM” qualified Nurse.

Note: When an applicant Nurse is registered as RANM, the Basic Qualification differ from that of RN, RN&RM and RLHV.

Each of these cases is covered with the respective screenshots.

Case 1: Nurse Registered as RANM:

*Figure 5 Example for New Registration with Aadhar Authentication*
After clicking on submit, the next tab (Personal) is activated and the respective entry form for entering personal details is displayed as show in Figure-6.

**Personal:**

Enter **Father Name**, **Mother Name** and select the **Gender**, **Marital Status**, **Social Status**, **Religion and Nationality** from the respective drop down list.

For **Whether Change of Name is Required different from Certificate** dropdown list “Yes” is selected, then click on **Choose File** button to upload the respective Gazette Notification.

When “Yes” is selected, the form appears to be as shown in the Figure-6.

![Figure 6 Whether Change of Name is required: Yes](image)

When “No” is selected, the form appears to be as shown in the Figure-7.
Enter the **Address Line-1, Address Line-2, Address Line-3, Locality** address of the Nurse.

Select the **State, District, Block/Mandal, Village** from the respective drop down list. Enter **Zip/Pin code** of the Nurse.

The above entered address will be the current address of the Nurse. These details should be accurate as the NUID card will be shipped to this address details.

If the current address is same as the permanent address then select “yes” radio button in **Is the Present Address Same as Permanent Address**.
If the current address is different from permanent address, then select “no” radio button. Upon selecting “no” a new set of fields appear as shown in Figure-8.

Figure 8 Is the Present Address Same as Permanent Address: No

Enter the Mobile Number, Landline Number, Email address, Alternate Mobile Number (if any) and Alternate Email address (if any). After all the details are entered, click on “Submit” button and Basic Qualification tab is activated and the corresponding entry form will be displayed.
Basic Qualification:

Enter the State, Name of the Board and Year of Passing for 10th Class section by selecting appropriate values from the drop down lists.

Enter the State, University/Board and Year of Passing for 12th Class section by selecting appropriate values from the drop down lists.

Note: Refer Case 1: Figure-5 where the Nurse has been Registered As RANM.

If the Nurse is Registered As RANM in New Registration with Aadhar Authentication tab then the Basic Qualification section requires the entry for ANM qualification details. Tick the Check box of ANM.

After the check box for ANM qualification is ticked, the corresponding fields for entry of ANM qualification will appear as shown in Figure-10

Enter State, Type of Institute, Name of Institute, Name of University/Board, Year of Passing from the respective drop down lists. Enter From Date, To Date from Calendar for Duration of Course. Enter Registration number, Date of Registration.

Figure 9 Registered As: RANM
Once the form is submitted, the **Additional Qualification** tab will be activated and the corresponding Entry Screen will be displayed as shown in **Figure-15**

Note: Similarly if a nurse has selected RN or RN & RM or RHLV from the dropdown list of **Registered As from** the screen **New Registration with Aadhar Authentication**, then the **Basic Qualification** section requires the entry for GNM and B.Sc (both for RN or RN & RM) or RHLV qualification details as shown in (Figure-A & Figure-C), (Figure-B & Figure-C) and (Figure-D & Figure-E) respectively.
Figure-A Nurse Registered As: RN
Figure-B Nurse Registered As: RN&RM
**Figure-C Basic Qualification: GNM BSc for Nurse Registered As: RN or RN &RM**

![Image of the Andhra Pradesh Nursing Council NRTS User Manual page showing the basic qualification details for GNM BSc for Nurse Registered As: RN or RN &RM.](image-url)
Figure-D Registered As: RLHV
Addl. Qualification:

Select No from the drop down list if the applicant (Nurse) is not additionally qualified for the field Whether acquired Addl. Qualification as shown in Figure-15.

Figure 15 No Additional Qualification
If the applicant is additionally qualified, then select “Yes” from the **Whether acquired Addl. Qualification** drop down list for **Addi Qualification Details**.

Upon clicking “Yes”, three new check boxes appear as shown in **Figure-16**

The new checkboxes that appear are:

- PB Diploma
- PB B.Sc
- M.Sc
- M.Phill
- Ph.D

Select the respective check box/boxes for all the qualifications that the Nurse has undertaken during her academic career.

Case 1: In the following example, applicant’s qualification is PB Diploma.

Select the **State**, **Type of Institute**, **Name of the Institute**, **Name of the University/Board**, **Year of Passing** and **PB Diploma Category** from the respective dropdown lists.

Select **From Date** and **To Date** from the calendar for **Duration of the Course**.

Refer **Figure-16** for an example.

![Figure 16 PB Diploma Details](image)
Similarly a nurse can have all the additional qualifications or any 1/2/3/4 qualifications out of the following additional qualifications:

PB Diploma/PB B.Sc/M.Sc/M.Phil/Ph.D

According to the additional qualifications acquired by the nurse, the respective check box/checkboxes can be clicked and the corresponding screens will be displayed to take the input from the nurse for the additional qualifications as described in Case 2, Case 3, Case 4 and Case 4.

Case 2: In the following example, applicant’s qualification is PB Diploma and PB B.Sc

Select the State, Type of Institute, Name of the Institute, Name of the University/Board from the respective dropdown list. Select Date of Passing categories present in the PB B.SC Details.

Select the State, Type of Institute, Name of the Institute, Name of the University/Board, Year of Passing and PB Diploma Category from the dropdown menu for PB Diploma Details

Select From Date and To Date from the calendar for Duration of the Course.

Refer Figure-17 for an example.

![](image)
Case 3: In the following example, applicant’s qualification is PB Diploma, PB B.Sc and M.Sc

Select the State, Type of Institute, Name of the Institute, Name of the University/Board from the dropdown lists. Select Date of Passing categories present in the PB BSC Details.

Select the State, Type of Institute, Name of the Institute, Name of the University/Board and M.Sc (Clinical Speciality) from the dropdown lists. Select Date of Passing categories present in the M.SC Details.

Select the State, Type of Institute, Name of the Institute, Name of the University/Board, Year of Passing and PB Diploma Category from the dropdown menu for PB Diploma Details.

Select From Date and To Date from the calendar for Duration of the Course.

Refer Figure-18 for example.
Case 4: In the following example, applicant’s qualification is PB Diploma, PB B.Sc, M.Sc and M.Phil.

Select the **State, Type of Institute, Name of the Institute, Name of the University/Board** from the dropdown menu. Select **Date of Passing** categories present in the **PB BSC Details**.
Select the State, Type of Institute, Name of the Institute, Name of the University/Board and M.Sc (Clinical Speciality) from the dropdown menu. Select Date of Passing categories present in the MSC Details.

Select the State, Type of Institute, Name of the Institute, Name of the University/Board, Year of Passing and PB Diploma Category from the dropdown list for PB Diploma Details.

Select From Date and To Date from the calendar for Duration of the Course.

Enter Title of the Thesis. Select the State, Type of Institute, Name of the Institute, Name of the University/Board and Year of Passing from the dropdown list for M.Phil Details.

Select From Date and To Date from the calendar for M.Phil Details.

Refer Figure-19 for example.
Case 5: In the following example, applicant’s qualification is PB Diploma, PB B.Sc, M.Sc and M.Phil and Ph.D.

Select the State, Type of Institute, Name of the Institute, Name of the University/Board from the dropdown lists. Select Date of Passing categories present in the PBBSC Details.
Select the State, Type of Institute, Name of the Institute, Name of the University/Board and M.Sc (Clinical Speciality) from the dropdown menu. Select Date of Passing categories present in the M.SC Details.

Select the State, Type of Institute, Name of the Institute, Name of the University/Board, Year of Passing and PB Diploma Category from the dropdown lists for PB Diploma Details.

Select From Date and To Date from the calendar for Duration of the Course.

Enter Title of the Thesis. Select the State, Type of Institute, Name of the Institute, Name of the University/Board and Year of Passing from the dropdown menu for M.Phil Details.

Select From Date and To Date from the calendar for M.Phil Details.

Enter Title of the Thesis. Select the State, Type of Institute, Name of the Institute, Name of the University/Board and Year of Passing from the dropdown menu for Ph.D Details.

Select From Date and To Date from the calendar for Ph.D Details.

Refer Figure-20 for example.

After all the details have been entered correctly. Click on “Submit” button to go to the next tab.
Figure 20 Ph.D.

### PR Diploma Details

<table>
<thead>
<tr>
<th>State</th>
<th>Type of the Institute</th>
<th>Name of the Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANDHRA PRADESH</td>
<td>Government</td>
<td>Aynshman Nursing Council, Eluru</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of University/Board</th>
<th>Year of Passing</th>
<th>PR Diploma Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>DR. NTR UNIVERSITY OF HEALTH SCI</td>
<td>2001</td>
<td>Test Category</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>From Date</th>
<th>To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-12-2010</td>
<td>01-12-2011</td>
</tr>
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</table>

### M.Sc. Details

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<th>Name of the Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANDHRA PRADESH</td>
<td>Government</td>
<td>Aynshman Nursing Council, Eluru</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of University/Board</th>
<th>Date of Passing</th>
</tr>
</thead>
<tbody>
<tr>
<td>DR. NTR UNIVERSITY OF HEALTH SCI</td>
<td>01-12-2012</td>
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</table>

### M.D. Details

<table>
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<th>Name of the Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANDHRA PRADESH</td>
<td>Government</td>
<td>Aynshman Nursing Council, Eluru</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of University/Board</th>
<th>M.Sc (Clinical Specialty)</th>
<th>Date of Passing</th>
</tr>
</thead>
<tbody>
<tr>
<td>DR. NTR UNIVERSITY OF HEALTH SCI</td>
<td>Cardiovascular &amp; Thoracic Nursing</td>
<td>09-12-2013</td>
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</table>

### M.Phil. Details

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<th>Name of the Institute</th>
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</thead>
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<tr>
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<td>Government</td>
<td>Aynshman Nursing Council, Eluru</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Title of the Thesis</th>
<th>State</th>
<th>Type of the Institute</th>
</tr>
</thead>
<tbody>
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<td>XYZ</td>
<td>ANDHRA PRADESH</td>
<td>Government</td>
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<table>
<thead>
<tr>
<th>Name of the Institute</th>
<th>Name of University/Board</th>
<th>Year of Passing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aynshman Nursing Council, Eluru</td>
<td>DR. NTR UNIVERSITY OF HEALTH SCI</td>
<td>2014</td>
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</table>

<table>
<thead>
<tr>
<th>From Date</th>
<th>To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-12-2014</td>
<td>02-12-2019</td>
</tr>
</tbody>
</table>

### Ph.D. Details

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<tr>
<th>State</th>
<th>Type of the Institute</th>
<th>Name of the Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANDHRA PRADESH</td>
<td>Government</td>
<td>Aynshman Nursing Council, Eluru</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title of the Thesis</th>
<th>State</th>
<th>Type of the Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC</td>
<td>ANDHRA PRADESH</td>
<td>Government</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of the Institute</th>
<th>Name of University/Board</th>
<th>Year of Passing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aynshman Nursing Council, Eluru</td>
<td>DR. NTR UNIVERSITY OF HEALTH SCI</td>
<td>2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>From Date</th>
<th>To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-12-2015</td>
<td>01-12-2016</td>
</tr>
</tbody>
</table>
Service:

Select “No” from the drop down list if the applicant (Nurse) is not employed from the Whether Employed dropdown which is shown in Figure-21.

![Figure 21 No Service](image)

Select “Yes” from the drop down menu if the applicant (Nurse) is employed from the Whether Employed dropdown.

Select the Parent Council State, Registered As and Designation from dropdown lists and enter the Gross Total Emoluments Per Month (In Rs.) and EPF Number.

Case 1: Employed in India

In Employer Details select INDIA radio button.

Enter the Name of the Institute. Select Sector, Institution Category, Institution State, Institution District, Institution Block and Institution Village from dropdown lists. Enter the zipcode for Employer Details.

An example is shown in Figure-22.
Case 2: Employed Abroad

In **Employer Details** select **Abroad** radio button.

Enter the **Name of the Institute. Select the Sector, Institution Category and Country** from dropdown lists. Enter **Address of the Institution** and **zipcode** for **Employer Details**.

After all the details have been entered correctly. Click on “Submit” button to go to the next tab **FileUpload**.

An example is shown in **Figure-23**.
Figure 23 Employment Abroad

File Upload:

Click on “Browse…” button to upload **Class-X certificate/Proof of DOB, Signature Upload and Registration Certificates**. This is shown in Figure-24. Click on “Save” button to go to next tab: **Photo Capture**

Figure 24 File Upload
Photo Capture:

Ensure that the applicant is facing the web camera with face clearly focused and click on “Take Snapshot” button. Once the picture is clear click on “Capture” button to submit and go to Report.

Refer Figure-25 for example.

![Figure 25 Photo Capture](image)

Report:

This tab provides all the details that have been entered so far grouped by tabs or sections. Observe Figure-26. The Candidate has to verify all the details and confirm.

If there are any modifications that needs to be done then, select the Search and Edit link that’s present on the left hand side of the screen where the application can be searched by any one of the four given criteria.

In this case, lets say that all the provided details are displayed correct.

The agent can click on “print this page” button to take a print out or a soft copy of the report.

With this, “Enter Nurse Details” processing has come to an end.
### Figure 26 Report

**New Registration Details:**

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Applicant Number</th>
<th>Date Of Birth</th>
<th>Father Name</th>
<th>Gender</th>
<th>Marital Status</th>
<th>Spouse</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remya Kati</td>
<td>776</td>
<td>1992-01-02</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RANM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Personal Details:**

<table>
<thead>
<tr>
<th>Name Of The Institute</th>
<th>Date Of Admission</th>
<th>Type Of The Institute</th>
<th>Name Of University</th>
<th>Category</th>
<th>Government</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andhra Pradesh Nurses</td>
<td>2004</td>
<td>BSc</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>and Midwives</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Address:**

- **Address 1:**
  - State: Andhra Pradesh
  - District: Vizianagaram
  - Block: Mandal: Village: Narasaraopet

- **Address 2:**
  - State: Andhra Pradesh
  - District: Vizianagaram
  - Block: Mandal: Village: Narasaraopet

**Basic Qualification Details:**

- **10th Class:**
  - Name of the Board: BSC
  - Year of Passing: 2003

- **12th Class:**
  - Name of the Board: BOSE
  - Year of Passing: 2004

**Service Details:**

<table>
<thead>
<tr>
<th>EPF Number</th>
<th>Registered As</th>
<th>Haryana</th>
<th>Designation</th>
<th>Gross Emolument (In Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2233456567</td>
<td>RANM</td>
<td></td>
<td>222</td>
<td></td>
</tr>
</tbody>
</table>

**Photo Capture Details:**

- **Photo:**
  - No image available

**Aadhaar Authentication Status:**

- **Aadhaar Authentication Status:** Not Authenticated
Search & Edit:

Agent must click on Search and Edit menu as shown in Figure-27 of the agent dashboard.

![Figure 27 Search and Edit](image)

The search/update Screen appears as shown in Figure-28.

Enter the **Name of the Candidate** or the **Candidate ID, Registration No, Aadhar No** of the candidate.

For example the agent has entered the candidate’s name and clicked on “search” button.

![Figure 28 Search/Update](image)

Example: **Name of the Candidate** is “Suma”.

Click on the "Edit Here" button where the update has to be made.
For example, the agent has to update the Uploads section of the Nurse. The agent has to click on "Edit Here" button in the Uploads category and make the necessary changes. The following screen appears as show in Figure-30.

![Figure 30 Edit Here for Uploads](image)

The values are updated and these values can be cross verified again in the full report. After "Update" button is clicked the screen will be redirected to Report page as shown in Figure-29.

Download Full Report:

On the left hand of the agent user page, click on download full report menu as shown in Figure-31

![Figure 31 Download full report menu](image)

A search menu appears where the agent can enter values based on the available details like Name of the Candidate, Candidate ID, Registration Number or Aadhar No. as shown in Figure-32.
Example record for finding an applicant name is shown in Figure-33.

**Example:** Name of the Candidate is “deepshika” that is entered in the respective field.

When the record is selected, the full report appears on the screen which can be downloaded or printed as shown in Figure-34.
### Figure 34 Full Report Snapshot

**NRTS User Manual**

#### Personal Details:
- **Father Name:** Rahul Dhamm
- **Gender:** Female
- **Nationality:** 2
- **Spouse:** Spouse

#### Address Details:
- **Street:** ANDHRA PRADESH
- **Pin Code:** 522224
- **Mobile Number:** 9883327314

#### Basic Qualification Details:
- **10th Class:***
  - Name of the Board: SSC
  - Year of Passing: 2008

- **12th Class:***
  - University/Board: B.S.C.
  - Year of Passing: 2016

#### Graduation Details:
- **Name of the Institute:** Andhra Nursing Council, Kurnool
- **Type of the Institute:** Government
- **Registration Number:** Dr. N.N. University of Health Sciences, A.P. (Vijayawada)
- **Year of Passing:** 2012
- **Date of Registration:** 09-09-2012

#### Admit Qualification Details:
- **P.G. Diploma:***
  - **Name of the Institute:** Andhra Nursing Council, Kurnool
  - **Type of the Institute:** Government
  - **Registration Number:** Dr. N.N. University of Health Sciences, A.P. (Vijayawada)
- **Year of Passing:** 2012
- **Date of Registration:** 09-09-2012

#### Service Details:
- **Parent/Guardian:** Registered As:
- **Designation:** Designation
- **Sex:** Sex
- **Education:** Education (in Rs.)
- **Name of Institute:** Name of Institution belongs to
- **Institution Category:** Institution Category
- **Institution State:** Institution State
- **Institution Block:** Institution Block
- **Institution Village:** Institution Village

#### Uploads:
- **Post of EDU:**
- **Registration Certificate:**

#### Photo Capture Details:
- **Photo:**

#### Aadhaar Authentication Status:
- **Aadhaar Authentication Status:** Not Authenticated

---

[34]
Transfer Initiation:

Click on **Transfer Initiation** link on the left hand side of the Agent user page.

Example:

An agent operating in the state of Andhra Pradesh has to be transferred to Goa.

The agent clicks on **Transfer Initiation** link as shown in the *Figure-35*

![Figure 35 Transfer Initiation](image)

Agent has to select a particular state from the drop down list of **To State**. In this example the agent has selected Goa as shown in *Figure-36*

![Figure 7 Transfer to State: Goa](image)

Click on “Request for Transfer” button. When this is done the following message appears as show in the Figure-37.
The agent has to wait for approval from INC (Indian Nursing Council)

The End