Indian Nursing Council
Nurses Registration & Tracking System

For
Indian Nursing Council
Version 1.0

User Manual for
State Nursing Council
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NUID Process Flow
State Nursing Council:

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.

State Nursing Council consists of two types of users/roles:

- Superintendent
- Registrar

Login:

The login page consists of:

User Id (Username)

Password

CAPTCHA 7EUYS

The user name and password will be provided by Indian Nursing Council (INC) as shown in Figure-1

Figure 1 Login Screen

Enter the user id, password and captcha value as appeared in the picture and click on “Login” button as shown in figure below.

As we have two types of roles.

Case 1: Superintendent
The user ID of Superintendent role for the state of AP is APSUP. Likewise, the superintendents of the respective states will be given a user ID and password, issued by the Indian Nursing Council.

Refer Figure-2 for Superintendent Login

Case 2: Registrar

The user ID of Registrar role for the state of AP is APREG. Likewise, the superintendents of the respective states will be given a user ID and password, issued by the Indian Nursing Council.

And Figure-3 for Registrar Login

*Figure 2 Login for AP Superintendent*

![Figure 2 Login for AP Superintendent](image1)

*Figure 3 Login for AP Registrar*

![Figure 3 Login for AP Registrar](image2)

After typing the correct credentials along with the correct CAPTCHA code (code that appears in the picture box has to be entered in the empty text box adjacent to it). Click on “Login” button.
Superintendent Dashboard:

The superintendent dashboard consists of vertical menu, user name and account menu on the horizontal space as show in Figure-4.

![Superintendent Dashboard](image)

Click on “Enter Nurse Details” menu to enter Nurse Details for a new applicant (Nurse) as shown in Figure-5

Enter Nurse Details:

In this menu, a new applicant’s (Nurse) details can be entered. There are various categories represented in the form of tabs.

The page appears as shown in Figure-5.
Enter Nurse Details is an enrolment form contains 8 horizontal tabs which are as follows:

- **New Registration with Aadhar Authentication**
- **Personal**
- **Basic Qualification**
- **Addi. Qualification**
- **Service**
- **File Upload**
- **Photo Capture**
- **Report**

Observe that the active tab New Registration with Aadhar Authentication is highlighted. This means that the form that is appears on the screen is a part of the New Registration with Aadhar Authentication tab. Follow the guide to understand the entry of the fields.
New Registration with Aadhar Authentication:

Enter the respective details as per the Qualification of the Nurse.

The 12 digit **Aadhar no***(mandatory value) has to be entered into the form. The Nurse (applicant) has to place her finger on the fingerprint scanner and the agent must click on “Click to Scan” button 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 Urvasi”. Select **DOB** (Date of birth) from the calendar menu.

The Nurse can be **Registered As** one of the following.

- RANM
- RN
- RN & RM
- RLHV

Let’s check for case1: where the Nurse (“Priyanka Urvasi”) 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:
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.
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
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.
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 checkbox/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.

Figure 17 PBBSC Details
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.
Figure 19 M.Phil. Details

Andhra Pradesh Nursing Council
Nurses Registration & Tracking System

New Registration with Andhra Authentication
Personal Basic Qualification Add. Qualification Service File Upload Photo Capture Report

Applicant Name: Applicant number: TSS DOB: 16-01-1991

Whether acquired Add. Qualification:
- YES
- NO

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

Advanced Nursing Qualification: M.Phil

Ph.D. Diploma Details
State: Andhra Pradesh
Type of the Institute: Government
Name of the Institute: Ayushman Nursing Council, Kurnool

Name of University/Board: Dr. N.T.R. University of Health Sci
Year of Passing: 2006
PG Diploma Category: Test Category

Duration of Course:
From Date: 01-12-2004
To Date: 01-12-2008

MBBS Details
State: Andhra Pradesh
Type of the Institute: Government
Name of the Institute: Ayushman Nursing Council, Kurnool

Name of University/Board: Dr. N.T.R. University of Health Sci
Date of Passing: 01-12-2010

M.Sc. Details
State: Andhra Pradesh
Type of the Institute: Government
Name of the Institute: Ayushman Nursing Council, Kurnool

Name of University/Board: Dr. N.T.R. University of Health Sci
Clinical Specialty: Child Health (Pediatrics) Nursing
Date of Passing: 01-12-2012

M.Phil Details
Title of the Thesis: XYZ
State: Andhra Pradesh
Type of the Institute: Government

Name of the Institute: Ayushman Nursing Council, Kurnool
Name of University/Board: NZIMS Institute of Medical SCI
Year of Passing: 2014

Duration of Course:
From Date: 01-12-2012
To Date: 01-12-2014

Submit Reset
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.
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 **File Upload**.

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](image)

Photo Capture:

Ensure that the applicant is facing the web camera with face clearly focussed 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.
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 need 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, let’s 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

<table>
<thead>
<tr>
<th>New Registration Details:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Name:</td>
<td>Renuka Koti</td>
</tr>
<tr>
<td>Date of Birth:</td>
<td>1992-01-02</td>
</tr>
<tr>
<td>Applicant No:</td>
<td>776</td>
</tr>
<tr>
<td>DOB:</td>
<td></td>
</tr>
<tr>
<td>Registered As:</td>
<td>RANM</td>
</tr>
<tr>
<td>Registration Number:</td>
<td>4534323423</td>
</tr>
<tr>
<td>Registration Council:</td>
<td>Andhra Pradesh Nursing Council, Hyderabad</td>
</tr>
<tr>
<td>Personal Details:</td>
<td></td>
</tr>
<tr>
<td>Father Name:</td>
<td></td>
</tr>
<tr>
<td>Change of name:</td>
<td></td>
</tr>
<tr>
<td>Gender:</td>
<td></td>
</tr>
<tr>
<td>Married Status:</td>
<td></td>
</tr>
<tr>
<td>Spouse:</td>
<td></td>
</tr>
<tr>
<td>Domicile (State):</td>
<td></td>
</tr>
<tr>
<td>Contact Details:</td>
<td></td>
</tr>
<tr>
<td>Present Address:</td>
<td></td>
</tr>
<tr>
<td>Address 1:</td>
<td></td>
</tr>
<tr>
<td>Address 2:</td>
<td></td>
</tr>
<tr>
<td>Address 3:</td>
<td></td>
</tr>
<tr>
<td>State:</td>
<td></td>
</tr>
<tr>
<td>District:</td>
<td></td>
</tr>
<tr>
<td>Block/Mandal:</td>
<td></td>
</tr>
<tr>
<td>Village:</td>
<td></td>
</tr>
<tr>
<td>Zip/ Pin Code:</td>
<td></td>
</tr>
<tr>
<td>Name Address:</td>
<td></td>
</tr>
<tr>
<td>Permanent Address:</td>
<td></td>
</tr>
<tr>
<td>Address 1:</td>
<td></td>
</tr>
<tr>
<td>Address 2:</td>
<td></td>
</tr>
<tr>
<td>Address 3:</td>
<td></td>
</tr>
<tr>
<td>State:</td>
<td></td>
</tr>
<tr>
<td>District:</td>
<td></td>
</tr>
<tr>
<td>Block/Mandal:</td>
<td></td>
</tr>
<tr>
<td>Village:</td>
<td></td>
</tr>
<tr>
<td>Mobile Number:</td>
<td></td>
</tr>
<tr>
<td>Landline Number:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Gazette Notification:</td>
<td></td>
</tr>
<tr>
<td>Alternate Mobile:</td>
<td></td>
</tr>
<tr>
<td>Alternate Email:</td>
<td></td>
</tr>
</tbody>
</table>

### Basic Qualification Details:

| 10th Class |  |
| Name of the Board | BSC |
| Year of Passing | 2003 |
| 12th Class |  |
| University/Board | BOSE |
| Year of Passing | 2004 |

### Addl. Qualification Details:

| P/H Diploma |  |
| Name of the Institute | Ayurveda Nursing Council, Kerala |
| Type of the Institute |  |
| Government |  |
| Name of University | Dr. N. T. R. University of Health Sciences, A.P., Vijayawada |
| Year of Passing | 2004 |
| Duration of Course | 01-01-2015 |
| Duration of Course To Date | 03-11-2015 |

### Service Details:

| Parent Council State | ANDHRA PRADESH |
| Registered As | RANM |
| Designation | 222 |
| Gross Emolument (Rs.) | 50000 |
| EPF Number | 2234567890 |
| Whether Current Employment belongs to |  |
| Country |  |
| Institution Category |  |
| Institution Name |  |
| Institution State |  |
| Country |  |
| Institution Category |  |
| Institution Name |  |
| Employment abroad |  |
| Contact Details: |  |
| Name of Institute |  |
| Institution Category |  |
| Institution Name |  |
| Institution State |  |
| Employment abroad |  |
| Uploads: |  |
| Proof of DOB: |  |
| Signature Upload: |  |

### Photo Capture Details:

| Photo |  |
| Signature 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*

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*

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.

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.

Pending Verification Details:

This consists of a list of applications that have been forwarded by an agent for approval or list of applications that have been registered by the Superintendent.

The State Nursing Council Superintendent has to verify the application and approve after checking the full report for the respective application.

The “Pending Verification Details” menu appears as shown in Figure-33.
Here is a list of states that appear. The list has a count value for every state. The count represents the number of applicants who are to be verified by this State.

In our case, it is the State of Andhra Pradesh. This means the applicant’s parent State Nursing Council is Andhra Pradesh and the application submitted is from the current state of residence.

For example, if the count for Arunachal Pradesh is 1. It means that an applicant whose parent Nursing Council is Andhra Pradesh has applied from Arunachal Pradesh location.

Refer Figure-33. It can be seen that the state of Andhra Pradesh has a count of 3 applicants.

Click on the state (Andhra Pradesh) to view the applications present in the respective state as shown in Figure-34.

![Figure 34 Pending Verification Application Details](image)

Among the list of applications, a single application can be selected to view the application details.

For example, a candidate named “Sushma Nagula” has been selected. Refer Figure-34.

The verification application details appear on the screen as shown in Figure-35.
Based on the verification details and credibility of the applicant, the State Nursing Council Superintendent can approve or put in pending status for the application.

The default state of the application would be pending. Unless, the application is approved, the application will remain in pending state. The superintendent need not do anything to maintain pending state.

Select “Approve” radio button to approve the form and click on “Submit” button.

When approved by SNRC Level 1 (Superintendent), the application get queued to the Pending Application Processing and upon approval from there, the application gets queued to the Pending Application Approvals list of SNRC Level 2 (Registrar).

Upon clicking “Submit” button, the page will be redirected to the “Pending Verification Details” menu.

Pending Application Processing:

Pending Application Processing menu contains all the applications that are approved from Pending Verification Details.

The search can be done date wise (From date and To date). Refer Figure-36.

A List of applications appear on the screen as shown in Figure-37.

Once the applicant’s record is clicked, the pending record appears on the screen as shown in Figure-38. Here the application is verified and sent for approval or pending state. If the application is pending, select the Pending radio button and type the justification which has to be given in the Remarks section as shown in highlighted box of Figure-38.
Figure 36 Pending Application Processing From Date To Date

Figure 37 Pending Applications list
If an application has to be approved, click on the **Approve** radio button and click on “Submit” button. Refer **Figure-39**

The application will be forwarded to the Registrar’s **Pending Application Approvals** menu for further verification.
Rejected Application Details:

The approved records sent by the State Nursing Council Superintendent (SNRC Level -1) are queued in the State Nursing Council Registrar’s (SNRC Level -2) Pending Application Approvals section.

If the application(s) are rejected by the SNRC Level-2 Registrar, the applications are sent to Rejected Application Details menu/section.
A list of applications appear in this menu as shown in Figure-40.

Figure 40 Application List for Rejected Records

Click on the application and the following screen appears as show in Figure-41. Here the detail are verified again and sent for approval based on the rectification made in the rejected remarks. Click on “Submit” button. Once the application is approved, the application is queued into the SRNC Registrar’s Pending Application Approvals menu/section.

Figure 41 Approve Rejected Record
Download Full Report:

On the left hand of the agent user page, click on the Download Full Report menu as shown in Figure-42

A search menu appears where the agent can enter values based on the available details like Name of the Candidate, Candidate ID, Aadhar No or Registration No.

When search button is clicked all the records under the Download Full Report is displayed as show in Figure-43

Example record for finding an applicant name is shown in Figure-44

Here the Name of the Candidate parameter has Name “deepshika”
When the record is selected, the full report appears on the screen which can be downloaded or printed as shown in *Figure-45*. 
**Figure 45 Full Report of the applicant**

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Deepika Diviwan</th>
<th>Date Of Birth</th>
<th>1995-05-12</th>
<th>Author No</th>
<th>77226936245</th>
</tr>
</thead>
</table>

**New Registration Details**

<table>
<thead>
<tr>
<th>Registration As</th>
<th>Deepika Diviwan</th>
<th>Registration Number</th>
<th>823299888</th>
<th>State Nursing Registration Council</th>
<th>Andhra Pradesh Nurses' Minister and Health Volunteers Council</th>
</tr>
</thead>
</table>

**Personal Details**

<table>
<thead>
<tr>
<th>Father Name</th>
<th>Rahul Diviwan</th>
<th>Gender</th>
<th>Female</th>
<th>Marital Status</th>
<th>2</th>
<th>Spouse</th>
</tr>
</thead>
</table>

**Address Details**

<table>
<thead>
<tr>
<th>Address Line 1</th>
<th>Kunnampeta</th>
<th>Address Line 2</th>
<th>Rainbow Avenue</th>
<th>Address Line 3</th>
<th>House No</th>
<th>43 Block</th>
<th>locality</th>
<th>Dornachristo locally</th>
</tr>
</thead>
</table>

**Email**

| Email | deepika.diviwan@gmail.com | Alternate Mobile | 0833232245 | Landline Number | 0833232245 |

**Basic Qualification Details**

<table>
<thead>
<tr>
<th>10th Class</th>
<th>Name of the Board</th>
<th>SSC</th>
<th>Year of Passing</th>
<th>2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>12th Class</td>
<td>University/Board</td>
<td>BOE</td>
<td>Year of Passing</td>
<td>2018</td>
</tr>
</tbody>
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**Career Details**

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<th>University/Board</th>
<th>Name of University/Board</th>
<th>Year of Passing</th>
<th>Year of Registration</th>
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**Service Details**

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<th>Name of Institute</th>
<th>Sector</th>
<th>Institution Category</th>
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**Uploads**

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<th>Signature Upload</th>
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**Photo Capture Details**

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**Aadhaar Authentication Status**

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</thead>
</table>

[Print this page]
Registrar Dashboard:

The superintendent dashboard consists of vertical menu, user name and account menu on the horizontal space as show in Figure-46

*Figure 86 Superintendent Dashboard*

Click on Pending Application Approvals menu to enter Nurse Details for a new applicant (Nurse) as shown in Figure-47
Pending Application Approvals:

Applications that are approved by the SRNC Superintendent (SNRC Level-1) are queued into the Pending Application Approvals menu.

The Registrar has to search the application based on date (From Date and To Date) criteria as shown in Figure-48.

![Figure 48 Pending Application Approvals Menu](image)

Fill in the dates by selecting the required values from calendar and click on “Submit” button.

Once the button is clicked the following screen appears as shown in Figure-49.

The registrar has to select one application at a time.

![Figure 49 Pending Application Approvals List](image)
Upon clicking the respective application, an approval form appears on the screen as shown in Figure-50

The Registrar must review to either Approve or Reject the respective application. In case of Reject, reason has to be written in the Remarks section and then click on “Submit” button.

Case 1: Reject Application

*Figure-50 shows an example of an application being rejected.*

*Figure 50 Application Rejected by Registrar*

Once the record is rejected, the record is queued into the **Rejected Application Details** menu of the Superintendent.
Case 2: Approve Application

Once the application is approved, a message appears in the Pending Application Approvals screen stating: “Successfully Approved and NUID generated is : <NUID No>”.

The NUID is generated for the respective application. Refer Figure-51

Figure 51 Successfully Approved and NUID Generated

This completes the Pending Application Approvals menu.

Digital Signing:

The Pending Application Approvals menu is shown in Figure-52. It consists of a list of applications that are displayed with Online Receipt Number, Name, Course Name and checkbox field: Click to generate the Certificate.

By default all the applications are checked true for the Click to generate the Certificate field. The Registrar can deselect the applications or proceed with Digital Signature process.
In order to perform a Digital Signature, the Registrar has to place the tokenizer (USB) into the current computer machine. Once this is done a new button appears on the screen as shown in Figure-53.

Upon clicking the button “Select File & Plug Your USB Token” the digitally signed applications will generate a code as observed on the new field adjacent to Click to generate the Certificate filed.

Now all the selected applications are digitally signed.
Generate NUID:

All the applications for which the NUIDs have been generated are present in the Generate NUID menu. This can be seen in Figure-54.

The Registrar can see all the applications by clicking in search button or a specific search can be done on the basis of like Name of the Candidate, Candidate ID, Aadhar No or Registration No. criteria. Once the button is clicked, the list of applications present in the Generate NUID menu are shown in Figure-55.

The Registrar can download any given record by clicking on Download NUID Card. Once this is done, the NUID card is downloaded in PDF format which is shown in Figure-56.
SNRC Login Authentication:

When a new SNRC Superintendent registers in the NRTS website, the registration details are captured and forwarded to the SNRC Registrar. The Registrar has to verify the details and approve the registration. After the approval, the login credentials will be activated for the SNRC Superintendent.

When a superintendent registers for the first time as show in Figure-57.

Figure 57 Superintendent Registration
This request appears in the Registrar’s **SNRC Login Authentication** menu which is shown in Figure-S8.

**Figure 58 SNRC Login Authentication**

Once the credentials are verified, the checkbox has to be checked and “Submit” button must be clicked. Upon clicking the button the following message appears: “Authentication Successful”

**Figure 59 Authentication Successful**

---

The End