INSTRUCTION MANUAL FOR ONLINE REGISTRATION / DIPLOMA APPLICATION FOR
M. SC. NURSING,
POST BASIC B. SC. NURSING,
B.SC. NURSING,
GNM, ANM COURSES

1. Process Flow

Before starting **Online Registration Form**, please understand process flow carefully to avoid any kind of ambiguity.

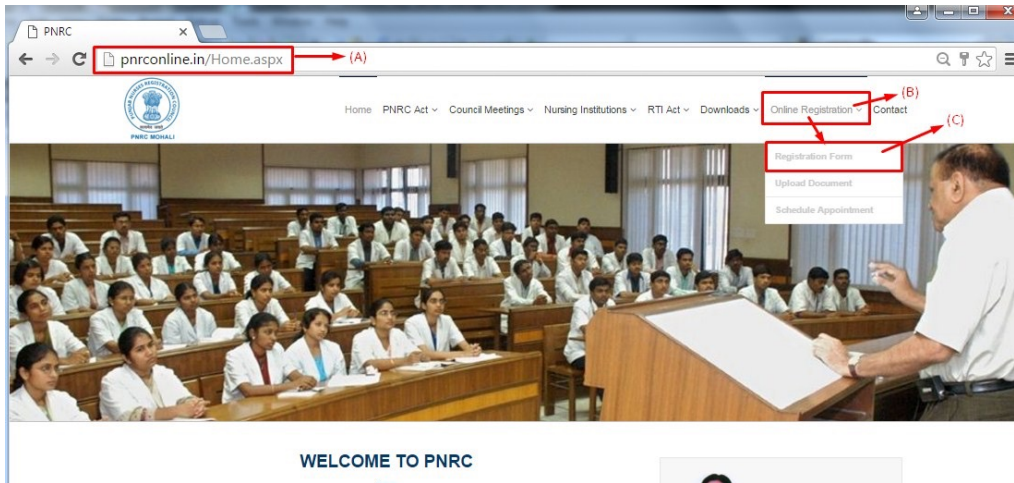|	PROCESS	ACTION TO BE TAKEN BY
Step 1	Student need to carry scanned copy of all required documents before starting online Registration Form filling process.	Student
Step 2	Go to www.pnrconline.in Click on Online Registration	Student
Step 3	Start filling up online Registration Form	Student
Step 4	You will receive a Application Reference Number (ARN) on your registered mobile number.	Student
Step 5	Upload all supporting documents, photo, signature along with other mandatory details of candidate.	Student
Step 6	Upon uploading of all documents, 'Print Challan' & 'Online Payment' option will be available for online & offline fees payment respectively.	Student
Step 7	Student need to carry the Challan to nearest Axis Bank branch for payment of 'Online Registration Fees'	Student

2. General Instructions

(i) Candidates are expected to ensure eligibility criteria before starting **Online Registration Form Process**.

(ii) Any attempt of registration for ineligible candidates will be discarded by software. In case, if application accepted by software then online registration form will be discarded by council and fee will not be refunded under any circumstances.

(iii) Before starting online registration process, candidates are advised to make following documents available in form of soft copy.

  a. 10th Certificate

  b. 12th Certificate

  c. DMC of all Classes

  d. Aadhar Card

  e. Personal Identification Affidavit with Photo (As per the format provided on the website)

  f. Training completion certificate/ Relieving Certificate issued by school/college and photo attested by principal.

3. How to Fill Online Registration Application?

> **IMPORTANT NOTE:** Please read all instructions carefully for Online Registration Form.

A. For Online Registration Form Process, go to online portal- **http://www.pnrconline.in**

B. Go to "**Online Registration**" over the menu bar.

C. Go to **"Registration Form"** from the drop down menu.

D. Fill up all fields carefully. Candidate need to fill up all details in respective text boxes.

Contact Information – The following segment need to be filled with contact details of candidate like Nationality, City, Pin Code, Residence Address, District etc. All fields are mandatory.

Please check if your College/School is affiliated to PNRC for Registration. If your College/School is not affiliated to PNRC then your application may be rejected and no fees will be refunded.

Qualification Details - This segment need to be filled with qualification details of andidate. All fields are mandatory.

Note: - If Candidate select passing year less than current year or less from the Qualification Details of course then candidate need to enter his or her gap reason as follows below.

F. After filling up all fields of Online Registration Form, Candidates need to accept self declaration statement and click on the Submit button to proceed further.
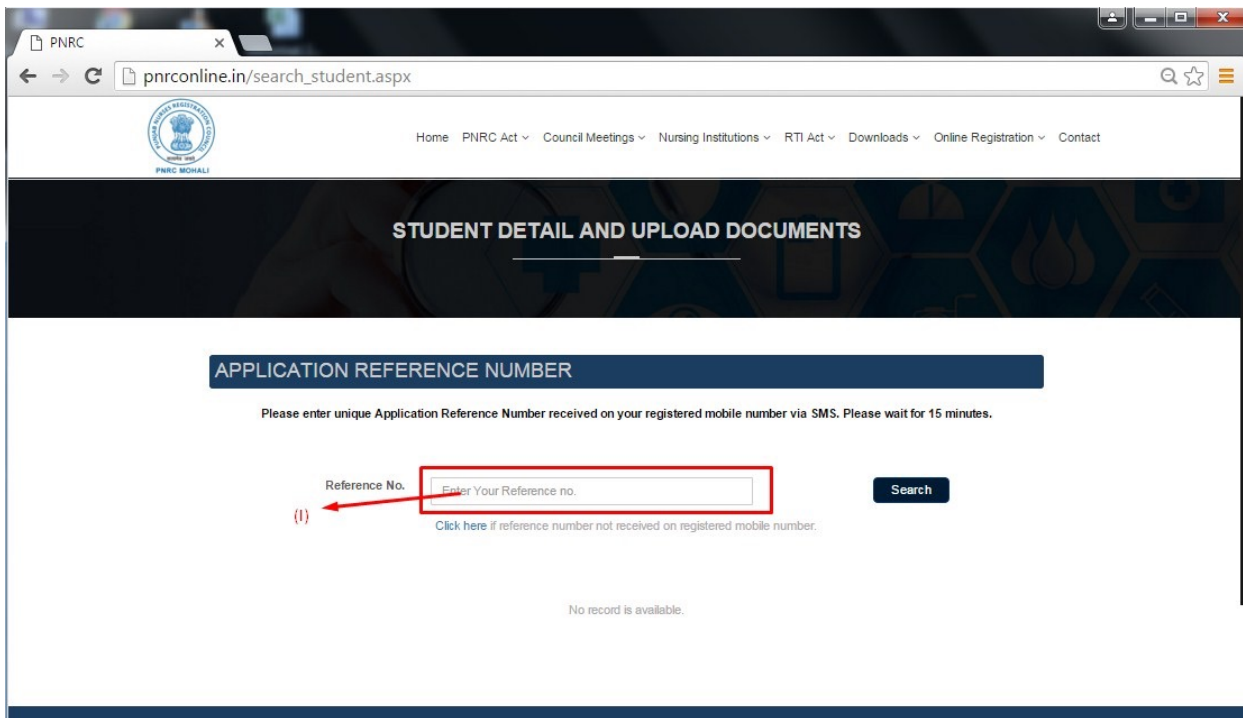
G. After Click on the Submit button, candidate will be automatically redirected to **STUDENT DETAIL AND UPLOD DOCUMENTS PAGE**.

H. Please enter unique Application Reference Number received on your registered mobile number via SMS. Please wait for up to 15 minutes.

In any case, candidates have not received their reference number, he or she will do the following task.

I. Candidate need to click on the Click Here button.

J. Enter their registered mobile number to get reference number again.
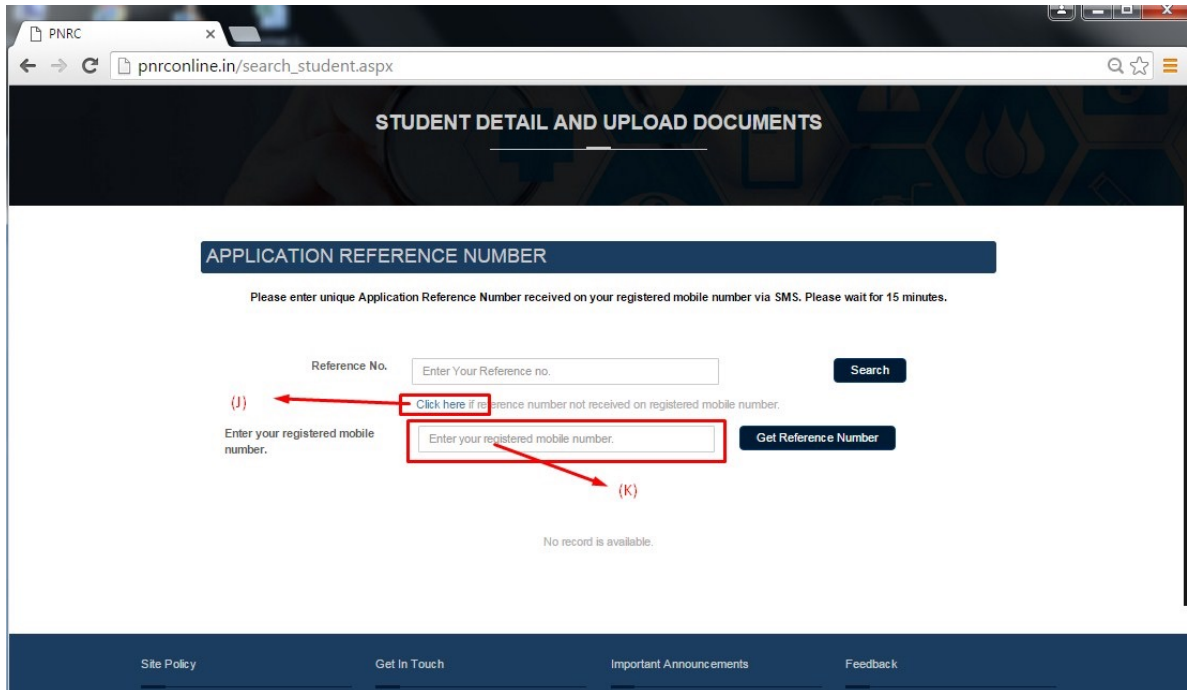
K. After entering reference number successfully, candidates will see his/her own details.

After checking details, Candidates need to upload their scanned documents as follows below:-

UPLOAD YOUR SCANNED DOCUMENTS

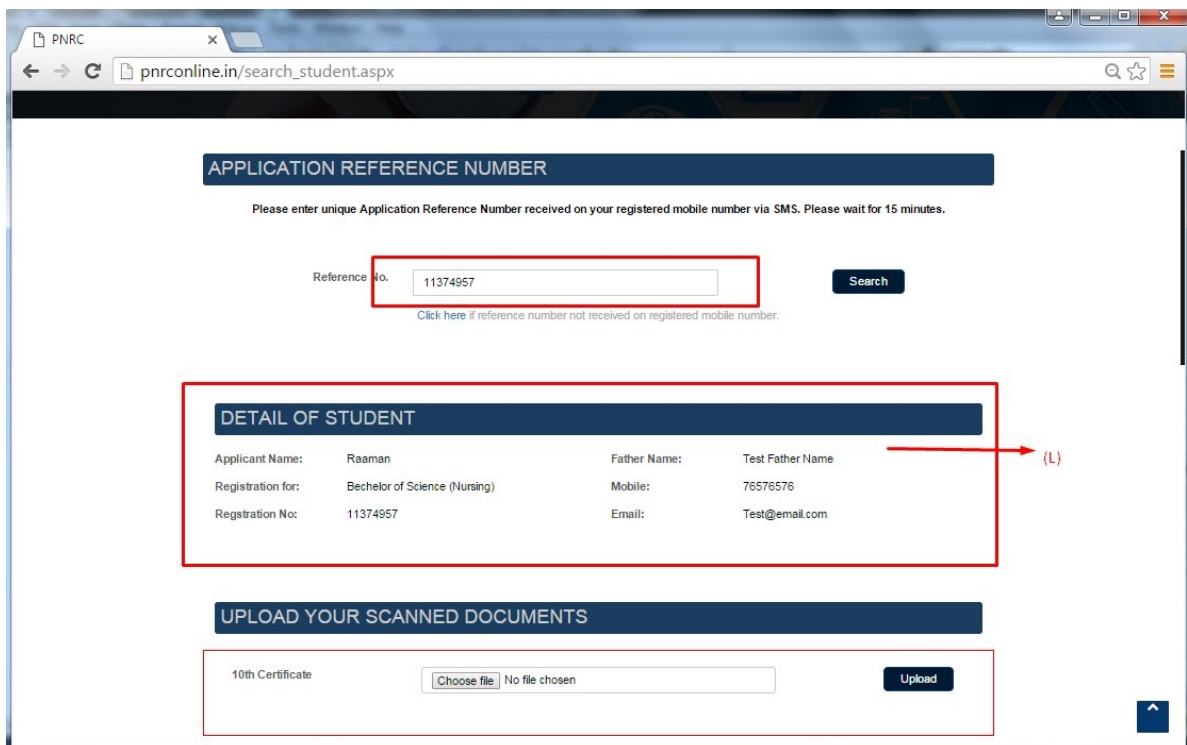|		
10th Certificate	Your 10th certificate already saved.	Delete
10+2 Certificate	Your 10+2 certificate already saved.	Delete
DMC (1st Year)	Your DMC (1st Year) certificate already saved.	Delete
DMC (2nd Year)	Your DMC (2st Year) certificate already saved.	Delete
DMC (3rd Year)	Your DMC (3rd Year) certificate already saved.	Delete
DMC (4th Year)	Your DMC (4th Year) certificate already saved.	Delete
Training Completion Certificate (It should be issued by school/college and photo attested by principal)	Your training completion certificate already saved.	Delete
Photo ID Proof/Affidavit (Aadhar Card/Driving Licence/PAN Card/Voter Card/Passport/Any other govt. issued document with photo)	Your ID Proof already saved.	Delete

If applicant name and father's name does not match with any of above mentioned list of documents or applicant does not have any valid Photo ID Proof then applicant need to submit a 'Personal Identification Affidavit' attested by an authorized notary at the time of registration.

Click Here to Downloaded Affidavit Format

Registration fees: Rs. 3000/-

L. Uploading scanned documents successfully, Candidates need to upload their Id proof.
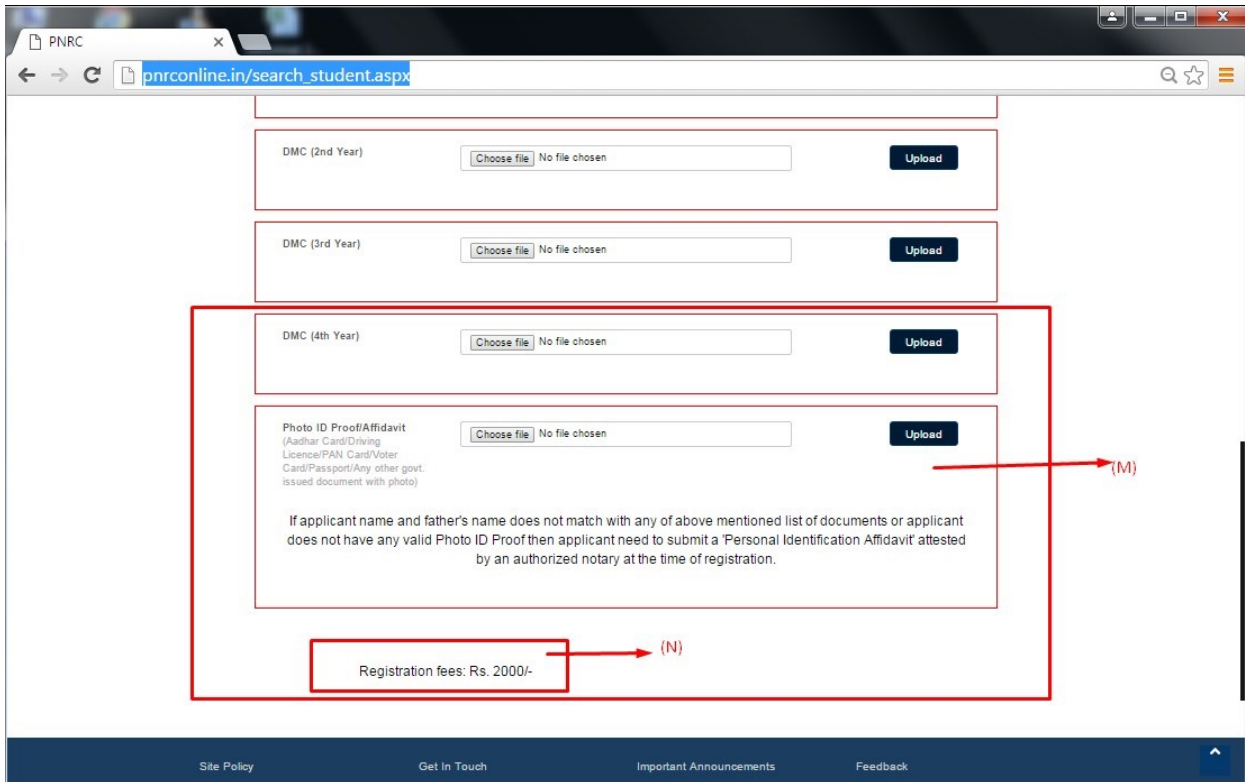
M. After uploading all scanned documents carefully, candidates need to click on the **Print Challan** or **Online Payment** Button to proceed for fee payment.
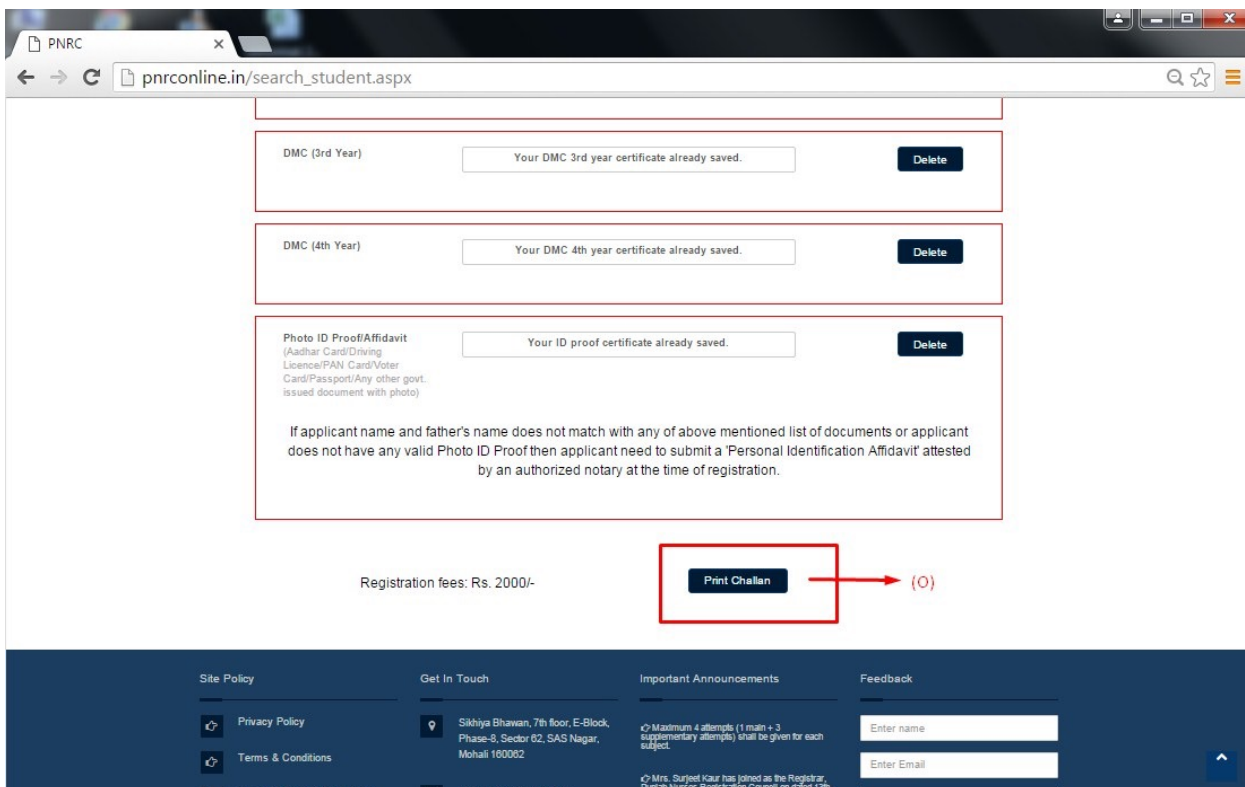
If applicant wish to pay fees via Challan then user can print challan by clicking **Print Challan** Button.

If applicant wish to pay fees via Netbanking/Card then applicant can print challan by clicking on **Online Payment** Button. Applicant can pay fees on axis bank payment gateway by following onscreen instructions.

After successful payment, applicant receives a confirmation SMS for successful payment within 24 hours. If applicant does not receive such SMS in 24 hours from payment then applicant is advised to send Challan Copy and Reference Number at pnrc.helpline@gmail.com

P. Upon receiving Payment Confirmation SMS, applicant need to print **'Pre Filled Application form'** from the website by providing Reference No.

Q. The form and all supporting documents must be duly attested by the college principal and applicant.

R. Applicant must enclose attested form, documents and self addressed A4 Size envelop with Rs.30 postal stamp in a big envelop.

S. Applicant must send this big envelop at following address:

Punjab Nurses Registration Council
Punjab Medical Sikhya Bhawan
3rd Floor, Near Mayo Hospital
Sector 69, SAS Nagar (Mohali)

T. After successful scrutiny of documents sent by applicant, Registration/ Diploma will be processed.

U. After signing of all authorities, Registration/Diploma will be sent in self addressed envelop that was provided by the applicant as per following format.