



DNC Nursing Online Primary Registration and Re Registration System

Website: <https://delhinursingcouncil.in>

For Technical Support contact

Help Line Number : +919643808161

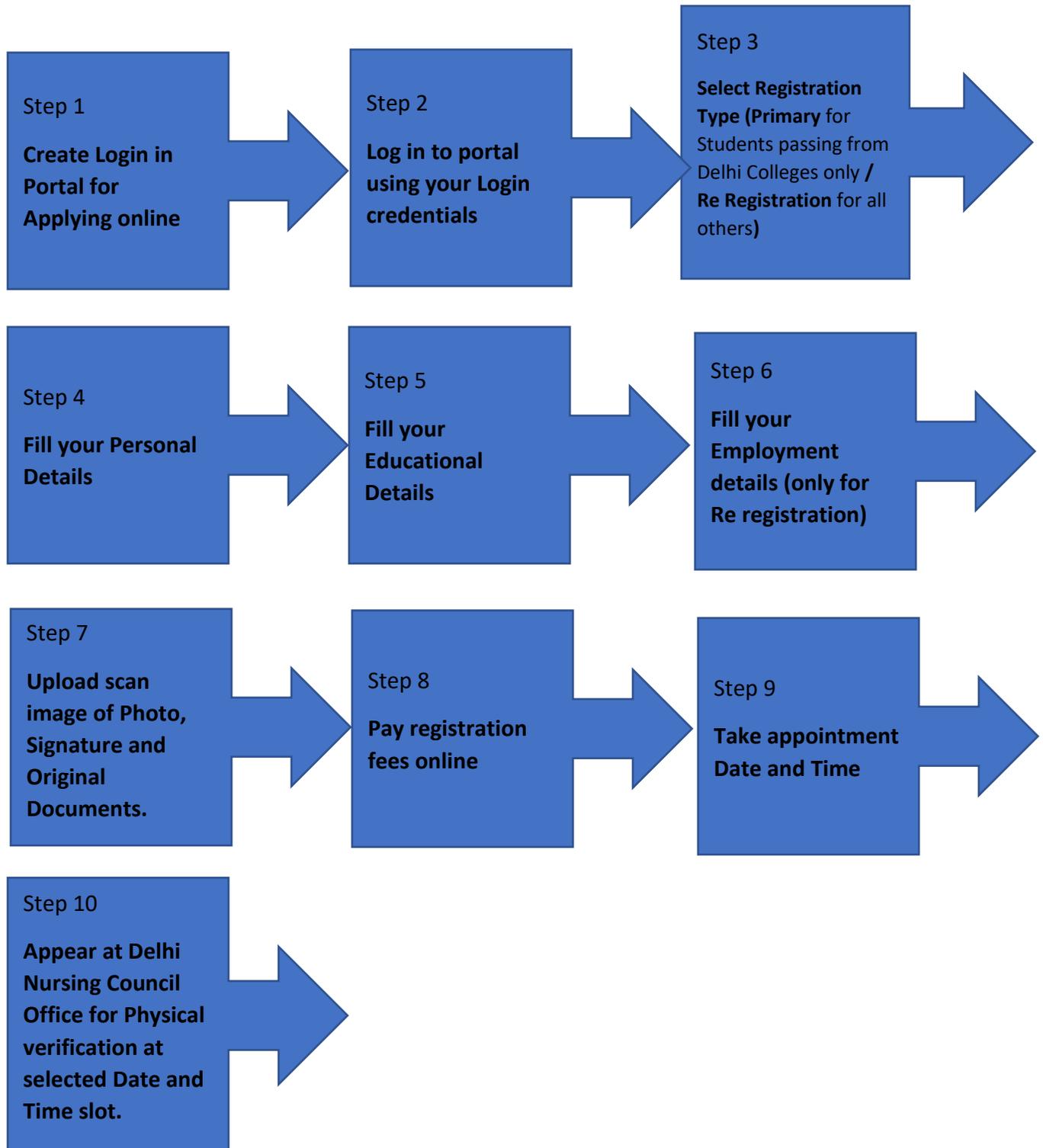
Email: support@delhinursingcouncil.in



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1. Process flow for Applying Online and booking time slot for physical verification



2. New user Sign in

For applying online, applicant first need to create an account with the DNC Portal. Once account is created applicant can login with login credentials and file Application.

How applicant can create an account for registration.

To create an account for registration, applicant need a valid email address and mobile number. Both email address and mobile number will be verified using OTP for authenticity. All future communication with applicant will be done in this email address and mobile number. Given below is steps for creating an account for new user.

Sign in

Forgot your password?

SIGN IN

[Click for New Users?](#)

Step 1: Click on **New Users** link in the above screen

Step 2: Following screen will open where you need to enter initial information. Be ready with your email and mobile number as OTP verification for both will be done.



Delhi Nursing Council

Welcome Back!

To keep connected with us please login with your personal information

SIGN IN

Create Account

[Generate OTP](#)

[Generate OTP](#)

SIGN UP

- Enter the **Applicant Name, Father Name, Mother Name** and **Date of Birth of Applicant**.
- Enter Applicant **email address**. Click on **Generate OTP** link below the field. Applicant will receive an OTP in the given email. Enter the OTP in space provided.

DNCN <Registrations@delhinursingcouncil.in>
to me ▾

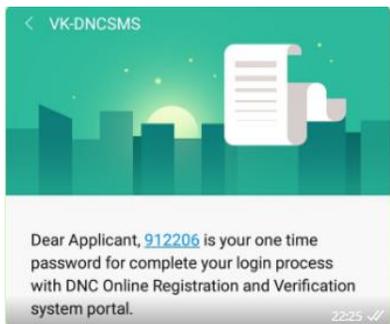
22:09 (11 minutes ago) ☆ ↶

Dear Applicant

389081 is your one time password for complete your login process with DNC Online Registration and Verification system portal.

...

- Enter Applicant **mobile number** click on Generate OTP link below the field. Applicant will receive an OTP in given mobile. Enter the OTP in space provided in the screen.



- Enter your password
- After entering all fields click SIGN UP.

Note:

- **OTP can get delayed sometimes due to high network traffic / server load.**
- **Under normal circumstances OTP on mobile was delivered instantly and it take a minute more to deliver OTP in email.**
- **Please retry/ regenerate OTP only after 2-3 min in case OTP is not received after clicking Generate OTP link.**
- **OTP receipt is solely dependent on individual users network signal provided by Telecom Company.**

Delhi Nursing Council

Welcome Back!

To keep connected with us please login with your personal information

SIGN IN

Create Account

Dummy Applicant

FName

MName

26/01/1998

dummyclient11@gmail.com

389081 [Regenerate OTP](#)

9643975393 [Regenerate OTP](#)

.....

SIGN UP

- Once successfully registered, following screen will appear in which you can **SIGN IN** using your email id and password entered.

Delhi Nursing Council

Sign in

Email / Mobile No.

Password

[Forgot your password?](#)

SIGN IN

Hi, Friend!

Enter your personal details and start with us

SIGN UP

- An email with all information about registration will be sent to your email address. In case you forget initial password by any case, it will be mentioned in the mail.

DNC Registration Login Inbox x

DNCN <Registrations@delhinursingcouncil.in> [Unsubscribe](#)
to me ▾

14:47 (7 ho

Dear

Your sign up process with DNC Online Registration and Verification system portal is successful and find the below details for sing-in

Applicant Name :

Registered Email ID : dummyclient11@gmail.com

Registered Mobile No : 9643975393

Login Password : pass2018@

If you required more details about Online registration please feel free to contact us through below details

Email: Registrations@delhinursingcouncil.in

Phone: xxxxxxxxxx

Thanks and Regards

DNC Online Application Support TeamClick [here](#) to unsubscribe

3. Sign in to Portal and Applying for Primary Registration

 **Delhi Nursing Council**

Sign in

[Forgot your password?](#)

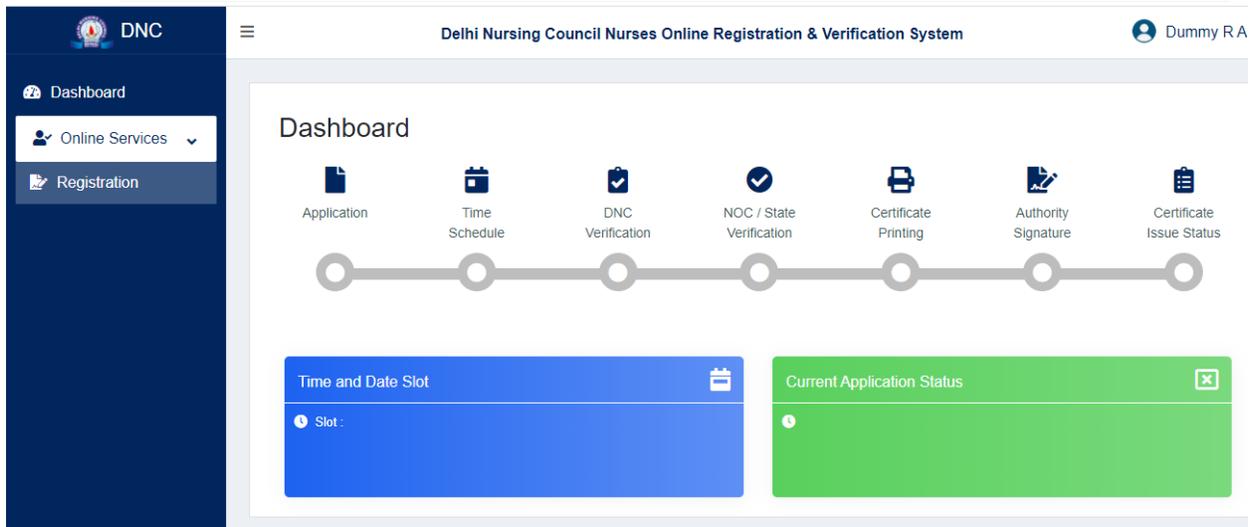
SIGN IN

Hi, Friend!

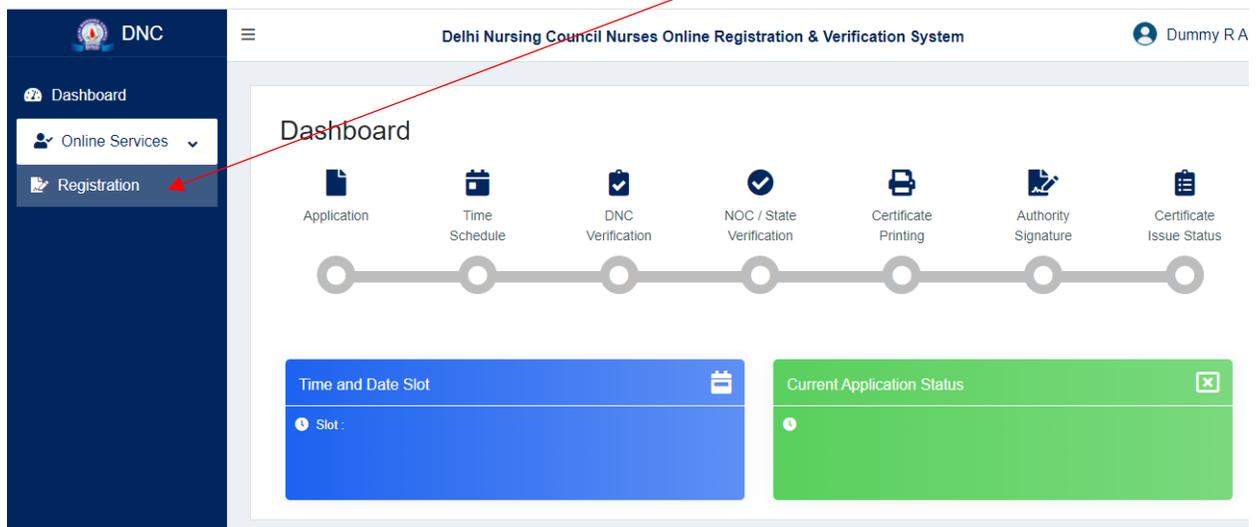
Enter your personal details and start with us

SIGN UP

- Once successfully logged in following screen will appear.



- Click on **Online Services** tab. Under Online Services tab click on Registration link



Following screen will appear. There will be two tabs. **Primary Registration** and **Re- Registration**. Also In this screen there will be instructions and documents needed for registration.



- **Primary Registration:** For Students pass out from Nursing Schools/Colleges in Delhi and registering for first time with Nursing Council.
- **Re-Registration:** For Nurses passed out from other State colleges and registered with other State Councils but currently working with Hospitals in Delhi.

Primary Registration (Only for For Student passing out from Nursing Schools/Colleges located in Delhi and registering first time).



In the above screen if you scroll down you will be able to see button **Register Yourself**. If you click here the registration form will open.

05. Scanned copy of your Aadhar Card.
06. Scanned (duly attested) of 10th class Mark sheet.
07. Scanned (duly attested) of 10th class certificate
08. Scanned (duly attested) of 12th class Mark sheet
09. Scanned (duly attested) of 12th class certificate
10. Scanned (duly attested) of mark sheets of all three / four years examination Issued by Council/Examination Board/Universities.
11. Scanned (duly attested) of provisional certificate.
12. Submitted fee will not refund.

Register Yourself

Once you click the **Register Yourself** button the following screen will open. You have to enter the pin code of the place where your **college / institute** from which you have done your Nursing Course. Since Primary Registration is for students passing out from Delhi Colleges, if you enter a pin code outside of Delhi it will show error.

Please refer the screen below. Now a pin code outside is given and press submit. This will show an error and tell the applicant to apply for Re Registration which is for students passing out from other state colleges.

of 12th class Mark sheet

Enter Pincode of the Institution where nursing education was obtained

530068|

Submit

Enter Pincode of the Institution where nursing education was obtained

530068

Please register in re-registration!!

Close Submit

This PIN CODE belongs to Bangalore. So if an applicant who have done Nursing course from Bangalore College need to go and select re registration option.

If a pin code of Delhi is punched then it will guide you to primary registration screen to continue further.

Enter Pincode of the Institution where nursing education was obtained

110032|

Submit

Following screen will appear if you enter a PINCODE of Delhi.

At Step 1 Applicant need to fill your personal details. Click **save** once you enter your personal details on the screen.

✕

Step 1
Step 2
Step 3
Step 4
Step 5

Surname Mr	First Name Dummy Applicant	Middle Name
Father's Name Fname	Mother's Name Mname	Gender Female ✕ ▼
Marital Status Single ✕ ▼	Date of Birth 25/03/1998 ✕ 📅	Place of Birth Delhi
Aadhar Card Number 548650018001	Nationality Indian ✕ ▼	Religion Hindu ✕ ▼

Save

At Step 2 Enter Address and Educational Details

✕

Step 1
Step 2
Step 3
Step 4
Step 5

Permanent Address Flat No -324 DDA FLATS PITAM PURA	City DELHI	State Delhi ✕ ▼	Pincode 110034
Communication / Present Address Flat No -324 DDA FLATS PITAM PURA	City DELHI	State Delhi ✕ ▼	Pincode 110034
General Qualification (10+2) passng year 2014 ✕ ▼	Programme of study completed B.Sc ✕ ▼	Date of Joining 01/10/2016 ✕ 📅	Date of Completion 30/10/2020 ✕ 📅
Name of the Institution where nursing education was obtained Salokaya School of Nursing ✕ ▼	Exam Conducted By Delhi Nursing Council ✕ ▼		
Date of Exam 01/12/2020 ✕ 📅			

Previous
Update
Next

At Step 3: Upload documents.

- Scan and upload **Original Document** only.
 - The document <http://delhinursingcouncil.com/Assets/pdf/Registration-Application.pdf> should be fully filled and attested by concern authority before uploading.
 - **Do not scan and upload Photostat copy. If you scan and upload Photostat copy your verification will not be done and put on hold by verifier. In such a case Applicant need to go back and upload original document and come back again for physical verification in the next available date and time slot. No need to do payment again.**
 - Document should be uploaded in prescribed file format only.
 - Scan and upload your multiple page document, as one file.
 - Preferred size of **photo** and **signature** is less than 100 KB (format .jpg / .jpeg)
- **For Primary Registration (Only for student passing out from Delhi Nursing Schools and Colleges) the applicant need to upload following documents.** Once all documents get uploaded the next button on screen get enabled (Green Color).

S.No	Document	Details regarding Document	File Format to upload
1	Applicant Photo	Passport size camera photographs with frontal view on white background. Photographs should preferably in uniform with hair neatly tied at back. Size of scanned image should be less than 100 KB	.jpeg/.jpg
2	Applicant Signature	Size of scanned image should be less than 100 KB	.jpeg/.jpg
3	Duly filled and Attested Form for Registration	Download link http://delhinursingcouncil.com/Assets/pdf/Registration-Application.pdf Instructions to fill above form is given in the following link http://delhinursingcouncil.com/OnlineInstructionRegistration	.pdf
4	10 th Class Mark Sheet	Scan and upload original	.pdf
5	10 th Class Certificate	Scan and upload original	.pdf
6	12 th Class Mark Sheet	Scan and upload original	.pdf
7	12 th Class Certificate	Scan and upload original	.pdf
8	Mark Sheet all years / Result Sheet	Scan and upload original	.pdf
9	Provisional/Diploma/ Degree Certificate	Scan and upload original	.pdf
10	Aadhar Card	Scan and upload original	.pdf

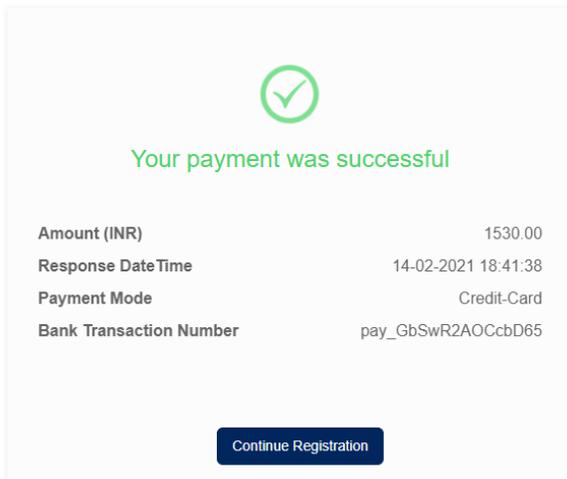
Uploading screen will be as given below

- Once a document is uploaded it can be viewed/ cross checked by clicking **preview** button.
- If user want to **change** an uploaded document, click on **Browse** button again select new image and then click on **Upload** button. First uploaded document will get overwritten and new document will get uploaded.
- Click again on **Preview** button to confirm the change of document.

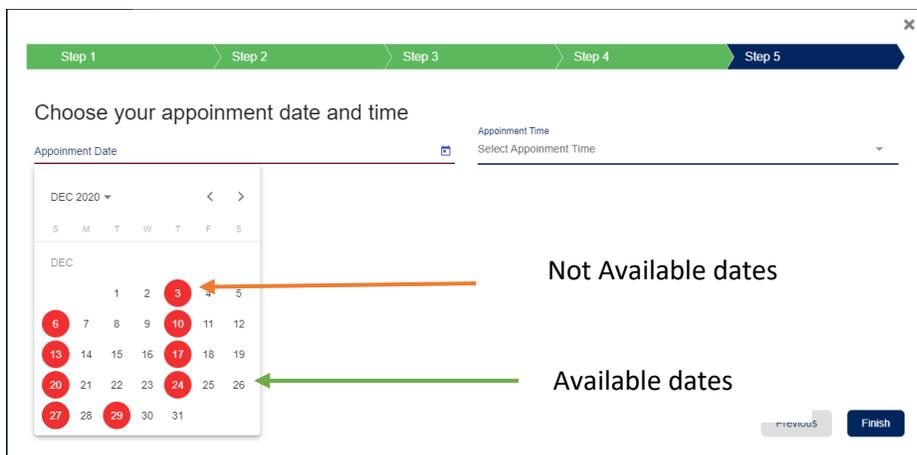
At Step 4: Payment Gateway

- Before performing payment, applicant can see the preview of filled application form.
- If they need to change any information they can go back and change it.
- Once payment is done applicant will not be able to change any information.

Following screen will appear



- Once payment is done Choose appointment date and time as per availability.
- System will not allow same day slot for appointment.
- System will not allow Saturdays and Sundays and other Holidays for appointment. Not available **dates/ day** are usually marked red.



Step 1 > Step 2 > Step 3 > Step 4 > Step 5

Choose your appointment date and time

Appointment Date: 31/12/2020

Appointment Time: 10:00:00

Previous Finish

Once done click Finish.

Once **Finish** button is clicked the Application Confirmation Page will be displayed. This can be downloaded. **This page need to be printed and produced at the time of physical verification along with other original documents.** A copy of Application confirmation page will be sent to the email address mentioned also.

Refer next page for a view of Application confirmation page.

Print

Delhi Nursing Council
A. B. College of Nursing Building, L. N. Hospital,
New Delhi - 110002

Application Confirmation Page

Application Type	PRIMARY REGISTRATION
Reference No	10000019
Name	DUMMY NUR STUDENT
Father's Name	FNAME
Mother's Name	MNAME
Gender	MALE
Marital Status	SINGLE
Date of Birth	12/08/1998
Place of Birth	DELHI

At the time of physical verification (Very important instructions)

- Applicant should reach 10 minutes before your appointment time.
- Carry the print out of application confirmation page.
- Make sure you have **Scan and uploaded Original** document only.
- If Applicant upload Photostat copy, physical verification of applicant will be put on hold by verifier.
- In such case Applicant need to come back again for physical verification after uploading original documents, and taking next date and time slot. No need to do payment again.
- Carry all your uploaded documents Original and Photostat copies when going for Physical verification.
- The original of this form should be handed over to document verification authority at Delhi Nursing council during physical verification along with Photostat copies of other uploaded documents and two passport size plane photos.

Re Registration (For Nurses passed out from other State colleges and registered with other State Councils but currently working with Hospitals in Delhi)

Online Registration

Select the appropriate registration type and read the instructions first then register yourself

Primary Registration
(Studied In Delhi)

Re-Registration
(Studied outside Delhi)

←

Re-Registration

Students who have passed from other states' institutes are eligible to register here. Read the below instructions carefully

01. Fill application form completely

02. Photographs Specification
 - Frontal view
 - White Background
 - Hair tied at the back
 - To upload photo in online registration form, image file should be in .jpg / .jpeg format and size should be below 100 KB (preferably 170 x 170 pixel)

03. To upload signature in online registration form, image file should be in .jpg / .jpeg format and size should be below 100 KB .

Nurses Passed out from other State colleges and registered with Other State Nursing Councils but currently working with Hospitals in Delhi

At Step 1: Applicant need to fill your personal details. Click **save** once you enter your personal details on the screen.

Step 1

Step 2

Step 3

Step 4

Step 5

Surname Applicant	First Name Dummy	Middle Name PR
Father's Name Fname	Mother's Name Mname	Gender Female x ▾
Marital Status Single x ▾	Date of Birth (dd/mm/yyyy) 21/5/1998 x 📅	Place of Birth PALAKKAD
Aadhar Card Number 987612344567	Nationality Indian x ▾	Religion Hindu x ▾

Update
Next

At Step 2: Enter Address and Educational Details and Previous Council Registration details

Step 1 Step 2 Step 3 Step 4 Step 5

Permanent Address
HNO3 STREET 2

City
PALAKKAD

State
KERALA

Pincode
679102

Make Present Address as Permanent Address

Communication / Present Address
HNO 3 STREET 2

City
PALAKKAD

State
KERALA

Pincode
679102

General Qualification (10+2) passing year
2017

Programme of study completed
GNM

Date of Course Commencement (dd/mm/yyyy)
1/9/2017

Date of Course Completion (dd/mm/yyyy)
9/9/2020

Name of the Institution where nursing education was obtained
SDA COLLEGE OF NURSING

City
PALAKKAD

State
KERALA

Pincode
679104

Exam Conducted By
S.D.A. College of Nursing

Date of Qualifying Examination (dd/mm/yyyy)
1/9/2020

Previous Council Registration Number
34567

Previous Council Registration Date (dd/mm/yyyy)
10/07/2020

Validity of Previous Registration (dd/mm/yyyy)
10/07/2025

Previous Council State Name
KERALA

Previous Update Next

Step 3: Upload documents.

- Scan and upload **Original Document** only.
- The document <http://delhinursingcouncil.com/Assets/pdf/Registration-Application.pdf> should be fully filled and attested by concern authority before uploading.
- **Do not scan and upload Photostat copy. If you scan and upload Photostat copy your verification will not be done and put on hold by verifier. In such a case Applicant need to go back and upload original document and come back again for physical verification in the next available date and time slot. No need to do payment again.**
- Document should be uploaded in prescribed file format only.
- Scan and upload your multiple page document, as one file.
- Preferred size of **photo** and **signature** is less than 100 KB (format .jpg / .jpeg)

For Re Registration the applicant need to upload following documents. Once all documents get uploaded the next button on screen get enabled (Green Color).

S.No	Document	Details regarding Document	File Format to upload
1	Applicant Photo	Passport size camera photographs with frontal view on white background. Photographs should preferably in uniform with hair neatly tied at back. Preferable size of scanned image less than 100 KB	.jpeg /.jpg
2	Applicant Signature	Preferable size of scanned image less than 100 KB	.jpeg /.jpg
3	Duly filled and Attested Form for Registration	Download link http://delhinursingcouncil.com/Assets/pdf/Registration-Application.pdf Instructions to fill above form is given in the following link http://delhinursingcouncil.com/OnlineInstructionRegistration	.pdf
4	10 th Class Mark Sheet		.pdf
5	10 th Class Certificate		.pdf
6	12 th Class Mark Sheet		.pdf
7	12 th Class Certificate		.pdf
8	Mark Sheet of Nursing course	Mark sheet of all three / four year marks sheet or Final combined mark sheet issued by Examination Board/ Nursing Council / University	.pdf
9	Diploma/Degree Certificate	Degree Diploma certificate issued by Examination Board/ Nursing Council / University	.pdf
10	Parent Council Registration Certificate	Front and Back as single file.	.pdf
11	Address proof of the Nursing training institute	Address Proof of the nursing training institute with complete address from where the training is obtained (Nursing School or College I-Card / Character Certificate / Course Completion Certificate / Transcript issued by the principal after completion of course / Fee receipt)	.pdf
12	Proof of being employed in Delhi	Identity card of currently working Hospital / Letter of appointment / Letter of selection (offer letter)	.pdf
13	Aaadhar Card	Front and Back as single file.	.pdf
14	Last three Months Salary Slip	<i>(Optional) Only for those who are working.</i>	.pdf
15	Last three month Bank statement of salary account	<i>(Optional) Only for those who are working.</i>	.pdf

Uploading screen will be as given below

Step 1 Step 2 Step 3 Step 4 Step 5

Note: *It is mandatory to scan and upload original copy of all documents . Uploading of Photostat copy is not accepted. If you upload Photostat copy instead of original document your physical verification will not be done. In such a case you have to take re appointment online after uploading original documents and come again for physical verification.
*If you want to change uploaded document, click on Browse button again and select the new document. Then click on Upload Button. New uploaded document/ image will overwrite old uploaded document/image.

12th Class Certificate	No file chosen	Browse	Upload	*File is uploaded	Preview
*Note: 12th Class Certificate (File Type : .Pdf)					
Mark Sheet (Consolidated or Year wise)	No file chosen	Browse	Upload	*File is uploaded	Preview
*Note: Mark Sheets of all three / four year examination issued by Examination Board Universities and / or Final combined mark sheet (File Type : .Pdf)					
Degree/Diploma Certificate	No file chosen	Browse	Upload	*File is uploaded	Preview
*Note: Duly attested Diploma/Degree certificate issued by Examination Board / Nursing Council /University (File Type : .Pdf)					
Address Proof of the Nursing Training Institute	No file chosen	Browse	Upload	*File is uploaded	Preview
*Note: Address Proof of the Nursing Training Institute (File Type : .Pdf)					
Parent Council Registration Certificate	No file chosen	Browse	Upload	*File is uploaded	Preview

Previous Next

Step 4: Payment Gateway

Step 1 Step 2 Step 3 Step 4 Step 5

Payment Gateway [check details click here](#) ← Click here to see the preview/check details before proceeding with payment.

For Re-Registration, you will pay Rs. 530.00 /- for programme : B.Sc

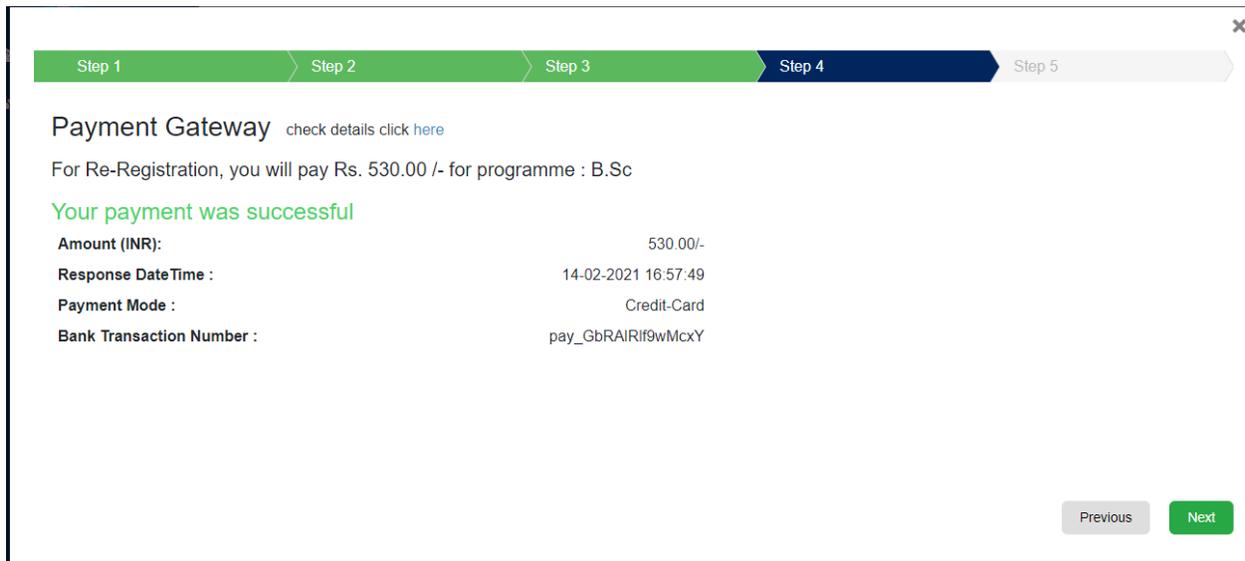
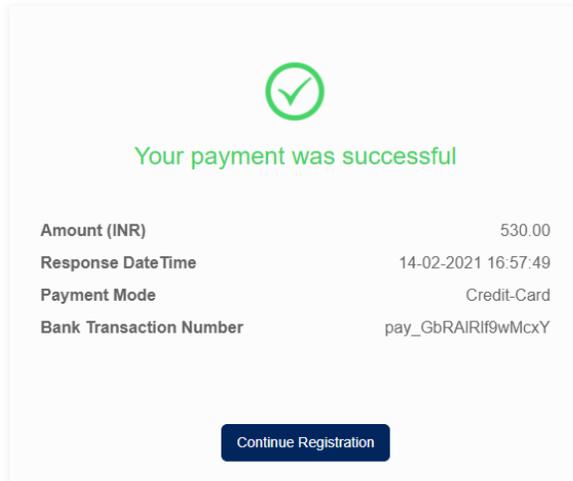
Fee to be paid (INR): 530/-

Proceed & Pay ← Click here to proceed with payment

Note*: Once Fee is paid then you will not able to update details.If click the proceed button it will redirect to the payment gateway page don't try to refresh or back.

Previous

Once payment is successful you will get following screen



Click next button and proceed to next step.

Step 5: Select date and time for appointment.

- Once payment is done Choose appointment date and time as per availability.
- System will not allow same day slot for appointment.
- System will not allow **Saturdays and Sundays and other Holidays** for appointment.
- Not available **dates/ day** are usually marked **red**.

Step 1 Step 2 Step 3 Step 4 Step 5

Choose your appointment date and time

Appointment Date Appointment Time

Appointment Date: FEB 2021

Mo Tu We Th Fr Sa Su

FEB

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

Not available dates

Available dates

Previous Finish

Step 1 Step 2 Step 3 Step 4 Step 5

Choose your appointment date and time

Appointment Date: 16/2/2021 Appointment Time: 09:00:00

Previous Finish

Once done click Finish.

Once **Finish** button is clicked the Application Confirmation Page will be displayed. This can be downloaded. **This page need to be printed and produced at the time of physical verification along with other original documents.** A copy of Application confirmation page will be sent to the email address mentioned also.

Refer next page for a view of Application confirmation page.



Delhi Nursing Council
A. B. College of Nursing Building, L. N. Hospital,
New Delhi - 110002
Application Confirmation Page







Application Type	RE-REGISTRATION
Reference No	10000005
Name	DUMMY R APPLICANT
Father's Name	FANME
Mother's Name	MNAME

At the time of physical verification (Very important instructions)

- Applicant should reach 10 minutes before your appointment time.
- Carry the print out of application confirmation page.
- Make sure you have **Scan and uploaded Original** document only.
- If Applicant upload Photostat copy, physical verification of applicant will be put on hold by verifier.
- Applicant need to come back again for physical verification after uploading original documents, and taking next date and time slot. No need to do payment again.
- Carry all your uploaded documents Original and Photostat copies when going for Physical verification.
- The original of this form should be handed over to document verification authority at Delhi Nursing council during physical verification along with Photostat copies of other uploaded documents and two passport size plane photos.