



# DNC Nursing Registration Renewal

Website: <https://delhinursingcouncil.in>

For Technical Support contact

**Help Line Number** : 011-23231633, 011-23238304

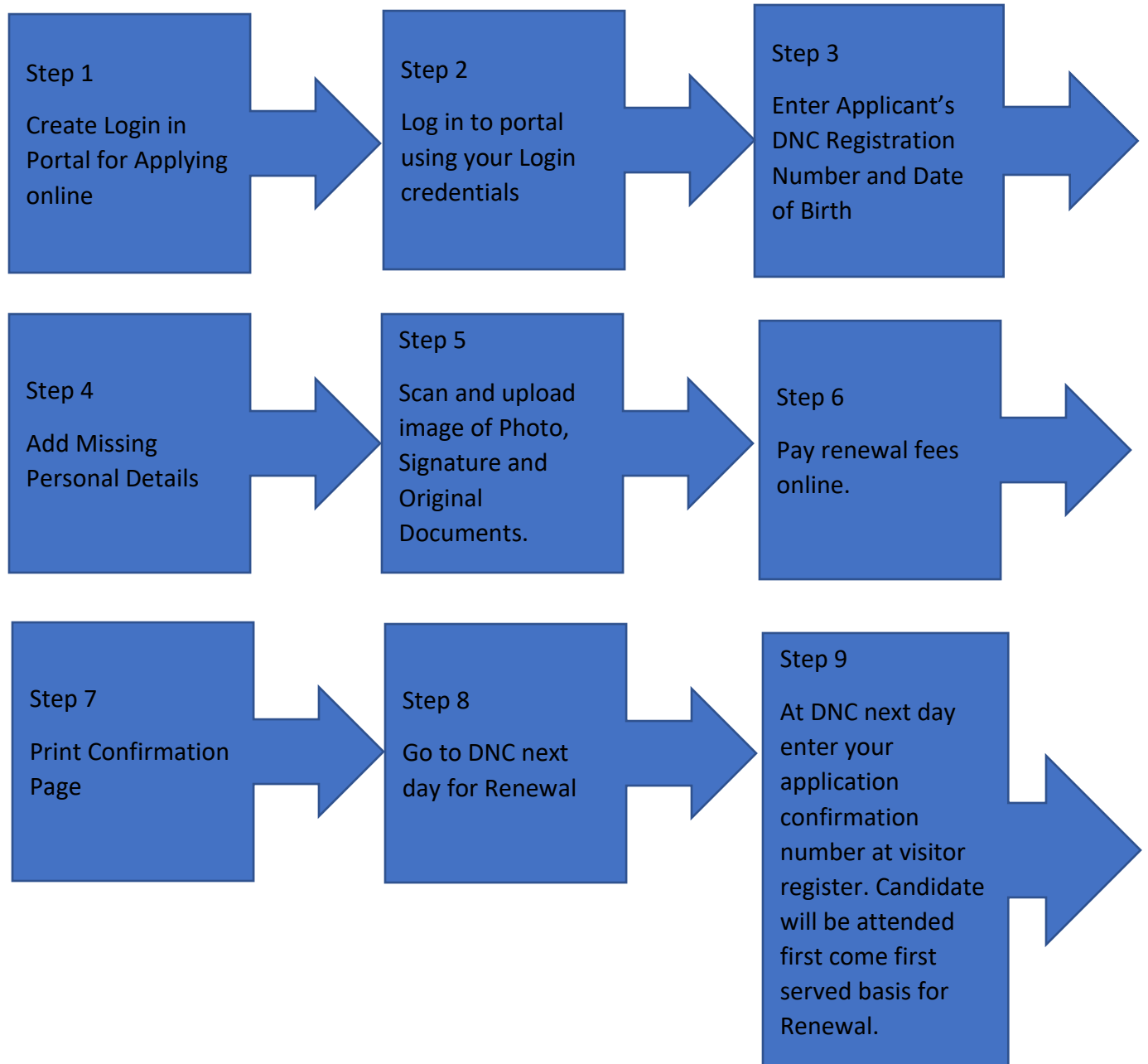
**Email**: support@delhinursingcouncil.in



## TABLE OF CONTENTS

1. Process Flow Diagram .....	2
2. New User Sign Up.....	4
3. Sign in to Portal and Applying for Renewal. ....	6

## 1. Process flow for Applying Online for Registration Renewal



## Before Creating Login please go through these important points about renewal before applying online and doing payment.

- Renewal will be done only for DNC registered candidates working in Delhi since last one year.
- DNC registered candidates who is not working in Delhi since last one year please go to DNC office clarify your case and only then apply.
- DNC registered candidates who is currently working in overseas location is not eligible for renewal. So please don't apply online.
- DNC registered candidates who has passed out before **Dec 1997** please don't apply online. Those candidate go directly to **DNC office** with following documents
  1. Application on plain paper to Registrar
  2. DNC Registration Certificate Original
  3. DNC Registration Certificate (Photocopy both sides )
  4. Still working letter
  5. Aadhar Card (Original and Photocopy)
  6. One passport size photo

## 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 ▾

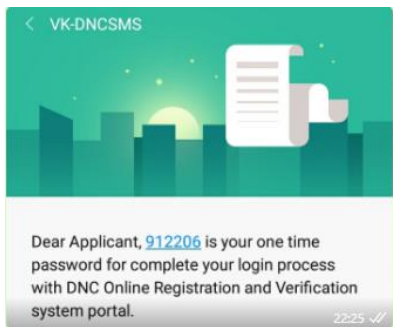
22:09 (11 minutes ago) ☆ ↶

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.**

### 3. Sign in to Portal and Applying for Renewal

Click on **Registration Renewal** link following screen will open.

The screenshot shows the 'Delhi Nursing Council Nurses Online Registration & Verification System' interface. On the left, a dark blue sidebar contains a menu with 'Registration Renewal' selected. The main content area is titled 'Registration Renewal' and features two input fields: 'Registration No' and 'Date of birth (DD/MM/YYYY)'. A blue 'Verify' button is positioned to the right of the date field. An orange arrow originates from the text above and points to the 'Registration Renewal' menu item.

Enter **Applicants Registration Number** and **Date of Birth** of applicant and click verify button.

This screenshot shows the same 'Registration Renewal' page, but now with data entered into the fields. The 'Registration No' field contains the value '12345' and the 'Date of birth (DD/MM/YYYY)' field contains '30/12/1988'. A white callout box with the text 'Click on Verify' and an orange arrow points directly to the 'Verify' button.

- The existing data of Applicant with DNC will be uploaded in the screen.
- Some information applicant need to input.
- Following information applicant can add to the existing data with DNC
  1. Mothers Name
  2. Place of Birth
  3. Aadhar Card Number (Mandatory)
  4. Marital Status (Mandatory)
  5. Nationality (Mandatory)
  6. Religion
  7. Present Address
  8. City
  9. State
  10. Pin code

- If there is any correction in existing data it will be done at the time of Physical verification by Verifier.
- Please make sure applicant is carrying all supporting documents to make the required changes.
- *Verifier will not make changes if applicant fail to produce the relevant original document to support the change.*

**Please look below for the sample screen shot.**

The screenshot shows a web form titled "Renewal Registration" with a "Close" button in the top right. A progress bar at the top indicates three steps: Step 1 (highlighted in dark blue), Step 2, and Step 3. The form fields are as follows:

- Name:** Text input field containing "Dummy Applicant".
- Father's Name:** Text input field containing "Mr Fname".
- Mother's Name:** Text input field.
- Gender:** Text input field containing "Male".
- Date of birth:** Text input field containing "30/12/1988".
- Place of Birth:** Text input field.
- Aadhar Card Number\*:** Text input field.
- Marital Status\*:** Dropdown menu.
- Nationality\*:** Dropdown menu.
- Religion:** Dropdown menu.
- Permanent Address\*:** Text input field containing "Houe Name City State".
- Present Address:** Text input field.

**Save and move to next screen (Step 2)**

- At step 2 upload photo Signature and required documents.
- Only scan and upload **Original Copy** of the required document.
- If applicant scan and upload Photostat copy, verification process will be put to hold status till applicant upload original documents.
- S.No 4 Number document upload will appear only after applicant click on the check box of Declaration ( S.No 3)
- Please refer to the screen shot of uploading screen given below the table of documents to be uploaded.



### Documents to be uploaded for Applying

S.No	Document Name	File Format	Required
1	<b>Photograph</b>	.jpg/.jpeg	Mandatory
2	<b>Signature</b>	.jpg / .jpeg	Mandatory
3	<b>Declaration</b> <i>I hear by confirm I have acquired 150 credit hours in 5 years by means of attending continuous education programme or workshops. (Mandatory)</i>		Click the check box Mandatory
4	<b>Certificates of Continuing Education Programmes or workshops (Original Copy single PDF) (Mandatory)</b>	.pdf	Mandatory
5	<b>Proof of being employed in Delhi since last one year (Identity Card/ letter of Appointment and Recent Salary Slip) (Original Copy single PDF) (Mandatory)</b>	.pdf	Mandatory
6	<b>10<sup>th</sup> Mark Sheet (Original Copy single PDF) (Mandatory)</b>	.pdf	Mandatory
7	<b>10<sup>th</sup> Certificate (Original Copy single PDF) (Mandatory)</b>	.pdf	Mandatory
8	<b>12<sup>th</sup> Mark Sheet (Original Copy single PDF) (Mandatory)</b>	.pdf	Mandatory
9	<b>12<sup>th</sup> Certificate (Original Copy single PDF) (Mandatory)</b>	.pdf	Mandatory
10	<b>Mark Sheet of all three/four years examination issued by Nursing Council / Examination Board / Universities (Original Copy, make 3 or 4 mark sheet as single PDF) (Mandatory)</b>	.pdf	Mandatory
11	<b>Diploma / Degree certificate from Nursing Council / Examination Board / Universities (Original Copy single PDF) (Mandatory)</b>	.pdf	Mandatory
12	<b>Registration Certificate with Delhi Nursing Council (Front and Back, Original Copy single PDF) (Mandatory)</b>	.pdf	Mandatory
13	<b>Aadhar Card (Front and Back, Original Copy single PDF) (Mandatory)</b>	.pdf	Mandatory

Step 1
Step 2
Step 3

Note: \*Mandatory documents (\*). 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.

Photo\*

No file chosen

Browse

Upload

Preview

\*File is uploaded

Note: Mandatory ( File Type : .Jpg/.Jpeg )

Signature\*

No file chosen

Browse

Upload

Preview

\*File is uploaded

Note: Mandatory ( File Type : .Jpg/.Jpeg )

I hear by confirm I have acquired 150 credit hours in 5 years by means of attending continuous education programme or workshops. \*

Certificates of Continuing Education Programmes or workshops\*

No file chosen

Browse

Upload

Note: (Original Copy single PDF)(Mandatory) ( File Type : .Pdf )

Proof of being employed in Delhi since last one year\*

No file chosen

Browse

Upload

Proceed to Next Step 3: **Payment Gateway**

## Renewal Registration

Close

Step 1
Step 2
Step 3

### Payment Gateway

- Check details click [here](#)

For Registration Renewal BSc, you will pay Rs. 500.00 /-

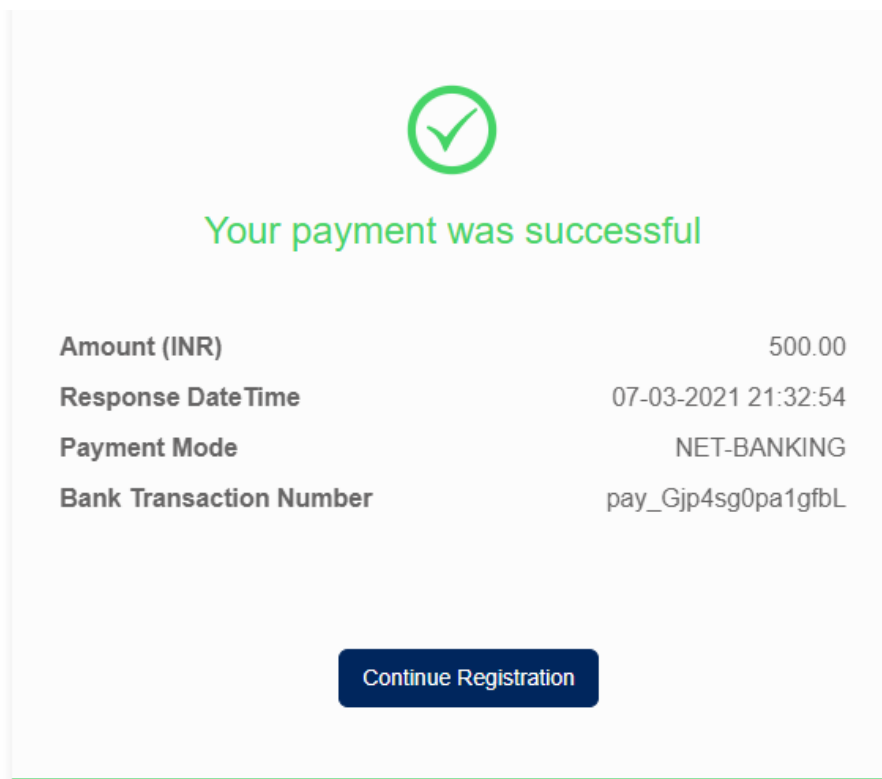
Fee to be paid (INR): 500.00 /-


Proceed & Pay

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

Click **Proceed to Pay** button . If Payment is successful following screen will appear





**Your payment was successful**

<b>Amount (INR)</b>	500.00
<b>Response DateTime</b>	07-03-2021 21:32:54
<b>Payment Mode</b>	NET-BANKING
<b>Bank Transaction Number</b>	pay_Gjp4sg0pa1gfbL

[Continue Registration](#)

On continue you will get following screen. You need to go DNC Office to complete the verification.

Applicant can go to DNC Office from next day of Payment for physical verification. *The verification process for renewal will be **first come first served** basis. Applicant need to carry all **document is Original** for verification along with **application confirmation page**.*

## Renewal Registration

Close

Step 1

Step 2

Step 3

### Payment Gateway

For Registration Renewal BSc, you will pay Rs. 500.00 /-

#### Your payment was successful

**Amount (INR):** 500.00/-

**Response DateTime :** 07-03-2021 21:32:54

**Payment Mode :** NET-BANKING

**Bank Transaction Number :** pay\_Gjp4sg0pa1gfbL

*You have to visit DNC office for completing the verification process.*

Previous

Finish

- On clicking **finish**, Applicant will get the application confirmation page. Take a print out of this page.
- For Renewal process there is no appointment time. Once online registration is done candidates can go to DNC office for renewal, from **Mon to Fri 9 a.m. to 12 noon (except holidays). The appointment procedure will be first come first served basis.**
- It is mandatory to carry application confirmation page for physical verification along with all other ***Original documents.***
- Carry **DNC Original Registration Certification** for Renewal.