



DNC Nursing Registration Renewal

Website: <https://delhinursingcouncil.in>

For Technical Support contact

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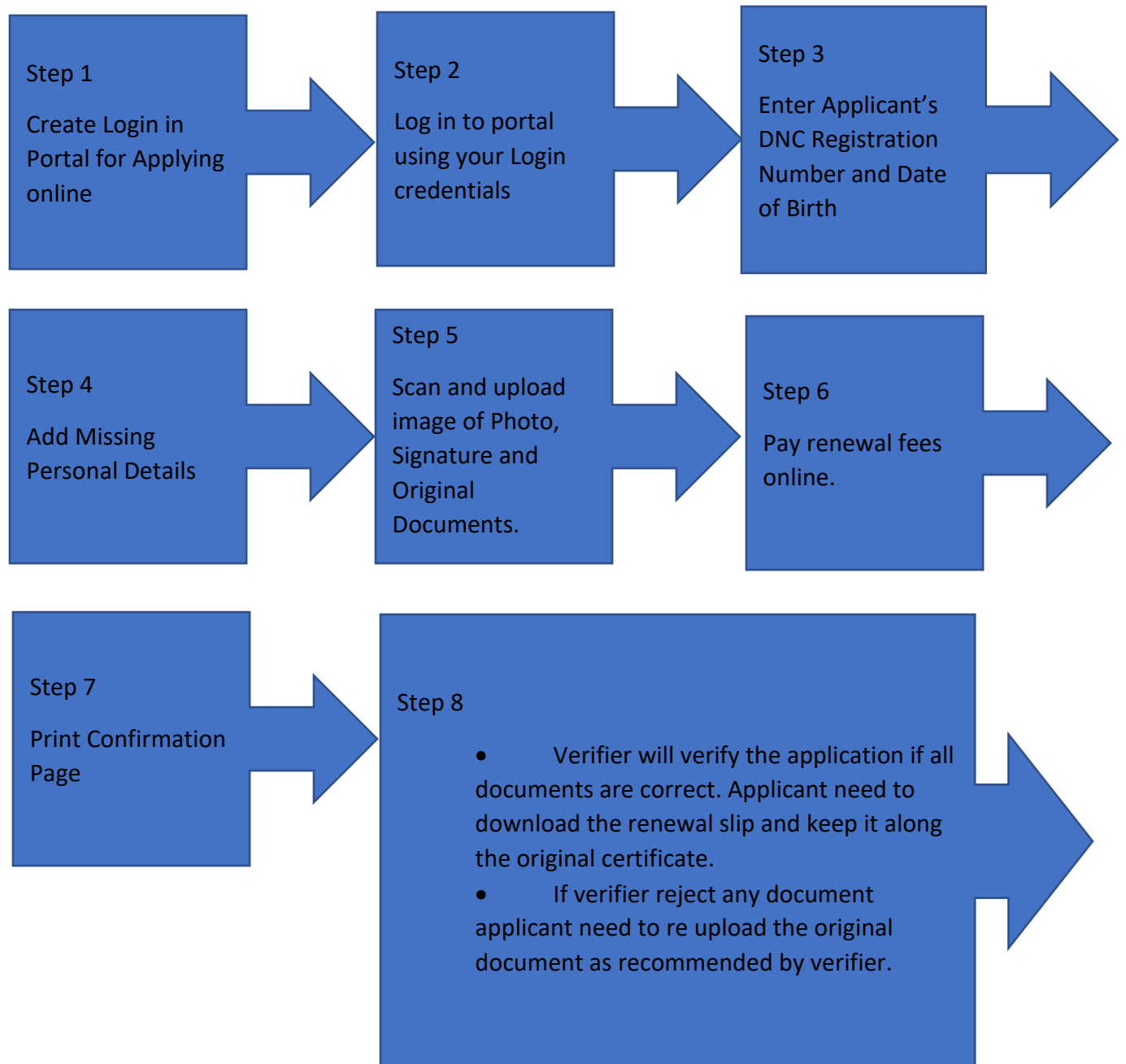
Email: support@delhinursingcouncil.in



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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 ▾

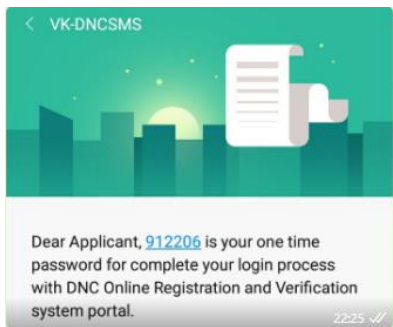
22:09 (11 minutes ago) ☆ ↶

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 DNC portal interface. On the left, a dark blue sidebar contains a menu with 'Registration Renewal' highlighted. An orange arrow points from the text above to this menu item. The main content area is titled 'Registration Renewal' and contains two input fields: 'Registration No' and 'Date of birth (DD/MM/YYYY)'. The 'Date of birth' field includes a calendar icon. A dark blue 'Verify' button is positioned to the right of the date field.

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

This screenshot shows the same 'Registration Renewal' form as the previous one, but with data entered. The 'Registration No' field contains the value '12345' and the 'Date of birth (DD/MM/YYYY)' field contains '30/12/1988'. A callout box with the text 'Click on Verify' and an orange arrow points 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 corner. 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:** Dummy Applicant
- Father's Name:** Mr Fname
- Mother's Name:** (empty)
- Gender:** Male
- Date of birth:** 30/12/1988
- Place of Birth:** (empty)
- Aadhar Card Number*:** (empty)
- Marital Status*:** (dropdown menu)
- Nationality*:** (dropdown menu)
- Religion:** (dropdown menu)
- Permanent Address*:** House Name City State
- Present Address:** (empty)

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	Photograph	.jpg/.jpeg	Mandatory
2	Signature	.jpg / .jpeg	Mandatory
3	Declaration <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	Certificates of Continuing Education Programmes or workshops (Original Copy single PDF) (Mandatory)	.pdf	Mandatory
5	Proof of being employed in Delhi since last one year (Identity Card/ letter of Appointment and Recent Salary Slip) (Original Copy single PDF) (Mandatory)	.pdf	Mandatory
6	10th Certificate (Original Copy single PDF) (Mandatory)	.pdf	Mandatory
7	12th Certificate (Original Copy single PDF) (Mandatory)	.pdf	Mandatory
8	Mark Sheet of all three/four years examination issued by Nursing Council / Examination Board / Universities <i>(Original Copy, make 3 or 4 mark sheet as single PDF) (Mandatory)</i>	.pdf	Mandatory
9	Diploma / Degree certificate from Nursing Council / Examination Board / Universities <i>(Original Copy single PDF) (Mandatory)</i>	.pdf	Mandatory
10	Registration Certificate with Delhi Nursing Council (Front and Back, Original Copy single PDF) (Mandatory)	.pdf	Mandatory
11	Aadhar Card (Front and Back, Original Copy single PDF) (Mandatory)	.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 /-

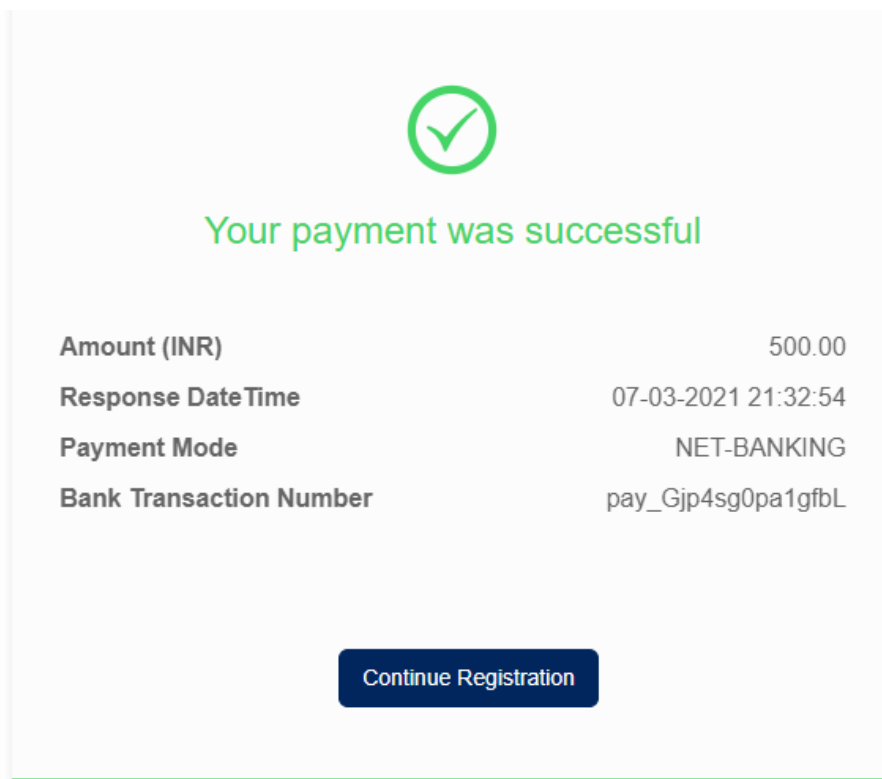
Fee to be paid (INR): 500.00 /-


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

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

[Continue Registration](#)

On continue you will get following screen.

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.
- Due to COVID restriction no physical visit to DNC is allowed.
- Applicant need to check the status of application by logging into portal every day till the renewal slip is generated.