No. 2472/488/NC  
Date: 25/03/2021  

*From: Registrar, West Bengal Nursing Council.*

**NOTICE**

IT IS HEREBY BEING NOTIFIED THAT ONLINE SUBMISSION OF APPLICATION FORMS FOR **RECIPROCAL REGISTRATION** WILL BE STARTED WITH EFFECT FROM **01ST APRIL, 2021**. THE CANDIDATES ARE BEING ADVISED TO FOLLOW THE **USER MANUAL GUIDE** ATTACHED HEREWITH FOR THE SAID CONCERN.


AFTER ONLINE SUBMISSION OF FORMS, THE CANDIDATES ARE BEING ADVISED TO DOWNLOAD THE APPLICATION FORM, ACKNOWLEDGEMENT DOCUMENT AND PRODUCE THE SAME ALONGWITH ALL ORIGINAL DOCUMENTS AT THE TIME OF PHYSICAL VERIFICATION AT THIS OFFICE.

THIS IS FOR INFORMATION.

ag/rti letters/registrar-desktop
GUIDELINES FOR RECIPROCAL REGISTRATION

1) **Applicant has to be filled up application form online for Reciprocal Registration via**
http://164.164.119.144:8000/ or www.wbnc.in

3) **02(two) copies of registration certificates issued by the parent council with their renewal up to date.** In case of multiple registrations (if a candidate holds the registration certificates of more than one state nursing council at a time), the candidate must have to ensure the cancellation of all the previous registration certificates. The candidates shall have to produce a supporting document for the said cancellation/s.

4) For GNM candidates, **01(one) copy of the Diploma Certificate** issued by the parent council and for B.Sc. (Nursing) candidates, **01(one) copy of the Degree Certificate** issued by the concerned university. No Provisional diploma/degree certificate will be allowed.

5) **Course Completion certificate** issued by the concerned State Nursing Council/University.

6) **Admit card of secondary examination or Birth Certificate** for date of birth and father’s name has to be provided.

7) **A Still Working Certificate (in original)** issued in a current date (within 01 months from the date of its issuance) by the employing authority of the private hospital/nursing home the candidate is working in West Bengal. A candidate has to be an employee of West Bengal to be eligible to apply for Reciprocal Registration.

8) The **Still Working Certificate (in original)** must be in the official pad of the employer along with the employer’s office seal & signature on it. The designation of the candidate i.e. **Staff Nurse** must be mentioned in it.

9) In case of non-availability of Still Working Certificate, a candidate may submit the **Pay Slip of the current/previous month** in the official pad of the employer along with the employer’s office seal & signature on it. The designation of the candidate i.e. **Staff Nurse** must be mentioned in the pay slip.

10) **The Mark Sheet of Higher Secondary (10+2) examination.** A candidate of GNM course 10+2 with English and must have obtained a minimum of 40% at the qualifying examination and English individually for any recognized board. Candidates are also eligible from State Open School recognized by State Government and National Institute of Open School (NIOS) recognized by Central Government. However, Science is preferable. 10+2 with English having 40% of marks in Vocational Stream-Health care Science from a recognized CBSE board/Centre. Minimum age for admission will be 17 years. (as on 31st December of that year) The upper age limit is 35 yrs.

A candidate of B.Sc. (Nursing) course must ensure 10+2 class passed with Science (PCB) & English Core/English Elective with aggregate of 45% marks from recognized board under AISSCE/CBSE/ICSE/SSCE/HSCE or other equivalent Board. Students appearing in 10+2 examination in Science conducted by National Institute of Open School with 45% marks. The minimum age for admission shall be 17 years on 31st December of the year in which admission is sought.

11) It is to be noted that in case of **GNM Candidates (Both General or Reserved category),** apart from the stated criteria, must ensure **40% marks in English individually** as per the norm of INC. In case of **B.Sc. candidates (Both General or Reserved Category) have to be passed English individually.**
12) However, a relaxation of 5% marks (P,C,B,E) in total only may be allowed to the SC/ST/OBC/PWD candidates of B.Sc. course on submission of Caste Certificate. No relaxation of total marks will be entertained for the candidates of GNM course.

13) 3 / 3 ½ years course examination mark sheets for GNM candidates and 04(four) years mark sheets for B.Sc. (Nursing) candidates. In each course, a candidate must secure 50% marks separately in internal & external parts of theory & practical of each individual subject in every year. Mark sheets with combined marks will not be accepted.

14) Subject & marks criteria must obey the guidelines as set by Indian Nursing Council.

16) The candidates of GNM & B.Sc. (Nursing) course are only eligible to apply for Reciprocal registration.

18) The candidates also have to produce the original of all the above mentioned documents for verification.

19) Rs.2,030/- (Rupees Two thousand) only being the fee for Reciprocal Registration has to submitted via SBI Collect online. After successful payment of the fees, candidate has to be submit the challan details online by login in the portal.

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User Operational Guide

Reciprocal Registration of West Bengal Nursing Council

Prepared for the West Bengal Nursing Council
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1. Introduction

1.1 Purpose of this manual

This manual is designed to provide you with an understanding of the role of Reciprocal Registration of West Bengal Nursing Council. The manual lists the various features and functions that are available whilst assisting you in carrying out each task with step by step instructions and guidance. Visual screens are captured to improve clarity and understanding of a function.

1.2 Who should use this manual

This manual is intended for
- Applicant (User)

1.3 Prerequisites

User should have a basic understanding of using a computer, keyboard and mouse. In addition, being able to understand basic functions of a web browser will be beneficial as well as elements such as pop-up windows. In some cases, more than one web page may be open; USER should have knowledge of using and navigating to a different ‘Tab’ when required. Many of the terms and functions however are common across the Software including buttons such as ‘Add’, ‘Save’, ‘Update’ and ‘Show’.

1.4 Structure of this manual

This manual will be organized in line with the Software menu screen and in the same hierarchical structure. Chapters within this manual are sequenced in the same order as the main menu headings and have the precise title names as the headings.
2. New Registration

User creates a new User profile for Reciprocal Registration of Nursing Council. Detailed information is elaborated in 2.2.

2.1 Process Flow
2.2 Detailed Steps

- The User will click on ‘New Registration’ hyperlink on the login page for their profile creation.
- The page will redirect to the ‘New registration’ page.
- User will enter Applicant name, Email id and Mobile number and press on ‘tab’ button.
- Upon pressing on ‘tab’ button a new popup arises where User are requested to validated their mobile no. with respective OTP which is send to their registered mobile id.
- User will next enter the OTP and click on submit button.
- If the OTP is correct User will proceed with inserting password and click on Submit button.
- Upon clicking on submit button a popup will open for successful registration. User will click on ok button.
- After successful registration, User will next click on ‘Already Registered?’ button.
- After clicking on ‘Already Registered?’ button, the page will redirect to the login page.

2.3 Screenshot Details

The User will click on ‘New Registration’ hyperlink on the login page for their profile creation.
The page will redirect to the ‘New registration’ page.

User will enter Applicant name, Email id and Mobile number and press on ‘tab’ button.
Upon pressing on ‘tab’ button a new popup arises where User are requested to validated their mobile no. with respective OTP which is send to their registered mobile id.

User will next enter the OTP and click on submit button.
If the OTP is correct User will proceed with inserting password and click on Submit button.

Upon clicking on submit button a popup will open for successful registration. User will click on ok button.
After successful registration, User will next click on ‘Already Registered?’ button.

After clicking on ‘Already Registered?’ button, the page will redirect to the login page.
3. Login

After the User is redirected to the login page, User can login with new credentials. Detailed information is discussed in 3.2.

3.1 Process Flow

The User will enter the new user id and password and enter the captcha code as provided

The User will finally click on ‘Sign in’ button and will be navigated to the home page.

3.2 Detailed Steps

- The User will enter the new user id and password and enter the captcha code as provided
- The User will finally click on ‘Sign in’ button and will be navigated to the home page.
3.3 Screenshot Details

The User will enter the new user id and password and enter the captcha code as provided and will finally click on ‘Sign in’ button.

The User will be navigated to the home page.
4. Forgot Password?

This section of user manual describes how User retrieves their password, if they forget their password. Detailed information is discussed in 4.2.

4.1 Process Flow

The User click on ‘Forgot Password’ hyperlink, if they unable to remind their existing password.

Upon clicking on ‘Forgot Password’ hyperlink, the page will redirect to the same page. User will enter User Id, their registered mobile number and click on Submit button. Password will send to the registered mobile number.

4.2 Detailed Steps

- The User click on ‘Forgot Password’ hyperlink, if they unable to remind their existing password.
- Upon clicking on ‘Forgot Password’ hyperlink, the page will redirect to the same page. User will enter User Id, their registered mobile number and click on Submit button. Password will send to the registered mobile number.
4.3 Screenshot Details

The User click on ‘Forgot Password’ hyperlink, if they unable to remind their existing password.

Upon clicking on ‘Forgot Password’ hyperlink, the page will redirect to the same page. User will enter User Id, their registered mobile number and click on Submit button. Password will send to the registered mobile number.
5. User Guide

This section of the User manual describes how an Applicant will be able to know about this application procedure, they need to view the User Manual. Detailed information is discussed in 5.2.

5.1 Process Flow

The User will click on User Guide from the login page of “Reciprocal Registration of Nursing Council” application.

Upon clicking on User Guide hyperlink, User guide will open on the next tab of the web browser. User can view the application procedure and also download the User guide if required.

5.2 Detailed Steps

- The User will click on User Guide from the login page of “Reciprocal Registration of Nursing Council” application.
- Upon clicking on User Guide hyperlink, User guide will open on the next tab of the web browser. User can view the application procedure and also download the User guide if required.
5.3 Screenshot Details

The User will click on User Guide from the login page of “Reciprocal Registration of Nursing Council” application.

Upon clicking on User Guide hyperlink, User guide will open on the next tab of the web browser. User can view the application procedure and also download the User guide if required. 

User Operational Guide
Reciprocal Registration of Nursing Council
Prepared for the Health & Family Welfare Department, Government of West Bengal
6. New Application

After login User will click on New Application for applying Reciprocal Registration. Detailed information is discussed in 6.2.

6.1 Process Flow

The User will click on ‘New Application’ button in the home page for applying Reciprocal Registration.

User will next fill in Employee details, School name, College name, Training details, Training duration. After that User will upload image & signature and clicks on Submit button to save the applicants basic details.

User will click on next button after submitting basic details.

User redirected to the final submit page after clicking on next button.

User will select declaration and click on final submit. After final submit applicant will unable to modify the application. Upon clicking on final submit User alerted with a popup message. User will click on ok button.

User will click on next button after submitting all the subject details.

User will click on next button after submitting the ‘Subject Details’.

In the same procedure User will add all the subject of that semester including their marks.

Upon clicking on ok button another popup message arises that application submitted successfully. User will click on Ok button.

The page redirected to the home page along with the status submitted.

User will click on ‘New Application’ button in the home page for applying Reciprocal Registration.

The page will redirect to the ‘New Application’ page.

After selecting courses User will fill in course category and its duration.

After that User will fill in Diploma / Degree. User will select required courses.

User will next fill in the address of them. If the Permanent and present address are same User will selects the checkbox same as Permanent address which populates the present address from permanent address.

During filling ‘New application’, User will first fill up Basic Details. In Basic details User will start with Personal Details with the following Application Number (Auto Populated), Application Date (Auto Populated), Applicant Name (Auto Populated), Marital Status, Date of Birth, Birth Place, Nationality, Father Name and Caste.

User will next fill in the Previous Council registration information and proceed to next section.

User will first select Semester and its all subjects. Then they enter internal and external marks of that selected subject and click on add button to add these subject details.

Upon clicking on the ‘Subject Details’. User will first select Semester and its all subjects. Then they enter internal and external marks of that selected subject and click on add button to add these subject details.
6.2 Detailed Steps

- The User will click on ‘New Application’ button in the home page for applying Reciprocal Registration.
- The page will redirect to the ‘New Application’ page.
- During filling ‘New application’, User will first fill up Basic Details. In Basic details User will start with Personal Details with the following Application Number (Auto Populated), Application Date (Auto Populated), Applicant Name (Auto Populated), Marital Status, Date of Birth, Birth Place, Nationality, Father Name and Caste.
- User will next fill in the address of them. If the Permanent and present address are same User will selects the checkbox same as Permanent address which populates the present address from permanent address.
- After that User will fill in Diploma / Degree. User will select required courses.
- After selecting courses User will fill in course category and its duration.
- User will next fill in Previous Council registration information and proceed to next section.
- User will next fill in Employee details, School name, College name, Training details, Training duration. After that User will upload image & signature and clicks on Submit button to save the applicants basic details.
- User will click on next button after submitting basic details.
- Upon clicking on next button page redirects to the ‘Subject Details’.
- User will first select Semester and its all subjects. Then they enter internal and external marks of that selected subject and click on add button to add these subject details.
- In the same procedure User will add all the subject of that semester including their marks.
- User will click on next button after submitting all the subject details.
- User redirected to the final submit page after clicking on next button.
- User will select declaration and click on Final submit. After final submit applicant will unable to modify the application. Upon clicking on final submit User alerted with a popup message. User will click on ok button.
- Upon clicking on ok button another popup message arises that application submitted successfully. User will click on Ok button.
- The page redirected to the home page along with the status submitted.

6.3 Screenshot Details

The User will click on ‘New Application’ button in the home page for applying Reciprocal Registration.
The page will redirect to the ‘New Application’ page.

During filling ‘New application’, User will first fill up Basic Details. In Basic details User will start with Personal Details with the following Application Number (Auto Populated), Application Date (Auto Populated), Applicant Name (Auto Populated), Marital Status, Date of Birth, Birth Place, Nationality, Father Name and Caste.
User will next fill in the address of them. If the Permanent and present address are same User will select the checkbox same as Permanent address which populates the present address from permanent address.

After that User will fill in Diploma / Degree. User will select required courses.

After selecting courses User will fill in course category and its duration.
User will next fill in Previous Council registration information and proceed to next section.

User will next fill in Employee details, School name, College name, Training details, Training duration. After that User will upload image & signature and clicks on Submit button to save the applicants basic details.

User will click on next button after submitting basic details.
Upon clicking on next button page redirects to the ‘Subject Details’.

User will first select Semester and its all subjects. Then they enter internal and external marks of that selected subject and click on add button to add these subject details.

In the same procedure User will add all the subject of that semester including their marks. Note that without entering all the subject of that semester User cannot proceed to the next step.
User will click on next button after submitting all the subject details.

User redirected to the final submit page after clicking on next button.

User will select declaration and click on Final submit. After final submit applicant will unable to modify the application.

Upon clicking on final submit User alerted with a popup message. User will click on ok button.

Upon clicking on ok button another popup message arises that application submitted successfully. User will click on Ok button.

The page redirected to the home page along with the status submitted.
7. Download

7.1 Application

After the application, User can download the application. Detailed information is discussed in 7.1.2.

7.1.1 Process Flow

The User will click on Application from the main menu Download to download the application.

Upon clicking on Application, a new popup arrives. User will click on download from the popup.

A PDF will download upon clicking on download button. User will open the PDF which previews the application details.

7.1.2 Detailed Steps

- The User will click on Application from the main menu Download to download the application.
- Upon clicking on Application, a new popup arrives. User will click on download from the popup.
- A PDF will download upon clicking on download button. User will open the PDF which previews the application details.
7.1.3 Screenshot Details

The User will click on Application from the main menu Download to download the application.

Upon clicking on Application, a new popup arrives. User will click on download from the popup.
A PDF will download upon clicking on download button. User will open the PDF which previews the application details.
7.2 ACK Slip

After the application is received by Administrator, User can download the acknowledgement slip. Detailed information is discussed in 7.2.2.

7.2.1 Process Flow

- The User will click on ACK Slip from the main menu Download, to download the acknowledgement slip.
- Upon clicking on ACK slip, a popup will arise.
- User will click on Download button. A PDF will download upon clicking on download button. User will open the PDF of ACK slip.

7.2.2 Detailed Steps

- The User will click on ACK Slip from the main menu Download, to download the acknowledgement slip.
- Upon clicking on ACK slip, a popup will arise.
- User will click on Download button. A PDF will download upon clicking on download button. User will open the PDF of ACK slip.
7.2.3 Screenshot Details

The User will click on ACK Slip from the main menu Download, to download the acknowledgement slip.

Upon clicking on ACK slip, a popup will arise. User will click on Download button.
A PDF will download upon clicking on download button. User will open the PDF of ACK slip.

### Government of West Bengal
Puista Bhawan, D.F. Block, Sector-1, 3rd floor, Room No.302, Salt Lake, Kol. 01

**ACKNOWLEDGEMENT RECEIPT**

<table>
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<th>03-Feb-2020</th>
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<td>Applicant Name:</td>
<td>Swarup Das</td>
<td>Father’s Name:</td>
<td>Ram Das</td>
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<tr>
<td>Current Council Name:</td>
<td>WEST BENGAL NURSING COUNCIL</td>
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**Date and Time of visiting in the Council**

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<th>The candidate should visit the Council within 01(one) month from 05-Feb-2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Status:</td>
<td>Scheduled</td>
</tr>
</tbody>
</table>

Signature of the Dealing Clerk
7.3  Reciprocal RegCert Individual

After admin approve and generates Reciprocal Certificate, User can download the certificate. Detailed information is discussed in 7.3.2.

7.3.1  Process Flow

The User will click on Reciprocal RegCert Individual from the main menu Download, to download the Reciprocal Certificate.

Upon clicking on Reciprocal RegCert, a popup will arises. User will click on export to PDF to download the certificate.

Upon downloading the certificate User can take a print out of the certificate.

7.3.2  Detailed Steps

- The User will click on Reciprocal RegCert Individual from the main menu Download, to download the Reciprocal Certificate.
- Upon clicking on Reciprocal RegCert, a popup will arises. User will click on export to PDF to download the certificate.
- Upon downloading the certificate User can take a print out of the certificate.
7.3.3 Screenshot Details

The User will click on Reciprocal RegCert Individual from the main menu Download, to download the Reciprocal Certificate.

Upon clicking on Reciprocal RegCert, a popup will arise. User will click on export to pdf to download the certificate.

Upon downloading the certificate User can take a print out of the certificate.
8. Change Password

This section of user manual describes how User changes their existing password. Detailed information is discussed in 8.2.

8.1 Process Flow

8.2 Detailed Steps

✓ The User will click on ‘Change Password’ menu to change their existing Password.
✓ The page will redirect to the ‘Change Password’ page.
✓ User will enter existing password, new password and confirm the same. After that User click submit button to change the password.
8.3 Screenshot Details

The User will click on ‘Change Password’ menu to change their existing Password.

The page will redirect to the ‘Change Password’ page.

User will enter existing password, new password and confirm the same. After that User click submit button to change the password.
9. Help

This section of the User manual describes how an Applicant will be able to know about this application procedure, they need to view the User Manual. Detailed information is discussed in 9.2.

9.1 Process Flow

- The User will click on Help to know how an Applicant will be able to know about this application procedure.

- Upon clicking on Help menu, User guide will open on the next tab of the web browser. User can view the application procedure and also download the User guide if required.

9.2 Detailed Steps

- The User will click on Help to know how an Applicant will be able to know about this application procedure.
- Upon clicking on Help menu, User guide will open on the next tab of the web browser. User can view the application procedure and also download the User guide if required.
9.3  **Screenshot Details**

The User will click on Help to know how an Applicant will be able to know about this application procedure.

Upon clicking on Help menu, User guide will open on the next tab of the web browser. User can view the application procedure and also download the User guide if required.

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**User Operational Guide**

**Reciprocal Registration of Nursing Council**

Prepared for the Health & Family Welfare Department, Government of West Bengal
10. Logout

The User may logout whenever he/she wants. The user will click on logout option on the menu ribbon. The user will be redirected back to the login page.

10.1 Process Flow

10.2 Detailed Steps

- The user will click on logout option on the menu ribbon.
- The user will be redirected back to the login page.
10.3 Screenshot Details

The user will click on logout option on the menu ribbon.

The user will be redirected back to the login page.
HELP DESK
If any problem arises during online application of Reciprocal Registration, Please email us to wbnreciprocal@gmail.com.