

NOTICE

GUIDELINES FOR ONLINE FINAL REGISTRATION FOR B.SC (NURSING) STUDENTS FORM FILL-UP FOR THE BATCH SEPT,2018 – AUG,2022

The authorities of all the recognized **COLLEGES OF NURSING** under West Bengal Nursing Council are hereby directed to follow the below specified steps for ONLINE B.Sc Nursing Final Registration Form fill up.

Please use the <http://wbnc.wbhealth.gov.in:8007> and **User Login Id & Password** which was already provided to the institution. **FOR SECURITY REASON DO NOT SHARE YOUR USER ID & PASSWORD WITH ANYONE.**

After successful online submission, the institution have to **Click on “VIEW” Menu and go to “PRINT” option** to take entire print out copy and the copy is to be submitted to the **WEST BENGAL NURSING COUNCIL.**



For Registrar
17.01.2023
Registrar
West Bengal Nursing Council

**IMPORTANT INSTRUCTION REGARDING ONLINE FORM FILL UP OF B.SC.
(NURSING) FINAL REGISTRATION FOR THE BATCH SEPT,2018 – AUG,2022**

Important dates for submission:



- **DATE OF STARTING ONLINE FORM FILL UP: 30.01.2023**
 - **END DATE OF ONLINE FORM FILL UP: 02.02.2023**
 - **DATE OF STARTING ONLINE FORM FILL UP WITH LATE FEE: 03.02.2023**
 - **END DATE OF ONLINE FORM FILL UP WITH LATE FEE: 05.02.2023**
 - **SUBMISSION OF DOCUMENTS RELATING TO FORM FILL UP: As per schedule which is attached with this notice.**
1. Online Form fill up should be allowed after Course completion process. Once enrolment of candidate/s is done by the institute, changes / alternation / deletion etc cannot be possible.
 2. **There will be no extension of date for the enrolment for whatever reason may be except supplementary candidate.**
 3. **Application Form to be filled up according to their Madhyamik / Secondary Admit Card. Do not use any salutation before name.**
 4. **LIST OF DOCUMENTS FOR SUBMISSION FOR ONLINE FORM SUBMISSION:**
 - I. One forwarding letter by the Principal from the respective College of Nursing.
 - II. One downloaded Hard Copy which is attested by the principal with official seal.
 - III. One copy of class 10th Admit Card with self-attested.
 - IV. One copy of Higher Secondary Marksheet with self-attested.
 - V. One Copy of 4th Year B.Sc. (Nursing) Mark-Sheet (e-marksheet will not be accepted) with self-attested.
 - VI. Original copy of Higher Secondary Council Verification.
 - VII. One copy of original RELEASE ORDER.
 - VIII. One copy of renewal validity letter of the current academic year from WBNC as well as INC.
 - IX. The total registration fees will be submitted by **SBI Collect** only. The fee is **Rs. 2030.00**.
 - X. Late Fine **Rs. 50** only will be imposed after specified date.
 - XI. **SBI PAYMENT COPY** has to be submitted to the council at the time of form submission.

N.B.:

GENERAL CANDIDATE: The candidate must ensure the pass marks individually in Theory & Practical of Physics, Chemistry, Biology & English with an aggregate of 45% marks in the Higher Secondary examination.

For SC/ST/OBC/EWS CANDIDATE: The percentage of Higher secondary marks is 40% and a copy of Caste Certificate must be submitted at the time of verification.

- The Principal, College of Nursing of the institution will be solely responsible for any discrepancies / mistakes / wrong information in the admission forms & documents regarding registration.
- For any information or assistance, please send us an email on : i) wbnc_22302059@ymail.com ii) wbnursingcouncil@gmail.com
- **FEES WILL NOT BE ACCEPTED BY THE OTHER PAYMENT MEDIA EXCEPT SBI COLLECT.**

Instructions for uploading Photograph & Signature:

The institution is required to upload candidate's **PHOTOGRAPH & SIGNATURE** in **JPG/JPEG format** of his/her recent **colour photograph & signature**. The size of the **PHOTOGRAPH & SIGNATURE** should be between **10KB – 70 KB**.

STEPS FOR ONLINE FORM FILL-UP FOR B.SC. (NURSING) FINAL REGISTRATION BATCH: SEPT 2018 – AUG 2022

STEP-1: Go to <http://wbnc.wbhealth.gov.in:8007/Login.aspx>

STEP-2: LOG IN using User Id & Password (Already sent to the Colleges)

STEP-3: GO THE FOLLOWING PAGES



The screenshot shows the website interface for the West Bengal Nursing Council. The user is logged in as 'JOY(ADMIN)'. The navigation menu includes 'Common Master', 'Student Registration', 'Student Examination', 'Nurse Registration', 'Search', 'View', 'Change Password', 'Council', 'Log out', and 'User Manual'. The 'Nurse Registration' dropdown menu is open, showing options: 'Registration Category Master', 'Nurse Registration', 'BPCCHN Registration', 'Nurse Registration Addition For College' (highlighted with a black box), 'Nurse Registration Issue', 'Nurse Personal Details', and 'Nurse Registration Approve Reject'.

N.B.: FILL UP ALL ‘*’ MARK FIELD VERY CAREFULLY (FILLUP IN CAPITAL LETTERS ONLY), AFTER FILL UP UPLOAD CANDIDATE’S IMAGE AND SIGNATURE CAREFULLY

STEP-4: THEN “SAVE” the Final Registration Form

AFTER SUCCESSFUL SUBMISSION, GO TO ‘VIEW’ MENU & CLICK ‘LIST OF REGISTRATION APPLIED FOR COLLEGE’

The screenshot shows the website interface after successful submission. The user is still logged in as 'JOY(ADMIN)'. The navigation menu is the same as in the previous screenshot. The 'View' dropdown menu is open, showing options: 'Nurse Registration Not Issued', 'List of Issued Nurse Registration', 'List of Registered Nurse For College', 'List of Registration Applied Nurse For College' (highlighted with a black box), 'List of Registration Applied Nurse For School', 'List of Reciprocal Registration of Nurse not Issued', 'List of Issued Reciprocal Registered Nurse', 'List of Nurse Registration Expired', and 'Student Registration'.

N.B.: AFTER SELECT ALL PARAMETER, CLICK ON “QUERY” AND THEN CLICK ON “PRINT”. AFTER THAT CLICK ON EXPORT TO ‘PDF’ AND DOWNLOAD THE FILE.

STEP-5: Log Out

IF THE INSTITUTION WANT TO EDIT THE PARTICULARS OF FINAL REGISTRATION FORM, THEN THEY MAY FOLLOW THE BELOW STEPS:

STEP-1: Go to SEARCH

AFTER THAT SELECT ‘REGISTRATION CATEGORY’ – AS ‘B.SC. NURSING’, THEN CLICK ON ‘QUERY’

STEP-2: AFTER THAT A LIST OF CANDIDATE WILL APPEAR IN THE SAME SCREEN, THEN CLICK ON ‘EDIT’ FOR ANY CORRECTION, AFTER EDITING CLICK ON UPDATE.