

Office of the West Bengal Nursing Council "Purta Bhawan", Room No. 302, 3<sup>rd</sup> floor, D.F. Block, Sector – I, Salt Lake City, Kolkata – 700 091. (033) 2321 2059. Email: wbnc\_22302059@ymail.com

il: wbnc\_22302059@ymail.co Website: www.wbnc.in ्रम् सत्यमेव जयते

Date: 10/11 2020.

No 1063 / 488 AC

From: Registrar, West Bengal Nursing Council.

# NOTICE REGARDING NRTS PRIMARY REGISTRATION FOR GNM / ANM / B.SC NURSING (FINAL YEAR 2020 PASSED OUT CANDIDATES)

All the authorities of Govt. and Non Govt. Institutions under West Bengal Nursing Council conducting ANM / GNM / B.SC Nursing Course are hereby being informed to complete the Final registration process via NRTS PRIMARY REGISTRATION portal for Final Year 2020 passed out candidates after publication of final year result. The demo flow chart of the Primary Registration is attached with this notice. Another notice will be published in WBNC official website for starting of the online registration. Please note the following points for NRTS PRIMARY REGISTRATION.

- 1. Using the provided credentials for login to the website for further process.
- 2. Photograph of the candidates should be captured in the white background and it should be clear.
- 3. Please scan the certificates properly so that it can be readable.

If there is arising any problem or queries regarding NRTS Primary Registration, Please write to us at <u>wbncnrts2017@gmail.com</u>.

Registrar

West Bengal Nursing Council





Institute is activated.Credentials Sent Successfully to the User OK

Click on OK.

# **Institute Login**

- Secured credentials are sent to Institute head's mobile and Email.
- Using the provided credentials login to the website for further process.
- A page appears as shown:





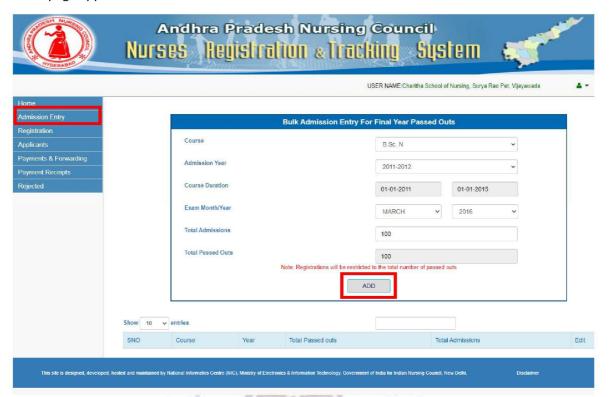
A page appears as shown:





#### **Admission Entry**

- From the left-menu, select Admission Entry.
- A page appears as shown:



Click on ADD to add the course.





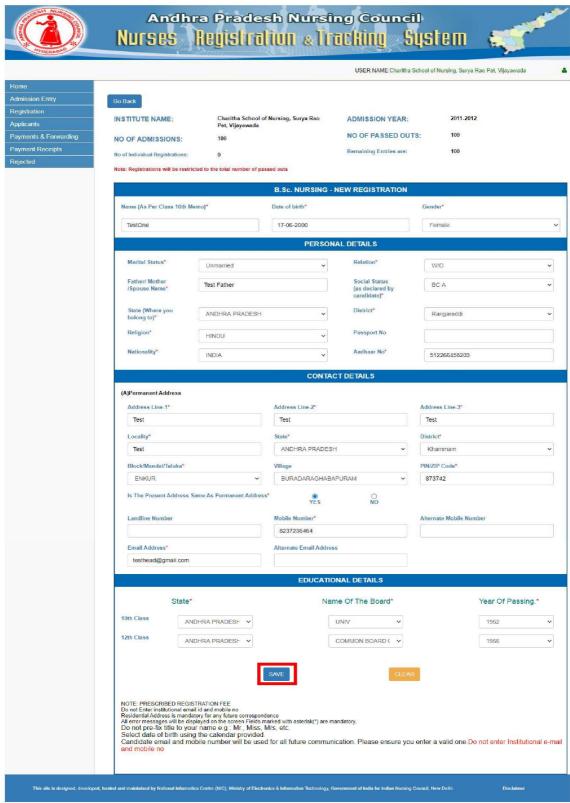
# Registration

- From the left-menu, select Registration.
- Select Admission year and Course.



- Click Search
- A registration form appears.
- Input the details and submit the application.







# **Applicants**

- Select Applicants from the Left-menu.
- Select Admission year and course.
- Click Search.
- List of courses registered in the year appears:



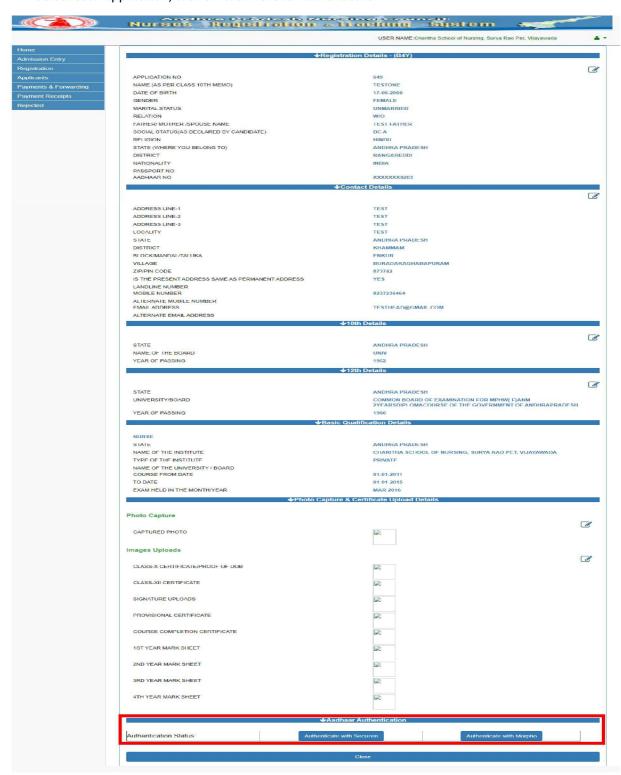
- Click on the Course or Count.
- A page appears as shown:





#### **Authentication**

• Select each application, click on Click here to Authenticate.





Select either Authenticate with Secuzen or Authenticate with Morpho for authenticating the candidate.

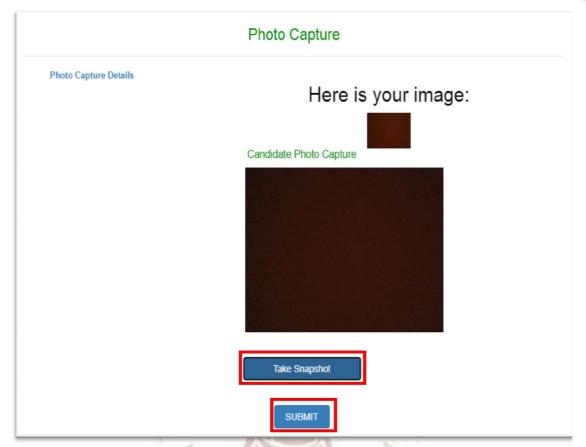


Capture the Finger and click on Submit.

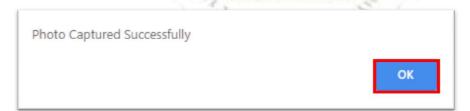
#### **Photo Capture**

Click on click here to photo capture.





Click on Submit.

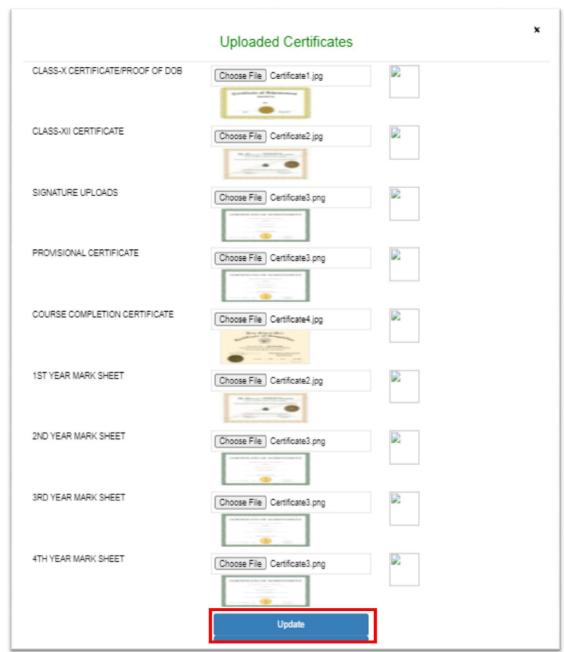


• Click Ok.

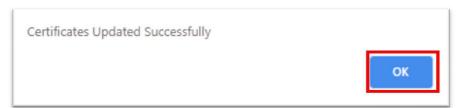
#### **Certificates Upload**

• Click on Certificates to be uploaded to upload the certificates.





Click on update to upload the certificates.





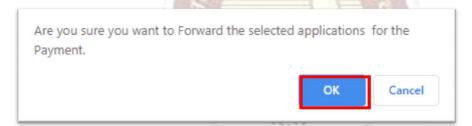
Do the same to all the applications.

#### **Payment**

Select the applications ready for payment process.



Click on Proceed for Payment.



Click on OK to proceed.





# **Payments& Forwarding**

- Select Payments& Forwarding from the left-menu.
- A page appears as shown:



- Select Pending Applications for Payment.
- Select Admission year and Course to get the list of details.

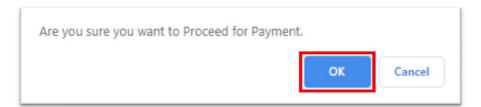




Select the Course.



- Select the applications for payment.
- Click on Proceed to Payment.
- Confirm by clicking OK.





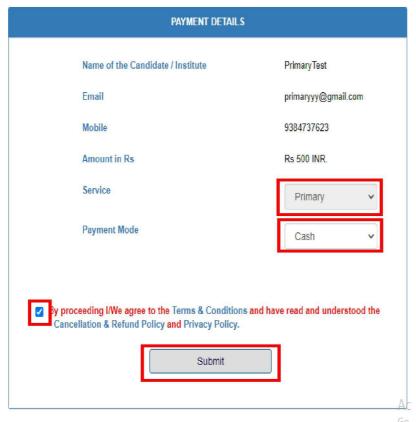
#### **Payment**

There are 4 different payment modes.

- 1. Cash
- 2. DD
- 3. Cheque
- 4. Payment-gateway

#### Cash

- Select Cash in Payment mode.
- Accept the Terms& Conditions by checking the checkbox.



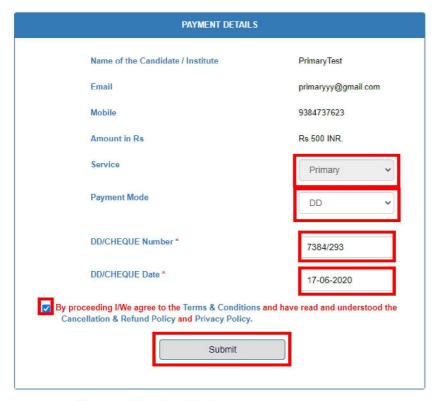
Note \*: Don't Refresh/Reload the Page

Click on Submit to pay.

#### Demand draft- DD

- Select DD in the payment mode.
- Provide DD number and DD date.
- Accept the Terms& Conditions by checking the checkbox.





Note \*: Don't Refresh/Reload the Page

• Click on Submit to complete the payment.

#### Cheque

- Select Cheque in payment mode.
- Provide Cheque number and date of the cheque.
- Accept the Terms& Conditions by checking the checkbox.



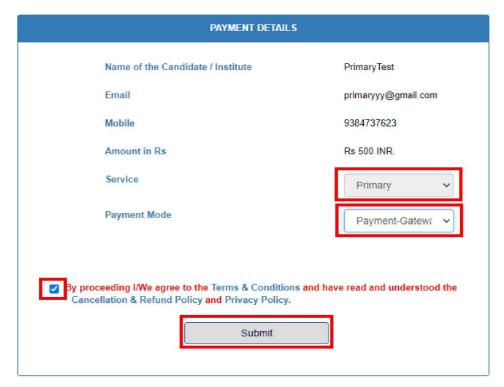
Note \*: Don't Refresh/Reload the Page



Click on Submit to complete the Payment.

#### Payment gateway

- Select Payment gateway in the payment mode.
- Accept the Terms& Conditions by checking the checkbox.



Note \*: Don't Refresh/Reload the Page

Click on Submit to complete the Payment.



PAYMENT RECEIPT DETAILS	
Payment Transaction Status	S
Order Id	PRI20200617075710
Customer ID	BULB4Y150
Amount in Rs	Rs 1000 INR.
BankTransactionNo	
Status of the Transaction	Success
Date & Time of the Transaction	17-06-2020 07:57:10
Remarks	

# **Payment Receipts**

Click on Payment receipts from the left-menu.



Click on Reference ID to get the receipts.





## Forward the applications

To forward the applications, select Payments& Forwarding from the left-menu.



- Select Pending applications after payment.
- Select the Course.







Click on the Course.



Click on Forward to Superintendent.



Are you sure you want to Forward the selected applications to the Superintendent OK Cancel

- Confirm the message by clicking OK.
- Successfully applications are forwarded to SNRC.

#### **Contact Us**

Share your feedback/ Queries with us, please write to us at: mailto:inctechhelp@gmail.com

