ODISHA NURSES AND MIDWIVES REGISTRATION COUNCIL (ONMRC)

INSTRUCTION MANUAL FOR ONLINE APPLICATION FOR RENEWAL REGISTRATION / DUPLICATE REGISTRATION / RECIPROCAL REGISTRATION/ NO OBJECTION CERTIFICATE / ADDITIONAL QUALIFICATION/ FOREIGN REGISTRATION

- **Eligibility Criteria for Renewal Registration Applications:**

1) Candidates are required to submit their applications online via the www.ONMRC.in portal at least one month (30 days) prior to the expiration of their certificate. Please note that there will be no grace period following the expiration of certificates, even not for a single day.

2) Candidates who possess an online registration certificate may apply directly through ONLINE MODE by providing their Registration Number, Date of Birth, and Nursing Course information.

3) Candidates who have not registered through the online mode and obtained registration prior to 2019 via offline methods may apply MANUAL (OFFLINE) MODE. Please note that renewal can be done if their registration validity period has either already expired or is set to expire soon (before one month).

4) In the event that the registration has lapsed, the candidate is obligated to pay late fee of Rs. 100 for each year of delay.

- **Eligibility Criteria for Duplicate Registration Applications:**

Candidates who have previously registered with ONMRC and whose registration certificates have been lost, stolen, damaged or otherwise rendered unusable may apply for a duplicate certificate. A photocopy of the original registration certificate is required for verification purposes with a affidavit stating the same.

- **Eligibility Criteria for Reciprocal Registration:**

1) For the purpose of reciprocal registration, following the online application submission, candidates are required to present a printed copy of their online application alongside their original registration certificate ensuring that the latter remains valid and has not expired.

2) Additionally, they must provide photocopies of all relevant certificates and mark sheets from matriculation up to the Nursing course, a valid Aadhaar Card, and proof of payment (SBI challan). These documents should be sent to the ONMRC office via Speed Post, Courier, or delivered in person.

3) Upon receipt of these materials, the application will be processed accordingly. After verifying, original registration will be sent to the respective nursing council for getting the NOC.

4) Candidates are required to obtain the No Objection Certificate (NOC) from their respective council. Any delays in this process shall not be the responsibility of the ONMRC council, as registration with ONMRC cannot proceed until the NOC is received from the candidate's council.

5) Once the request for NOC has been submitted to the appropriate nursing council, it cannot be cancelled under any circumstances or at the request of the candidate, as the documentation is now in possession of their nursing council. The original registration may be retrieved from their respective council.

- **Eligibility Criteria for No Objection Certificate (NOC):**

1) Candidates who are currently registered with the Odisha Nursing and Midwives Registration Council (ONMRC) and wish to register in another state outside of Odisha must submit an application of RECIPROCAL REGISTRATION in their Respective Nursing Council, adhering to their specific guidelines.

2) Upon receiving a copy of the communication or response from that council (including a copy of their application), candidates are required to apply through this portal for a No Objection Certificate (NOC) from ONMRC, along with the requisite fee.

3) Subsequently, candidates are required to submit a copy of the SBI payment challan and an affidavit indicating their desired state. They must also include a NOC application copy and photocopies of all matriculation and nursing certificates, along with a copy of their current ONMRC registration certificate.

4) This documentation should be sent to the ONMRC office via speed post, courier, or can be delivered in person. Upon receipt of these documents, Verification will be processed & the NOC will be issued.

5) Upon receiving approval, the details will be updated on the ONMRC website.

- **Eligibility Criteria for Additional Registration:**

Apply your application online via the ONMRC portal for the additional qualification and ensure that all relevant documents are sent to the Odisha Nursing Council office through courier, speed post, or delivered in person.

The documents required are-

1) Your application photocopy
2) SBI payment copy
3) Affidavit (format is given on website)
4) Provisional Certificate, Mark sheets & College leaving certificate of the course
5) Previous Registration certificate photocopy

- **Eligibility Criteria for Foreign Registration:**

1) The application must be submitted online through the www.ONMRC.in portal.

2) There should be no complaints registered against the applicant in the Odisha Nursing Council.

3) Applicants must be permanently registered with the Odisha Nursing Council. Transferring to another council / state till the one year will invalidate the Foreign Registration.

4) Candidates who are not currently registered with ONMRC are ineligible to apply.

5) Candidates who hold a certificate of existence of registration from an institution other than the Odisha Nursing Council or an international institution must submit a certificate from their respective council or institution or work place.

6) The validity of the certificate is restricted to a duration of one year (01 year).

7) Candidates are prohibited from re-applying to the same or any other country, state, agency, or council in that period.

8) Candidates have to fill their foreign verification form as the council will not be responsible for any errors in the form. If postal/speed post required, candidates have to bear the expense for it.

9) **Payment**- Foreign Registration- Rs 2500.

10) Candidates must submit all relevant documents in the Odisha Nursing council for applying.

Required Documents:

1) Registration Certificate
2) Police Verification Certificate
3) Medical Fitness Certificate
4) All Mark sheets & Provisional Certificates of Nursing
5) Aadhar Card
6) Experience Certificates
7) Affidavit stating about the Country/State/Agency
8) Payment copy of SBI collect

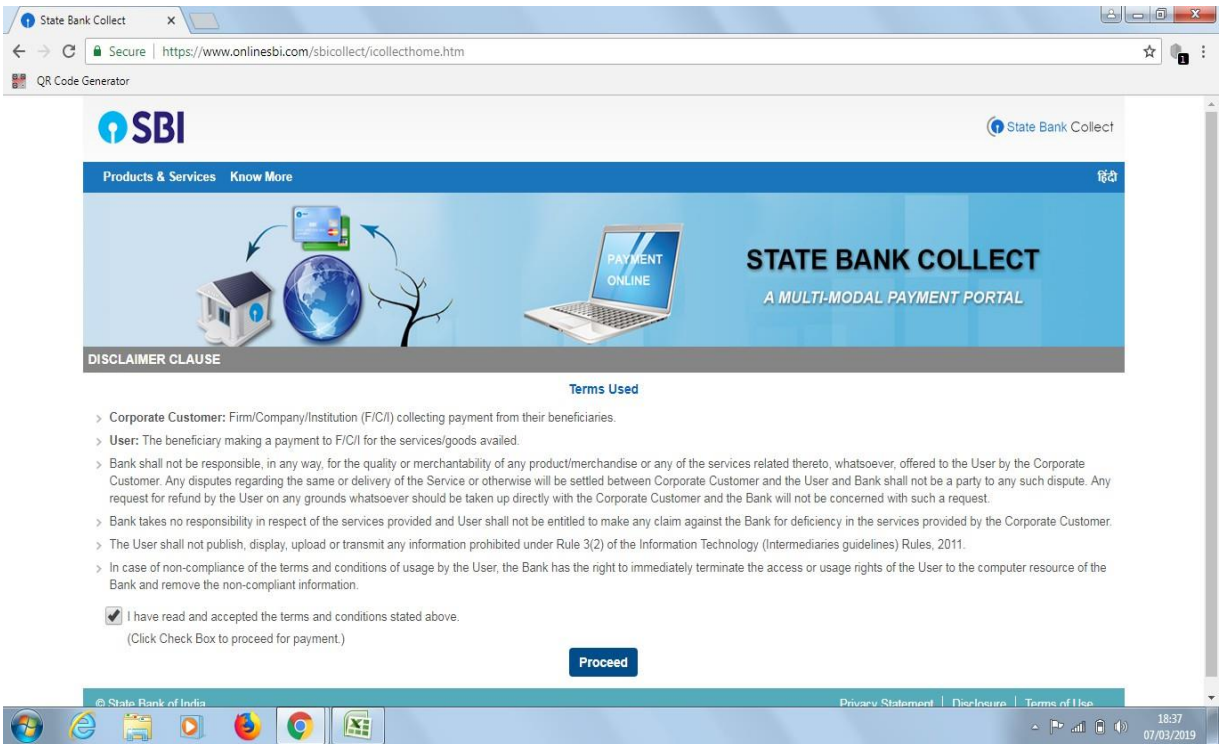
- **Eligibility Criteria for New Registration:(CLOSED)**

The application process for fresh candidates is currently closed in ONMRC. Candidates are required to submit their applications through the NRTS portal via their respective institutions.

- **What are the documents required for Online application for Registration under ONMRC ?**

1) Payment towards application for registration fees only through online mode SBI e-pay / SBI Collect mode only **(**Refer instructions how to pay through SBI Collect)**
2) Colored passport size photograph (Max size 4.5 com wide x 5 cm height)
3) The back ground of the photograph should be white.
4) The scan copy should be in .jpg/.jpeg formats only within 100 kb
5) Scan copy of Full signature of the applicant (.jpg/.jpeg formats) (Size- width max 6 cm, height max-1.5cm), weight max-20 kb
6) Scan copy of the CLC/TSLC/SLC (Nursing Training school leaving certificate**) for Renewal**
7) **/ Duplicate Registration applicants** (failing which the application will be rejected) (Scan copy should be in .jpg/.jpeg formats, within 150Kb)
8) Scan copy of old Registration certificate for **Renewal / Reciprocal applicants** (failing which the application will be rejected) (Scan copy should be in .jpg/.jpeg formats, within 150Kb)

N.B:- Scan copy of Pass port size photograph , signature & all blank details is mandatory for all applicants & previous



registration certificate is mandatory for renewal applicants,additional,reciprocal, noc candidates.

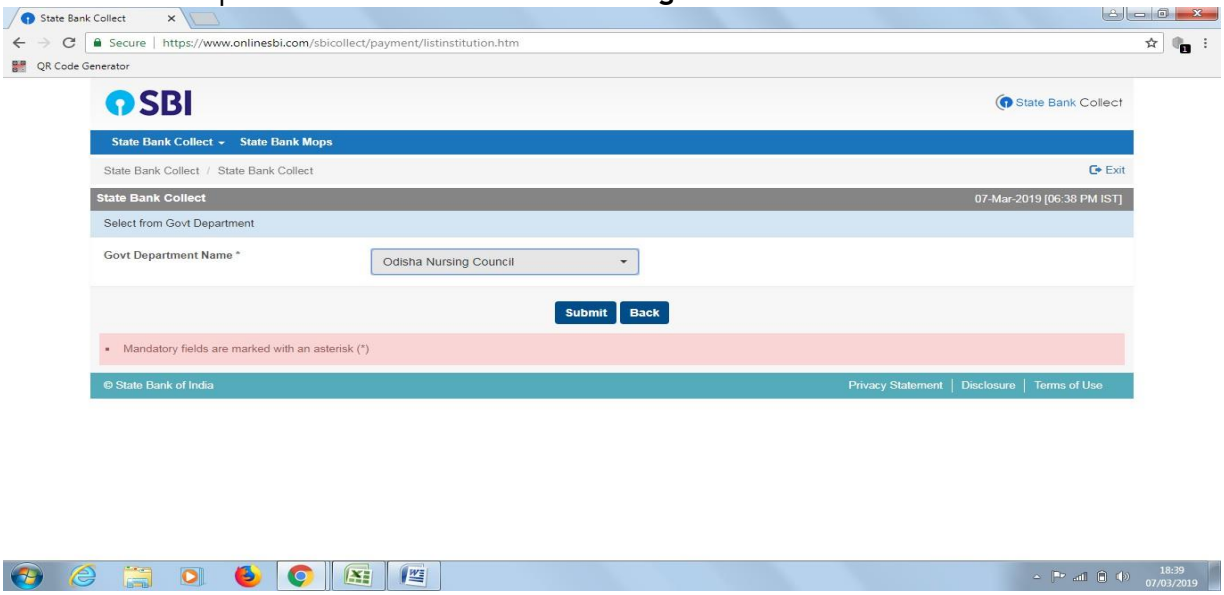
How to Pay online SBI e-Pay / SBI Collect :

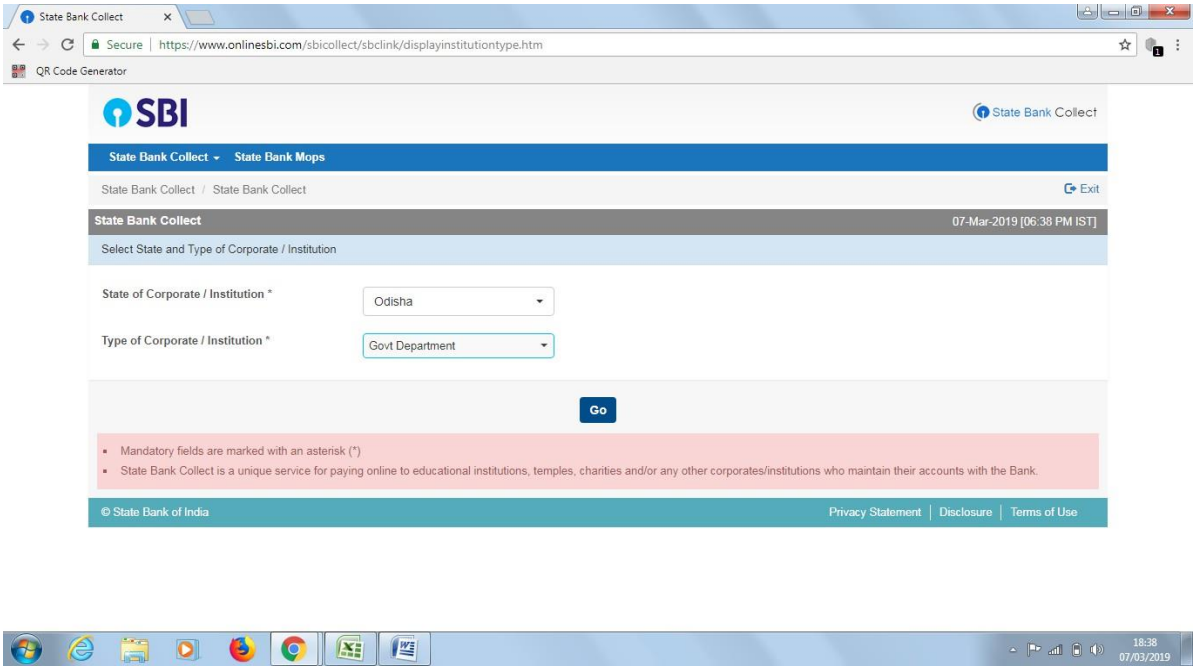
1) First click on the link https://www.onlinesbi.com/ and then click SB Collect (or) directly open the link https://www.onlinesbi.com/sbicollect/icollecthome.htm in any browser like Google Chrome / Firefox
2) Then **tick** / select the terms and conditions below and click on **Proceed**

3) Then select State of Corporate / Institution as **Odisha**

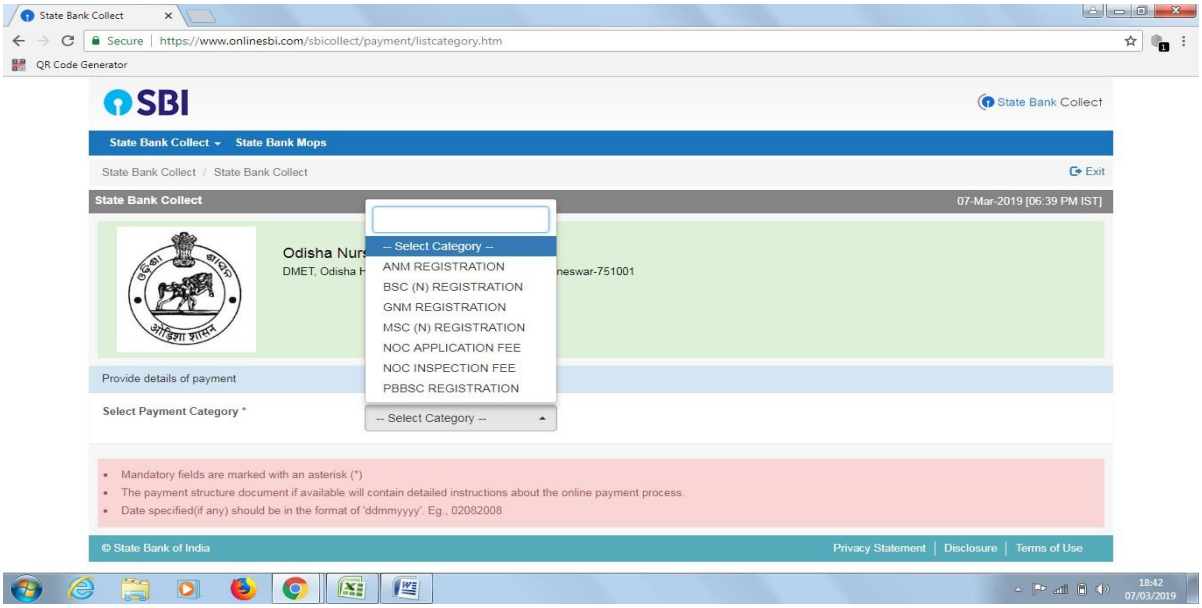
4) Select Type of Corporate/Institution as **Govt. Department and click Go**

5) Select Govt. Department Name as **Odisha Nursing Council and click Submit**

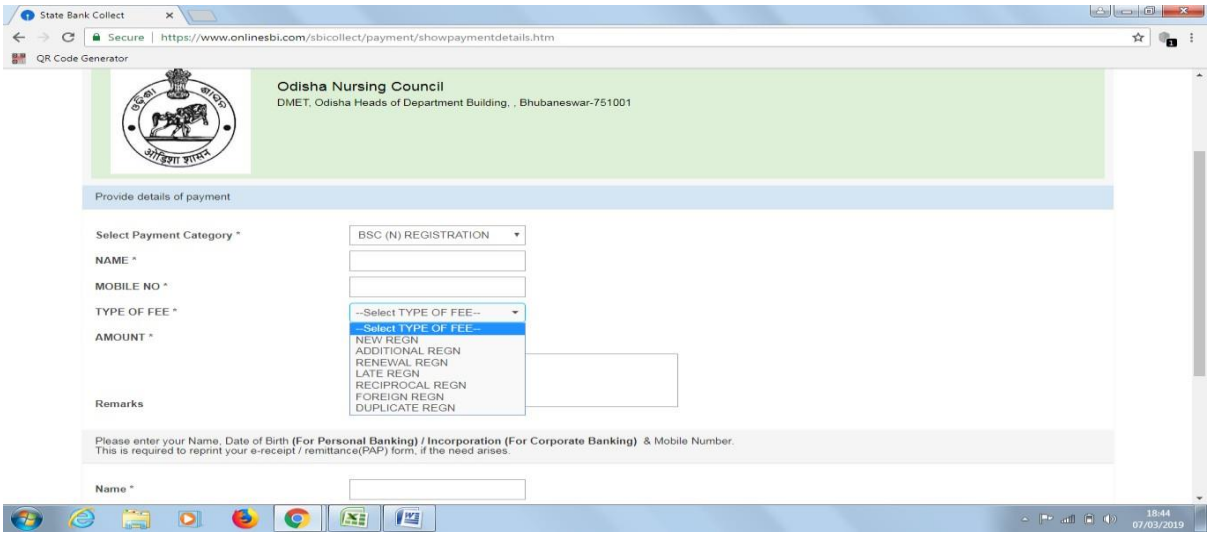




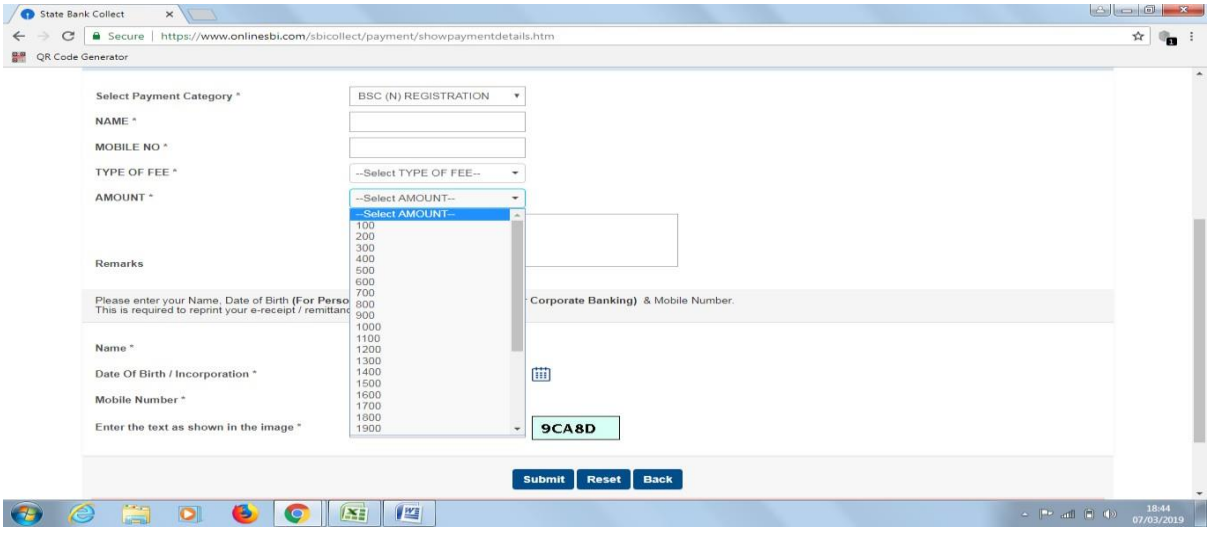
6) Select the Registration category for which you are applying **ANM/GNM/B.Sc/P.B.Sc / M.Sc Registration**



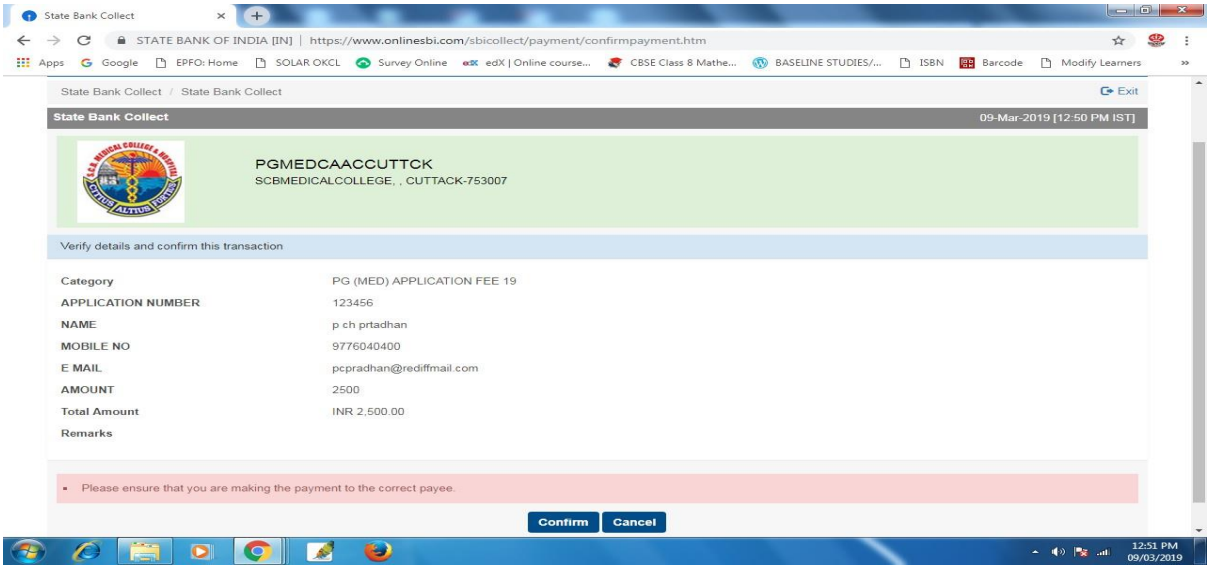
7) Then select Payment Category as **New Registration/ Renewal Registration/ Additional Registration/Duplicate Registration** etc as your case may be

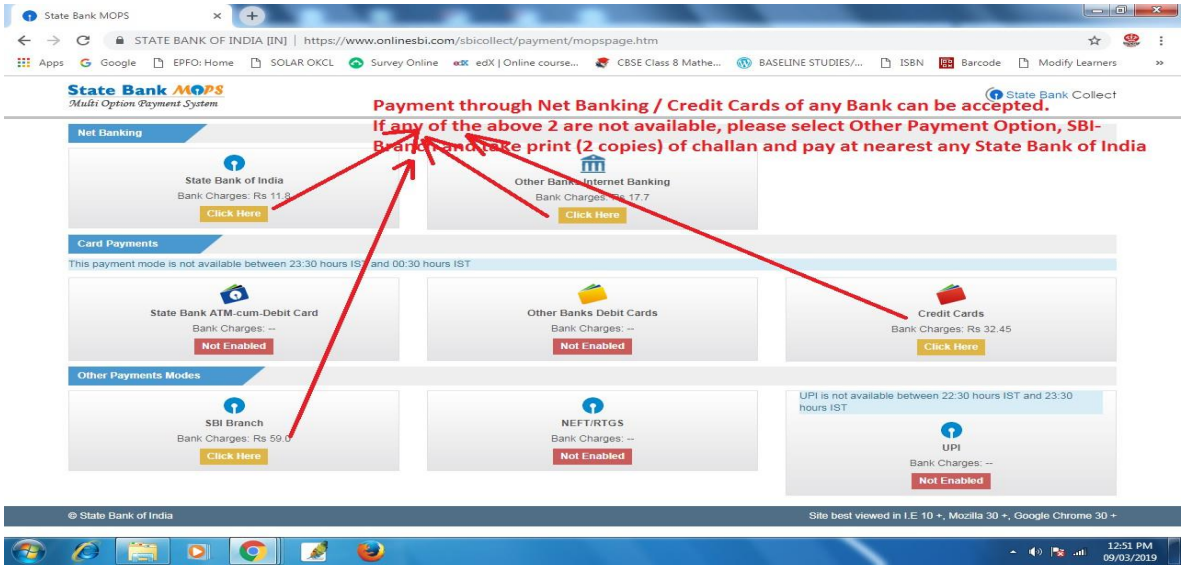


8) Then enter your Full Name , Mobile Number and select the Type of Fees and select the amount from drop down.

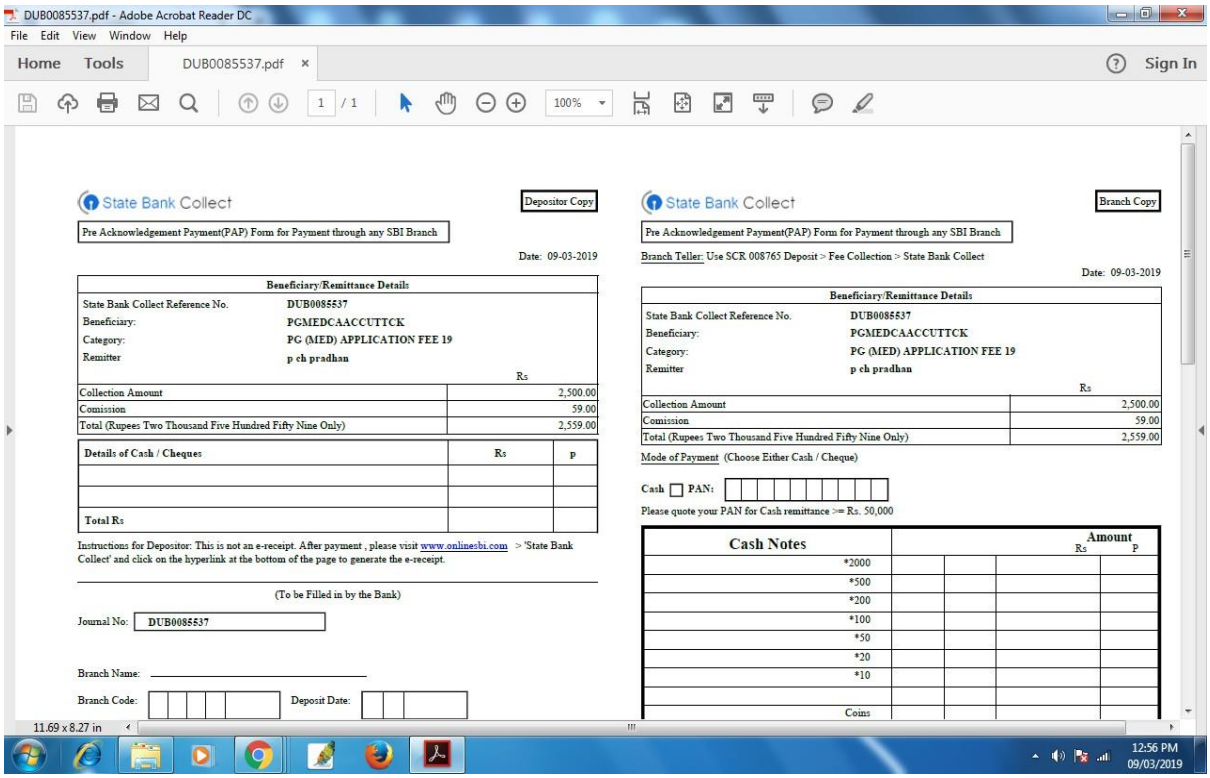


9) Then enter the desired information in respective sections and follow the instructions to give the payment and after submitting the data you will be redirected to the following page and u click **Confirm**.

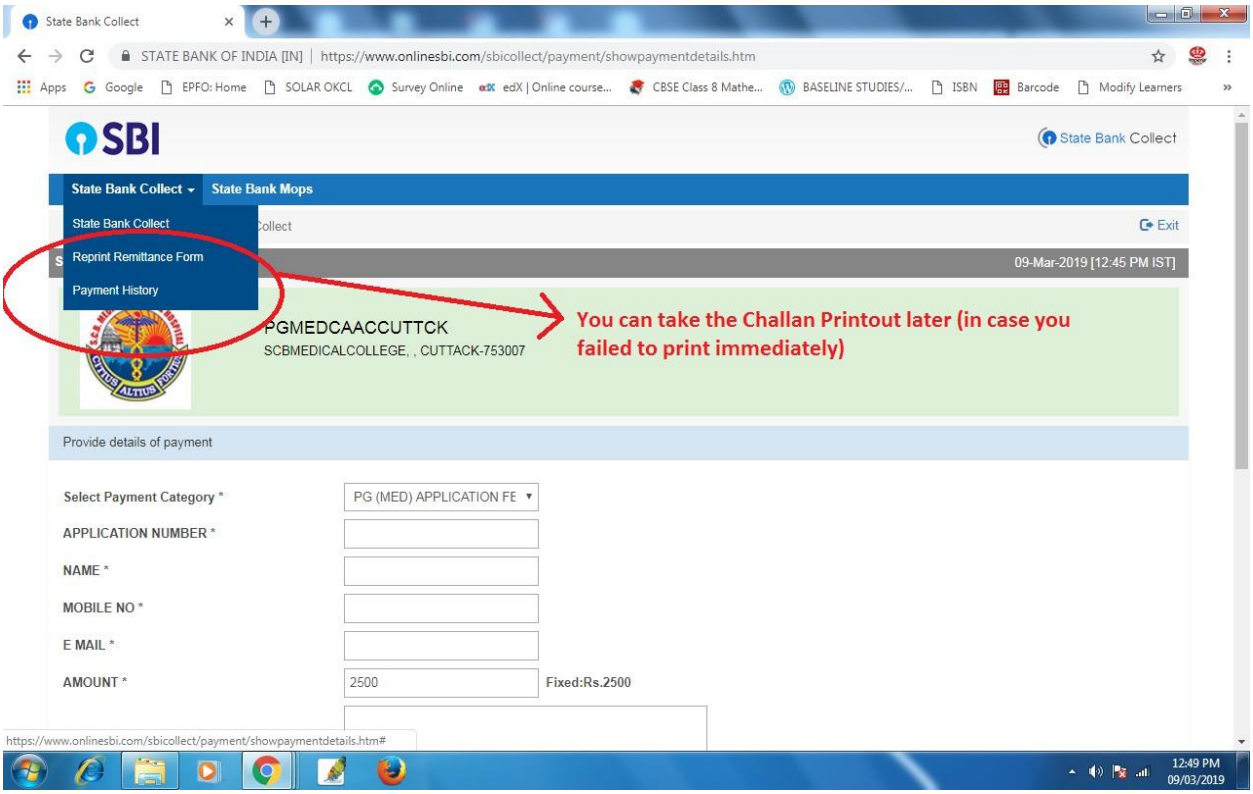


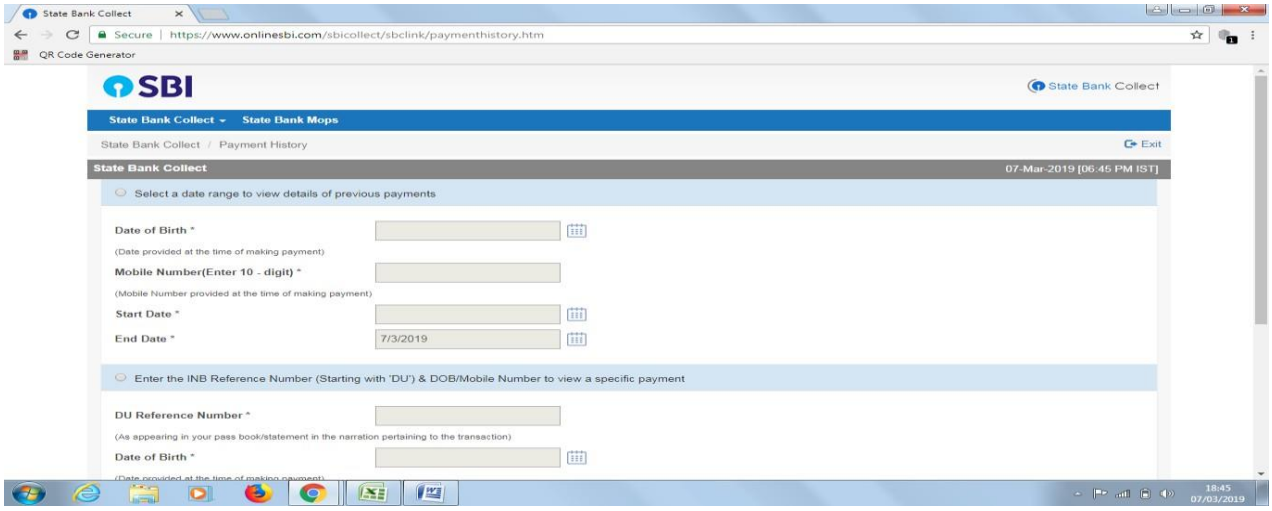


10) You can pay online through Credit Card / Net Banking of any Bank, and if you do not have any of the two option, then please select other Option and print out the Chalan and deposit the Challan amount at any nearest State Bank of India which looks like below.



11) In case you failed to download and print the Online SBI pay Challan details, you can also download the same later by clicking on Reprint Remittance Form and clicking the option Payment History.
12) You can get the copy of the Challan by entering the Date of Birth . Mobile Number and SB Collect Reference Number (DDXXX)





How to apply for Registration Online ?

After successful payment of the required fees, through online SBI collect mode, the candidate is requested to click the Link www.onmrc.in and then click the link **Apply Registration.**

You will be redirected to the online application page. Before applying online please ensure the followings with you.

a) Require amount of Challan paid through SBI e-Pay / SBI Collect through Online Mode Only (No Bank Draft will be accepted)

(b) Scan copy of passport size photograph (colour) and Signature

(c) Scan copy of Existing Registration Certificate (Applicable for Renewal and Reciprocal Registration only)

1) Please select the type of Registration that you are applying.
2) Then select the course that you have passed out and if you are selecting **M.Sc** then please enter your **specialization** in below test box option.
3) Please select the year of passing of the course and if the year of passing is not there in the list please mail the year to be included in the list to- **onmrchelpline@gmail.com**
4) Please select the Name of the Institution (for students passed out from Odisha state) from the list from which you have passed and if your institute name is not there in the list, please mail the year to be included in the list to- **onmrchelpline@gmail.com**. Other candidates who have passed from other states may select Others (outside Odisha)

5) Then enter the payment of fees particular details against SBI Collect reference section. When you have applied online for SBI collect, you are allotted a reference no like **DUXXXX** and write this reference number.
6) If you are paying through State Bank of India online facility, you will be allotted a SBI Reference No like **IGXXXX** and enter this in the next field. But if you are paying from other Banks or through SBI branch challan deposit, you will not be allotted this kind of number and in that case you mention the previous **DUXXXX** reference number again.
7) Then enter the amount that you have paid (excluding the transaction fee) and the date of payment
8) Next enter your full Name as per your matriculation certificate.
9) Then enter your Father's Name, Mother's Name and select the Date of Birth as per the matriculation certificate.
10) Then select your gender from the drop down
11) Then write your full address as At- xxx, Po- xxxx, Ps- xxxx, Via- xxxx, Dist- xxxx, Pin- xxxxx
12) Enter your valid Mobile number
13) Please enter your valid e-mail ID (**Please enter correct email ID as it will be your log in ID in future to download your Registration Certificate**)
14) Then enter your examination held Month and Year **like June 2018** (**This information is written in your pass certificate)**
15) In next section , please enter the duration of your course means the date you admitted in the course and the date you relieved from the course. **(if you are applying for New Registration, then this information will be available from your CLC/SLC/TSLC certificate and if you are applying for Renewal or others and having an existing registration certificate, this information will be available from your existing registration certificate.)**
The date format should be **DD/MM/YYYY (like 02/07/1998)**
16) For Renewal / Reciprocal Registration applicants, please mention your existing Registration No, Existing Registration Date, and validity of present registration (select date from the calendar control). In case the validity is not mentioned in your existing registration certificate, by default, consider it's validity till 5 years from the date of issue.
17) Enter the Name of the Board in which you have appeared your Nursing Training Course (Full Name to be written which can be seen from the last pass out certificate)
18) Enter the date of declaration of result **DD/MM/YYYY (like 02/07/1998)** which is mentioned in your pass out certificate.
19) Then please upload the scanned passport size photograph, scan signature
20) Also upload the scan copy *Scan copy of Existing Registration Certificate* ***(Applicable for Renewal and Reciprocal Registration only)***
21) Then submit the application and then please take the print out of the application for your kind reference.

❖ N.B:- Renewal Guidelines

1) In general, all registration certificates are valid for a period of five years (05 years).

2) The payment of a late fee does not validate an expired license for the candidate.

3) The expired period shall not be considered as a valid duration, even if the candidate pays the late fees; such fees are solely imposed as a penalty.

❖ How to Calculate Fees for your application :

Name of Fees	Validity (Yrs)	ANM	GNM	PG Diploma	P.B. B.Sc	B.Sc	M.Sc/ NPM/ NPME	M.Phil / PhD
Additional Registration	5	NOT APPLICABLE	NOT APPLICABLE	100	200	NOT APPLICABLE	400	500
Renewal Fees (Every 5 years)	5	200	200	200	200	200	300	300
Late Fees (per year) Renewal must be applied 30 days prior (before) to the expiration of validity.	-	100	100	100	100	100	100	100
Reciprocal Registration	5	1500	1500	NOT APPLICABLE	NOT APPLICABLE	1500	NOT APPLICABI E	NOT APPLICABLE
No objection Certificate (NOC)		200	200	200	200	200	200	200
Foreign Verification	-	2500	2500	2500	2500	2500	2500	2500
Duplicate Registration certificate	5	300	300	300	300	300	300	300

In case Technical difficulties, please mail to - onmrchelpline@gmail.com

Or Call- 9439991248

Application along with copies of certificates for Reciprocal, NOC, Additional & correction should be submitted to ONMRC office. The address of office is -

The Registrar
Odisha Nurses & Midwives
Registration council
C/o- Office of DMET (O)
Heads of the Department Building
Unit-V, Keshari Nagar,
Bhubaneswar-751001
Odisha