INSTRUCTION MANUAL FOR ONLINE APPLCATION FOR NEW/FRESH REGISTRATION / RENEWAL REGISTRATION / DUPLICATE REGISTRATION / RECIPROCAL REGISTRATION etc IN ODISHA NURSES AND MIDWIVES REGISTRATION COUNCIL (ONMRC), BHUBANESWAR, ODISHA

Who are eligible to Apply for New/Fresh Registration:

1) ANM/GNM/B.Sc / P.B.Sc/ M.Sc Candidates those who have passed out their Final examination and already received their pass out certificates and School leaving / College Leaving / Training School leaving certificates from the Nursing Schools they have passed out
2) Candidates who have already a Registration No and completed a higher degree/ diploma in Nursing course and want to add that qualification for Registration
3) Candidates those who have passed out from other states (INC approve institutions) and want to register their names under ONMRC
4) Candidates those who have already registered in other state Nursing boards/ councils and want to change their registrations to ONMRC

Who are eligible to Apply for Renewal Registration:

1) Candidates, those who have already registered in ONMRC and their Registration validity period is already over / going to be over soon

Who are eligible to Apply for Duplicate Registration:

1) Candidates, those who have already registered in ONMRC and their Registration certificate is lost / stolen / tear off / etc they can apply for a duplicate one

Who are eligible to Apply for Reciprocal Registration:

1) Candidates who have successfully passed out their Nursing courses from any INC approved training institutions **, registered their names in any State Board / Council out side of Odisha and want to change their registration from other state to Odisha (to register under ONMRC)**

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 / SB Collect mode only **(**Refer instructions how to pay through SBI Collect)**
2) Coloured passport size photograph (Max size 4.5 com wide x 5 cm height) in **professional attire** means fresh students should have in their school dress codes and service holders in their professional dress codes , failing which the application for registration will get rejected.
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 the New / Fresh / Duplicate Registration applicants** (failing which the application will be rejected) (Scan copy should be in .jpg/.jpeg formats, within 150Kb)
7) Scan copy of Present Registration certificate for **Renewal / Reciprocal applicants** (failing which the application will be rejected) (Scan copy should be in .jpg/.jpeg formats, within 150Kb)
8) *For reciprocal registration, after applying online, the candidate should submit the print copy of online application along with his/her original registration certificate , self certified / attested Xerox copies of certificates & mark sheets starting from matriculation till the course of Nursing , valid Adhar Card , and payment proof (challan) (All 2 copies) to the ONMRC office by Speed Post / Courier / in person (Self) and after receiving of same, the application will be processed.*

N.B:- Scan copy of Pass port size photograph and signature is mandatory for all applicants where as CLC/SLC/TSLC is mandatory for fresh applicants and present registration certificate is mandatory for renewal applicants.

How to Pay online SBI e-Pay / SB 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**
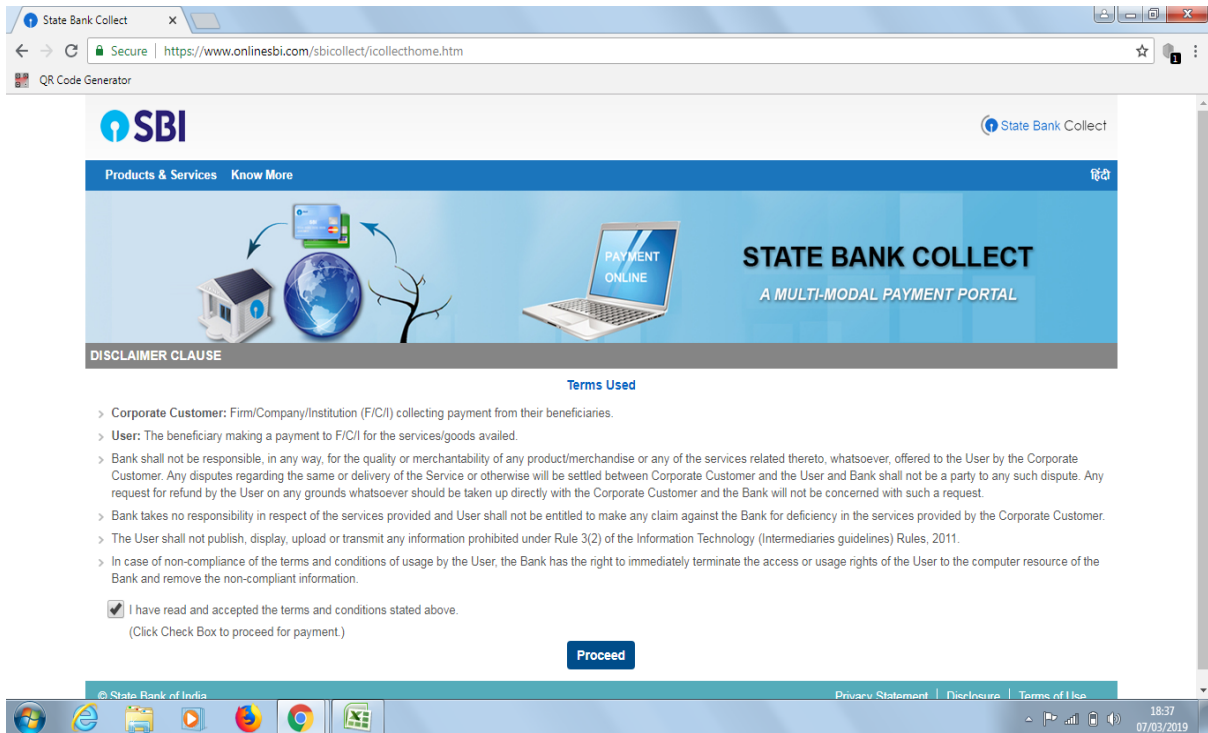
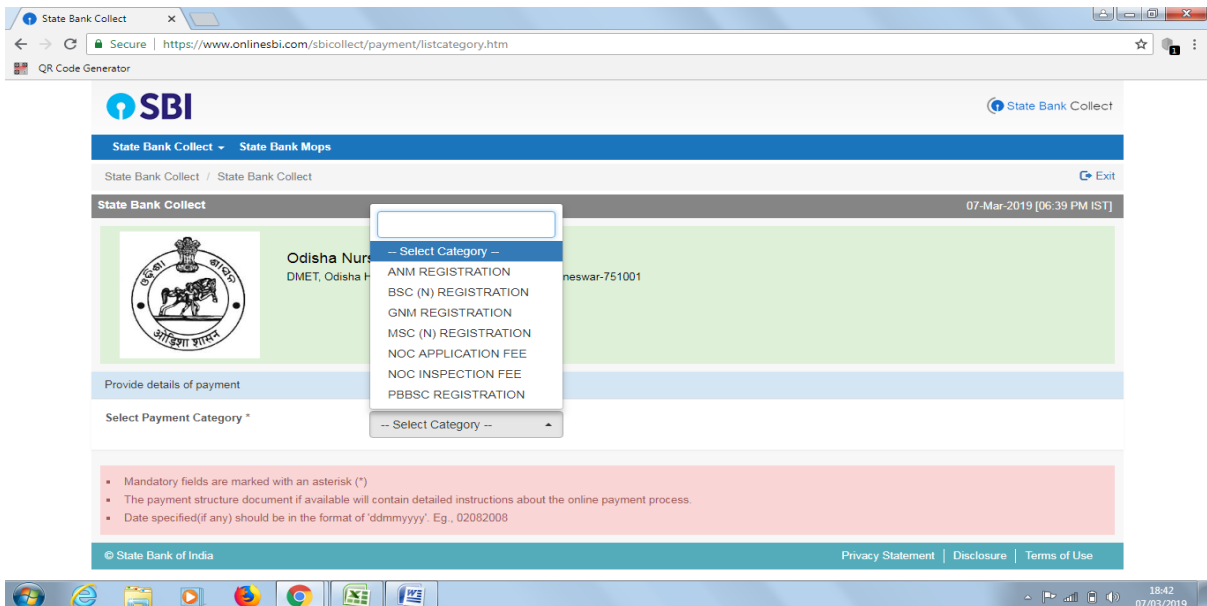**3)** Then select State of Corporate / Institution as **Odisha**
4) Select Type of Corporate/Institution as **Govt Department and click Go**
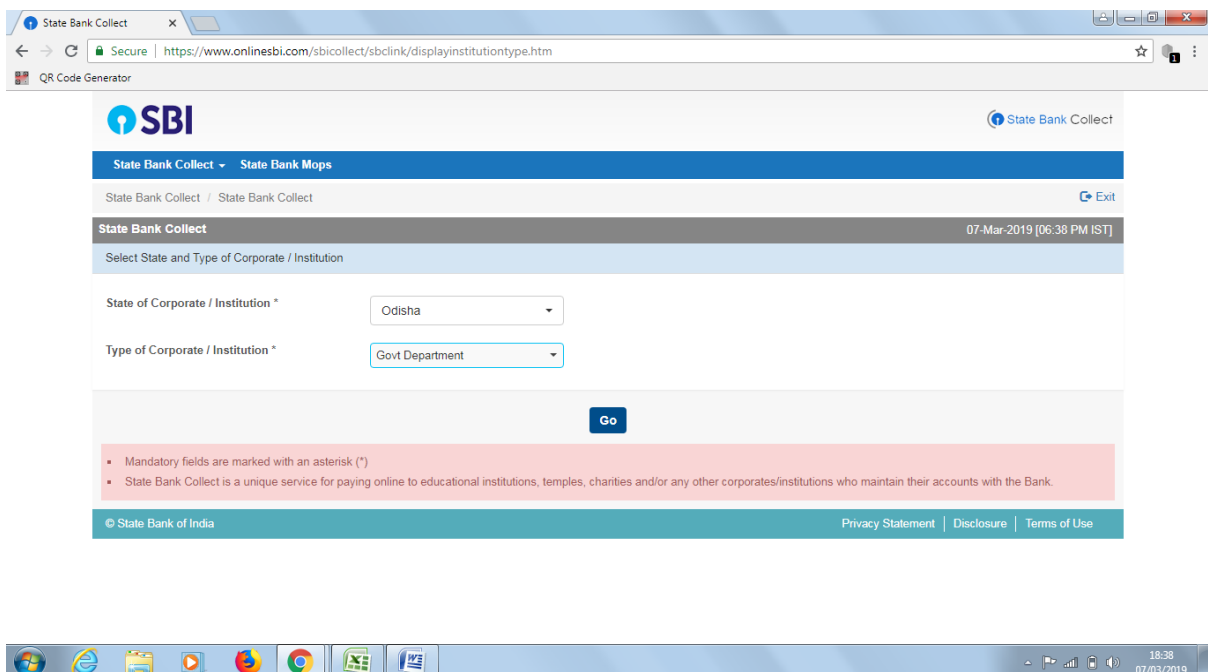
5) Select Govt. Department Name as **Odisha Nursing Council and click Submit**
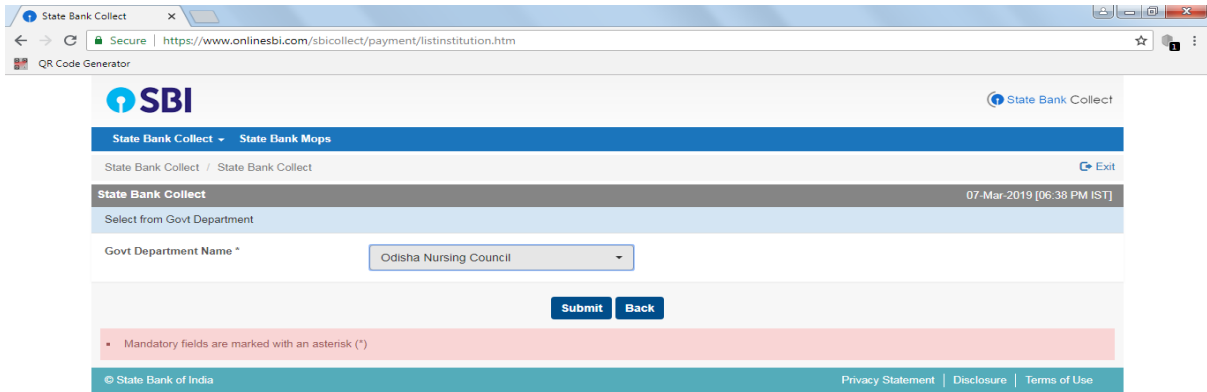
6) Select the Registration category for which you are applying **ANM/GNM/B.Sc/P.B.Sc / M.Sc Registration**

7) Then select Payment Category as **New Registration/ Renewal Registration/ Additional Registration/Duplicate Registration** etc as your case may be
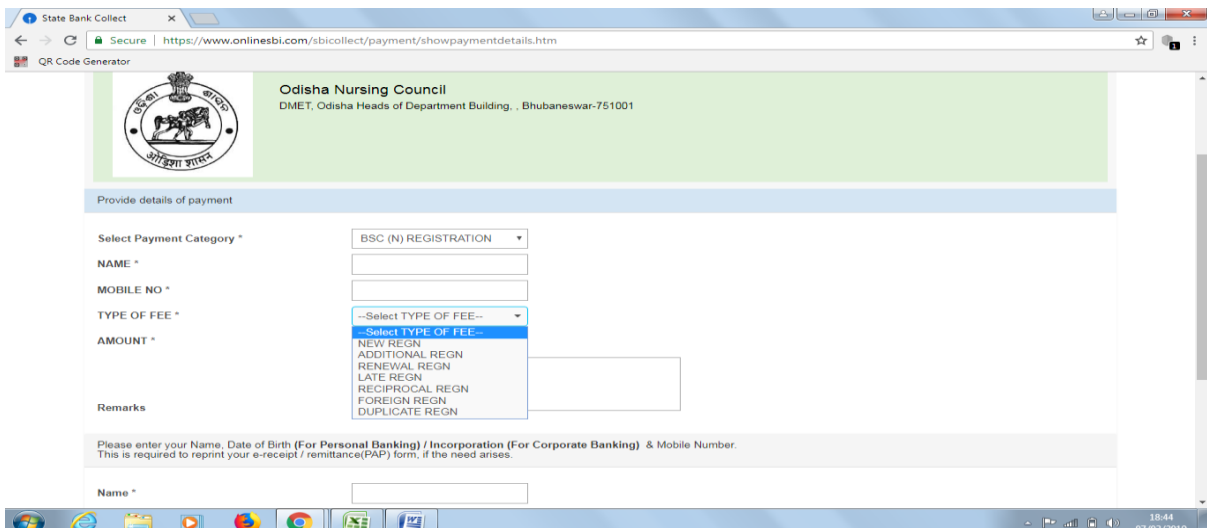
8) Then enter your Full Name , Mobile Number and select the Type of Fees and select the amount from drop down.

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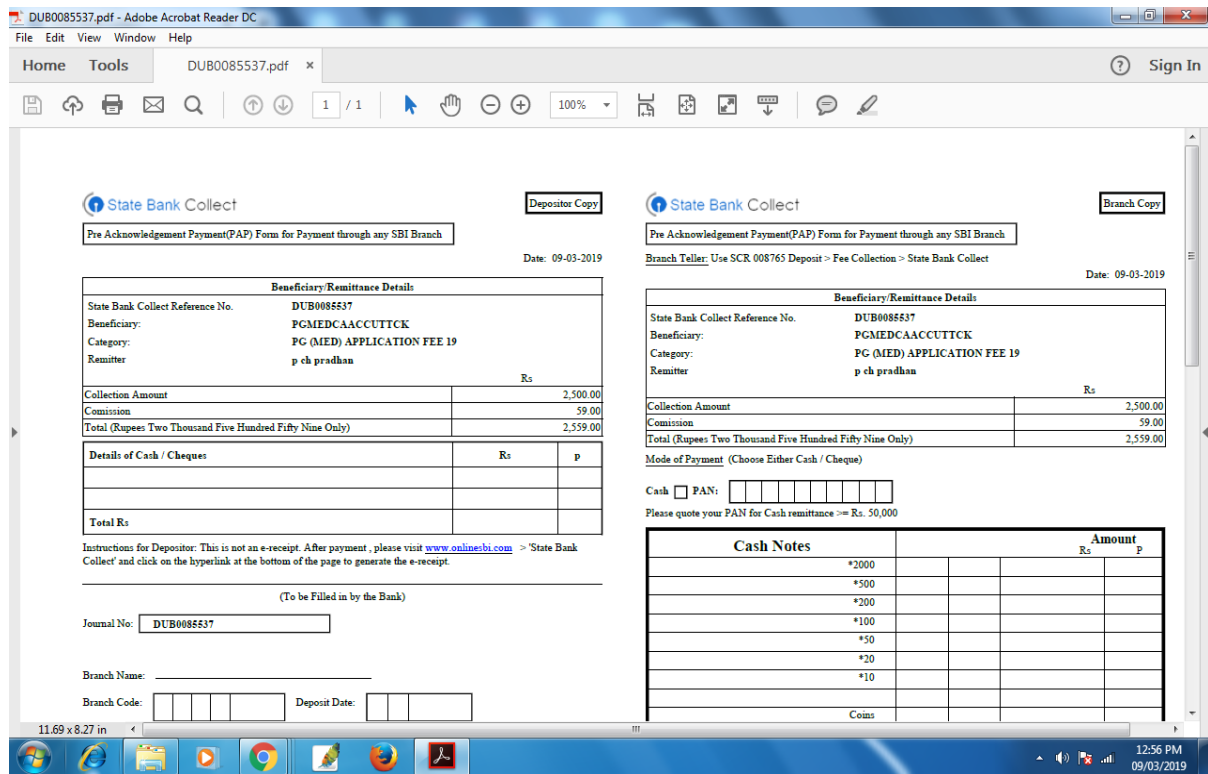
11) In case you failed to download and print the Online SBI pay Challan details, you can also download the same later by clicking on Reprint Remittance Form and clicking the option Payment History.
12) You can get the copy of the Challan by entering the Date of Birth . Mobile Number and SB Collect Reference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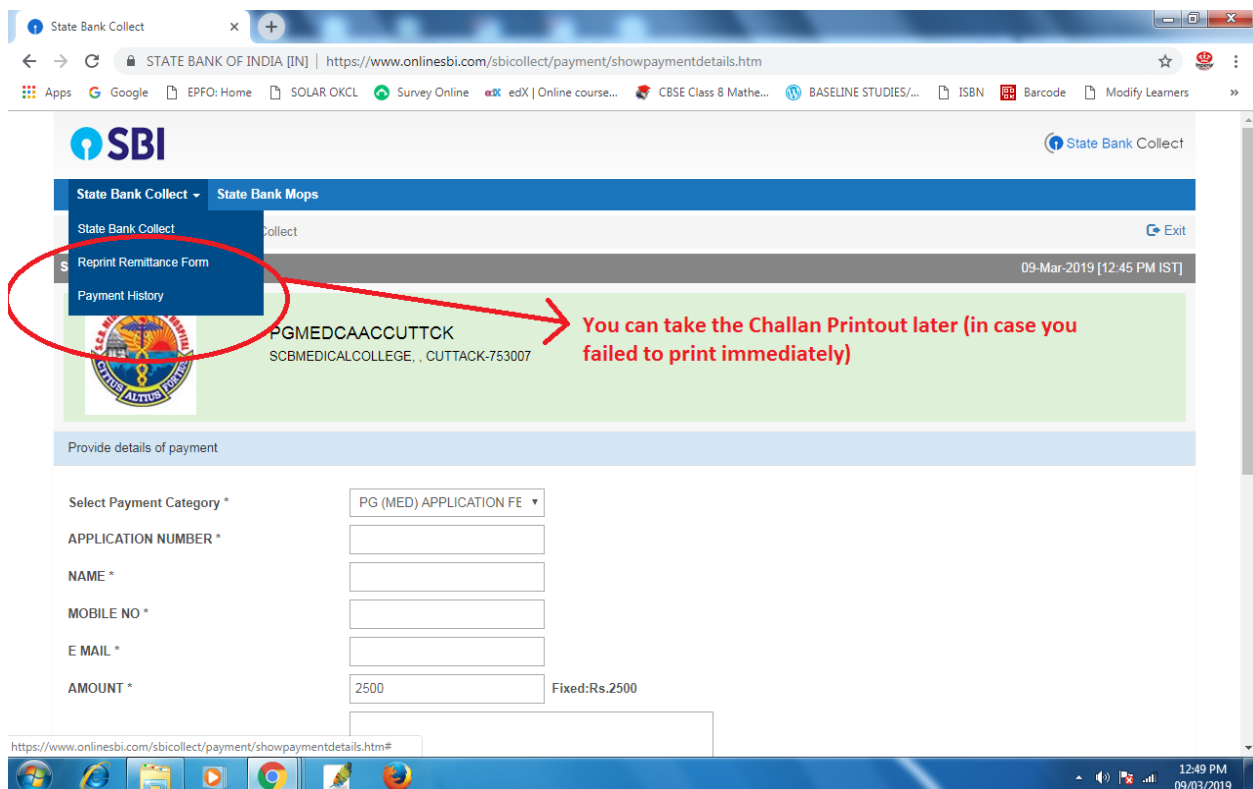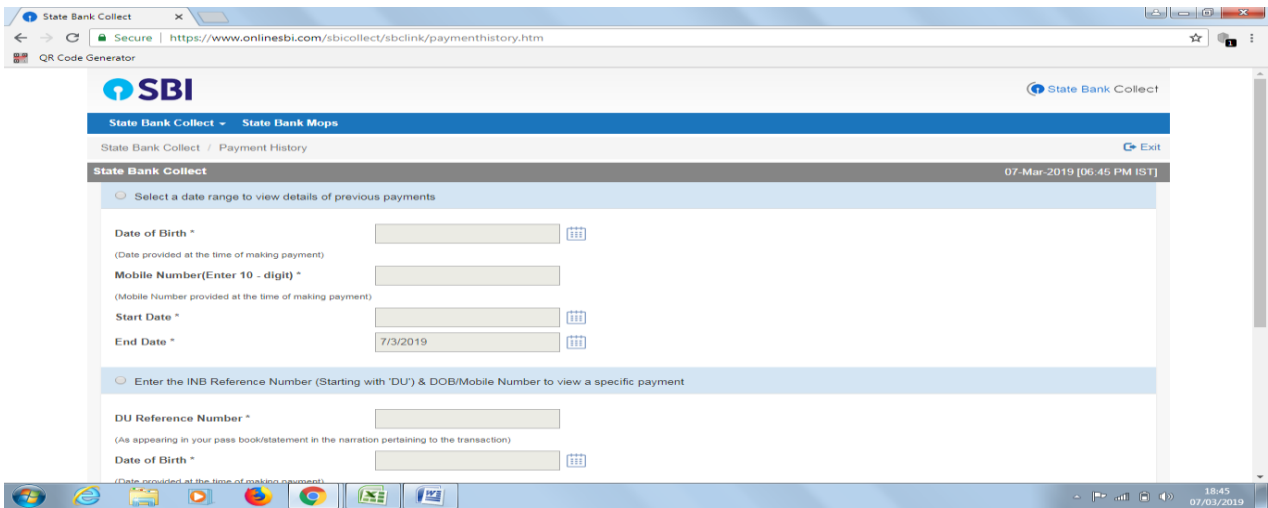
How to apply for Registration Online ?

After successful payment of the required fees, trough online SB collect mode, the candidate is requested to click the Link **www.dmetodisha.gov.in** and click **ONMRC Registration** or directly open the website **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)
(d) Scan Copy of CLC / TSLC (College Leaving / School Leaving / Training Leaving Certificate from Institute Last attended (For Fresh Registration Only)

1) Please select the type of Registration that you are applying for
2) Then select the course that you have passed out and if you are selecting **M.Sc** then please enter your **specialisation** 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 SB 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 Fresh / New registration applicants, please mention your Roll No issued by Board during the last examination.

17) 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.

18) 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)

19) Enter the date of declaration of result **DD/MM/YYYY (like 02/07/1998)** which is mentioned in your pass out certificate.

20) Then please upload the scanned passport size photograph, scan signature

21) Also upload the scan copy of *of CLC / TSLC (College Leaving / School Leaving / Training Leaving Certificate from Institute Last attended (***For Fresh Registration Only) or** *Scan copy of Existing Registration Certificate **(Applicable for Renewal and Reciprocal Registration only)**

22) Then submit the application and then please take the print out of the application for your kind reference

(A) Candidates who are applying for Fresh / New Registration , Duplicate Registration, as well as Renewal of the Registration , after filling up the online application successfully, they have to log in to the same web site after 3-4 days and if their application is found right in all respects, then their application will be approved and they can download their registration certificate from the website. Since, this is an electronically generated certificate, no physical copy is required further. This soft copy of Certificate can be printed out by the candidates for their own reference. Since, the information that will be printed in the certificate, already entered by the candidates , any error / mistakes if entered will be printed in certificates and the council will not held responsible for these mistakes.

For Duplicate registration, the candidate has to submit the original copy of an affidavit regarding this effect along with the copy of the online application and payment proof to the ONMRC office by speed Post / Courrier / in person (self) failing which the Duplicate registration certificate wil not be issued.

(B) Candidates, who are applying for reciprocal registration, after applying online, they should submit the print copy of online application along with their original registration certificate , self certified / attested Xerox copies of certificates & mark sheets starting from matriculation till the course of Nursing , valid Adhar Card , and payment proof (challan) (All 2 copies) to the ONMRC office by Speed Post / Courier / in person (Self) and after receiving of same, the application will be processed. The online application and submitted original certificate will be sent to the concerned Council where registration was made prior and after receiving the NOC from them, the new reciprocal registration certificate will be issued from ONMRC which may take minimum 15-45 days or more in some cases and depends upon the time period in getting NOC from other respective councils.

Application along with copies of certificates for reciprocal registration should be submitted to

The Registrar
Odisha Nurses & Mid Wives Council
C/o- Office of DMET (O)
Heads of the Department Building
Unit-V, Bhubaneswar-751001, Odisha

Please mention "**Application for Reciprocal Registration in ONMRC" on the top of the envelope**".

N.B (1) :- Applying for NOC to ONMRC for getting Reciprocal Registration Outside the state (candidates registered in Odisha want to register outside the state)

Candidates, those who are presently registered under ONMRC and interested to register their names outside Odisha, they have to apply to the concerned Nursing Council of that State as per their guidelines, and after getting the reply copy of the communication / letter / request from them (copy of their application) , they have to apply in this portal to get from ONMRC, along with require amount of fees. After applying for NOC to ONMRC, the candidate should submit the copy of payment challan along with the application for Reciprocal registration to outside state nursing council and Xerox copies of all matriculation to nursing certificates and copy of present ONMRC registration certificate to ONMRC office by Speed post / Courrier / in Person (Self). After receipt of the same from the concerned outside Council, the NOC will be issued and details will be updated in this website within 7 working days.

N.B (2) :- For late Registration (New / Fresh)

Candidates are supposed to **apply for registration within 6 months from pass out** of the course. But if at any case, they failed to apply within 6 months, they have to make **an affidavit near an Executive Magistrate indicating the reason of the delay** and to give an undertaking in that affidavit that, he /

she has not registered / nor applied for registration in any of the Nursing Council in India / abroad. And the candidate has to submit the original copy of the affidavit along with the copy of the application and payment proof including late fine to the ONMRC office for issue of registration certificate and the certificate will be issued only after receipt of the original affidavit.

N.B (3) :- For late Registration (Renewal)

In general, all the registration certificates are valid for a period of 5 years from the date of issue. At any case, if any registration certificate validity period is over, then the candidate has to apply for renewal (**within 30 days of expiry of validity of certificate**) and to give the fees for renewal , **failing which late fees to be calculated** as per the ONMRC guidelines. If the candidate has paid less amount of fees / late fees, then he / she will be communicated to pay the extra amount and to mail the copy of challan to the given email id mentioning his/her application number in the subject after which the renewal certificate will be issued.

N.B (4) :- For Add on Registration (Extra Qualification)

Candidates who have already registered under ONMRC in any nursing training courses, and after that, qualified an added qualification which is higher to the previous registration should apply for a fresh registration through this portal under Additional Registration and have to submit his/her previous Registration certificate online like the case of Renewal registration.

How to Calculate Fees for your application :

Name of Fees	Validity (Yrs)	ANM	GNM	PG Diploma	P.B.B.Sc	B.Sc	M.Sc	M.Phil / PhD
New Registration	5	300	500	-	-	700	-	-
Additional Registration (1 time)		-	100	100	200	300	400	500
Renewal Fees (Every 5 years)	5	200	200	200	200	200	300	300
Late Fees (per year or any part there of late, 30 days after expiry of validity)	-	100	100	100	100	100	100	100
Reciprocal Registration	5	1500	1500	1500	1500	1500	1500	1500
NOC for Reciprocal Registration		200	200	200	200	200	200	200
Verification for overseas job / study	-	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- 08917682098