



Office of the West Bengal Nursing Council  
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Website: www.wbnc.in



No. **3888**...../ **488**/NC

Date: **29/08/2024**

From: Registrar, West Bengal Nursing Council.

## **NOTICE**

### **Notice regarding opening of online Additional Qualification portal**

It is hereby being notified that online submission of application forms for additional qualification will be started on and from **02<sup>nd</sup> September 2024**. The candidates are being advised to follow the user manual guide attached herewith for the said concern.

Please follow the link <http://reciprocal.wbhealth.gov.in/> for the said purpose.

After online submission of forms, the candidates are being instructed to download the application form and produce the filled up form along with all original documents at the time of physical verification at this office on every **Monday and Wednesday (Expt. Govt. Holidays) within 2pm sharply**. It is to be noted that on each mentioned working day for submission of Additional Qualification forms, **only 25 (Twenty-five)** candidates will be allowed to submit their forms on a single working day.

Any query for form fill up, will be entertained on Friday only of every week.

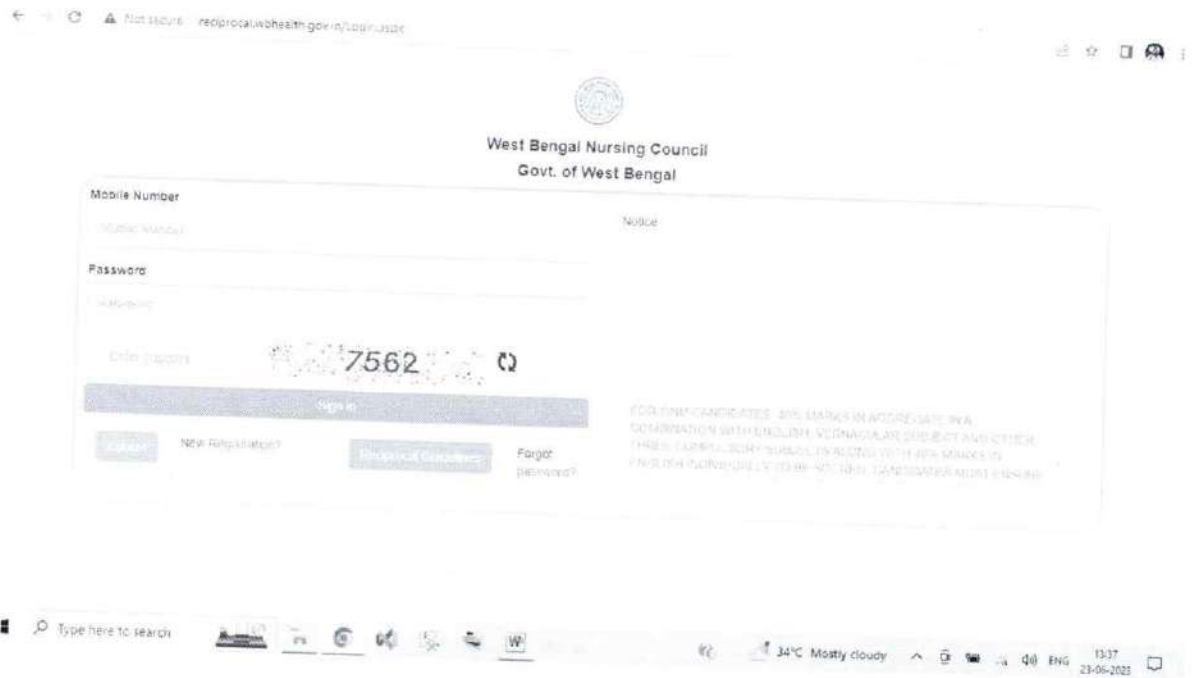
The guidelines mentioned are stern in any circumstance.  
This is for information & instruction.



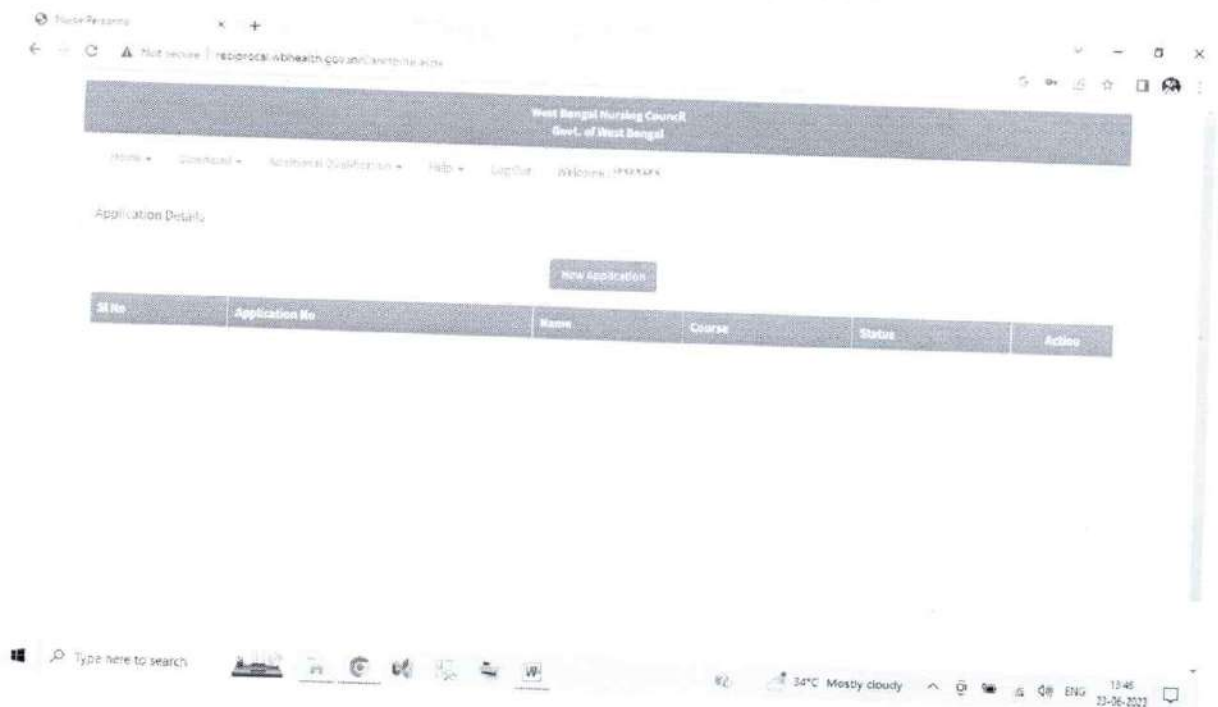
*Ssabani Mandal*  
29/08/2024  
Registrar

**West Bengal Nursing Council**

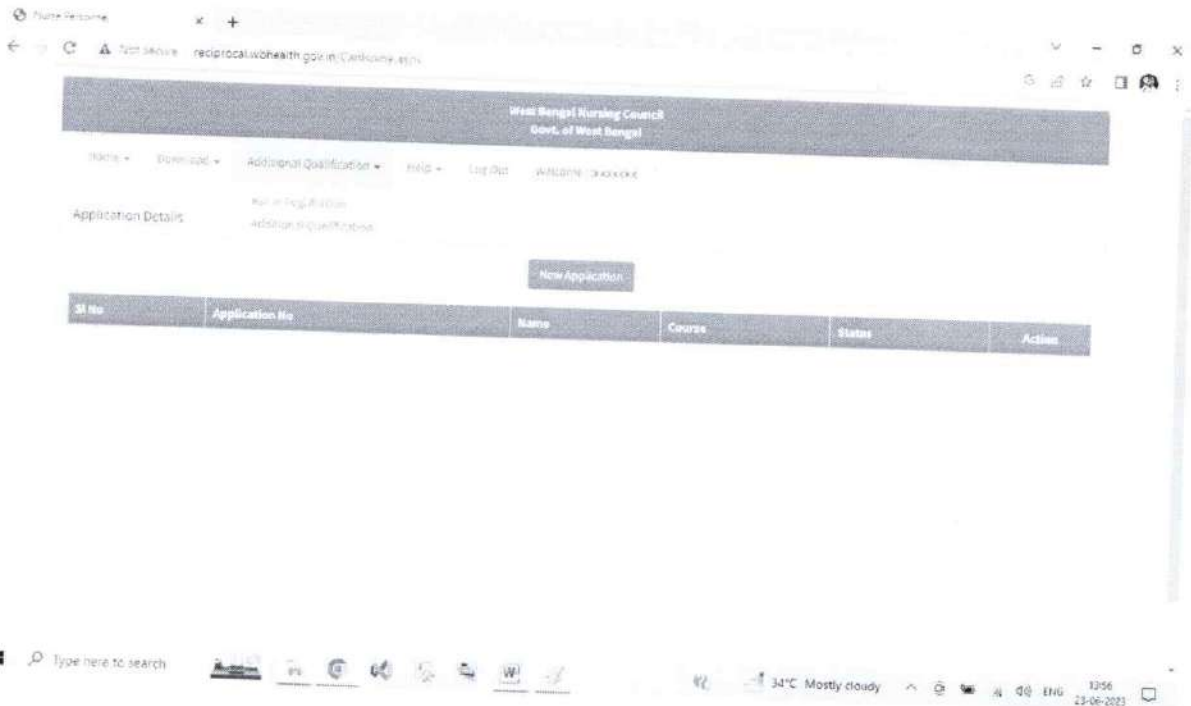
# User Manual For Additional Qualification



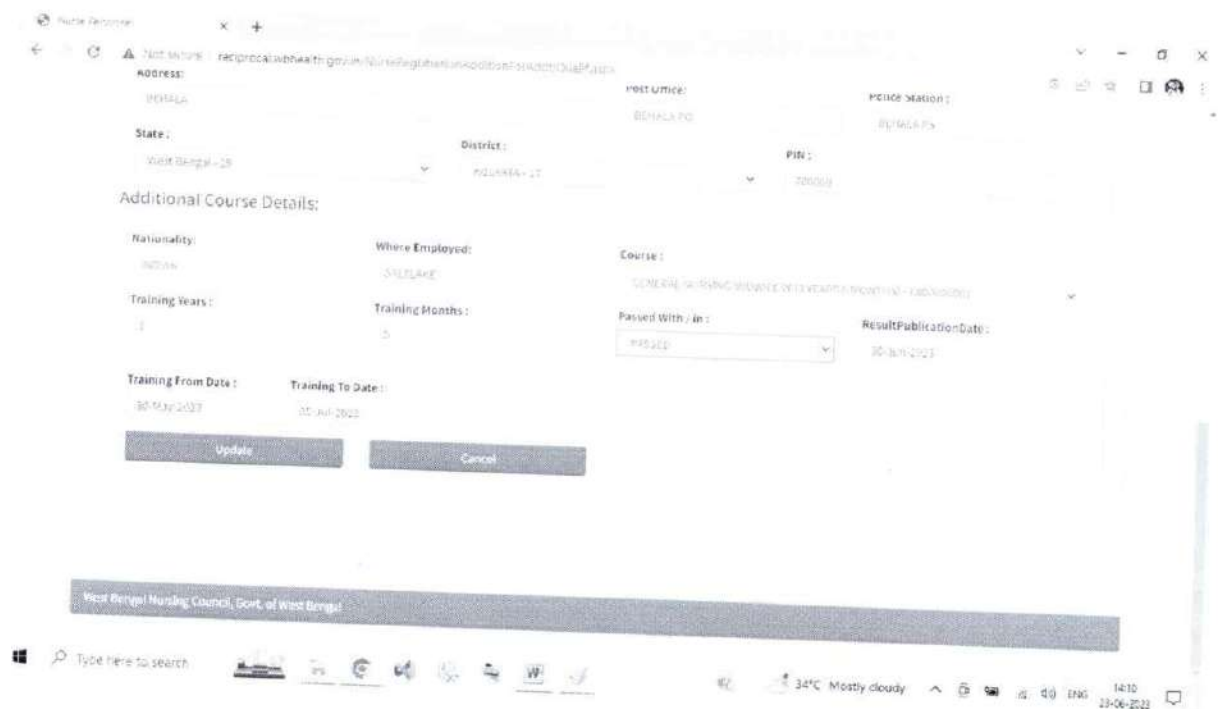
1. For Login, student enters their **Mobile Number**, **Password** and **Captcha** properly. Then click on the **Sign In** button.
2. After login you can see a view of **Home** page, which is given below.



- Click on **Additional Qualification** tab which is in the menu section. After click on the **Additional Qualification** you can see a dropdown.



- Click on **Nurse Registration**, after that you can see a view of this page. There are some fields, which is filled up previously so you can change data if needed and click on **Update** button.
- If you see there all fields are empty, then you have to fill up your data and click on Update button. Screenshot is given below.



- Then click on **Additional Qualification** in **Additional Qualification tab**, after that you can see a view of this page. There are some fields, which is filled up previously so you can change data if needed and click on **Save** button.

reciprocal.wbhealth.gov.in/AdditionalQualification/Address.jsp

Address: BONGLA Post Office: BENHALSD Police Station: BENHALSD

District: KOLKATA-17 PIN: 700060

Additional Course Details:

Course: GENERAL NURSING DIPLOMA (2 YEARS) (NURSING) - 0000000001 Course Period: 5

Date of Additional Registration: 04/06/2023 12:00:00 AM Year: 2023

University name: UNIVERSITY OF CALCUTTA - 14001

College Name / School Name: UNIVERSITY OF CALCUTTA Paid Amount: 350000

Administrative Approval: Select--

Save Cancel

- Please go to **Download** menu, then click on **Additional ACK Slip** to down load your acknowledgement slip.

reciprocal.wbhealth.gov.in/Download.jsp

West Bengal Nursing Council  
Govt. of West Bengal

Home Download Additional Qualification Help Log Out Welcome, Smita Das

Application  
Additional Qualification  
New Application

S.No	Application No	Name	Course	Status	Action
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reciprocal.wbhealth.gov.in/Download.jsp#

Type here to search

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**DOCUEMNTS NEEDED FOR ADDITIONAL QUALIFICATION  
CERTIFICATE ON VERIFICATION DAY:**

1. Downloaded Application Form Duly Signed By The Head Of The Institution From Where He/She Has Passed.
2. Self Attested Xerox Copy Of Class 10<sup>th</sup> Admit Card.
3. Self Attested Both Side Xerox Copy Of WBNC Registration Certificate With Renewal Updated.
4. Self Attested Xerox Copy of each year mark sheet of P.B.SC / M.SC. / M.PHIL / PH.D including Supplementary Mark sheet (if applicable).
5. Self Attested Xerox copy of Degree Certificate (Convocation Certificate).

(Candidate should maintain this serial for Additional Qualification Form submission)

**DOCUEMNTS NEEDED FOR VERIFICATION:**

1. ORIGINAL CLASS 10<sup>TH</sup> ADMIT CARD.
2. ORIGINAL WBNC REGISTRATION CERTIFICATE WITH RENEWAL UPDATED.
3. ORIGINAL P.B.SC / M.SC. / M.PHIL / PH.D ALL YEAR MARKSHEET INCLUDING SUPPLIMENTARY MARKSHEET (FAIL MARKSHEET, IF APPLICABLE).
4. ORIGINAL DEGREE CERTIFICATE (CONVOCAION CERTIFICATE).

(Candidate should maintain this serial for Additional Qualification Form Verification)

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After Original Document verification in WBNC office, the candidates have to pay the requisite fee i.e. Rs. 1050/- only by SBI COLECT through this link <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm> . After payment candidate has to retain their SBI money receipt by himself / herself. The SBI money receipt must be produce on the time of collection of the certificate.

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