



Office of the West Bengal Nursing Council

"Purta Bhawan", Room No. 302, 3rd floor,

D.F. Block, Sector – I, Salt Lake City,

Kolkata – 700 091. ☎ (033) 2321 2059.

Email: wbnc_22302059@ymail.com

Website: www.wbnc.in



सत्यमेव जयते

No. 4844/410/NC

Date: 31/12/2024

From: Registrar, West Bengal Nursing Council.

**IMPORTANT INSTRUCTION REGARDING STUDENT REGISTRATION OF
SHORT TERM COURSES (i.e. Cardio Vascular Thoracic Ng. / Psychiatric Ng. / Neuro
Science Ng. / Neonatal Ng. / Oncology Ng.), November-2024**

Important dates for submission:

- DATE OF STARTING ONLINE FORM FILL UP: **02nd January, 2025 at 12:00 P.M**
 - END DATE OF ONLINE FORM FILL UP: **06th January, 2025 at 11:59 P.M**
 - 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 completion of total admission process. Once enrolment of candidate/s is done by the institute, changes / alternation / deletion etc cannot be possible.
 2. Last date of admission for November, 2024 is **30th November, 2024.**
 3. **There will be no extension of date for the enrolment for whatever reason may be.**
 4. **Application Form to be filled up according to their Madhyamik / Secondary Admit Card. Do not use any salutation before name.**
 5. **LIST OF DOCUMENTS FOR SUBMISSION FOR ONLINE FORM SUBMISSION:**
 - I. One forwarding letter by the Principal / PNO / Sr. Sister Tutor from the respective School of Nursing.
 - II. One copy of renewal validity letter / final permission letter of the current academic year (i.e. 2024-2025) from WBNC as well as INC.
 - III. One downloaded "Student Registration Summary Sheet" Hard Copy which is attested by the principal with official seal & also by the Course Co-ordinator.
 - IV. One copy of permission letter or Institution List from Indian Nursing Council.
 - V. Final copy of admission list, Selected & waiting list.
 - VI. One copy of class 10th Admit Card with self-attested.
 - VII. One copy marksheet of last year Nursing Qualification with self-attested.
 - VIII. One copy of Nursing Registration Certificate (self attested) [Renewal should be updated].
 - IX. NOC copy of respective nursing council (except West Bengal Nursing Council)
 - X. NOC / T.R copy from employer (applicable for Govt. employee).
 - XI. The total registration fees will be submitted by **SBI Collect / Demand Draft** only. The fee is **Rs. 150.00 per student**. The **Demand Draft** should be in favour of **"WEST BENGAL NURSING COUNCIL", PAYBLE AT KOLKATA, only from STATE BANK OF INDIA.**
 - XII. **SBI PAYMENT COPY** has to be submitted to the council at the time of form submission.



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N.B.:

- Student Registration hard copy will only be accepted by hand; it is not accepted via Speed Post / Courier. If any institution is sent via Speed Post / Courier, then their hard copy would be returned to the institution.
- For the Non-Govt. Institution, the panel list must be signed by the Registrar at the time of submission, without Registrar's sign it will not be accepted.
- The Principal, School of Nursing / College of Nursing of the institution will be solely responsible for any discrepancies / mistakes / wrong information in the admission forms & documents regarding registration.
- During Hard Copy of Student Registration Form submission, the representative from the Nursing Institution has to be updated their head of the institution Mobile No. & E-mail id to the dealing person in the WBNC Portal.
- For any information or assistance, please send us an email on : i) wbcnc_22302059@ymail.com ii) wbnursingcouncil@gmail.com.

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 SHORT TERM COURSES (i.e. Cardio Vascular Thoracic Ng. / Psychiatric Ng. / Neuro Science Ng. / Neonatal Ng. / Oncology Ng.), November-2024

STEP-1: Go to <https://wbcnc.wb.gov.in/>

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

STEP-3: **Click on Student Tab, Click on "+" Tab & GO THE FOLLOWING PAGES**

Full Name	Gender	Form No	Birth Place	Action
Test Test	Male	FRM-46590-20191	Kol	Print
Test Test	Male	FRM-46591-20187	Kol	Print
TEXT GANGULY	Female	FRM-46602-20199	KOLKATA	Print
Arika Karmakar	Male	FRM-46603-20179		Print



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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 Student Registration Form
 AFTER SUCCESSFUL SUBMISSION, GO TO ‘VIEW’MENU & CLICK ‘STUDENT
 REGISTRATION SUMMARY SHEET’ & PRINT**



STEP-5: Log Out

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

STEP-1: Go to “Student” tab, click on “Student Registration” & follow the below page



