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No. 2472/488/NC

Date: 25/03/2021

From: Registrar, West Bengal Nursing Council.

NOTICE

IT IS HEREBY BEING NOTIFIED THAT ONLINE SUBMISSION OF APPLICATION FORMS FOR **RECIPROCAL REGISTRTRATION** WILL BE STARTED WITH EFFECT FROM **01ST APRIL, 2021**. THE CANDIDATES ARE BEING ADVISED TO FOLLOW THE **USER MANUAL GUIDE** ATTACHED HEREWITH FOR THE SAID CONCERN.

FOR ONLINE SUBMISSION OF APPLICATION FORMS FOR RECIPROCAL REGISTRATION, PLEASE FOLLOW THE LINK ON & FROM 01ST APRIL, 2021 - <http://164.164.119.144:8000/> or www.wbnc.in

AFTER ONLINE SUBMISSION OF FORMS, THE CANDIDATES ARE BEING ADVISED TO DOWNLOAD THE APPLICATION FORM, ACKNOWLEDGEMENT DOCUMENT AND PRODUCE THE SAME ALONGWITH ALL ORIGINAL DOCUMENTS AT THE TIME OF PHYSICAL VERIFICATION AT THIS OFFICE.

THIS IS FOR INFORMATION.



REGISTRAR

WEST BENGAL NURSING COUNCIL

ag/rti letters/registrar-desktop

GUIDELINES FOR RECIPROCAL REGISTRATION

1) *Applicant has to be filled up application form online for Reciprocal Registration via <http://164.164.119.144:8000/> or www.wbnc.in*

3) *02(two) copies of registration certificates issued by the parent council with their renewal up to date.* In case of multiple registrations (if a candidate holds the registration certificates of more than one state nursing council at a time), the candidate must have to ensure the cancellation of all the previous registration certificates. The candidates shall have to produce a supporting document for the said cancellation/s.

4) For GNM candidates, *01(one) copy of the Diploma Certificate* issued by the parent council and for B.Sc. (Nursing) candidates, *01(one) copy of the Degree Certificate* issued by the concerned university. No Provisional diploma/degree certificate will be allowed.

5) *Course Completion certificate* issued by the concerned State Nursing Council/University.

6) *Admit card of secondary examination or Birth Certificate* for date of birth and father's name has to be provided.

7) *A Still Working Certificate (in original)* issued in a current date (within 01 months from the date of its issuance) by the employing authority of the private hospital/nursing home the candidate is working in West Bengal. A candidate has to be an employee of West Bengal to be eligible to apply for Reciprocal Registration.

8) The Still Working Certificate (*in original*) must be in the official pad of the employer along with the employer's office seal & signature on it. The designation of the candidate i.e. *Staff Nurse* must be mentioned in it.

9) In case of non-availability of Still Working Certificate, a candidate may submit the *Pay Slip of the current/previous month* in the official pad of the employer along with the employer's office seal & signature on it. The designation of the candidate i.e. *Staff Nurse* must be mentioned in the pay slip.

10) *The Mark Sheet of Higher Secondary (10+2) examination.* A candidate of GNM course 10+2 with English and must have obtained a minimum of 40% at the qualifying examination and English individually for any recognized board. Candidates are also eligible from State Open School recognized by State Government and National Institute of Open School (NIOS) recognized by Central Government. However, Science is preferable. 10+2 with English having 40% of marks in Vocational Stream-Health care Science from a recognized CBSE board/Centre. Minimum age for admission will be 17 years. (as on 31st December of that year) The upper age limit is 35 yrs.

A candidate of B.Sc. (Nursing) course must ensure 10+2 class passed with Science (PCB) & English Core/English Elective with aggregate of 45% marks from recognized board under AISSCE/CBSE/ICSE/SSCE/HSCE or other equivalent Board. Students appearing in 10+2 examination in Science conducted by National Institute of Open School with 45% marks. The minimum age for admission shall be 17 years on 31st December of the year in which admission is sought.

11) It is to be noted that in case of **GNM** Candidates (Both General or Reserved category), apart from the stated criteria, must ensure **40% marks in English individually** as per the norm of INC. In case of **B.Sc.** candidates (Both General or Reserved Category) have to be **passed English individually**.

12) However, a relaxation of 5% marks (P,C,B,E) in total only may be allowed to the SC/ST/OBC/PWD candidates of B.Sc. course on submission of Caste Certificate. No relaxation of total marks will be entertained for the candidates of GNM course.

13) 3 / 3 ½ years course examination mark sheets for GNM candidates and 04(four) years mark sheets for B.Sc. (Nursing) candidates. In each course, a candidate must secure 50% marks separately in internal & external parts of theory & practical of each individual subject in every year. Mark sheets with combined marks will not be accepted.

14) Subject & marks criteria must obey the guidelines as set by Indian Nursing Council.

16) The candidates of GNM & B.Sc. (Nursing) course are only eligible to apply for Reciprocal registration.

18) The candidates also have to produce the original of all the above mentioned documents for verification.

19) Rs.2,030/-(Rupees Two thousand) only being the fee for Reciprocal Registration has to submitted via SBI Collect online. After successful payment of the fees, candidate has to be submit the challan details online by login in the portal.

User Operational Guide

Reciprocal Registration of West Bengal Nursing Council

Prepared for the West Bengal Nursing Council

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1. Introduction

1.1 Purpose of this manual

This manual is designed to provide you with an understanding of the role of Reciprocal Registration of West Bengal Nursing Council. The manual lists the various features and functions that are available whilst assisting you in carrying out each task with step by step instructions and guidance. Visual screens are captured to improve clarity and understanding of a function.

1.2 Who should use this manual

This manual is intended for

- ❖ Applicant (User)

1.3 Prerequisites

User should have a basic understanding of using a computer, keyboard and mouse. In addition, being able to understand basic functions of a web browser will be beneficial as well as elements such as pop-up windows. In some cases, more than one web page may be open; USER should have knowledge of using and navigating to a different 'Tab' when required. Many of the terms and functions however are common across the Software including buttons such as 'Add', 'Save', 'Update' and 'Show'.

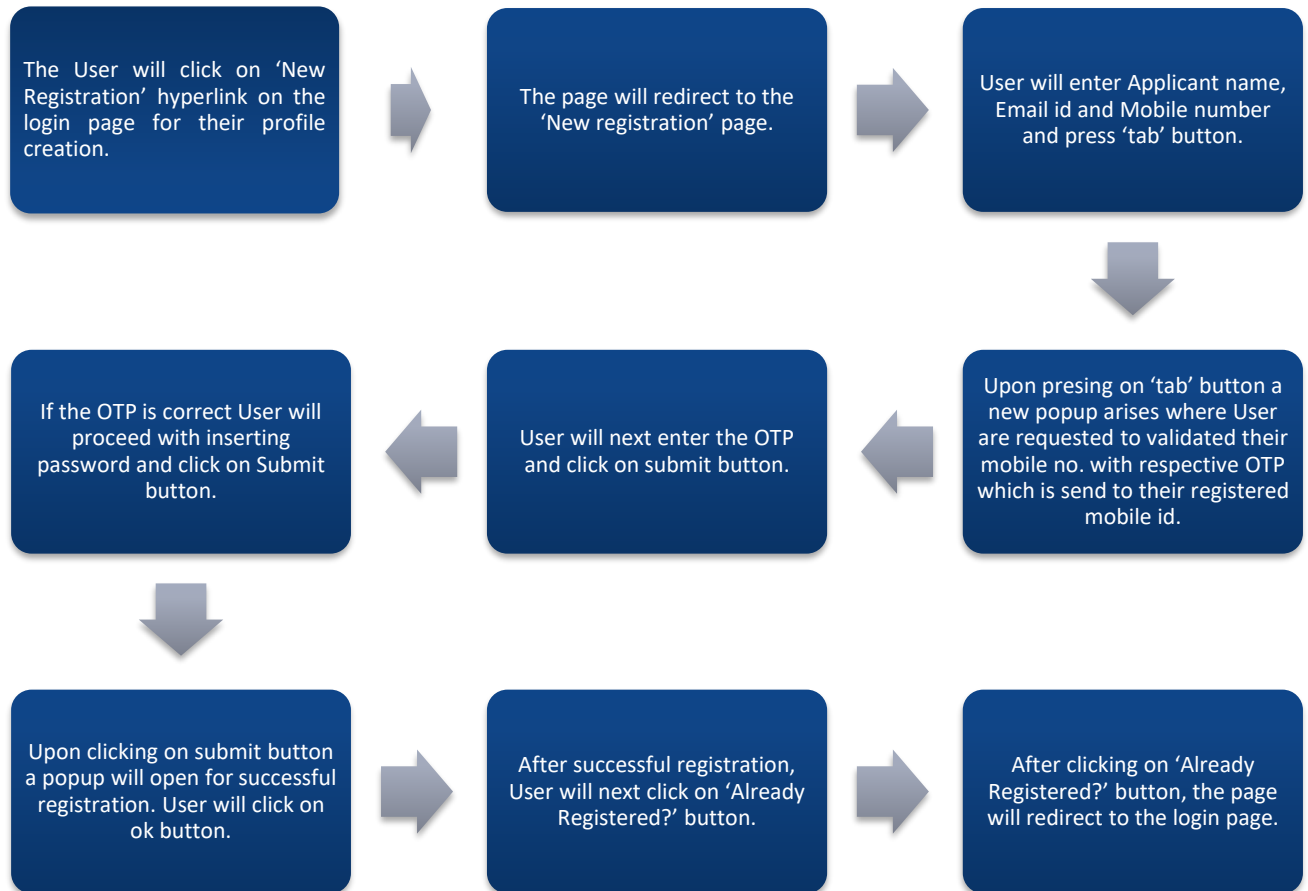
1.4 Structure of this manual

This manual will be organized in line with the Software menu screen and in the same hierarchical structure. Chapters within this manual are sequenced in the same order as the main menu headings and have the precise title names as the headings.

2. New Registration

User creates a new User profile for Reciprocal Registration of Nursing Council. Detailed information is elaborated in 2.2.

2.1 Process Flow



2.2 Detailed Steps

- ❖ The User will click on 'New Registration' hyperlink on the login page for their profile creation.
- ❖ The page will redirect to the 'New registration' page.
- ❖ User will enter Applicant name, Email id and Mobile number and press on 'tab' button.
- ❖ Upon pressing on 'tab' button a new popup arises where User are requested to validated their mobile no. with respective OTP which is send to their registered mobile id.
- ❖ User will next enter the OTP and click on submit button.
- ❖ If the OTP is correct User will proceed with inserting password and click on Submit button.
- ❖ Upon clicking on submit button a popup will open for successful registration. User will click on ok button.
- ❖ After successful registration, User will next click on 'Already Registered?' button.
- ❖ After clicking on 'Already Registered?' button, the page will redirect to the login page.

2.3 Screenshot Details

The User will click on 'New Registration' hyperlink on the login page for their profile creation.

West Bengal Nursing Council
Govt. of West Bengal

Mobile Number
Mobile Number

Password
Password

Enter Captcha
x3f4H

Sign in

Cancel New Registration? User Guide Forgot password?

Notice

IN HIGHER SECONDARY EXAMINATION, THE CANDIDATES FOR GNM COURSE, MUST ENSURE 40% MARKS (GENERAL & OBC) IN TOTAL WITH COMBINATION OF ENGLISH, A VERNACULAR SUBJECT AND THREE COMPULSORY SUBJECTS. FOR SC/ST CANDIDATES THERE WILL BE A RELAXATION OF 5% THE CANDIDATES FOR B.SC.(NURSING) COURSE, MUST ENSURE 45% MARKS(FOR GENERAL & OBC) WITH COMBINATION OF PHYSICS, CHEMISTRY, BIOLOGY & ENGLISH. FOR SC/ST CANDIDATES THERE WILL BE A RELAXATION OF 5%.

FOR GNM & B.SC. COURSE, EVERY CANDIDATE MUST ENSURE 38 OUT OF 75 IN THE EXTERNAL PART AND 13 OUT OF 25 IN THE INTERNAL PART OF THEORY SUBJECT AND 25 OUT OF 50 IN BOTH

The page will redirect to the 'New registration' page.

Applicant Registration

West Bengal Nursing Council, Govt. of West Bengal

More then one account cannot be created with the same e-mail address and phone num

Help ▾

Applicant Name *	Email Id *
<input type="text"/>	<input type="text"/>
Mobile Number *	New Password ⓘ *
<input type="text"/>	<input type="text"/>
Confirm Password *	
<input type="text"/>	

[Already Registered?](#)

West Bengal Nursing Council, Govt. of West Bengal Stage/172.16.10.244/Nursing

User will enter Applicant name, Email id and Mobile number and press on 'tab' button.

Applicant Name *	Email Id *
<input type="text" value="Swarup Das"/>	<input type="text" value="sd@test.com"/>
Mobile Number *	New Password ⓘ *
<input type="text" value="9876543210"/>	<input type="text"/>
Confirm Password *	
<input type="text"/>	

[Already Registered?](#)

Upon pressing on 'tab' button a new popup arises where User are requested to validated their mobile no. with respective OTP which is send to their registered mobile id.

The screenshot shows a registration page with a modal popup titled "Mobile Number Verification". The popup contains the text "Enter OTP : *" followed by an empty input field, a blue "Submit" button, and a blue "Resend OTP" button. The background registration form is dimmed and shows fields for "Mobile Number" (containing "9876543210"), "New Password", and "Confirm Password". At the bottom of the registration form are "Submit", "Reset", and "Already Registered?" buttons.

User will next enter the OTP and click on submit button.

This screenshot shows the same "Mobile Number Verification" popup. The input field now contains the number "7865". The "Submit" button is highlighted with a red rectangular border, indicating it is the next step for the user to click.

If the OTP is correct User will proceed with inserting password and click on Submit button.

Help ▾ More then one account cannot

Applicant Name * **Email Id ***

Mobile Number * **New Password ⓘ ***

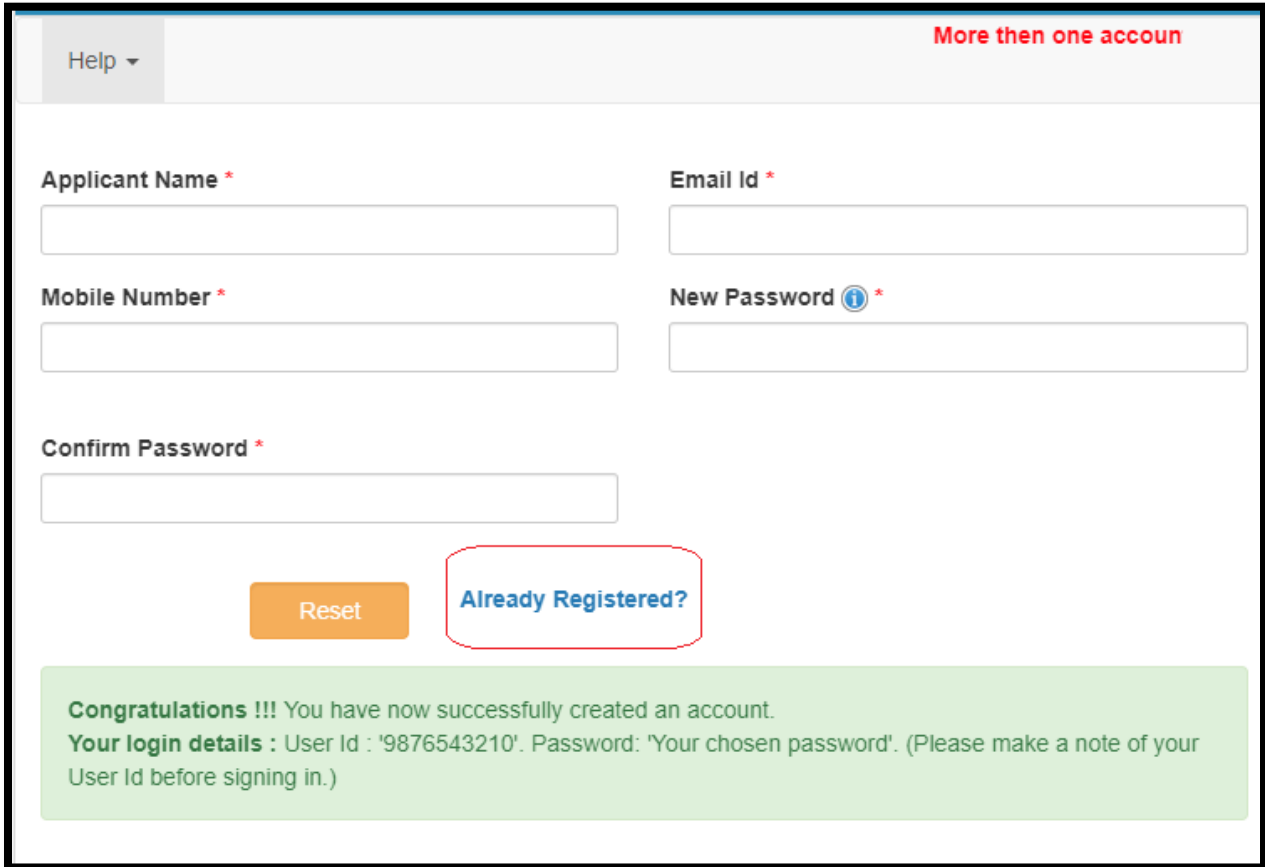
Confirm Password *

[Already Registered?](#)

Upon clicking on submit button a popup will open for successful registration. User will click on ok button.

164.164.119.144:8000 says
Welcome to WBNC. Your User Id :9876543210 And Password :
Test@123. Please Do Not Share This With Anyone.

After successful registration, User will next click on 'Already Registered?' button.



The screenshot shows a registration form with the following fields: Applicant Name *, Email Id *, Mobile Number *, and New Password *. There is also a Confirm Password * field. Below the fields are two buttons: 'Reset' and 'Already Registered?'. The 'Already Registered?' button is highlighted with a red border. At the top right, there is a link 'More then one account'. At the top left, there is a 'Help' dropdown menu.

Help ▾ More then one account

Applicant Name *

Email Id *

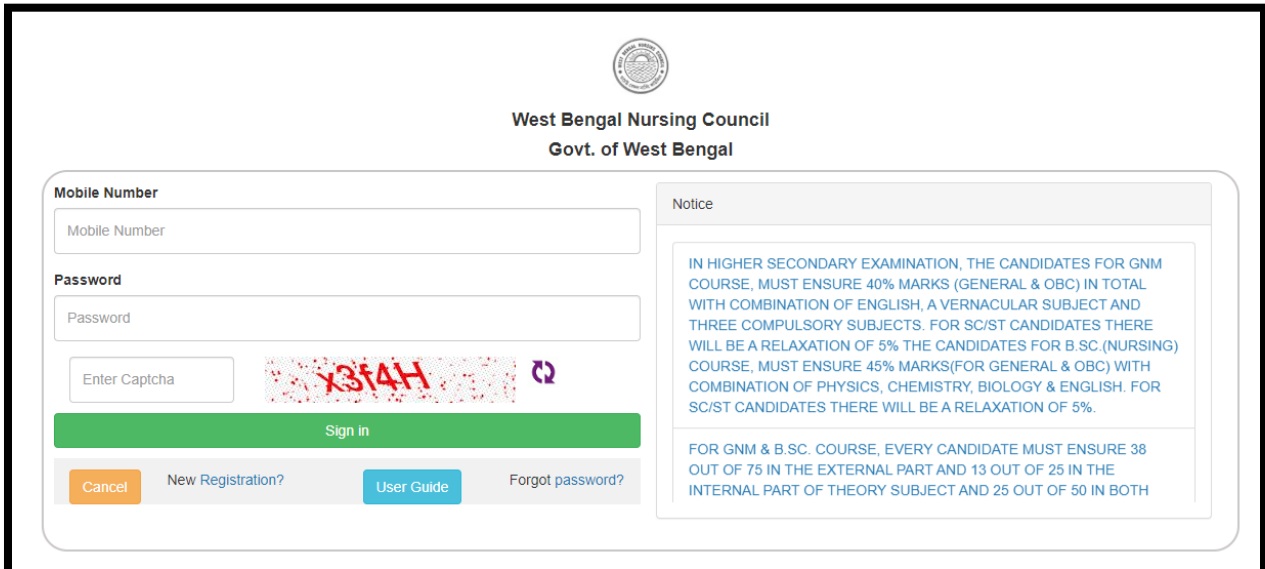
Mobile Number *

New Password ⓘ *


Confirm Password *

Congratulations !!! You have now successfully created an account.
Your login details : User Id : '9876543210'. Password: 'Your chosen password'. (Please make a note of your User Id before signing in.)

After clicking on 'Already Registered?' button, the page will redirect to the login page.




The screenshot shows the login page for the West Bengal Nursing Council. It features a logo at the top center, the text 'West Bengal Nursing Council Govt. of West Bengal', and a login form with fields for Mobile Number, Password, and a Captcha. There is a 'Sign in' button and a 'Notice' box on the right. At the bottom, there are links for 'Cancel', 'New Registration?', 'User Guide', and 'Forgot password?'.


West Bengal Nursing Council
Govt. of West Bengal

Mobile Number

Password

Enter Captcha 

[New Registration?](#) [Forgot password?](#)

Notice

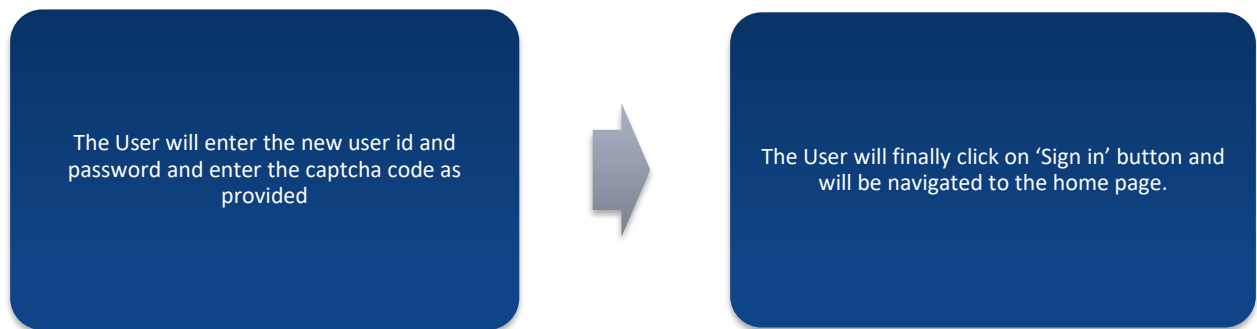
IN HIGHER SECONDARY EXAMINATION, THE CANDIDATES FOR GNM COURSE, MUST ENSURE 40% MARKS (GENERAL & OBC) IN TOTAL WITH COMBINATION OF ENGLISH, A VERNACULAR SUBJECT AND THREE COMPULSORY SUBJECTS. FOR SC/ST CANDIDATES THERE WILL BE A RELAXATION OF 5% THE CANDIDATES FOR B.SC.(NURSING) COURSE, MUST ENSURE 45% MARKS(FOR GENERAL & OBC) WITH COMBINATION OF PHYSICS, CHEMISTRY, BIOLOGY & ENGLISH. FOR SC/ST CANDIDATES THERE WILL BE A RELAXATION OF 5%.

FOR GNM & B.SC. COURSE, EVERY CANDIDATE MUST ENSURE 38 OUT OF 75 IN THE EXTERNAL PART AND 13 OUT OF 25 IN THE INTERNAL PART OF THEORY SUBJECT AND 25 OUT OF 50 IN BOTH

3. Login

After the User is redirected to the login page, User can login with new credentials. Detailed information is discussed in 3.2.

3.1 Process Flow



3.2 Detailed Steps

- ❖ The User will enter the new user id and password and enter the captcha code as provided
- ❖ The User will finally click on 'Sign in' button and will be navigated to the home page.

3.3 Screenshot Details

The User will enter the new user id and password and enter the captcha code as provided and will finally click on 'Sign in' button.

West Bengal Nursing Council
Govt. of West Bengal

Mobile Number
9876543210

Password
.....

6dwrw

Sign in

Cancel New Registration? User Guide Forgot password?

Notice

FOR GNM & B.SC. COURSE, EVERY CANDIDATE MUST ENSURE 38 OUT OF 75 IN THE EXTERNAL PART AND 13 OUT OF 25 IN THE INTERNAL PART OF THEORY SUBJECT AND 25 OUT OF 50 IN BOTH EXTERNAL & INTERNAL PART IN THE PRACTICAL SUBJECT. THIS IS APPLICABLE FOR THE ENTIRE GNM & B.SC.(NURSING) COURSE AS PER INC NORMS **New**

The User will be navigated to the home page.

West Bengal Nursing Council
Govt. of West Bengal

Home Download Change Password Help Log Out Welcome : Swarup Das

Application Details

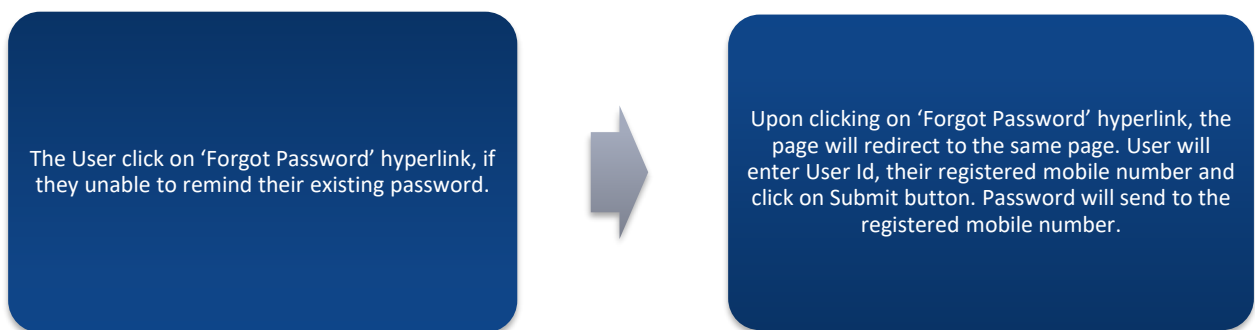
New Application

Sl No	Application No	Name	Course	Status	Action
-------	----------------	------	--------	--------	--------

4. Forgot Password?

This section of user manual describes how User retrieves their password, if they forget their password. Detailed information is discussed in 4.2.

4.1 Process Flow



4.2 Detailed Steps

- ❖ The User click on 'Forgot Password' hyperlink, if they unable to remind their existing password.
- ❖ Upon clicking on 'Forgot Password' hyperlink, the page will redirect to the same page. User will enter User Id, their registered mobile number and click on Submit button. Password will send to the registered mobile number.

4.3 Screenshot Details

The User click on 'Forgot Password' hyperlink, if they unable to remind their existing password.

West Bengal Nursing Council
Govt. of West Bengal

Mobile Number
Mobile Number

Password
Password

Enter Captcha
x3f4H

Sign in

Cancel New Registration? User Guide Forgot password?

Notice

IN HIGHER SECONDARY EXAMINATION, THE CANDIDATES FOR GNM COURSE, MUST ENSURE 40% MARKS (GENERAL & OBC) IN TOTAL WITH COMBINATION OF ENGLISH, A VERNACULAR SUBJECT AND THREE COMPULSORY SUBJECTS. FOR SC/ST CANDIDATES THERE WILL BE A RELAXATION OF 5% THE CANDIDATES FOR B.SC.(NURSING) COURSE, MUST ENSURE 45% MARKS(FOR GENERAL & OBC) WITH COMBINATION OF PHYSICS, CHEMISTRY, BIOLOGY & ENGLISH. FOR SC/ST CANDIDATES THERE WILL BE A RELAXATION OF 5%.

FOR GNM & B.SC. COURSE, EVERY CANDIDATE MUST ENSURE 38 OUT OF 75 IN THE EXTERNAL PART AND 13 OUT OF 25 IN THE INTERNAL PART OF THEORY SUBJECT AND 25 OUT OF 50 IN BOTH

Upon clicking on 'Forgot Password' hyperlink, the page will redirect to the same page. User will enter User Id, their registered mobile number and click on Submit button. Password will send to the registered mobile number.

West Bengal Nursing Council, Govt. of West Bengal

Enter User Id

Enter Registered Mobile Number

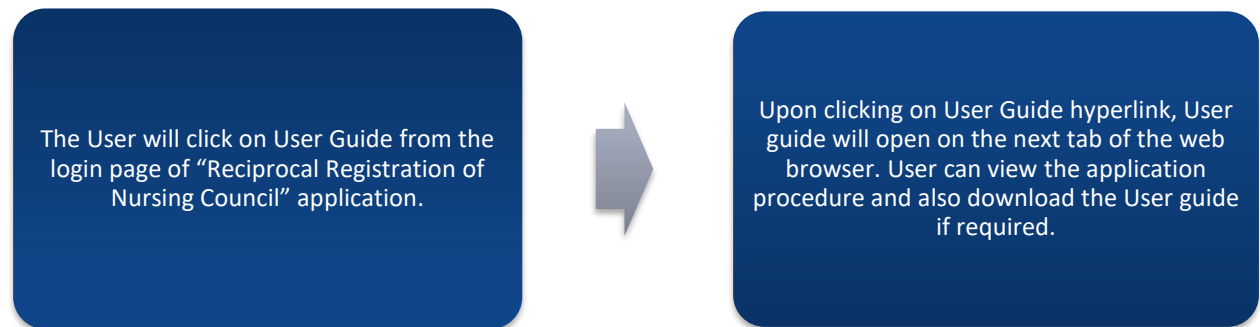
Submit

Go back to login page

5. User Guide

This section of the User manual describes how an Applicant will be able to know about this application procedure, they need to view the User Manual. Detailed information is discussed in 5.2.

5.1 Process Flow

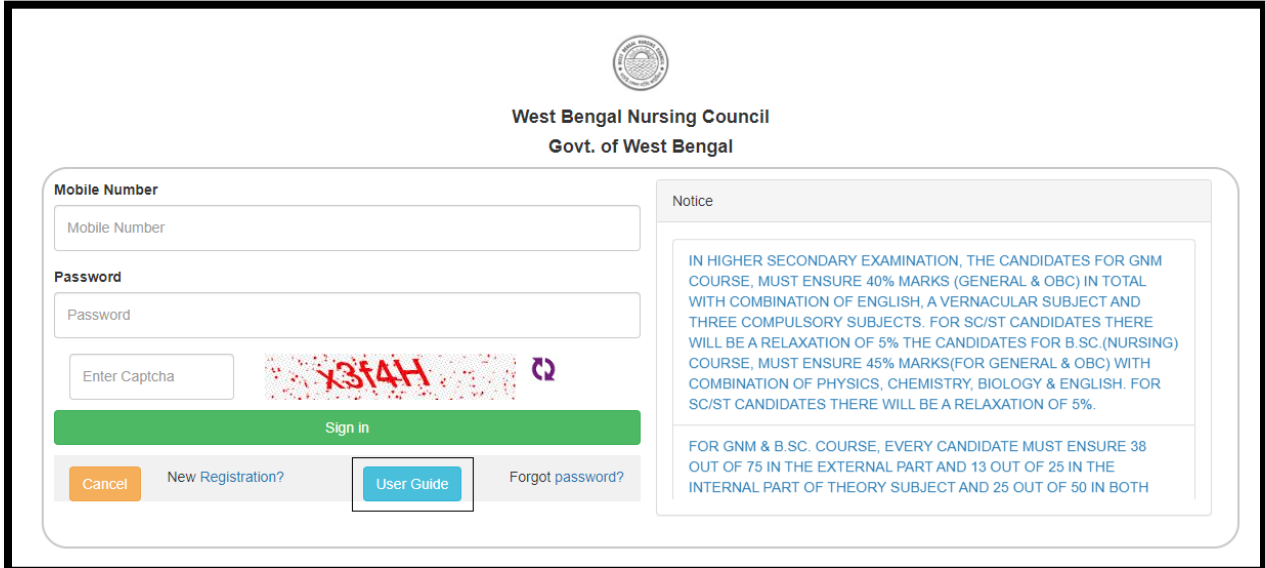


5.2 Detailed Steps

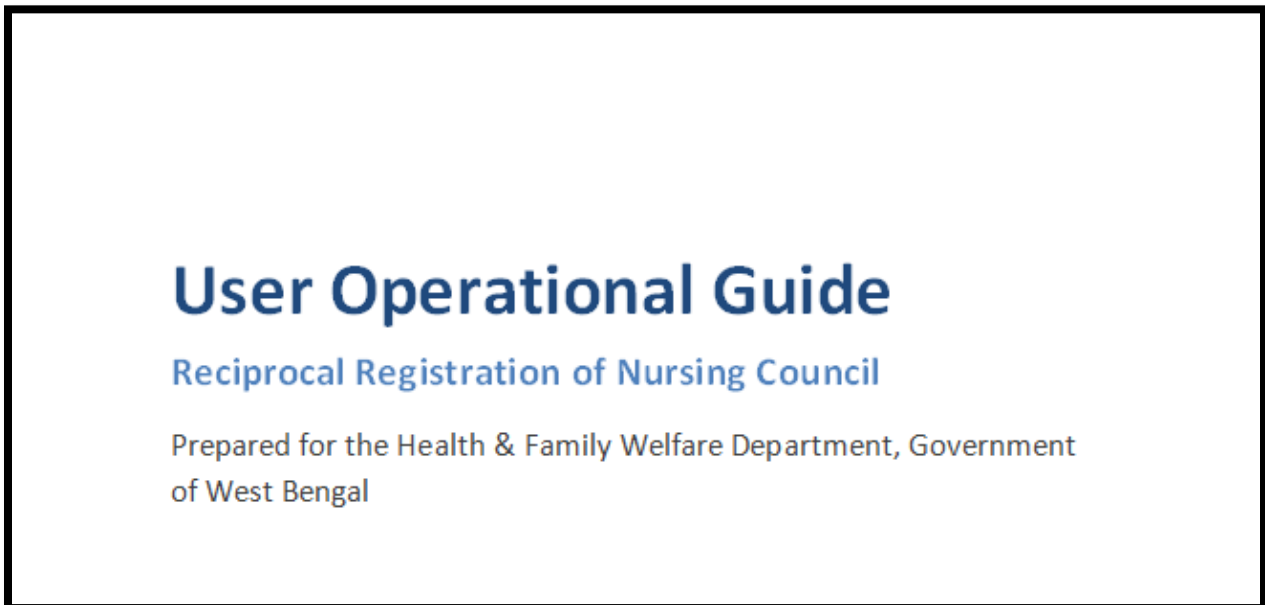
- ❖ The User will click on User Guide from the login page of “Reciprocal Registration of Nursing Council” application.
- ❖ Upon clicking on User Guide hyperlink, User guide will open on the next tab of the web browser. User can view the application procedure and also download the User guide if required.

5.3 Screenshot Details

The User will click on User Guide from the login page of “Reciprocal Registration of Nursing Council” application.



Upon clicking on User Guide hyperlink, User guide will open on the next tab of the web browser. User can view the application procedure and also download the User guide if required. .



6. New Application

After login User will click on New Application for applying Reciprocal Registration. Detailed information is discussed in 6.2.

6.1 Process Flow

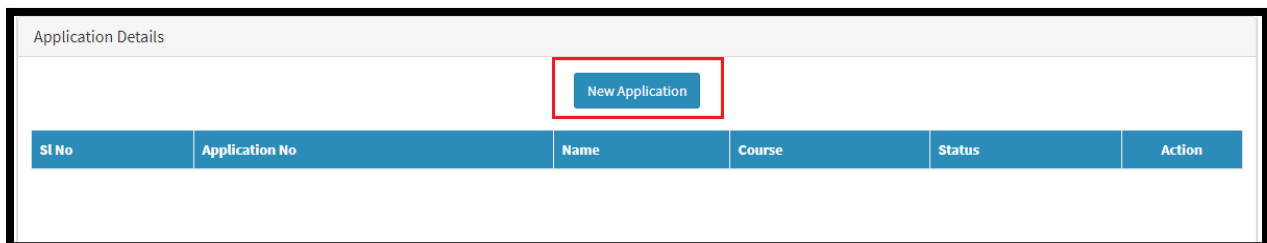


6.2 Detailed Steps

- ❖ The User will click on 'New Application' button in the home page for applying Reciprocal Registration.
- ❖ The page will redirect to the 'New Application' page.
- ❖ During filling 'New application', User will first fill up Basic Details. In Basic details User will start with Personal Details with the following Application Number (Auto Populated), Application Date (Auto Populated), Applicant Name (Auto Populated), Marital Status, Date of Birth, Birth Place, Nationality, Father Name and Caste.
- ❖ User will next fill in the address of them. If the Permanent and present address are same User will select the checkbox same as Permanent address which populates the present address from permanent address.
- ❖ After that User will fill in Diploma / Degree. User will select required courses.
- ❖ After selecting courses User will fill in course category and its duration.
- ❖ User will next fill in Previous Council registration information and proceed to next section.
- ❖ User will next fill in Employee details, School name, College name, Training details, Training duration. After that User will upload image & signature and clicks on Submit button to save the applicants basic details.
- ❖ User will click on next button after submitting basic details.
- ❖ Upon clicking on next button page redirects to the 'Subject Details'.
- ❖ User will first select Semester and its all subjects. Then they enter internal and external marks of that selected subject and click on add button to add these subject details.
- ❖ In the same procedure User will add all the subject of that semester including their marks.
- ❖ User will click on next button after submitting all the subject details.
- ❖ User redirected to the final submit page after clicking on next button.
- ❖ User will select declaration and click on Final submit. After final submit applicant will unable to modify the application. Upon clicking on final submit User alerted with a popup message. User will click on ok button.
- ❖ Upon clicking on ok button another popup message arises that application submitted successfully. User will click on Ok button.
- ❖ The page redirected to the home page along with the status submitted..

6.3 Screenshot Details

The User will click on 'New Application' button in the home page for applying Reciprocal Registration.



The page will redirect to the 'New Application' page.

Basic Details | Subject Details | Final Submit

Personal Details:

Application Number:	Application Date :	Applicant Name:
<input type="text"/>	<input type="text" value="03-Feb-2020"/>	<input type="text" value="Swarup Das"/>
Marital Status:	Date of Birth:	Birth Place:
<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>
Nationality:	Father Name:	Caste:
<input type="text"/>	<input type="text"/>	<input type="text" value="--Select--"/>

Permanent Address:

Address:	Post Office:
<input type="text"/>	<input type="text"/>
Police Station:	State:
<input type="text"/>	<input type="text" value="--Select--"/>
District:	PIN:
<input type="text" value="--Select--"/>	<input type="text"/>

Present Address:

During filling 'New application', User will first fill up Basic Details. In Basic details User will start with Personal Details with the following Application Number (Auto Populated), Application Date (Auto Populated), Applicant Name (Auto Populated), Marital Status, Date of Birth, Birth Place, Nationality, Father Name and Caste.

Basic Details | Subject Details | Final Submit

Personal Details:

Application Number:	Application Date :	Applicant Name:
<input type="text"/>	<input type="text" value="03-Feb-2020"/>	<input type="text" value="Swarup Das"/>
Marital Status:	Date of Birth:	Birth Place:
<input type="text" value="Married"/>	<input type="text" value="01-Jan-1990"/>	<input type="text" value="Kolkata"/>
Nationality:	Father Name:	Caste:
<input type="text" value="Indian"/>	<input type="text" value="Ram Das"/>	<input type="text" value="SC"/>

Permanent Address:

Address:	Post Office:
<input type="text"/>	<input type="text"/>
Police Station:	State:
<input type="text"/>	<input type="text" value="--Select--"/>
District:	PIN:
<input type="text" value="--Select--"/>	<input type="text"/>

Present Address:

User will next fill in the address of them. If the Permanent and present address are same User will selects the checkbox same as Permanent address which populates the present address from permanent address.

Permanent Address:	
Address: 12, Test Road	Post Office: PO
Police Station: PS	State: West Bengal - 19
District: KOLKATA - 17	PIN: 700001

Present Address:	
<input checked="" type="checkbox"/> Same as Permanent Address.	
Address: 12, Test Road	Post Office: PO
Police Station: PS	State: West Bengal - 19
District: KOLKATA - 17	PIN: 700001

After that User will fill in Diploma / Degree. User will select required courses.

DIPLOMA/DEGREE:	
Course:	
--Select--	
--Select--	
GENERAL NURSING MIDWIFERY (3 YEARS 6 MONTHS) - C000000001	
B.Sc. Nursing - C0000000023	
GENERAL NURSING MIDWIFERY (3 YEARS) - C0000000024	
ANM(R) NUHM (18 months & 6 months internship) - C0000000028	
BRIDGE PROGRAMME CERTIFICATE ON COMMUNITY HEALTH FOR NURSES - C0000000029	



After selecting courses User will fill in course category and its duration.

DIPLOMA/DEGREE:	
Course: GENERAL NURSING MIDWIFERY (3 YEARS 6 MONTHS) - C000000001	
Course Category: Diploma - C01	Trained At: CNMCH
Obtained From: Kolkata	Obtained Date : 25-Dec-2019

User will next fill in Previous Council registration information and proceed to next section.

Previous Council Registration Information	
Council Name:	WEST BENGAL NURSING COUNCIL - N0001
Registration No:	REG32456
Registration Date:	26-Dec-2019
State Name:	West Bengal - 19
Higher Secondary Examination Marks in Percentage:	75

User will next fill in Employee details, School name, College name, Training details, Training duration. After that User will upload image & signature and clicks on Submit button to save the applicants basic details.

Where Employed:	Yes	School Name:	--Select--
College Name:	Govt. College of Nursing, S.S.K.M. Hospital, Kolkata - NC001	Training Years :	1
Training Months :	0	Training From Date :	01-Jan-2018
Training To Date :	31-Dec-2019	Nurse Image Upload :	Choose File 11.jpg
Nurse Image Upload		Nurse Signature Upload :	Choose File s7.jpg
			
Submit			

User will click on next button after submitting basic details.

Submit
Previous Next

Upon clicking on next button page redirects to the 'Subject Details'.

The screenshot shows the 'Subject Details' form with the following fields:

- Semester:** --Select--
- Subject Name:** --Select--
- Full Marks:** [Empty input field]
- Obtain Marks(Internal):** [Empty input field]
- Obtain Marks(External):** [Empty input field]

An **ADD** button is located below the input fields. Below the form is a table with the following structure:

Sl No.	Semester Name	Subject Name	Full Marks	Obtain Marks (Internal)	Obtain Marks (External)
--------	---------------	--------------	------------	-------------------------	-------------------------

A **Submit** button is located at the bottom of the form.

User will first select Semester and its all subjects. Then they enter internal and external marks of that selected subject and click on add button to add these subject details.

The screenshot shows the 'Subject Details' form with the following data entered:

- Semester:** (6 Months Course) - E28
- Subject Name:** Paper - I : Foundation of Community Health - S0059
- Full Marks:** 100
- Obtain Marks(Internal):** 25 (Note: Marks between 15 and 30)
- Obtain Marks(External):** 65 (Note: Marks between 35 and 70)

The **ADD** button is highlighted with a red box. Below the form is a table with the following structure:

Sl No.	Semester Name	Subject Name	Full Marks	Obtain Marks (Internal)	Obtain Marks (External)
--------	---------------	--------------	------------	-------------------------	-------------------------

A **Submit** button is located at the bottom of the form.

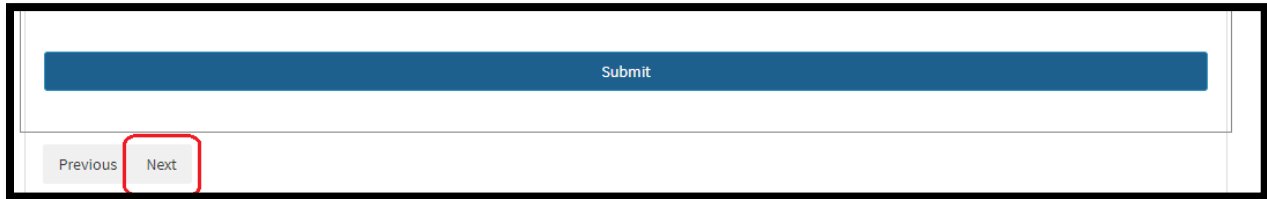
In the same procedure User will add all the subject of that semester including their marks. Note that without entering all the subject of that semester User cannot proceed to the next step.

The screenshot shows the 'Subject Details' form with a table containing three rows of subject data:

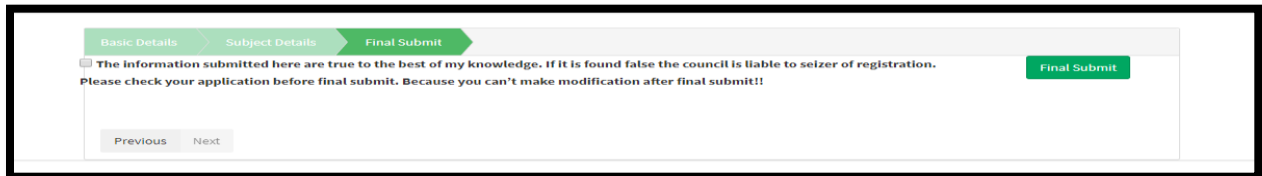
Sl No.	Semester Name	Subject Name	Full Marks	Obtain Marks (Internal)	Obtain Marks (External)	
1	(6 Months Course) - E28	Paper - I : Foundation of Community Health - S0059	100	25	65	Remove
2	(6 Months Course) - E28	Paper - II : Primary Health Care In Common Condition - S0060	100	28	65	Remove
3	(6 Months Course) - E28	Practical - I : Public Health and Primary Care Skills - S0061	100	25	68	Remove

The **Submit** button is highlighted with a red box.

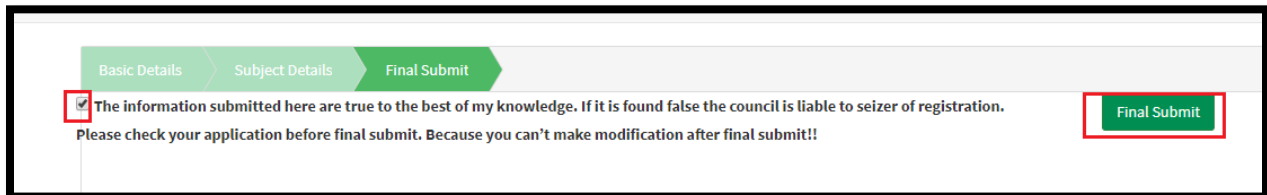
User will click on next button after submitting all the subject details.



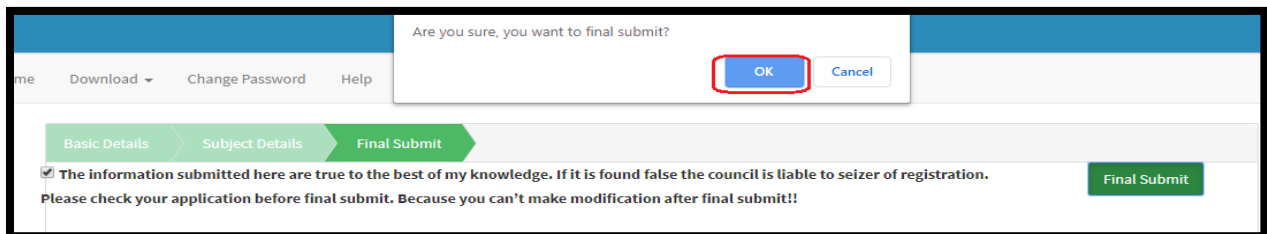
User redirected to the final submit page after clicking on next button.



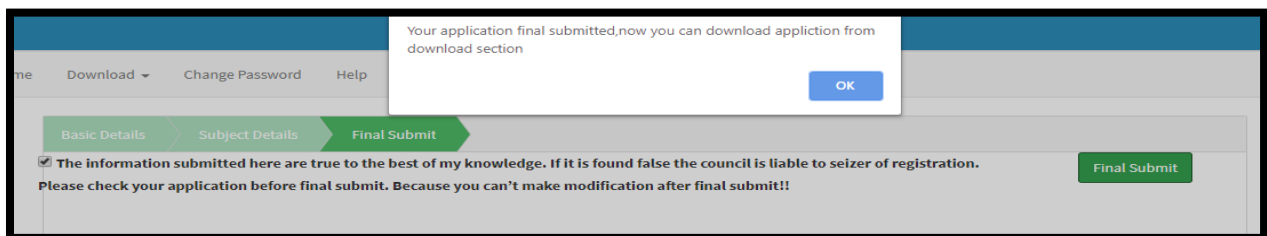
User will select declaration and click on Final submit. After final submit applicant will unable to modify the application.



Upon clicking on final submit User alerted with a popup message. User will click on ok button.



Upon clicking on ok button another popup message arises that application submitted successfully. User will click on Ok button.



The page redirected to the home page along with the status submitted.

A screenshot of the 'Application Details' page. It shows a table with the following data:

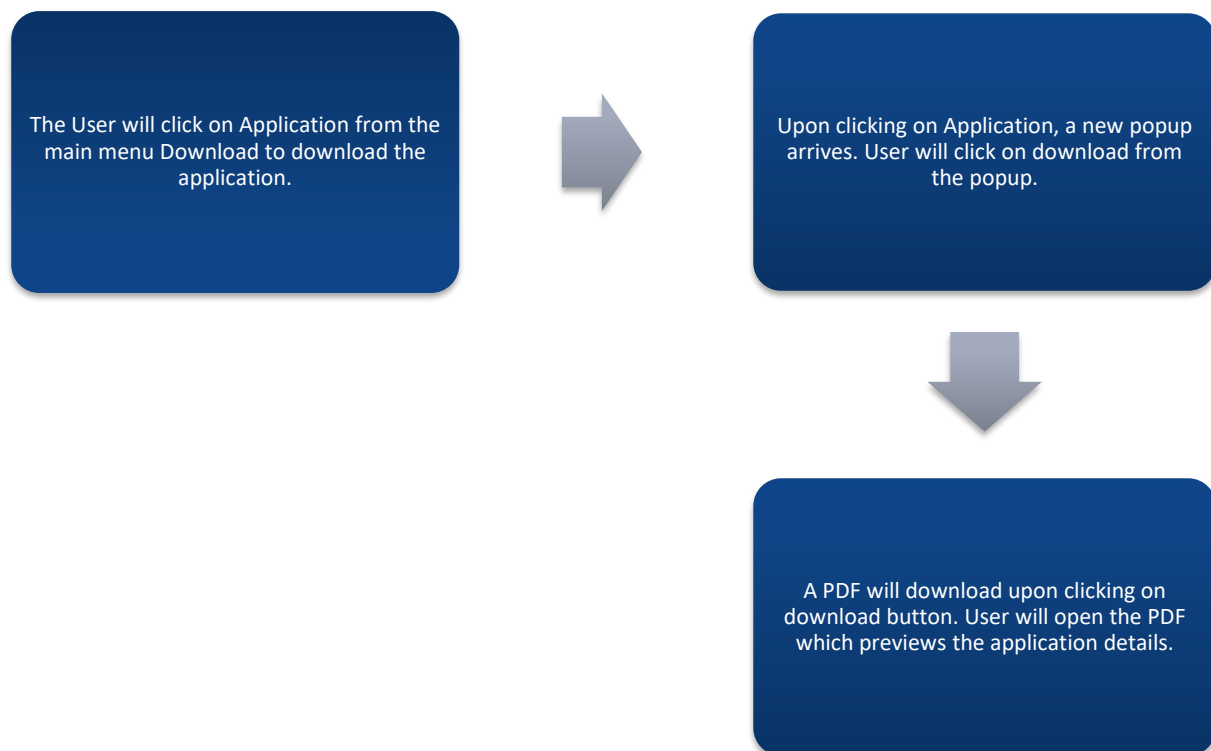
Sl No	Application No	Name	Course	Status	Action
1	AR00000000000000000001	Swarup Das	BRIDGE PROGRAMME CERTIFICATE ON COMMUNITY HEALTH FOR NURSES	Submitted	

7. Download

7.1 Application

After the application, User can download the application. Detailed information is discussed in 7.1.2.

7.1.1 Process Flow

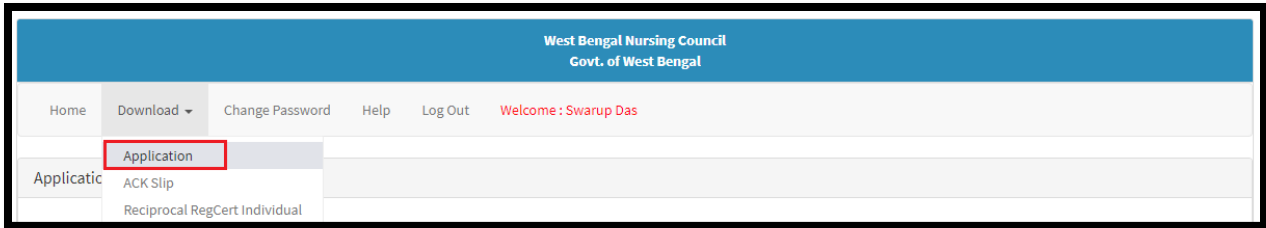


7.1.2 Detailed Steps

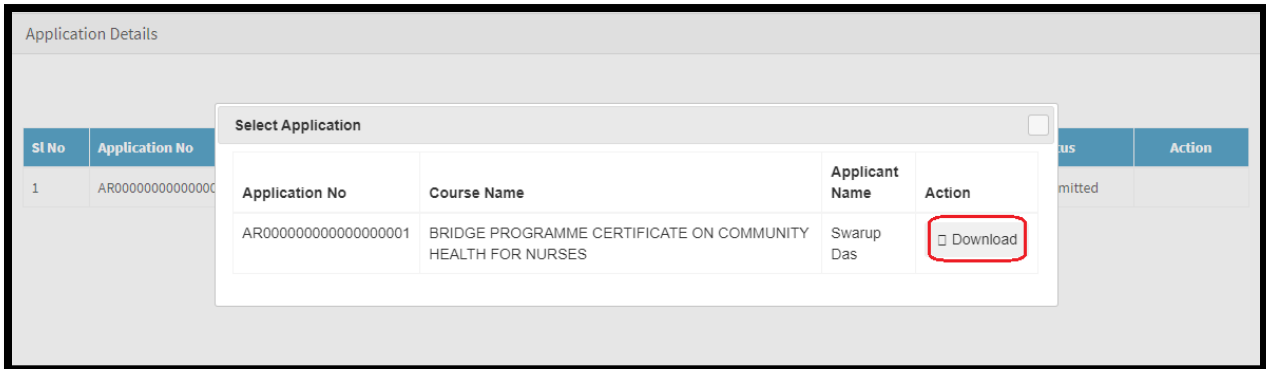
- ❖ The User will click on Application from the main menu Download to download the application.
- ❖ Upon clicking on Application, a new popup arrives. User will click on download from the popup.
- ❖ A PDF will download upon clicking on download button. User will open the PDF which previews the application details.

7.1.3 Screenshot Details

The User will click on Application from the main menu Download to download the application.





Upon clicking on Application, a new popup arrives. User will click on download from the popup.



A PDF will download upon clicking on download button. User will open the PDF which previews the application details.

Government of West Bengal
 Purta Bhawan, D.F. Block, Sector-1, 3rd floor, Room No. 302, Salt Lake, Kol.91

Online Application of Reciprocal Registration

Basic Details

Application Number: AR000000000000000001 **Application Date:** 03-Feb-2020
Applicant Name: Swarup Das **Marital Status:** Married
Date of Birth: 01-Jan-1990 **Birth Place:** Kolkata
Nationality: Indian **Father Name:** Ram Das
Caste: SC **H.S. Marks(%):** 75.00

Permanent Address

Address: 12, Test Road **Post Office:** PO
Police Station: PS **State:** West Bengal
District: KOLKATA **Pin:** 700001

Present Address

Address: 12, Test Road **Post Office:** PO
Police Station: PS **State:** West Bengal
District: KOLKATA **Pin:** 700001

Diploma/Degree


Course: BRIDGE PROGRAMME CERTIFICATE ON COMMUNITY HEALTH FOR NURSES **Course Category:** Certificate
Trained At: CNMCH **Obtained From:** Kolkata
Obtained Date: 25-Dec-2019 **Download Time:** 03-Feb-2020 17:31:01 Hrs

Previous Council Registration Information

Council Name: WEST BENGAL NURSING COUNCIL **Registration No.:** REG32456
Registration Date: 26-Dec-2019 **State Name:** West Bengal
Where Employed: Yes **School Name:**
College Name: Govt. College of Nursing, S.S.K.M. Hospital, Kolkata **Training Years :** 1
Training Months : 0 **Training From Date :** 01-Jan-2018
Training To Date : 31-Dec-2019 **Application Status :** Submitted

Subject Details

Sl.No	Subject Description	Internal Full Marks	Internal Obtain Marks	External Full Marks	External Obtain Marks
1	Paper - I : Foundation of Community Health - 50059	30	25	70	65
2	Paper - II : Primary Health Care In Common Condition - 50060	30	28	70	65
3	Practical - I : Public Health and Primary Care Skills - 50061	30	25	70	68

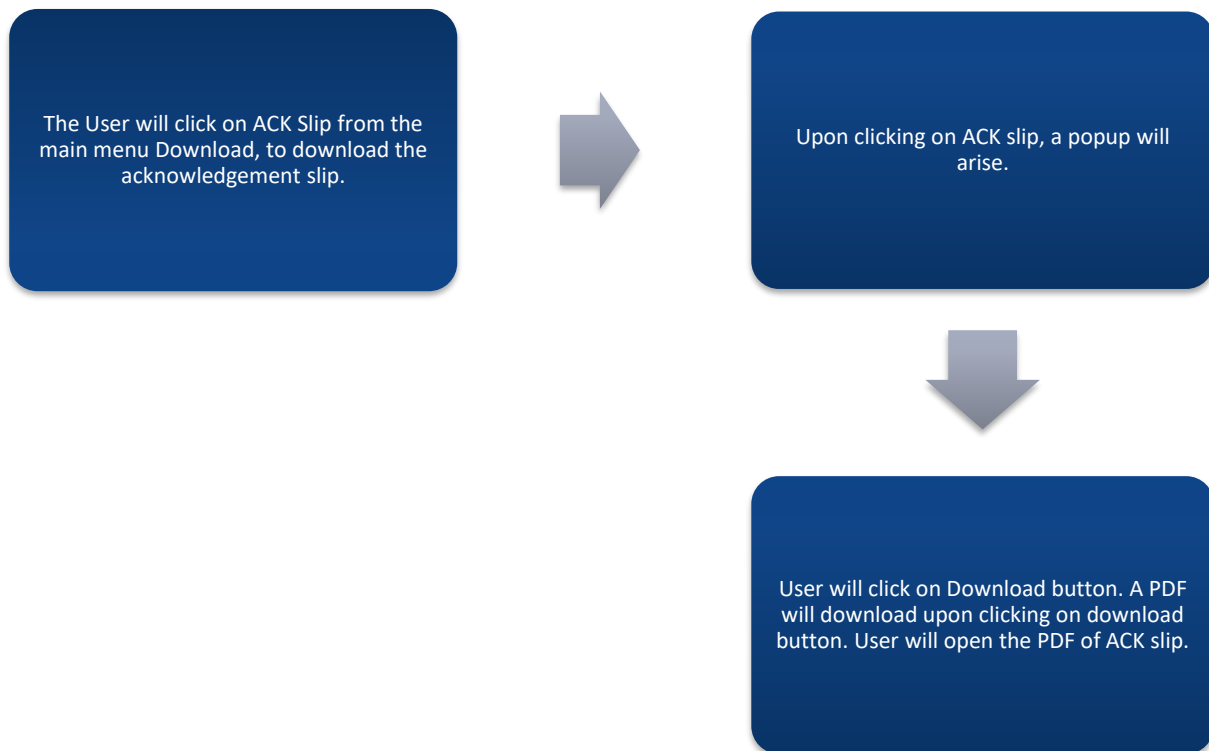
Signature : 

Page 1 of 2

7.2 ACK Slip

After the application is received by Administrator, User can download the acknowledgement slip. Detailed information is discussed in 7.2.2.

7.2.1 Process Flow





7.2.2 Detailed Steps


- ❖ The User will click on ACK Slip from the main menu Download, to download the acknowledgement slip.
- ❖ Upon clicking on ACK slip, a popup will arise.
- ❖ User will click on Download button. A PDF will download upon clicking on download button. User will open the PDF of ACK slip..

A PDF will download upon clicking on download button. User will open the PDF of ACK slip.

Government of West Bengal
Purta Bhawan, D.F. Block, Sector-1, 3rd floor, Room No. 302, Salt Lake, Kol. 91

ACKNOWLEDGEMENT RECEIPT





Application Number:	AR00000000000000000001	Application Date:	03-Feb-2020
Applicant Name:	Swarup Das	Father's Name:	Ram Das
Current Council Name:	WEST BENGAL NURSING COUNCIL		

Date and Time of visiting in the Council

Date:	The candidate should visit the Council within 01(one) month from 08-Feb-2020		
Application Status :	Scheduled	Download Time:	03-Feb-2020 17:58:21 Hrs

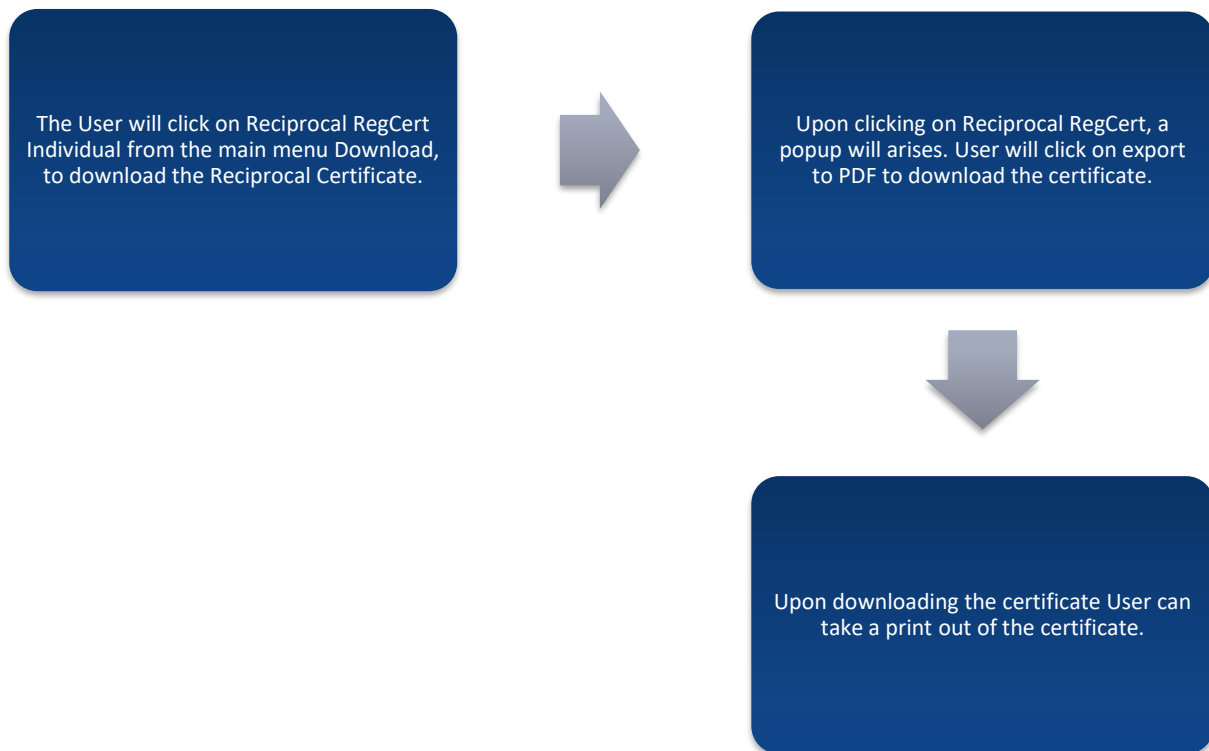
Signature of the Dealing Clerk

Acknowledgement Receipt

7.3 Reciprocal RegCert Individual

After admin approve and generates Reciprocal Certificate, User can download the certificate. Detailed information is discussed in 7.3.2.

7.3.1 Process Flow



7.3.2 Detailed Steps

- ❖ The User will click on Reciprocal RegCert Individual from the main menu Download, to download the Reciprocal Certificate.
- ❖ Upon clicking on Reciprocal RegCert, a popup will arise. User will click on export to PDF to download the certificate.
- ❖ Upon downloading the certificate User can take a printout of the certificate.

7.3.3 Screenshot Details

The User will click on Reciprocal RegCert Individual from the main menu Download, to download the Reciprocal Certificate.



Upon clicking on Reciprocal RegCert, a popup will arise. User will click on export to pdf to download the certificate.



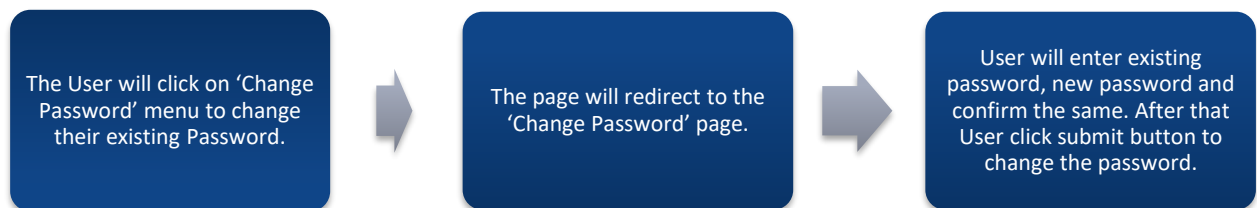
Upon downloading the certificate User can take a print out of the certificate.



8. Change Password

This section of user manual describes how User changes their existing password. Detailed information is discussed in 8.2.

8.1 Process Flow



8.2 Detailed Steps

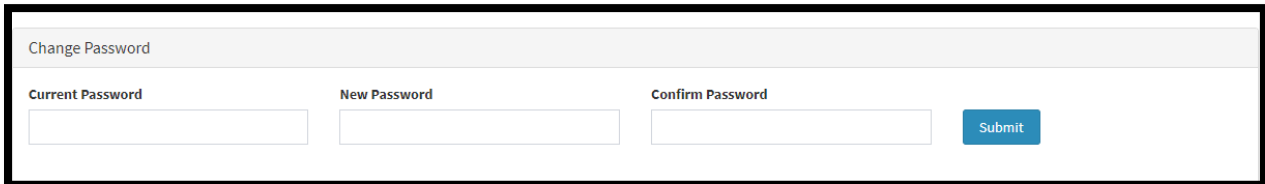
- ❖ The User will click on 'Change Password' menu to change their existing Password.
- ❖ The page will redirect to the 'Change Password' page.
- ❖ User will enter existing password, new password and confirm the same. After that User click submit button to change the password.

8.3 Screenshot Details

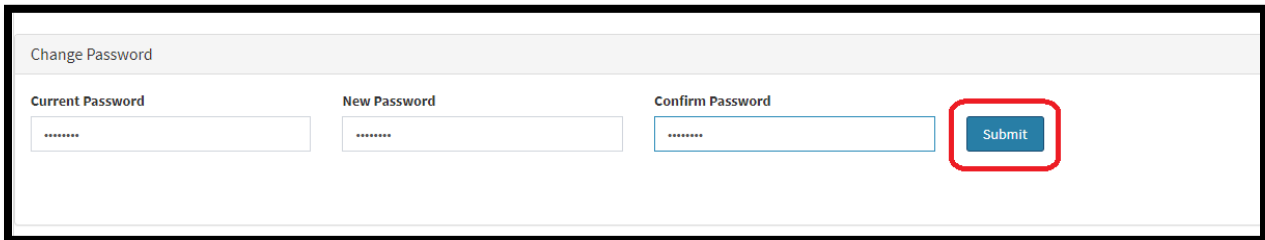
The User will click on 'Change Password' menu to change their existing Password.



The page will redirect to the 'Change Password' page.



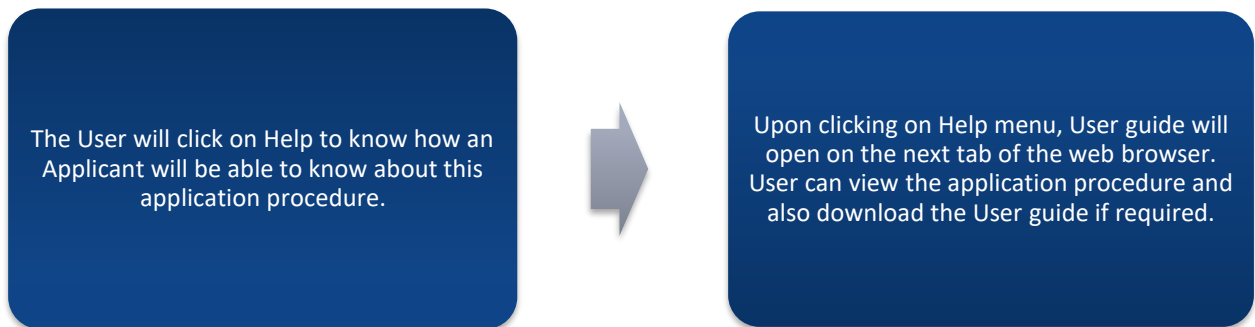
User will enter existing password, new password and confirm the same. After that User click submit button to change the password.



9. Help

This section of the User manual describes how an Applicant will be able to know about this application procedure, they need to view the User Manual. Detailed information is discussed in 9.2.

9.1 Process Flow

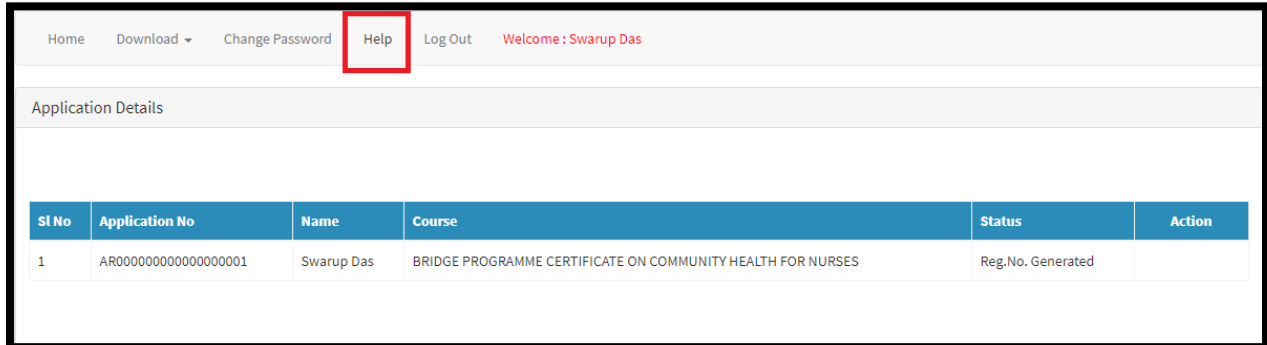


9.2 Detailed Steps

- ❖ The User will click on Help to know how an Applicant will be able to know about this application procedure.
- ❖ Upon clicking on Help menu, User guide will open on the next tab of the web browser. User can view the application procedure and also download the User guide if required.

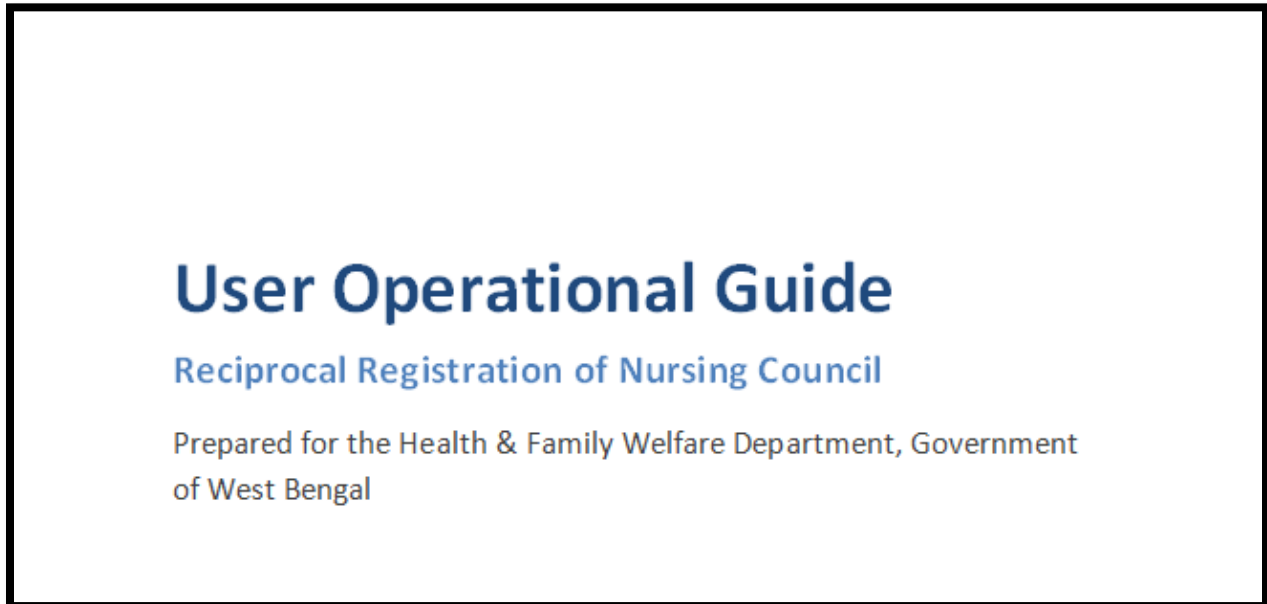
9.3 Screenshot Details

The User will click on Help to know how an Applicant will be able to know about this application procedure.



Home	Download ▾	Change Password	Help	Log Out	Welcome : Swarup Das
Application Details					
Sl No	Application No	Name	Course	Status	Action
1	AR00000000000000000001	Swarup Das	BRIDGE PROGRAMME CERTIFICATE ON COMMUNITY HEALTH FOR NURSES	Reg.No. Generated	

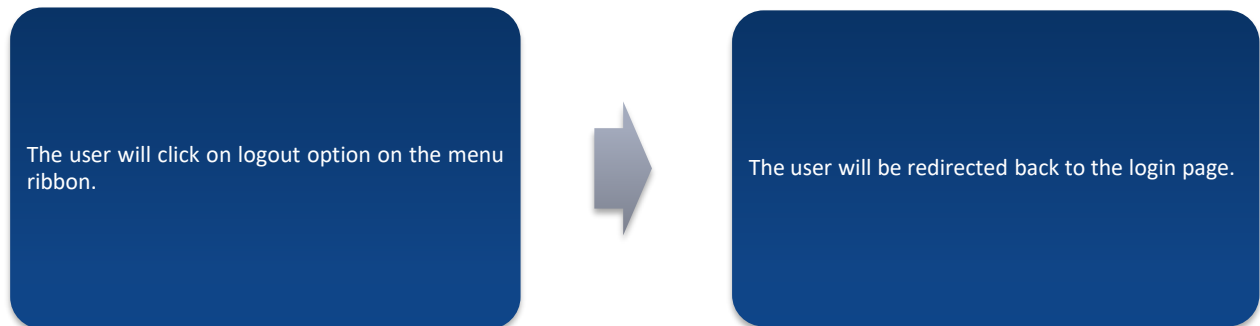
Upon clicking on Help menu, User guide will open on the next tab of the web browser. User can view the application procedure and also download the User guide if required. .



10. Logout

The User may logout whenever he/she wants. The user will click on logout option on the menu ribbon. The user will be redirected back to the login page.

10.1 Process Flow

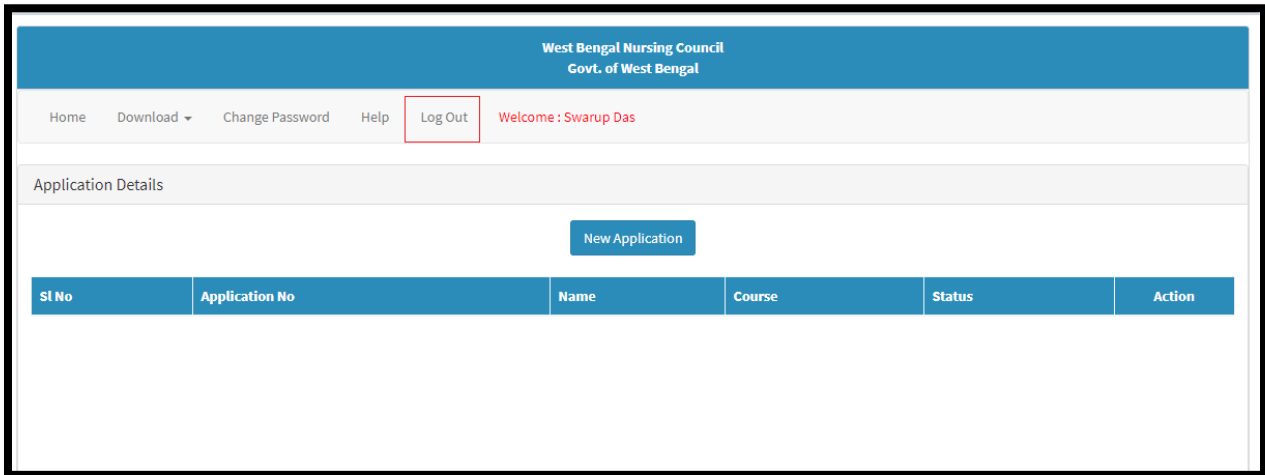


10.2 Detailed Steps

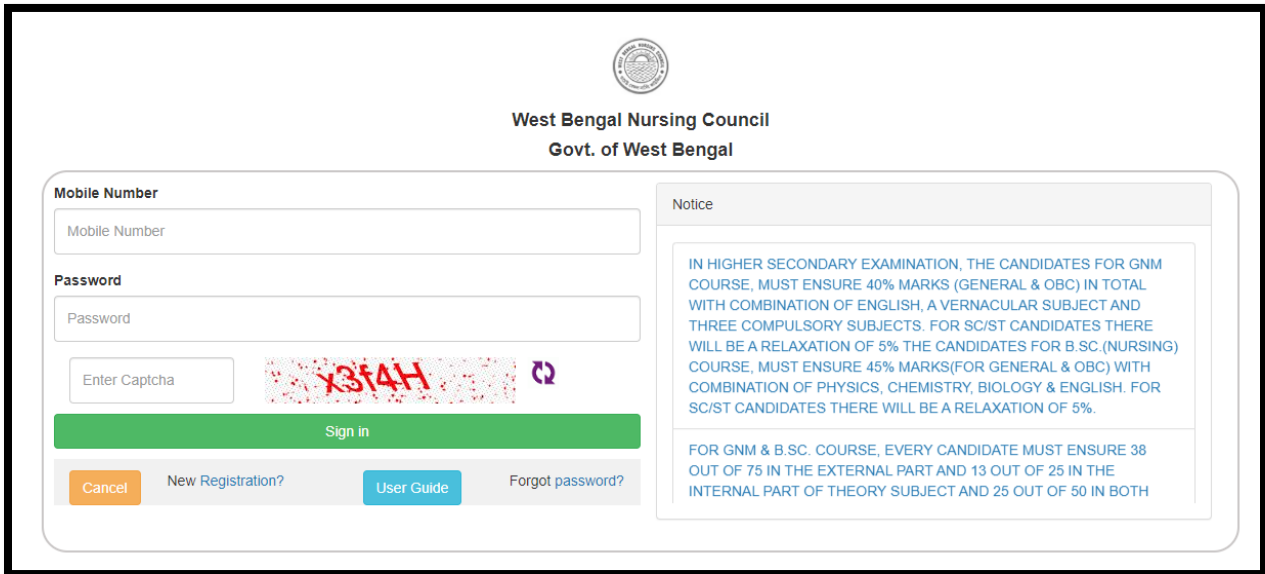
- ❖ The user will click on logout option on the menu ribbon.
- ❖ The user will be redirected back to the login page.

10.3 Screenshot Details

The user will click on logout option on the menu ribbon.



The user will be redirected back to the login page.



HELP DESK

If any problem arises during online application of Reciprocal Registration, Please email us to wbncreciprocal@gmail.com.