DR. N.T.R UNIVERSITY OF HEALTH SCIENCES

Government Of Andhra Pradesh

User Manual

For

Dr. NTR UHS – PG MEDICAL DEGREE– 2026-2027

Management Quota

Prepared By

Contents

1 INTRODUCTION 4
1.1 ABOUT Dr. YSR UHS 4
1.2 OBJECTIVES 4
1.3 SCOPE 4
2 SOFTWARE AND TECHNOLOGIES 4
3 PROCESS FLOW 5
3.1 Registration 6
Figure 3: Registration – Get NEET details 6
3.2 Login 8
3.3 Application Submission 8
3.3 Know your Payment Status 18
3.4 Print Provisional Application 19
3.5 Know your Application Status 21

Tables

Table 1: Software and Technologies 4

Figures

Figure 1: Home Page 5
Figure 2: Registration - Link 6
Figure 3: Registration – Get NEET details 6
Figure 4: Registration - OTP 7
Figure 5: Registration – Registration ID (User ID) Generation 7
Figure 6: Login Page – Link 8
Figure 7: Login Page – Login 8
Figure 8: Application Submission – Link 8
Figure 9: Application Submission – Tabs 9
Figure 10: Application Submission – Personal Details 10
Figure 11: Application Submission – Fee Payment 11
Figure 12: Application Submission – Payment Success 11
Figure 13: Application Submission – AU/SVU Educational Region 12
Figure 14: Application Submission – OU Educational Region 12
Figure 15: Application Submission – OU Region - Migrated from TG to AP 13
Figure 16: Application Submission – Other Region Migrated – Final Region 13
Figure 17: Application Submission – SWI – Educational Region 14
Figure 18: Application Submission – Uploads 15
Figure 19: Application Submission – Preview Application Link 16
Figure 20: Application Submission – Preview and Submit 17
Figure 21: Application Submission – Submission Conformation 18
Figure 22: Know your Payment Status – Link 18
Figure 23: Know your Payment Status - Receipt 18
Figure 24: Print Provisional Application – Link 19
Figure 25: Print Provisional Application – Download 20
Figure 26: Know your Application Status – Link 21
Figure 27: Know your Application Status - Status 21

1 INTRODUCTION

1.1 ABOUT Dr. NTR UHS:

The Government of Andhra Pradesh inaugurated Dr. NTR University of Health Sciences in 1986.

The University is offering various UG, PG, Super Specialty, Ph.D. & PDF Courses in Modern Medicine, Dental Surgery, Ayurveda, Unani, Homeopathy, Naturopathy, Nursing, Physiotherapy and Para Medical Graduate Courses in its affiliated colleges.

1.2 OBJECTIVES

Facilitating the transition from registration to college joining confirmation for the admission process.

1.3 SCOPE

The scope of this document is to explain the process of Candidate registration, Fee payment & opting for the web options and allotment of seats as per the candidate preferences.

2 SOFTWARE AND TECHNOLOGIES

S.No.	Software	Version
1	.NET Core	7 Version
2	SQL Server	22 Version

Table 1: Software and Technologies

3 PROCESS FLOW

- Registration
- Application Submission
- Know Your Payment Status
- Print Provisional Application
- Know Your Application Status
- Re-upload Documents
- Print Final Application
- Objections
- Web Option
- Allotment Letter Download

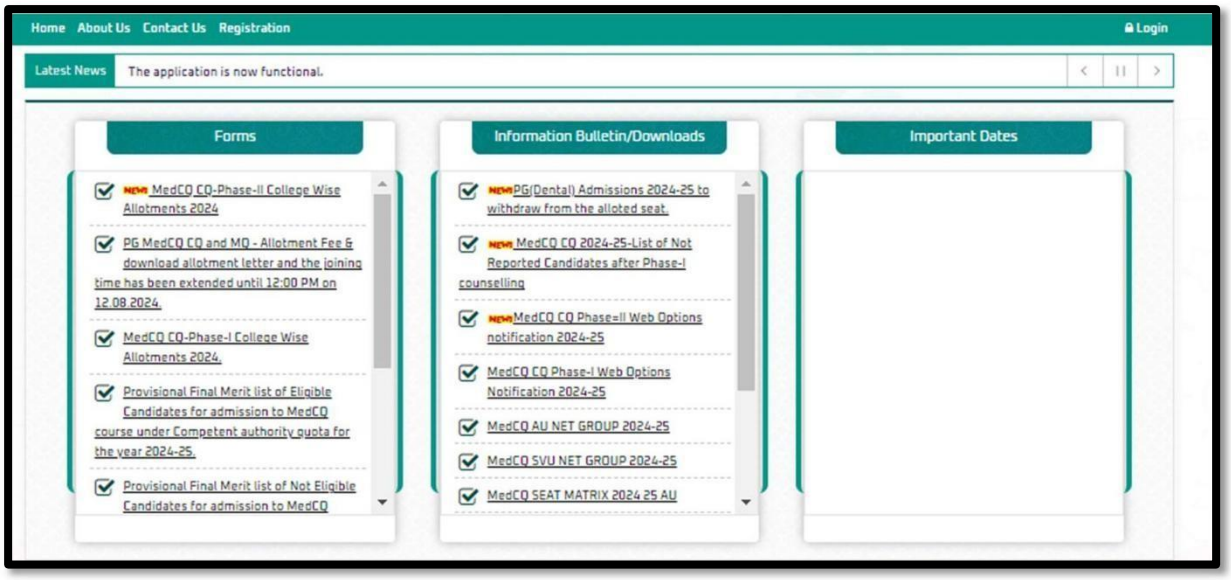


Figure 1: Home Page

3.1 Registration:

Click on 'Registration' in the FORMS tile to register for PG Medical management quota admissions,as shown in the screen below.

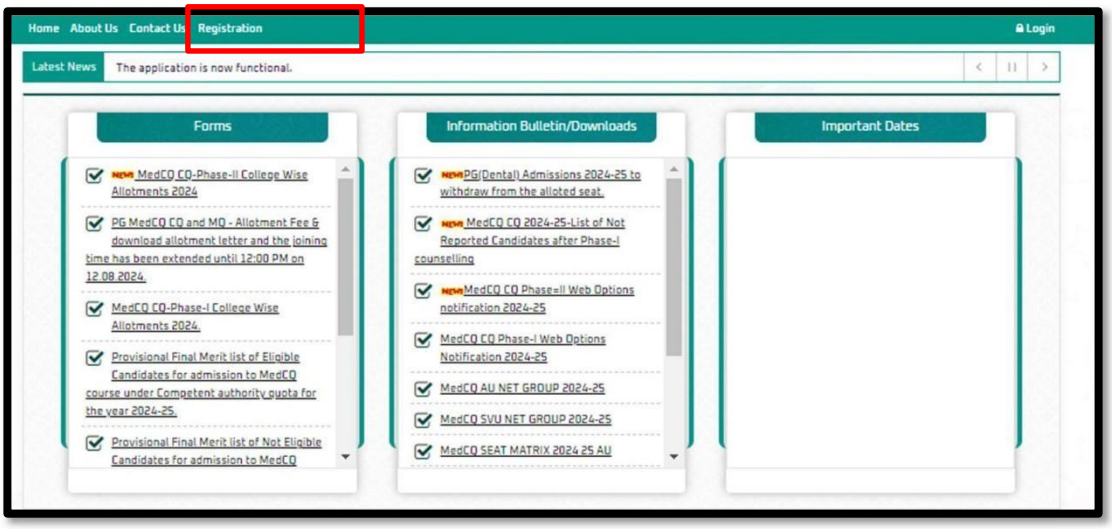


Figure 2: Registration - Link

After clicking the Registration link, a registration webpage will be displayed as shown on the screen below.

- Enter the NEET hall ticket number and Date of Birth, then click "Get Details." The Name, Mobile Number, and Email ID will be displayed from the NEET data. The Mobile Number and Email ID fields will be in edit mode. If any changes are required in the Mobile Number or Email ID, make the necessary updates.
- Enter the password and re-enter it in the confirm password field.
- Enter the Captcha and click on "Generate OTP." Button.



Figure 3: Registration – Get NEET details

An OTP will be sent to the registered Mobile Number and Email ID. Enter the OTP in the OTP field and click the "Submit" button.

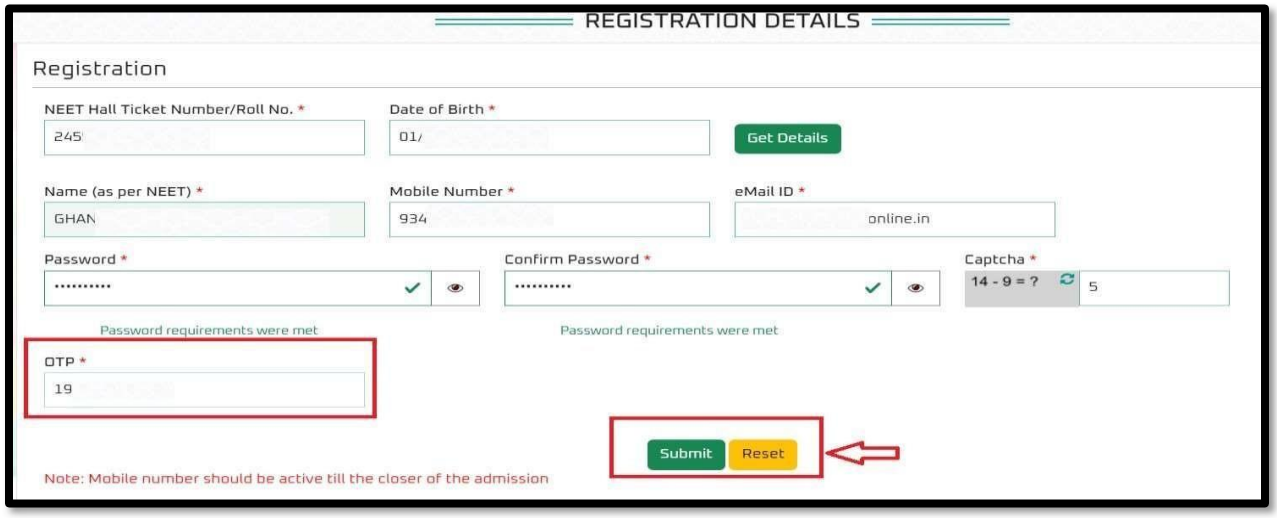


Figure 4: Registration - OTP

After successful submission, the Registration ID will be displayed as shown below. An SMS and email will also be sent with the Registration ID. The screen will show a "Successfully submitted" message along with the Registration ID.

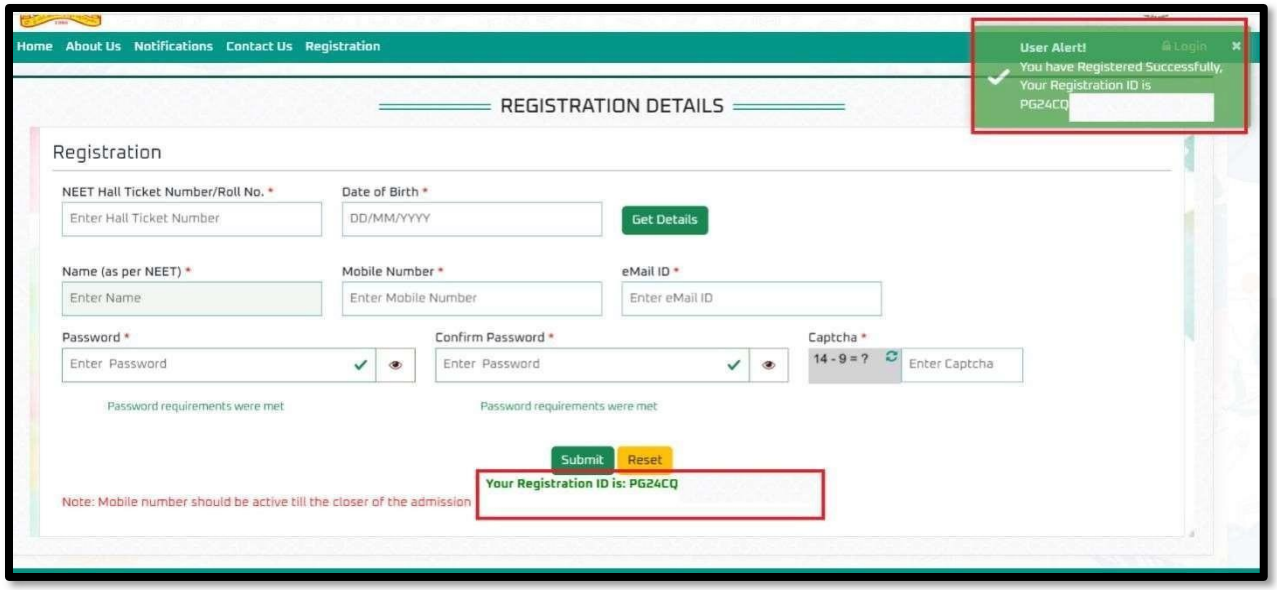


Figure 5: Registration – Registration ID (User ID) Generation

3.2 Login:

After successful registration, click “Login” to submit your application.



Figure 6: Login Page – Link

The login screen will be displayed as shown below. Enter your User ID (Registration ID), Password, and Captcha, then click the “Login” button.

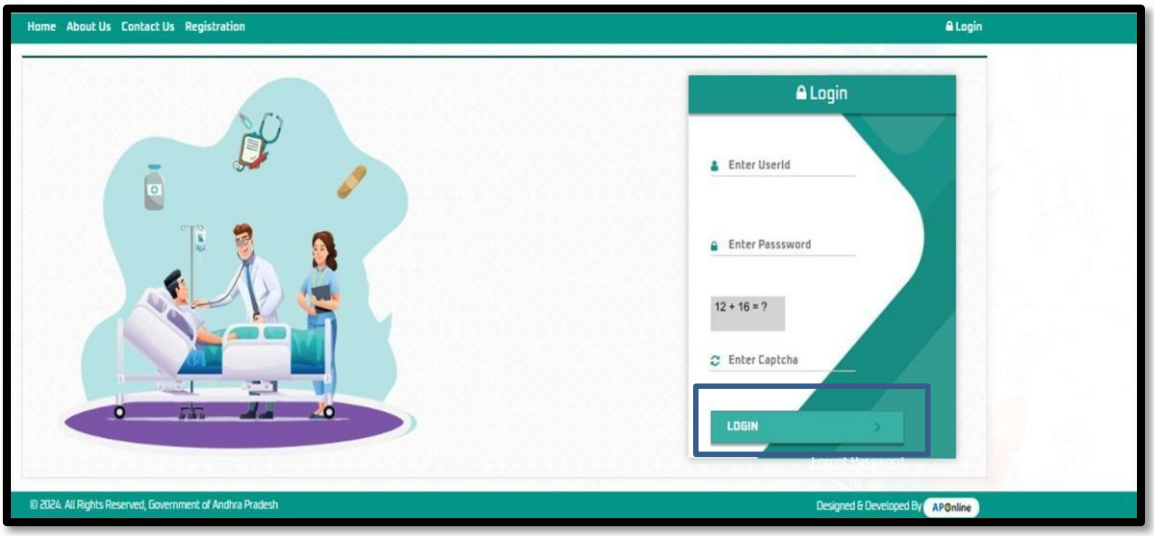


Figure 7: Login Page – Login

3.3 Application Submission:

After logging in, select “Services” from the menu bar and click on the “Application Submission” link.



Figure 8: Application Submission – Link

After clicking on the “Application Submission” link, the screen will appear as shown below.
The following tabs will be displayed on the application submission screen:

a. Personal Details
b. Payment Details
c. Local/Non-local Region
d. Upload Documents



Figure 9: Application Submission – Tabs

Note: Note: Candidates must fill in all tabs and submit the application. If any tab is missed or the application is not submitted, the candidate will be considered ineligible for admission.

Personal Details:

NEET details will be auto populated from NEET data. Fill in the Educational Details, Personal Details, and Residential Address, then click the “Save and Continue” button.

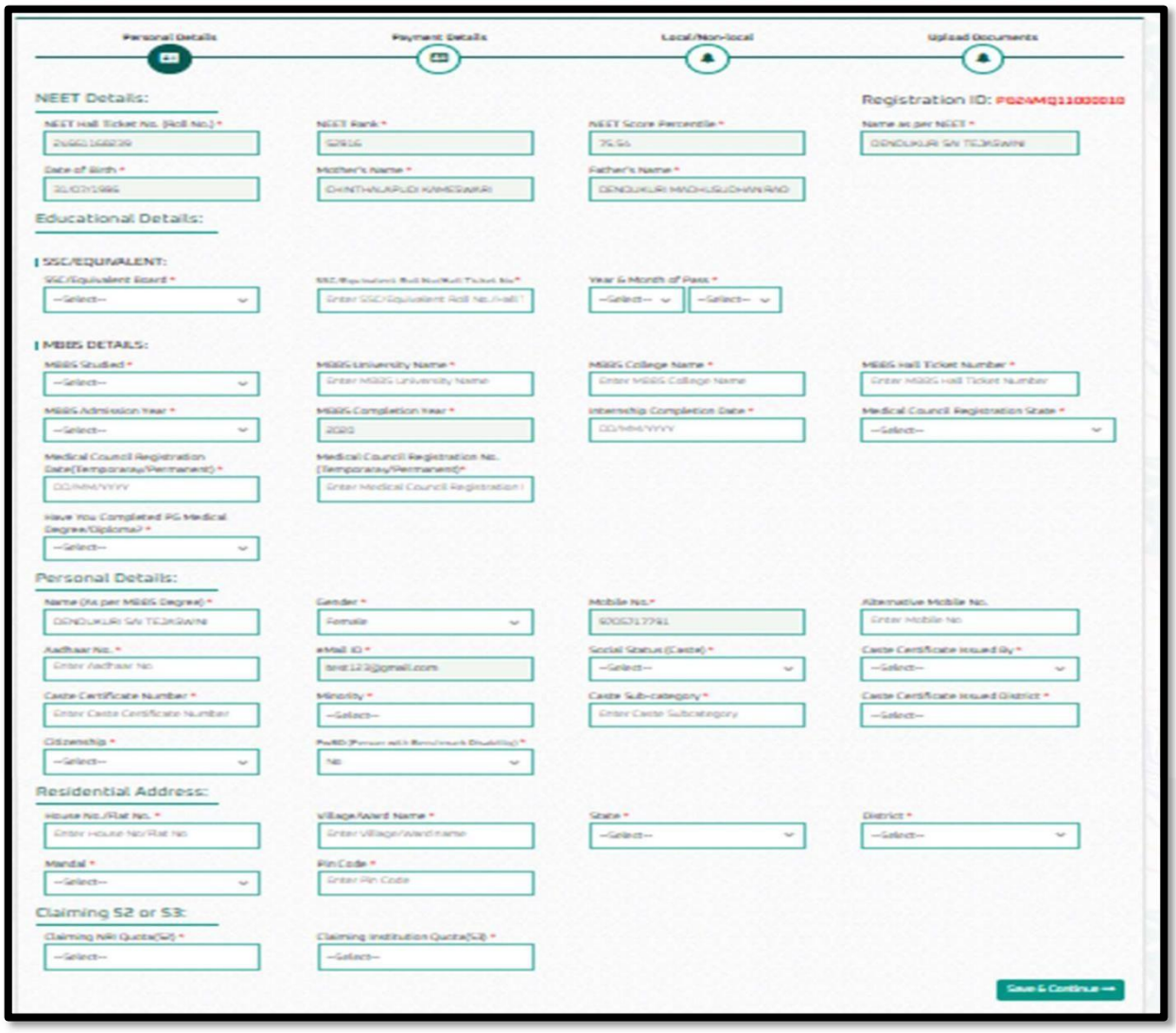


Figure 10: Application Submission – Personal Details

After clicking the “Save & Continue” button, the page will automatically redirect to the payment gateway screen.
Select the payment type, agree to the terms and conditions, and click the 'Pay Now' button. The screen will then redirect to the bank page to complete the fee payment.

Note:- If the OCI/PIO card issue date is 04/03/2021 or later, the candidate is not eligible for the S1 Quota and same candidates claims 'NO' for "Claiming Institutional Quota (S3)" and "Claiming NRI Quota (S2)" those candidates are not eligible for application submission.

Fee Payment:

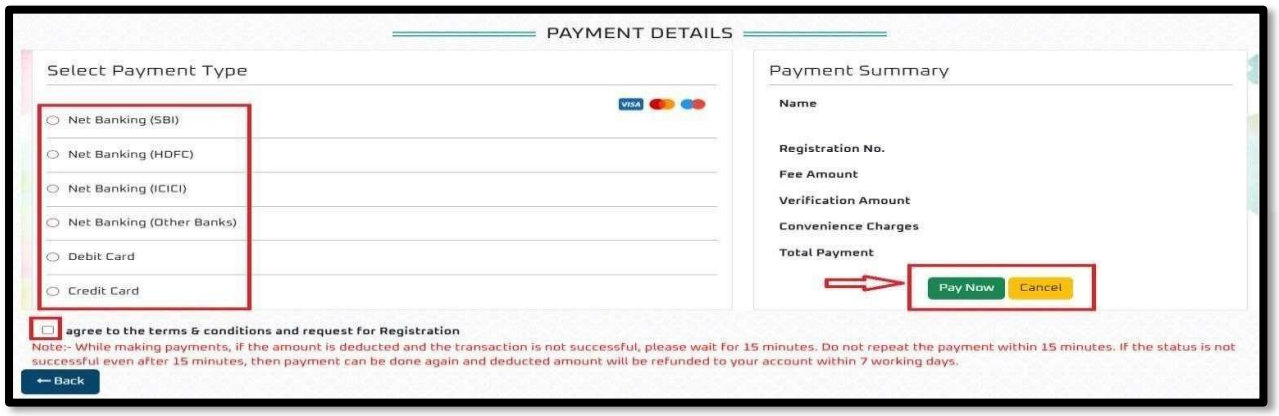


Figure 11: Application Submission – Fee Payment

After the payment is successful, the payment receipt will be displayed below.
Click “Continue” button to be redirected to the Local/Non-local screen, as shown below.

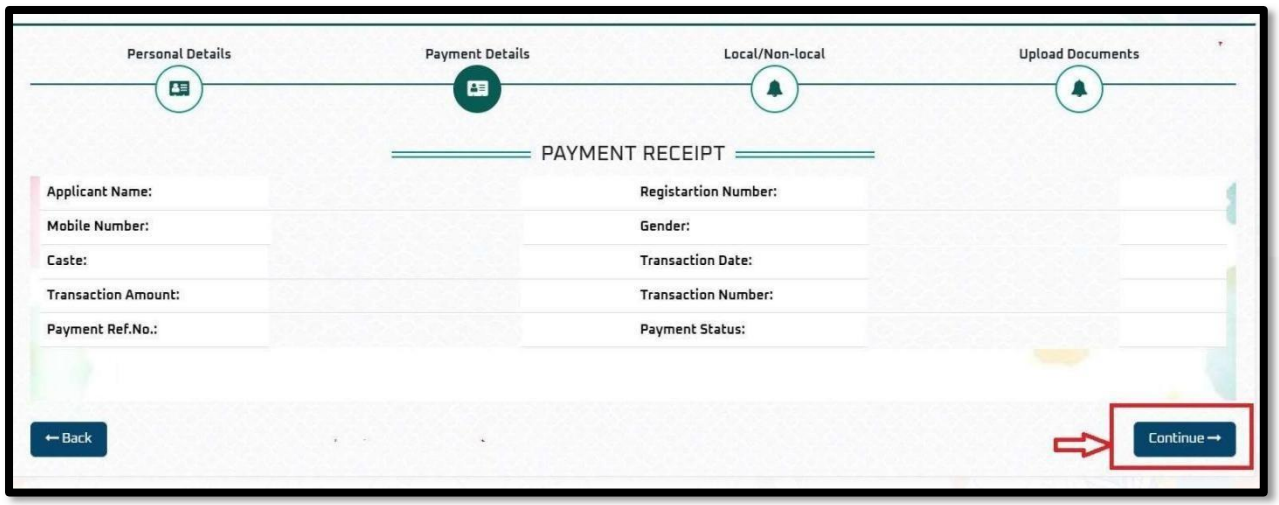


Figure 12: Application Submission – Payment Success

Note: While making payments, if the amount is deducted but the transaction is not successful, Click on "Verify and Continue" If the transaction is successful, the status will be updated automatically. If a transaction fails, the screen will redirect to the payment gateway page and you can attempt the payment again. The deducted amount will be refunded to your account within 7 working days.

Educational Local/Non-local Region:

Based on the candidate's MBBS education, they will fall under one of the following regions:

- ❖ Andhra Pradesh Region
- ❖ Other Region
- ❖ MBBS studied in SMC Vijayawada

Andhra University Region/ Sri Venkateswara University Region (except GDC GOVT. DENTAL COLLEGE AND HOSPITAL, VIJAYAWADA):

The region will be automatically displayed in the region field based on the location of the MBBS college studied in Andhra Pradesh. Click "Save and Continue" button.



Figure 13: Application Submission – AU/SVU Educational Region

Other Region:

The candidate falls under the Other region, as shown below.

The candidate needs to select 'Yes' or 'No' in the 'Do you want to claim, 'Migrated from TG to AP'?' dropdown.

- If 'No' is selected, the candidates under the 'Other' region are eligible for management quota.

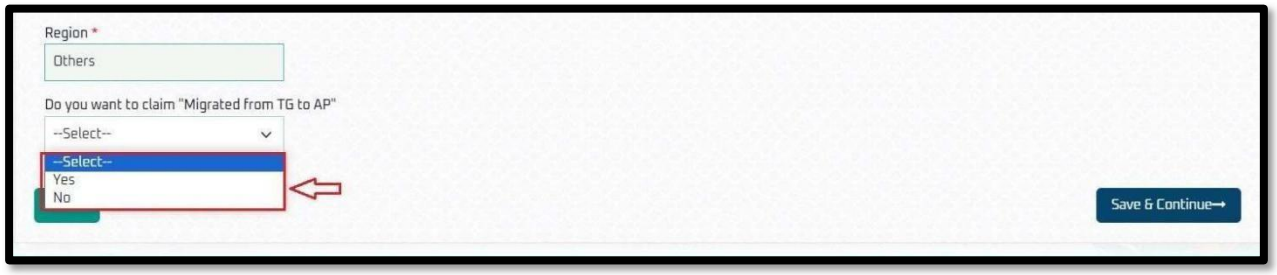


Figure 14: Application Submission – OU Educational Region

If 'YES' is selected, migrated details will be displayed. Please select the local certificate issued by, the migrated district, and enter the certificate number.

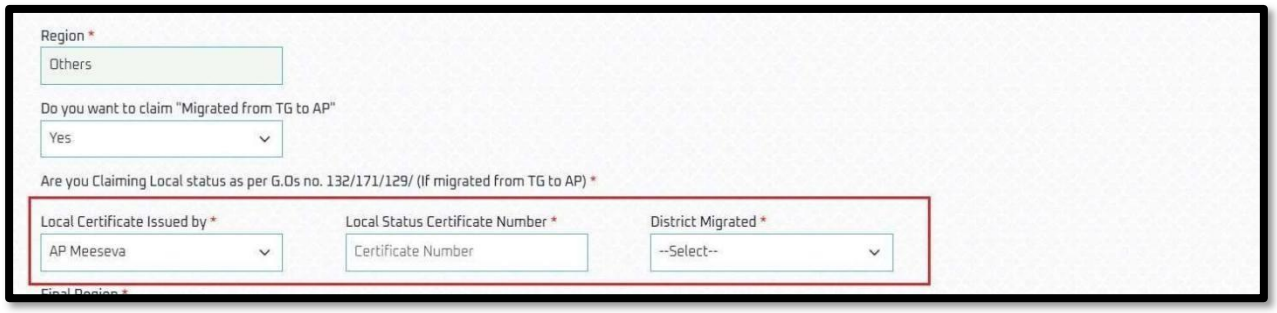


Figure 15: Application Submission – OU Region - Migrated from TG to AP

After entering the details, the final region will be displayed as shown below. Click the "Save & Continue" button.



Figure 16: Application Submission – Other Region Migrated – Final Region

MBBS studied under SMC Vijayawada College

If the candidate studied MBBS at SMC Vijayawada college, they should upload details from classes 6 to 12 in the grid for educational regioncalculation.

After entering all details, the educational region will be displayed as shown below. Follow the above process based on the educational region to determine the final region.

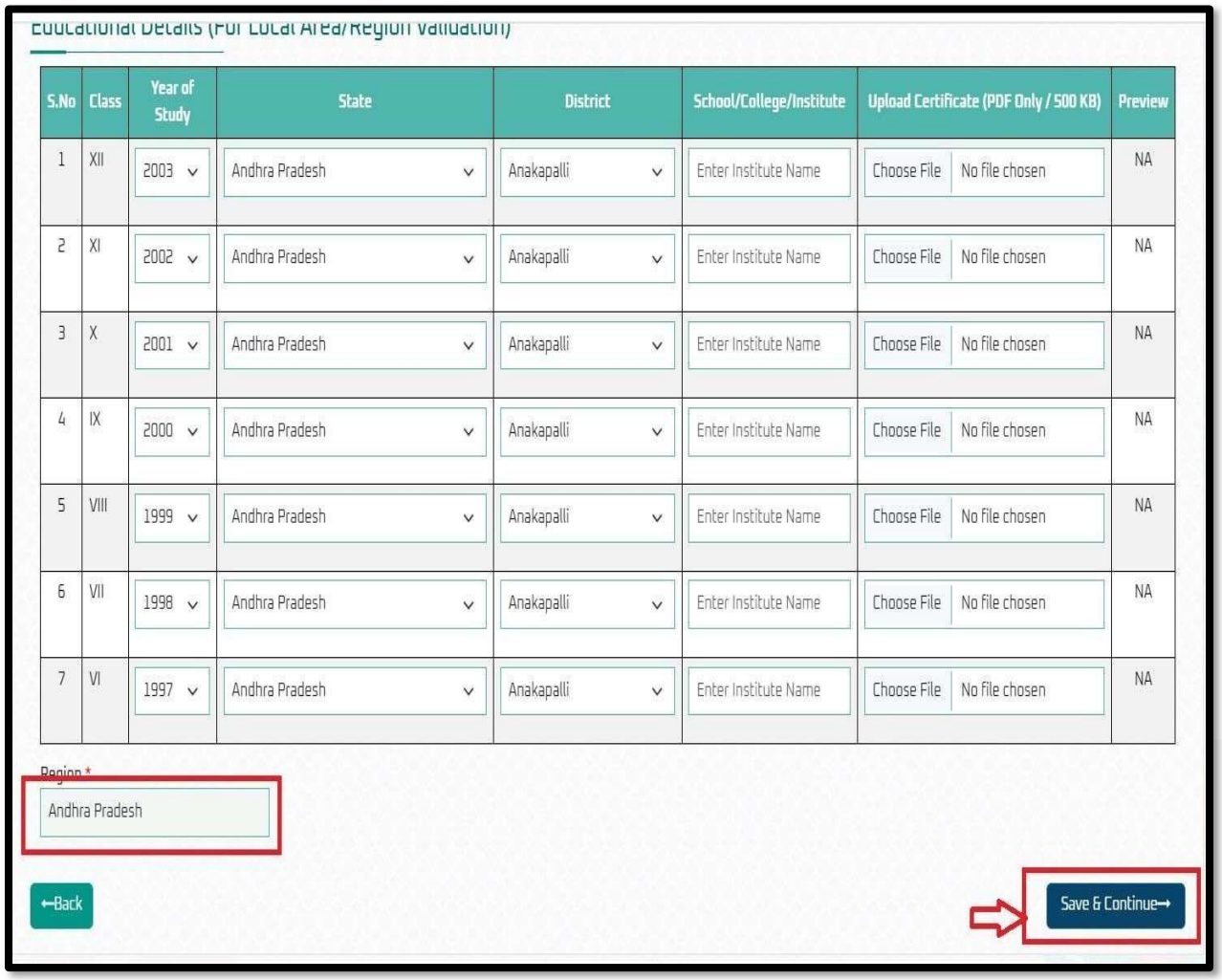
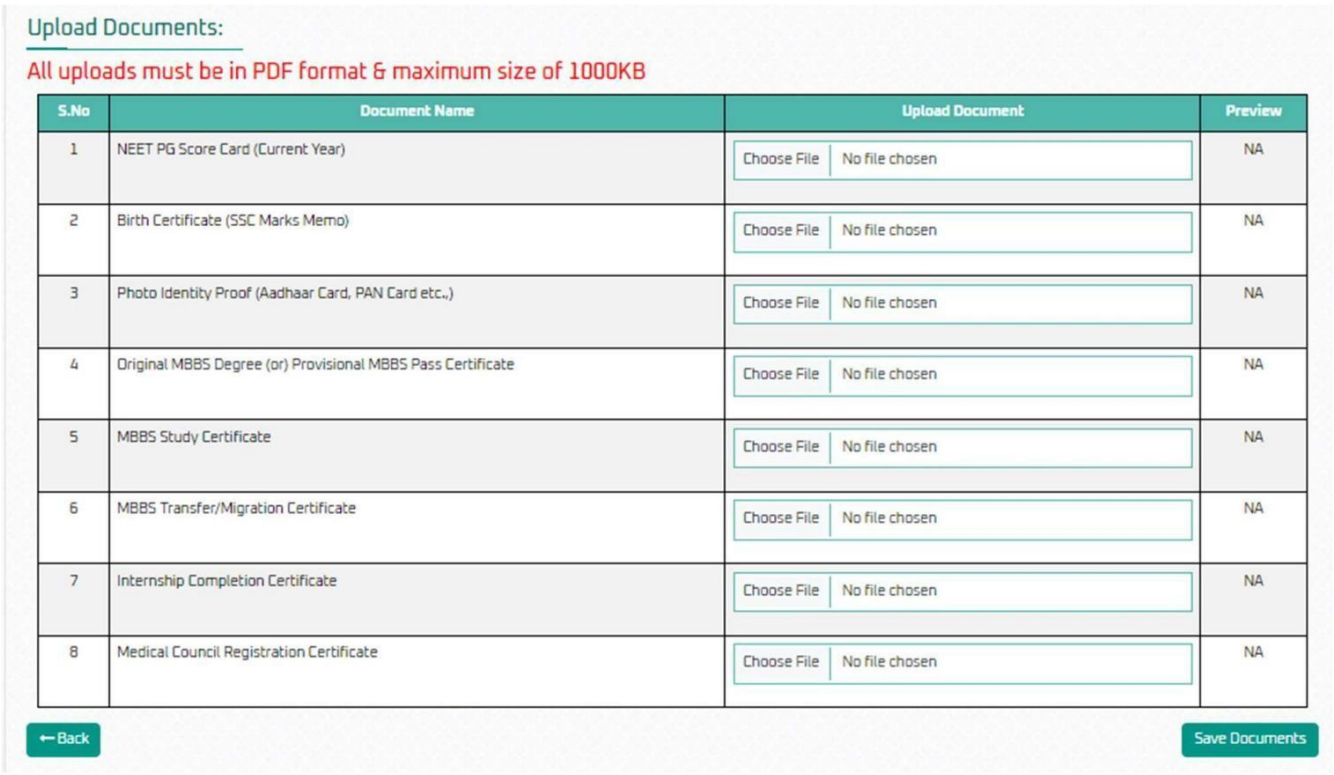


Figure 17: Application Submission – SWI – Educational Region

- **Documents Uploads:**

Candidates should upload all document in PDF format and click “Save Documents”.



Upload Documents:

All uploads must be in PDF format & maximum size of 1000KB

S.No	Document Name	Upload Document	Preview
1	NEET PG Score Card (Current Year)	Choose File No file chosen	NA
2	Birth Certificate (SSC Marks Memo)	Choose File No file chosen	NA
3	Photo Identity Proof (Aadhaar Card, PAN Card etc.,)	Choose File No file chosen	NA
4	Original MBBS Degree (or) Provisional MBBS Pass Certificate	Choose File No file chosen	NA
5	MBBS Study Certificate	Choose File No file chosen	NA
6	MBBS Transfer/Migration Certificate	Choose File No file chosen	NA
7	Internship Completion Certificate	Choose File No file chosen	NA
8	Medical Council Registration Certificate	Choose File No file chosen	NA

Figure 18: Application Submission – Uploads

NOTE: - Please review the details before submitting; No editing option will be available throughout the admission process.

After saving, the 'Preview Application' button will be activated. Click on the 'Preview Application' button to submit your application.



Figure 19: Application Submission – Preview Application Link

After clicking 'Preview Application' button, you will be redirected to the application preview page. Verify all details, read the declaration, and click 'Final Submit'. If any details are incorrect, click the 'Cancel' button, change the required fields, and submit the application again.

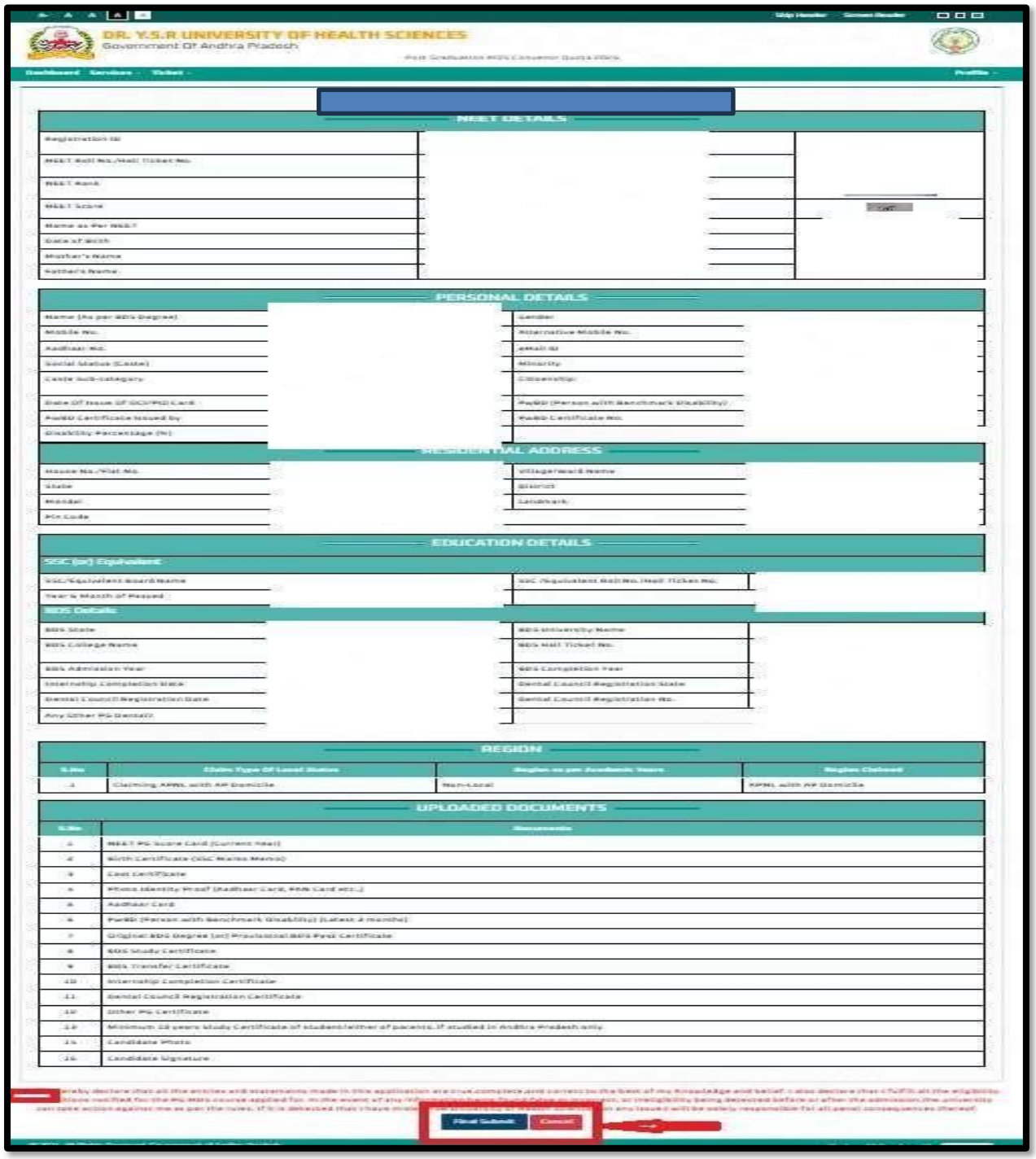


Figure 20: Application Submission – Preview and Submit

A confirmation pop-up will be displayed as shown below. Click 'OK' to submit or click 'Cancel' to go back and edit the details.
After clicking the “OK” button application will be submitted successfully.

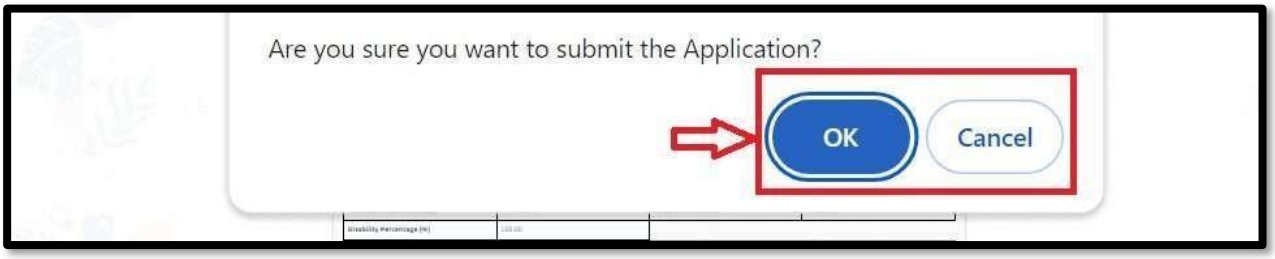


Figure 21: Application Submission – Submission Conformation

3.3 Know your Payment Status

After logging in, select “Services” from the menu bar and click on the “Know your Payment Status” link.



Figure 22: Know your Payment Status – Link

If fee payment has already been made, the fee payment receipt will be displayed as shown below.
You can view payment details or download the payment receipt.

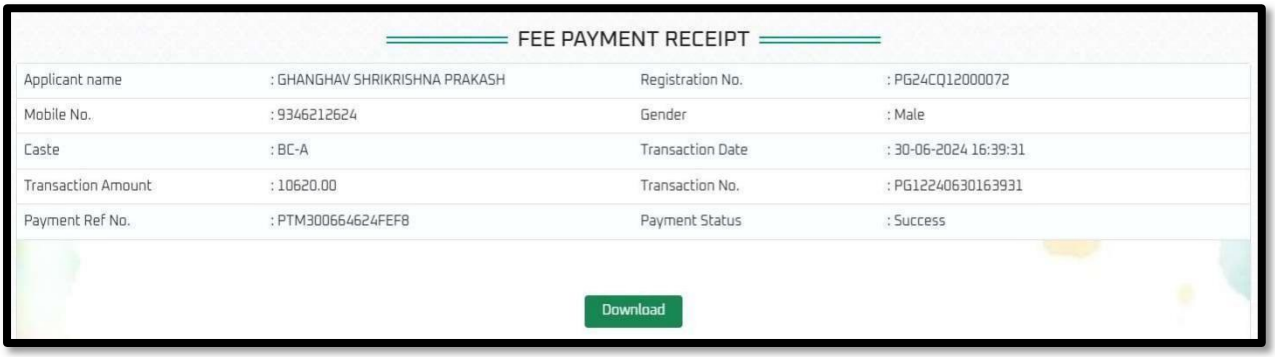


Figure 23: Know your Payment Status - Receipt

3.4 Print Provisional Application

After logging in, select “Services” from the menu bar and click on the “Print Provisional Application” link.



Figure 24: Print Provisional Application – Link

If Candidate would like to Print Provisional Application, then candidate should log in his candidate login then go to services tab and click on Provisional Application then page shown as below. Candidate can be downloaded and print out the Provisional Application.

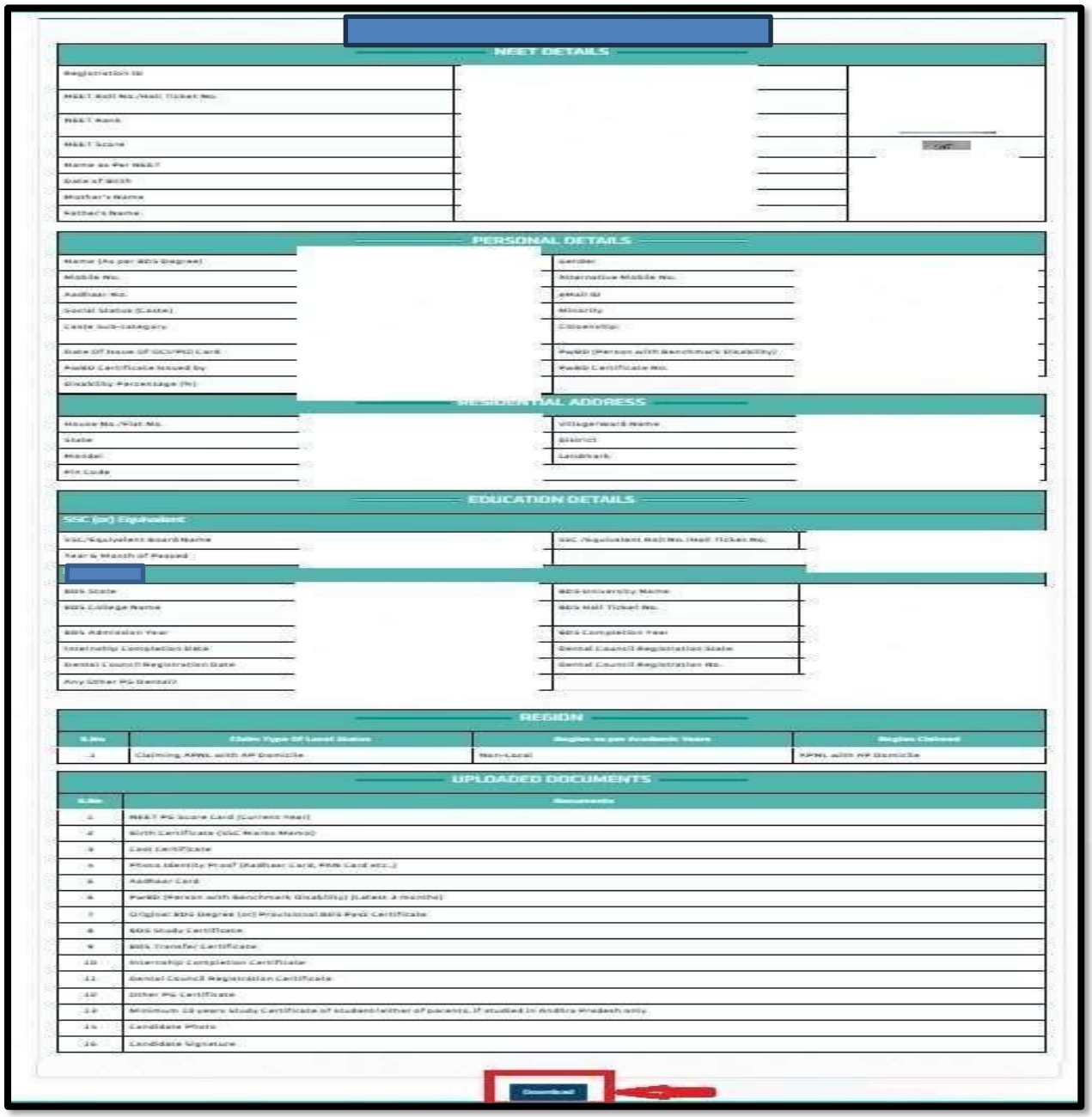


Figure 25: Print Provisional Application – Download

3.5 Know your Application Status

After logging in, select “Services” from the menu bar and click on the “Know Your Application Status” link.



Figure 26: Know your Application Status – Link

If Candidate would like to know his Application status, then candidate should log in his candidate login then go to services tab and click on know your Application status, the following page is displayed as shown below.
Candidate can be downloaded and print out the Application Status

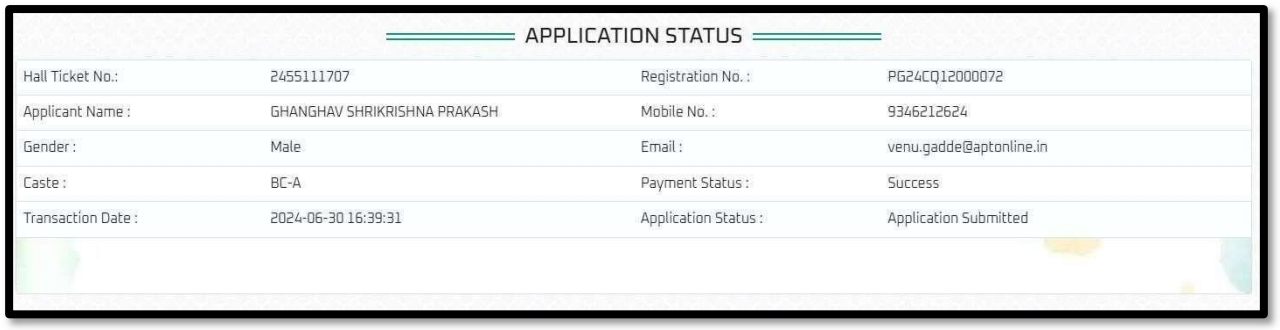


Figure 27: Know your Application Status - Status

The remaining services related user manual will be shared shortly.

==========END 0F DOCUMENT==========