User Manual
for
RECRUITMENT APPLICATIONS FOR THE POSTS OF NURSING, PARA MEDICAL AND NON PARA MEDICAL
Prepared
By

APOnline

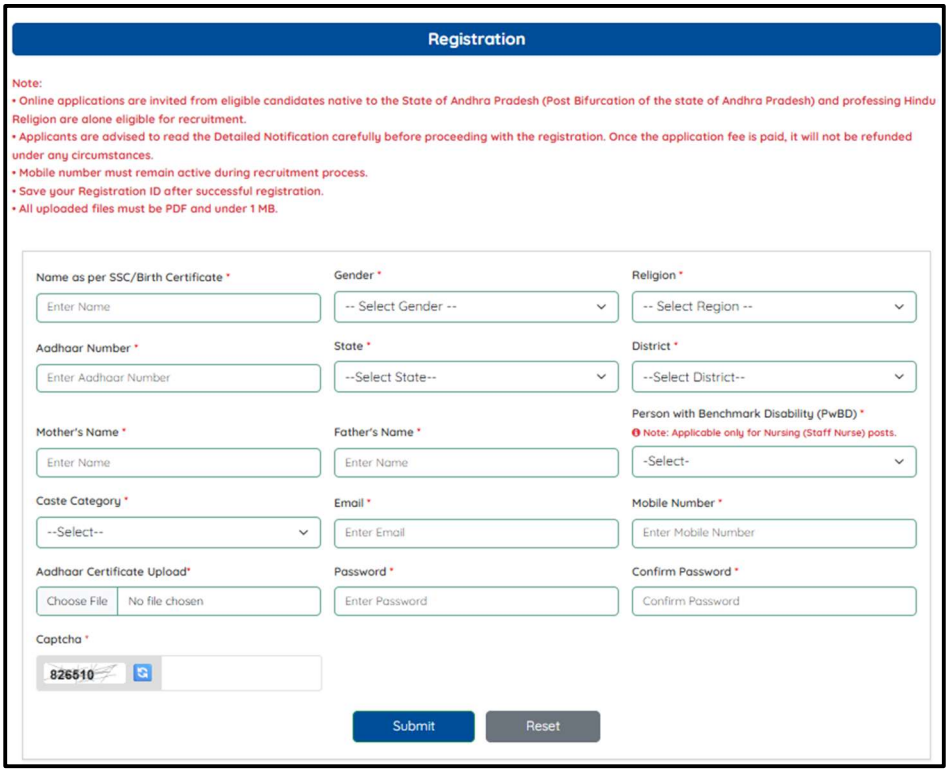
Process Flow:-

- ❖ Home Page
- ❖ Registration
- ❖ Login
- ❖ Payment
- ❖ Application Submission

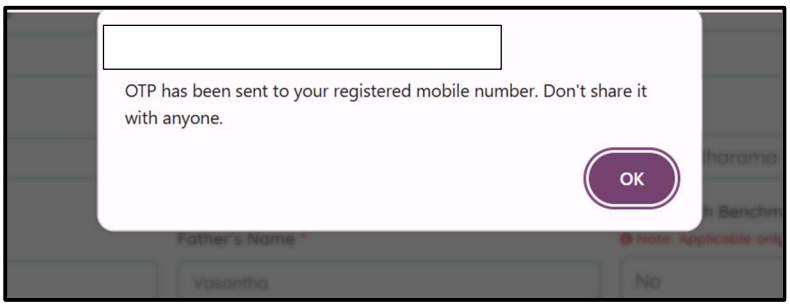
Home Page:-

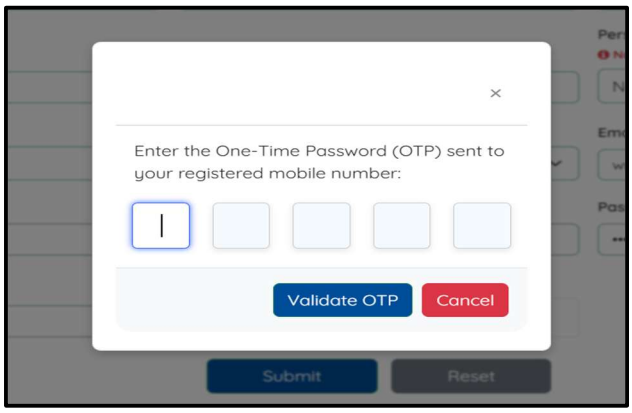
Registration:-

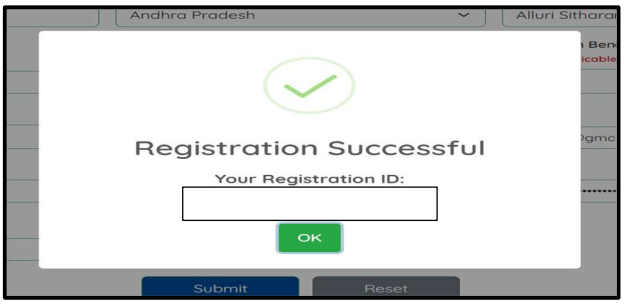
- ➢ **Please read the Notifications and Note Points before proceeding with the registration.**
- ➢ Enter/Select/Upload all fields to complete the registration.



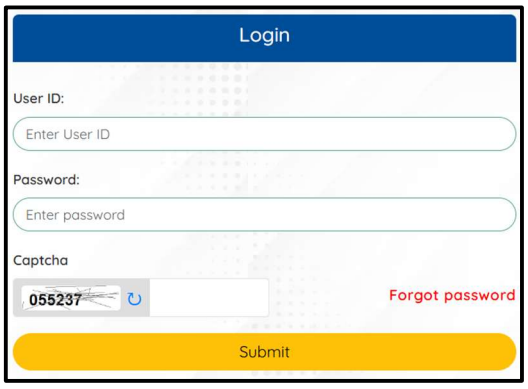
Click on **Submit** Button, then OTP will be sent to the registered mobile number for confirmation of the registration.







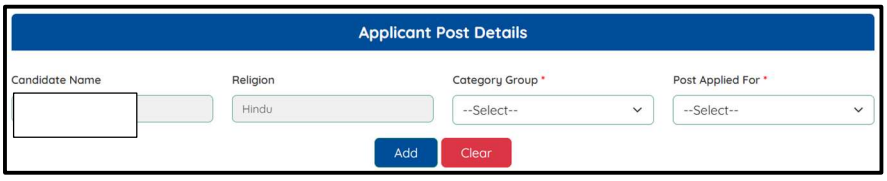
Login Page:-



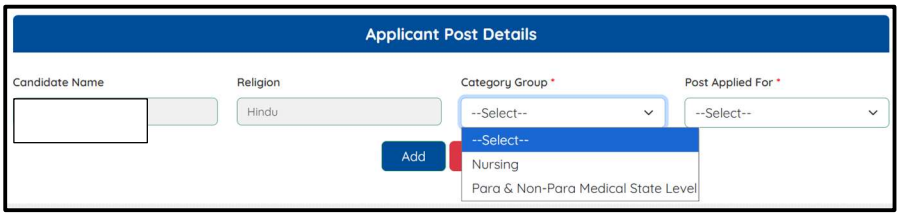
Enter the **Registration ID** received on your **registered mobile number** in the **User ID** field. Then, enter the **password** that you created during registration and click **Submit**.
After successful login, the **Home Page** will be displayed as.

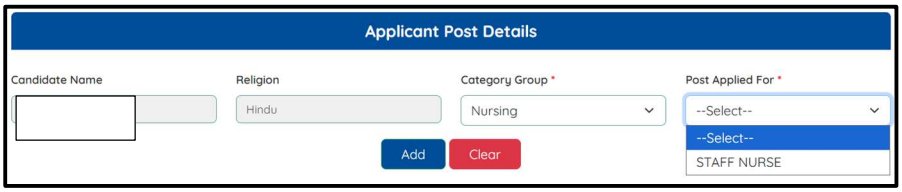
Payment:-

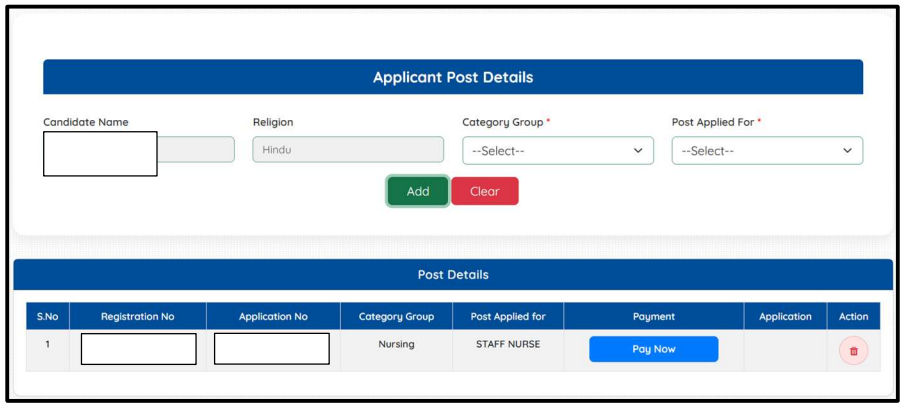
Select **Application Details** under Application Tab.



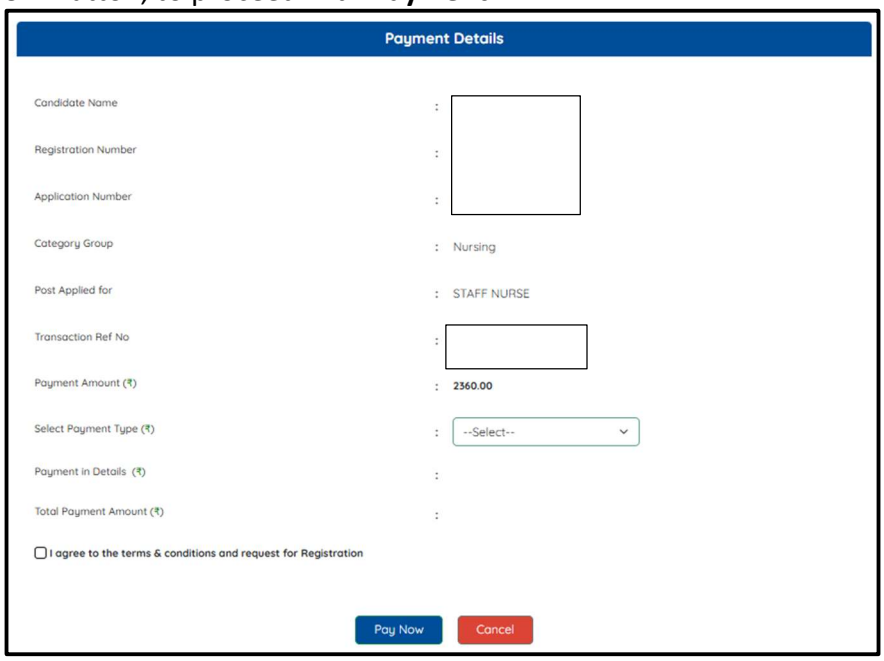
Select **Category Group** and **Post Applied For** and click on **Add** Button to proceed with payment.

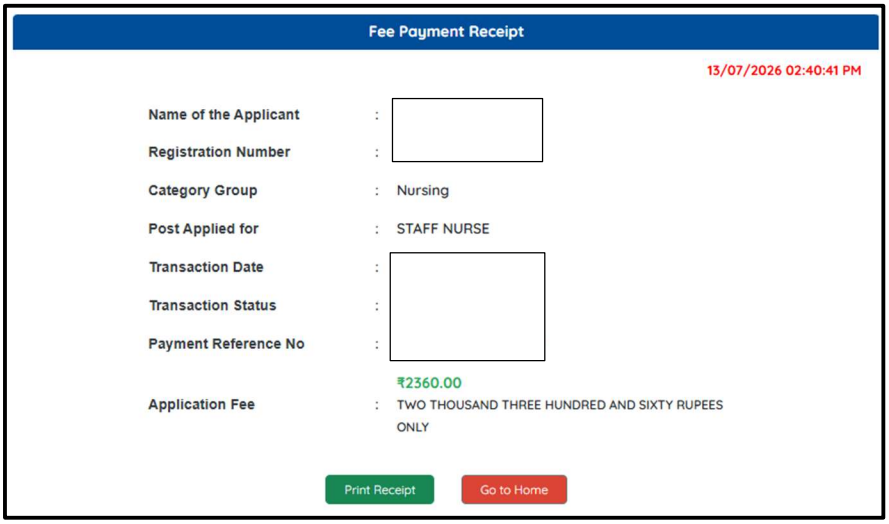




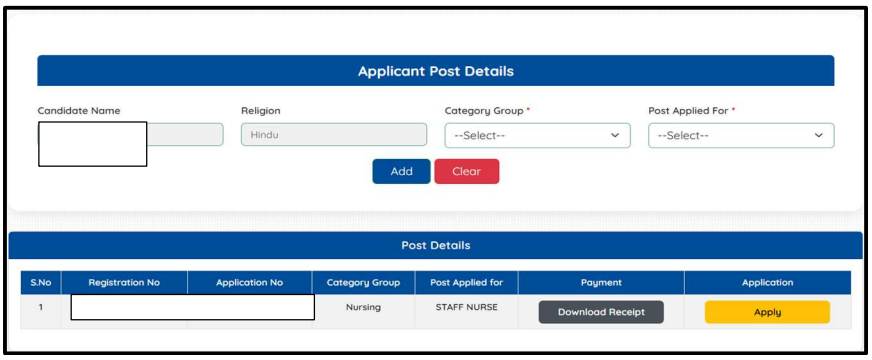


Click on **Pay Now** Button, to proceed with **Payment**





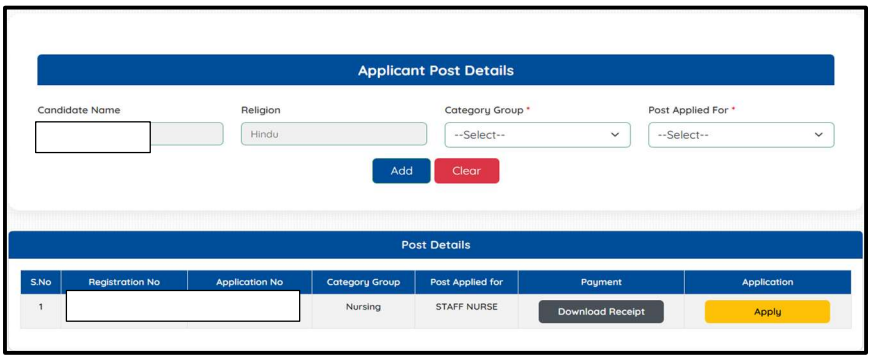
After successful payment, the applicant can either download and print the **Payment Receipt** directly or navigate to the **Home Page** and click on **Download Receipt** to download it later.

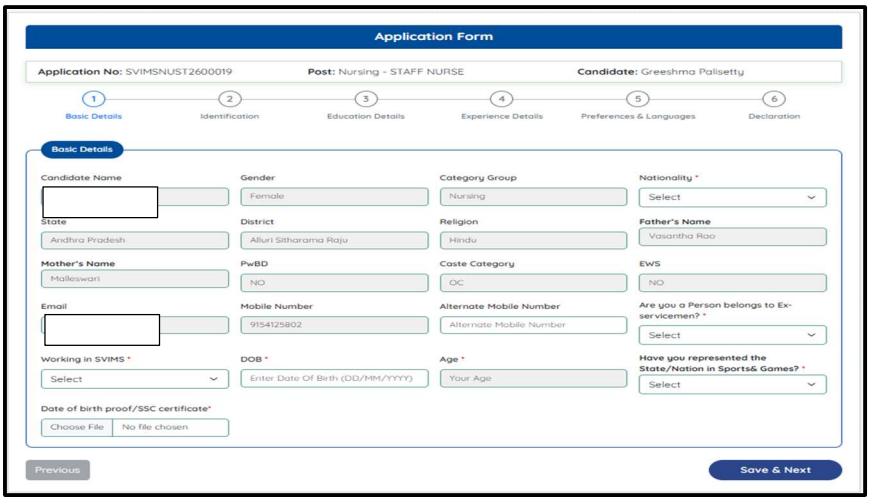


Application Submission:-

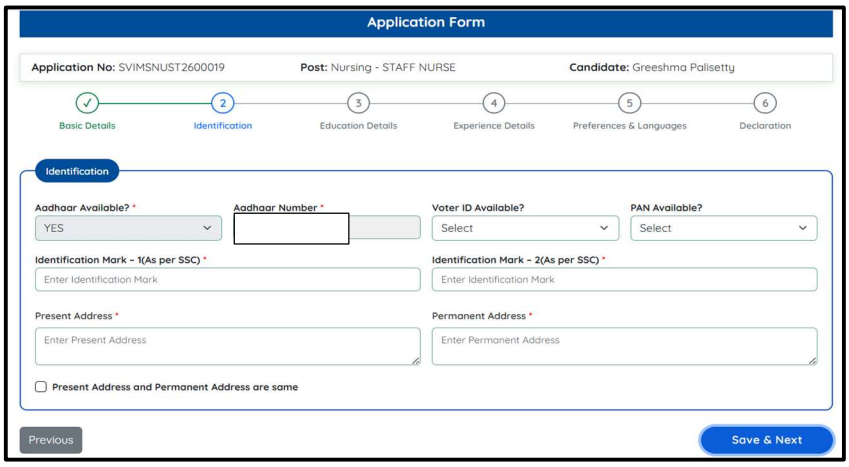
Basic Details:-

Click on **Apply** Button to proceed with application filling and submission.

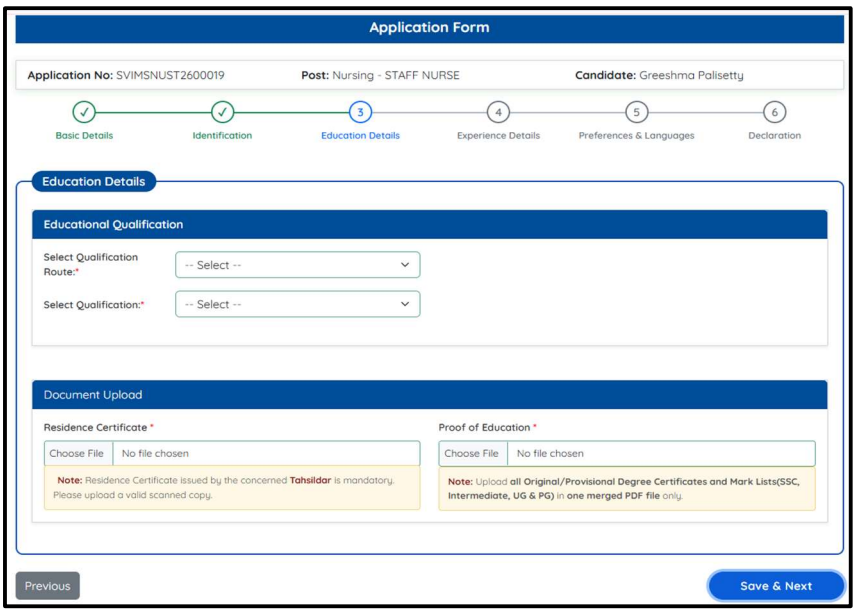


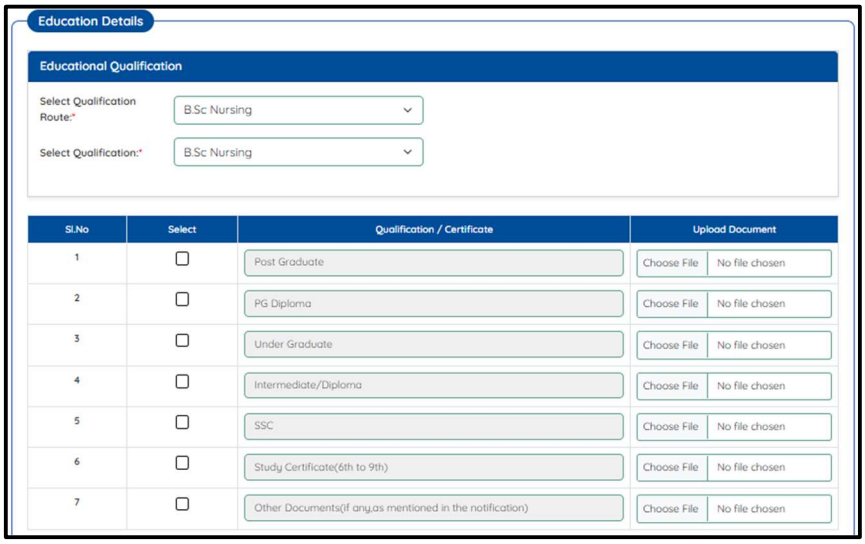


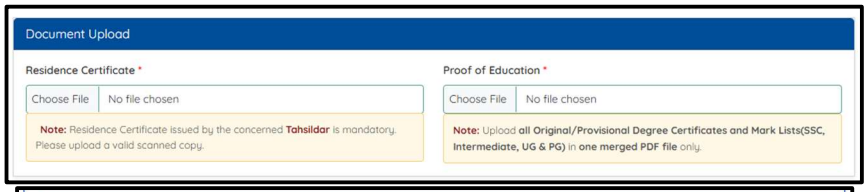
Identification:- Please enter the Identification details such as, PAN/Voter ID(optional), Identification marks, present & permanent address and click on "**Save & Next**".

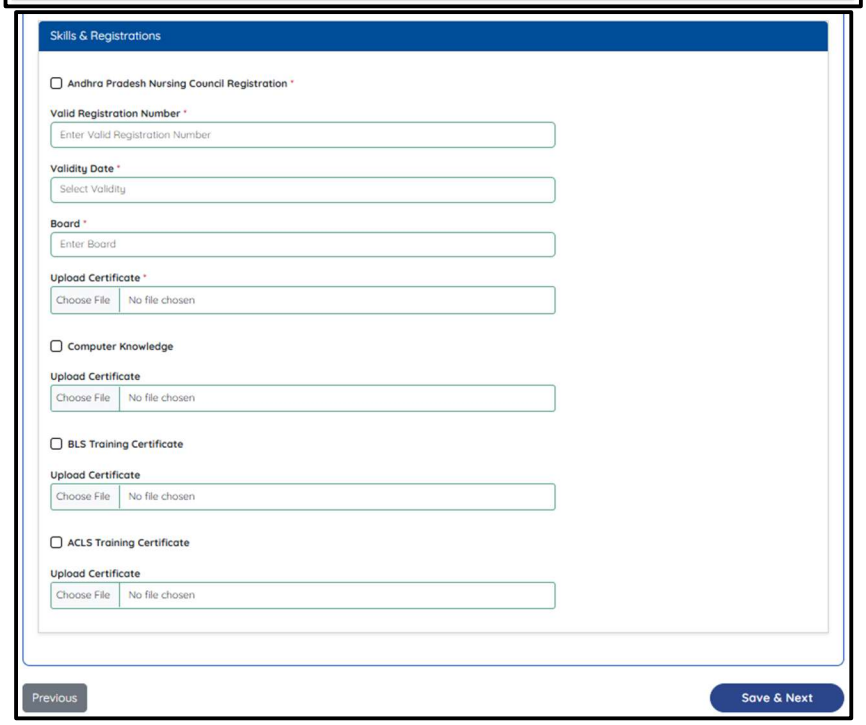


Education Details:- Please select the qualification and upload all the required documents and click on "**Save & Next**"

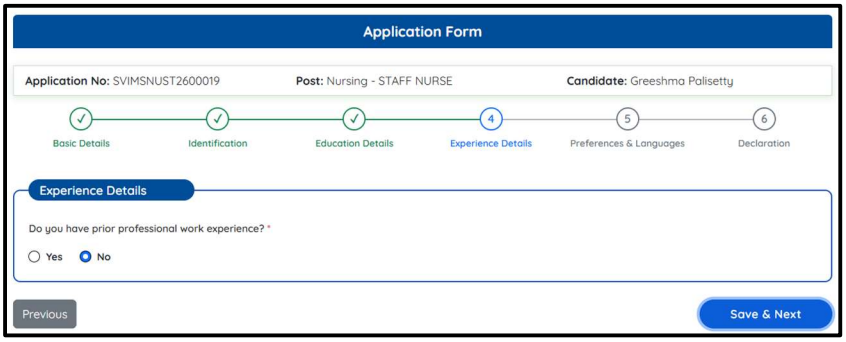


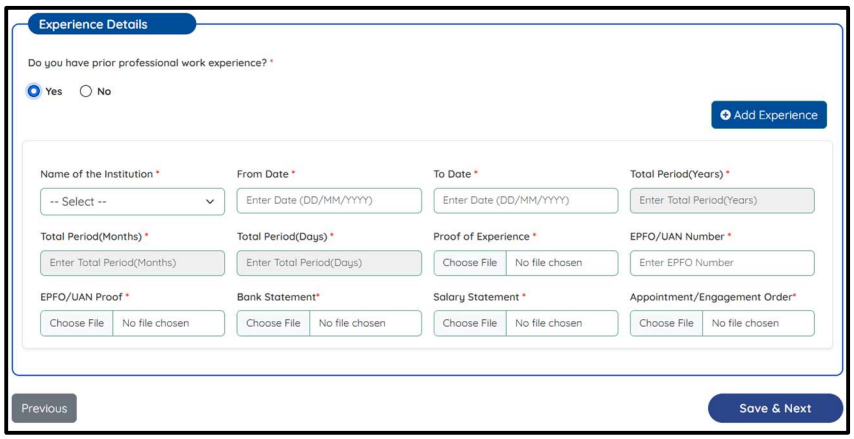

Education Details
Educational Qualification
Select Qualification Route:*
B.Sc Nursing
Select Qualification:*
B.Sc Nursing
Sl.No
Select
Qualification / Certificate
Upload Document
1
Post Graduate
2
PG Diploma
3
Under Graduate
4
Intermediate/Diploma
5
SSC
6
Study Certificate(6th to 9th)
7
Other Documents(If any,as mentioned in the notification)
Choose File
No file chosen


Document Upload
Residence Certificate *
Choose File
No file chosen
Note: Residence Certificate issued by the concerned Tahsildar is mandatory. Please upload a valid scanned copy.
Proof of Education *
Choose File
No file chosen
Note: Upload all Original/Provisional Degree Certificates and Mark Lists(SSC, Intermediate, UG & PG) in one merged PDF file only.

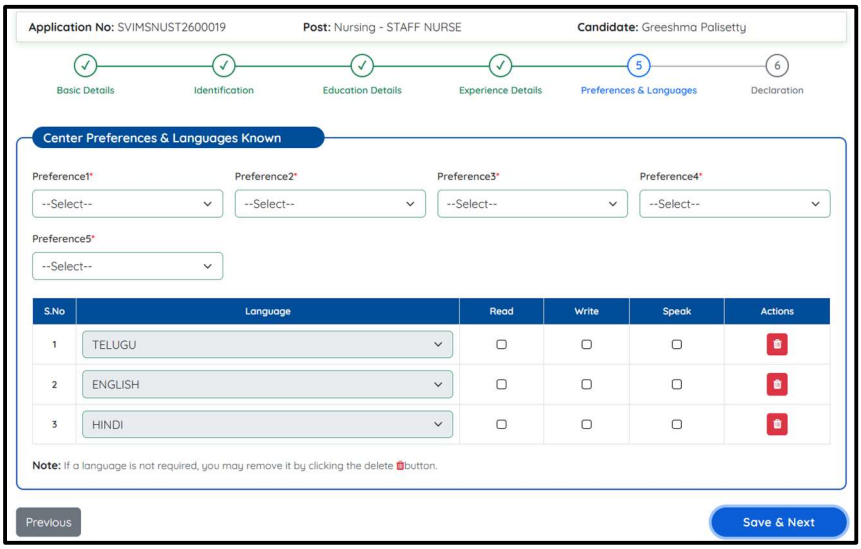

Skills & Registrations
Andhra Pradesh Nursing Council Registration *
Valid Registration Number *
Enter Valid Registration Number
Validity Date *
Select Validity
Board *
Enter Board
Upload Certificate *
Choose File
No file chosen
Computer Knowledge
Upload Certificate
Choose File
No file chosen
BLS Training Certificate
Upload Certificate
Choose File
No file chosen
ACLS Training Certificate
Upload Certificate
Choose File
No file chosen
Previous
Save & Next

Experience Details:- Please enter the experience details, upload all the required documents and click on "**Save & Next**"

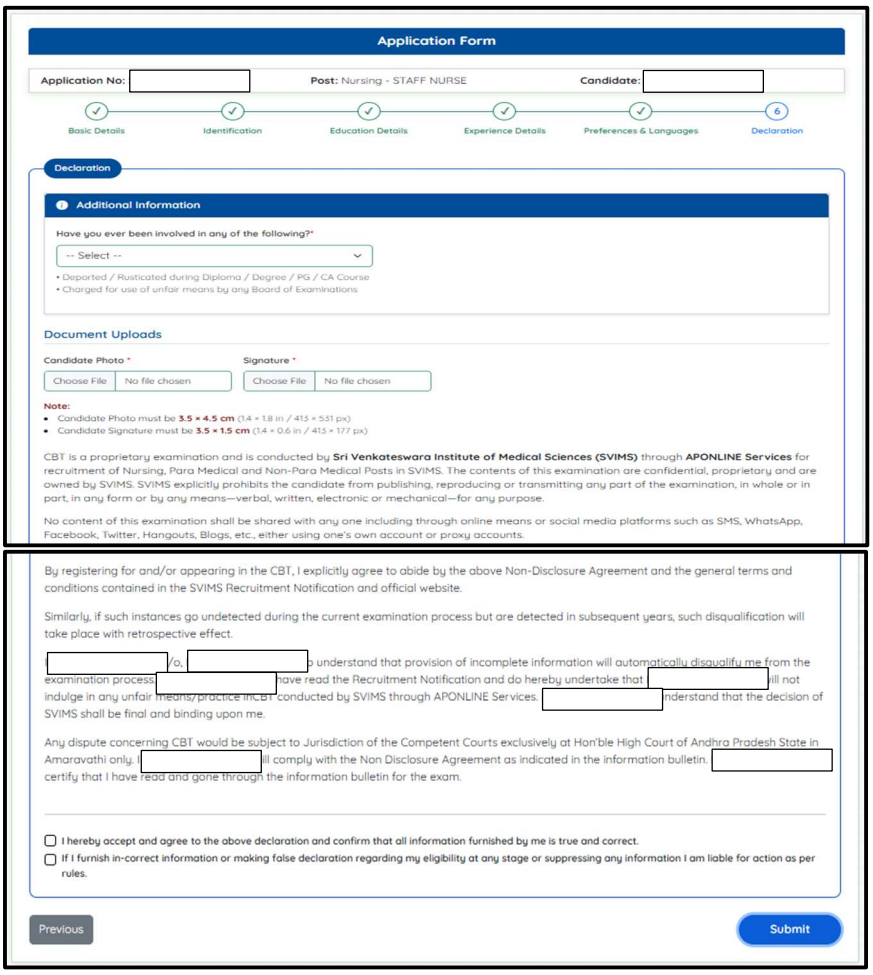




Preferences & Languages:- Please select the exam center preferences, languages known and click on "**Save & Next**"

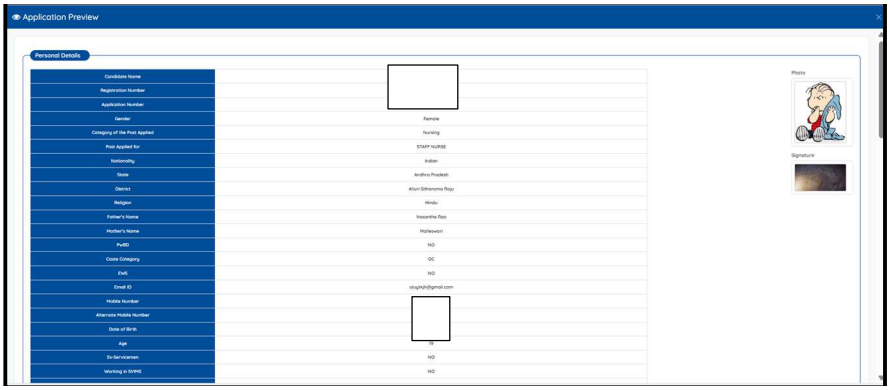


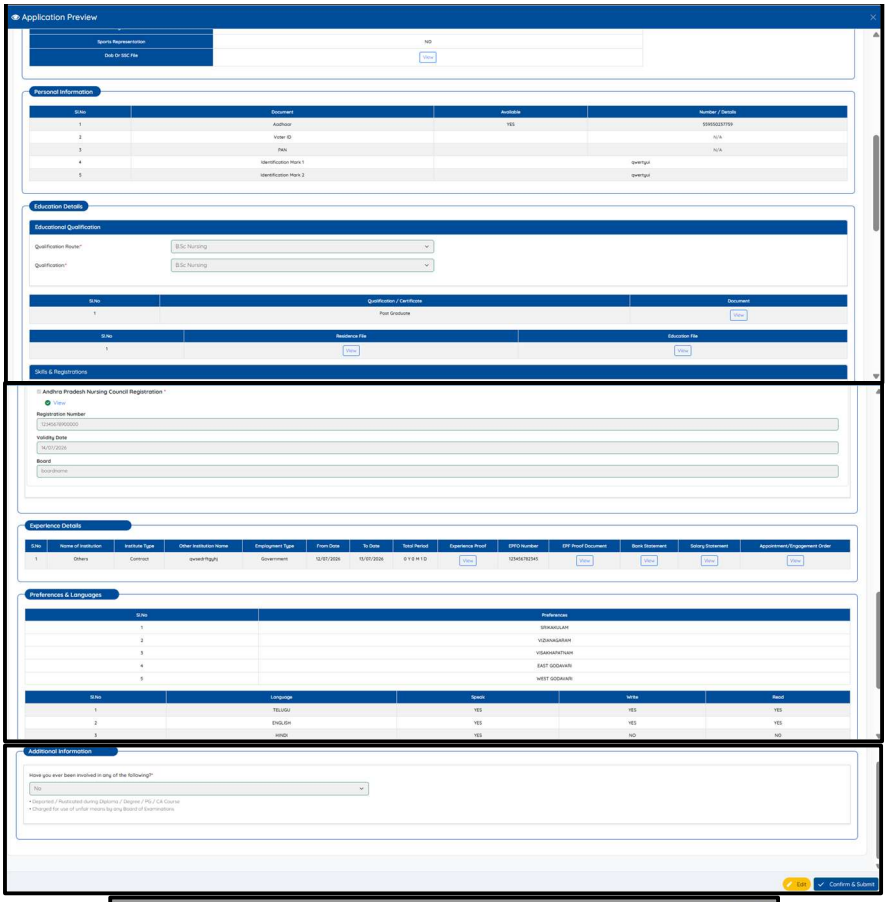
Declaration:- Please read the declaration form carefully, upload candidate photo and signature, accept & agree the declaration and click on "**Submit**"

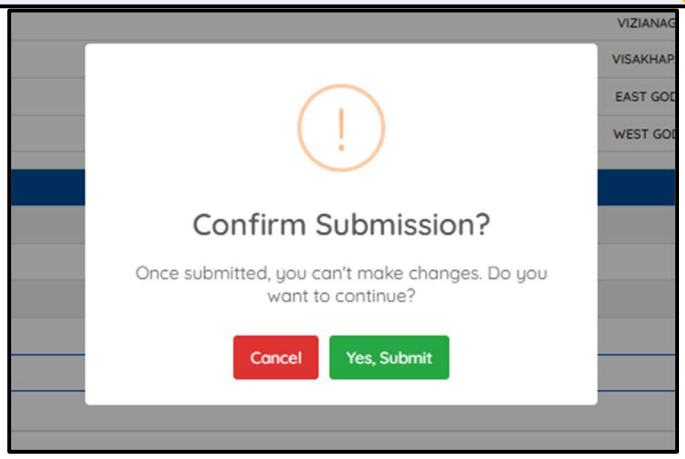


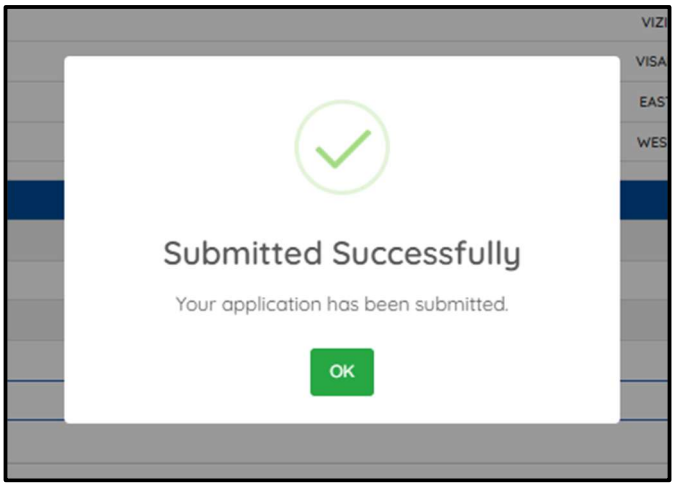
Application Preview & Submit Page:-

After completing the application form, the **Preview** page will be displayed. Carefully review all the entered details. If any changes are required, click **Edit** to modify the information. If all the details are correct, click **Submit** to complete the application submission.



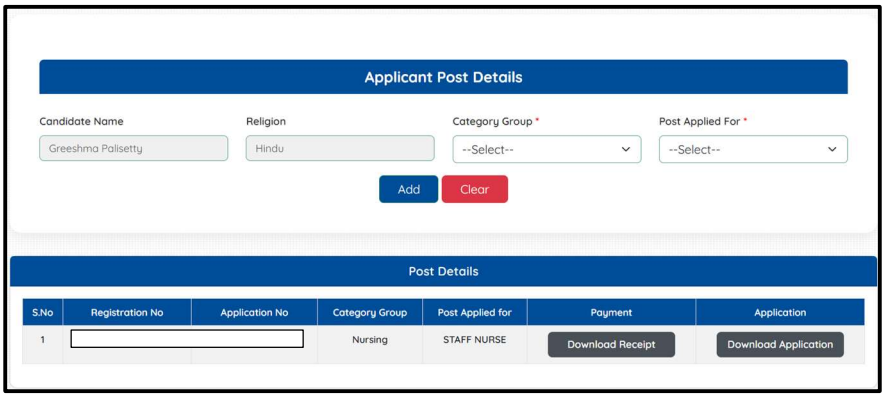

Application Preview
Personal Information
Education Details
Educational Qualification
Skills & Registrations
Andhra Pradesh Nursing Council Registration
Registration Number
Validity Date
Board
Experience Details
Preferences & Languages
Additional Information
Edit
Confirm & Submit

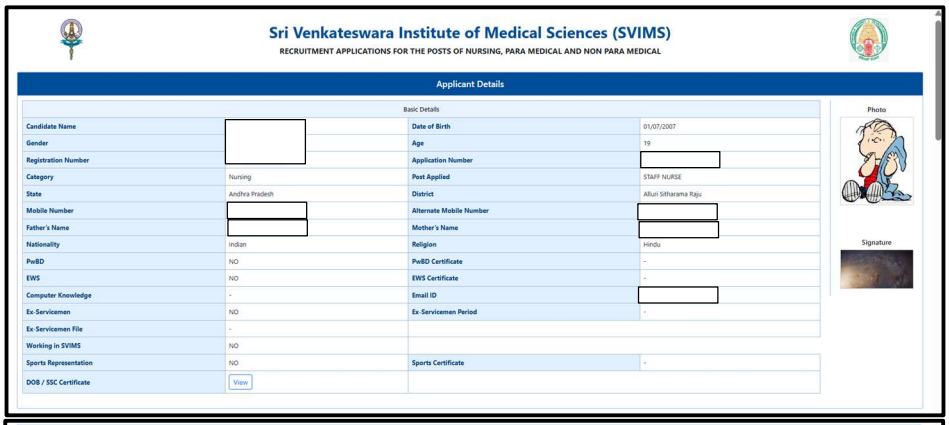

Confirm Submission?
Once submitted, you can't make changes. Do you want to continue?
Cancel
Yes, Submit

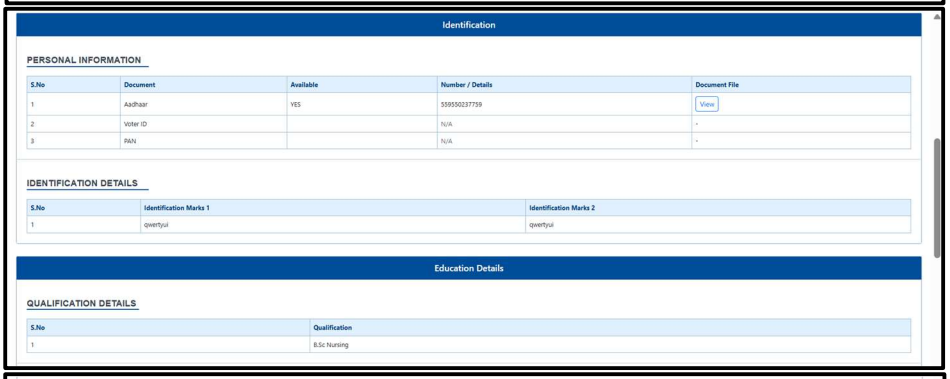

Submitted Successfully
Your application has been submitted.
OK

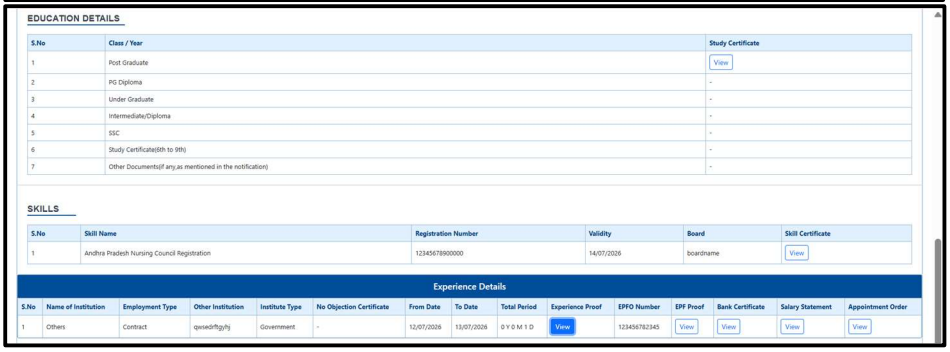
Print Application:-

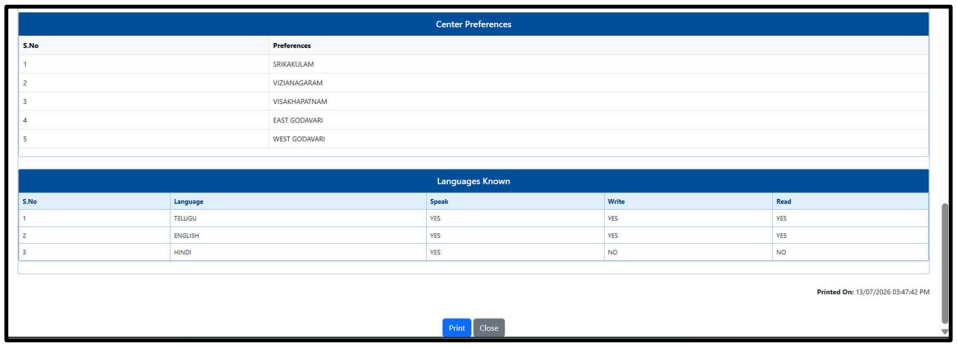
Click **Download Application** to download and print the submitted application form.











Center Preferences

S.No	Preferences
1	SRIKAKULAM
2	VIZIANAGARAM
3	VISAKHAPATNAM
4	EAST GODAVARI
5	WEST GODAVARI

Languages Known

S.No	Language	Speak	Write	Read
1	TELUGU	YES	YES	YES
2	ENGLISH	YES	YES	YES
3	HINDI	YES	NO	NO

Printed On: 13/07/2026 03:47:42 PM

Print Close