

**Guidelines for filling up Online Application Form for Admission into GNM course in
VKNRL School of Nursing**

Instructions to Applicant:

1. **Before filling application form, please scan clearly the below mentioned documents to upload in the online portal.**
 - a) **Scanned copy of Recent Passport size photograph file size 100kb (max) (200 pixel width x 250 pixel height).**
 - b) **Scanned copy of signature, file size 100 kb (max) (200 pixel width x 150 pixel height).**
 - c) **Age proof certificate in PDF format, file size 1mb (max).**
 - d) **PRC from the competent authority in PDF format, file size 1mb (max).**
 - e) **Caste certificate in PDF format, file size 1mb (max), NCL is compulsory in case of OBC/MOBC.**
 - f) **EWS certificate for general category in PDF format, file size 1 mb (max).**
 - g) **Document mentioning the name of the school from where class 10th passed in PDF format; file size 1 mb (max).**
 - h) **HS mark sheet and pass certificate in PDF, file size 1 mb (max).**
 - i) **Supporting document if person with disability in PDF, file size 1 mb (max).**
 - j) **Registration certificate if ANM in PDF, file size 1 mb (max).**
2. Candidate should log on to www.vknrlnursingschool.edu.in and click on **Admission Open 2020** link and then proceed for registration. **The email ID and mobile number used for registration must belong to the applicant.** The email address and mobile number must be valid and functional. Communications shall be sent only to the registered email address or mobile number. As such, candidates are advised not change their contact number and email id registered in this portal.
3. **Before you proceed to register yourself, you must ensure that you have read and understood the eligibility criteria & reservation policy for the course.**
4. Click on to REGISTER and for already registered users, click on to LOGIN to enter.
5. The newly registered candidates will receive an OTP in their mobile.
6. One candidate can register only once.
7. Choose your password at least of minimum 8 characters long with combination of alpha numeric characters. Please remember your password and don't share with others.
8. Please use Forgot Password option if password is lost, system will forward an activation link to your registered email. Click the link, system will redirect you to reset your old password.
9. Once the registration is successful the user will be redirected to the dashboard page where the applicant has to fill up the necessary information in the Application Form.

10. Enter your qualification in progressive order starting from HSLC/ 10th Standard onwards with Year of Passing, Board/Council as applicable, Name of the school from where passed, Subjects Appeared, Marks Obtained, Percentage(numeric value to be entered, not '%' sign).
 - Vocational Course (optional)
 - ANM details will be enabled only when you have entered ANM registration information during Personal Information.
11. Applicant must click Submit & Update to continue the process.
12. Please upload relevant information under Certificate Upload.
13. Before final submission of online Application Form, read the declaration given on the website carefully and given your consent on it, failing which you will not be able to complete your application. So, you must check the information details carefully before final submission of Application Form.
14. Once the user confirms Final Submit & update, then the user would be redirected to the payment page. Once the user payment process is over the user have to download the filled up application form, payment receipt and take a print out. This printout needs to be carried at the time of Admission along with the original documents.
15. **Application Fee of Rs. 100/- (All Categories, non-refundable)** is to be paid for online application.
16. Wrong / false entry of any credentials of the applicant will attract rejection of the application.
17. Self-attested photocopies of all documents and printout of the online fill up application form have to be submitted at the time of counselling.
18. Original documents have to be produced for verification at the time of admission.
19. In case of any query applicants may post their query at :
 - Phone no. **03776-265448**
 - email id: yknrlson@vkendra.org
20. The online application will be rejected on the following conditions:
 - **Payment process not completed**
 - **Faulty submission of documents**
 - **Low visibility of the uploaded documents**