
GUIDELINES FOR FILLING UP THE ONLINE FORM OF POST BASIC BSCN

The online form for Post Basic BSc Nursing is available at <https://ignounursing.samarth.edu.in/>. On this web page you will find few instructions to fill up your form on the left hand side along-with link for new registration. And you will find the space to fill in user ID and password to log in to account on right hand side. Follow the following steps to fill in the form:

Step 1

Kindly click on the “click here for new registration” and create new registration by filling the following:

- Choose a User name and remember it
- Fill in your full name as per your educational documents
- Fill your Email ID which you continuously check. Since most of the communication will be made through Emails.
- Re-enter the Email ID again as filled in the previous step
- Create a Password which you can remember
- Re-enter the same password in the next box
- Provide your Phone Number in the next box
- In the next box, type the text shown in the image
- Now press on “Register”.

Your registration is now complete. You must remember your User name and password for future log-in. It is better to record it in your diary or phone.

Step 2

Now after registering you will be directed back to <https://ignounursing.samarth.edu.in/> where you have to log into your account by using the user name and password as created in step 1. After entering user name and password, enter the text shown in the image and click on “LOGIN”. You will log into your account after this step.

Step 3

On the next page, please read the instructions carefully and click in the box “I have read the important information” and then click “Submit”.

Step 4

This is the first step of filling the form. In this step you need to fill your personal details correctly as follows:

- Full Name of the Applicant (should be as per Educational Documents)
- Guardian Name
- Guardian Relationship (whether the Guardian is father, mother, husband and so on)

- Date of Birth as per 10th Certificate
- Gender
- Whether you are kashmiri Migrant or not
- Nationality (Indian)
- Territory/area (Urban, Rural or Tribal)
- Category (General/Un-reserved, SC, ST, OBC C, OBC NC or EWS)
- Whether belong to Minority Group or not.
- Religion
- Marital status (Married or Single/Un-married)
- Social Status
- Applicant Email (enter the email with which you have registered and frequently check)
- Alternate Email
- Your phone number with which you registered
- Any alternate phone number
- Fill in details of any disability or not.
- Fill in employment status.

After this step click on “submit” to submit the details. In case you notice any mistake and want to edit it, click on “edit”. If everything is OK proceed to next page by clicking on “Next”.

Step 4

Now you will come to the page of filling in the Programme details. Please fill all the details in the boxes correctly as follows:

- Choose the programme type as Bachelors if asked. It may be already be filled for you.
- Choose the programme for enrolment as Bachelor of Science Nursing (Post Basic) if asked. It may be already be filled for you.
- Choose the exam centre city code where you will sit/give your entrance examination. It can be city where you are currently located.
- Choose the Region code for admission where you want to take admission. It is the regional centre code (RC Code) under which the programme study centre where you want to take admission is present. This information is present in Appendix VIII of your Student handbook & prospectus.
- Choose the Programme Study centre for admission where you want to take admission. It is the programme study centre (PSC code) under the RC where you want to take admission is present. This information is present in Appendix VIII of your Student handbook & prospectus.
- Choose the State code. It is the state where the RC/PSC is located. The state code are also present in Appendix XIII a of your Student handbook & prospectus.
- Choose the Medium as English.
- Choose the Mode of Study as ODL.
- Indicate if you are already student of IGNOU for other programme by choosing yes or no.

After this step click on “submit” to submit the details. In case you notice any mistake and want to edit it, click on “edit”. If everything is OK proceed to next page by clicking on “Next”.

Step 5

After this you will come to the page of filling in the your Qualification details. Please fill all the details in the boxes correctly as follows:

- Choose the Relevant Qualification. Put a tick only in ONE box relevant to your study (Matriculation or 10+2).
- Now choose your main subjects. Choose only one subject. If you choose “Others” please specify the subject.
- Now choose the year of passing your Qualification (Matriculation or 10+2).
- Choose the division obtained for your Qualification (Matriculation or 10+2).
- Choose the percentage of marks obtained for your Qualification (Matriculation or 10+2).
- Choose the Board code for this Qualification. The list of board code has been given in Appendix XIII b of your Student handbook & prospectus.

After this step click on “submit” to submit the details. In case you notice any mistake and want to edit it, click on “edit”. If everything is OK proceed to next page by clicking on “Next”.

Step 6

Now you will be directed towards the course details. Please fill in the following:

- Firstly Fill in your professional Qualification General Nursing and Midwifery (GNM). Fill in the following details:
 - a. Year of completion of state board/council examination for GNM and percentage of marks obtained.
 - b. Year of completion of General Nursing and percentage of marks obtained. This is the date of completion of your state board/council examination for GNM as also filled in previous step i.e., a (given above).
If general nursing has been completed before midwifery nursing, then the date of passing general nursing is to be given.
 - c. Year of completion of Midwifery Nursing and percentage of marks obtained. This is the date of completion of your state board/council examination of GNM as also filled in previous step i.e., a (given above).
If midwifery nursing has been completed after general nursing, then the date of passing general nursing is to be given.
 - d. Fill in the Name of the registration council from which GNM was passed/registered. If you have changed the State registration council due to job, then write the name of the State Nursing council you are currently registered with.
 - e. Write the date of registration for RN and/ or RNRN with registration number in the next box as per your registration certificate. If you changed registration with State Nursing council due to job or otherwise, and your RN RM has changed, please write

the new RN and RM number currently active and this registration must be active at the time of offer of admission, in case selected.

- f. Write the date of registration for RM with its registration number in the next box. If the registration number and date are same as RN, then fill in the same date and number. If the date or number of RM is different than RN, fill in the correct details as per your Registration certificate in the requisite boxes. If you changed registration with State Nursing council due to job or otherwise, and your RN RM has changed, please write the new RN and RM number currently active and this registration must be active at the time of offer of admission, in case selected.
- Now fill in Marks obtained in GNM. Fill in the following details:
 - First fill the details of GNM First Year as total marks obtained, total maximum marks and the percentage will get automatically calculated.
 - Fill the details of GNM Second Year as total marks obtained, total maximum marks and the percentage will get automatically calculated.
 - Fill the details of GNM Third Year as total marks obtained, total maximum marks and the percentage will get automatically calculated.
 - Fill the details of GNM Fourth Year, if you have done the same as total marks obtained, total maximum marks and the percentage will get automatically calculated.

Your GNM overall total marks obtained, total maximum marks and the percentage will get automatically calculated.

- Male nurses need to fill in the next details. Please fill up the course details you have done in place of Midwifery Nursing. If you have done regular GNM, you need not fill this. If you have done General Nursing and then attended separate course in place of Midwifery nursing like Psychiatric nursing, then fill in the course name, council under which it was done, period start and end dates as per the certificates that you have.
- Now fill in your years of work experience after registration as RN RM till last date of receipt of entrance examination. You need to fill only the total work experience after the date you obtained your first RN RM certificate of registration. Fill the following:
 - a) Years of service after RN RM in years, months and days format.
 - b) Years of service after RN (if done separately from RM) in years, months and days format.
 - c) Years of service after RM (if done separately from RN) in years, months and days format.
- After this, fill in the Details of working experience after registration as RN RM upto last date of submission of entrance test form.
 - Click on the “Add experience” tab
 - Add name of organization, designation, date of service from and to, and then, the total experience will get calculated. Then, you click on “Save” to save the details.

- In order to add more experiences, just click of “Add experience” tab and fill in the details as asked. Your total experience will get calculated.

Fill in the experience only after the date of RN RM. Write in chronological order i.e. first job to present job.

- After this, fill in the Details of presently working:
 - Write Yes or No for currently working. However, remember that you need to be currently working for pursuing this course.
 - Enter the name of organization of presently working
 - Enter the place where the organisation of present Working is located.

After this step click on “submit” to submit the details. In case you notice any mistake and want to edit it, click on “edit”. If everything is OK proceed to next page by clicking on “Next”.

Step 7

Fill in your correspondence details where any written communication can be sent. This is also required for posting study material in case you are selected. After this step click on “submit” to submit the details. In case you notice any mistake and want to edit it, click on “edit”. If everything is OK proceed to next page by clicking on “Next”.

Step 8

Now upload the documents. The size of documents should be between 10 kb to 100 kb. Kindly compress the PDF or JPG images before uploading. The photograph and signature must be compulsorily uploaded in JPG format only. Other documents that need to be uploaded are 10th Certificate, GNM Diploma certificate, GNM final mark sheet certificate, Current registration certificate, Experience certificate if available and Category certificate in PDF format.

After this step click on “submit” to submit the details. In case you notice any mistake and want to edit it, click on “edit”. If everything is OK proceed to next page by clicking on “Next”.

Step 9

Now you will be able to preview your form. Check it thoroughly at this point and edit anything that you wish to **because after this point once submission has been done editing is not possible. If you wish to wait, STOP HERE and do not click on anything. You can come back later to complete the form.**

Once you are satisfied that everything is in order, then only proceed the ahead. Click on “I agree” and then click on “Accept and proceed for payment”. Your form is now submitted and you will enter the payment portal.

Step 10

The entrance examination fees is Rs. 1000/-. If you wish to pay, click on Go to payment gateway and you will be redirected towards payment gateway. You need to pay digitally i.e., Debit/Credit card/Net banking/ UPI. Make the payment by any of these modes.

In case you pay once and form is not completed, please wait for 24 to 48 hours for completion of payment. Do not “Retry” the payment or pay again at that point because any extra money will not be refunded.

After 24 to 48 hours recheck your form by logging into the admission portal by using your user name and password. In case the status is still not complete, retry the payment again. The previous payment which is not completed, will be reverted to your account in 7 to 14 days.

Once payment is completed you will be able to download your complete form after login into your account.

All communication of any sort will be made through email after completion of the admission form.

In case the payment done second time is not completed and you are not able to generate pdf of your form, please email the transaction details including your name, programme opted, mobile number, amount paid etc. to the Student Support Centre at 011-29572513 or 011-29572514. You can email at ssc@ignou.ac.in, if required you may escalate and submit to our website your request at www.igram.ignou.ac.in.