



**User Manual
For
Dr. YSR UHS – PG DENTAL
DEGREE (MDS) – 2024-2025
Competent Authority Quota
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APOnline



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1 INTRODUCTION

1.1 ABOUT Dr. YSR UHS:

The Government of Andhra Pradesh renamed Dr. NTR University of Health Sciences as “Dr. YSR University of Health Sciences”. It was inaugurated 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. The total number of colleges affiliated to the University have gone up from 27 at the time of inception to 271 as on date.

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

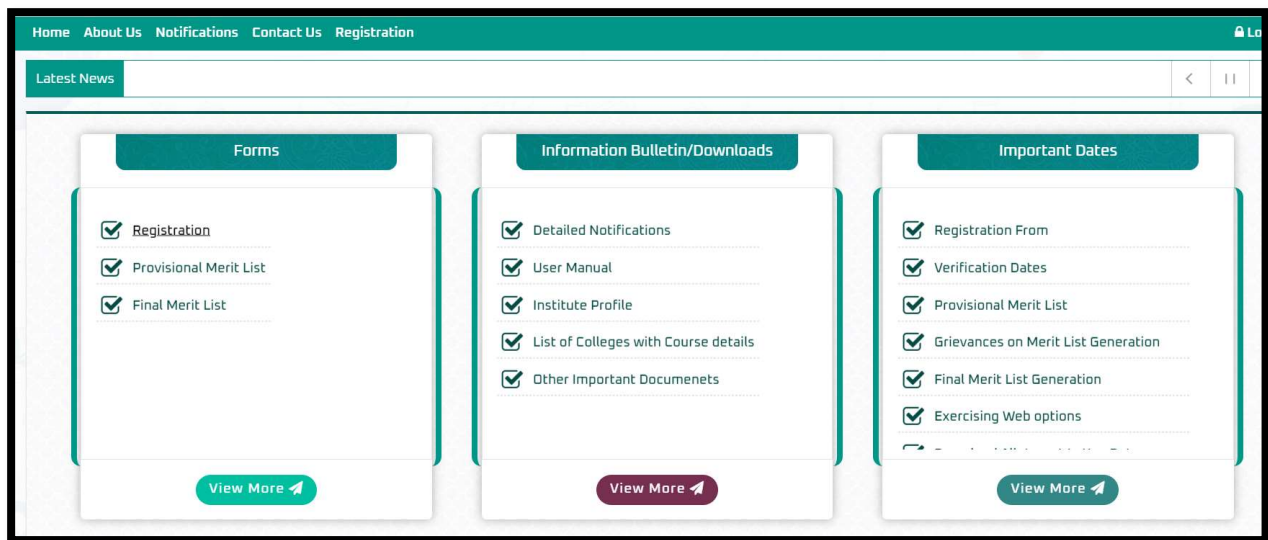


Figure 1: Home Page



3.1 Registration:

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

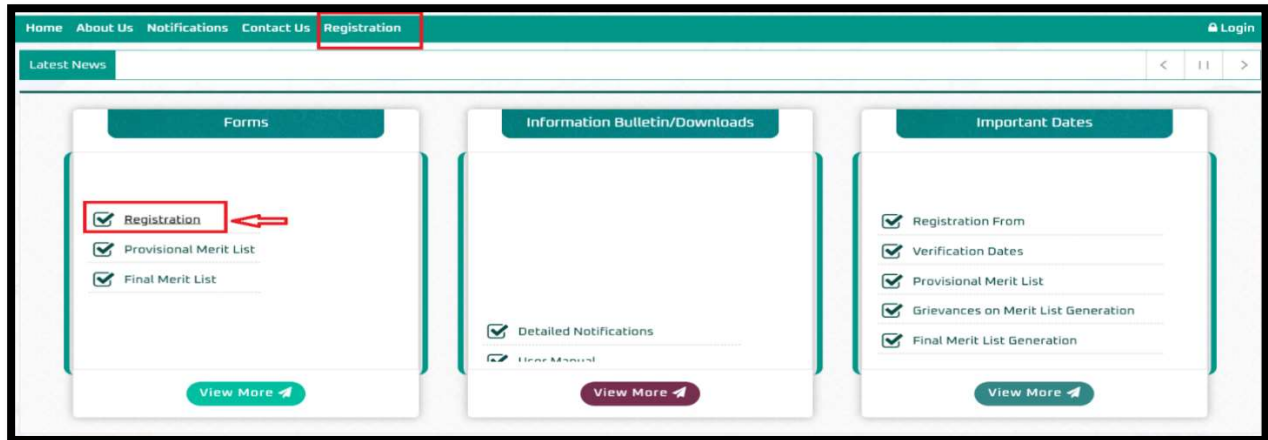


Figure 2: Registration - Link

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.

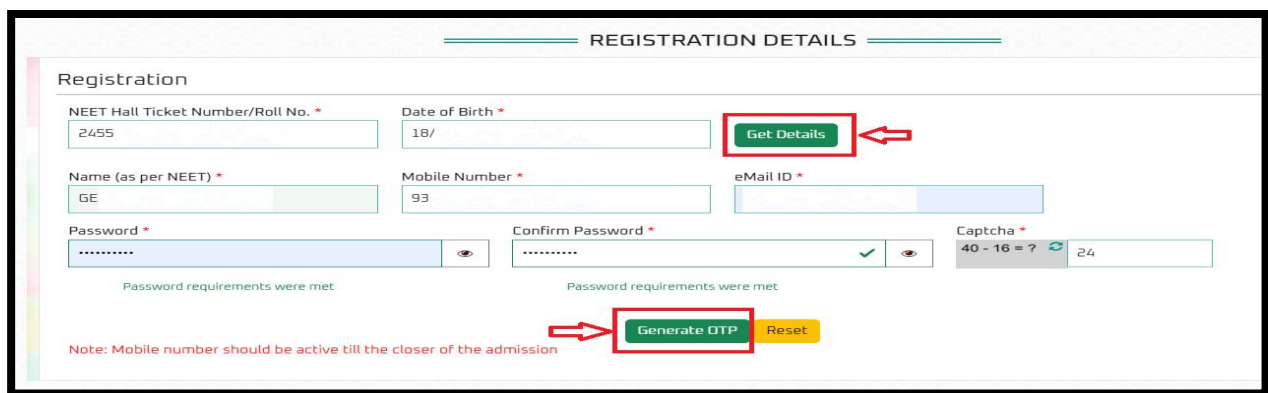


Figure 3: Registration – Get NEET details



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.

The screenshot shows the 'REGISTRATION DETAILS' page. The form includes fields for NEET Hall Ticket Number/Roll No. (245), Date of Birth (01/), Name (GHAN), Mobile Number (934), and eMail ID (online.in). Password and Confirm Password fields are filled with dots, and both show 'Password requirements were met'. A Captcha field shows '14 - 9 = ?' and '5'. The OTP field contains '19' and is highlighted with a red box. The 'Submit' and 'Reset' buttons are at the bottom, with 'Submit' highlighted in green and 'Reset' in yellow. A red arrow points to the 'Submit' button. A note at the bottom states: 'Note: Mobile number should be active till the closer of the admission'.

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.

The screenshot shows the 'REGISTRATION DETAILS' page after successful registration. A green 'User Alert!' message box is visible in the top right corner, stating: 'You have Registered Successfully, Your Registration ID is PG24CQ'. The registration form fields are now empty. The 'Submit' and 'Reset' buttons are at the bottom. A red box highlights the text 'Your Registration ID is: PG24CQ' displayed below the buttons. A note at the bottom states: 'Note: Mobile number should be active till the closer of the admission'.

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



3.2 Login:

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

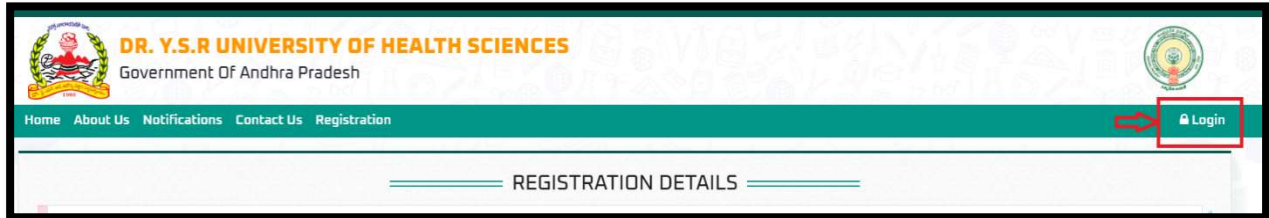


Figure 6: Login Page – Link

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

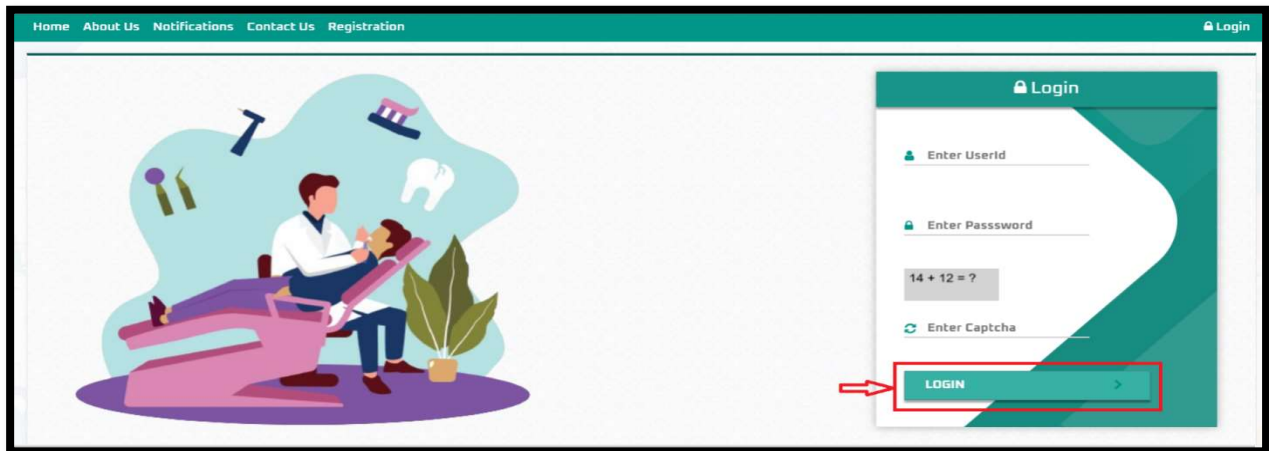


Figure 7: Login Page – Login

3.3 Application Submission:

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

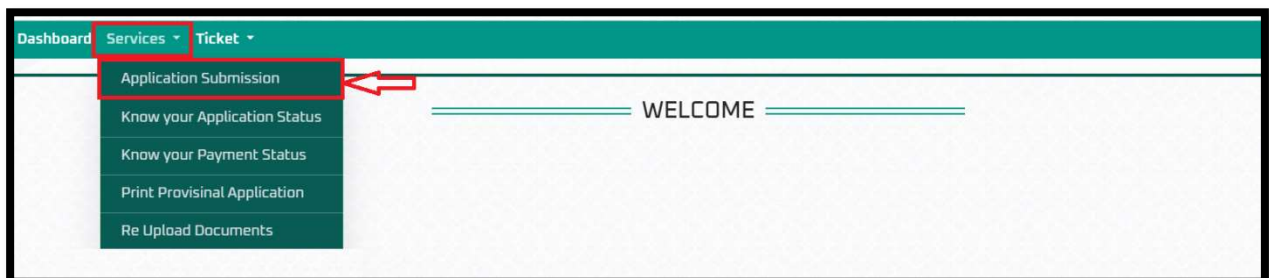


Figure 8: Application Submission – Link



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.

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 BDS education, they will fall under one of the following regions:

- ❖ Andhra University
- ❖ Sri Venkateswara University
- ❖ Osmania University
- ❖ Non-local
- ❖ BDS studied in GDC Vijayawada, GDC Hyderabad, ACDS Secunderabad



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 BDS college studied in Andhra Pradesh. Click “Save and Continue” button.

The screenshot shows a progress bar at the top with four steps: Personal Details, Payment Details, Local/Non-local, and Upload Documents. The 'Local/Non-local' step is currently active. Below the progress bar, the section is titled 'Educational Details (For Local Area/Region Validation)'. There is a dropdown menu for 'Region' with 'Sri Venkateswara University' selected. At the bottom left is a '←Back' button, and at the bottom right is a 'Save & Continue→' button, which is highlighted with a red box and a red arrow pointing to it.

Figure 13: Application Submission – AU/SVU Educational Region

Osmania University Region:

The candidate falls under the Osmania University region, as shown below.

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

- If 'No' is selected, the candidates under the 'OU' region are ineligible for the PG MDS competent authority quota.

The screenshot shows the same progress bar as Figure 13. The 'Region' dropdown is set to 'Osmania University'. Below it is a dropdown menu for 'Do you want to claim "APNL" or "Migrated from TG to AP"'. This dropdown is open, showing options: '--Select--', '--Select--', 'Yes', and 'No'. The 'Yes' option is highlighted with a red box and a red arrow pointing to it.

Figure 14: Application Submission – OU Educational Region



- If 'Yes' is selected, two radio buttons will be displayed and select any one radio button.
 - 'Are you claiming Local Status as per G.O. no. 132/171/129/ (If migrated from TG to AP)?'
 - 'Are you claiming APNL?'

Region *
Osmania University

Do you want to claim "APNL" or "Migrated from TG to AP"
Yes

Are you Claiming Local status as per G.Os no. 132/171/129/ (If migrated from TG to AP) *
 Are you Claiming APNL *

←Back Save & Continue→

Figure 15: Application Submission – OU Region

If you select the 'Are you Claiming Local Status as per G.Os no. 132/171/129/ (If migrated from TG to AP)' radio button, please select the local certificate issued by, the migrated district, and enter the certificate number.

Region *
Osmania University

Do you want to claim "APNL" or "Migrated from TG to AP"
Yes

Are you Claiming Local status as per G.Os no. 132/171/129/ (If migrated from TG to AP) *
 Are you Claiming APNL *

Local Certificate Issued by *
--Select--

Local Status Certificate Number *
Enter Certificate Number

District Migrated *
Select District Migrated

←Back Save & Continue→

Figure 16: 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.



Region *
Osmania University

Do you want to claim "APNL" or "Migrated from TG to AP"
Yes

Are you Claiming Local status as per G.Os no. 132/171/129/ (If migrated from TG to AP) *
 Are you Claiming APNL *

Local Certificate Issued by *
AP Meeseva

Local Status Certificate Number *
a769876

District Migrated *
Guntur

Final Region *
Andhra University

←Back Save & Continue→

Figure 17: Application Submission – OU Region Migrated – Final Region

If you select the 'Are you Claiming APNL' radio button, then upload any one of the three specified documents for eligibility.

Region *
Osmania University

Do you want to claim "APNL" or "Migrated from TG to AP"
Yes

Are you Claiming Local status as per G.Os no. 132/171/129/ (If migrated from TG to AP) *
 Are you Claiming APNL *

Minimum 10 Years study Certificate of either of parents,if student in Andhra Pradesh Only (PDF Only / 500 KB) *
Choose File No file chosen

(or)

Current Employment Certificate of either of parents, if working in Andhra Pradesh Only (PDF Only / 500 KB) *
Choose File No file chosen

(or)

Minimum 10 Years Residence Certificate (Only Andhra Pradesh State) of either of parents (PDF Only / 500 KB) *
Choose File No file chosen

Final Region *
APNL

←Back Save & Continue→

Figure 18: Application Submission – OU Region APNL –APNL

Non-local Region:

If candidates come under the non-local region, it will be shown as below.

The candidate should select 'Yes' or 'No' in the 'Do you want to claim 'APNL with AP Domicile?'' dropdown.

If 'No' is selected, the candidates under the non-local region are ineligible for the PG MDS competent authority quota.



Region *
Non-Local

Do you want to claim "APNL with AP Domicile"
--Select--
--Select--
Yes
No

Figure 19: Application Submission – Non-local

If 'Yes' is selected, they must upload any one of the three specified documents for eligibility.

Region *
Non-Local

Do you want to claim "APNL with AP Domicile"
Yes

Minimum 10 Years study Certificate of Student/either of parents, if student in Andhra Pradesh Only (PDF Only / 500 KB) *
Choose File No file chosen

(or)

Current Employment Certificate of either of parents, if working in Andhra Pradesh Only (PDF Only / 500 KB) *
Choose File No file chosen

(or)

Minimum 10 Years Residence Certificate (Only Andhra Pradesh State) of either of parents (PDF Only / 500 KB) *
Choose File No file chosen

Final Region *
APNL with AP Domicile

←Back Save & Continue→

Figure 20: Application Submission – Non-local – APNL with AP Domicile

BDS studied under GDC Vijayawada, GDC Hyderabad, ACDS Secunderabad Colleges

If the candidate studied BDS at GDC Vijayawada, GDC Hyderabad, or ACDS Secunderabad colleges, they should upload details from classes 6 to 12 in the grid for educational region calculation.

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.



Educational Details (For Local Area/Region Validation)

S.No	Class	Year of Study	State	District	School/College/Institute	Upload Certificate (PDF Only / 500 KB)	Preview
1	XII	2015	Andhra Pradesh	Ananthapuramu	test	Choose File PG24CQ1...32919.pdf	NA
2	XI	2014	Andhra Pradesh	Anakapalli	test	Choose File PG24CQ1...32919.pdf	NA
3	X	2013	Andhra Pradesh	Anakapalli	test	Choose File PG24CQ1...32919.pdf	NA
4	IX	2012	Andhra Pradesh	Anakapalli	test	Choose File PG24CQ1...32919.pdf	NA
5	VIII	2011	Andhra Pradesh	Bapatla	test	Choose File PG24CQ1...32919.pdf	NA
6	VII	2010	Andhra Pradesh	Alluri Sitharama Raju	test	Choose File PG24CQ1...32919.pdf	NA
7	VI	2009	Andhra Pradesh	Ananthapuramu	test	Choose File PG24CQ1...32919.pdf	NA

Region *
Andhra University

←Back Save & Continue→

Figure 21: Application Submission – SWI – Educational Region

➤ Documents Uploads:

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



Personal Details Payment Details Local/Non-local Upload Documents

Upload Documents:
All uploads must be in PDF format & maximum size of 500KB

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	Cast Certificate	Choose File No file chosen	NA
4	Photo Identity Proof (Aadhaar Card, PAN Card etc.,)	Choose File No file chosen	NA
5	Aadhaar Card	Choose File No file chosen	NA
6	PwBD (Person with Benchmark Disability) (Latest 3 months)	Choose File No file chosen	NA
7	Original BDS Degree (or) Provisional BDS Pass Certificate	Choose File No file chosen	NA
8	BDS Study Certificate	Choose File No file chosen	NA
9	BDS Transfer Certificate	Choose File No file chosen	NA
10	Internship Completion Certificate	Choose File No file chosen	NA
11	Dental Council Registration Certificate	Choose File No file chosen	NA
12	Other PG Certificate	Choose File No file chosen	NA

← Back **Save Documents**

Figure 22: 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.

7	BDS Transfer Certificate	Choose File	No file chosen	Preview
8	Internship Completion Certificate	Choose File	No file chosen	Preview
9	Dental Council Registration Certificate	Choose File	No file chosen	Preview
10	LSC Certificate	Choose File	No file chosen	Preview

← Back Save Do ~~not~~ **Preview Application**

Figure 23: 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.



DR. Y.S.R. UNIVERSITY OF HEALTH SCIENCES
Government Of Andhra Pradesh

Post Graduation MDS Convenor Quota 2024

POST GRADUATION MDS CONVENOR QUOTA 2024

NEET DETAILS			
Registration ID			
NEET Roll No./Hall Ticket No.			
NEET Rank			
NEET Score			
Name as per NEET			
State of Birth			
Mother's Name			
Father's Name			

PERSONAL DETAILS			
Name (As per MDS Degree)		Gender	
Mobile No.		Alternative Mobile No.	
Aadhaar No.		EMAIL ID	
Social Status (Caste)		Ministry	
Center Sub-category		COE/OTOP	
State of Issue of OCMPO Card		PwBD (Person with Benchmark Disability)	
PwBD Certificate Issued By		PwBD Certificate No.	
Disability Percentage (%)			

RESIDENTIAL ADDRESS			
House No./Flat No.		Village/Ward Name	
State		District	
Mandal		Landmark	
Pin Code			

EDUCATION DETAILS			
BSC (or) Equivalent			
BSC/Equivalent Board Name		BSC/Equivalent Roll No./Hall Ticket No.	
Year & Month of Passed			
BSc Details			
BSc State		BSc University Name	
BSc College Name		BSc Hall Ticket No.	
BSc Admission Year		BSc Completion Year	
Intership Completion Date		Dental Council Registration State	
Dental Council Registration Date		Dental Council Registration No.	
Any Other PG Details			

REGION			
S.No	Center Type of Local Quota	Region as per Academic Years	Region Covered
1	Creating APNs with AP domicile	Non-Local	APNs with AP Domicile

UPLOADED DOCUMENTS	
S.No	Documents
1	NEET PG Score Card (Current Year)
2	BSc Certificate (BSc Marks Memo)
3	Cast Certificate
4	Aadhaar Identity Proof (Aadhaar Card, PAN Card etc.)
5	Aadhaar Card
6	PwBD (Person with Benchmark Disability) (Latest 3 months)
7	Original BSc Degree (or) Provisional BSc Pass Certificate
8	BSc Study Certificate
9	BSc Transfer Certificate
10	Intership Completion Certificate
11	Dental Council Registration Certificate
12	Other PG Certificate
13	Minimum 10 years Study Certificate of student/father of parents, if studied in Andhra Pradesh only
14	Candidate Photo
15	Candidate Signature

I hereby declare that all the entries and statements made in this application are true, complete and correct to the best of my knowledge and belief. I also declare that I fulfill all the eligibility criteria specified for the PG MDS course applied for. In the event of any irregularities being detected in my application, or irregularity being detected before or after the admission, the university reserves the right to cancel my candidature. In any event, I will be solely responsible for all possible consequences thereof.

Final Submit
Cancel

Figure 24: 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.

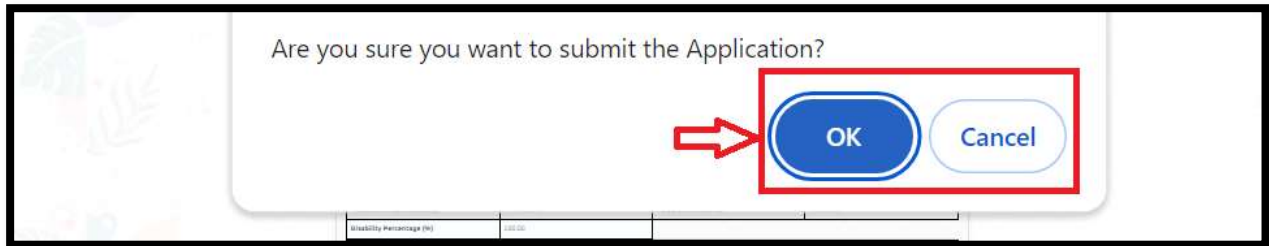


Figure 25: Application Submission – Submission Conformation

3.3 Know your Payment Status

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

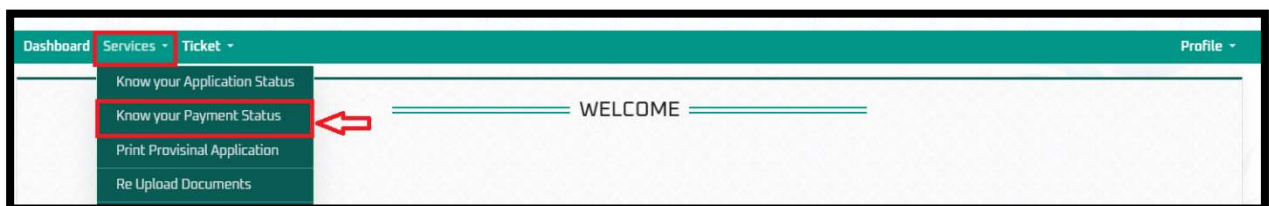


Figure 26: Know your Payment Status – Link

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.

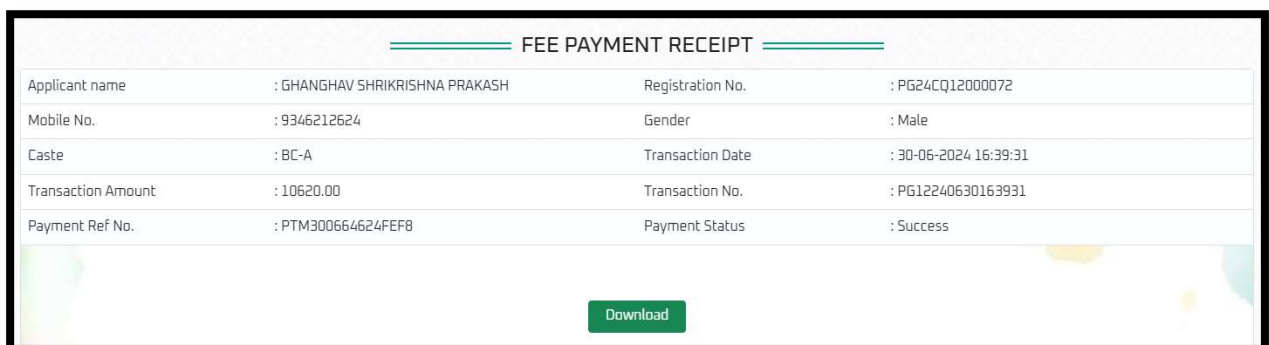


Figure 27: Know your Payment Status - Receipt



3.4 Print Provisional Application

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

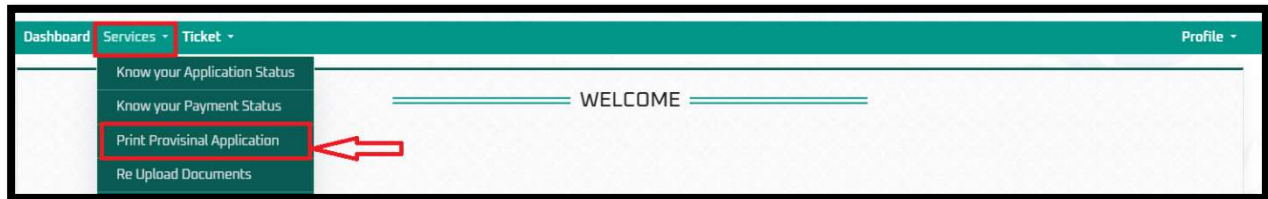


Figure 28: Print Provisional Application – Link

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.



POST GRADUATION MDS CONVENER QUOTA 2024

NEET DETAILS			
Registration ID			
NEET Roll No./NEET Ticket No.			
NEET Rank			
NEET Score			100%
Name as per NEET			
State of Birth			
Mother's Name			
Father's Name			

PERSONAL DETAILS			
Name (As per BSc Degree)		Gender	
Mobile No.		Alternative Mobile No.	
Aadhaar No.		email id	
Social Status (Caste)		Minority	
Cast Sub-category		Citizenship	
Date of Issue of OBC/MSL Card		PwBD (Person with Benchmark Disability)	
PwBD Certificate Issued By		PwBD Certificate No.	
Disability Percentage (%)			

RESIDENTIAL ADDRESS			
House No./Flat No.		Village/Town Name	
State		Street	
Pin Code		Landmark	

EDUCATION DETAILS			
BSC (or) Equivalent			
BSC/Equivalent Board Name		BSC/Equivalent Roll No./Hall Ticket No.	
Year & Month of Passed			
BSc Details			
BSc State		BSc University Name	
BSc College Name		BSc Hall Ticket No.	
BSc Admission Year		BSc Completion Year	
Membership Completion Date		General Council Registration State	
General Council Registration Date		General Council Registration No.	
Any Other PG Details			

REGION			
S.No.	Claim Type of Local Status	Region (up to Academic Years)	Region Chosen
1	Claiming APNL with AP domicile	Non-CCO	APNL with AP domicile

UPLOADED DOCUMENTS	
S.No.	Documents
1	NEET PG Score Card (Current Year)
2	Birth Certificate (SC/BC/MSL/Other)
3	Caste Certificate
4	Photo Identity Proof (Aadhaar Card, PAN Card etc.)
5	Aadhaar Card
6	PwBD (Person with Benchmark Disability) (Latest 3 months)
7	Original BSc Degree (or) Provisional BSc Pass Certificate
8	BSc Study Certificate
9	BSc Transfer Certificate
10	Membership completion certificate
11	General Council Registration Certificate
12	Other PG Certificate
13	Minimum 10 years Study Certificate of student/father of parents, if studied in Andhra Pradesh only
14	Candidate Photo
15	Candidate Signature

Download

Figure 29: 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.

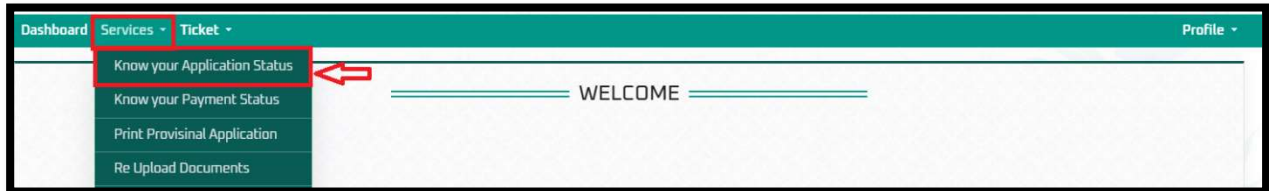


Figure 30: Know your Application Status – Link

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

APPLICATION STATUS			
Hall Ticket No.:	2455111707	Registration No. :	PG24CQ12000072
Applicant Name :	GHANGHAV SHRIKRISHNA PRAKASH	Mobile No. :	9346212624
Gender :	Male	Email :	venu.gadde@aptonline.in
Caste :	BC-A	Payment Status :	Success
Transaction Date :	2024-06-30 16:39:31	Application Status :	Application Submitted

Figure 31: Know your Application Status - Status

The remaining services related user manual will be shared shortly.

=====END OF DOCUMENT=====