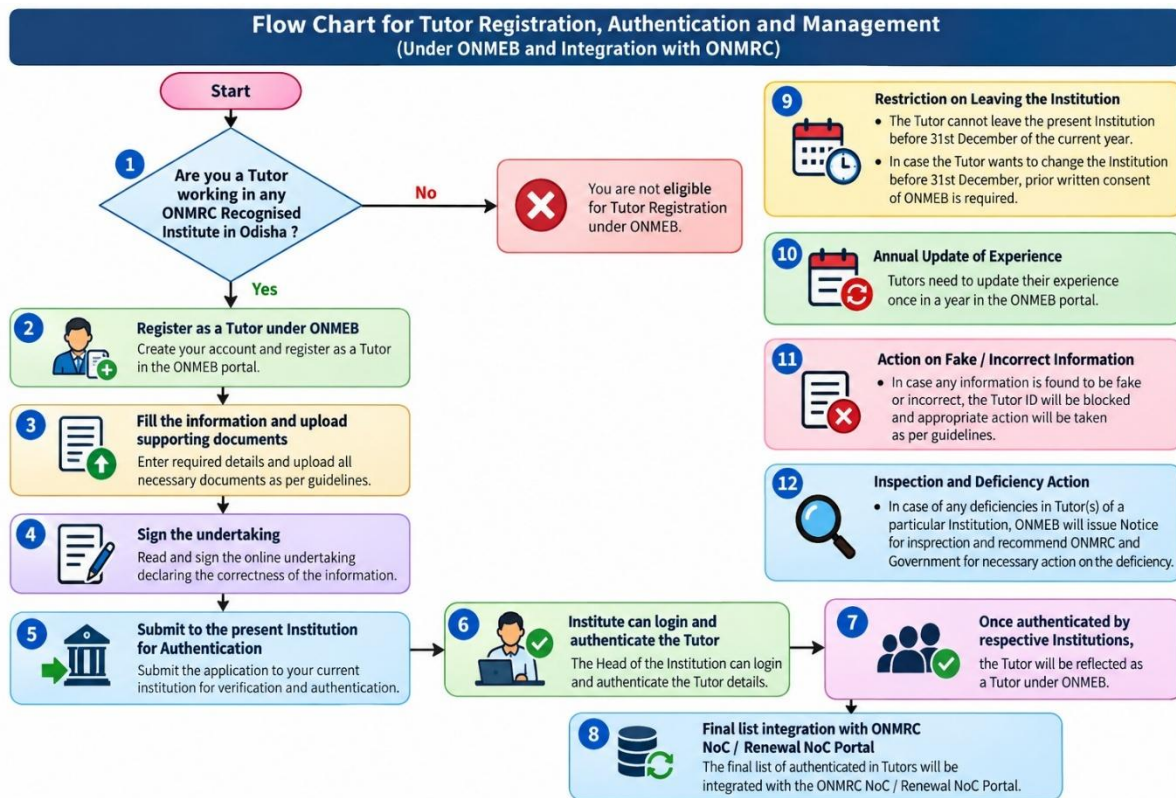


Instructions / Guidelines for Tutor Registration under ONMEB



Step-1 :- Preliminary Registration

- Enter your Full Name
- Enter date of Birth as per the Matriculation certificate
- Enter your NUID number (it is Mandatory)
- Enter Valid Mobile / Whatsapp Number
- Enter (Create) your Password* (Password must be 8 Characters, must contain one numeric, one Capital letter, one special character)
- Re-enter your Password
- Then click on Save and Send OTP

An OTP will be sent to the given Mobile Number and enter the OTP to proceed for next page.

Odisha Nurses & Midwives Examination Board
Preliminary Candidate Registration

Instructions

Please fill out the form carefully to complete your preliminary registration with ONMEB.

Note: Ensure your **WhatsApp Mobile Number** and **NUID Number** are correct. An OTP will be sent to your mobile to verify your identity before saving your data.

Already Registered? → [Login Here](#)

Candidate Details

Enter your information below to register.

Candidate Name	DOB
Full Name	dd-mm-yyyy
NUID Number	Mobile (WhatsApp) Number
Enter NUID	admin
	Enter a valid 10-digit number.
Password	Confirm Password
.....	Confirm Password

Save & Send OTP

Reset Form

Odisha Nurses & Midwives Examination Board | Preliminary Registration

Step-2 :- Personal and Professional Information

- (a) Name as entered in Preliminary Registration will automatically shown here
- (b) Enter your Fathers Name
- (c) Date of Birth as entered in Preliminary Registration will automatically shown here
- (d) Select the gender
- (e) Enter Adhar Number
- (f) Select the highest qualification that you have passed and Your specialisation if M.Sc-Nursing
- (g) Enter ONMRC Registration Number of Highest Qualification/ Additional Qualification which ever is applicable
- (h) NUID Number as entered in Preliminary Registration will automatically shown here
- (i) Mobile Number as entered in Preliminary Registration will automatically shown here
- (j) Enter your valid e-mail ID
- (k) Enter your Bank Account details (Acc No, Branch Name, IFSC code, Name as per bank)

Personal & Registration Details

Name of the Tutor / Principal Tutor *

Enter full name

Father's Name *

Date of Birth *

dd-mm-yyyy

Gender *

Select Gender

Aadhaar Number *

12-digit Aadhaar number

Highest Educational Qualification *

Select Qualification

Specialisation for MSc Nursing

Enter specialisation

ONMRC Additional Registration No. of Highest Qualification

Enter registration number

NUID Number *

Mobile (WhatsApp) Number *

10-digit mobile number

E-mail ID *

name@example.com

Verification/check button can be connected to ONMRC database.

2. Bank Account Details

Bank Account Number *

Bank Branch Name *

IFSC Code of Bank Branch *

E.G. SBIN0001234

Name in the Bank Account *

3. Teaching Experience Details

Add each teaching experience separately. Use Add New to create another row and the delete button to remove an entry.

Sl. No.	Name of the Institute with District	State	Designation	From Date	To Date	No. of Days	Action
1	Institute + District	State	Select	dd-mm-yyyy	dd-mm-yyyy	Auto	Delete

+ Add New

Reset Form

Save & Continue

(l) Enter your Teaching Experience **Chronologically from beginning till Job at present (the last / Present Job Posting Date should be 31/12 of Current Year)**

(m) You can enter name of the Institutions where joined as Teaching Staff , in which State the Institution present, in which designation you have joined, from which date you have joined and till which date you have worked in that particular educational institution.

(n) You can click **Add New** to add a new row to enter another service details / experience details

(o) If you have entered some thing wrong, you can delete that row by clicking on Delete option.

(p) while you will fill from date and to date of working, the number of days you worked in that particular Institution will be calculated automatically by the system.

(q) You can add as many number of Institutions that you have worked, but the last one must be the Institution in Odisha approved under ONMRC/ONMEB.

(r) and the Last institute that you have to enter must be the present Institution in odisha in which you are working and the **To date must be 31/12 of Current Year.**

(s) After filling the details you can Click on the button **Save and Continue.**

Step-3 :- Upload Supporting Documents

Here upload the pdf copies of Supporting documents like

(a) Provisional Passout certificate of Highest qualification like PBBSc/BSc/MSc Nursing

(b) Copy of ONMRC Registration Certificate (Initial one)

(c) Copy of ONMRC Registration Certificate (Latest Renewal one)

(d) Copy of NUID registration card

(e) Copy of Cancelled Check / Bank Passbook Front page Proof

(f) Merge all copies of Teaching Experience / appointment letter/ joining letter / relieving letter from each Institutions worked chronologically (merge through www.ilovepdf.com) as entered in the previous section

(g) Copy of Adhar Card

Supporting Documents

Upload PDF copies of the required supporting documents.

4. Upload Supporting Documents

Important: Please upload PDF copies of the required documents. The items marked with * are required as specified in the registration form.

1. * Provisional Pass-out Certificate of Highest Qualification (*No PhD)

Choose File No file chosen

2. * Copy of ONMRC Registration Certificate (1st / Initial)

Choose File No file chosen

3. * Copy of ONMRC Latest Registration Certificate Indicating Highest Qualification (*except PhD)

Choose File No file chosen

4. * Copy of NUID Registration Certificate

Choose File No file chosen

5. * Copy of Cancelled Cheque / Bank Pass Book Cover Page

Choose File No file chosen

6. * Copies of all Appointment / Joining Letters chronologically (merged PDF)

Choose File No file chosen

7. * Copy of Aadhaar Card

Choose File No file chosen

Step-4 :- Undertaking and Final Submission

- (a) Then read the undertaking carefully
- (b) Then select the Applicant declaration Check Box
- (c) Then select the Course of the Institute for which you are engaged as the Faculty/ Means in which Course you are appointed as a Tutor
- (d) One Tutor can register only for one course and cant apply more than one course
- (e) Then select the Present Name of the Institutions in which you are working
- (f) Then click on the Send OTP Link and an SMS will be sent in your given Mobile Number
- (g) Then enter the OTP and then Click on Final Submit Button.

1 Personal & Experience

2 Documents

3 Undertaking & Submit

Undertaking & Final Submission

Review your declaration, select course/institution and complete OTP verification.

5. Undertaking & Final Submission

Undertaking

- I, <retrieve Name of the Tutor>, do undertake that the information given above are true to the best of my knowledge and belief.
- That, I am submitting my consent to attend examination duties, any training, development, capacity building programs conducted by Odisha Nurses & Midwives Examination Board and to engage myself in exam evaluation duties (both theory and practical) on behalf of the Institutions where I am engaged at present.
- That, at any case, disobeying the duties allotted by the Odisha Nurses & Midwives Examination Board for any kind of examination or evaluation activities will be treated as Non-responsive and my Teacher ID will be suspended for a period as decided by the Board, intimated through the present Institution in which I am working.
- That, any Non-Co-operation with the order of the Odisha Nurses & Midwives Examination Board will be treated as an offence and may lead to suspension of my Teacher ID for enrolment in the Board for next 3 academic session.

Applicant declaration:

☐

I have read and agree to the above undertaking. *

Select Name of the Course *

Select

Select Name of the Institution *

Select

OTP Verification

6-digit OTP

Send OTP

N.B:-

- (1) Once you have made final submission to your present working Institution, then intimate your present employer that, you have submitted the Tutor Application and to authenticate the application.
- (2) Until the present institution has not authenticated your application, then your name will not be considered as a Valid eligible tutor under the ONMEB.
- (3) Once the present working Institute authenticate your application, then automatically ONMEB will empanel your name as a suitable faculty under ONMEB.
- (4) Each Year you need to login to the Tutor Portal and Update your Teaching records.
- (5) Giving false and fabricated information will be treated as an offence and legal steps as deemed proper will be taken against you. And Your Tutor ID will be suspended.
- (6) This Tutor ID will be applicable while Your Institute will apply for Renewal NoC on ONMRC Portal.
- (7) As per the Institution Data, if no sufficient number of Tutors/ teaching Staffs will not be enrolled, then ONMEB will ask for deficiencies and to comply before start of the Examination, else, the examination process of concerned Institutions will be withheld. And the deficiency

notice copy will be served to Govt. and ONMRC for withdrawal of Board affiliation.

(8) All the Institutions affiliated with ONMEB are advised to co-operate in the process for smother running of the Examination activities, failing which affiliation with Board will be reconsidered.

(9) In case any clarification/ doubts , may contact ONMEB within office hours.