

### **Phase I- Registration**

1. Visit the website of the Dr. SMCSI Medical College & hospital ([www.smcsimch.ac.in](http://www.smcsimch.ac.in))
2. Click on the link Post Basic Diploma in OR Nursing
3. The application Registration fee Rs. 500- for Post Basic Diploma in OR Nursing programme shall be paid by online payment.
4. The details of the remittance is to be entered in the Application form as otherwise the Application will not be accepted
5. Click on the New Applicants Registration
6. Enter correct details in all the columns of the Application form.
7. Note down the email id and date of birth entered for future reference
8. Click the “Submit” Button.
9. Your application ID will be displayed and also e-mailed to you in the e-mail id provided by you, which should be noted down for future reference.

### **Phase II –Registration**

1. Click “Candidate Registration” for commencing processing of the application.
2. Type in the email ID and date of birth to Log in. the entire Application form together with the data you have filled in will reappear for your verification and correction ( if any) for physically registering the application with the college.
3. Upload passport size photo, 10<sup>th</sup> and plus two certificates and signature of parent & candidate
4. Once you are satisfied with the entries, press confirms.
5. At this stage the information in the application form will be frozen. No further chances will be possible.
6. Now the application from the downloaded page will be displayed.
7. Log out to complete the online process.

### **Phase III- Application form to CSI School of Nursing, Karakonam**

1. Please login using your email-Id and date of birth, then download application from your computer for self check.
2. Applications submitted should be completely in all respects. Incomplete applications will stand rejected. Application will not be allowed to include any information in the application form, nor submit any certificates/ documents later.
3. Hard copies need not be sent to CSI College of Nursing, Karakonam