



सत्यमेव जयते



महाराष्ट्र शासन

महाराष्ट्र राज्य शुश्रूषा व परावैद्यक शिक्षण मंडळ
Maharashtra State Board of Nursing and Paramedical Education



MSBNPE

USER MANUAL

APPLICATION PROCESS FOR DIPLOMA CERTIFICATE AND CERTIFICATE CORRECTION

1. Introduction :

This user manual provides step-by-step guidance for students who have successfully passed under the MSBNPE Board and apply online for their Diploma Certificate and Certificate Correction.

Please read all instructions carefully before starting the application process to ensure successful submission and timely verification of your application.

2: Student Registration

Step 1: Access the Diploma Certificate Application Portal

1. Visit the official MSBNPE website:
<https://www.msbnpe.ac.in/> .
2. Navigate to the Enrollment tab.
3. Click on "Apply for Diploma Certificate". The option is available under the Enrollment section of the website.
4. You will be redirected to the Diploma Certificate Application Portal and Link: <https://enrollment.msbnpe.in/student-login>.

Student Login

Enter your UID, Username and Password

UID *

Username *

Password *



[Forgot Password?](#)

Student Login

[New User? Create New Account](#)

5. If you are a first-time user, click on [New User? Create New Account](#) and complete the registration process.

Create New Account

* Mandatory Fields

State

Maharashtra Other State

Do you have Registration Number?

Yes No

* First Name

Middle Name

* Surname

* Date Of Birth

* Email ID

* PRN number

* Mobile No

Do you want your User Name to be Same as Email ID?

Yes No

Create Account

6. After successful registration, your UID, Username, and Password will be sent to your registered email address.
7. Use the received login credentials to access the portal and proceed with your Diploma Certificate application.

➤ **Important Notes**

- Use a valid and active email address during registration.
- Keep your UID, Username, and Password confidential.
- Check your Spam/Junk folder if you do not receive the credentials in your Inbox.
- Ensure that all information entered during registration matches the details available in the Board records.

2. Click on ****Register****.
3. Enter the required details correctly.
4. Submit the registration form.

➤ **Important**

After successful registration, the following login credentials will be sent to your registered email address:

- * UID (User ID)
- * Username
- * Password

Please check your Inbox/Spam folder if you do not receive the email immediately.

Step 2: Login to the Portal

1. Open the Diploma Certificate Application Portal.

2. Enter the received:

- * UID/Username
- * Password

2. Open the portal and enter your login credentials.

Click Login.

After successfully logging in, navigate to the Student section.

Click on the Apply for Diploma Certificate link.

Proceed with the application process by filling in the required details and submitting the form.

The screenshot shows the 'Student Portal' interface. On the left is a navigation menu with options like 'Dashboard', 'Student Section', 'Apply For Diploma Certificate', 'Apply For Duplicate Diploma Certificate', 'Apply For Corrections', 'Receipts', and 'OTHERS'. The main content area is titled 'Application For Diploma Examination Certificate' and includes a progress bar with steps: 'Student Registration', 'Documents Upload', and 'Payment'. Below the title, it says 'Please Enter the information as per the Hsc Board Certificate'. The form has a section 'Course & PRN' with a dropdown menu for 'Select course name' and a text input for 'PRN No.'. The dropdown menu is open, showing a list of course options: AUXILIARY NURSING AND MIDWIFERY, GENERAL NURSING AND MIDWIFERY, LADY HEALTH VISITOR, DIPLOMA IN ONCOLOGY NURSING, DIPLOMA IN PSYCHIATRIC NURSING, DIPLOMA IN PAEDIATRIC NURSING, DIPLOMA IN ORTHOPAEDIC NURSING, NURSE PRACTITIONER IN MIDWIFERY, NURSE PRACTITIONER MIDWIFERY EDUCATOR, DIPLOMA IN GERIATRIC NURSING, DIPLOMA IN PUBLIC HEALTH NURSING, and DIPLOMA IN AYURVEDA SPECIALITY NURSING. A blue 'Fetch Student' button is located to the right of the PRN No. input field.

Step 3: Verify Student Information

Application For Diploma Examination Certificate
Please Enter the information as per the Hsc Board Certificate

Course & PRN

GENERAL NURSING AND MIDWIFERY | |

Personal Information

Profile* | First Name | Father Name

Surname | Mother Name | Gender*

Nationality* | Caste* | Religion*

Marital Status* Single Married

Birth Information

Date of Birth* | Birth State* | Place of Birth*

Present Address

Present Address* | State* | Pincode*

Permanent Address

Same as Present Address

Permanent Address* | State* | Pincode*

Additional Details

Email ID* | Mobile No.* | Telephone

Alternate Mobile No. | Aachor No.* | Passport No.

Pre-Educational Qualification Details

Sr. No.	Qualification	Passing Month*	Passing Year*	Board*	Total Marks*	Out of Marks*
1	S.S.C.	<input type="text" value="--- Select ---"/>	1999	S.S.C. Board		
2	H.S.C.	<input type="text" value="--- Select ---"/>	1999	H.S.C. Board		

Educational Details

Qualification: GENERAL NURSING AND MIDWIFERY
Date of Passing Certificate: DDMMYYYY

Course Details

Region: -- Select Region --
Institute/Programme Approved for Degree: -- Select Institute --
University: -- Select --
First Exam Held in the Year: -- Select Year --
First Exam Held in the Month: -- Select Month --
First Theory Exam Passed Seat No.: Seat Number
Marks: Exam Marks
Out of Marks: Out of Marks
Grade: -- Select Grade --

Training Period

Training Institute (Other Training Institute paper C-Form): -- Select Institute --
Admission Date: 01/08/2022
Training To Date: DDMMYYYY
This examination window is 36 months
Minimum duration is 45WEEKS

Examination History

Academic Year	Exam Name	Exam Type	Seat No.	Result
2022-23	GENERAL NURSING AND MIDWIFERY FIRST YEAR	Regular	XXXXXXXX	Pass
2023-24	GENERAL NURSING AND MIDWIFERY SECOND YEAR	Regular	XXXXXXXX	Pass
2024-25	GENERAL NURSING AND MIDWIFERY THIRD YEAR	Regular	XXXXXXXX	Pass

Save & Continue

1. The system will display your basic information automatically.
2. Carefully verify all displayed details such as:

- * Student Name
- * PRN Number
- * Course Details
- * Examination Details
- * Other personal information

➤ **Important**

If any information is incorrect, contact the concerned Board authority before proceeding with the application.

Step 4: Fill the Diploma Certificate Application Form

1. Complete all mandatory fields in the application form.
2. Follow the instructions displayed on the screen.
3. Ensure that all information entered is accurate and matches your supporting documents.

Step 5: Upload Required Documents

Upload all required documents in the prescribed format and file size as mentioned in the application form.

➤ **Important Guidelines**

- * Upload clear and legible documents.
- * Ensure files are in the specified format.
- * Do not exceed the maximum file size limit.
- * Incorrect or unclear documents may lead to delays in verification.

Providing documents in the correct format will help avoid discrepancies and ensure faster processing of your application.

Step 6: Payment of Application Fee

Before submitting the application:

1. Complete the online payment process.
2. Ensure that the payment is successful.
3. After successful payment, submit the application form.

➤ **Note:**

Your application will be considered confirmed only after successful payment and submission.

Step 7: Application Confirmation

Once the application is submitted successfully:

- * You will receive an application confirmation.
- * Save or print the acknowledgement for future reference.

Step 8: Application Verification

After submission:

1. The Board will verify your application and uploaded documents.
2. Verification may take some time depending on the number of applications received.

➤ **Status Tracking**

You can log in to the portal periodically to check the status of your application.

Step 9: Diploma Number Generation

After successful verification:

- * Your Diploma Number will be displayed in your login dashboard.
- * This indicates that your application has been approved and processed for certificate generation.

Step 10: Diploma Printing and Dispatch

Once the Diploma Number is generated:

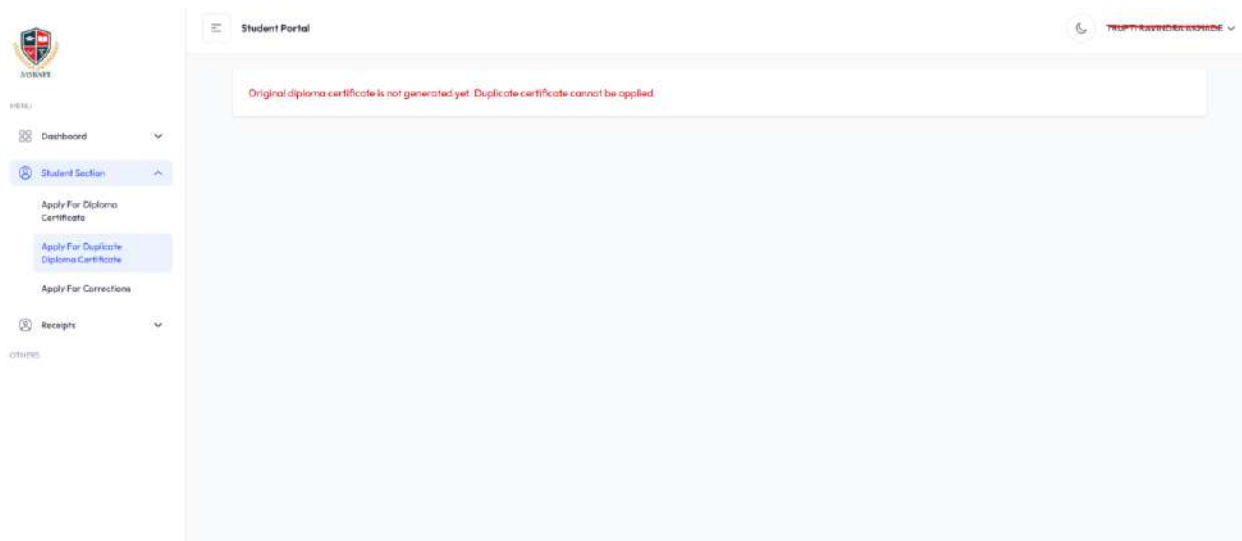
1. The Board will initiate the diploma printing process.
2. After printing is completed, the diploma will be dispatched as per the Board's procedure.

➤ **Important**

Please wait for the printing and dispatch process to be completed. You will receive your Diploma Certificate after it is printed and released by the Board.

3: Apply For Duplicate Diploma Certificate

1. To apply for duplicate diploma certificate use the side link [Apply For Duplicate Diploma Certificate](#) as 'Apply For Duplicate Diploma Certificate'.
2. To apply for a duplicate diploma successfully, you must have previously applied for and obtained the original diploma certificate.



- Applicants who have previously obtained their diploma and wish to apply for a duplicate diploma certificate must upload the documents specified below.

The screenshot displays the 'Student Portal' interface. On the left, a navigation menu includes 'Dashboard', 'Student Section', 'Apply For Diploma Certificate', 'Apply For Duplicate Diploma Certificate' (highlighted), 'Apply For Corrections', and 'Receipts'. The main content area is titled 'Documents Pending' and contains a message: 'You already applied for duplicate certificate but have not uploaded the required documents yet. Please upload documents to continue.' Below this, the 'Duplicate Certificate Documents' section features five file upload boxes: 'Affidavit *', 'Aadhar Card *', 'Last Year Marksheet *', 'FIR Copy *', and 'Application Letter *'. Each box contains the text 'Choose File No file chosen' and 'JPG / PNG / PDF (Max 500 KB)'. A blue 'Submit Documents' button is located at the bottom right of the form area.

4. Apply For Correction

To apply for correction of a Marksheet, Passing Certificate, or Diploma Certificate, you need to complete the following three steps in the application

form: Correction Details, Document Upload, and Payment.

Student Portal

Correction Details | Upload Documents | Payment

Apply for Correction

Select Certificate Type

Select

Field: Select | Incorrect Value: | Correct Value: Enter correct name

+ Add Another Field

Save & Continue

Student Portal

Correction Details | Upload Documents | Payment

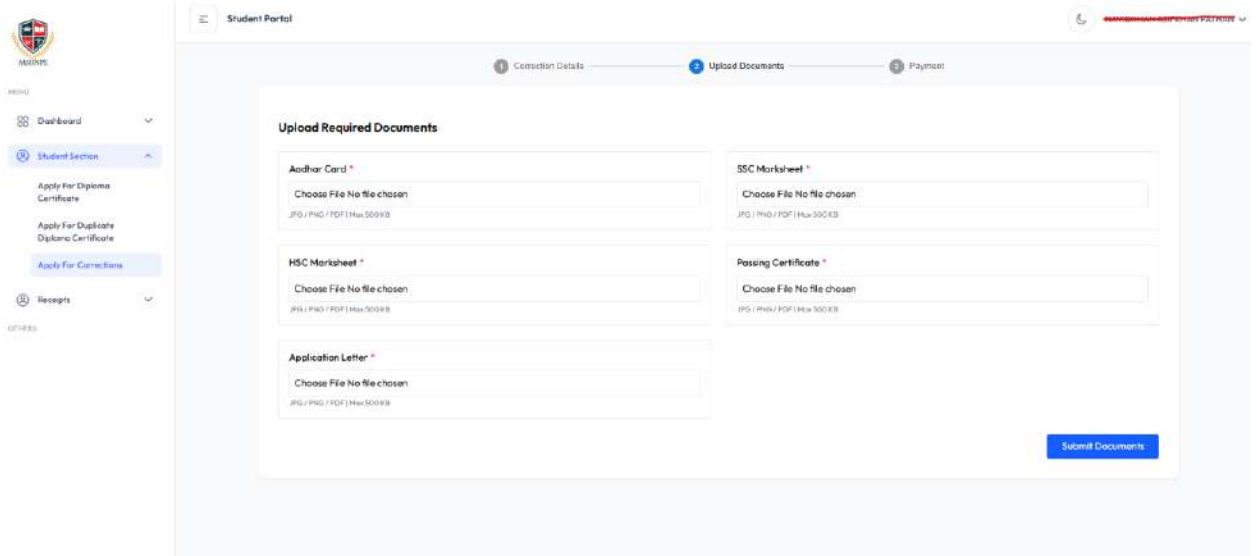
Apply for Correction

Select Certificate Type

- Select
- Marksheet
- Passing Certificate
- Diploma Certificate

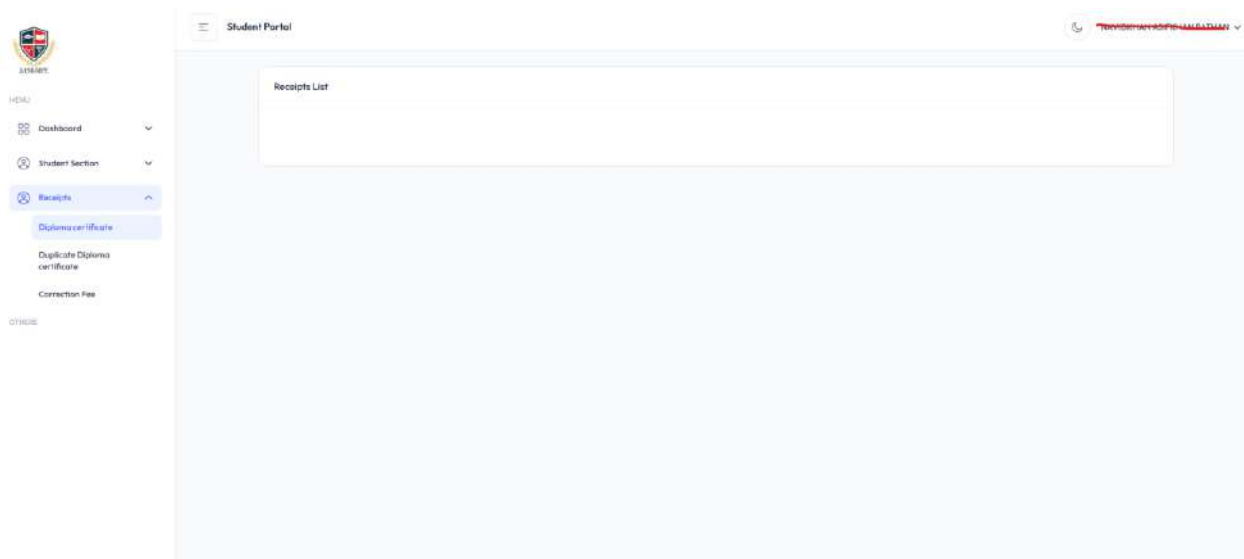
+ Add Another Field

Save & Continue



5 .Receipts

In the Receipts section, you can view all payment receipts for applications that you have submitted and successfully paid for.



END

➤ Important Reminders

- ✓ Register using a valid email address.**
- ✓ Keep your UID, Username, and Password secure.**
- ✓ Verify all pre-filled information carefully.**
- ✓ Upload documents in the prescribed format and size.**
- ✓ Complete payment before submitting the application.**
- ✓ Regularly check your application status through the portal.**
- ✓ Wait for verification, diploma number generation, and printing before expecting delivery of the diploma certificate.**