

## STEPS FOR TECHNICAL PERSON REGISTRATION ON ONLINE NATIONAL DRUG LICENSING SYSTEM (ONDLS)

To use ONDLS first get yourself register separately as independent “**Technical Person**” by submitting requisite information and uploading qualification / experience certificates on ONDLS portal.

Technical Person will get **Unique Number** after successful registration, which he / she has to share with the sponsoring firm and also has to confirm the offer received separately on their registered email id and then only their name will appear in the firm’s application form.

Actual URL to be used : <https://statedrugs.gov.in/SFDA/Homepage>

At present following persons has to register themselves as Technical Person:

1. Analytical Chemist
2. Blood Bank Technician
3. Cord Blood Bank Technician
4. Laboratory In Charge
5. Manufacturing Chemist
6. Medical Director
7. Medical Officer
8. Quality Assurance
9. Qualified Person
10. Registered Nurse
11. Registered Pharmacist
12. Technical Supervisor
13. Competent Person

Please keep details in Following Format Ready before registering on ONDLS

S. NO.	Name of Technician / Medical Officer / Analyst/ RP / CP	Mobile Number	Email ID	PAN/ Aadhar No.

**Note: Separate mobile number and email ID shall be used for each person.**

Please scan and make PDF of Following Documents Ready before registering on ONDLS

(Handy Checklist)

<b>S. No.</b>	<b>Document Type</b>	<b>Remarks (Done/Pending)</b>
<b>A</b>	<b>For Login ID and Password</b>	
1	Copy of PAN/ AADHAR of Technical Person	
<b>B</b>	<b>For Adding Qualification on ONDLS Dash Board</b>	
1	Copy of 10 <sup>TH</sup> Certificate	
2	Copy of 12 <sup>th</sup> Certificate	
3	Copy of Diploma Certificate (D. Pharma / DMLT)	
4	Copy of Degree Certificate (B. Pharma / BSc / MBBS / Etc)	
5	Post Graduation Certificate (MD /Higher Education)	
<b>C</b>	<b>For Adding Professional Experience on ONDLS</b>	
1	Appointment / Offer Letter of Previous Employer	
2	Relieving / Resignation Letter of Previous Employer	
3	Experience Certificate of all Previous work	
<b>D</b>	<b>For Adding Technical Registration on ONDLS (Registered Pharmacist)</b>	
1	Copy of Delhi Pharmacy Council Registration	

Note:

1. Do not enter incorrect Certificate Number of any Qualification. It cannot be edited once saved.
2. **Do not use (.) in file name while making pdf.**
3. Additional Qualification and Additional Professional Experience can be added at any point of time even after successful registration.

## Steps wise Screen Shot for Registering Technical Person on LIVE System:

First of all use URL: <https://statedrugs.gov.in/SFDA/Homepage>

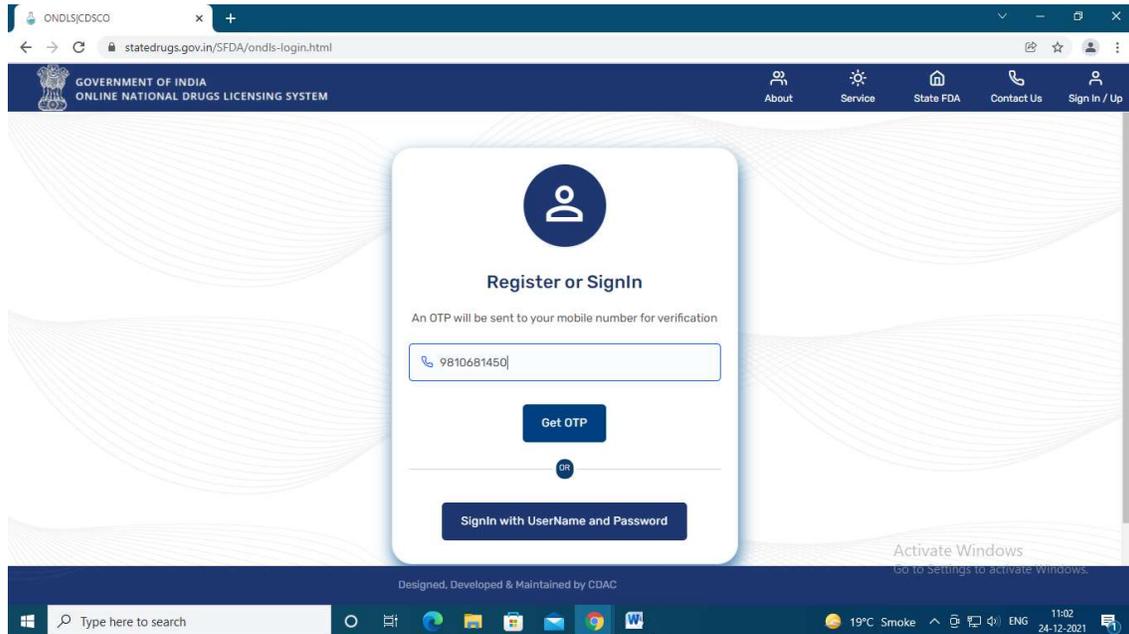
The screenshot shows the homepage of the Government of India's Online National Drugs Licensing System (ONDLS/CDSCO). The page features a navigation bar with links for 'About', 'Service', 'State FDA', 'Contact Us', and 'Sign In / Up'. The main content area is titled 'Online Licencing' and includes a vertical menu with four items: 'Application Submission', 'Track Status of Application', 'Grant of Permission/Approvals/Licence/NOC', and 'Amendments'. The background of the main content area shows a person using a laptop displaying a website. At the bottom of the page, there is a footer with the text 'Designed, Developed & Maintained by CDAC' and a system tray showing the date and time as 11:00 on 24-12-2021.

DCD DELHI

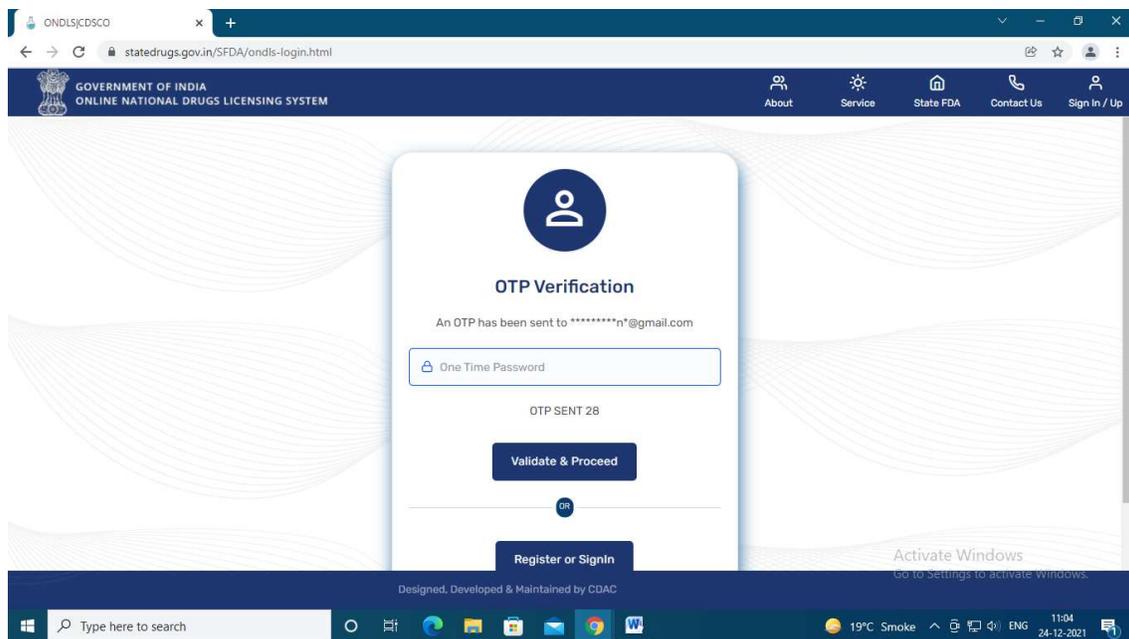
Click on Sign In / Up and following screen will appear

The screenshot shows the login page of the ONDLS/CDSCO system. The page features a navigation bar with links for 'About', 'Service', 'State FDA', 'Contact Us', and 'Sign In / Up'. The main content area is titled 'Register or SignIn' and includes a form with a 'Mobile Number' input field and a 'Get OTP' button. Below the form, there is a 'Sign in with Username and Password' button. A red arrow points from the 'Sign In / Up' link in the navigation bar to the 'Sign in with Username and Password' button. At the bottom of the page, there is a footer with the text 'Designed, Developed & Maintained by CDAC' and a system tray showing the date and time as 11:00 on 24-12-2021.

Enter your mobile number and email ID which you want to get registered on ONDLS and confirm (validate and Proceed) it by entering OTP received on it.



DCD DELHI



Select Radio Button for Technical Person and Proceed Further

statedrugs.gov.in x (36) WhatsApp x ONDLS|CDSCO x xnindia.gov.in x +

statedrugs.gov.in/SFDA/user-registration-step-2.html?i=MjMwOA==

GOVERNMENT OF INDIA  
ONLINE NATIONAL DRUGS LICENSING SYSTEM

About Service State FDA Contact Us Sign In / Up

### User Account Details

Registration Purpose

Firm  Technical Person  Firm & Technical Person  Blood Bank

Proceed Further

https://statedrugs.gov.in/SFDA/available-service.html Developed & Maintained by CDAC

Type here to search 20°C AQI 500 ENG 12:01 24-12-2021

DCD DELHI

Fill up Personal Details and Upload Copy of PAN / Aadhar

ONDLS|CDSCO x (37) WhatsApp x +

statedrugs.gov.in/SFDA/user-registration-step-4.html?i=MjJ5OA==

GOVERNMENT OF INDIA  
ONLINE NATIONAL DRUGS LICENSING SYSTEM

About Service State FDA Contact Us Sign In / Up

### Personal Details

Salutation\* First Name\* Middle Name Last Name\*

Dr. REENA Use Middle Name SINGH

Father Name\* Mother Name\*

BALBIR SINGH KARTIKA DEVI

Gender\* Nationality\*

Male  Female  Transgender Indian

Date of Birth\* User ID Proof Document Type\*

21-02-1991 Aadhaar Card

Id Proof Document Number\* Upload Id Proof Document\*

Document Number Choose File No file chosen

Permanent Address

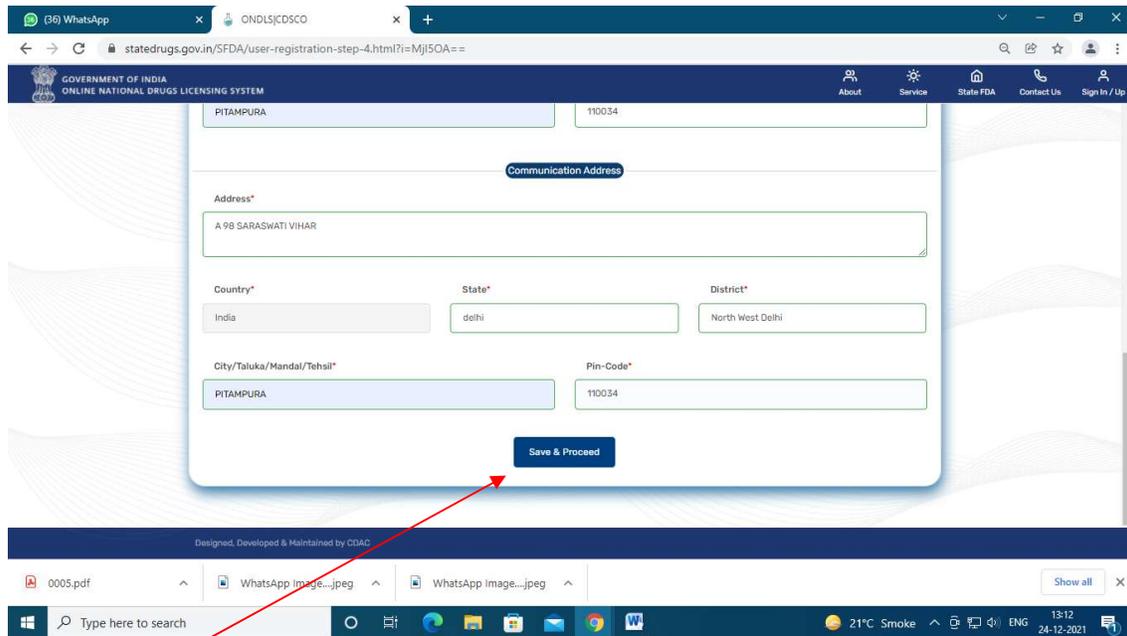
Address\* Permanent Address

Design, Developed & Maintained by CDAC

Activate Windows  
Go to Settings to activate Windows. Show all

WhatsApp Image...jpeg x WhatsApp Image...jpeg x WhatsApp Image...jpeg x WhatsApp Image...jpeg x WhatsApp Image...jpeg x

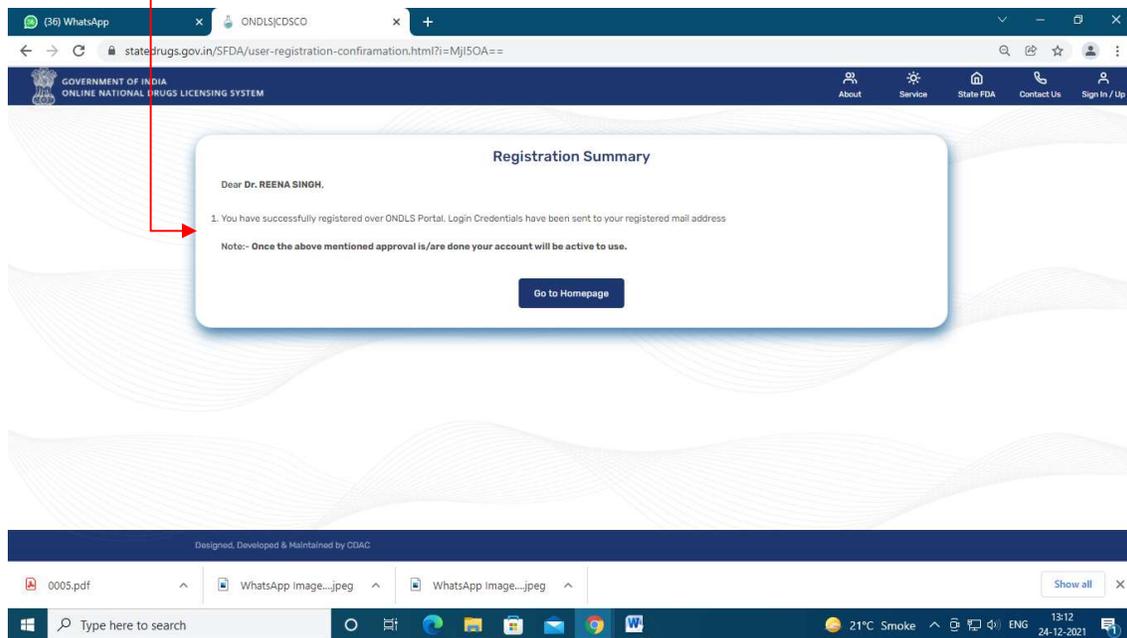
Type here to search 19°C Smoke ENG 11:17 24-12-2021



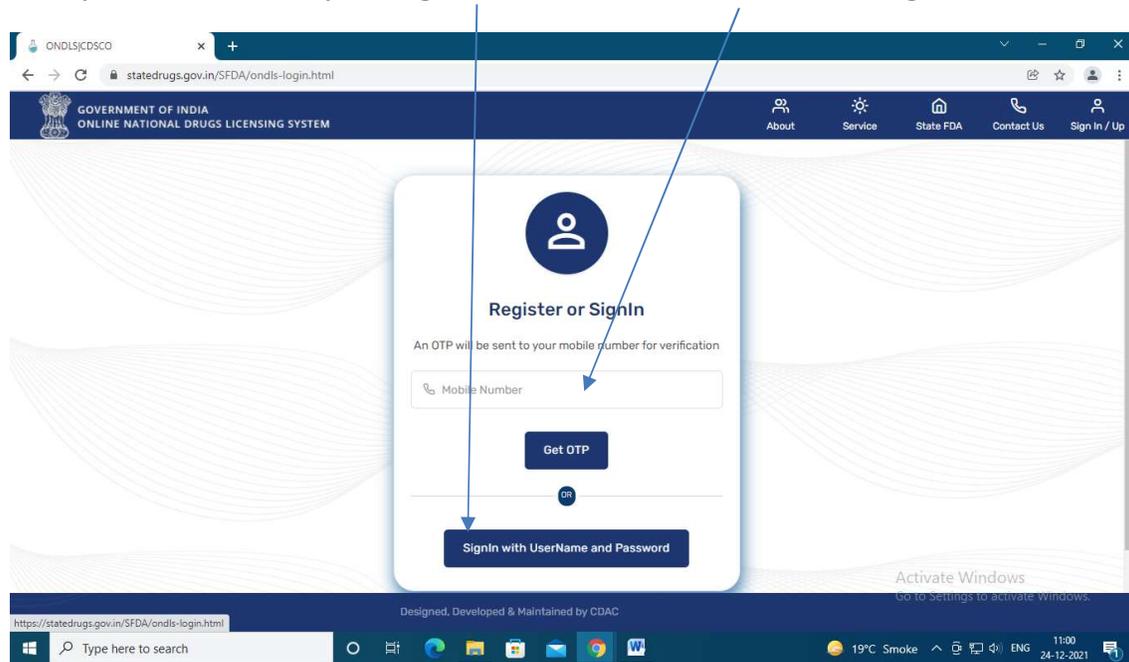
Save & Proceed after filling personal details to complete the registration on ONDLS.

# DCD DELHI

Your Login Credential will be sent on your Registered email ID by the System.

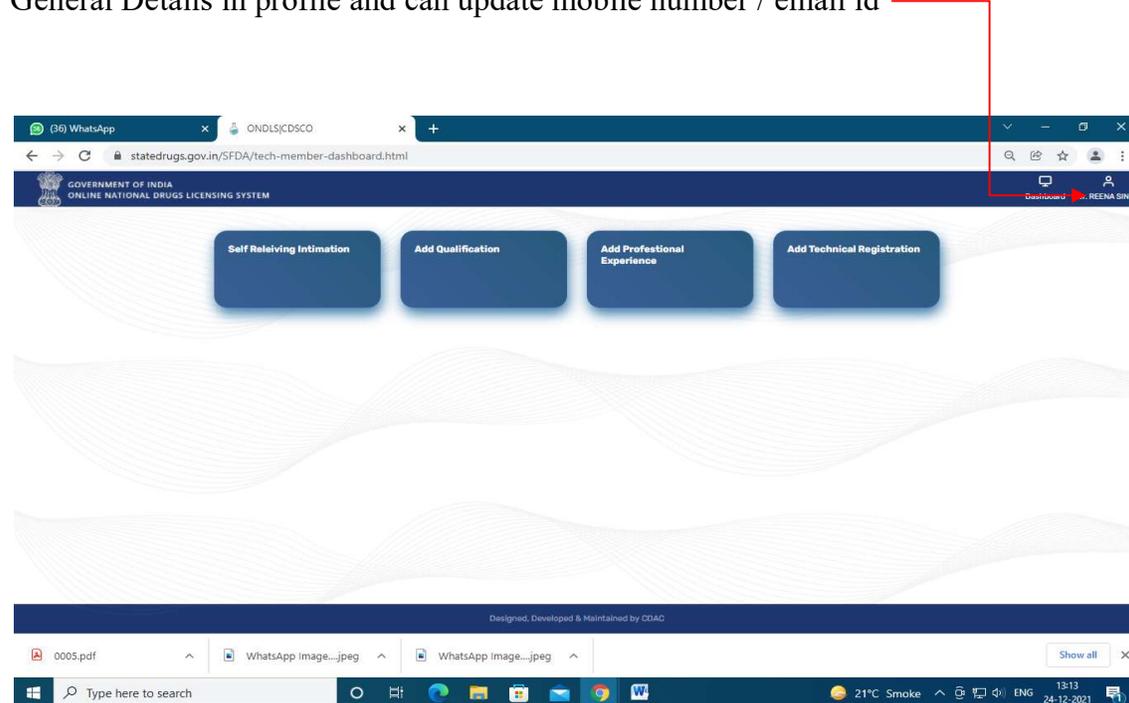


Now you can use either your login credential or mobile number to Sign In on ONDLS

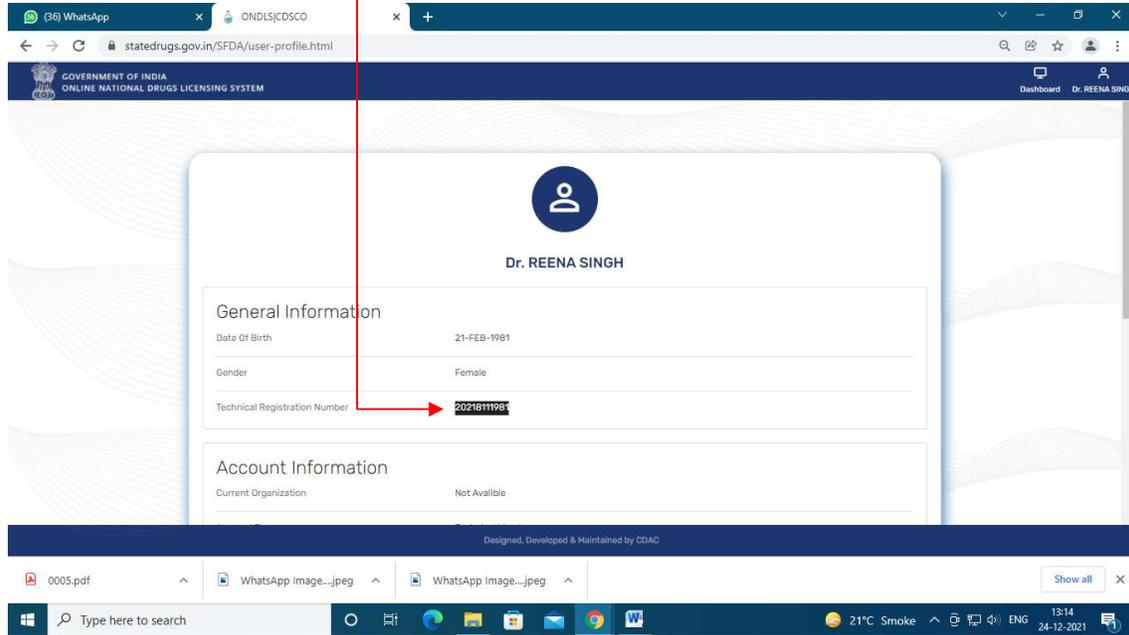


DCD DELHI

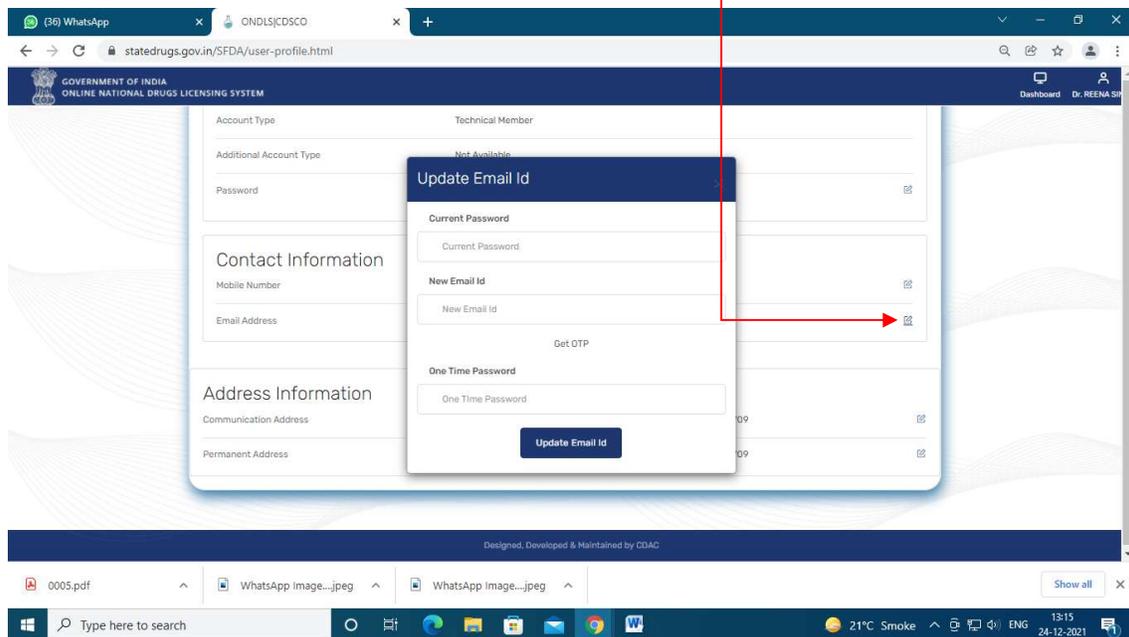
Following Dash Board will appear for Technical Person. He / She can check his / her General Details in profile and can update mobile number / email id



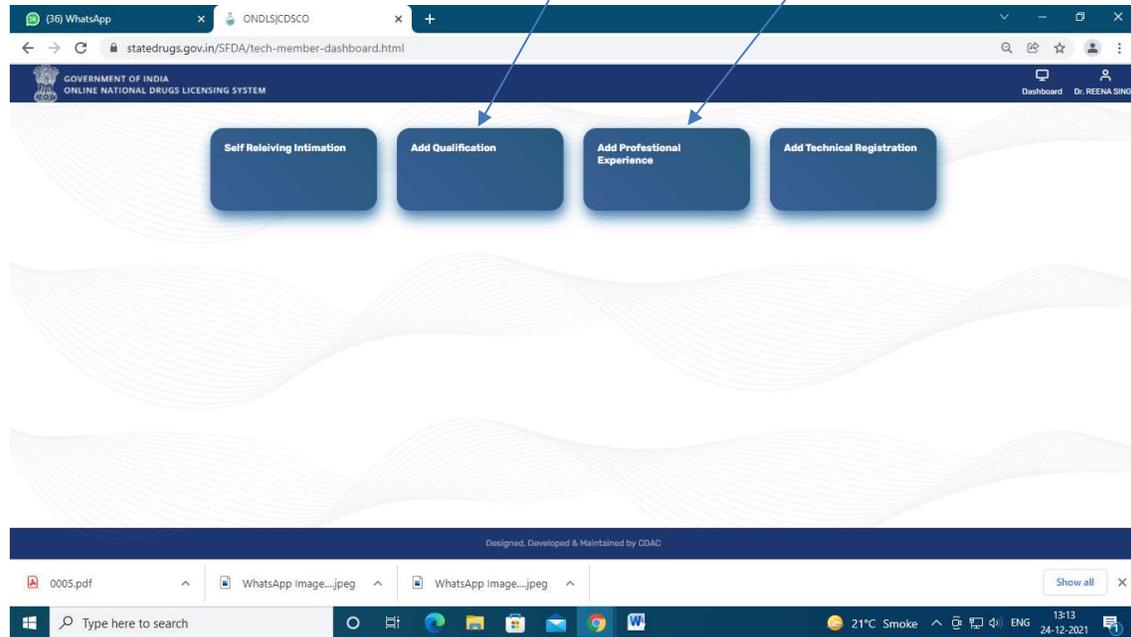
This unique Technical Registration Number is to be provided to the sponsoring firm and is valid throughout India. This General Information will also be visible to all applicant throughout India in Technical Staff Pool but can only hire if his / her name is shown as open.



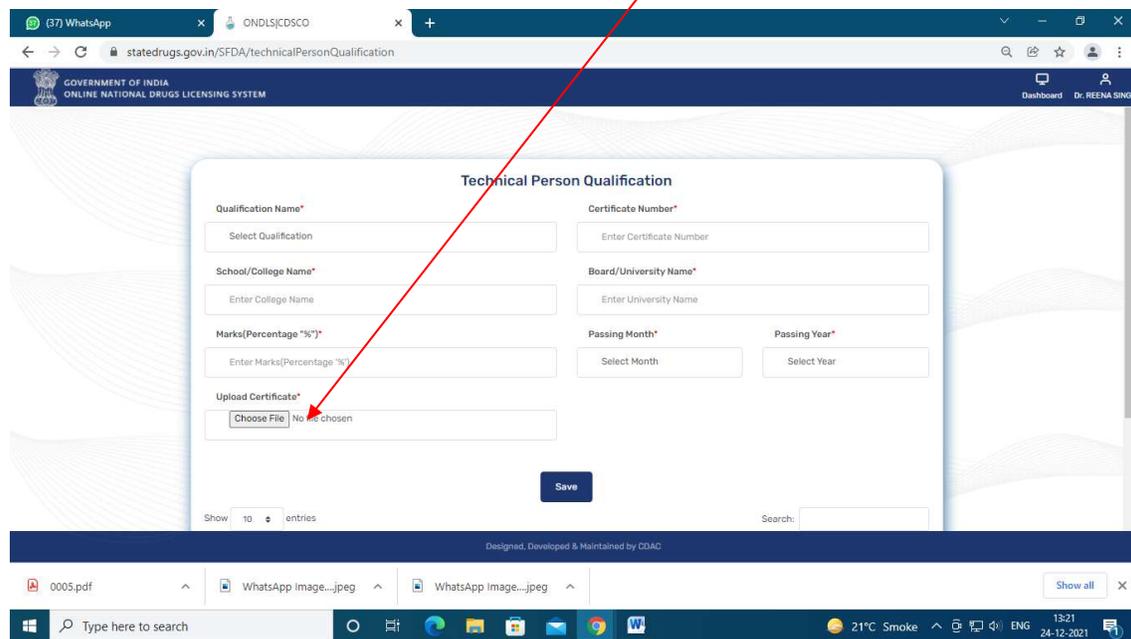
For updating Password / Mobile / Email



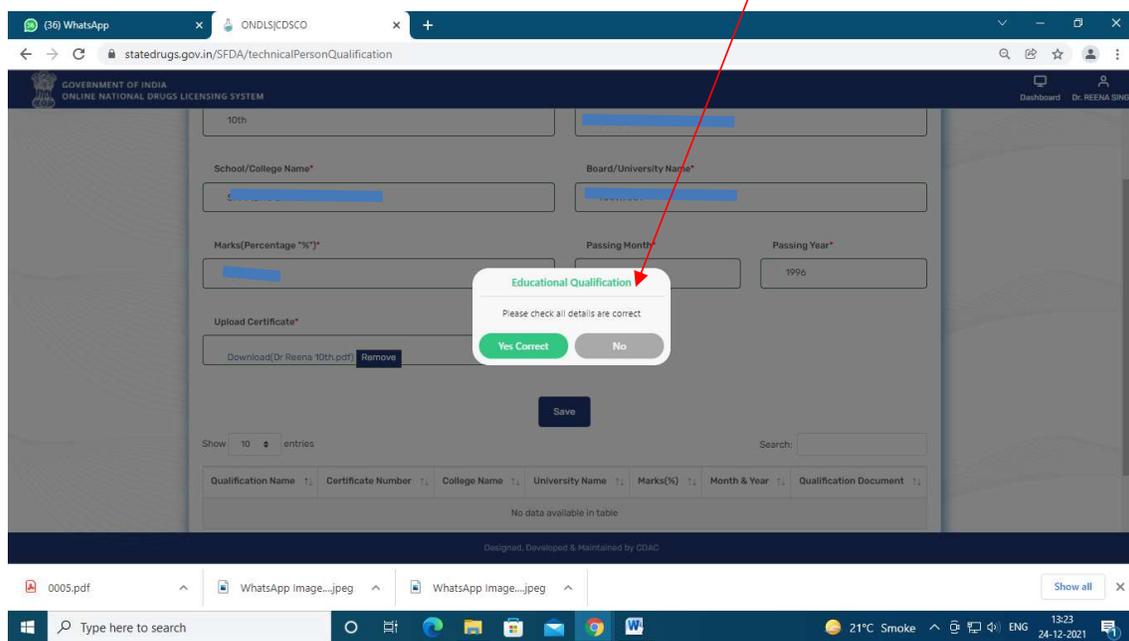
Technical Person needs to add his / her Qualification and Professional Experience for Completing Registration



Fill the details of qualification; upload the required documents in pdf and save it.

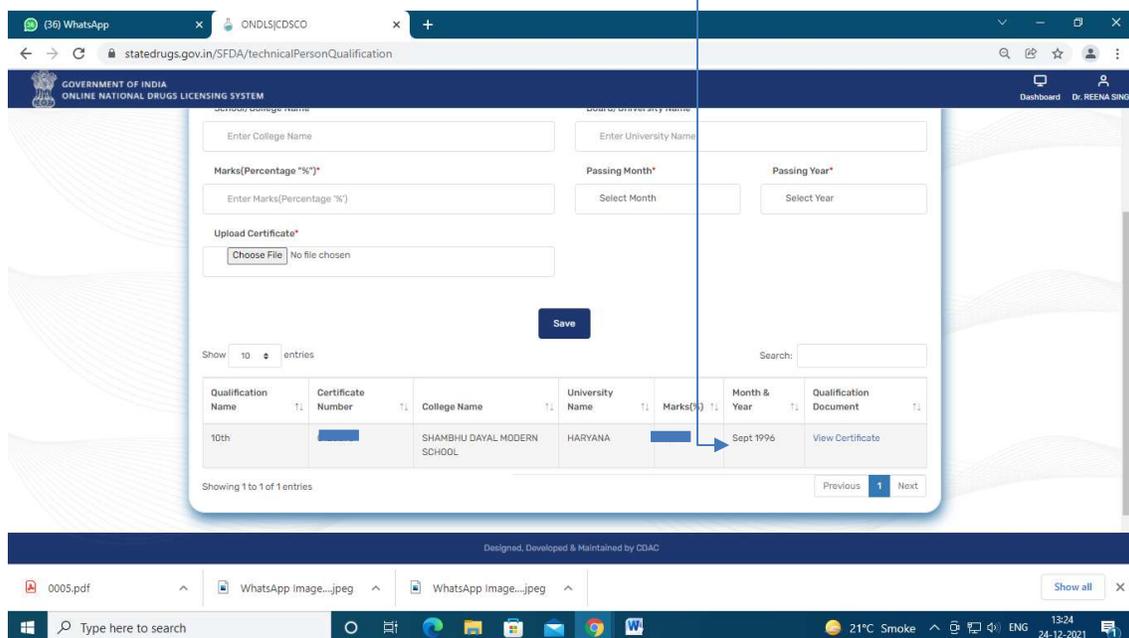


System will ask every time while saving details to confirm or to rethink and edit



# DCD DELHI

Your saved qualification details will appear at the bottom and will show more details as you keep on adding your higher qualifications



You can add your qualification 10<sup>th</sup> , 12<sup>th</sup> and higher gradually (Cannot enter Higher qualification directly)

Technical Person Qualification

Qualification Name\*  
Select Qualification  
12th  
Diploma in MLT  
D.Pharm

Certificate Number\*  
Enter Certificate Number

Board/University Name\*  
Enter University Name

Marks(Percentage "%")\*  
Enter Marks(Percentage "%")

Passing Month\*  
Select Month

Passing Year\*  
Select Year

Upload Certificate\*  
Choose File No file chosen

Save

Show 10 entries

Designed, Developed & Maintained by CDAC

DCD DELHI

All Qualification details will appear here

Marks(Percentage "%")\*  
Enter Marks(Percentage "%")

Passing Month\*  
Select Month

Passing Year\*  
Select Year

Upload Certificate\*  
Choose File No file chosen

Save

Show 10 entries

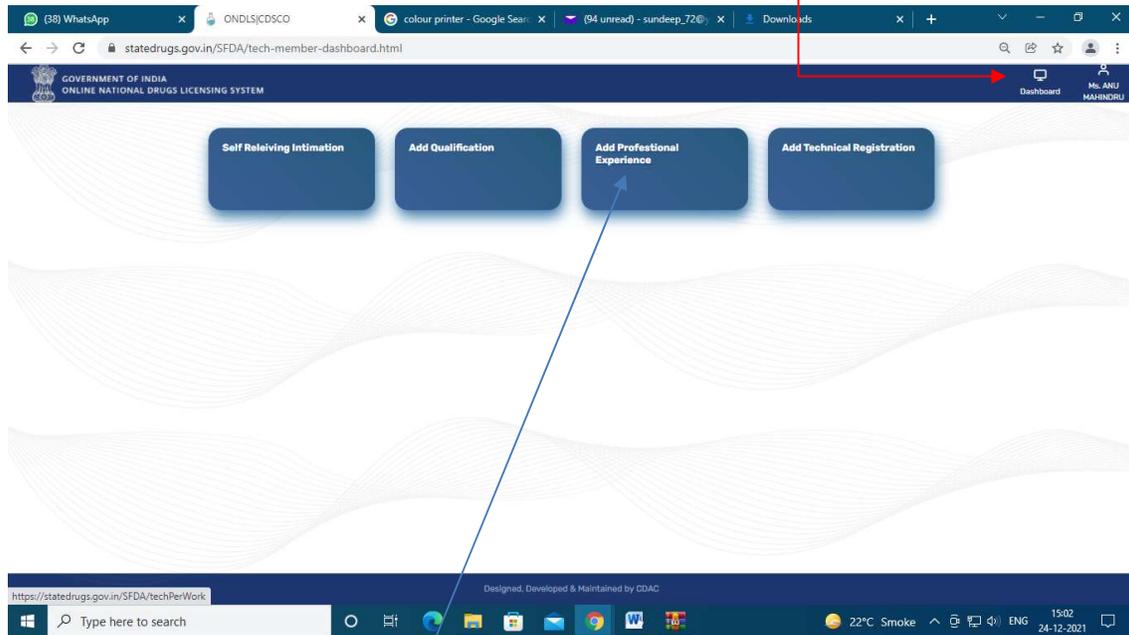
Qualification Name	Certificate Number	College Name	University Name	Marks(%)	Month & Year	Qualification Document
10th	[REDACTED]	GSSS YAMUNA VIHAR	CBSE	[REDACTED]	Aug 1996	View Certificate
Diploma in MLT	[REDACTED]	MEERA BAI TECHNICAL COLLEGE	BTE DELHI	[REDACTED]	Sept 2002	View Certificate

Showing 1 to 2 of 2 entries

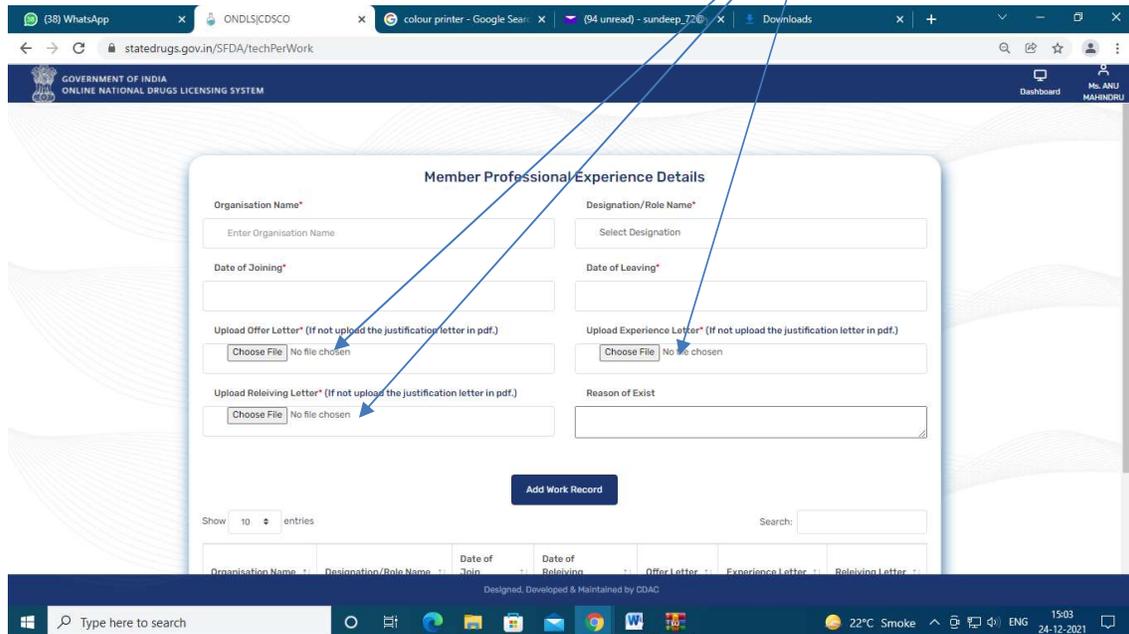
Previous 1 Next

Designed, Developed & Maintained by CDAC

At any time to go back on Dash Board press



Similarly add your Professional Experience and upload required documents in pdf



You can Select your Designation / Role in Drop down while entering experience details and accordingly it will be reflected in system while any firm is hiring you.

**Member Professional Experience Details**

Organisation Name\*  
RCCI AND RC DELHI

Date of Joining\*

Upload Offer Letter\* (If not upload the justification letter in pdf.)  
Choose File No file chosen

Upload Receiving Letter\* (If not upload the justification letter in pdf.)  
Choose File No file chosen

Designation/Role Name\*

- Select Designation
- Manufacturing Chemist
- Analytical Chemist
- Quality Assurance
- Qualified Person
- Registered Pharmacist
- Blood Bank Technician**
- Registered Nurse
- Technical Supervisor
- Medical Officer
- Medical Director
- Laboratory Incharge
- Cord Blood Bank Technician

Reason of Exist

Add Work Record

Show 10 entries

Your complete experience details will appear here. You can also view your uploaded documents.

**Member Professional Experience Details**

Upload Offer Letter\* (If not upload the justification letter in pdf.)  
Choose File No file chosen

Upload Receiving Letter\* (If not upload the justification letter in pdf.)  
Choose File No file chosen

Reason of Exist

Add Work Record

Show 10 entries

Organisation Name	Designation/Role Name	Date of Join	Date of Relieving	Offer Letter	Experience Letter	Relieving Letter
BHAGAT CHANDRA HOSPITAL DELHI	Technical Supervisor	01-JAN-2011	30-JUN-2012	View Document	View Document	View Document
BRAHM SHAKTI HOSPITAL DELHI	Technical Supervisor	01-MAR-2004	31-DEC-2010	View Document	View Document	View Document
PITAMPURA BLOOD BANK	Technical Supervisor	01-SEP-2013	14-DEC-2019	View Document	View Document	View Document
RCCI AND RC DELHI	Blood Bank Technician	07-OCT-2002	01-MAR-2004	View Document	View Document	View Document

Technical Person also can upload his / her new appointment / offer letter where presently working and confirm hiring.

Employer	Start Date	End Date	View Document	View Document	View Document
BRAHM SHAKTI HOSPITAL DELHI	01-MAR-2004	31-DEC-2010	View Document	View Document	View Document
PITAMPURA BLOOD BANK	01-SEP-2013	14-DEC-2019	View Document	View Document	View Document
RGGI AND RC DELHI	07-OCT-2002	01-MAR-2004	View Document	View Document	View Document

**Technical Registration**

Registered Role	Registration Number	Registration Authority	Valid From	Valid Upto	Registration Document
No data available in table					

**Work Profile Details**

Assign Role \ Designation\*  
Technical Supervisor

Joining Date\*  
15/12/2019

Upload Offer Letter\*  
Download[Anu Appointment letter 2.pdf]  
Remove

Confirm Hiring

Now you are a successful Registered Technical Member on ONDLS and anybody can hire you after checking your Profile (Qualification / Experience Details) on your confirmation.



### **DISCLAIMER**

The Material Contained in this PPT is a raw model output and research product. This is meant for training purpose only. For any Clarification / Interpretation please contact Drugs Control Department, Delhi at [dirdcd@nic.in](mailto:dirdcd@nic.in)