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

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

S. No.	Document Type	Remarks (Done/Pending)
Α	For Login ID and Password	
1	Copy of PAN/ AADHAR of Technical Person	
B	For Adding Qualification on ONDLS Dash Board	
1	Copy of 10 TH Certificate	
2	Copy of 12 th 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)	
С	For Adding Professional Experience on ONDLS	
1	Appointment / Offer Letter of Previous Employer	
2	Relieving / Resignation Letter of Previous Employer	
3	Experience Certificate of all Previous work	
D	For Adding Technical Registration on ONDLS (Registered	l Pharmacist)
1	Copy of Delhi Pharmacy Council Registration	

(Handy Checklist)

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:

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

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.



Select Radio Button for Technical Person and Proceed Further

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Fill up Personal Details and Upload Copy of PAN / Aadhar

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



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

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

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.

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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.

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

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

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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 <u>dirdcd@nic.in</u>