

USER MANUAL

NOTE FOR THE APPLICANTS

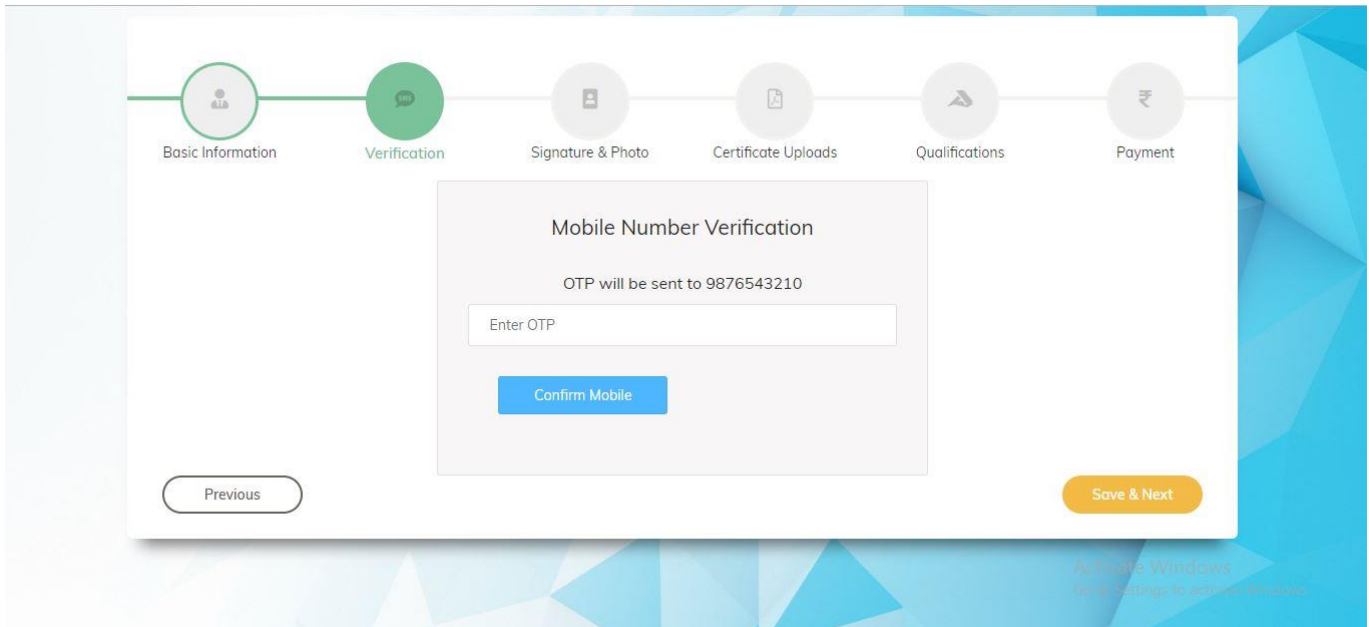
- Applicant must have a valid & working Mobile number & Email address.
- Communication will be done through Mobile & Email.
- Applicant can use **Chrome & Firefox** browsers.
- Applicant should make sure that the internet speed should be minimum **1Mbps**.
- Applicants must have the scanned copies in **jpg, jpeg or png** format of the following documents→
 - Colour Photo of the Candidate.
 - Signature of the Candidate.
 - Parent/Guardian Signature.
 - Study certificates of the candidate from 6th to 10th Class.
 - Study certificates of ITI / IVC.
 - Marks Memos of Intermediate for IVC Candidates.
 - Combined Marks memo for ITI Candidates.
 - Scanned Copy of Bridge Course Certificate.

STEP 1: BASIC INFORMATION

The screenshot shows a registration form with a progress bar at the top. The progress bar has six steps: Basic Information (active), Verification, Signature & Photo, Certificate Uploads, Qualifications, and Payment. Below the progress bar, the form is divided into two columns: Personal Details and Address. The Personal Details column has five input fields: Full Name (text), Father Name (text), Gender (dropdown), Mobile (text), and Email (text). The Address column has five input fields: State (dropdown), District (dropdown), Pincode (text), City (text), and Address (text). A 'Save & Next' button is located at the bottom right of the form. There is also a small watermark in the bottom right corner that says 'Save & Next' and 'Go to Settings to activate Windows'.

- Enter your basic information as asked in the 1st Step of registration step by step.
- Enter working email address and mobile number, OTP will be sent to email & Mobile number.
- Enter address as per your **Aadhar card** or **Permanent address**.
- Click on **Save & Next** tab to complete the 1st step of registration

STEP 2: MOBILE NUMBER VERIFICATION



The screenshot shows a registration process with six steps: Basic Information, Verification, Signature & Photo, Certificate Uploads, Qualifications, and Payment. The Verification step is currently active. A modal window titled "Mobile Number Verification" is displayed, showing that an OTP will be sent to the mobile number 9876543210. Below this, there is a text input field labeled "Enter OTP" and a blue button labeled "Confirm Mobile". At the bottom of the modal, there are two buttons: "Previous" on the left and "Save & Next" on the right. A watermark for "Activate Windows" is visible in the bottom right corner of the background image.

- OTP will be sent to the mobile number entered in the 1st step of registration.
- Enter **Correct OTP**.
- Click on **Confirm Mobile**.

“Or”

- In case of failure in receiving OTP to your mobile number, Click on **Resend OTP** tab to get new OTP.

STEP 3: SIGNATURE AND PHOTO

The screenshot shows a multi-step registration process. The current step is 'Signature & Photo', which is highlighted in green. The process consists of six steps: Basic Information, Verification, Signature & Photo, Certificate Uploads, Qualifications, and Payment. Below the progress bar, there are three upload sections: 'Upload your picture' with a 'Select image' button, 'Upload your signature' with a 'Select self signature' button, and 'Parent/Guardian Signature' with a 'Select parent/guardian signature' button. A 'Previous' button is on the left and a 'Save & Next' button is on the right.

- Upload your recent Colour photograph in **.jpg** or **.jpeg** or **.png** format, size of the image should be 20kb to 512kb
- Width of the image file should not exceed 600px. & Height of the image file should not exceed 600px.
- Upload your signature in **.jpg** or **.jpeg** or **.png**, size of the image should be 20kb to 512kb
- Width of the image file should not exceed 600px. & Height of the image file should not exceed 600px.
- Upload your Parent/Guardian Signature in **.jpg** or **.jpeg** or **.png** format, size of the image should be 20kb to 512kb

- Width of the image file should not exceed 600px. & Height of the image file should not exceed 600px.
- Click on **Save & Next** to Complete 3rd Step of Registration.

STEP 4: CERTIFICATE UPLOADS

Class	Name of the School/college	Place & State		Upload
6th Class	Institute name	Select State	Select District	
7th Class	Institute name	Select State	Select District	
8th Class	Institute name	Select State	Select District	
9th Class	Institute name	Select State	Select District	
10th Class	Institute name	Select State	Select District	
Intermediate 1st Year	Institute name	Select State	Select District	
Intermediate 2nd Year	Institute name	Select State	Select District	

Other Certificates

Caste/Revenue	NCC	Select Yes/No
Select Caste	CPAP	Select Yes/No
Enter name of caste	Sports	Select Yes/No
Whether EBC?	Handicapped	Select Yes/No

Previous Go to **Save & Next** >>> Activate Windows

- Enter Name of the School where you pursued your 6th, 7th, 8th, 9th & 10th Class in respective fields as depicted clearly in the form.
- Enter the State at which you completed your 6th, 7th, 8th, 9th & 10th Class in respective fields as depicted clearly in the form.
- Select District from the dropdown list for the 6th, 7th, 8th, 9th & 10th Class in respective fields as depicted clearly in the form.

- Upload Study Certificate of the respective Class in respective fields as depicted clearly in the form.
- Click on **Save & Next** to Complete 4th Step of Registration.

STEP 5: QUALIFICATION

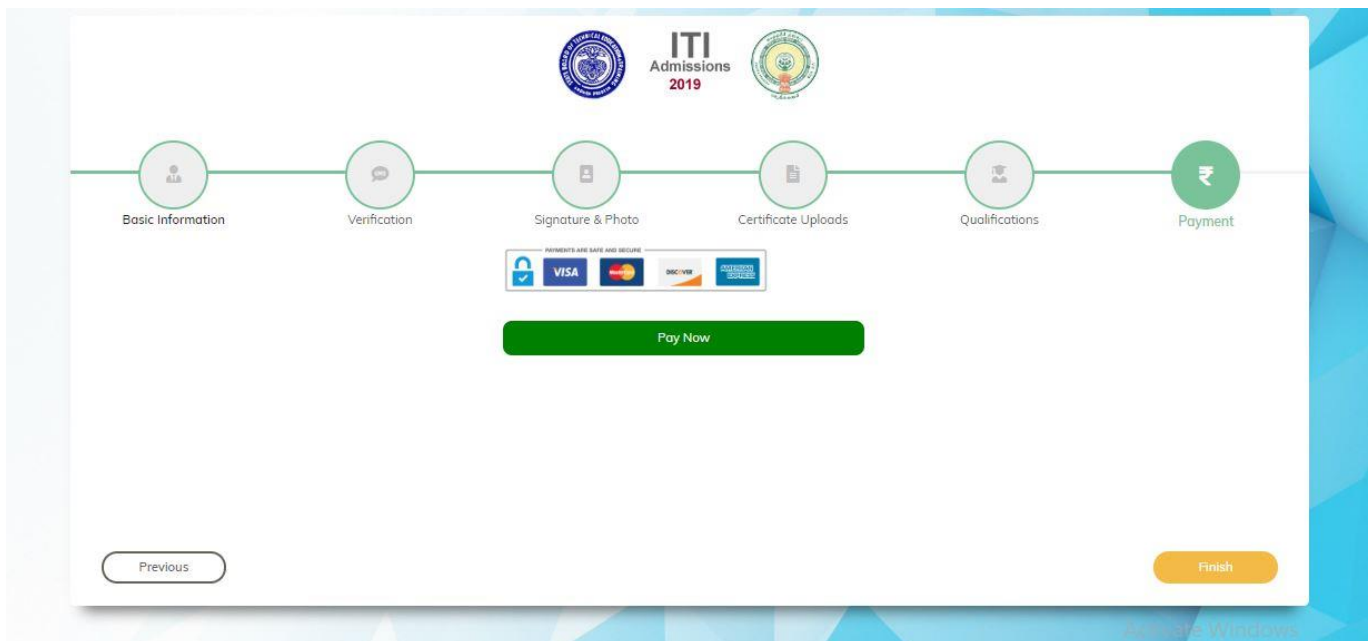
Qualifying exam	Year	Aggregate Marks Obtained in ITI I & II Years including English	Marks obtained (excluding English)				Whether passed in single attempt
			1st Year	2nd Year	Bridge course	Total	
Select	Select year	Enter exams marks	Enter exam int1ee <input type="text"/> <input type="file"/>	Enter exam int2ee <input type="text"/> <input type="file"/>	Enter exam bridge <input type="text"/> <input type="file"/>	Enter exam tot	Select
Enter the Marks of the subjects in the bridge course respectively							
Subject	Maths	Physics	Chemistry				
Marks	Enter bridge ms	Enter bridge ps	Enter bridge cs				

Previous Active Save & Next Go to Settings to activate

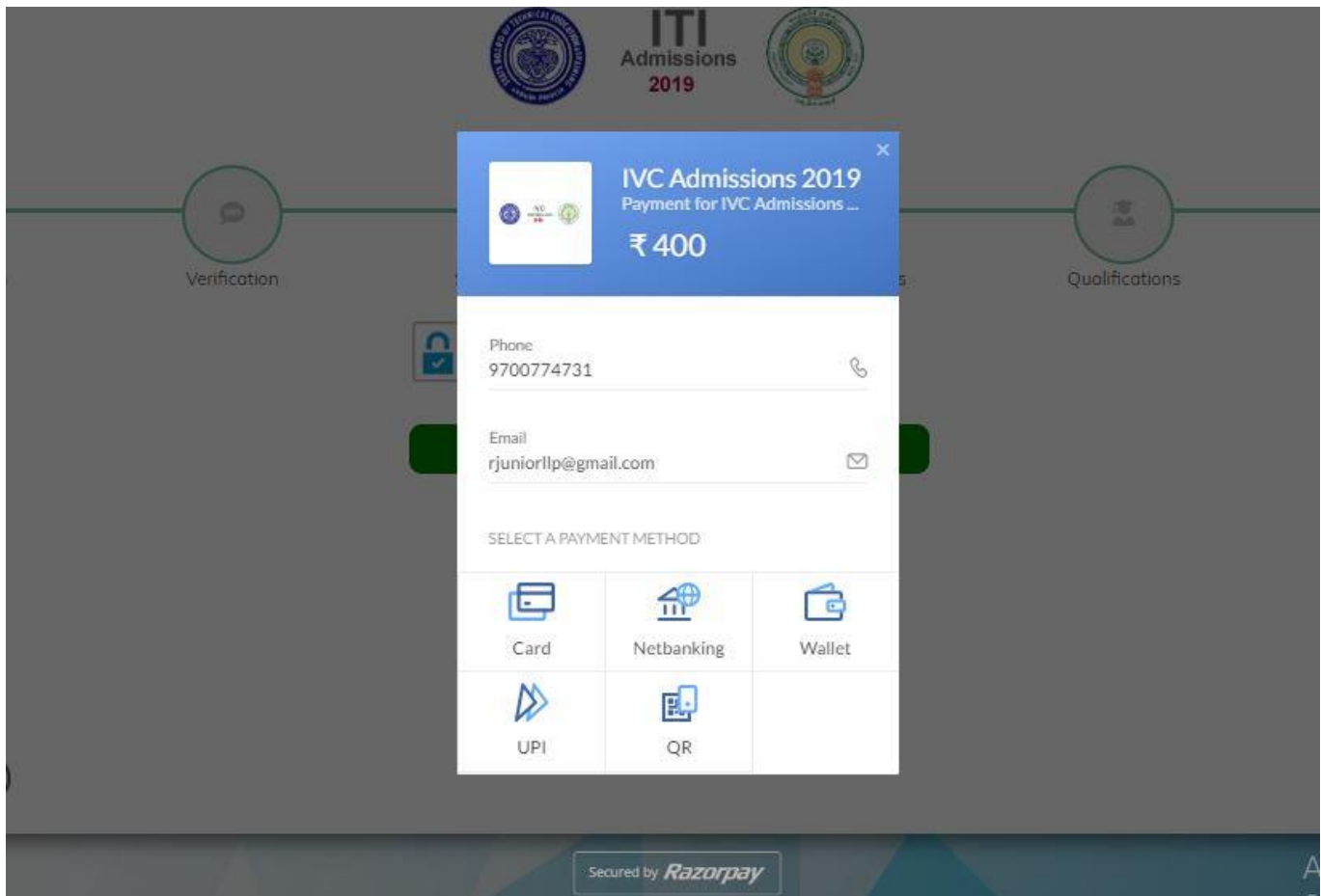
- Select Qualifying exam whether **PASS or FAIL**.
- Select the year of last qualified exam.
- Enter Aggregate Marks Obtained in ITI/IVC & II year including English.

- Enter the Marks obtained in the Intermediate 1st year & 2nd year excluding English in the depicted column of the form.
- Upload Inter 1st year & 2nd year Marks Memo in the depicted blog in **.jpg** or **.jpeg** or **.png** format, size of the image should be 20kb to 512kb
- Width of the image file should not exceed 600px. & Height of the image file should not exceed 600px.
- Enter Bridge Cross Marks excluding English in the allotted column of the form.
- Upload Bridge Course Certificate in **.jpg** or **.jpeg** or **.png** format, size of the image should be 20kb to 512kb
- Width of the image file should not exceed 600px. & Height of the image file should not exceed 600px.
- Enter total Marks Obtained in the Intermediate & Bridge Course together.
- Select **YES** or **NO**, whether passed the exam in Single attempt or not (INTERMEDIATE).
- Enter the marks scored in the individual subjects **MATHS, PHYSICS & CHEMISTRY** of the bridge course.
- Click on **Save & Next** to Complete 5th Step of Registration.

STEP 6: PAYMENT



- After the completion of all the 5 steps of registration, Now the Final step involves Payment.
- Click on Pay now to Pay 400 INR.



- Enter Working Email address & Phone Number to get the payment receipt & details.
- Select any Payment Method to pay 400 INR.
- After the Completion of Payment, A message will be sent to your mobile number & email address.

NOTE: The Candidate can modify his data by logging in & entering into the **MODIFY REGISTRATION** tab before the date of closure.

