

User Guide for NIRMAN Portal

Step 1: Candidate Login

- **Accessing the Portal:** Candidates can log in to the NIRMAN Portal by clicking the “Candidate Login” button on the homepage.

The screenshot displays the NIRMAN Portal homepage. At the top left, the Coal India Limited logo is visible, along with the text "कोल इण्डिया लिमिटेड Coal India Limited" and "A Government of India Undertaking". The NIRMAN logo and "A CSR Initiative" are centered at the top. Below the header, there is a navigation bar with "Home", "About", and "Contact" links. A "LATEST NEWS" section contains a banner for the "निर्माण – Noble Initiative for Rewarding Mains Aspirants of National civil service examination". The banner features portraits of three ministers: श्री जी किशन रेड्डी (Union Minister), श्री सतीश चन्द्र दुबे (Minister of Coal), and श्री नरेंद्र मोदी (Prime Minister). Below the banner, there are three buttons: "उम्मीदवार लॉगिन / Candidate Login" (highlighted with an orange arrow), "व्यवस्थापक लॉगिन / Admin Login", and "दिशा-निर्देश / Guidelines".

Step 3: Logging In

- **Login Credentials:** Candidates will log in using their username and password.

Step 4: Filling Application Details

- **Access Application Form:** After logging in, candidates should click the “Candidate Application” button to start filling out the application details.
 - **Uploading Documents:**
 - **Photo and Signature:** Must be in JPG, JPEG, or PNG format and less than 100 KB.
 - **Other Documents:** Should be in PDF format and less than 1 MB.
 - **Partial Save:** Candidates can save their application partially using the “Save” button.
 - **Data Preview:** Before final submission, candidates can preview their filled application data by clicking the “Data Preview” button.

The screenshot displays the 'Application Form' interface. The form is divided into several sections:

- Personal Information:** Fields for *First Name (NILESH), *Last Name (KUMAR), *Mobile No., *Email ID, *Father's Name, *Mother's Name, *Date of Birth, *Gender, *Category, and *Aadhar Number.
- Permanent Address:** Fields for *Address Line 1 (Enter House No./Village/Taluka), *Address Line 2 (Enter Street No./Post office), *City, *Pincode, *District (RANCHI), and *State (JHARKHAND).
- Exam and Employment Details:** Fields for *Exam Name, *Exam Year (2024), *Prelims Roll No., *Employee/Ward of an Employee of CIL, *Family Income per year, *Permanent Employee of Central Govt./State Govt./UT Administration/PSU, and *Availed the scheme benefit earlier.
- Upload Required Documents:** A section with a note: "Note: All images (.jpg, .png) should be less than 100 KB and PDFs should be less than 1MB." It includes fields for *Photo, *Signature, *UPSC Prelims Application Form, *UPSC Prelims Admit Card, *Aadhar card file, *Permanent Address Proof, *Category Certificate [Required for SC/ST Male Candidates only], and *Income certificate. Each field has a 'Choose File' button and 'No file chosen' text.
- Bank Account Details:** A field for *Bank Account Details (e-mandate form/Cancelled cheque/Passbook containing account details) with a 'Choose File' button and 'No file chosen' text.

At the bottom, there is an important note: "Important: The final submission option is available on the data preview screen. Ensure all information is correct before proceeding to the final submission." Below this note are two buttons: 'Save' and 'Data Preview'.

Step 5: Final Submission

- **Submit Application:** From the Data Preview screen, candidates can submit their application.
 - **Confirmation Popup:** Upon clicking “Submit Application”, a popup will appear asking for final confirmation. Clicking “Yes, submit it” will finalize the submission.
 - **Application Number:** After successful submission, an application number will be generated and conveyed to the candidate via SMS on the registered mobile number.

Data Preview

Personal Data


First Name:	CANDIDATE	Last Name:	NAME
Mobile No.:	[REDACTED]	Email ID:	[REDACTED]
Father's Name:	CANDIDATE'S FATHER NAME	Mother's Name:	CANDIDATE'S MOTHER NAME
Date of Birth:	June 5, 2000	Gender:	Female
Category:	OBC-NCL	Aadhar Number:	[REDACTED]

Permanent Address

Address Line 1:	VILLAGE NAME		
Address Line 2:	xyz		
City:	RANCHI	Pin Code:	834008
State:	JHARKHAND	District:	RANCHI

Exam Name:	Civil Services (Pre)	Exam Year:	2024
Prelims Roll No.:	[REDACTED]	Family Income per year:	800000.00
Employee/Ward of CIL:	No	Permanent Employee of Central Govt./State Govt./UT Administration/PSU	No
Availed the scheme benefit earlier	No		

Documents Uploaded

Photo	
Signature	[REDACTED]
UPSC Prelims Application Form	View
UPSC Prelims Admit Card	View
Aadhar Card	View
Address Proof	View
Income Certificate	View
Category Certificate	View
Bank Account Details(e-mandate form/Cancelled cheque/Passbook containing account details)	View

[Submit Application](#) [Go Back](#)


Step 6: Downloading Application

- **Download:** Candidates can download their submitted application using the “Download Application” button.
 - **Viewing Downloaded Application:** The application can be viewed in the format described below:



कोल इण्डिया लिमिटेड
Coal India Limited
 भारत सरकार का उपक्रम
 A Government of India Undertaking
 एक महारत्न कंपनी A Maharatna Company

NIRMAN
A CSR Initiative

Application No. 20240005 dated: 03-07-2024			
Basic Details			
First Name	CANDIDATE FIRST NAME		
Last Name	CANDIDATE LAST NAME		
Father's Name	CANDIDATE'S FATHER NAME		
Mother's Name	CANDIDATE'S MOTHER NAME		
Mobile	██████████	Email ID	██████████
Date of Birth	June 5, 2000	Gender	Female
Category	OBC-NCL	Aadhar No.	██████████
Permanent Address			
Address Line 1.	VILLAGE NAME		
Address Line 2.	xyz		
City	RANCHI	District	RANCHI
State	JHARKHAND	Pin Code	834008
Additional Details			
Exam Name	Civil Services (Pre)	Exam Year	2024
Prelims Roll No:	██████████	Family Income/Year	600000.00
Employee/Ward of CIL Employee	No	Permanent Employee of Central Govt./ State Govt./ UT Administration /PSU	No
Availed the scheme benefit earlier?	No		

Step 7: Clarifications

- Accessing Clarifications:** Candidates can access the “Clarifications” section to view any sought clarifications by the committee.
 - Intimation of Clarification:** Candidates will be intimated via SMS on their registered mobile number if there are any clarifications against their application.
 - Viewing Clarifications:** The page will display any clarifications required along with the respective fields, old values, and space to enter new values.
 - Resubmitting Documents:** If sought, candidates can resubmit documents by choosing the file and uploading it.
 - Saving Clarifications:** Candidates can save their changes by clicking the “Save” button.
 - Final Submission:** Once all clarifications are addressed, candidates should click the “Final Submit Clarification” button to complete the process

Note: Ensure all clarifications are complete before final submission. After clicking the 'Final Submit Clarification' button, clarifications will be considered submitted.

The screenshot displays the 'Sought Clarification by Committee for Application 20240005' page on the Coal India Limited NIRMAN portal. The page is divided into a left sidebar with navigation options and a main content area. The main content area contains a table of clarifications with columns for 'Clarification Asked', 'Application Field', 'Old Value', 'New Value', and 'Remark If any'. Below the table are 'Save' and 'Final Submit Clarification' buttons. A 'Confirm Submission' dialog box is shown, asking 'Are you sure you want to submit the Clarification?'. The final screenshot shows a success message: 'Clarification submitted successfully, please track application regularly.' and a table of 'Submitted clarification' with columns for 'Clarification Asked', 'Clarification Asked Date', 'Application Field', 'Old Value', 'New Value', 'Clarification Response Date', and 'Remark If any'.

Clarification Asked	Application Field	Old Value	New Value	Remark If any
your first name is not consistence with document	First Name	NILESH	<input type="text"/>	<input type="text"/>
Your last name is not consistence with document	Last Name	KUMAR	<input type="text"/>	<input type="text"/>
Correct your address.	Address	VILLAAGE NAEM	<input type="text"/>	<input type="text"/>
Resubmit the clear document.	Permanant Address Proof	View	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>

Submitted clarification	Clarification Asked Date	Application Field	Old Value	New Value	Clarification Response Date	Remark If any
your first name is not consistence with document	03-07-2024	First Name	NILESH	CANDIDATE	03-07-2024	
Your last name is not consistence with document	03-07-2024	Last Name	KUMAR	NAME	03-07-2024	
Correct your address.	03-07-2024	Address	VILLAAGE NAEM	VILLAGE NAME	03-07-2024	
Resubmit the clear document.	03-07-2024	Permanant Address Proof	View	View	03-07-2024	

Additional Features

- **Application Tracking:** Candidates can track the status of their applications using the “Applications Tracking” button.
- **Changing Password:** Candidates can change their password using the “Change Password” button.
- **Forget Username:** Candidates can retrieve their username using the “Forget Username” button in Candidate login Screen after OTP validation.
- **Forget Password:** Candidates can reset their password using the “Forget Password” button in Candidate login Screen after OTP Validation.

Disclaimer: All the images used are for illustration purposes only.

By following these steps, candidates will be able to successfully register, apply, manage their applications, and respond to any required clarifications on the NIRMAN Portal.