User Guide for NIRMAN Portal

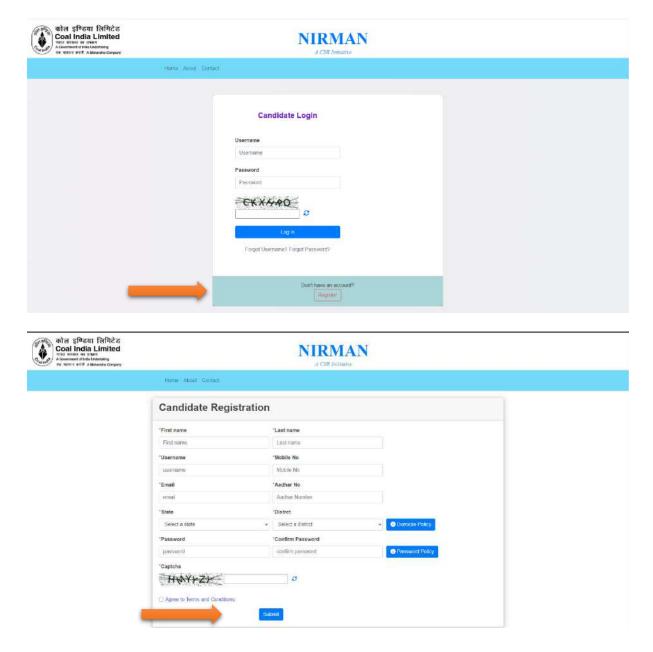
Step 1: Candidate Login

• Accessing the Portal: Candidates can log in to the NIRMAN Portal by clicking the "Candidate Login" button on the homepage.



Step 2: Candidate Registration

- **New User Registration**: If a candidate is not registered, they can register by clicking the "Register" button.
 - **Filling Registration Details**: Candidates must fill in the required details and submit the form.
 - o **OTP Verification**: After submitting the registration form, an OTP will be sent to the candidate's registered mobile number.
 - **Enter OTP**: Candidates need to enter the received OTP and click the "Verify" button.
 - **Resend OTP**: If the OTP is not received, the candidate can use the "Resend OTP" button to get a new OTP.
 - o **Confirmation**: Upon successful OTP verification, the candidate will receive an SMS with their username, which will also be displayed on the screen.

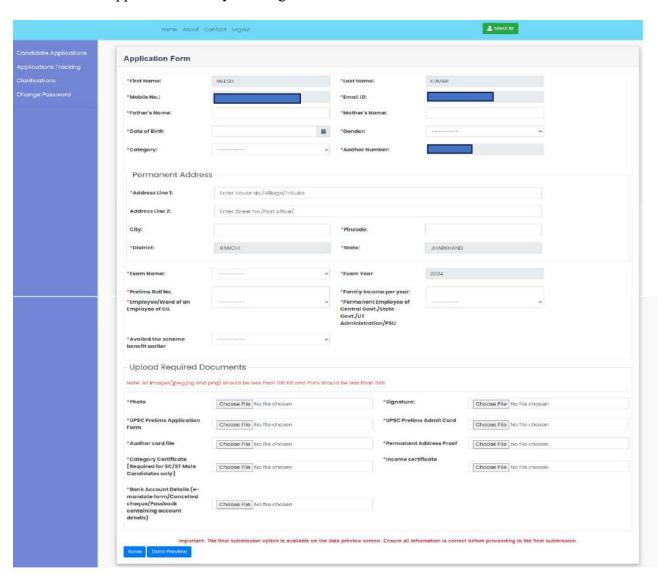


Step 3: Logging In

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

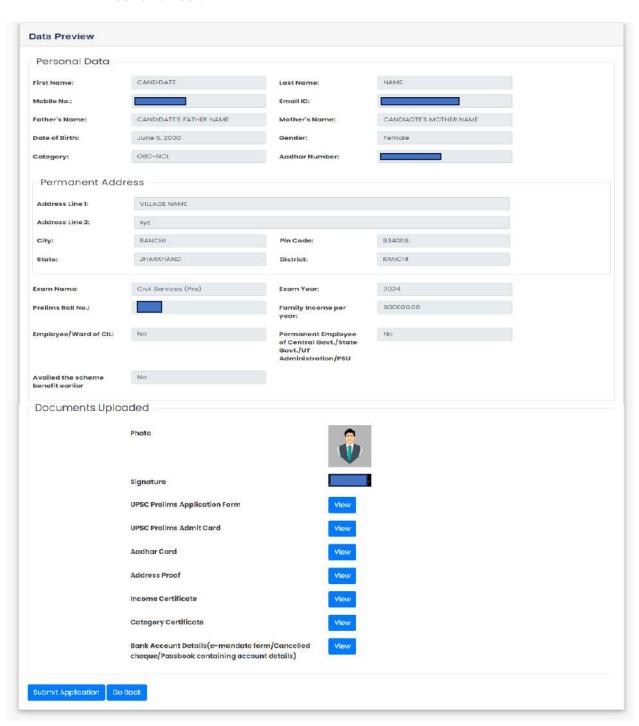
Step 4: Filling Application Details

- Access Application Form: After logging in, candidates should click the "Candidate Application" button to start filling out the application details.
 - **o** 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.
 - o **Partial Save**: Candidates can save their application partially using the "Save" button.
 - o **Data Preview**: Before final submission, candidates can preview their filled application data by clicking the "Data Preview" button.



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.



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:



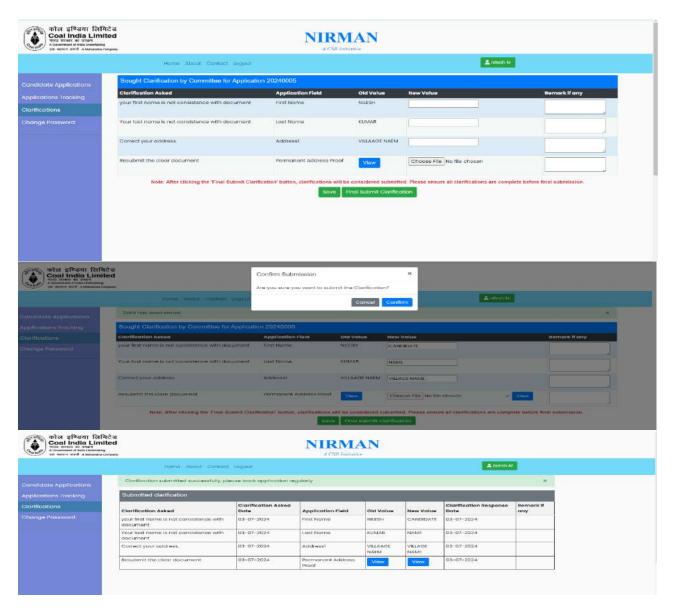


	Application No. 20	0240005 dated: 03-07-2024	
	Ва	asic Details	
First Name	CANDIDATE FIRST NAME		
Last Name	CANDIDATE LAST NAME		
Father's Name	CANDIDATE'S FATHER NAME		
Mother's Name	CANDIADTE'S MOTHER NAME		
Mobile	•	Email ID	r
Date of Birth	June 5, 2000	Gender	Female
Category	OBC-NCL	Aadhar No.	
	Perm	anent Address	
Address Line 1.	VILLAGE NAME		
Address Line 2.	xyz		
City	RANCHI	District	RANCHI
State	JHARKHAND	Pin Code	834008
	Addi	tional Details	
Exam Name	Civil Services (Pre)	Exam Year	2024
Prelims Roll No:	1	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.
 - o **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.



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.