

USER MANUAL FOR THE DOCUMENTS VERIFYING OFFICERS (COUNSELLORS)

Your account has been created by centre In-Charge, and the confirmation link (as shown in the Fig. 1) has been sent to your email account, on clicking on “Confirm My Account”, it redirects you to the Password Setting page(as shown in the Fig. 2). (Username is your email-id).

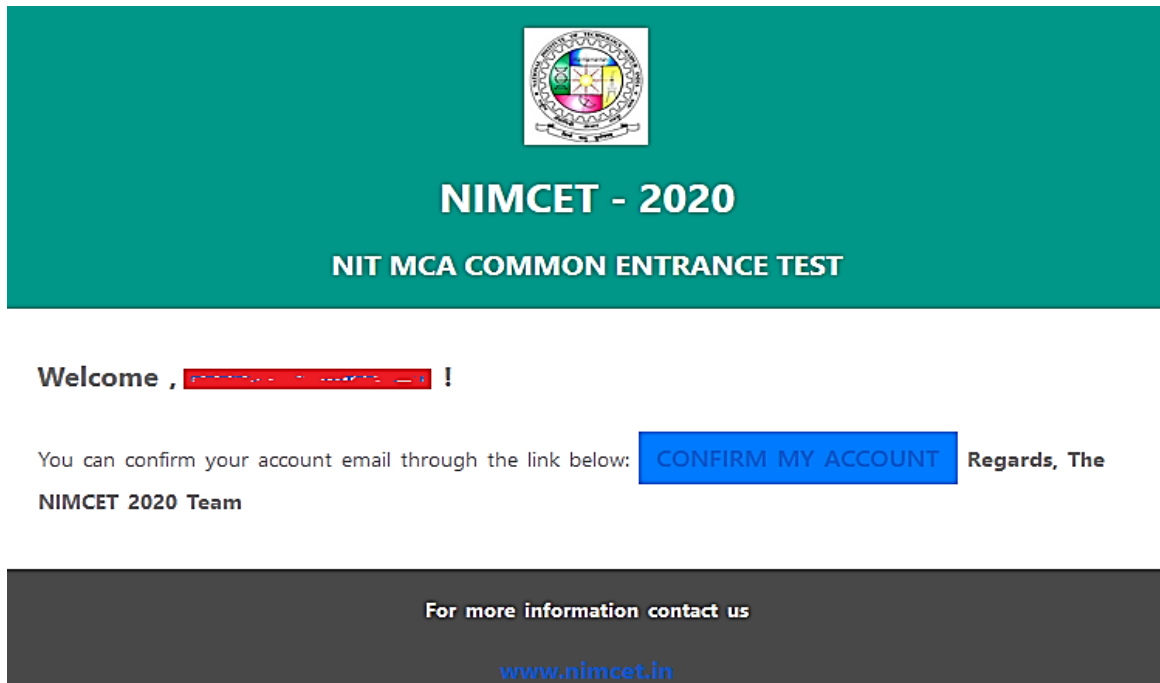


Fig. - 1

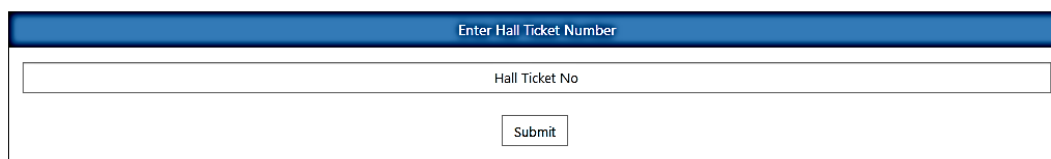
Set your account password, and login, one OTP will come to your registered mobile number or/and email, which is valid for only 5 minutes. You need to enter the OTP to complete the login formality.

Fig. - 2

Your account has been activated now, enter the username and password, and carry-out the following steps:

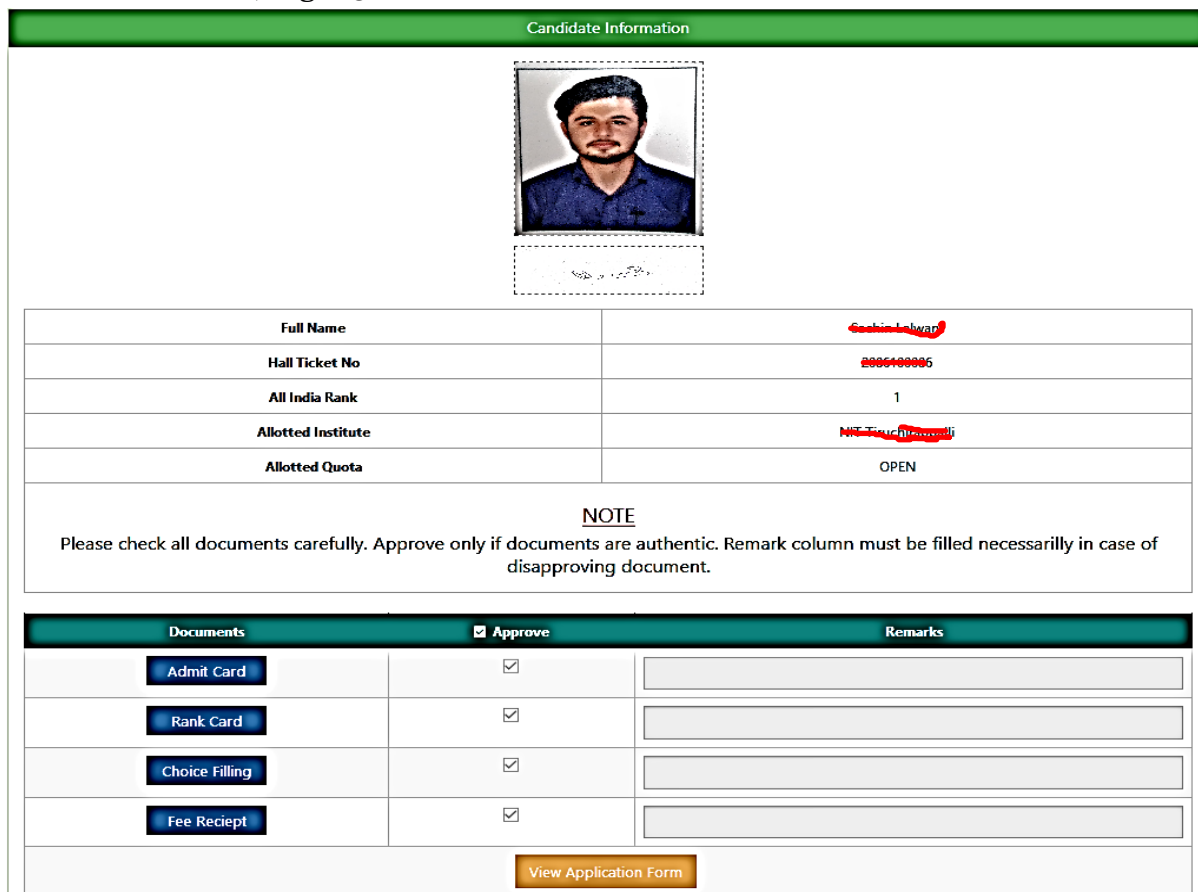
Since due to pandemic the candidates will not be physically presents as that of last time, therefore, NIT Raipur shall be sharing an excel file with all the participating NITs wherein the Hall Ticket No, Rank, Name, email address, mobile no., candidate category and allotted category will be provided for those candidates who have been allotted to that participating NIT. The Counsellor needs to copy the Hall Ticket No from the excel file and carry out the process given below. In case of any discrepancy in the uploaded documents, The Center In-charge/ Dy. Center In-charge needs to communicate it (these) to the candidate through his/her registered email-id given in the excel sheet. The steps of the verification are as given under.

Step 1: After the counsellor logs in, a window comes up where he can enter the Candidate's Hall Ticket Number and access the details of the candidate (as shown in the screenshot below).



Step 2 : After entering the Hall Ticket Number and submitting, the Counsellor will be redirected to the page showing the basic details of candidate - Full Name, Hall Ticket Number, All India Rank and Category Rank along with candidate photograph and signature.

The counsellor then needs to verify the Necessary documents - Admit card, Rank Card, Choice Filling and Fee Receipt and if the counsellor approves the documents, he has to click on check box. (as shown in the screenshot, Fig. - 3 below).




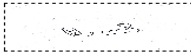
Candidate Information		
 		
Full Name	Ganesh Lalwar	
Hall Ticket No	2006400006	
All India Rank	1	
Allotted Institute	NIT Tiruchirappalli	
Allotted Quota	OPEN	
<p style="text-align: center;">NOTE</p> <p>Please check all documents carefully. Approve only if documents are authentic. Remark column must be filled necessarily in case of disapproving document.</p>		
Documents	<input checked="" type="checkbox"/> Approve	Remarks
Admit Card	<input checked="" type="checkbox"/>	
Rank Card	<input checked="" type="checkbox"/>	
Choice Filling	<input checked="" type="checkbox"/>	
Fee Reciept	<input checked="" type="checkbox"/>	
View Application Form		

Fig. – 3

Step 2a: If any of the above-mentioned documents is not valid, then counsellor needs to mandatorily write the appropriate remarks. The rejected cases are then abandoned and can be reassessed if the candidate produces the appropriate document(s) before the completion of the ongoing round of counselling is over.

Step 2b: Once the counsellor approves above mentioned documents, the PROCEED button will be active and the counsellor has to click on that button (as shown above Fig. - 3)

Step 3: After clicking on PROCEED button, the counsellor is redirected to the page where all the information filled by the candidate in the application form is shown on left side of the screen and the documents attached by the candidate are shown on the right side of the screen (as shown in the Fig. – 4 below).

All Information Of Candidate

General Details

First Name * Sachin

Middle Name

Last Name Lalwani

Father's Name Omprakash Lalwani

Mother's Name * Pooja Lalwani

Gender * Male

Category * General

Person With Disability * No

Date of Birth (DD-MM-YYYY) * 13-04-1999

Do you have Aadhaar Card * ☒ Yes ☐ No

Aadhaar Card No * 9800-0988-0852

Email * sachinlalwani1234@gmail.com

Mobile No. * 7877012277

Landline No.

Remarks

Permanent Address

Address * 265/207 Sector-26

Documents

Aadhaar Card

Class X Marksheet

Class XII Marksheet

First year marksheet

Second year marksheet

Action To Be Taken

Check the document carefully. Accept only if document is clear enough and authentic otherwise reject it.

Aadhaar Card Approve

Enter Remarks

Submit

Fig. - 4

3a) In the form part, the counsellor needs to verify all the details and if the counsellor makes any changes in any of the sections, then corresponding REMARKS should be given after each field.

3b) For the documents part, the counsellor needs to verify that the documents uploaded by the candidates by matching with the original documents presented by the candidate at the time of counselling. For each document, there is a drop down given below with two options whether document is approved or not. If the document is not approved, then the counsellor needs to write the appropriate remarks against that and submit.

In the application form part, the last part is DECISION, whether the admission of the candidate will be accepted or rejected.

If rejected, the REMARKS window must be necessarily filled up. If accepted, then just click on SAVE button. After saving, the SUBMIT button will appear. Click on SUBMIT button and a popup showing the summary will appear which should be confirmed by the counsellor; else, if the counsellor wants to modify then he can close the popup and recheck the information. If not, then he will click on SUBMIT button again (as shown in the Fig. – 5 below).

Application Form Remarks			
Sr.no	Section	Remarks	
1.	Overall Remarks	PASSED	

Uploaded Document Remarks			
Sr.no	Document Name	Is Verified ?	Remarks (if any)
1.	Aadhaar Card	NO	
2.	Class X Marksheet	NO	

NOTE : Please check all remarks again. If you want to modify, close the window and re-edit. Once you click on submit button application will be locked.

Are you Sure ?

Submit	Close
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Fig. – 5

Thank you very much... For your cooperation.

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